

SEAGRY PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

(on the closure of the Annual Council Meeting)

The Goss Croft Hall, Upper Seagry SN15 5HD

13th May 2025

Present: Cllr M Barber (Chairman), Cllr A Ball, Cllr R Barr (Vice Chairman), Cllr Emma Sorrell and Cllr N Watson.

Also Present: Wiltshire Councillor H Greenman, 2 Members of the Public were present (Brenda Foot and Mo Whitehall) and Mr V Vines MBE Clerk of the Council.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972

PUBLIC QUESTION TIME

- i) Brenda Foot asked the Council to consider the future ownership and maintenance arrangements for The Spitfire Memorial. A later agenda item would refer to this matter.
- ii) Mo Whitehall asked the Council to consider future Recreation Ground matters. A later agenda item would refer to this matter.

There were no further Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Cllr H Greenman provided his interpretation of recent Unitary Council Elections results and the potential change of Wiltshire Council administration and in doing so he thanked all those who had voted for him and had allowed him to continue as the Member for the Kington Division. The Parish Council welcomed his return and hoped to continue working with him during the next 4 years.

There were no further Reports.

11/15 APOLOGIES FOR ABSENCE

There were no Apologies received as all Council Members were in attendance.

12/25 Declaration(s) of Interest - in accordance with Seagry Parish Council's Code of Conduct (Adopted 9th November 2021) and Standing Orders (Adopted 12th May 2015)

There were no Declarations of Interest.

13/25 MINUTES Members had been previously circulated with the Minutes.

The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 11th March 2025. **Cllr M Barber proposed, seconded Cllr A Ball and RESOLVED UNANIMOUSLY**

14/25 PLANNING

Planning Applications: Prior to the consideration of any Planning Application, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. There were no representations received.

- a) PL/2025/03803 - Circular 14/90 – Electricity Overhead Lines Notification
New Connection
Upper Seagry Farm, 28 Upper Seagry, Chippenham SN15 5HD
For SSEN

Following consideration of the application **the Council resolved to raise no objections.**

Cllr M Barber proposed, seconded Cllr R Barr and RESOLVED UNANIMOUSLY

- b) PL/2024/10038 – Householder Planning Permission
Construct a Timber Summerhouse and Barbecue Area in an area of garden.
Oaktree Telex, Upper Seagry, SN15 5EX
For Mr Richard Newman

Following consideration of the application **the Council resolved to raise objections to the proposals** and advise Wiltshire Council that the application should be refused

The Council considered that the size and scale of this building would form a dominant feature in a prominent position that would have a detrimental impact on other nearby properties and the surrounding area in general spoiling the open character that existed.

Cllr M Barber proposed, seconded Cllr R Barr and RESOLVED UNANIMOUSLY

There were no further planning applications considered.

Planning General: The Council noted planning decisions and planning related matters, including appeals and enforcement issues since the last Council Meeting.

- c) PL/2024/10866 - Lawful Development Certificate for an Existing Use
This application seeks to confirm the lawful use of the area known as "the orchard," outlined in red on drawing 'LDC Application Site Plan A rev1', as part of the domestic garden associated with the dwelling.
Oaktree Telex, Upper Seagry, SN15 5EX
For Mr Richard Newman **Approved by Wiltshire Council 11th March 2025**

- d) PL/2025/00512 - Householder Application
Two storey side extension, single storey rear extension and front porch to property
6 Broadleaze Upper Seagry, Chippenham, SN15 5EY
For C & E Naughton **Approved with Conditions 14th April 2025**
- e) PL/2025/00293 - Householder Application
Construction of new outbuilding in rear garden with extended raised platform.
Grooms Cottage, Upper Seagry, Chippenham, Wilts, SN15 5EX
For Mr Mayne **Approved with Conditions 7th April 2025**
- f) PL/2025/00517 - Householder Application
Proposed 2 storey rear and side extension partly replacement of existing ground floor.
34 Henn Lane, Upper Seagry, Chippenham, SN15 5HA
For Mr Shaun Morse **Approved with Conditions 17th March 2025**
- g) PL/2025/01981 – Prior Approval Part 3 Class Q: Agricultural Buildings to Dwellinghouses
Town and Country (General Permitted Development) (England) Order 2015 as amended)
Part 3, Class Q Conversion of Tractor Shed to create 2 No new Dwellings.
Nables Farm, Upper Seagry, SN15 5HB
For Mr Andrew Jackson **Prior Approval Granted 23rd April 2025**
- h) PL/2025/02425 – Outline Planning Application – Some Matters Reserved
Outline Planning Application (main access from Scotland Hill and highways Works on A429, not reserved) for phased commercial industrial/logistics development (Use Classes B2 and B8) with ancillary offices, green infrastructure and associated works (including site clearance and demolition works)
Land North East of Junction 17 of the M4, Chippenham
For Stoford Alderley (Chippenham) Ltd

Council Members had agreed that the Clerk should respond to this consultation in order to meet the Wiltshire consultation timescale. **(noted)**

- i) Lime Down Solar Park – Statutory Consultation.

