

Meeting Type: Full Council, Tuesday 24th, February 2026

Time: 18.30 – 20.30

Venue: Irene Usher Hall, Seend, Melksham

(Meeting convened in accordance with **Schedule 12, Local Government Act 1972**)

1. CHAIRMAN'S ANNOUNCEMENT AND OPENING OF MEETING

The Chairman declared the meeting open at **18.30**, having confirmed that the meeting had been **properly convened** in accordance with **Schedule 12, paragraph 10 of the Local Government Act 1972**.

2. PRESENT

Councillors Present:

- Cllr Savage (Chair)
- Cllr Cllr Bridget Johnstone (Vice Chair)
- Cllr Paul Manning
- Cllr Pamela Akerman
- Cllr Jamie Halliday
- Cllr Phil Springate
- Cllr Helen Robinson – Gordon

In Attendance:

- Proper Officer / Clerk – Hayley Bell
- Public – 10
- Wiltshire Police – 2
- Cllr Tamara Raey

3. APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Lack, Acceptance. Proposed Cllr Manning, Seconded by Cllr Savage.

Council considered the apologies in accordance with **Section 85 of the Local Government Act 1972**.

4. DECLARATIONS OF INTEREST

In accordance with:

1- Chairs Signature



Seend Parish Council

- **Sections 28–34, Localism Act 2011**, and
- **The Council’s Code of Conduct**,

Councillors were invited to declare **Disclosable Pecuniary Interests (DPs)** and **other interests**.

- No declared an interest.

5. DISPENSATIONS

No dispensations were requested under **Section 33, Localism Act 2011**.

6. APPROVAL OF MINUTES

RESOLVED:

That the minutes of the meeting held on **2nd December 2025** be approved as a **true and accurate record**, in accordance with **Schedule 12, paragraph 41, Local Government Act 1972**. Proposed Cllr Halliday Seconded Cllr Manning

7. PUBLIC PARTICIPATION

In accordance with:

- **Section 1, Public Bodies (Admission to Meetings) Act 1960**, and
- **Openness of Local Government Bodies Regulations 2014**,

members of the public addressed the Council on the following matters:

A member of the public informed the Council that the owner of Rusty Lane is considering gifting the lane to Seend Parish Council. This matter will be added as a formal agenda item at the next parish council meeting for further discussion.

A resident contacted the Chair to explore the possibility of designating Rusty Lane as a permanent bridleway. The Council will review the required processes and implications before progressing this request.

Concerns were raised regarding blocked gullies along the A361. **Action:** The Clerk will email Wiltshire Council, copying in Cllr Tamara Reay, to request that the matter be assessed and appropriate maintenance carried out.



Seend Parish Council

The previously reported pothole has now been repaired by Wiltshire Council. Any remaining or new pothole issues should be reported via the **My Wilts app**, which provides the quickest route for logging and tracking highway faults.

A resident raised concerns regarding the regular checking of the community defibrillators and sought assurance that all required inspections were being completed. The Council noted the importance of maintaining accurate check records and ensuring that each unit remains fully operational at all times.

A resident requested that the Parish Council write to Dorset & Wiltshire Fire and Rescue Service to seek a formal response regarding recent closures and the potential impact these may have on local emergency provision. **Action:** Clerk to write to DWFS

A concern was raised regarding the “No Gaiger Homes Here” posters that have been displayed in the village for several months. It was noted that the posters are situated within the conservation area, which includes a number of listed buildings along the High Street. The Council acknowledged that the posters detract from the character and heritage of the area and do not align with the principles of enhancement normally encouraged through planning guidance. It was also observed that there is no indication of when the posters will be removed.

8. Wiltshire Councillor Tamara Raey

Wiltshire Council held a budget meeting on Tuesday, 24th February, during which the Conservative group proposed an alternative budget focused on fair funding and a three-year financial settlement.

🔗 Budget overview: [Wiltshire Council agrees 2026/27 budget](#)

Wiltshire Council's budget was approved with several amendments.

