

**Minutes of the Parish Council meeting held  
on 19 April 2023 at 7.30pm in the Village  
Hall**



Present.

Councillors P Smith (Chairman), R. Bruges, S. Chown, J. Hailey, M. Kasasian, C. McGarvey, W. Scott, C. Wade and the Clerk, Roger Coleman.

There were no members of the public present.

**1. Apologies.**

All councillors were present.

Wiltshire Council, Cllr. J Seed tendered his apologies for non-attendance.

**2. Declaration of Interests.**

There were no interests declared.

**3. Minutes of the Ordinary Parish Council Meeting held on 22 March 2023.**

The Council **resolved** that the minutes were a true and accurate record. The Chairman signed the minutes.

**4. Wiltshire Council Report.**

In the absence of Cllr Seed no report was given. However, the Chairman stated that in a recent conversation with Cllr. Seed, the following matters were raised:

- Cllr. Seed had been in contact with Michelle Donelan MP regarding the closure of the Post Office and the Somerset Arms Public House and she had offered her full support in maintaining these assets in the village.
- The Post Office is to reopen and is to be relocated in the DG Car Sales premises – Mondays and Thursdays 10am to 12 Noon.

**5. Chairman's Report.**

The Chairman stated that there were no additional matters to report that were not covered by the Agenda.

**6. Community and Communication.**

a. The Chairman confirmed that an application has been made to Wiltshire Council to register the Somerset Arms as an 'Asset of Community Value' and that this application had been acknowledged. A key date was 23 May 2023 when a decision by Wiltshire Council whether to register the 'asset' will be made.

Cllr. Bruges stated that he had been in contact with the Managing Agents for the owners of the Public House – the Wellington Group – and it was confirmed that attempts are in hand to re-let it to new tenants.

b. Cllr. Bruges commented that the Social Committee of the Village Hall had been very supportive of providing additional facilities at the Village Hall – especially longer and earlier opening hours for the bar – in order to compensate for the closure of the Somerset Arms – a move that had proved very popular.

The Parish Council **resolved** to express its thanks to the Social Committee and especially to Marilyn Taylor.

c. Cllr. Scott confirmed that Pinnacle Data Management Ltd had completed the digitising of the 'Semington Past and Present' book and that he now had the software file copy. A discussion ensued as to how best to promulgate this publication.

Cllr. Chown stated that there was nothing significant to report in respect of the website.

## **7. Recreation and Wellbeing.**

a. The Clerk reported that he had not received any further correspondence regarding the transfer of the Allotment Site to the Parish Council from either Newland Homes Ltd or Forrester Sylvester Mackett (Solicitors). He added that he would invite them to provide an update and to also copy all correspondence to the Chairman (Cllr. Smith).

b. Cllr. Chown stated that a site meeting is to be held at the Wessex Close Play Area tomorrow (20 April) with Wiltshire Council (Craig Campbell and Fiona Waind) in order to clarify the outstanding matters relating to a possible Asset Transfer to the Parish Council. Outstanding matters related mainly to the responsibilities of the Parish Council if the ownership/maintenance of the Wessex Close Play Area is transferred from Wiltshire Council to the Parish Council by means of an Asset Transfer. Cllr. Scott stated that it would be necessary for Wiltshire Council and the Parish Council to agree on the specification and exact area to be covered in any Asset Transfer.

Cllr. Chown added that she had received a draft s52 Agreement relating to the Asset Transfer from Wiltshire Council.

c. The Council resolved to delay a decision whether to accept the Asset Transfer of the Wessex Close Play Area until the May Parish Council meeting.

Cllr. Scott emphasized that the role, responsibilities and status of the proposed Friends of Wessex Close Play Area Group need to be defined and agreed and that its relationship to the Parish Council also needs to be discussed and confirmed.

d. Cllr. Bruges gave a full report on the proposed celebrations for the King's Coronation on 6 May 2023 and he identified the likely expenditure that it would involve. The Council **resolved** to agree a budget of £750 within which there was to be an immediate and approved expense of £250 for the Coronation Band and a further £250 for the purchase (as a long-term Parish Council asset) of a marquee. Other costs identified and approved were £76.98 – Road Closure signs, Bunting - £24, Publicity - £50 (to be confirmed), Prizes - £50 (to be confirmed). He added that the Road Closure Order had been approved and would operate 12 Noon to 4pm.

## **8. Environment and Streetscene.**

### **a. Rights of Way.**

Cllr. Scott reported that he had not had a reply from Wiltshire in relation to his queries concerning the results of the SEMI9a/HILP22/10 'Cycleway' Safety Audit and associated Report. He stated that he will continue to seek clarification from Wiltshire Council and would investigate possible additional safety measures that could be introduced.

b. Cllr. Hailey stated that she was still awaiting a response from Wiltshire Council to her remaining queries regarding the tree planting in support of the Queen's Green Canopy project.

c. Cllr. Scott reminded councillors that a s106 Agreement in respect of planning application PL/2022/01367 had allocated £3800 for public rights of way improvements and that he is still awaiting confirmation from Wiltshire Council that this money will be used to improve those rights of way in the parish of Semington.