The Council received notification from Lime Down Solar Park Limited that a Statutory Consultation, under Section 42 of the Town & Country Planning Act 2008 was commencing on the 29th January 2025 and ending on the 19th March 2025.

The Council had agreed that the Clerk should respond within the timescale. **(noted)**

There were no further planning matters reported.

15/25 FINANCE

The Council considered financial matters and received notification of receipts, invoices for payment and invoices paid since the last Council Meeting.

- a) **Payments:** The Council considered and approved the following Payments.

WALC/NALC. Membership Fees 25/26	Inv WALC-0564	01.04.25	£ 151.80
Community First. Membership Renewal 25/26			£ 40.00
Mr R Tucker. Grass cutting	Inv 01	01.05.25	£ 100.00
Mr R Tucker. Allotment cutting	Inv 01	01.05.25	£ 20.00
Mr R Tucker. Spitfire Memorial cutting	Inv 01	01.05.25	£ 60.00
Recreation Ground Trust. Section 137 grant			£ 50.00
Signpost Magazine. Section 137 grant			£ 175.00

Cllr M Barber proposed, Cllr A Ball seconded and RESOLVED UNANIMOUSLY

- b) **Payments made since last Meeting:** The Council **noted** the following payments made since the last Council Meeting.

Wiltshire Council. Supply of Kissing Gate.	Inv No 92037753	01.04.25	£ 360.00
Information Commissioner. GDPR Data Protection fee renewal 25/26			£ 52.00
A E Tree Care. Tree Works at Allotments boundary.		05.04.25	£ 750.00
Mr R Tucker. Grass cutting.	Inv 08	29.03.25	£ 50.00
Mr R Tucker. Grass cutting Seagry Allotments	Inv 08	29.03.25	£ 10.00

- c) **Receipts:** The Council **noted** the following receipts since the last Council Meeting.

Wiltshire Council. BACS Precept 25/26 Tranche 1		17.04.25	£ 12,000.00
Allotment fee (Bentley) BACS		25.03.25	£ 15.00
Allotment fee (Zehetmayr) BACS		26.03.25	£ 30.00
Allotment fee (Lewis) BACS		31.05.25	£ 30.00
Allotment fee (Lewis) BACS		31.05.25	£ 30.00
Allotment fee (Holbrook) BACS		03.04.25	£ 15.00
Allotment fee (Lobb) BACS		22.04.25	£ 30.00

- d) **Bank Account Balance/s** The Council noted the following balance. **(noted)**

Lloyds Account No. 00454316	30 th April 2025	£ 49,907.38
-----------------------------	-----------------------------	-------------

16/25 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Parish Steward visits for 2025 had now been advised as 3/4th June, 2/3rd July, 2/3rd September, 2/6th October, 4/5th November and 2nd December 2025. **(noted)**
- b) **Rights of Way:** Cllr A Ball provided a further report on progress. He advised that assistance had now been received from Wiltshire Council who were providing the kissing gate. **(noted)**
- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
- a. HGV & Farm Traffic, Henn Lane + A429 Diverted Traffic. There had been no further progress on historic issues. Cllr M Barber reported that he was meeting Kirsty Rose, LHFIF Highway Engineer during June to visit problem areas within the Parish. **(noted)**.

- b. Highway verge erosion in the Upper Seagry “triangle” and generally within the Parish. There had been no change in circumstances since the last Council Meeting. **(noted)**
- c. Provision of Additional salt/grit bins. There had been no change in circumstances since the last Council Meeting. There remained a need to source additional bins for identified locations. **(noted)**.
- d) **Lower Seagry/Spitfire Memorial Highway Fingerpost Sign.** The delivery timescale had allowed the sign to be erected before the VE Day Celebration service. The project was now complete and the Clerk was thanked for his involvement in the design and order process. **(noted)**

