

STEEPLE ASHTON PARISH COUNCIL

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 **Thursday 5th May 2022** in the Village Hall at 7.30 pm.

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

In attendance: Nicola Duke (Parish Clerk) and 1 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: None.

	AGENDA ITEM
2022/01	Election of Chair In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) it was proposed by Cllr Dallison, seconded by Cllr Dampier and resolved to elect Cllr Leonard as Chair of the Parish Council for the municipal year 2022/2023.
2022/02	Declaration of acceptance of office The Chair duly signed the declaration of acceptance of office.
2022/03	Apologies for Absence and to consider the reasons given Cllr Tapper due to other commitments – accepted. Wiltshire Councillor Jonathon Seed – noted.
2022/04	Election of Vice-Chair It was agreed to defer this item to the next Ordinary meeting.
2022/05	Declaration of Acceptance of Office Not required due to the decision made under agenda item 2022/04.
2022/06	Declarations of Interest and Dispensations to Participate Cllr Cottle declared an interest in the planning applications relating to The Manor, Church Street as a neighbour to the property.

<p>2022/07</p>	<p>Parish Councillor Representatives The member portfolios and representations for 2022/2023 were agreed as listed:</p> <ul style="list-style-type: none"> • Highways and Parish Steward – Cllr Jones • CATG – Cllr Jones • Community Speed Watch – Cllr Tapper and Cllr Jones • SID Project – Cllr Jones • CPT and Police Liaison – Cllr Cottle • Defibrillator checks – Mrs Lynda Beaven • Dog bag refills – Mrs Lynda Beaven • Emergency Plan – Cllr Tapper with an annual review of the Plan to be carried out by the Council • Facebook / Website – Cllr Leonard, Cllr Dampier and the Parish Clerk • Newsletter – Parish Clerk • Footpaths – Cllr Cottle • Human Resources – Cllr Leonard, Cllr Tapper and Mrs Buffery-King • Melksham Area Board – Cllr Tapper • Model Railway Club key holder – Cllr Jones (inside) Cllr Leonard (outside) • Planning – Cllr Dallison • Acreshort Park Group – Cllr Ash • Recreation Group – Cllr Dampier and Cllr Ash • Friends of Steeple Ashton – Cllr Leonard • St Mary’s Building Management Committee – Cllr Dampier • STASH – Cllr Ash • Village Hall – Cllr Dallison • Christmas Event Planning – Mrs Buffery-King and her team. • SAVE Climate Emergency Group – Cllr Leonard • Platinum Jubilee – Cllr Ash
<p>2022/08</p>	<p>Parish Council Insurance 2022/2023 The Clerk reported that the insurance renewal arrangements for 2022/2023 had not yet been received. The item would therefore need to be referred to the June PC meeting.</p>
<p>2022/09</p>	<p>Parish Council banking arrangements 2022/2023 The bank signatories for 2022/2023 were confirmed as Cllr Leonard, Cllr Cottle and Cllr Dallison.</p>

<p>2022/10</p>	<p>Fixed Asset Register</p> <p>Members received and considered the revised Fixed Asset Register (March minutes refer) and agreed to seek re-valuations on the following items before adopting the report:</p> <ul style="list-style-type: none"> • The Blind House (lock up) – Cllr Leonard had contacted a stonemason to assist • St Mary’s Field Changing Rooms • Acreshort Park Hut • Bus shelters • Top of the well • Benches – list current replacement costs • Railings, Village Green • War Memorial and the Cross • Playground equipment – check with Internal Auditor • Goal posts – list current replacement cost • Office equipment – disposed of, to be removed from list • Acreshort Park gym equipment – consider inflationary increase
<p>2022/11</p>	<p>Calendar of meetings</p> <p>The Calendar of Meetings for the 2022/2023 municipal year was agreed as listed. It was noted that this was a reversion to the pre-covid policy of alternating full council meetings with planning only meetings.</p> <p>Monday 6th June 2022 – Full Council - Approval of accounts 2021/2022</p> <p>Monday 4th July 2022 – Planning only (if required)</p> <p>August – Council recess</p> <p>Monday 5th September 2022 – Full Council</p> <p>Monday 3rd October 2022 – Planning only (if required)</p> <p>Monday 7th November 2022 – Full Council – Budget setting 2023/2024</p> <p>Monday 5th December 2022 – Planning only (if required)</p> <p>Thursday 5th January 2023 – Full Council - Precept setting 2023/2024</p> <p>Monday 6th February 2023 – Planning only (if required)</p> <p>Monday 6th March 2023 – Year end procedures 2022/2023</p> <p>Monday 3rd April 2023 – Planning only (if required)</p> <p>Thursday 4th May 2023 – Annual Council Meeting</p> <p>Date for Annual Parish Meeting to be determined (must take place before 1st June)</p>

