

# SEAGRY PARISH COUNCIL

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6<sup>th</sup> May 2026

Dear Councillor,

You are summoned to a **Meeting of the Seagry Parish Council**, which will be held on **Tuesday 12<sup>th</sup> May 2026** in **The Goss Croft Hall, Upper Seagry SN15 5HD** commencing at **7.30p.m.** (On the closure of the Annual Council Meeting). The Press and Public are welcome to attend the Meeting.

Yours faithfully,

*Vivian Vines*

Vivian A Vines MBE SLCC Parish Clerk

## FULL COUNCIL MEETING AGENDA

(Agenda Items for decision are marked as such)

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

**PUBLIC QUESTION TIME:** an opportunity for members of the public to address the Council on any Council matter before the formal meeting commences. (Limited to 10 minutes)

**REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES:** an opportunity to put questions and receive information from the Wiltshire Councillor, if available, and Council delegated representatives for other organisations and functions. (Limited to 10 minutes)

1. **APOLOGIES:** To receive and agree Apologies received from Council Members. **(For Decision)**

2. **DECLARATIONS OF INTEREST:** To note Declarations of Interests in accordance with Seagry Parish Council's Code of Conduct and Standing Orders including any Dispensations required under the Code of Conduct. **(to note)**

3. **MINUTES:** To receive, consider and confirm the Minutes of the Parish Council Meeting/s

Council Meeting 10<sup>th</sup> March 2026. **(see attached Draft Minutes) (For Decision)**

4. **PLANNING:**

**Planning Applications:** To make observations on Planning Applications received. 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. (Limited to 3 minutes each person)

- a) PL/2025/10016 – Full planning permission  
Conversion of Class Q into Full Planning Permission for one new self build dwelling  
Church Farm, Lower Seagry, Chippenham SN15 5EP  
For Mr Chris Upton **(see online) (For Decision)**

\* The Council considered this application at their last Meeting and raised no objections. The Council has been advised that some amendments have been made to the proposals and the opportunity is given for the Council to comment further.

- b) PL/2026/02585 – Full planning permission  
Erection of two new dwellings in the alternative to Application PL/2025/01981  
Nables Farm, Scotland Hill, Upper Seagry, Chippenham SN15 5HB  
For Mr Andrew Jackson **(see online) (For Decision)**

There are no further planning applications to consider at the time of Agenda publication. **(to note)**

**Planning General:** To receive notification of any Planning Decisions received and any amendments and updates. To receive notification and consider any other Planning related matters, including appeals and enforcement issues.

- a) Wiltshire Gypsies and Travellers Development Plan Document Update (DPD).

At the time of Agenda publication there are no further updates. **(to note)**

- b) PL/2025/06615 – Full Planning Permission  
Proposed Erection of building comprising 4 No. flexible B8 storage and distribution and/or Class E (g) Commercial, Business and Services units and erection of building for mixed agricultural and equestrian workshop, storage and estate office and stables, all following demolition of existing B8 storage building and site remediation, together with associated parking, servicing, drainage, infrastructure, biodiversity net gain and landscaping and alterations to existing vehicular access  
Building at Seagry House, Off Henn Lane and Startley Road, Upper Seagry SN15 5HD  
For Thala Family Investments Ltd

The Council considered this planning application on the 9<sup>th</sup> September 2025 and submitted comments including further comments on revisions to the application. The Council has been advised that the application will be considered by the Northern Area Planning Committee on Wednesday 13<sup>th</sup> May 2026 commencing at 3.00pm in the Council Chamber, Monkton Park. The Agenda has been published and the proposal is recommended for approval subject to Conditions. The Council may wish to attend and make further representations. **(see online) (For Decision)**

- c) PL/2025/06338 – Householder Planning Permission  
Proposed Two Storey Side Extension  
12 Upper Seagry, Chippenham SN15 5EX  
For Mr A Pivars **Approved with Conditions 12<sup>th</sup> March 2026**
- d) PL/2026/00666 – Householder planning permission  
Proposed single storey extension, re-configure lean-to roof for flat roof & conservation of part adjacent outbuilding – resubmission of PL/2022/08283 & PL/2022/09344  
Hardinge House, Upper Seagry, Chippenham SN15 5HA  
For Mr & Mrs Richard Scrope **Approved with Conditions 27<sup>th</sup> March 2026**
- e) PL/2026/00824 – Listed Building Consent (Alt/Ext)  
Proposed single storey extension, re-configure lean-to roof for flat roof & conservation of part adjacent outbuilding – resubmission of PL/2022/08283 & PL/2022/09344  
Hardinge House, Upper Seagry, Chippenham SN15 5HA  
For Mr & Mrs Richard Scrope **Approved with Conditions 27<sup>th</sup> March 2026**
- f) PL/2026/01154 – Full planning permission  
Change of use from holiday accommodation to independent dwelling  
Oxen Cottage, Nables Farm, Scotland Hill, Upper Seagry, Chippenham SN15 5HB  
For Mr Andrew Jackson **Approved with Conditions 24<sup>th</sup> April 2026**
- g) PL/2026/01155 – Full planning permission  
Change of use from holiday accommodation to independent dwelling  
Woodman Cottage, Nables Farm, Scotland Hill, Upper Seagry, Chippenham SN15 5HB  
For Mr Andrew Jackson **Approved with Conditions 24<sup>th</sup> April 2026**
- h) Lime Down Solar Park – Update 10<sup>th</sup> April 2026.

