

# Seend Parish Council Meeting Minutes

Minutes of the Full Council Meeting of Seend Parish Council held on 25.08.2026 at Irene Usher Hall commencing at 18.30.

| Meeting date         | [Insert date] |
|----------------------|---------------|
| Time opened          | 18.30         |
| Venue                | Irene Usher   |
| Chair                | Cllr Halliday |
| Clerk / Minute taker | Parish Clerk  |
| Minute reference     | August 2026   |

## Present, In Attendance and Apologies

**Present:** Cllr Halliday, Chair, Cllr Savage, Cllr Lack, Cllr Manning, Cllr Taylor, Cllr Springate, Cllr Robson – Gordon

**In attendance:** Cllr Raey, Wiltshire Councillor, and members of the public.

**Apologies:** Apologies were received from Cllr Johnstone, Cllr Akerman. It was RESOLVED to approve the reason for absence.

### 1. Apologies for Absence

Apologies were received from Cllr Johnstone and Cllr Akerman. It was RESOLVED to approve the apologies for absence. Legal reference: Local Government Act 1972, section 85. Proposed by Cllr Lack and seconded by Cllr Springate.

### 2. Councillor Resignations

The Council noted the resignations of Cllr M Drewett and Cllr A Drewett from Seend Parish Council. The Council recorded its thanks for their service and noted that the Clerk would take any necessary follow-up action regarding the vacancies. RESOLVED: 25.08.2026

### 3. Declarations of Interest

Councillors were invited to declare any disclosable pecuniary interests, other registerable interests, or non-registerable interests relating to items on the agenda, in accordance with the Council's Code of Conduct and the Localism Act 2011.

Declarations: Non Declared

## 4. Minutes of the Previous Meeting

The minutes of the meeting held on 28 July 2026 were approved as a correct record and signed by the Chair. Legal reference: Local Government Act 1972, Schedule 12, paragraph 41. Proposed by Cllr Savage and seconded by Cllr Lack

## 5. Public Participation

Members of the public were invited to address the Council in accordance with the Council's Standing Orders. Each resident was permitted up to three minutes to speak. Matters raised included climate change, emergency preparedness, and future resilience planning for the parish.

No decision was made unless the matter appeared as a separate agenda item.

## 6. Action Tracker

- Wessex Water had completed a site visit and confirmed no issues.
- The High Street light had been inspected by an electrician, who identified a fault with the main supply line.
- The village website was expected to go live by the end of December, subject to the substantial remaining work being completed.
- The Clerk had arranged for Wiltshire Council to install litter signs in Spout Lane, free of charge including installation.
- Letter sent to White Horse Housing regarding ground maintenance in Seend Cleve.
- Letter sent to Red Bull regarding littering in Spout Lane.

### **Councillor updates:**

Cllr Taylor reported that the SID proposal for Sells Green was awaiting consideration by LHFIG, and that two sockets had been confirmed.

Cllr Manning reported concerns regarding the SIDs, noting that speeds were not registering correctly. Concerns were also raised regarding the timescale for trench works at Bell Hill crossroads.

Cllr Springate reported that several residents had experienced water supply issues and raised concerns regarding the placement of road signs at Seend Cleve.

Cllr Robson-Gordon reported that burial signs had been removed.

Cllr Savage advised that notices may need to be issued in relation to allotments and asked that residents contact the Clerk with any relevant queries.

## 7. Wiltshire Councillor Update

Councillor Raey, Wiltshire Councillor, provided the following update:

Cllr Raey provided an update on the Wiltshire Local Plan Review, national planning committee changes, roadworks and traffic management, and the Wiltshire Freight Strategy. It was noted that Wiltshire Council had withdrawn the draft Local Plan earlier in the year and had commenced work on a new Local Plan. A Scoping Consultation would run from 2 September to 30 September 2026 and would form part of a new 30-month plan-making process. Councillors noted the importance of parish councils engaging with the consultation to ensure that local priorities, infrastructure requirements, environmental matters and community aspirations were reflected at an early stage.

Engagement events were noted, including an event at County Hall on Monday 21 September from 6.00pm to 8.00pm, Devizes Market on Thursday 10 September from 9.00am to 3.00pm, and an online webinar on Thursday 17 September at 6.00pm.

Cllr Raey reported that proposed national changes to planning arrangements may mean that developments of nine homes or fewer, together with smaller commercial applications, would be determined by planning officers without a public committee meeting. For larger applications, requests for committee determination would be subject to an approval process involving senior planning officers and a designated councillor. Concern was expressed that the changes could reduce local democratic oversight and limit opportunities for residents and parish councils to present views in public.

