Seend Parish Council – Minutes

Cllr Date: Tuesday 29 September 2026
Time: 18:30–20:30
Venue: Irene Usher Pavilion

1. Attendance

Councillors present: Cllr Lack, Cllr Savage, Cllr Akerman, Cllr Springate, Cllr Taylor, Cllr Halliday,

Apologise. Cllr Johnstone and Cllr Robinson Gordon.
Also present: Seven residents.
Resignation: Cllr Manning's resignation was accepted.

Comments raised: Cllr Manning requested his reasons for leaving the council to be minute.
• that the Parish Council's written criteria for the annual appraisal of its sole employee had not been followed

• that the Chair and Clerk were permitted to spend up to £500 without a recorded vote by councillors, while noting that having this authority did not mean it had to be exercised;
• that a cheque payable to the Council for allotment rent had reportedly remained unbanked for several months;
• that the opportunity for councillors to raise minor issues "round the table" had been removed. The resident acknowledged the value of the action tracker but considered that it did not cover all such matters; and
• that, according to information received by the resident, a pension scheme had been selected for the Clerk which would cost the Council more than £600 to join and require ongoing employer contributions of 17% of salary, compared with a government alternative reported to have no joining fee and an employer contribution rate of 5%.

The Clerk suggested a letter of thanks would be sent to Cllr Manning for his service to the council.

Introductions: Cllr Tamara Raey introduced herself and updated the parish council and residents on ;

2. Formal Business

Proposal: Cllr Savage proposed and Cllr Lack seconded that the apologies for absence be accepted.
Declarations of interest: Cllr Taylor declared an interest as a Director of CLT.
Previous minutes: The minutes were signed by Cllr Halliday.

Agenda coverage note: Agenda items 1–3 were addressed. The date of the previous meeting is not present in the source notes and should be confirmed before approval.

3. Public Participation and Local Matters

Planning applications: A resident asked about planning applications between Three Ways and Seymour Lodge, including why the matter had gone to Wiltshire Council. Horse Pond and the March planning portal were referenced; further detail is required to confirm the question and response.
Council vacancy: The co-option position was explained. The meeting was advised that ten parish electors had requested an election.
Bus-stop lighting: Lighting at the bus stops at The Stocks and on the High Street was raised. Amy Plumb and the MyWilts app were referenced.
Bus stop 50, The Stocks: A resident offered to share photographs with the Parish Clerk to provide further information. The note stating that the Clerk's email address "will be charged" requires clarification.
White gates: To be included as an agenda item for October.
Rusty Lane: Cllr Halliday reported that owners would like the Council to consider options. The matter, next steps and likely costs are to be discussed as an October agenda item. Cllr Halliday confirmed that Seend Trust was not seeking to purchase the land because it did not wish to assume the liability.

Agenda coverage note: The public participation item was covered through residents' questions and local matters. In accordance with the agenda, no decision should be attributed to public participation unless separately resolved under another agenda item.

4. Action Tracker

The published agenda listed the following updates:
Bleed kits: Ordered; training dates were being arranged.
Defibrillator: A new battery was being ordered.
Councillor training: Held on 29 September 2026, 16:00–18:00.
Local Plan: The Clerk and councillors attended a Wiltshire Council workshop on 21 September 2026.

Sells Green sockets: Not yet completed; the What3words information is available.
White gates: Scheduled for 15 October.
Bollands Hill: Marked complete on the tracker; a further traffic concern was subsequently raised under highways.
Seend Hill: Works scheduled for 5 October–28 November, with awareness signs already in place and plans/diversion map available on the Council website.
Minute-status note: The source meeting notes do not separately record whether each tracker update was formally noted; this should be confirmed.

5. Councillor and Community Updates

Fly-tipping: Cllr Taylor provided an update. Cllr Lack asked whether the Council could insure against fly-tipping. The old railway track on a private road at Broadland Farm was reported as being used for fly-tipping.
Irene Usher Pavilion: It was reported that hire fees would increase; no minutes were available.
Contested election: Cllr Halliday reported an email from a resident expressing concern about a contested election. A response from Wiltshire Council was awaited.
Weavers' Cottage: Parking and access to the footpath were raised by Cllr Halliday.
Neighbourhood Plan minutes: These will be published on the website. Cllr Halliday will arrange for them to be sent to the Clerk.
20 mph proposal: Jo and Steve Vaux requested a 20 mph limit on the High Street and Rusty Lane. The Clerk said she would raise the request with Highways, and an agenda item will be added.
Noticeboards and seating: Cllr Savage suggested displaying notices about village activities and support. Maintenance was requested for the noticeboard at the shop, the bench at Dial Close and a bench at Bradley Lane. Funding is to be requested through the budget.
Precept: A precept meeting is to be held on a Monday in October; the date requires confirmation.

