

SEAGRY PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

The Goss Croft Hall, Upper Seagry SN15 5HD

8th July 2025

Present: Cllr M Barber (Chairman), Cllr A Ball, Cllr R Barr (Vice Chairman), Cllr N Hutton, Cllr K Taylor and Cllr N Watson.

Also Present: 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

There were no Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

There were no Reports.

22/25 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Emma Sorrell. Apologies were also received from Wiltshire Cllr H Greenman.

23/25 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.

24/25 MINUTES Members had been previously circulated with the Minutes.

i) The Council received, approved and signed as a true record the Minutes of the Annual Parish Council Meeting held 13th May 2025. **Cllr M Barber proposed, seconded Cllr A Ball and RESOLVED UNANIMOUSLY**

ii) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 13th May 2025. **Cllr M Barber proposed, seconded Cllr A Ball and RESOLVED UNANIMOUSLY**

25/25 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/2025/04856 – Full Planning Permission
Change of Use from Holiday Accommodation to Independent Dwelling
The Anchorage, Nables Farm, Scotland Hill, Upper Seagry SN15 5HB
For Mr Andrew Jackson

Following consideration of the application **the Council resolved to advise** Wiltshire Council that the comments previously submitted in regard to similar application PL/2023/06343 were still valid.

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.

- b) PL/2024/10038 – Householder Application
Construct a timber summerhouse and barbecue area in an area of garden.
Oaktree Telex, Upper Seagry, SN15 5EX
For Mr Richard Newman **Approved by Wiltshire Council 6th June 2025**
- c) PL/2025/04385 – Consent under Tree Preservation Orders
T1- Ash tree on the property boundary is to be lightly crown raised over the shared access driveway and any branches pruned that have direct contact with the overhead way-leave located within the trees footprint. T2 – Remove Moribund Ash Tree
Oak Hill House, Upper Seagry, Chippenham SN15 5HD
For Scott **Approved with Conditions 23rd June 2025**
- c) Lime Down Solar Park – Statutory Consultation.

The Council had previously commented on the proposals at each consultation stage. The Council had now received notification from Island Green Power/Lime Down Solar Park Limited that a Targeted Consultation commenced on the 3rd June 2025 and ended on the 11th July 2025. The Consultation covered the refinement of previous plans and the cable route search corridor. The applicant had suggested that feedback would help to finalise the application for development consent likely to be submitted to the Planning Inspectorate later this year and, subject to obtaining consent, the earliest construction start would be in 2027. Following consideration of the amended proposals the Council considered that the amendments related to matters of detail and as they were against the principle of the proposals in this vast rural location **resolved to re-state their previous objections.**

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

There were no further planning matters reported.

26/25 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.

Mr R Tucker. Grass cutting. Inv 02	01`06.25	£ 100.00
Mr R Tucker. Grass cutting Seagry Allotments Inv 02	01.06.25	£ 20.00
Mr R Tucker. Grass cutting. Spitfire Memorial Inv 02	01.06.25	£ 120.00
Mr R Tucker. Grass cutting. Inv 03	30`06.25	£ 100.00
Mr R Tucker. Grass cutting Seagry Allotments Inv 03	30.06.25	£ 20.00
Mr R Tucker. Grass cutting. Spitfire Memorial Inv 023	30.06.25	£ 120.00
Community First. Zurich Insurance Renewal 25/26 YLL2720278713		£ 232.88

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

- b) **Payments made since last Meeting:** The Council **noted** that no payments had been made since the last Council Meeting.

- c) **Receipts:** The Council **noted** the following receipt/s since the last Council Meeting.

Allotment rents	02.05.25	£ 180.00
-----------------	----------	----------

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

Lloyds Account No. 00454316 30 th May 2025	£ 49,650.33
---	-------------

- e) **Annual Governance and Accountability Return Year Ending 31st March 2025**

The Council was required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carried out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils could apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure did not exceed £25,000.00 in the accounting year ending 31st March 2025. The Parish Council was within those limits.

In these circumstances **the Parish Council agreed to** issue a Certificate of Exemption to the External Auditor, submit to PKF Littlejohn LLP and publish on the Parish Council website in the required timescales. This would include the Period for Public Rights of Inspection.

A Receipts and Payments spreadsheet had been previously provided for Member's consideration and approval. The Clerk advised that the Internal Audit had been carried out and no issues found.

The Council, as in previous years was required to approve Sections 1 and Section 2 of the Annual Governance and Accounting Statements. The Clerk had provided the Council Receipt and Payments Accounts for Year Ending 31st March 2025 for approval and Annual Return documentation.

- i) Accounts Year Ending 31st March 2025. The Council considered and approved the Annual Receipts and Payments Accounts.
- ii) Annual Return Section 1: The completion of the Governance Statement Section 1 of the Audit Form. Authority was given for the Chairman and the Council Clerk to sign the Annual Audit Return, which would be published on the Council website.
- iii) Annual Return Section 2: The Council had been previously circulated with the Year End 31st March 2025 accounts spread sheet for adoption. Authority was given for the Council Chairman and Council Clerk to sign the Statement, which would be published on the Council website.