Roadworks and traffic management matters were discussed. It was noted that information on current and planned works is available through One.Network. Schemes likely to affect the local area included Western Way, Melksham A350 from 1 to 22 September; Lower Road, Erlestoke from 7 to 11 September; Norney Bridge, Marston from 14 September to 2 October; and Seend Hill, Seend Fork, Spout Lane and Inmarsh Lane as part of Wessex Water Phase 2 from 5 October to 27 November. Further information is available at <https://one.network>.

The Council also noted Wiltshire Council's consultation on its new Freight Action Plan, running from 26 August to 23 September. The plan seeks to support the movement of goods while reducing the impact of HGV traffic on communities, improving road safety and protecting the environment. It was noted that the consultation may provide an opportunity to raise the impact of HGV movements on Seend. Further information is available at <https://wiltshirefreight.commonplace.is/>.

The update was noted.

## 8. Councillor and Working Group Updates

Updates were received from Speed Watch, the Business and Tourism Working Group, and the Neighbourhood Plan Working Group. Councillors considered the Terms of

Reference for the Neighbourhood Working Group and the Business and Tourism Working Group. RESOLVED: 25.08.2026 Proposed Cllr Lack and Seconded Cllr Savage.

Cllr Taylor and Cllr Manning abstained.

### **Business and Tourism Work Group**

Cllr Savage advised that updates from the Business and Tourism Working Group would be brought forward as agenda items for consideration in September.

**Clarification noted:** A working group is usually informal and advisory; a steering group guides a specific project; and a sub-committee is a formal committee structure with membership, terms of reference, and any delegated powers agreed by the Council.

**Business and Tourism Working Group:** The Council received an update on the work of the Business and Tourism Working Group. Two linked initiatives were being progressed: a parish information and walking map board, and a parish business directory.

The proposed map board would promote Seend's heritage, amenities, walking routes, eateries and viewpoints. It was noted that the board could include walking routes linking local pubs, cafés and eateries, historical reference points, directional markers, QR codes linking to Ordnance Survey map references, and sponsorship opportunities for local businesses. The proposed specification was a durable 900mm by 900mm aluminium board.

It was suggested that map boards could be displayed at approximately six locations around the parish, with priority given to locations near willing sponsors. Councillors and residents were invited to suggest additional information, routes, heritage points, viewpoints or other features for inclusion. Walking routes would also be made available on the parish website and the Parish Council website.

The proposed business directory would provide an accessible central listing of businesses within Seend Parish to improve visibility and support the local economy. The parish website was considered the most suitable location for the directory, as it is an official and widely accessible information source.

The directory would include business names, short descriptions and contact details, with the option of a website link for a small annual charge. It was proposed that the project be promoted through Spotlight and Facebook, inviting local businesses to submit details for inclusion. Councillors and residents were asked to forward details of any businesses that should be approached.

The Clerk reminded councillors that working groups are informal and advisory, and are not decision-making bodies. Any recommendations, concepts or proposals with budget implications must be brought back to Council as agenda items for consideration and approval.

### **Speed Watch:**

It was reported that Speed Watch had been carried out on four occasions over a two-week period in August, during which eight vehicles were recorded travelling in excess of 36 mph. Cllr Savage had contacted Wiltshire Police to request support for Sells Green. It was noted that Wiltshire Police were currently experiencing staffing pressures and confirmation of support was awaited.

It was agreed that the June and July SID reports would be uploaded to the website.

## **9. Planning Applications**

The Council considered the following planning applications and agreed its consultation response, including how each proposal aligned with the made Seend Neighbourhood Plan.

### **PL/2026/05129 – 4 Dial Close, Seend, Melksham, SN12 6NP**

Application type: Notification of proposed works to trees in a conservation area.  
Proposal: T1 Magnolia – prune to previous points, approximately 2–2.5m, to clear buildings. Councillors considered whether the works preserved or enhanced the character and appearance of the area, protected local amenity, and aligned with the environmental, landscape, and heritage aims of the made Seend Neighbourhood Plan.  
RESOLVED: 25.08.2026 no comments

### **PL/2026/02184 – Hillview Farm, Sells Green, Seend, Melksham, SN12 6RS**

Application type: Full planning permission. Proposal: Retrospective change of use to a mixed-use site comprising agriculture and B8 storage, including open storage.  
Applicant: Coppard Plant Hire Ltd. Councillors considered the implications for neighbouring amenity, landscape character, rural setting, highway safety, traffic movements, drainage, noise, visual impact, and alignment with the made Seend Neighbourhood Plan. RESOLVED: 25.08.2026 no comments

## **10. Community Land Trust Masterplan for Seend**

The Council considered the emerging Community Land Trust masterplan for Seend and discussed how it may support local community needs, including affordable housing, community assets, land stewardship, environmental objectives, and alignment with the made Seend Neighbourhood Plan.

