

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 a meeting of the Parish Council held on
Monday 2nd August 2021 at 7.30 pm in the Village Hall.

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

In attendance: Nicola Duke (Parish Clerk) and 4 members 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 of St Mary's addressed the Council in respect of the request for an additional football hire on Sunday afternoons, reporting on the issues created by the football in terms of parking and access to the field. He stated that the preference of residents was that permission not be granted.
- A resident of St Mary's addressed the Council on the subject of fund raising, survey and planning at the playing field. He drew attention to historic funding, which had been allocated for improvements at the field and offered his assistance to the working group which would be considering the long term future of St Mary's. He also reported that, whilst the football field was in a good condition, the remainder of the grass was not well maintained and the hedges were more overgrown than they needed to be.

	AGENDA ITEM
21.140	Apologies for Absence and to consider the reasons given Cllr Buffery-King had presented apologies as she was away, these were accepted.
21.141	Declarations of Interest and Dispensations to Participate Cllr Cottle declared an interest in the following planning applications, as neighbour to the properties in question: PL/2021/06768 The Manor / PL/2021/06587 - Raydown Park, Unit 1, Drove Lane / PL/2021/06807 - SUNNYSIDE, EDINGTON ROAD and 21/02296/LBC - The Sanctuary, 9 Dark Lane North.
21.142	Minutes of Council Meetings The minutes of a meeting of the Parish Council held on 8th July 2021 were approved for accuracy and adopted (proposed Cllr Dampier, seconded Cllr Jones).

<p>21.143</p>	<p>Wiltshire Council Report</p> <p>Wiltshire Councillor Seed provided the following report:</p> <ul style="list-style-type: none"> • It was a quiet time at Wiltshire Council. • He suggested that the PC consider any applications it may wish to submit for Area Board grants, outlining the level of grant funding available (typically £5k maximum) and the opportunity for match funding above the £5k limit from the PC. Cllr Seed stated that he would be happy to discuss any potential applications with any groups which had a project requiring funding. • Cllr Seed had written to the Planning Officer dealing with The Sanctuary, Dark Lane North, who was currently on leave. Cllr Seed expressed his support for dealing with the issues relating to the site and would provide a further report at the September meeting.
<p>21.144</p>	<p>Planning Applications</p> <p>Members considered the below listed applications:</p> <p>PL/2021/06587 - Raydown Park, Unit 1, Drove Lane, Steeple Ashton, BA14 6XY - Steel framed machinery store – No Objection.</p> <p>PL/2021/06768 - THE MANOR, CHURCH STREET, STEEPL ASHTON, TROWBRIDGE, BA14 6EW - T1 Cherry - remove - almost dead. T2 Bay - clump has knocked over listed wall - remove. G3 Poplar - reduce/ pollard to match in remaining poplars in the avenue. Reduce the chance of wind failure and reduce the impact on root growth upon damaging neighbour's drive – No Objection.</p> <p>PL/2021/06807 - SUNNYSIDE, EDINGTON ROAD, STEEPL ASHTON, TROWBRIDGE, BA14 6HP - Proposed 2 storey side extension and detached garage with garden room – No Objection.</p> <p>21/02296/LBC - The Sanctuary, 9 Dark Lane North, Steeple Ashton, Trowbridge, Wiltshire, BA14 6EY – members received and noted the comments from the Senior Conservation and Planning Officer (attached) and considered if any further action could be taken by the Parish Council. Members discussed the following:</p> <p>Listed Building Consent – members considered the correspondence from the Friends of Steeple Ashton and the report from the Conservation Officer at Wiltshire Council, noting the variances between his comments and those made by Historic England. Following debate, it was felt important to write to Wiltshire Council to draw attention to these variances and ask the Conservation Officer to reconsider his comments. It was agreed that Cllr Dallison would draft a letter, which would be circulated to members for approval.</p> <p>The Chair drew attention to the two withdrawn applications, noting the work which had been carried out and not been the subject of a planning application. Cllr Seed drew attention to the work which had been carried out and was now in place without a live planning application process, which might be the subject of enforcement. It was agreed that the Council would write to Wiltshire Council copying Cllr Seed in,</p>

