

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 7th March 2022 at 7.30 pm in the Village Hall.

Present: Cllr Cottle, Cllr Dampier and Cllr Tapper.

In attendance: Nicola Duke (Parish Clerk) and 4 members of the public.

Prior to the start of the meeting Cllr Cottle took the Chair in the absence of Cllr Leonard to elect a Chair for the meeting. It was proposed by Cllr Dampier, seconded by Cllr Tapper and resolved to elect Cllr Cottle as Chair for the meeting.

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 spoke on behalf of the organisers of the litter pick, which had been scheduled for 20th March 2022. A request was made for the PC to fund additional hoops for the litter pick bags in the amount of £100- £150. It was agreed that the Clerk was authorised to meet this request using delegated authority. Cllr Cottle confirmed he was available to collect the litter bags, which it was noted would be left at Cold Harbour. The PC expressed their thanks to the organisers for taking this event forward.
- A resident spoke in respect of the 2022 Open Gardens event and requested permission to use the village green for a plant stall on 29th May from 10 am till 6.30. This request was approved and the Clerk was asked to ensure that village green and verge was cut by the PC contractor on the Wednesday before the event. Parking was discussed and it was noted that visitors traditionally parked on the High St as parking on fields was not appropriate at that time of the year. Cllr Cottle confirmed the arrangements he could make available for disabled and volunteer parking.

	AGENDA ITEM
21.225	Apologies for Absence and to consider the reasons given Cllr Leonard – due to Covid, accepted. Cllr Jones – due to required self-isolation, accepted. Cllr Dallison – due to Covid, accepted. Cllr Ash was absent as, due to the Clerk's error, he had not been summonsed to the meeting.
21.226	Declarations of Interest and Dispensations to Participate None.

21.227	<p>Minutes of Council Meetings</p> <p>The minutes of a meeting of the Parish Council held on 7th February 2022 were approved for accuracy and adopted (proposed Cllr Tapper, seconded Cllr Dampier).</p>
21.228	<p>Wiltshire Council Report</p> <p>Wiltshire Councillor Seed reported that he continued to push forward enforcement matters relating to The Sanctuary, Dark Lane North and had raised the issues with the Cabinet Member for Planning, who had intervened with officers. Cllr Seed reported his view that matters had gone on far too long and that the differing enforcement issues should be dealt with separately in order to progress matters faster.</p>
21.229	<p>Planning Applications</p> <p>None at time of issue.</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/2022/01553 - 7 CHURCH STREET, STEEPLE ASHTON, TROWBRIDGE, BA14 6EW - T1 - Cherry tree - reduce by 3m and re shape Reason for works - causing too much shading and overcrowding buildings – No objection (proposed Cllr Dampier, seconded Cllr Cottle).</p> <p>PL/2022/01717 - 1 ST MARYS, STEEPLE ASHTON, TROWBRIDGE, BA14 6EN - Two storey extension to side of existing house to include double garage at ground floor and two bedrooms at first floor – It was agreed to defer the application for consideration at the April meeting, given its late receipt and the reduced number of councillors in attendance at the meeting.</p>
21.230	<p>Parish Council Accounts Year Ending 31st March 2022 (report previously circulated)</p> <p>Members addressed administrative tasks relating to the preparation and submission of the accounts year ending 31st March 2022 as listed:</p> <ul style="list-style-type: none"> a) Appointment of the Internal Auditor – Mr Simon Pritchard was appointed as Internal Auditor for the financial year ending 31st March 2022 (proposed Cllr Cottle, seconded Cllr Tapper). b) Confirmation of scope of Internal Audit – was approved as circulated (proposed Cllr Cottle, seconded Cllr Tapper).
21.231	<p>Governance Reviews Year Ending 31st March 2022 (documents previously circulated)</p> <p>Members carried out reviews of governance documents for year ending 31st March 2022 including:</p> <ul style="list-style-type: none"> a) Review of the Risk Registers – reviewed and adopted (proposed Cllr Tapper, seconded Cllr Cottle). b) Review of the Fixed Asset Register – adopted, with it being noted that a full review was in hand (proposed Cllr Dampier, seconded Cllr Tapper).

