

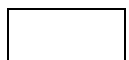
SEEND PARISH COUNCIL

Minutes of the meeting held on Tuesday 26th March 2024. This meeting was held in the Community Centre.

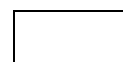
Present: Mr Terry James (Chairman), Mrs Pamela Akerman, Mrs Bridget Johnstone, Mr Paul Manning,
Mr Phil Springate, Mr John Williams

Also Present: The Clerk

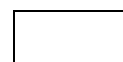
Agenda Item	Detail	Action
2024/044 Apologies for Absence	Mr Jamie Halliday, Mrs Jackie Hamblin, Mr William Lack, Debbie Savage, Mr Martin Wiltshire & Cllr Tamara Reay	
2024/045 Declaration of Lobbying (i) Declaration of changes to the Register of Interests (ii) Declaration of interest in items on the Agenda (iii) Requests for Dispensation	(i)-There were no changes of declarations to the Register of Interests (ii) - There were no other declarations of interest in items on the agenda apart from Paul Manning who declared an interest in PL/2024/02164 & PL/2024/01872 – Turnpike Cottage (iii) - There were no requests for dispensation.	
2024/046 Local Councillor's Matters	<p>Cllr Reay provided the following updates on local matters:</p> <p>Pothole Repair Wiltshire is investing an extra £10m into resurfacing and filling the county's potholes. This is in addition to the £21m received annually from central Government.</p> <p>The Police and Crime Commissioner Election The Election takes place on 2nd May. Wiltshire Council has provided information on their website providing the information you need to know to vote, including photo ID and some changes to postal voting processes. Search: '<u>Wiltshire Police and Crime Commissioner Election Vote</u>' for further information.</p> <p>New Cabinet Responsibilities Cllr Reay advised her cabinet role has been extended and she is now responsible for all transport across the County including Rail, Buses and Active Travel (walking, cycling and wheeling). She will lead the Council's work on its Local Transport Plan 4 (to 2038) which will set out the council's objectives, plans, and indicators for transport in Wiltshire and provide a framework for all other organisations with a direct or in-direct involvement in transport in Wiltshire. Over the coming months she will be working to ensure there are more travel choices which connect our communities, enabling people to get to work, and school, and provide transport connections for people visiting the area. Go Tamara!</p> <p>Town Centre Improvements Wiltshire Council is working to develop projects that will attract more visitors to town centres. The projects look to create wider town centre visions that will bring a range of improvements, improving vibrancy and enhancing the local economy.</p>	



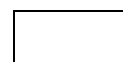
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2024/047 Minutes of the Previous Meeting	<p>The Minutes of the meeting held on 27th February 2024 were circulated to all Councillors.</p> <p>Acceptance of the Minutes of this meeting as an accurate record was proposed by Paul Manning and seconded by Philip Springate. Except for Mrs Pamela Akerman and Mrs Bridget Johnstone who were not present at this meeting, all remaining Councillors present voted in favour.</p> <p>A shortened version of these minutes to be placed in Spotlight.</p>	Clerk
2024/048 Matters Arising Not Already on the Agenda	None	
2024/049 Items for Discussion from Members of the Parish	None	
2024/050 Local Highways & Footpath Infrastructure Group (LHFIG)	<p>Local Highways & Footpath Infrastructure Group (LHFIG)</p> <p>The Bell Crossroads / Bollands Hill</p> <p>Another accident at the Bell Crossroad on Friday 22nd March 2024 has been reported to Wiltshire Highways. Highways advised in a statement issued 25th March that in terms of the Annual Assessment of Collision Cluster locations, an initial list of sites for direct intervention has been developed based on the most up to date data and is currently under review by officers. Across Wiltshire, there are 70 sites which meet the council's intervention threshold of 3 Personal Injury Collisions (PIC's) in the preceding 3-year period. This location is currently placed at 25th on the list. This does not preclude actions being taken as those sites with higher levels of PIC's may already be subject to scheme development or in a period of monitoring from previous interventions. However, until the review has been completed, Wiltshire Highways is unable to confirm whether the crossroads will be investigated further. Wiltshire Highways expect to be able to provide confirmation of their decision by the end of April.</p> <p>Cllr Reay has contacted the Clerk and will be developing an action plan with the aim of developing a more proactive engagement with the Highways Engineer and Police Services.</p> <p>The Clerk to provide details from the parish's accident log that suggests the accident rate and type are different to those presented by Wiltshire Highways.</p> <p>Bradley Lane & Rusty Lane</p> <p>The Chairman and Clerk met with the Wiltshire Council Rights of Way team to view the required works. Before work can be undertaken in the vicinity of the canal swing bridge, several dead trees will need to be removed. Wiltshire Rights of Way (RoW) team will arrange for the trees in this area to be surveyed to identify which are to be felled.</p> <p>It was noted there is some overgrowth along part of Bradley Lane that requires to be cut back. The RoW team will develop a proposal that improves access for all pedestrian users and cyclists whilst also minimising the change to the 'feel' of the Lane. Once developed, the RoW team will share its proposal with the Parish Council in advance of a public consultation.</p>	<p>Cllr Reay</p> <p>Clerk</p>