Cllr. Scott drew the Council's attention that Path SEMI 6/10 had been ploughed up and planted with crops. The Clerk was asked to write to the owners of the field and to request reinstatement of this public footpath.

Cllr. Hailey commented that it may be necessary for the Parish Council to purchase its own lawnmower and other gardening implements if the Parish Council was likely to take on the responsibility of several grassed areas in the village. The Clerk was asked to add this item to the Agenda for the October or November Parish Council meetings.

### 9. Transport and Traffic.

Cllr. Wade confirmed that he would ensure that the subject of the ANPR Camera that Semington Parish Council wished to be used for the 'Bus Gate' enforcement would be on the Agenda for the next LHFIC Meeting that will be held in April. The Chairman confirmed that Melksham Without Parish Council in whose parish the camera would be located fully supported this project.

### 10. Planning and Development.

a. The council noted the status of extant planning applications thus:

PL/2022/09397 Outline planning permission: All matters reserved	Land south of Pound Lane, Semington, BA14 6JP	Residential development of up to 30 dwellings (of which 30% will be affordable) with associated car parking, access, internal roads, public open space, landscaping, drainage and other associated infrastructure.	Pending. Further comments from PC sent to WC.
PL/2023/00579 LBC Steven Sims	Church Farm, Church Street, Semington, BA14 6JS	Rebuilding of existing barn to form the double garage previously approved under Listed Building ref: PL/2021/09522	Pending
PL/2023/00477 Plan. App. Steven Sims	Church Farm, Church Street, Semington, BA14 6JS	Rebuilding of existing barn to form the double garage previously approved under Planning App. ref: PL/2021/09152	Pending

Cllr. Scott confirmed that Planning application PL/2022/09397 was not on the Agenda for the April meeting of the Wiltshire Council Strategic Planning Committee.

The Parish Council examined the following planning application and **resolved** to send comments to Wiltshire Council, as shown (in italics):

PL/2023/02485 Plan. App. Jonathan Maidman	14 Highfield Close Semington BA14 6JZ	Construction of dormer to existing roof	New
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*The Parish Council has no objection to this proposed development.*

b. There were no planning applications received after 12 April 2023.

c. The Chairman commented that in respect of the possible Ashford Homes development, the Neighbourhood Plan Community event planned for 22 April would provide an opportunity to garner comments regarding this and three other possible developments from members of the public.

d. There was no further discussion in relation to the Greenacres site.

## 11. Finance.

a. The Clerk gave a brief financial report, and the Council noted the following financial position:

### Lloyds A/C 2149025

Bank Statement	£	74,310.72
28 February 2023		

Total:	£	<b>74,310.72</b>
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### **Credits (1 March 2023 to 3 March 2023):**

Groundwork UK	£	3,663.00
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Total:	£	<b>3,663.00</b>
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### **Debits (1 March 2023 to 31 March 2023):**

CPRE Membership	£	36.00
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Wiltshire Council	£	250.00
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Parish Noticeboard Co. Ltd. (Deposit)	£	549.00
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Clerk's Salary (March)	£	311.16
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HMRC Month 12	£	207.60
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Clerk's Expenses (February)	£	34.14
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AM Print & Copy	£	30.00
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Total:	£	<b>1,417.90</b>
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### **Balance at 31 March 2023:**

£	<b>76,555.82</b>
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### **Credits (1 April 2023 to 19 April 2023):**

None	£	-
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Total:	£	-
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### **Debits (1 April 2023 to 19 April 2023):**

S Stainer (Coronation Flowers)	£	300.00
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Place Studios (Invoice 6041)	£	1,320.00
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Place Studios (Invoice 6044)	£	2,805.00
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Total:	£	<b>4,425.00</b>
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### **Balance at 19 April 2023:**

£	<b>72,130.82</b>
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**Lloyds A/C 7754288**

Bank Statement	£	7,739.99
28-Feb-23		

**Credits**

09-Mar-23	Interest	£	3.65
17-Mar-23	HMCTS	£	1.16
09-Apr-23	Interest (Approx)	£	3.65
17-Apr-23	HMCTS (Approx)	£	1.16

Total:	£	<b>9.62</b>
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**Debits**

None	£	-
	£	-

<b>Balance at 19 April 2023:</b>	£	<b>7,749.61</b>
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<b>Total Balance in Hand at 19 April 2023:</b>	£	<b>79,880.43</b>
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**Payments to be authorised (19 April 2023)**

