

Council Meeting Agenda

Date: Tuesday 29th September 2026 **Time:** 18:30–20:30 **Venue:** Irene Usher

Notice: The meeting is open to the public and press. The agenda should be published and available for inspection at least three clear days before the meeting, in accordance with the Local Government Act 1972, Part VA, section 100B, and Schedule 12 requirements for local council meetings.

Agenda Items

1. Apologies for Absence 18:30–18:35

To receive and approve apologies for absence. Legal reference: Local Government Act 1972, section 85.

2. Declarations of Interest 18:35–18:40

To receive declarations of disclosable pecuniary interests or other interests relating to items on the agenda, in accordance with the Council's Code of Conduct and the Localism Act 2011.

3. Minutes of the Previous Meeting 18:40–18:45

To approve the minutes of the meeting held on [insert date] as a correct record. Legal reference: Local Government Act 1972, Schedule 12, paragraph 41.

4. Public Participation 18:45–18:55

To allow members of the public to address the Council in accordance with the Council's Standing Orders. Each resident will be allowed up to three minutes to speak. This item is for members of the public to make comments, raise questions, or bring matters to the Council's attention it is not a debate and no decision will be made unless the matter is included as a separate item on the agenda.

5. Action Tracker 18:55–19:05

To note the following updates:

Bleed kits: Bleed kits have been ordered, and training dates are being arranged.

Defib – New Battery being ordered.

Councillors Training - held on 29th September 16.00 – 18.00pm

Local Plan - Clerk and Councillors attended the workshop at Wiltshire Council on 21.09.2026

Sell Green Sockets – Completed and awaiting what three words

White Gates – Scheduled for the 15th October

Bolland's Hill Completed

Seend Hill – 5th October – 28th November, awareness signs already situated

6. Councillor Updates

To receive and note updates from councillor representatives.

- **Lye Field:** Cllr Debbie Savage and Cllr Paul Taylor

- **Community Centre Parish Council Representatives:** Cllr Jamie Halliday and Cllr Phil Springate
- **Neighbourhood Plan:** Cllr Bridget Johnstone, Cllr Pamela Akerman, Cllr Debbie Savage and Cllr Jamie Halliday; Cllr Helen Robson - Gordon
- **Area Board:** Cllr Jamie Halliday and Cllr Pamela Akerman
- **Police Representative:** Cllr Pamela Akerman
- **Speed watch:** Cllr Debbie Savage

Council to Consider:

Emergency Plan: That the Council considers appointing a Councillor representative for an Emergency Plan, which will replace the Flood Plan.

Footpath Liaison Representative: Recommendation: That the Council considers appointing a Councillor to fill the vacant representative role.

7. Councillor Co-option Applications

To note that applications for councillor co-option are now open and applications received are being reviewed. The Council is actively seeking to encourage applications that support a diverse and representative Parish Council. Applications will be considered at the November meeting, when candidates will be invited to attend and explain why they wish to become a parish councillor. Councillors will then vote in accordance with the Council's Co-option Policy.

8. Wiltshire Councillor Update 19:05–19:15

To receive and note updates from Councillor Raey, Wiltshire Councillor.

9. Councillor and Working Group Updates 19:15–19:30

To receive updates from Speed Watch, the Business and Tourism Working Group, and the Neighbourhood Plan Working Group.

10. Planning Applications 19:30–19:50

To consider the following planning applications and agree the Council's consultation response, including how each proposal aligns with the made Seend Neighbourhood Plan.

Recommendation: That the Council agrees how Seend Parish Council will respond to planning applications.

Recommendation: to approve the Seend Parish Council response to the Local Plan.

Action: The Clerk to arrange planning training for all councillors.

To note: The Clerk has written to Cllr Ian Thorn regarding Seend's housing allocation numbers.

To note and for comment – Residents letter on CLT

Seend CP

BEECH HOUSE, HIGH STREET, SEEND, MELKSHAM, SN12 6NU

Two Yew trees to be felled.

Not Available

Not Available

Received Date 04 Sep 2026

Updated Date 10 Sep 2026

Validated Date 04 Sep 2026

Order By Date 10 Sep 2026

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The plans and diversion map for the Seend Hill road closure, due to begin on 5 October, are available on the Council's website.

11. Strengthening the Parish Council's Approach to Planning Applications and Future Development

Purpose: To consider and agree a clear and consistent approach to planning applications and future development proposals affecting the parish.

For discussion: The Council's role as a statutory consultee; ensuring comments are based on material planning considerations; consistency in reviewing planning applications; use of the Neighbourhood Plan and other adopted planning policies; local priorities and concerns relating to future development; and communication and engagement between councillors on planning matters.

Ways of working – to consider and agree:

- How planning applications will be reviewed and discussed.
- Expectations for councillor preparation before meetings.
- The use of planning site visits where appropriate.
- How planning representations will be drafted and approved.
- How strategic development and emerging planning policy matters will be monitored and reported.
- Any training or guidance required for councillors.

Recommendation: The Parish Council therefore asks that the Local Plan ensures any housing allocation is made at the parish scale, not solely for Seend Village. Planning only for the designated Large Village does not reflect how the parish functions, nor does it support balanced, sustainable growth across Seend Village, Seend Cleeve and Sells Green.

To note residents' letter in support of the CLT and NHP.

12. Winter Community Tidy-Up Initiative Saturday 17th October 09.30 – 11.30am.

Purpose: To consider arrangements for a parish-wide winter tidy-up across all four settlements, encouraging community involvement and ensuring shared spaces are well

maintained ahead of winter.

Proposal: To coordinate a tidy-up across Seend, Sells Green, Seend Cleeve and The Stocks; appoint a parish councillor from each settlement as local lead; ask each lead councillor to coordinate a small group of volunteers and parishioners; and identify priority areas including public spaces, verges, noticeboards, planters and community assets.

For discussion and decision:

- Confirm councillor volunteers for each settlement.
- Agree the role and responsibilities of each lead councillor.
- Agree a timetable for the initiative.
- Consider any support, equipment, publicity or resources required.
- Agree how updates and outcomes will be reported to the Council.
- Confirm meeting points
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Recommendation: That the Council appoints a lead councillor for each settlement and agrees arrangements for a parish-wide winter tidy-up programme.

13. Parish Steward and Highways Matters 19:50–20:00

To receive updates and agree any matters to be reported or requested.

SID solar charging panel: To consider requesting that the Parish Steward cuts back the light branches overhanging the solar charging panel on the Speed Indicator Device at the western end of the village, opposite the Brew House.

Recommendation: That the Council asks the Parish Steward to undertake the work.

14. Finance and Payments 20:10–20:20

To receive the income and expenditure summary, bank reconciliation and reserves statement; to approve payments for August 2026; and to confirm the councillors authorised to approve payments.

Hugo Fox £23.99

Scribe £37.20

Clerks Salary £600.00

Election Fees Wiltshire Council £400.00

Barefoot Signs £104.40

Defib Warehouse £267.60

Place Studios £363.07

Recommendation: That the Council appoints an additional councillor as an authorised signatory on the Council's Lloyds Bank accounts and authorises the Clerk to complete the necessary banking mandate and administrative arrangements.

Next Meeting Tuesday 27th October 2026 18.30 – 20.30pm.