<p>2022/12</p>	<p>Planning Applications</p> <p>PL/2022/02742 - 21 Acreshort Lane, Steeple Ashton, Trowbridge, Wilts, BA14 6HD - Single storey side extension – No objection.</p> <p>PL/2022/02724 and PL/2022/01502 – The Manor, Church Street, Steeple Ashton, Trowbridge, Wilts, BA14 6EW – Internal and external alterations to house including new back staircase, relocating kitchen, changes to ceiling and floor heights, removal of 1 existing bathroom, additional of roof lights and general repairs. Alterations to modern garage and adjacent oil tank/bin store area – No objection.</p> <p>PL/2022/02862 - Sunnyside, Edington Road, Steeple Ashton, Trowbridge, Wilts, BA14 6HP - Change of use of agricultural land to residential garden – No objection.</p> <p>PL/2022/02672 – Unit B, Elmsgate Buildings, Edington Road, Steeple Ashton, Wilts, BA14 6HP – Notification for prior approval under Class MA for a proposed change of use from offices (Class E) to Form Flats (Use Class C3) - No objection.</p>
<p>2022/13</p>	<p>Planning Decisions</p> <p>The below listed planning decisions were noted, with no concerns or comments:</p> <p>PL/2021/11368 - Larks Leaze, Edington Road, Steeple Ashton, Trowbridge, Wilts, BA14 6HP - Demolition of existing dog kennels and cattery and construction of a Class E joinery workshop - Approve with Conditions.</p> <p>PL/2021/09879 - Raydown, Edington, BA13 4NW - Construction of agricultural building to be used for the storage of agricultural machinery and commodities - Approve with Conditions.</p> <p>PL/2022/01553 – 7 Church Street, Steeple Ashton, Trowbridge, Wilts, BA14 - T1 - Cherry tree - reduce by 3m and re shape. Reason for works - causing too much shading and overcrowding buildings - No Objection.</p> <p>PL/2022/01865 - 60 A Yew Tree House High Street, Steeple Ashton, BA14 6EU - T1 - Yew tree - Monolith Yew tree to 3 m due to excessive decay in stem - No Objection.</p> <p>PL/2022/00485 - The Sanctuary, 9 Dark Lane North, Steeple Ashton, BA14 6EY - Retrospective Application for the partial renovation / reconstruction of outbuilding to form annex – Refuse – Members agreed to review the status of outstanding enforcement issues in July 2022.</p>

2022/14	<p>Correspondence and Reports No correspondence.</p> <p>Platinum Jubilee – the Chair sought members’ assistance with the lighting of the Jubilee beacon and the marshalling at the weekend events.</p> <p>Police – Cllr Cottle reported that he would liaise with his contact regarding the reduced police presence in the village.</p> <p>Defibrillator – Cllr Jones asked for an update on issues with the unit reported in 2021 and the Clerk would look into this as well as re-invigorating the plans for the training event which had been planned for 2022.</p> <p>Local Highways and Footpath Improvements Group – it was agreed to confirm that the Council’s application would be listed on the next agenda.</p>
2022/15	<p>Date of next meeting Monday 6th June 2022 – Full Council - Approval of accounts 2021/2022</p>
2022/16	<p>Confidential Information In view of the confidential nature of the business to be transacted at Agenda Item 2022/17 members resolved that the press and public be excluded from this part of the meeting (proposed Cllr Dallison, seconded Cllr Dampier).</p> <p><i>Such a resolution was made in accordance with the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2), which states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies."</i> Reason for exclusion – Staffing matters.</p> <p>At this point the Clerk left the meeting.</p>
2022/17	<p>HR Panel Report Members received a report from the HR Panel following the meeting held on Tuesday 26th April 2022 and considered the associated recommendations, which were approved (proposed Cllr Dampier, seconded Cllr Jones). The Clerk would be written to accordingly.</p>

There being no further business the meeting was closed at 8.17 pm.