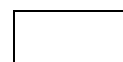
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	<p>Seend Community Centre is to be consulted in advance of the dates when materials/machinery will need to be delivered for storage adjacent to the Tennis Courts along with the expected date by which the need for storage will cease.</p> <p>The Parish Council to share the Rights-of-Way team' proposed plans with the local horse-riding community when they become available.</p> <p>Parking Spout Lane The Clerk has requested Spout Lane Parking be added to LHFIG agenda and Cllr Reay to follow up with LHFIG. An area of land has been identified in Spout Lane that might be available to provide some residential parking. The Clerk to investigate with local landowners.</p> <p>Parking Canal Bridge Clerk has requested the Canal Bridge Parking be added to LHFIG agenda and asked Cllr Reay to follow up with LHFIG.</p> <p>Cllr Reay has raised the issues caused by the increase in semi-permanent moored vessels on the Kennet & Avon Canal with local MP's MPs Danny Kruger and Michelle Donelan. Michelle Donelan is requesting a meeting with senior representatives of the Canal & River Trust in April. Cllr Reay to be asked to provide an update at the next PC meeting.</p> <p>The next LHFIG meeting is Wednesday 17th April. The Chairman & Clerk to attend.</p>	<p>Clerk</p> <p>Cllr Reay</p> <p>Clerk</p> <p>Cllr Reay</p> <p>Cllr Reay</p> <p>Chairman / Clerk</p>
2024/051 Speedwatch	<p>Speed Watch The Speedwatch team advised they now have their own speed camera and will be undertaking further monitoring at various locations around the parish. The preferred locations for Speed Watch Indicators (SIDs) have been sent to the Speedwatch Police Liaison Officer (Rodger Fooks) for approval. The Clerk has requested a project be allocated to LHFIG to install supporting street furniture.</p>	Debbie Savage/ John Williams
2024/052 Neighbourhood Plan / Wiltshire Local Plan	<p>Neighbourhood Plan Phil Springate and the Clerk have circulated two documents to Parish Councillors regarding the Neighbourhood Plan review process. Phil Springate has compiled a list of people who were previously involved in the development of the Neighbourhood Plan. He advised that changing the Plan will require adherence to a statutory process and has been advised to seek professional guidance from the consultancy company (Place Studio) previously involved with the Plan's development. Even if there are no changes, the Parish Council will need to have a consultant review the plan to ensure it complies with current legislation. The Plan will have to have completed a formal review and be reapproved no later than May 2026.</p> <p>Wiltshire's Local Plan Nothing to report</p>	Phil Springate
2024/053 Planning Matters	<p>Planning Matters</p> <p>PL/2024/02164 & PL/2024/01872 - Turnpike Cottage, Inmarsh Lane, Seend – Works to a listed building & installation of an orangery at the rear of the property. Resolution: Terry James proposed this application has no objection. This was seconded by John Williams. All remaining Councillors present voted in favour.</p>	Clerk