17/25 STANDING ITEMS

a) **Recreation Ground:**

- i) The Council had received a request from the Recreation Ground Trustees to consider a donation towards their running costs. Members were reminded that the Trustees paid for the power supply to the Council’s defibrillator attached to the Pavilion. Those who had attended the Annual Parish Meeting had been informed of the difficulties in raising funds and rising costs. As the defibrillator provision benefited the whole community **the Council agreed a £50.00 Section 137 donation** to the Trust to cover the electricity supply costs. **Cllr M Barber proposed, Cllr A Ball seconded and RESOLVED UNANIMOUSLY**
- ii) The Council had been advised by the Recreation Ground Trustees that they faced challenges with a need for more volunteers and Trustees and that there was a need to review the running of the Recreation Ground, including maintenance of existing and the provision of additional play equipment, facilities, etc. The current Trustees sought guidance and assistance in their task in challenging times. The Council considered what options were available to assist the Trustees. **The Parish Council agreed that support should be provided** in finding new Trustees using social media and by support at events. As a fall back position the Council may have to consider taking over the ownership and management from the Trustees unless new volunteers could be found. It was suggested that a review of the situation should take place in 12 months time.
- b) **Notice Boards:** There were no issues raised. **(noted)** Cllr A Ball raised the issue of a volunteer’s proposal to produce a large (8ft x 4ft) mural display board on the rear internal wall of the Bus Shelter. The Council welcomed the concept and it was **agreed that a budget of £150.00** should be provided to assist with the costs of the project. **Cllr M Barber proposed, Cllr A Ball seconded and RESOLVED UNANIMOUSLY**
- c) **Flooding & Drainage:** The Council agreed to place on record their thanks for all of the work carried out by Wiltshire Council and the officers’ efforts in attempting to resolve the multitude of problems in the Parish over the last year.
- d) **Parish/Community Website/Social Media:** Following the changes in Council Membership there was a need for all Members to provide up to date information, contact details, photos, etc for the Council website. **(noted)**

- e) **Asset Register:** The Council agreed that the highway fingerpost signs erected at the Upper Seagry triangle and the Spitfire Memorial should remain Parish Council assets and be insured accordingly. **Cllr M Barber proposed, Cllr R Barr seconded and RESOLVED UNANIMOUSLY**
- f) **School Liaison:** There was no update in this occasion. **(noted)**
- g) **Council Standing Orders & Financial Regulations:** There was no update necessary. **(noted)**
- h) **Council Code of Conduct:** There was no update necessary. **(noted)**
- i) **Risk Assessment, Health & Safety and Management Register:** There was no update necessary. **(noted)**
- j) **Freedom of Information Act-Publication Scheme:** There was no update necessary. **(noted)**
- k) **Seagry Spitfire Memorial:** Those who had attended the Annual Parish Meeting were informed that the Spitfire Memorial Committee held some unspent funds and that their Bank was now charging them for their banking facility. The ownership of the Memorial was not in public hands and there was a need to consider the long-term future. With this in mind the Parish Council could be best placed to take ownership, to insure and to provide future maintenance. The funds held by the Memorial Committee could be transferred to the Parish Council and held separately in the Parish Council Accounts for the purpose. The Council was advised that the figure to be transferred was unknown as there remained outstanding works to complete. **The Council agreed that the proposal** was a sensible way forward and that when required they would become custodians of the Spitfire Memorial and provide future maintenance. **Cllr R Barr proposed, Cllr Emma Sorrell seconded and RESOLVED UNANIMOUSLY**
- l) **Goss Croft Hall:** Cllr Emma Sorrell reported that there was a desperate need to find new Hall Trustees to replace those stalwarts who are retiring from their positions. **(noted)**
- m) **Allotments:** Cllr A Ball reported that there had been no change in situation since the last Council Meeting. It was noted that many allotment holders had now paid their yearly fees. **(noted)**
- n) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on Monday 3rd March 2025 in the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham. The next was scheduled for the 2nd June 2025 at a venue yet to be notified. The Parish Forum had met on Wednesday 26th February 2025 in Christian Malford Village Hall. The Guest Speaker had been the Wiltshire Chief Constable. The next Parish Forum Meeting was scheduled for Wednesday 25th June 2025 at 7.00pm in Kington Langley Village Hall. **(noted)**
- o) **Parochial Church Council:** There was no update on this occasion. **(noted)**
- p) **Seagry Neighbourhood Plan:** Being mindful of the updated NPPF and the Government's increased housing number requirement for Wiltshire there would soon be a need for the Council to monitor the adopted Neighbourhood Plan and

to decide if there was a need for a review to ensure that the Plan was up to date. Further consideration would be given to the matter. **(noted)**.