	<p>requesting that the works without planning application be reviewed and enforcement measures taken. Cllr Seed offered to provide support in this. Cllr Seed advised the Council to focus on those areas which were not the subject of either permission or a live application. Cllr Dallison would prepare a draft letter for members to consider.</p> <p>Stables built without permission– it was clarified that the Enforcement Officer had investigated and reported that the structure was temporary and could be moved around the site and that WC would monitor the movements. It was agreed that the PC would raise this again with the Enforcement Officer in September as previously advised by the EO. Siting of the stables might indicate that a change of use from agricultural could be required. Clarification on this point would be requested from WC when the matter was raised again in September.</p> <p>Members considered planning applications received after the issue of the agenda (<i>where the response time fell outside of the meeting schedule</i>):</p> <p>PL/2021/07389 – Barton House, 4 Coach Barton, Steeple Ashton, Trowbridge – Construction of a timber shed to house materials and equipment for managing tree planting and biodiversity development – No Objection.</p> <p>PL/2021/07543 – Old Estate House, 50 High Street, Steeple Ashton, Trowbridge – remove self-seeded sycamore – No Objection.</p>
<p>21.145</p>	<p>Project Updates and Information</p> <p>The Clerk had provided updates on the following, a copy of the report is appended to the minutes:</p> <p><u>Neighbourhood Planning and Rural Housing Needs Survey</u></p> <p>Members noted the information provided and approved and accepted the timeline and PC responsibilities for the undertaking of the RHNS for Steeple Ashton (proposed Cllr Dallison, seconded Cllr Dampier). Members agreed that it would be useful to consider any gaps in planning policy, in order to assess the need for a Neighbourhood Plan and Cllr Dallison undertook to obtain some indicative costs from appropriate consultants to carry out this assessment. A report would therefore be considered at the September meeting. A future public meeting will be arranged to discuss the way forward and seek members to form a steering group.</p> <p><u>Highways Strategy</u></p> <p>Members discussed the information received from Wiltshire Council. Following debate, it was agreed that Cllrs Leonard and Jones would do another walk round the village to look at the issues and prepare a report to inform the requests to CATG. This would be considered at the September meeting.</p> <p><u>Footpath Management</u></p> <p>Members noted that no response to the request for information on footpath management and maintenance had been received from Wiltshire Council. The Clerk</p>

	<p>reported on recent reports of overgrown footpaths in the parish. Following debate, it was agreed that any issues reported would be forwarded to Cllrs Cottle and Leonard for review.</p> <p><u>Communications Strategy</u></p> <p>Members had been provided with a copy of a best practice Communications Strategy and it was agreed that the Clerk would tailor this to SAPC and submit for approval at the September PC meeting.</p> <p><u>Sunflower planting</u></p> <p>The Clerk reported that Wiltshire Council had now given approval for the planting of the tyres at either end of the village, subject to the submission of a section 93 notice application. Following debate, members resolved not to proceed with the application due to the additional liabilities which would be placed on the PC but to seek a more permanent solution to planting at the locations.</p> <p><u>Review of Flood Plan</u></p> <p>A copy of the current Flood Plan information and a report from Cllr Buffery-King had been circulated to members and was discussed. Following debate, it was agreed to update the leaflet and establish a local group of affected residents. Cllr Cottle would continue to act as the liaison point and provide the Clerk with the revised information for the leaflet as well as checking the lock up and its access routinely.</p>
<p>21.146</p>	<p>Coronavirus (COVID-19): Safer public places - managing public outdoor settings</p> <p>Members reviewed the arrangements for the sanitising of the parish play areas, following the latest government advice that cleaning protocols should be retained at the current time. Following debate, it was resolved not to renew the contract as of 1st September 2021 as the benefit received was not felt to be commensurate with the expenditure incurred. Appropriate signage would be researched as an alternative. (proposed Cllr Cottle, seconded Cllr Dallison).</p>
<p>21.147</p>	<p>St Mary's Football</p> <p>Members received and considered a request for the use of the St Mary's for football on Sunday afternoons (request previously circulated) and this was denied given that the long term use of the field was currently under review. The Clerk would liaise with the applicant accordingly.</p>
<p>21.148</p>	<p>Financial Reports</p> <ul style="list-style-type: none"> a) Schedule of payments and receipts April – June 2021 – not accepted due to incorrect date showing on the Summary Receipts and Payments. The Clerk would re-issue with the correct date and list for the September agenda. b) Bank reconciliation as at 30th June 2021 – noted. c) Financial Position as at 30th June 2021 – noted. d) The Clerk reported that, due to low expenditure during the financial year 2020-21 the External Auditor had offered the PC an exemption from the

