

STEEPLE ASHTON PARISH COUNCIL

Parish Office: 2 St Mary's School, High Street, Steeple Ashton, Trowbridge, Wiltshire, BA14 6EU

Clerk: Nicola Duke, April Rise, 81 Studland Park, Westbury, Wiltshire, BA13 3HN 01373 864127

Minutes of the Annual Council Meeting of the Parish Council
held on **Monday 17th May 2021** in the Village Hall at 7.30 pm.

Present: Cllr Buffery-King (Chair), Cllr Jones, Cllr Dallison, Cllr Leonard, Cllr Dampier and Cllr Cottle.

In attendance: Nicola Duke (Parish Clerk) and one member of the public.

Open Forum

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern:

- A resident requested information on two current planning applications and the Clerk confirmed she would send details by email. An update on the planned development at The Sanctuary, Dark Lane North was requested and it was confirmed that there had been no further information received from Wiltshire Council.

Prior to the start of the meeting the Parish Clerk confirmed that, following the Ordinary Elections, all members had signed their Declarations of Acceptance of Office.

	AGENDA ITEM
2021/01	Election of Chair In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) it was proposed by Cllr Leonard, seconded by Cllr Jones and resolved to elect Cllr Buffery-King as Chair of the Parish Council for the municipal year 2021/2022.
2021/02	Declaration of acceptance of office The Chair duly signed her declaration of acceptance of office.
2021/03	Apologies for Absence and to consider the reasons given None. It was noted that Wiltshire Councillor Seed had sent apologies.

2021/04	<p>Election of Vice-Chair In accordance with the Local Government Act 1972 ss 15 (6) and 34 (6) it was proposed by Cllr Jones, seconded by Cllr Dampier and resolved to elect Cllr Leonard as Vice-Chair of the Parish Council for the municipal year 2021/2022.</p>
2021/05	<p>Declaration of Acceptance of Office The Vice-Chair duly signed his declaration of acceptance of office.</p>
2021/06	<p>Declarations of Interest and Dispensations to Participate None. The Clerk confirmed that she would send details of how to complete the online Register of Interests once these had been received from Wiltshire Council.</p>
2021/07	<p>Parish Council Elections 2021</p> <ul style="list-style-type: none"> a) Following the Ordinary Elections, it was noted that the Council had three vacant seats. Following debate it was proposed by Cllr Leonard, seconded by Cllr Dampier and resolved to proceed with a co-option process. It was agreed that it would be useful to advertise information on the following: <ul style="list-style-type: none"> a. Term of office and confirmation that councillors did not have to see out the full term if their circumstances altered. b. Commitment required and how being a councillor would fit in with full time working. c. The impact of a reduced Council on the delivery of projects in the parish. b) Members considered the arrangements for a training programme for members 2021/2022 and agreed that the Clerk would deliver two in house training sessions prior to the June and July meetings: <ul style="list-style-type: none"> a. Session 1 – General Induction and Being a Good Councillor b. Session 2 – Finance and Planning

2021/08	<p>Parish Councillor Representatives</p> <p>Member portfolios and representation for 2021/2022 were agreed as listed:</p> <ul style="list-style-type: none"> • Highways and Parish Steward – Cllr Jones • CATG – Cllr Jones • CPT and Police Liaison – Cllr Cottle • Defibrillator checks – Mrs Lynda Beaven • Dog bag refills – Mrs Lynda Beaven • Emergency Plan – Parish Clerk • Facebook / Website – Parish Clerk • Footpaths – Cllr Cottle • Friends of Steeple Ashton – no representative required • Human Resources – Cllrs Buffery-King and Leonard • Melksham Area Board – rotation according to agenda • Model Railway Club key holder – Cllr Buffery-King (Cllr Jones in reserve) • Newsletter – Parish Clerk • Planning – Cllr Dallison (Cllr Leonard to hand over) • SID Project – Cllr Jones, Mr Dave Price and Mrs Lynda Beaven • St Mary’s Building Management Committee – PC rep – Clerk to check need • St Mary’s Building Management Committee – tenant rep – Cllr Dampier • STASH – Cllr Buffery-King • Village Hall – representation not required • Christmas Event Planning – to be determined at a later date • SAVE Climate Emergency Group – Cllr Leonard
2021/09	<p>Parish Council Insurance 2021/2022</p> <p>Members confirmed the insurance arrangements for 2021/2022, approving the renewal of the policy with Zurich Municipal in the amount of £ 1,116.15 (proposed Cllr Buffery-King, seconded Cllr Leonard).</p>
2021/10	<p>Parish Council banking arrangements 2021/2022</p> <p>The bank signatories for 2021/2022 were confirmed as Cllrs Leonard, Dampier, Cottle and Dallison.</p>

2021/121	<p>Calendar of meetings</p> <p>Members agreed the Calendar of Meetings for the 2021/2022 municipal year as below. It was noted that the planning meetings would be conducted informally via Zoom where appropriate, with the Clerk using the delegated authority to submit the responses.</p> <p>June meeting to be arranged following consultation with the Village Hall as to available dates – Approval of accounts 2020/2021</p> <p>Monday 5th July 2021 – Planning only (if required)</p> <p>Monday 2nd August – Full Council</p> <p>Monday 6th September – Planning only (if required)</p> <p>Monday 4th October – Full Council</p> <p>Monday 1st November 2021 – Planning only (if required)</p> <p>Monday 6th December – Budget setting 2022/23</p> <p>Monday 3rd January 2022 – Precept setting 2022/2023</p> <p>Monday 7th February – Planning only (if required)</p> <p>Monday 7th March 2022 – Year end procedures 2021/2022</p> <p>Monday 4th April – Planning only (if required)</p> <p>Monday 2nd May 2022 – Annual Council Meeting</p> <p>Date for Annual Parish Meeting to be determined (must take place before 1st June)</p>
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There being no further business the meeting was closed at 9.20 pm.