

# 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 10<sup>th</sup> January 2022** at 7.30 pm in the Village Hall.

**Present:** Cllr Leonard (Chair), Cllr Dampier, Cllr Jones, Cllr Dallison, Cllr Tapper and Cllr Cottle.

**In attendance:** Nicola Duke (Parish Clerk), Wiltshire Councillor Seed and 9 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 requested any available updates on the outstanding enforcement action relating to The Sanctuary, Dark Lane North and it was confirmed that Wiltshire Councillor Seed would report on this.

	AGENDA ITEM
21.199	<b>Apologies for Absence and to consider the reasons given</b> None.
21.200	<b>Declarations of Interest and Dispensations to Participate</b> None.
21.201	<b>Co-option of a Parish Councillor</b> The Chair reported that Mr Francis Ash had expressed his interest in being co-opted to the Parish Council. Co-option would therefore be added to the February meeting agenda and Mr Ash invited to submit a brief in support of his application in advance.
21.202	<b>Minutes of Council Meetings</b> The minutes of a meeting of the Parish Council held on <b>1<sup>st</sup> November 2021</b> were approved for accuracy and adopted (proposed Cllr Jones, seconded Cllr Cottle).
21.203	<b>Wiltshire Council Report</b> Wiltshire Councillor Seed reported the following: <ul style="list-style-type: none"><li>The Sanctuary, Dark Lane North – Cllr Seed assured members that enforcement action had been taken and the appropriate process was being followed. He confirmed that the property could not be sold without reference to the current enforcement action. Cllr Seed reported that he was happy to confirm details of the enforcement action and process in writing if this would be helpful. A resident reported that no information relating to enforcement was available via the planning portal and Cllr Seed confirmed</li></ul>

	<p>that enforcement matters were not listed on the planning portal. Cllr Seed further confirmed that all matters raised with him relating to the site had been passed on to the Enforcement Officer.</p> <ul style="list-style-type: none"> <li>• Cllr Seed reported that Area Board grants were available and advised submissions to be made as soon as possible, via the Community Engagement Manager with a copy to him. It was confirmed that an application in support of capital works to the Village Hall would be appropriate. Cllr Seed advised organisations to apply direct rather than via the Parish Council in order to generate the maximum amount of grant funding available, to a maximum of £5,000. The next Area Board meeting was scheduled for February and any application to be considered at that meeting would need to be submitted as soon as possible. Cllr Seed confirmed that he would support and lobby other members to gain support for the application. He further confirmed that more than one application could be made to the Area Board in the same year, as long as the projects were different. Also, applications could be made either side of the financial year cut offs to maximise the grants received. He also noted that Steeple Ashton had not drawn down any Area Board grant funding in recent years.</li> </ul>
<p><b>21.204</b></p>	<p><b>Planning Applications</b></p> <p><b>PL/2021/11790</b> - Proposed Works to Trees in a Conservation Area - 16 Home Farm Close, Steeple Ashton, Trowbridge, BA14 6AH - <b>Proposal:</b> T1 - Silver Birch tree - crown thin by one-fifth (20%) – No objection.</p> <p><b>PL/2021/11368</b> - Full Planning Permission - Larks Leaze, Edington Road, Steeple Ashton, Trowbridge, Wilts, BA14 6HP - <b>Proposal:</b> Demolition of existing dog kennels and cattery and construction of a B2 joinery workshop. The applicant spoke to the planning application, tabling information on the business which would be run at the site. It was confirmed that there was no heavy duty work which would generate noise and furniture was assembled by hand. Interested parties were welcome to visit the site. Environmental aspects were being looked at and the plans were a lifestyle choice with the applicants looking forward to being part of the local community.</p> <p>Members discussed the application, noting there had been an objection from one of the neighbouring properties relating to noise generation. The issue of noise generation had been explained by the applicant, with it being confirmed the nature of the work would not generate any noise impacting neighbours. Following debate, it was resolved to support the application (proposed Cllr Dallison, seconded Cllr Jones).</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>
<p><b>20.205</b></p>	<p><b>St Mary's Playing Field and Newleaze</b></p> <p>Cllr Dampier reported that the working group now consisted of five residents and that a zoom meeting was being arranged to take place before the February PC meeting.</p>

