

# 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

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Minutes of a virtual (Zoom) meeting of the Full Parish Council held on  
**Monday 1<sup>st</sup> March 2021** at 7.00 pm for the.

**Present:** Cllr Buffery-King (Chair), Cllr Leonard, Cllr Price, Cllr Jones, Cllr Beaven, Cllr Boardman, Cllr Willis and Cllr Cottle.

**In attendance:** Nicola Duke (Parish Clerk) and 5 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 asked whether the PC was happy with the status of work at The Sanctuary, given that the expected planning application had not yet been received.
- A resident was in attendance to represent the applicants for the planning application relating to Elmsgate Barn.
- Two residents indicated that they wished to speak to particular agenda items and the Chair confirmed Standing Orders would be suspended at the appropriate time to permit them to speak.

	<b>AGENDA ITEM</b>
<b>20.081</b>	<b>Apologies for Absence and to consider the reasons given</b> None.
<b>20.082</b>	<b>Declarations of Interest and Dispensations to Participate</b> None.
<b>20.083</b>	<b>Minutes of Council Meetings</b> The minutes of meetings of the Parish Council held on <b>Monday 1<sup>st</sup> February 2021</b> and <b>Monday 15<sup>th</sup> February 2021</b> (with one amendment) were approved for accuracy and adopted (proposed Cllr Beaven, seconded Cllr Jones).  Cllr Jones confirmed that the Parish Steward was aware of the issues reported at Mudmead Lane and Stoney Gutter at the meeting held on 1 <sup>st</sup> February 2021 and was dealing with them.

20.084	<p><b>Wiltshire Council Report</b> Wiltshire Councillor Seed was not present.</p>
20.085	<p><b>CPT Report</b> No report.</p>
20.086	<p><b>Planning Applications</b></p> <p><b>21/01450/PNCOU</b> - Elmsgate Barn South View Farm Southbrook Lane Steeple Ashton Trowbridge Wiltshire BA14 6HW -Notification for Prior Approval of Change of Use under Class Q - Demolition of Part of Agricultural Building and Change of Use the Remainder to Form a Single Dwelling and Associated Building Operations – Support.</p> <p><b>21/01373/TCA</b> - 35 High Street Steeple Ashton BA14 6EU - Silver Birch tree - overall reduction of 30% - No objection.</p> <p><b>21/00920/VAR</b> - Larks Leaze Steeple Ashton Kennels and Cattery Edington Road Steeple Ashton BA14 6HP - Removal of Condition 1 of W/75/0578 – Support.</p> <p><b>21/01043/FUL</b> - Witheywood Farm Ashton Common Steeple Ashton Trowbridge Wiltshire BA14 6DU - Use of site &amp; existing building for fabrication of structural elements for farm and other buildings together with storage &amp; repair of skips &amp; storage of scaffolding. Erection of a building and security fencing (existing), and landscaping of site - No objection on the following conditions; that the skips are screened off, that light pollution for neighbours is managed, that there is no further development expanding the boundary of the site and that traffic management measures are put in place for site traffic.</p> <p><b>21/00387/FUL</b> - Brookfields, Edington Road, Steeple Ashton, BA14 6HP - Proposed storage barn for feed, bedding and agricultural equipment storage – Cllr Cottle declared a personal interest in this application as a neighbouring landowner - No objection.</p> <p><b>Draft Southwick Neighbourhood Development Plan 2018 - 2036 Regulation 16 Consultation</b> (information previously circulated) – noted, no comments.</p> <p>To receive and consider planning applications received after the issue of the agenda (<i>where the response time falls outside of the meeting schedule</i>) – None.</p>
20.087	<p><b>Planning decisions, appeals, enforcements and other matters</b> The below decisions of the Local Planning Authority were noted:</p> <p><b>20/09468/FUL</b> - 11 Newleaze Steeple Ashton Wilts BA14 6EF - New External Staircase &amp; Door to First Floor – <b>Wiltshire Council Decision:</b> Approve with Conditions</p> <p><b>21/00307/TCA</b> - Old Cobblers 20-22 High Street Steeple Ashton BA14 6EL - Flowering Cherry tree – fell – <b>Wiltshire Council Decision:</b> No Objection</p>