	external audit (proposed Cllr Dallison, seconded Cllr Jones). The exemption certificate was duly signed.
21.149	<p>Correspondence</p> <p>Citizens Advice Wiltshire re: funding request (copy previously circulated) – the Clerk was asked to obtain information on the quantum of SA residents who have used the service and re-list the item for consideration at the September meeting.</p>
21.150	<p>Councillor Reports</p> <p><u>Cllr Leonard</u> – reported that the SAVE group was still moving forward with the tree planting project and a presentation on renewable energy was planned for 9th September 2012. The SAVE group would have a stand at the SAGE picnic on 28th August, where it was hoped new members would be recruited together with volunteers for tree planting.</p> <p><u>Cllr Jones</u> – reminded the Clerk to set up the email addresses for new members and update the website for the new Council and the Clerk. It was noted that the recent trip hazard on the pavement by the shop had been attended to by the Parish Steward and a replacement slab would be added.</p> <p><u>Cllr Dampier</u> – reported that she had met with Cllr Buffery-King regarding the St Mary’s working group and a plan for communications had been put together. Information on this group and the plans for the Platinum Jubilee celebrations would be included in the next newsletter.</p> <p><u>Cllr Cottle</u> – reported on a Mulberry tree outside Holmleaze which required trimming back and this would be reported to the Parish Steward.</p>
21.151	<p>Village Newsletter</p> <p>It was noted that the next newsletter was not due for publication until October and copy would therefore be submitted following the September meeting. The Clerk would check the deadline for the submissions and let members know.</p>
21.152	<p>Date of next meeting</p> <p>Monday 6th September – Planning Only</p>

There being no further business the meeting was closed at 9.23 pm.

APPENDIX

Meeting of the Parish Council – 2nd August 2021

Agenda 21.145 – Clerks Report

Neighbourhood Planning

At the July meeting the Clerk was asked to see if information could be obtained on the future of Neighbourhood Planning and submit a request for a Rural Housing Needs Survey.

The request for the Rural Housing Needs Survey has been submitted and information is attached. Members are asked to note and accept the timeline and role of the PC in this process.

The future of Neighbourhood Plans has been raised with Wiltshire Council offices and the following response received:

The message is that neighbourhood plans are likely to stay but in a different guise. What this will be is difficult to say at the moment and, in any case, the final reforms, when they are announced, will take some time (i.e. years) to go through all the necessary legislative processes.

The Government's proposals, published last year, can be read in full online at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/958420/MHCLG-Planning-Consultation.pdf

I can also direct you to an article about the Government's proposals on the [Locality website](#), which is a great resource for neighbourhood planning groups particularly in terms of sources of grant funding. The article '[Will new planning reforms enhance or diminish community power?](#)' suggests that the proposed reforms could have "significant implications for the role of neighbourhood planning, potentially reducing their scope and ability to make site allocations".

Mike Kilmister, Neighbourhood Planning Manager, is in regular contact with the relevant Government department at MCHLG and is awaiting news of further developments.

The Clerk has been made aware of a Clerk's training course, scheduled for September, and with the approval of the Chair has booked a place. This course will cover the future of Neighbourhood Planning and the impact of the climate emergency and Covid-19. Permission is sought to purchase a SLCC publication on Neighbourhood Planning at £24.50. Details can be viewed at <https://www.slcc.co.uk/product/1080/>

Highways Strategy

The Clerk has chased Wiltshire Council for a response to the Highways Strategy document submitted earlier in the year (copy attached). The following response has been received from Andy Cadwallader:

The majority of the issues are concerning speeding and highway improvement and these should be submitted to the CATG as issues so they can be discussed and if agreed office time allocated to look at the issue.

The maintenance issues you have raised have been address as below.

- *Signing and lining common Hill. The lining was refreshed during 2020 and is not below intervention level at this moment in time. Concerning the signage a works order has been raised to cut back any vegetation that may be obstructing them. This work will be carried when a gang is next available in the Steeple Ashton area.*
- *Overgrown hedges.*
 - *9 High Street. This has recently been cut and does not represent a issues to highway users.*
 - *1 Gullivers Lane. The council has contacted the property owner asking for the vegetation to be cut back to improve the visibility at the junction. Hopefully this work will be carried out shortly.*
 - *Apple Trees, Dark Lane North. The hedge is well maintained and it causes minimal impact on highway users when taking into account the number of pedestrian and vehicle movements seen in the lane. There is little to be gained in enforcing the highway act. Having said this, it is growing over the footway and if the council was to enforce the full width of the footway it is likely to devastate the hedge as it has been maintained at it current width for many years. If the parish council want to see the full width of footway enforce then I am happy to enter into correspondence with the property owner and enforce the highway act however, I would like a representative from the parish council to attend any site meeting with the owner so that they are aware that this is a community issue. If you can confirm that the parish is happy to attend any meeting I will start correspondence with the owner.*

It is suggested that the working party formed at the July meeting review the highway improvement items so that a report can be considered by the PC and the relevant requests made to WC. It does not seem as if WC are able to provide any guidance on which measures may be more effective so any improvement request would need to identify the issue, the preferred solution and request a review into the issue.

Footpath Management

The Clerk has written to the PROW Officer at Wiltshire Council to seek definitive guidance on the management of footpaths. No response has been received.

Communications Strategy

The Clerk has sourced a 'best practice' strategy which could be adapted for the PC. A copy is attached for members' comments.

ADOPTED