Wiltshire Council has provided an update to Councils who have registered as an Interested

Party with the Planning Inspectorate (PINS). **(see attached) (to note)**

There are no further planning matters to consider at the time of Agenda publication. **(to note)**

## 5. **FINANCE:** To note any financial matters, any receipts and payments made

### a) **Payments to make (see attached) (For Decision)**

Mr R Tucker. Grass cutting. Inv 08	30.03.26	£ 100.00
Mr R Tucker. Grass cutting Seagry Allotments Inv 08	30.03.26	£ 20.00
Mr R Tucker. Grass cutting. Spitfire Memorial Inv 08	30.03.26	£ 120.00
Mr R Tucker. Grass cutting. Inv 01	29.04.26	£ 100.00
Mr R Tucker. Grass cutting Seagry Allotments Inv 01	29.04.26	£ 20.00
Mr R Tucker. Grass cutting. Spitfire Memorial Inv 01	29.04.26	£ 120.00
Community First. Membership fees 26/27	01.04.26	£ 40.00
WALC. Membership fees. 26/27 Inv WALC-1112	01.04.26	£ 149.87
Glasdon UK Ltd. Grit bins. Inv SI935517	13.04.26	£ 451.64

### b) **Payments made since last Meeting**

Information Commissioner. Data fees 26/27	19.03.26	£ 52.00
Black Nova Designs Email changes. Inv 30960	30.03.26	£ 717.98
Black Nova Designs Email changes. Inv 30961	30.03.26	£ 240.00

There have been no further payments made since the last Council Meeting. **(to note)**

### c) **Receipts**

Wiltshire Council. Precept 26/27 tranche 1.	17.04.26	£ 13,000.00
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There have been no further receipts since the last Council Meeting. **(to note)**

### d) **Bank Account Balance/s (to note)**

Lloyds Account No. 00454316 30 <sup>th</sup> March 2026	£ 41,479.44*
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\*Any later balance will be reported at the Council Meeting

### e) **Annual Governance and Accountability Return Year Ending 31<sup>st</sup> March 2026**

The Council is required to submit an Annual Return to the External Auditor, PFK Littlejohn LLP who carry out the limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. However, Parish Councils can apply for a Certificate of Exemption from the requirement where their gross income or gross expenditure does not exceed £25,000.00 in the accounting year ending 31<sup>st</sup> March 2026. The Parish Council is within those limits.

The Parish Council can still request that the External Auditor carries out a limited assurance review if they wish but they will be charged.

In these circumstances it is recommended that the Parish Council agree to issue a Certificate of Exemption to the External Auditor. **(For Decision)**

The Parish Council still needs to complete the Annual Governance Part 2 process themselves with the Internal Auditor and publish on the Parish Council website within the required timescales. This will include the Period for Public Rights of Inspection. **(see attached) (For Decision)**

## 6. **HIGHWAY MATTERS:**

- a) Parish Stewards Programme/ Requirements – Local Highway and Streetscene Community Team. To raise general issues and to receive any updates. Cllr N Watson, is the Council link with the Parish Steward. Remaining Parish Steward visits scheduled for 2026 are 2<sup>nd</sup>/3<sup>rd</sup> June,

2<sup>nd</sup>/6<sup>th</sup> July, 2<sup>nd</sup>/3<sup>rd</sup> September, 5<sup>th</sup>/6<sup>th</sup> October, 3<sup>rd</sup>/4<sup>th</sup> November and 2<sup>nd</sup> December 2026 (second date refers to half a day in each case) However, the Council has been notified that the service has been suspended for a concentration on highway pothole repairs throughout the County. **(to note) (For Decision)**