	<p>Terms of Reference would be considered at the first meeting, together with consideration of a grant application to the Area Board. A potential committee member had contacted Cllr Dampier expressing concern about the repair to the kick wall, which he had reported as an underused item of equipment. It was confirmed that the work planned would be to make the wall safe in the short term until the overall plan for the field had been put together, which could result in the wall being removed.</p> <p>a) Members considered the work required for the remedial repair to the kick wall (November minutes referred) and the Chair reported that he had liaised with a local contractor who had quoted the sum of circa £200 to carry out a temporary repair by mortaring the cracks in the wall. It was resolved to proceed on this basis allocating the maximum sum of £500 to the work, rather than a permanent repair; taking into account the comments made by Cllr Dampier at the start of the agenda item (proposed Cllr Dampier, seconded Cllr Tapper).</p> <p>b) Members considered the work required for the remedial repair of the footpath at Newleaze, which had been damaged by a tree. The Clerk reported on the second quote received from Idverde. It was noted that Acer were scheduled to carry out the required pruning to the tree. The Clerk would check on a date for this work and ask the contractor to check for any evidence of ash die back; it being cheaper to fell the tree than prune it. It was agreed to defer a decision on work to the path until the tree surgeon had re-assessed the condition of the tree.</p>
<p><b>21.206</b></p>	<p><b>Financial Matters</b></p> <p>a) Members received and noted the schedule of payments and receipts September – December 2021, which had been circulated with the agenda papers.</p> <p>b) Members received and noted the bank reconciliation as at 31<sup>st</sup> December 2021, which had been circulated with the agenda papers.</p> <p>c) Members noted the overall Financial Position Statement as at 31<sup>st</sup> December 2021, which had been circulated with the agenda papers.</p> <p>d) Members noted the request to close the St Mary’s Recreation Ground account and considered the way forward (correspondence previously circulated). Cllr Cottle reported that the remaining funds would need to be held by a charitable body. Cllr Dampier suggested that this be added to the agenda for the St Mary’s and Newleaze working group meeting; to identify if anyone would be prepared to act as Treasurer. The appointment of a Treasurer would enable the group to continue until the PC could draw down the funds in support of an agreed project at St Mary’s field. Cllr Cottle would report back to the group accordingly. It was also suggested that the St Mary’s and Newleaze working group being led by Cllr Dampier could potentially take</p>

over the charity; subject to the agreement of the existing Trustees. This suggestion would also be referred to the first meeting of the working group.

- e) Members considered a request from Village Hall committee for help with funding the replacement of heating system (correspondence previously circulated). The Chair of the Village Hall Committee spoke in respect of the application for funding support; confirming that the Committee had now decided to proceed with the replacement of the oil fired boiler at a cost of £9,000. Members noted the climate emergency and information was tabled on the cost of running the oil fired boiler, which was confirmed as being, at the current time, the only viable option and which would also minimise the Hall's emissions. It was further confirmed that the new boiler would be more efficient than the current system. Members confirmed that they were content to support the concept proposed by the Village Hall Committee. In responding to the funding request members agreed that it would be reasonable to request that the Village Hall Committee submits an application to the Area Board for a £5,000 grant in support of the work and resolved to allocate the sum of £4,000 to the project from the PC's current unallocated reserves (standing at circa £20,000) (proposed Cllr Leonard, seconded Cllr Tapper).

**21.207**

**Budget and Precept 2022-23**

Members received and considered the draft budget for 2022-23 (previously circulated), which was adopted (proposed Cllr Cottle, seconded Cllr Dampier).