Parking charges will be extended to operate between **07:00 and 19:00**, raising concerns about potential impacts on local trade.

🔗 Parking Plan & tariff changes: [Wiltshire Council Parking Plan 2026–2030](#)

The Parish Emergency Assistance Scheme (PEAS) will continue to be funded until **March 2027**, after which parish councils will need to budget for any further equipment.

🔗 PEAS information:

- Flood guidance for towns & parishes (includes PEAS references):
<https://www.wiltshire.gov.uk/article/10661/Flood-guidance-for-towns-and-parishes>
- PEAS equipment info (external parish site):
<https://www.hugofox.com/shared/attachments.asp?f=17646f4d-ccd2-4ac8-8e29-4610c4553578.pdf>



Seend Parish Council

A trial booking system for waste services will be introduced.

- 🔗 Waste & recycling updates (incl. future booking system):
- Frequently Asked Questions: <https://www.wiltshire.gov.uk/article/9936/Frequently-asked-questions>
- Recycling trial: <https://www.wiltshire.gov.uk/wiltshire-recycling-trial>

Council Tax has been confirmed to increase by **4.99% for 2026–2027**.

- 🔗 Council tax announcement: <https://www.wiltshiretimes.co.uk/news/25887371.much-wiltshire-residents-will-pay-council-tax-april-2026/>

Wiltshire Council acknowledged Cllr Savage's question regarding HGV traffic through Seend as part of the Local Transport Plan, and further updates are expected when the Freight Delivery Plan is released.

Electric vehicle charging infrastructure continues to expand, particularly for rural areas and residents without off-street parking.

- 🔗 Related funding updates appear in general council announcements such as: <https://www.wiltshire.gov.uk/news/wiltshire-council-agrees-2026-27-budget>

Action: Clerk will share information on social media and circulate the online meeting invite to councillors.

Kerbo Charge was noted. <https://www.kerbocharge.com/>

Bin collections will move to a **three-weekly cycle from April 2027**.

- 🔗 Waste collection update: <https://www.wiltshire.gov.uk/article/9936/Frequently-asked-questions>

Cllr Tamara Reay – Contact Details

(Wiltshire Councillor for Devizes Rural West)

📍 **Portfolio Holder for Climate Change**

✉️ tamara.reay@wiltshire.gov.uk

☎️ **07711 824864**

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9.1 Chairman's Announcements

4- Chairs Signature

Cllr Savage thanked John William for his dedication, hard work and commitment to the parish council over the past 8 years. The council will truly miss him, and we wish him well with his next adventures.

Area Board and Councillor Responsibilities

- Cllr Halliday will act as the Parish Council's representative at the Area Board for the first meeting of this QTR 2026.
- Cllr Manning will act as the Council's representative for Lye Field.
- Cllr Savage will become the flood warden in Seend. Cllr Springate will continue to be the flood warden for Seend Cleve
- The Parish Steward responsibilities will sit with the Clerk, coordinating tasks and reporting requirements.
- The Fixed Asset and Maintenance Officer item will be added to the next agenda, including a review of the Asset Register. **Action:** Clerk to add to March agenda

LHFIG (Local Highways & Footways Improvement Group)

- Cllr Halliday will lead on LHFIG applications. Current priorities include:
 - Reviewing options for speed limitation through Seend Cleve.
 - Exploring traffic-calming measures throughout the Seend.
 - Requesting the relocation of the National Speed Limit signs to support the continuation of the Community Speed Watch safely.
- The previous application for SID (Speed Indicator Device) socket installation was rejected for the stocks because it was a 50-hour limit road, and eligibility applies only to 40 mph roads. The council is waiting for the Wiltshire Council for a site visit to look at approving the location.

Parking and Highway Concerns

- LHFIG minutes Spout Lane: Concerns were raised regarding the residents' parking scheme and how enforcement will be managed.