Agenda Item	Detail	Action
	<p>b) Section 1 - Annual Governance Statement The Annual Governance Statement had been completed and circulated to all Councillors before the meeting. All agreed that the answers given were a true reflection of the Council's actions during the financial year.</p> <p>Resolution: Bridget Johnstone proposed and Phil Springate seconded the approval of the completed Corporate Governance Questionnaire. All Councillors present voted in favour</p> <p>The Clerk to send a copy of the Annual Governance Statement to the Internal Auditors</p> <p>c) Section 2 - Accounting Statements The Accounting Statements had been completed and circulated to all Councillors before the meeting. All agreed that the answers given were a true reflection of the Council's Income & Expenditure and actions during the financial year.</p> <p>Resolution: John Williams proposed and Paul Manning seconded the approval of the Accounting Statements. All Councillors present voted in favour.</p> <p>The Clerk to send a copy of the Accounting Statements to the Internal Auditors</p> <p>d) - Commencement Date for the Exercise of Public Rights</p> <p>Resolution: Terry James proposed the Commencement Date for the Exercise of Public Rights will run from Monday 3rd June until Friday 12 July. This was seconded by John Williams. All Councilors present voted in favour.</p>	<p>Clerk</p> <p>Clerk</p>
2024/061 Clerks Annual Review	<p>The Chairman and Vice Chair have completed their annual performance review with the Clerk. As a result, they have recommended the Clerk's current grade is raised by one increment on the NALC pay scale from SPC11 to SPC12, an increase of 0.23p/hr.</p> <p>In addition, as part of the Council's contract of Employment, the Clerk is entitled to a home allowance payment based on their council tax payment and one third of their broadband costs. Following Wiltshire Council's revised tax payments for 2024-2025, the Clerks Home Allowance will rise by £1.90 and broadband costs by £2.00 from 1st April.</p> <p>John Williams proposed the Clerk's salary should be incremented to the SPC12 and home allowance adjustments for 2024-2025 be paid with effect from 1st April 2024. This was seconded by Pamela Ackerman All Councillors present voted in favour.</p>	
2024/062 Financial Matters	<p>a. Move to Online Banking The Council has access to On-Line banking with four of the five signatories able to review and approve on-line payments. All BACS payments will require two approvers. A process to ensure online payments are completed without unnecessary delay was agreed. The Clerk to update the Council's Constitution accordingly.</p> <p>Due to a number of administrative errors made by Lloyds whilst processing applications for online banking, Lloyds have formally apologies and paid £50 in compensation to the Parish Council.</p>	Clerk