Members also considered the allocation of earmarked reserves, giving consideration to a report previously circulated by the Chair and resolved the following allocations (proposed Cllr Leonard, seconded Cllr Dallison). The Clerk would amend the EMR lists and re-issue accordingly.

Speed Indicator Device	£500
St Mary's Development Fund Phase 1	£5,000
St Mary's Development Fund Phase 2	£5,000
Vacating Parish Office	£1,000
Village Hall Heating	£4,000
Village Hall insulation / roof	£5,000
Highways Strategy	£5,000
Community Speed Watch	£500
Community Environment Initiatives	£1,000
Newleaze Play Area	£2,000
Jubilee Events	£2,000
Available for allocation	£2,343

Following debate, the precept for 2022/23 was set at £25,631 (proposed Cllr Leonard, seconded Cllr Jones); an increase of 5% per annum.

<p><b>21.208</b></p>	<p><b>Correspondence</b></p> <p>a) Residents request for tree works on PC land (copy previously circulated) – Mrs Beaven spoke to the request on behalf of the owners of Moonraker House, outlining the detail of the request to remove two trees near the entrance to their property, with it being confirmed that consideration would be given to replacing the trees after building works if so requested. Members considered the request and it was agreed to seek the Tree Surgeon’s opinion on the trees and reconsider the request upon receipt of this information. Mrs Beaven reported that the area in question, despite being PC land, was being maintained by the householders at their own expense.</p> <p>b) St Mary's Preservation Trust request to hold a Hog Roast in Acreshort Park on 6<sup>th</sup> August (copy previously circulated) – the request was approved. The Chair suggested that the Trust be approached to request that a 20% donation from any income generated by the event be made to the Village Hall; explaining that the Village Hall was currently in need of funds. This was agreed and the Clerk would write to the Trust accordingly.</p>
<p><b>21.209</b></p>	<p><b>Councillor and Clerk Reports</b></p> <p><u>Cllr Leonard</u> – reported that he had discussed the plans for a Jubilee celebration event with Cllr Dampier and the lack of interest from the parish thus far had been noted. The Chair suggested that a wider parish meeting be arranged to see if event planning could be progressed. The Chair also reported on verge side parking, which had been raised with Wiltshire Council; clarifying that the response had been to make contact with the owner confirming that this practice was illegal and asking for it to cease. It was agreed to write to the resident accordingly. Cllr Leonard drew attention to the Open Gardens event scheduled for 29<sup>th</sup> May 2022 and a request that the PC consider identifying any temporary parking area. This request would be referred to the February meeting agenda.</p> <p><u>Cllr Tapper</u> – reported that a survey request for CSW had been submitted and was awaited.</p> <p><u>Cllr Cottle</u> – suggested that the PC should organise a litter pick and the Clerk would liaise with Mrs Beaven and Mrs Buffery-King to identify previous arrangements. The Clerk was asked to chase the enforcement issue which had been lodged by the PC relating to the installation of stables on the field to the west of the application opposite Malthouse Farm. Cllr Cottle also raised the proposal for wild flower planting on the verges in the parishes and it was agreed that Cllr Cottle would prepare a proposal for consideration at the February meeting.</p> <p><u>Cllr Jones</u> – reported that the SLR had been installed in December and would therefore be moved in February. Cllr Jones had applied for the WC training and either Cllr Tapper or Cllr Leonard (or both) would also undertake the training.</p> <p><u>Parish Clerk</u> – had reported that she had a zoom meeting scheduled with the website provider for Tuesday 11<sup>th</sup> January, following which the new website would shortly go</p>

	live. This had been noted during the budget discussion under agenda item 21.207 above.
<b>21.210</b>	<b>Village Newsletter</b> Members agreed the below listed items for inclusion in the village newsletter:  Planning Applications Budget and Precept Website launch Council Vacancies Jubilee event meeting – Cllr Leonard to provide wording
<b>21.211</b>	<b>Date of next meeting</b> Monday 7 <sup>th</sup> February 2022.

There being no further business the meeting was closed at 9.32 pm.