	<p>c) Members agreed that the review of Standing Orders and Financial Regulations would be an agenda item for the Annual Council Meeting in May 2022.</p>
21.232	<p>Financial Reports (documents previously circulated)</p> <p>a) Schedule of payments and receipts February 2022 – noted.</p> <p>b) Bank reconciliation as at 28th February 2022 – noted.</p> <p>c) Budget report as at 28th February 2022 – noted.</p> <p>d) Overall Financial Position as at 28th February 2022 – noted.</p> <p>e) The Clerk reported on the insurance claim relating to the damaged notice board at Acreshort Park and members were asked to approve the necessary excess fee payment of £500.00, which was so approved (proposed Cllr Tapper seconded Cllr Dampier).</p>
21.233	<p>Correspondence</p> <p>a) Grant request from Steeple Ashton Guides – a grant request in the amount of £125 each for the SA Guides, SA Rainbows and SA Brownies was approved (proposed Cllr Cottle, seconded Cllr Dampier).</p> <p>b) Local resident re bin collections (copy previously circulated) – it was agreed that the Clerk would forward the request to the appropriate WC officer and copy the correspondent in on the email.</p> <p>c) CPRE Wiltshire re Best Kept Village Competition 2022 (copy previously circulated) – it was agreed to defer the item to the April meeting so that other members could have an input into the decision as to whether to submit an entry for 2022.</p>
21.234	<p>Councillor and Clerk Reports</p> <p>a) Open Gardens event May 2022 and request for parking area (referred from January meeting) – this had been dealt with in Public Forum.</p> <p>b) Proposal for wild flower verge planting (referred from January meeting) – Cllr Cottle reported that he had spoken to Wiltshire Council, which had provided information that the Clerk would take forward. In the meantime, Cllr Cottle had arranged a site visit with a contractor, who had confirmed planting and maintenance costs of £800 per 400 sq. m. Members discussed options for a</p>

site to be planted and it was agreed Cllr Cottle would list suitable areas during the planned site visit and report to the April PC meeting.

- c) Update on approaches made to consultants for potential Neighbourhood Planning work– Cllr Dallison had sent apologies and the item was therefore deferred to the April PC meeting.
- d) Update on Jubilee celebrations planning – Cllr Ash was absent and the item was therefore deferred to the April PC meeting.
- e) Report on current status of football at St Mary’s – The Clerk reported that a zoom meeting had taken place with Steeple Ashton FC and the team had not been granted the request to extend its use of the field. The Clerk and the Chair were working, with Cllr Dampier, on the costs of football at St Mary’s and a meeting to review the charges paid by The Stiffs would be arranged shortly.
- f) Report on the ownership of the trees at St Mary’s – The Clerk reported that she was awaiting a response on this issue. The Clerk would chase this information and, failing a definitive response, work would be ordered as per the resolution passed at the February meeting.
- g) Discussion on the summary document to the 2019 parish survey and its release via the website – the document had been circulated to members and it was agreed that any comments directly attributable to people or property would be removed and the information then circulated to the St Mary’s and Newleaze Working Group, as per its request. A wider discussion on further public release was deferred to the April meeting.
- h) Update on the parish office clearance – The Clerk reported that the files to be removed to archive would be cleared week commencing 14th March. Mrs Buffery-King had kindly offered her assistance, which was appreciated. Members would therefore be able to review the remaining files prior to the end of March. Members asked for their thanks to Mrs Buffery-King for her assistance to be noted and minuted.

<p>21.235</p>	<p>Village Newsletter Items for inclusion in the village newsletter were agreed as:</p> <ul style="list-style-type: none"> • Grant process for 2022-2023 • Wild Flower planting – location and sponsorship • St Mary’s Working Group meeting dates (standard booking for Monday after the PC meeting) • Revised dates for APM and ACM • Thanks to the litter pick organisers and volunteers • Website update • Jubilee planning meeting date • Planning Information • More Parish Councillors Please! And also on Facebook.
<p>21.236</p>	<p>Date of next meeting - Monday 4th April 2022; to include a review of the grounds maintenance contract. In the meantime, the Clerk would ask the current contractor to continue from April 2022, whilst the review was being carried out.</p>

There being no further business the meeting was closed at 8.22 pm.

DRAFT