<p><b>20.088</b></p>	<p><b>Speed Indicator Device</b>  Members had been provided with a report from the SID Working Group (previously circulated) and approved the recommendations contained therein as listed below: (proposed Cllr Willis, seconded Cllr Boardman):</p> <ul style="list-style-type: none"> <li>a) That a Messagemaker SLR (speed limit reminder) battery operated unit be purchased at a cost of £3,919.74 (£4,000 previously allocated to the project), subject to Wiltshire Council undertaking a site visit to agree two suitable locations for the unit.</li> <li>b) That the PC submits an urgent CATG request for the installation of two ground anchors (spigots) plus one 76mm diameter post at suitable agreed locations.</li> <li>c) That a SIM free android mobile phone be purchased to enable the data download via Bluetooth with the unit remaining in place.</li> <li>d) That the PC approves the purchase of the SLR unit even if the previously agreed grant application to the Area Board is unsuccessful.</li> </ul> <p>Cllrs Beaven and Jones volunteered to be part of the team working on the data downloads.</p>
<p><b>20.089</b></p>	<p><b>Parish Council Accounts Year Ending 31<sup>st</sup> March 2021</b> (report previously circulated)  Members addressed administrative tasks relating to the preparation and submission of the accounts year ending 31<sup>st</sup> March 2021 as listed:</p> <ul style="list-style-type: none"> <li>a) Appointment of the Internal Auditor – it was resolved to appoint Mr Simon Pritchard as Internal Auditor for the financial year 2020/21 (proposed Cllr Buffery-King, seconded Cllr Boardman).</li> <li>b) Confirmation of scope of Internal Audit – it was resolved to adopt the scope of the audit as circulated with the Clerks’ report (proposed Cllr Buffery-King, seconded Cllr Jones).</li> </ul>
<p><b>20.090</b></p>	<p><b>Governance Reviews Year Ending 31<sup>st</sup> March 2021</b> (documents previously circulated)  Members carried out the reviews of governance documents for year ending 31<sup>st</sup> March 2021 including:</p> <ul style="list-style-type: none"> <li>a) Risk Registers – adopted (proposed Cllr Buffery- King, seconded Cllr</li> <li>b) Fixed Asset Register – it was noted that the Register dated back to 2017 and agreed that Cllr Willis would undertake a thorough review. In the meantime, adjustments would be made to amend the number of benches and add the play equipment at Acreshort Park. The Register was adopted as a ‘work in progress’ (proposed Cllr Buffery-King, seconded Cllr Willis).</li> <li>c) Standing Orders and Financial Regulations- deferred to the Annual Council Meeting in May 2021 after the Ordinary Elections.</li> </ul>

<p><b>20.091</b></p>	<p><b>Financial Reports</b></p> <p>The following reports had been circulated to members and were noted:</p> <ul style="list-style-type: none"> <li>a) Schedule of payments and receipts January 2021</li> <li>b) Bank reconciliation as at 31<sup>st</sup> January 2021</li> <li>c) Budget report as at 31<sup>st</sup> January 2021</li> <li>d) Financial Position as at 31<sup>st</sup> January 2021</li> </ul> <p>The Clerk was asked to include the budget heading on the payment list which was sent out to the bank signatories.</p>
<p><b>20.092</b></p>	<p><b>Wiltshire Council Local Plan Consultation</b></p> <p>Members considered the PC's response to the current consultation on the Local Plan for Wiltshire (February minutes referred).</p> <p><i>At this point Standing Orders were suspended to enable Mr Beard (representing The Friends of Steeple Ashton) to address the meeting and to enable Mrs Aeberhard to address the following agenda item 20.093.</i></p> <p>The Chair reported on the work which had been undertaken by Cllr Leonard and herself to date, confirming that draft responses would be circulated to members for comment. The submission deadline for comments was noted to be 9 March 2021.</p> <p>Mr Beard addressed the meeting, stating the view that the Local Plan would present significant challenges for the village and that a robust response was needed; particularly in view of the number of new dwellings which would need to be provided and the difficulty in understanding the methodology used by Wiltshire Council to determine this figure. He suggested that this methodology needed to be explained by Wiltshire Council so that the reasoning behind the 35 properties allocated to Steeple Ashton could be understood. The Chair confirmed that the number of properties allocated for development in the village would be queried with Wiltshire Council.</p> <p>Cllr Leonard would submit the responses online taking into account any comments received from members.</p>
<p><b>20.093</b></p>	<p><b>Parish Grounds Maintenance Contract 2021/22</b></p> <p>Members reviewed the contract for parish grounds maintenance 2021/22 (report previously circulated) and noted that the Clerk had included comments received from Mrs Penny Aeberhard, where appropriate. It was noted that Cllr Jones had pointed out some changes which were needed to the location headings, which would be amended.</p> <p>Mrs Aeberhard addressed the meeting, reporting that she had compared the new contract to the old contract and could identify the adjustments which had been made. She also suggested that some of the areas included on the supporting map could be reviewed to see where either residents or the principal authority could assist in undertaking maintenance works. She requested that the first strim/mow be left until as late as possible. This was noted. It was confirmed that an in depth review of the</p>