Cllr Halliday will raise at LHFIG meeting to explore the possibility of installing yellow lines on one side of the residential area to improve safety and access.

- Parking concerns at the lay-by near The Stocks, particularly where vehicles turn into The Cleve, were noted for follow-up. A LHFIG application needs to be completed in due course.

Upcoming Dates & Operational Notes

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Seend Parish Council

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- The next **LHFIG meeting** will take place on **12th March 2026**.
<https://www.wiltshire.gov.uk/article/6632/Local-highway-and-footway-improvement-groups>
- **Community Speed Watch** was not out in February due to bad weather, but with better weather, they will be fully operational in March.

Parish Steward Activities

- Tasks to be requested include clearing leaves around the entrance to School Lane, addressing litter at the bus stop in Sells Green, and enquiring whether an additional waste bin can be provided.
- The issue with the bus stop light has been reported via the **MyWilts app**

9.2 Councillors' Updates

Cllr Helen Robinson Gordon

A family of caravans has been reported in a nearby field outside of the parish.

Cllr Helen Robinson Gordon provided an update on ongoing highway and safety concerns within the parish. She reported continued monitoring of a series of near-miss incidents at The Stocks including a recent incident involving a lorry near the bridge, which has reinforced the need for further safety review in this area.

She also advised that several road-safety and speed-reduction charities may be able to support the parish by supplying relevant data, research, and pollution-impact information, which could assist future discussions and evidence-based decision-making.

The pavement adjacent to Cleeve House remains significantly overgrown. This issue will be reported again to the appropriate authority to request further clearance to ensure safe pedestrian access.

Cllr Helen Robinson Gordon confirmed that the Seend Fork footpath has now been fully cleared, restoring safe and usable access for residents.

Ongoing Metro Count monitoring is taking place near the garage area, and the data collected will contribute to future assessments of vehicle speeds and traffic flow.

Finally, a family of caravans has been observed in a nearby field. This matter has been noted for monitoring and any necessary follow-up.



Seend Parish Council

Metro Count data is currently being collected near the garage in Littleton, and we wondered who is collecting the data. The data would be valuable to the parish for weight reduction.

The Tennis Club, in partnership with the Church, will hold the annual Plant Fair on 16 June 2026.

Defibrillator (Defib) Checks

A resident requested clarification regarding the maintenance schedule for the community defibrillators. The Clerk confirmed that checks are logged through the *My Circuit* system, with weekly inspections carried out to ensure the battery and pads remain in date and fully operational. A checklist will be reviewed, and clarification will be provided on how frequently each device should be inspected.

Cllr Springate - Post Office Concerns

The Council noted residents' concerns about the Post Office service. As the Post Office operates as a private enterprise, it does not fall under the responsibility of the Parish Council. However, the Council will issue a communication to inform residents of the current opening hours.

Flooding outside Meadow View in Seend Cleve, which is a regular occurrence, to ensure any issues are reported on my wilts app. The issue was reported by a resident to Wiltshire Council. Action: Clerk to follow up

Community Shop Contacts

Cllr Savage confirmed the contact details for local community shops.

First Aid and Defib Training

Cllr Halliday has arranged community training to take place on **16 March at 19:00**, at *The Barge, Seend*. The booking link is available on the parish website. The Council expressed appreciation to resident Mark Wood, who will deliver the training sessions.

Publication of Minutes

Cllr Manning reminded members that the full version of minutes should be published in *Spotlight* each month. Cllr Savage asked to be displayed on all four parish noticeboards.

Highway Issues – Inmarsh Lane, Spout Lane & Bath Road Pot Holes and Water Damage.

Action: To contact the Wiltshire Council Officer to arrange a site visit.

Bolland's Hill – Sewage Tank and Construction Traffic

The Council noted that the large sewage tank on Bolland's Hill falls within existing planning permission. Highways will be asked to undertake a site visit. A letter will be issued to the site owners requesting that construction traffic is managed appropriately to keep the road clear of mud. **Action: Clerk to action.**

Seend Fund Report

Cllr Akerman requested an update on the Seend Fund, including the current balance, recent expenditure, and committee membership. Representatives will be invited to provide a report at the next Parish Council meeting. **Action:** Clerk to invite to the annual parish meeting for a presentation.