Cllr K Taylor proposed, Cllr A Ball seconded and RESOLVED UNANIMOUSLY

27/25 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr N Watson updated the Council advising that he had met the Parish Steward. Remedial works to the highway surfaces in the Seales Court area fell outside the remit of the Steward but the matters would be raised with Highways. Parish Steward visits were scheduled for 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 brief report on progress. He advised that the planned kissing gate installation would proceed once the adjacent ditch had been piped. **(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 – Highways Generally. Cllr M Barber reported that he had met Kirsty Rose, LHFIF Highway Engineer to visit problem areas within the Parish. The proposal to create a one-way system had been raised and it was felt that this should be investigated further. To explore further it had been suggested that the idea should be raised with LHFIF who could explore the concept further, possibly leading to an 18 months pilot period. The Council needed to firm up the design details, flow of traffic, etc and submit the required application. It was noted that the suggestion might lead to the provision of the much sought after 20mph speed restriction. **(noted)**.
 - b. Highway verge erosion in the Upper Seagry “triangle” and generally within the Parish. Minute 27/25 (c) (a) above refers. **(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. Henn Lane/Startley Road - Verge Maintenance. At the last Council Meeting a brief discussion had taken place on the maintenance of the highway verge on the opposite side of The New Inn Public House and

opposite the bus helter/allotments where the Council, following a request from a house owner had installed timber bollards to prevent vehicles mounting the verge. A request had been made for the Council to add the verge grass cutting to the Council's cutting contract. At the time the question of land ownership had been raised and who was legally responsible for maintenance. The Land Registry title suggested that the entire verge was not in private ownership and it was to be assumed that the verge would now be part of the highway and potentially maintained by Wiltshire Highways as part of their cutting schedule. Since the Council's last discussions a further request for Parish Council assistance had been received. The Council felt that as a matter of principle they should not take over the maintenance of highway verges and **Cllr M Barber agreed** to discuss this with the house owner.

28/25 STANDING ITEMS

- a) **Recreation Ground:** Pursuant to Minute 17/25 (a). The review of the issues raised was ongoing with additional volunteers still being sought.. **(noted)**
- b) **Notice Boards:** Pursuant to Minute 17/25 (b). There were no issues raised. **(noted)**
- c) **Flooding & Drainage:** There were no issues raised. **(noted)**
- d) **Parish/Community Website/Social Media:** Pursuant to Minute 17/25 (d). There remained a need for all Members to provide up to date information, contact details, photos, etc for the Council website. Member's preference was for their gov.uk email addresses to be diverted to their private email addresses. Cllr R Barr raised the issue of the Wiltshire Council website link to the Council's website not working. The Clerk would contact Wiltshire Council to seek a solution. **(noted)**
- e) **Asset Register:** There was no update necessary. **(noted)**
- f) **School Liaison:** Cllr Emma Sorrell had asked the Council to consider what help and support could be given to after-School cover, that was a major blocker to increasing pupil numbers. Wiltshire Council had funds but required a Business Plan to demonstrate that an after School Club would be able to break even within 2 years. Given the small size of the School it appeared that it might not possible to guarantee this. The Council was informed that since the issue had been raised it appeared that a solution had been found. **(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:** Pursuant to Minute 17/25 (k). There had been no change in circumstances since the last Council Meeting. **(noted)**

- l) **Goss Croft Hall:** There had been no change in circumstances since the last Council Meeting. **(noted)**
- m) **Allotments:** There was no update necessary. **(noted)**
- n) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on Monday 2nd June 2025 at 7.00pm in the Wiltshire History Centre, Chippenham. The Draft Minutes had been published online. The next was scheduled for the 15th September 2025 in the same venue. Further dates were scheduled for the 10th November 2025 and 9th February 2026. The Parish Forum had met on Wednesday 25th June 2025 at 7.00pm in Kington Langley Village Hall. The Guest Speakers had been from the Wiltshire Police Neighbourhood Team and Emily Malcolm of Yesterday's Story CIC who had explored how local Parishes could be involved in a new Chippenham Heritage Project. The next Forum Meeting was scheduled for Wednesday 24th September 2025 at 7.00pm in Kington St Michael Village Hall. **(noted)**
- o) **Parochial Church Council:** There was no update on this occasion. **(noted)**
- p) **Seagry Neighbourhood Plan:** Pursuant to Minute 17/25 (p). There had been no change in circumstances since the last Council Meeting. Further consideration would need to be given to the need to update the adopted Plan in light of any changes to the Wiltshire Local Plan. **(noted)**.
- q) **Neighbourhood Watch:** There was no update. **(noted)**
- r) **Emergency Planning:** Pursuant to Minute 17/25 (r). There had been no change in circumstances since the last Council Meeting. Cllr M Barber would consider further and report accordingly. **(noted)**
- s) **Insurance:** There was no update required on this occasion. **(noted)**
- t) **Signpost Magazine:** Cllr A Ball would submit any articles on Parish Council matters when timescales allowed. **(noted)**
- u) **Seagry Community Forum:** There was no update. **(noted)**
- v) **Community Speedwatch (CSW):** Minute 29/25 (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)**