- b) Rights of Way – To raise general issues, to receive any updates and consider any actions required. **(to note) (For Decision)**
- c) Highway & Footpaths Conditions and Maintenance – To raise general issues and to receive any updates, including highway and verge parking. **(to note) (For Decision)**
  - i) Provision of additional salt bins. The Council has purchased 2 No salt/grit bins and arrangements can now be made to install. **(For Decision)**

## 7. UPDATE ON STANDING ITEMS:

- a) Recreation Ground – To raise general issues and to receive any updates. **(to note) (For Decision)**
- b) Notice Boards – To raise general issues and to receive any updates. **(to note) (For Decision)**
- c) Flooding & Drainage – To raise general issues and to receive any updates. **(to note) (For Decision)**
- d) Parish/Community Website/Social Media – To raise general issues and to receive any updates. There is a need for all Members to ensure up to date information, contact details, photos, etc appears on the Council website. **(to note) (For Decision)**
- e) Asset Register – There is no change in circumstances since the last Council Meeting. **(to note)**
- f) School Liaison – To raise general issues and to receive any updates. **(to note)**
- g) Council Standing Orders & Financial Regulations – No updates required. **(to note)**
- h) Council Code of Conduct – No updates required. **(to note)**
- i) Risk Assessment, Health & Safety and Management Register – There is no change in circumstances since the last Council Meeting. **(to note)**
- j) Freedom of Information Act-Publication Scheme – There is no change in circumstances since the last Council Meeting. **(to note)**
- k) Seagry Spitfire Memorial – The Council has now been formally asked to take over the ownership and maintenance of the Spitfire Memorial. The Council needs to ascertain the present position in regards to the legal transfer and associated financial position. **(For Decision)**
- l) Goss Croft Hall – To raise general issues and to receive any updates. The defibrillator training event was held in the Hall recently and it was noted and comment was made that a defibrillator was positioned within the entrance hall, which obviously was for Hall users. A suggestion was made that if the defibrillator was positioned outside then this would expand the public provision in Upper Seagry. The Council may wish to consider this alongside Agenda item 7 (v) below. **(to note) (For Decision)**
- m) Allotments – To raise general issues and to receive any updates. **(to note)**
- n) Wiltshire Council Chippenham and Villages Area Board and Chippenham Community Area Parish Forum. The Area Board last met on Monday 9<sup>th</sup> February 2026 in the Wiltshire History Centre, Chippenham. The next is scheduled for the 1<sup>st</sup> June 2026 in the same venue. The Parish Forum met on Wednesday 25<sup>th</sup> March 2026 at 7.00pm in Kington St Michael Village Hall. The Guest Speaker was Simon Smith, Wiltshire Council Senior Planning Officer. The next Parish Forum is scheduled for Wednesday 17<sup>th</sup> June 2026 at 7.00pm in Sutton Benger Village Hall. **(to note)**
- o) Parochial Church Council – To receive any updates. **(to note)**
- p) Seagry Neighbourhood Plan – To consider and agree any actions required. **(to note) (For Decision)**
- q) Neighbourhood Watch – To raise general issues and to receive any updates. **(to note)**
- r) Emergency Planning – To raise general issues and to receive any updates. **(to note) (For Decision)**
- s) Insurance – To raise general issues and to receive any updates. **(to note)**
- t) Signpost Magazine – To agree editorial if necessary. **(to note) (For Decision)**
- u) Community Speedwatch (CSW) – To receive any updates and consider any further actions required. Later agenda items refer. **(to note)**
- v) Defibrillator Project - The SW Ambulance Trust held a joint training session at the Goss Croft Hall, Upper Seagry on the 14<sup>th</sup> April 2026 as part of the leasing arrangement. The Council has leased two defibrillators for some years now and the Trust is no longer renewing leases and are

gifting the defibrillators to Parishes. It will be necessary for the Council/volunteers to oversee the maintenance and cover costs involved to retain the existing defibrillators. When originally installing the Council was aware that there were/would be gaps in the provision as minimum distance, then given as 200 metres, could not be met and it was decided that some provision was better than none, hence the siting at The Pavilion, Upper Seagry and at Lower Seagry. where the required power supply and overseeing could be achieved. The Council might wish to consider further provision within the Parish and prepare a long-term plan to cover further areas of the Parish, including registering each on "The Circuit". Registration means that emergency callers may be directed to the nearest defibrillator. It has to be said that local people should be well aware of where existing defibrillators are positioned but it would be timely to remind all through The Signpost and other means. **(to note) (For Decision)**

w) Data Protection-GDPR - To raise general issues and to receive any updates. **(to note)**