Clerk's Salary (April)	£	426.66
Clerk's HMRC PAYE (Month 1)	£	106.60
Clerk's Expenses (March)	£	19.57
Place Studios (Invoice 6041)	£	1,320.00
Place Studios (Invoice 6044)	£	2,805.00
South West Ambulance Service (Defibrillator)	£	2,160.00
<b>TOTAL:</b>	£	<b>6837.83</b>

b. The Community Development Fund Working Group (CDFWG) confirmed that only one application for funding had been received and this was being considered.

c. The Council **resolved** that the Insurance Policy with Zurich Municipal is to be renewed for one year only at a cost of £931.21 because it is likely that there would need to be major changes to the Policy resulting from additional responsibilities being adopted by the Council and any benefit from a 3-year deal that was offered by Zurich Municipal was unlikely to be realised. Once the changes are added, the Council will be invited to decide whether, for 2024/25, it is content to renew with Zurich Municipal or if it chooses to seek further quotes from other insurers.

d. The Council **resolved** to make the payments shown under 'Payments to be authorised' above at Agenda item 11a including payments of £250 for the Coronation Band, £250 for the Marquee, £54 to Pinnacle Data Management Ltd and £8.65 to Cllr. Scott (Land Registry application and postage). The Council noted and **resolved** that further payments of £76.98 and £24.24 are to be made for the Road Closure sign and Bunting respectively.

The Clerk stated that he had undertaken a Bank Reconciliation for 31 March 2023 and that it confirmed that all financial matters were satisfactory. A copy of this Bank Reconciliation is appended to these minutes.

The Clerk invited the Council to examine the current reserves held by the Parish Council and to agree to earmark some of these reserves for previously identified projects. It was acknowledged that the majority of these reserves had accumulated as a result of the Community Infrastructure Levy (£28324.42) and the Neighbourhood Plan Grant (Groundwork UK) (£12083).

Councillors commented that the Parish Council had adopted a formal process for inviting parishioners to propose possible 'community projects' for the disbursement of the Community Infrastructure Levy funds and that this process was now operating.

The Council resolved to earmark reserves as shown:

Provision of Allotments	£5000	
Adoption & Refurbishment of Wessex Close Play Area		£20000
Tennis Court Maintenance & Repair	£7500	
Neighbourhood Plan	£10000	
Community Projects	£20000	
<b>TOTAL:</b>	<b>£62500</b>	
<b>General Reserve</b>	<b>£21500</b>	

## 12. Neighbourhood Plan.

a. Cllr. Smith confirmed that Neighbourhood Plan Group is continuing to meet on a regular basis and that development of the Neighbourhood Plan is continuing.

b. Cllr. Smith stated that the next Village Consultation is to be held on 22 April 2023 at the Village Hall – 11am to 3pm – and that the event had been, and will continue to be, well advertised. He expressed the wish that it would be well attended and added that comments received from the public will be central to the subsequent content of the Neighbourhood Plan.

## 13. Date of the next meeting.

a. Councillors commented that in the past, the Annual Parish meeting had been very poorly attended – and on occasions no members of the public had attended. Additionally, a number of Community meetings have been held this year with particular reference to the Neighbourhood Plan which had been well attended by members of the public and the Parish Council meeting was always preceded by a 'Public Participation' item when parishioners and electors were invited to raise any matters of interest. The Parish Council had also taken the opportunity on a number of occasions to extend the Public Participation element to accommodate concerns raised by members of the public. A vote was taken, and the Parish Council **resolved** unanimously not to hold an Annual Parish Meeting this year.

b. The Council noted that the next Ordinary Parish Council meeting would be held on Wednesday 17 May 2023 commencing at 8pm and preceded by the Annual Parish Council meeting at 7.30pm.

The meeting ended at 10.00pm.

**Bank reconciliation**Name of smaller authority: **SEMINGTON PARISH COUNCIL**County area (local councils and parish meetings only): **WILTSHIRE****Financial year ending 31 March 2023**

Prepared by ROGER COLEMAN – Clerk/Responsible Finance Officer

Date 3 April 2023

Balance per bank statements as at 31 March 2023:	£	
Lloyds Bank A/C 2149025	76555.82	
Lloyds Bank A/C 7754288	7744.80	
Stroud & Swindon A/C S6535672	(0.19)	
	<u>84300.43</u>	84300.43
Petty cash float (if applicable)	0	
Less: any un-presented cheques at 31 March 2023		
		<u>300.00</u>
Cheque No.1110		300.00
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Add: any un-banked cash at 31 March 2023	0	0
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		84000.43
Net balances as at 31 March 2023		<hr/>

***The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:***

**CASH BOOK:**

Opening Balance 1 April 2022 (Prior year Box 8)	51864.75
Add: Receipts in the year (to 31/3/23)	54783.06
Less: Payments in the year (to 31/3/23)	22647.38
Closing balance per cash book [receipts and payments book] as at 31 March 2023 (must equal net balances above)	<hr/> 84000.43 <hr/>