Councillors declared membership of the Community Land Trust as follows:

Cllr Halliday - Member

Cllr Lack - Member

Cllr Taylor - Member

Cllr Savage - Member

Cllr Manning – Member

Cllr Lack stated that the masterplan was a positive step forward and noted that the alternative options may be less favourable. The contribution and expertise of a resident involved in the project were acknowledged.

Cllr Manning stated that any development within the parish should reflect the interests of the parish and expressed support for investment in existing parish properties.

Cllr Halliday stated that it was beneficial for all options to remain available for consideration, while noting that any proposals should take account of the whole parish and not focus solely on the centre of the parish.

Cllr Taylor advised that all feedback would be made available and that a second public meeting would take place on 15 October at Seend Community Centre. It was noted that residents in Seend Cleve had identified a need for additional amenities, and that the Community Land Trust would welcome further feedback to better understand community requirements.

Cllr Lack raised the matter of the adoption of Rusty Lane.

Cllr Taylor mentioned Mr Knott, Mr Vox, Mr William are all stepping down from the CLT at the next meeting.

It was agreed that the Parish Council would invite representatives of the Community Land Trust to a future Seend Parish Council meeting. The Clerk is to arrange suitable dates.

## 11. Parish Steward and Highways Matters

The Council received updates on parish steward and highways matters. The following actions were noted and agreed:

The Parish Steward would be asked to attend to potholes in Rusty Lane.

It was noted that Wiltshire Council's verge-cutting programme was due to commence in October.

The Clerk was asked to arrange for the hedge alongside the allotments to be cut.

## 12. Bleed Kits – Approval of Locations, Sponsorship and Maintenance

The Council considered the proposed installation of bleed kits at three locations within the parish, noted the contribution of local sponsors, and considered arrangements for ongoing maintenance, inspections, replacement consumables, permissions, recording, and signage. RESOLVED: Proposed Cllr Robinson Gordon – Seconded Cllr Lack.

The Council thanked The Brewery Inn, Seend Community Centre, Appleby and Townsend for sponsoring the initial installation. The Clerk is to proceed with ordering the bleed kits, arranging installation, registering the kits with the ambulance service, and organising training sessions.

### 13. Finance and Payments

The Council received the income and expenditure summary, bank reconciliation, and reserves statement; approved payments for August 2026; and confirmed the councillors authorised to approve payments.

| Payee            | Amount  | Description                           |
|------------------|---------|---------------------------------------|
| Irene Usher Hall | £25.00  | August monthly Parish Council meeting |
| Irene Usher Hall | £26.25  | August Thursday 20.08.2026            |
| Hugo Fox         | £23.99  | Web Site                              |
| Scribe           | £37.20  | August accounting software            |
| Clerk's Salary   | £701.62 | August Salary                         |

It was noted that the Irene Usher Hall payment would be adjusted accordingly.

### 14. Councillor Training

The Council considered councillor training covering the role and responsibilities of being a councillor, good employment practice, and the principles of civility and respect. The proposed training session is to take place from 16:00 to 18:00 on the last Tuesday of September at a cost of £250.00 from the councillor training budget. RESOLVED: 25.08.2026. Proposed by Cllr Savage and seconded by Cllr Savage.

**Use of Council WhatsApp Group and Civility and Respect Pledge:** Councillors noted that the Council WhatsApp group should be used as an informal and practical communication tool for urgent updates, meeting reminders, logistics, and brief factual notices. Councillors agreed that it should not be used to make decisions, conduct formal debate, agree expenditure, discuss confidential or sensitive matters, or replace proper agenda, meeting, email, and minute-taking processes. To Note.

### 15. Exclusion of the Public and Press

The Council considered whether to resolve that, in accordance with section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Schedule 12A to the Act. The Council identified the relevant Schedule 12A paragraph as [insert paragraph] and was satisfied that the public

interest in maintaining the exemption outweighed the public interest in disclosing the information. RESOLVED: [insert decision].

## 16. Confidential Item: Pension and Clerk's Salary

The Council considered the requirements of the Wiltshire Pension Fund and the Local Government Pension Scheme in relation to the Clerk's pension arrangements and salary. It was noted that employers participating in the scheme are required to maintain an Employer Discretions Policy, ensure that it is approved by the appropriate authority, make it available to employees, and provide a copy to Wiltshire Pension Fund, with any future amendments to be submitted within the required timescale. The Council also noted its ongoing employer responsibilities, including the timely submission of payroll and pension information and payment of employee and employer pension contributions.

RESOLVED: that the Council would review and approve the Employer Discretions Policy and any associated pension administration arrangements, and that the Clerk would liaise with Wiltshire Pension Fund and the Council's payroll provider to ensure compliance with scheme requirements.