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	<p>b. Clerks Debit card Terry James proposed, seconded by Pamela Akerman that Seend Parish Council apply to Lloyds Bank plc (“the Bank”) for the issue of a Business Debit Card (“the Card”) to the Clerk (“Authorised User”). The Card to be subject to the Business Debit Card Terms and Conditions, a copy of which was produced to the meeting and approved. And, from time to time any two Authorised Users are able to request the Bank to issue Cards to certain authorised users and are authorised to sign the application form and any other relevant documentation on behalf of Seend Parish Council. All Councillors present voted in favour.</p> <p>c. Payments</p> <table border="1" data-bbox="485 660 1265 878"> <thead> <tr> <th>Payee</th> <th>Amount</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>Mr C Stirland</td> <td>£901.59</td> <td>Clerks Salary and Back Pay (2 of 3)</td> </tr> <tr> <td>Hugofox Limited</td> <td>£23.99</td> <td>Website Monthly DD Subscription</td> </tr> <tr> <td>Seend Trust & Community Centre</td> <td>£92.50</td> <td>Room Hire (Jan - March inc. Precept Mtg)</td> </tr> <tr> <td>Mr C Stirland</td> <td>£81.97</td> <td>Expenses (Feb-March)</td> </tr> </tbody> </table> <p>Resolution: Phil Springate proposed acceptance of the payments that had been preauthorised online by Terry James and Debbie Savage. This was seconded by Bridget Johnstone. All Councillors present voted in favour. Next month’s online payment pre-authorisations will be undertaken by Phil Springate & John Williams.</p> <p>d. Bank Reconciliation at end of March 2024, was £38,352.01 The Clerk proposed a new format for the monthly Bank Reconciliation that had previously been circulated to all Councillors for review. The revised format is aimed at providing greater clarity and focus on key areas of finance that are expected to change significantly during the next financial year.</p> <p>Resolution Terry James proposed the council accepts the new bank reconciliation format seconded by John Williams. All Councillors present voted in favour</p> <p>e. Sign-off End of year Accounts Phil Springate proposed, seconded by Paul Manning that to ensure the End of Year Accounts are passed to the Internal Auditor at the earliest opportunity, Bridget Johnstone (who is not a Lloyds Bank Signatory) will check the March 2023 Lloyds Bank statements and confirm the Bank Reconciliation provided for the full year matches the figure in item (d) above. All remaining Councillors present voted in favour.</p>	Payee	Amount	Reason	Mr C Stirland	£901.59	Clerks Salary and Back Pay (2 of 3)	Hugofox Limited	£23.99	Website Monthly DD Subscription	Seend Trust & Community Centre	£92.50	Room Hire (Jan - March inc. Precept Mtg)	Mr C Stirland	£81.97	Expenses (Feb-March)	
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2024/063 Items for Note	<p>Annual Parish Council & Annual Parish Meeting The Annual Parish meeting will take place at the Irene Usher Hall on Tuesday 7th May commencing at 7pm with the Annual Parish meeting commencing at 7.30pm. The Clerk to invite Cllr Tamara Reay, Clubs and Societies to attend the Parish meeting and give a report on their year’s activities.</p>	Clerk															



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	<p>Love Lane Steps Jackie Hamblin has reported to Wiltshire Council that the Steps are in need of repair. The Clerk has also contacted the Rights of Way team for their assistance. Jackie Hamblin to update Councillors on the outcome of her request</p> <p>Defibrillator Deployment The Defibrillator at the Brewery Inn was deployed on Sunday 24th March. Phil Springate checked the defibrillator on its return and confirmed it was ready for reuse. The Clerk has updated the online status of this defibrillator.</p> <p>Methodist Church Wall Phil Springate advised the Methodist Church Wall had collapsed. The Chairman was able to provide an update that the Methodist Church Authority is investigating and working with the property owner regarding its repair.</p> <p>Thelma Carr The Parish Council was sad to learn that Thelma Carr, a former Parish Councillor of this Parish had died. The Parish Council wishes to express its sincere condolences to her family.</p>	<p>Jackie Hamblin/ Clerk</p> <p>Clerk</p>																				
<p>2024/064 Date of next meeting</p>	<p>The Chairman thanked everyone for coming and closed the meeting at 8.57pm The next Parish Council meetings are:</p> <table border="1" data-bbox="432 965 1289 1122"> <thead> <tr> <th>Meeting</th> <th>Date</th> <th>Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>Parish Council Meeting</td> <td>Tuesday 30th Apr</td> <td>7.00pm</td> <td>Community Centre</td> </tr> <tr> <td>Annual Parish Council Mtg</td> <td>Tuesday 7th May</td> <td>7.00pm</td> <td>Irene Usher Hall</td> </tr> <tr> <td>Annual Parish meeting</td> <td>Tuesday 7th May</td> <td>7.30pm</td> <td>Irene Usher Hall</td> </tr> <tr> <td>Parish Council Meeting</td> <td>Tuesday 28th May</td> <td>7.00pm</td> <td>Community Centre</td> </tr> </tbody> </table>	Meeting	Date	Time	Venue	Parish Council Meeting	Tuesday 30 th Apr	7.00pm	Community Centre	Annual Parish Council Mtg	Tuesday 7 th May	7.00pm	Irene Usher Hall	Annual Parish meeting	Tuesday 7 th May	7.30pm	Irene Usher Hall	Parish Council Meeting	Tuesday 28 th May	7.00pm	Community Centre	
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Terry James (Chairman)
Date: 30th April 2024