	<p>contract areas would be undertaken with the contractor once the Ordinary Elections had taken place in May 2021.</p> <p>A discussion was held regarding the arrangements and responsibility for cutting the footpaths; it was noted that the Parish Steward and the WC contractors would be asked to trim vegetation sensitively. It was agreed that the SAVE group would be asked to publicise that public areas should be trimmed to provide a metre-wide central path, with the sides being allowed to grow more wild.</p> <p>Following discussion, the document was approved and the importance of good communication with the contractor and their staff was noted. It was confirmed that the Clerk would arrange for the current contractor to continue on a 'roll over' basis with a formal retendering process being carried out after the Ordinary Elections in May 2021.</p> <p><i>At this point Standing Orders were re-instated.</i></p>
<p><b>20.094</b></p>	<p><b>SAVE Climate Emergency Working Group</b></p> <ul style="list-style-type: none"> <li>a) The draft Terms of Reference (previously circulated) were approved and adopted, with one small amendment to the wording relating to meeting schedule (proposed Cllr Buffery-King, seconded Cllr Beaven). It was noted that the group would be established as a formal working group of the PC.</li> <li>b) Cllr Leonard reported on the initial group meeting held on Monday 22<sup>nd</sup> February 2021, confirming the membership of the group and reporting that the members had approved the draft terms of reference as appropriate. Further details on the meeting were available via the minutes, which would be circulated to members and are appended to the PC minutes.</li> </ul>
<p><b>20.095</b></p>	<p><b>Councillor Reports</b> (for information only)</p> <p><u>Cllr Leonard</u> – queried the status of the tree survey and the Clerk was asked to chase this up. He reported that several villagers had asked for an update on the status of the village questionnaire. The Chair confirmed that the process had been overtaken by the coronavirus pandemic lockdowns and noted that there had been suggestions of a further survey being required. It was agreed that this would be referred to the new Council for action and agreed that Cllr Beaven and the Chair would draft a 'holding statement' from the current Council for publication.</p> <p><u>Cllr Boardman</u> – a resident had asked for permission to run some boot camps at the playing fields. The Chair confirmed that she had passed the Clerk's details onto the resident and the request was approved, in principle.</p> <p><u>Cllr Buffery-King</u> – reported that she had been approached by a resident querying the provision of disabled stiles/gates at certain locations in the village to ensure access for all. It was noted that the Clerk would investigate the options available and report back</p>

	<p>to Council. Mr Beard confirmed that he would report on this to the next meeting of the Friends of Steeple Ashton.</p> <p><u>Cllr Beaven</u> – asked for an update on the dates for the local elections. The Chair confirmed that an article had been included in the Marsh Parish Magazine and would be posted on Facebook and the parish website. Further information was available direct from Wiltshire Council and the Clerk would send out details once they were received. Anyone wishing to stand for the Parish Council was required to submit their nomination papers by 8<sup>th</sup> April 2021. Cllr Beaven asked about purchasing a gift voucher for Mr and Mrs Wyborn in thanks for the electricity supply for the Christmas tree and proposed an allocation of £10 from the Chair’s allowance, this was seconded by Cllr Boardman and resolved. A letter of thanks would also be sent to the company which had kindly supplied the Christmas tree.</p> <p><i>Cllr Cottle left the meeting at this point, due to work commitments.</i></p>
<p><b>20.096</b></p>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>a) CPRE re: Best Kept Village Competition 2021 (previously circulated) – it was agreed that the Clerk would obtain a copy of the judging criteria but that the Council would not enter for 2021.</li> <li>b) Keevil Airfield re: Temporary Danger Area Stakeholder Engagement (with information to be included in the next newsletter.</li> </ul> <p><i>At this point Standing Orders were suspended to enable Mr Beard to address the meeting. Mr Beard encouraged the PC to respond to Keevil Airfield under agenda item 20.96b). It was agreed to respond to thank them for keeping the PC updated. He also sought an update on the new website and the Clerk confirmed that work on this would re-commence as a priority once schools returned on 8<sup>th</sup> March, with the website being added as a standing agenda item from April onwards. At this point Standing Orders were re-instated.</i></p>
<p><b>20.097</b></p>	<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"> <li>a) It was noted that the April meeting date would need to be adjusted as the routine date of the first Monday in the month fell on Easter Monday. It was agreed that a Planning Meeting would be held if and when required, with no Full Council meeting being held in April 2021.</li> <li>b) The Parish Clerk reported that no further advice had been received relating to a return to in person meetings however, the latest regulations would indicate that these should not commence before 21 June 2021. Central government was being lobbied by the National Association of Local Councils (NALC) to amend the law to enable local councils to continue to meet remotely until then.</li> </ul>

There being no further business the meeting was closed at 9.02 pm.