**8. CLERKS REPORT:** To note items received for decision, information, circulation and for future discussion and matters arising and updates from previous meeting/s

- a) **Autospeedwatch Devices.** To consider any updates including any further requirements and actions. **(to note) (For Decision)**
- b) **Speed Identification Devices (SIDs).** To consider any updates including any further requirements and actions. The Council previously agreed a warranty extension to one of the ElanCity devices. The other device now requires a warranty extension. To agree the extension. **(see attached) (For Decision)**
- c) **Community Speedwatch Team.** To consider any updates including further requirements and actions. **(to note) (For Decision)**
- d) **Wiltshire Operational Flood Group North.** The Flood Group last met on Wednesday 18<sup>th</sup> March 2026. The date scheduled for the next Flood Group Meeting is the 20<sup>th</sup> May 2026. Further Meetings are scheduled for 22<sup>nd</sup> July, 23<sup>rd</sup> September and 11<sup>th</sup> November 2026. **(to note) (For Decision)**
- e) **Chippenham Local Highway and Footpath Group (LHFIG).** The last LHFIG Meeting was held on the 31<sup>st</sup> March 2026 at 10.00am in Monkton Park Council Offices. The Note Tracker has been provided. The date of the next LHFIG Meeting is the 24<sup>th</sup> September 2026. A further date is scheduled for the 28<sup>th</sup> January 2026. **(to note) (For Decision)**
- f) **Wiltshire Council Briefing Note 26-03.** The Council has received a Briefing Note in regards to the revision of the Service Devolution & Asset Transfer Policy. To allow sufficient time for feedback the informal consultation period was extended to the 1<sup>st</sup> May 2026. **(see attached) (to note)**
- g) **Wiltshire Council Guidance for Parish and Town Councils on receiving and use of CIL Funds 2026.** The Council has received this year's update. **(see attached) (to note)**
- h) **Wiltshire Council Briefing Note 26-04.** The Council has received a Briefing Note in regards to the Crisis and Resilience Fund 2026 (CRF). The briefing outlines the transition from the Household Support Fund (HSF) to the new (CRF) and the support available to residents etc. **(see attached) (to note)**
- i) **Hedgerow Protection – Goss Croft Hall - Startley Road.** A Parishioner has asked the Council to consider the protection of the ancient hedgerow fronting the main road. It is understood that Wiltshire Council has a system that enables any resident to apply to have a hedgerow over 30 years of age to be protected and he considers that with this hedgerow predating WW2 it should be worthy of protection for future generations. He suggests that if the Parish Council applied it would carry more weight than from a private individual. **(For Decision)**
- j) **Upper Seagry Traffic Management Strategy.** Pursuant to Minute 69/25 (I). To receive any updates. **(to note) (For Decision)**

- k) **Business Plan.** Pursuant to Minutes 59/25 (m). To consider further. **(to note) (For Decision)**
- l) **WALC- Environment Network.** The Council will recall the Clerk attended the first meeting of this Network and can now update the Council. Attached is a brief summary and the presentations received. **(see attached) (to note)**
- m) **CPRE Wiltshire – Best Kept Village Competition 2026.** The Council has entered the Parish and from information received there is just one other entry in the Category. Round One judging will take place between 9<sup>th</sup> and 24<sup>th</sup> May 2026 with no advance notice. Round Two will take place between 27<sup>th</sup> June and 19<sup>th</sup> July 2026. **(to note)**
- n) **Panapalooza – 12<sup>th</sup> – 14<sup>th</sup> June 2026.** A Council Member was notified by the organiser that this would be taking place at Seagry House Estate. The Council has not been formally approached. The details as far as known are attached. **(see attached) (For Decision)**
- o) **Register of Interests.** Council Members are reminded that by Law this should be completed on the Wiltshire Council website within 28 days of being elected/co-opted or when they have any change in circumstances. The Clerk will provide log-in and password details again, should this be required. **(to note)**

**9. ANNUAL PARISH MEETING 2026:** The Annual Parish Meeting was held on Tuesday 21<sup>st</sup> April 2026 at 7.30pm in The Goss Croft Hall, Upper Seagry. Notes from the APM will be produced in due course. To receive any updates. **(to note) (For Decision)**

**10. COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING:**

An opportunity to raise items and issues which cannot be dealt with by the Clerk and which do not require a policy decision other than referral to a future Full Council Meeting.

**11. DATE OF NEXT MEETING:** The date of the next Council Meeting is scheduled for **Tuesday 14<sup>th</sup> July 2026 at 7.30pm** in The Goss Croft Hall, Upper Seagry, unless otherwise notified. **(to note)**