6. Wiltshire Councillor, Transport and Highways Updates

Bus services: Cllr Raey referred to emergency bus information shared on her social media, along with information about the school bus and private arrangements.
Bollands Hill: In connection with the waterworks road closure, Cllr Taylor requested temporary traffic lights because two lorries could not turn at the same time.
Highway maintenance: White lines and gullies were raised.
Local Plan: The Local Plan place-shaping document was noted.
Area Board: The role of Wiltshire Council area boards and Seend's inclusion in the Devizes area are to be explained. Cllr Raey is Chair. Current areas of focus include anti-

social behaviour and Devizes Cinema.
Community Speed Watch: Eleven sessions had taken place and a number of residents had been educated. The note that "the range has been alerted" requires clarification.
Police and Crime Commissioner: The PCC is to attend a Seend Parish Council meeting; the date and time are to be confirmed.

Parish Steward and highways agenda item: The agenda asked the Council to consider requesting that light branches overhanging the solar charging panel on the Speed Indicator Device opposite the Brew House be cut back. The source notes refer to the Parish Steward and Bell Hill but do not clearly record a decision on this recommendation; the outcome should be confirmed.

7. Councillor Co-option, Working Groups and Planning

Councillor co-option: The agenda stated that applications were open and would be considered at the November meeting, with candidates invited to attend and a vote held under the Co-option Policy. The meeting notes instead record that ten electors had requested an election. The current vacancy process and whether agenda item 7 was superseded should be confirmed.
Representative updates: The agenda called for reports from Lye Field, Community Centre representatives, the Neighbourhood Plan, Area Board, Police representative and Speed Watch, together with Business and Tourism Working Group business. The notes record updates relating to Lye Field/fly-tipping, the Community Centre, Neighbourhood Plan, Area Board and Speed Watch. No distinct Police representative or Business and Tourism Working Group report is captured; confirm whether there was no report.

Emergency Plan: Phillip Springfield and Cllr Lack were referenced; roles and required action are to be confirmed.
Footpath Liaison Representative: Appointment deferred to November.
Councillor working dates: Updates were noted.
Walking information: Cllr Taylor will provide information for Spotlight, including walking contacts and the Wiltshire Walkers group.
Call to action: A call to action and examples of work are to be emailed to councillors.
Artwork: Expenditure of £50 was approved for three artists to provide sample work to the Council.
Neighbourhood Plan: Cllr Taylor discussed community engagement and considered it unwise to proceed with a rural housing-needs exercise advised by Place Studio. Social media posts are to promote both the Neighbourhood Plan and the Local Plan.
Working group terms of reference: The terms of reference are to be reviewed following concerns raised by Cllr Taylor.
Planning matters: Further questions were raised concerning the yew trees and their replacement in relation to a planning application. The planning application number is to

be added once confirmed. A planning working group/sub-group is to be formed. The terms of reference list Cllr Lack, Cllr Savage and Cllr Springate. The planning group is to be included in Spotlight.
Training: HB will arrange planning training for councillors.

7. Winter Tidy Day

The recommendation to hold a Winter Tidy Day was approved.
Date and time: 17 October, 9.30–11.30; the source note states "pm", so whether this is morning or evening requires confirmation.
Meeting points/coordinators:
Seend – Cllr Taylor, Community Centre.
Seend Cleeve – Cllr Halliday, The Brewery Inn.
Sells Green – Cllr Akerman and Cllr Johnstone, Three Magpies.
The Stocks – to be confirmed.
Grist is to be approached regarding sponsorship of litter pickers, high-visibility clothing and related equipment.
The Parish Steward was referenced in connection with cutting back the overhanging branch on the Speed Indicator Device at Bell Hill on the Worton side.
Schools are to be invited; the source note is incomplete and the full action requires confirmation.

8. Finance and Payments

The agenda provided for receipt of the income and expenditure summary, bank reconciliation and reserves statement, approval of payments for September 2026, and confirmation of the councillors authorised to approve payments.

Payments listed:
Hugo Fox – £23.99
Scribe – £37.20
Clerk's salary – £600.00
Election fees, Wiltshire Council – £400.00
Barefoot Signs – £104.40
Defib Warehouse – £267.60
Place Studios – £363.07

Total listed payments: £1,796.26.

Bank signatory recommendation: The agenda recommended appointing an additional councillor as an authorised signatory on the Council's Lloyds Bank accounts and

authorising the Clerk to complete the necessary banking mandate and administrative arrangements.

External auditor's report: The external auditor's report was noted. Any findings, recommendations or actions arising from the report should be added once confirmed.

Clerk's absence: The Clerk informed the Council that she would not be in attendance at Tuesday's meeting, as she had been invited to attend the Houses of Parliament in her capacity as Clerk.