- q) **Neighbourhood Watch:** There was no update. **(noted)**
- r) **Emergency Planning:** The Council had been reminded by Wiltshire Council that they should have an up to date Community Emergency/Flood Plan. Having an adopted and registered Emergency Plan would not stop emergencies occurring, but actions within the Plan by the community, may help reduce the impact. The Council was aware of the potential assistance available from the Wiltshire and Swindon Prepared Local Resilience Forum (LRF) and also the requirement for Emergency Contact Hubs, such as the Goss Croft Hall, the School, the Church and the Public House. Cllr M Barber would consider further and report accordingly. **(noted)**
- s) **Insurance:** As agreed there was a need to add the two highway fingerpost signs to the insurance policy cover. **(noted)**
- t) **Signpost Magazine:** Cllr A Ball would submit any articles on Parish Council matters when timescales allowed. **(noted)** The organisers had asked the Council to consider a donation towards their running costs. The Council had previously supported them with a Section 137 Grant **and agreed that a grant of £175.00** be provided. **Cllr A Ball proposed, Cllr Emma Sorrell seconded and RESOLVED UNANIMOUSLY**
- u) **Seagry Community Forum:** There was no update. **(noted)**
- v) **Community Speedwatch (CSW):** Minute 18/25 (c) below refers. **(noted)**
- w) **Defibrillator Project:** There was no update on this occasion. **(noted)**
- x) **Data Protection. GDPR:** There was no update required. **(noted)**

18/25 CLERKS REPORT

The following items were received for decision, information, and circulation and for future discussion and matters arising and updates from previous meeting/s.

- a) **Autospeedwatch Devices.** There was no change in circumstances since the last Council Meeting. The matter was likely to be discussed further at the Community Area Parish Forum. **(noted)**
- b) **Speed Identification Devices (SIDs).** Minute 18/25 (a) above refers. **(noted)**
- c) **Community Speedwatch Team.** There was no change in circumstances since the last Council Meeting. **(noted)**
- d) **Wiltshire Operational Flood Group North.** The Flood Group had last met on the 20th March 2025. There were no Minutes from the Meeting available yet. The date of the next Meeting had yet to be advised. **(noted)**
- e) **Chippenham Local Highway and Footpath Group (LHFIG).** The last LHFIG Meeting was held on the 9th January 2025. The Note Tracker had been received and previously circulated. The next had been scheduled for 22nd April 2025 and the Note Tracker had been circulated. The Meeting was postponed as this was

within the Council Election period. The new date was the 9th June 2025, 2pm to 4pm in Committee Room D, Monkton Park. The Note Tracker would be provided in due course. **(noted)**

- f) **CPRE Wiltshire Best Kept Village Competition 2025.** The Council had entered the Laurence Kitchen Award section of the Competition. This was the “Winner of Winners” Competition. Judging would take place during the period 1st – 31st July 2025. The **Council agreed to ensure** that the Parish looked at its best during that period. **(noted)**
- g) **Parish Council Elections – 1st May 2025.** Following the close of nominations for the Parish Council Elections the Election had been uncontested as there were 7 candidates recorded to fill the 7 Council Seats. This meant that the new Council would take charge after the 6th May 2025, when the existing Council Members stood down and the new Council took over. It was important to note that all Councillors could not take decisions until they had signed their Declaration of Office. **(noted)**
- h) **Flood Warden Newsletter – Spring 2025.** The Council had received the latest Wessex Water/Environment Agency Flood Wardens Newsletter. **(noted)**
- i) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** The Council had received details of how Parish Councils could contribute to the maintenance and improvements to paths within their Parish boundaries. Several letter templates had been provided. The Council would consider further. **(noted)**
- j) **Wiltshire Council and Wiltshire Climate Alliance.** The Council had received notification and information relating to a Climate and Environment Summit to be held at County Hall, Trowbridge on the 20th and 21st June 2025. **(noted)**

19/25 ANNUAL PARISH MEETING 2025:

The Annual Parish Meeting had been held on Tuesday 22nd April 2025 at 7.30pm in The Goss Croft Hall. Minutes would be available in due course. **(noted)**

20/25 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Cllr R Barr suggested that the Council should consider producing a Business Plan setting out the Council priorities to become proactive rather than reactive.

There were no further issues raised.

21/25 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Tuesday 8th July 2025 at 7.30pm** in The Goss Croft Hall, Upper Seagry, unless otherwise notified. However, Members noted that Tuesday 10th June 2025 was scheduled for a Council Planning Meeting and Notice will be given if this Meeting was required.

Signed:

Date: **8th July 2025**