SEN 66 Footpath – Surface Condition

The SEN 66 footpath remains muddy as of **13 February 2026**. A request has been submitted to Wiltshire Council for scalping to improve the surface and make the Bradley Lane section more accessible for pushchairs. **Action:** Clerk to investigate it.

Sewer System at Hook Hollow at Seend Cleeve

Action: Clerk to email Wiltshire Council for a review of drainage in consultation with Wessex Water Environment Agency.

Tree Trimming Near Electrical Wires

Wiltshire Council will be contacted regarding the need for tree trimming where branches are close to electrical cables. Cllr Johnstone will take action.

9. Planning Applications

PL /2026 / 00944 – Reduction of a - no comment from the Parish Council.

10. Parish Council Vacancy

RESOLVED:

Applications and supporting documentation will be prepared and brought forward for consideration at the next Full Council meeting in March. **Action:** Clerk to promote on social media and website.

11. Neighbourhood Plan

A resident raised concerns regarding the Neighbourhood Plan, noting that she had previously served on the Steering Group and remains keen to ensure continued community involvement. The resident reported that a recent meeting between Cllr Savage and Cllr Johnstone resulted in contacting Place Studio, who provided a quote.



Seend Parish Council

Cllr Johnstone emphasised the importance of strengthening community participation to ensure that the Neighbourhood Plan remains genuinely representative of local priorities and aspirations.

The Council noted that funding has been allocated from Bath Building Society to support Neighbourhood Plan activities.

It was agreed that approximately six community volunteers will be required to form a refreshed Steering Group to progress the next phase of the Plan.

The Council also noted the importance of aligning future work with the current Seend Parish Neighbourhood Plan (2020–2030), which is a statutory planning document. The Plan and supporting documents can be accessed at:

[Seend Parish Neighbourhood Plan \(official Parish Council link\)](https://www.seendparishcouncil.co.uk/community/seend-parish-council-18482/neighbourhood-plan/)
<https://www.seendparishcouncil.co.uk/community/seend-parish-council-18482/neighbourhood-plan/>

[Wiltshire Council version \(PDF\)](https://www.wiltshire.gov.uk/media/6643/Seend-Parish-Neighbourhood-Plan-2020-2030/pdf/Seend_Parish_Neighbourhood_Plan_2020-2030_Made_-_May_2021.pdf)
https://www.wiltshire.gov.uk/media/6643/Seend-Parish-Neighbourhood-Plan-2020-2030/pdf/Seend_Parish_Neighbourhood_Plan_2020-2030_Made_-_May_2021.pdf

The Council further acknowledged the need to monitor and integrate the emerging Wiltshire Local Plan, which sets the wider strategic planning context for development across the county. Information regarding the Local Plan is available at:

[Wiltshire Council – Local Plan](https://www.wiltshire.gov.uk/article/8038/Wiltshire-s-Local-Plan)
<https://www.wiltshire.gov.uk/article/8038/Wiltshire-s-Local-Plan>

The parish council agenda for March will include a 20-minute designated Neighbourhood Plan update.

11. FINANCE

11.1 Payments

RESOLVED:

The payments presented were approved in accordance with *Section 150 of the Local Government Act 1972*. The Clerk reminded councillors of the importance of conducting due diligence by checking all invoices against the corresponding payment schedule.

12. NO CONFIDENTIAL ITEMS

13. DATE OF NEXT MEETING

9- Chairs Signature



Seend Parish Council

The next meeting will be held on **31st March 2026** at **18.30**, Irene Usher Hall

14. CLOSURE

There being no further business, the Chairman closed the meeting at **20.45**

SIGNATURE

Signed as a true record of the meeting:

Chairman: _____ Date: _____

DRAFT