29/25 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 continued to be discussed at the Community Area Parish Forum seeking support for their use from Wiltshire Police. **(noted)**

- b) **Speed Identification Devices (SIDs).** The Council had been reminded of the warranty period for the EVOLIS equipment and the possibility of a warranty extension. **The Council agreed to extend the warranty period.**
- 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 met on the 29th May 2025 10.00-12.30 as a Hybrid Meeting. (Council Chamber Monkton Park/Teams). The Notes from the Meeting had been made available online. The date of the next Meeting was the 24th July 2025. The Agenda and joining instructions had been received. **(noted)**
- e) **Chippenham Local Highway and Footpath Group (LHFIG).** The last LHFIG Meeting had been held on the 9th June 2025. The Note Tracker had been received and previously circulated. The next LHFIG had been scheduled for 16th October 2025 at 10.00am. The Note Tracker would be provided in due course. **(noted)**
- f) **CPRE Wiltshire Best Kept Village Competition 2025.** The Council had entered the Laurence Kitching Award section of the Competition. This was the “Winner of Winners” Competition. Judging would take place during the period 1st – 31st July 2025. **(noted)**
- g) **Wiltshire Council – Improving the Rights of Way Network at a Local Level.** Pursuant to Minute 18/25 (i). Cllr A Ball would consider further and report accordingly. **(noted)**
- h) **Wiltshire Flood Wardens Newsletter.** The Council had received the first edition that provided links to updated flood risk maps, a reminder that Emergency/Flood Plans should be up to date, dates for Flood Warden Training Days and a Rural Runoff Project. The Council noted the issues raised. **(noted)**
- i) **OPPC Road Safety Conference – Friday 4th July 2025.** The Council had been notified by the Police and Commissioner that an “improving road safety” conference was to be held on Friday 4th July 2025 at Tidworth Garrison Theatre 10am to 4pm. One representative, from each Parish Council, was invited and from Community Speedwatch teams across the Force area. The event had been cancelled. A survey was now being carried out on future arrangements and Members were encouraged to respond. **(noted)**
- j) **Business Plan.** Pursuant to Minute 20/25 (i). Cllr R Barr had suggested that the Council should consider producing a Business Plan setting out the Council’s priorities to become proactive rather than reactive. The Council had a good recent track record particularly with the introduction of the Neighbourhood Plan, speeding initiatives, SIDS, highway signposts, gates, etc but these, although worthy and significant, were ad-hoc in nature. It was felt that as the Council had just been elected for a 4 year term of office they should prepare a “manifesto” setting out what they wished to do, with justification, to enable scrutiny of achievements, or not. **Members agreed that they would** provide the Clerk with some ideas for inclusion in a draft proposal for future discussion.
- k) **Wiltshire Council Briefing Note 25-04.** The Council noted receipt of a Briefing Note in regards to the Wiltshire’s Housing Land Supply Statement and noted the potential implications if there was a change in planning policy to address the shortfall in housing provision. **(noted)**

- l) **Wiltshire Council Briefing Note 25-05.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Community Air Network. **(noted)**
- m) **Wiltshire Council Briefing Note 25-06.** The Council noted receipt of a Briefing Note in regards to the Launch of the fourth Solar Together Scheme for Wiltshire and Swindon. **(noted)**

30/25 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

- i) Cllr N Watson raised the issue of the FOSS planned Xmas Santa Run and whether there would be a need for a road closure. At this time the exact details were not known but initial thoughts were that with appropriate road control signage and marshalling this may not be necessary.
- ii) Cllr M Barber raised the issue of an approach he had received in regards to the purchase of the hedge cutter for the Goss Croft Hall. Should an application for a Section 137 grant be received then the Council could consider the merits of the application.

There were no further issues raised.

31/25 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **Tuesday 9th September 2025 at 7.30pm** in The Goss Croft Hall, Upper Seagry, unless otherwise notified. However, Members noted that Tuesday 12th August 2025 was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required.

PART 2 AGENDA

As the following Item related to Confidential Matters, in accordance with Seagry Parish Council Standing Orders (Admission of Public and Press to Meetings) it was considered that in view of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as amended), the Public and Press should be excluded for the remainder of the Meeting.

- a) Mr R H Newman. The Council had received a request to consider a private matter.

Council Members were circulated with details and the request received from Mr Newman and following consideration felt that despite the suggestions made they should not interfere with the legal Court process, especially from one involved party. Should the Court directly approach the Council for their thoughts then the matter could be reviewed.

Signed:

Date: **9th September 2025**