

# STEEPLE ASHTON PARISH COUNCIL

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 1<sup>st</sup> August 2022** at 7.30 pm in the Village Hall.

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

**In attendance:** Nicola Duke (Parish Clerk), Wiltshire Councillor J Seed and 2 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: None.

	AGENDA ITEM
2022.38	<p><b>Apologies for Absence and to consider the reasons given</b> Cllr Cottle due to family commitments, accepted.</p> <p>It was reported that Cllr Dampier had resigned from the Parish Council. The relevant Notice of Vacancy would be displayed once received from Wiltshire Council. Members thanked Cllr Dampier for her valued input during her term of office.</p>
2022.39	<p><b>Declarations of Interest and Dispensations to Participate</b> None.</p>
2022.40	<p><b>Minutes of Council Meetings</b> The minutes of a meeting of the Parish Council held on <b>4<sup>th</sup> July 2022</b> were approved for accuracy and adopted (proposed Cllr Jones, seconded Cllr Dallison).</p>
2022.41	<p><b>Wiltshire Council Report</b> Wiltshire Councillor Seed reported the following:</p> <ul style="list-style-type: none"><li>• Presented apologies for missing the July PC meeting, which he had planned to attend but had been prevented from doing so due to unexpected circumstances.</li><li>• The Local Plan consultation was expected to be released in October 2022 and was currently with the Spatial Planning department at Wiltshire Council. It was expected that a similar housing allocation would be included for Steeple Ashton, with perhaps a 10% reduction. Members discussed the value of Neighbourhood Plans in giving parishes control over the siting of housing and Cllr Seed reported on his experiences; confirming that there was an increased take up in parishes preparing Neighbourhood Plans.</li><li>• Enforcement Officers had confirmed that work continued on dealing with outstanding matters at The Sanctuary, Dark Lane North. It had been reported</li></ul>

	<p>to Cllr Seed that the new owners would be submitting a retrospective application to deal with the annexe. Cllr Seed assured members that enforcement matters were still being dealt with and members expressed their sympathy for the new owners.</p> <ul style="list-style-type: none"> <li>• Wiltshire Council had refused planning permission for the Westbury incinerator, which would now be referred to the Planning Inspectorate. Cllr Seed reported that he had received little local correspondence on this issue however, it was felt important to ensure residents knew how to submit comments should they wish and the Clerk would arrange for the contact details and case number to be publicised.</li> <li>• As Chair of the LHFIC Cllr Seed drew attention to the highway works requested by the PC and the need for the PC to resolve on its contribution to Wiltshire Council in support of those works. The Chair confirmed that this was an item on the agenda.</li> </ul>
<p><b>2022.42</b></p>	<p><b>Planning Applications</b>  <b>PL/2022/04868</b> - Former Garden/allotments at Common Hill, Steeple Ashton, Trowbridge, Wiltshire BA14 6EE - Proposed erection of bungalow on the site in size and appearance relative to adjacent existing property (Outline application with all matters reserved) - Support.</p> <p>Members considered a planning application received after the issue of the agenda (<i>where the response time fell outside of the meeting schedule</i>).</p> <p><b>PL/2022/05734</b> – 11 Home Farm Close, Steeple Ashton, Trowbridge, Wiltshire, BA14 6AH – Trim height of trees by up to one third to avoid excessive overhang and shading in neighbour’s gardens. Trees include four silver birches, one maple and one lilac – Support.</p>
<p><b>2022.43</b></p>	<p><b>Neighbourhood Plan for Steeple Ashton</b></p> <p>Members discussed the Neighbourhood Plan and next steps following the meeting held on 4<sup>th</sup> July 2022. The Chair reported that he had made contact with local companies who had consulted on NP’s in Wiltshire and suggested that the consultants be approached to attend a PC meeting. An informal meeting would be arranged with the consultants asked to present proposals; a date at the end of August would be identified and it was felt that the meeting should be held via zoom. The Clerk was asked to identify some suitable dates for circulation to members.</p> <p>The Chair also suggested that a village meeting be arranged to take forward the NP; to provide information, confirm the PC would be developing a NP and seek support and input to form a Steering Group. It was agreed that the October PC date (planning only meeting) could be used for this meeting. It was also agreed that information would need to be put out prior to the event in as many formats as possible. It was agreed that a short video presentation would be prepared for the website and social</p>

	<p>media and that a leaflet drop would be carried out. The Chair would draft the leaflet, which would be used as a basis for the video.</p> <p>Members further discussed the area designation for the NP and resolved to submit an application to Wiltshire Council for the NP area to reflect the parish area of Steeple Ashton (proposed Cllr Ash, seconded Cllr Dallison). The Clerk would submit the application.</p>
<b>2022.44</b>	<p><b>Steeple Ashton Recreation and Community Development Group</b></p> <p>Members had received the notes of recent meetings of the Group. Cllr Ash confirmed the last meeting had taken place on 25<sup>th</sup> July 2022. There was no meeting planned for August.</p> <p>Members discussed the fact that the group were considering an expanded remit and noted that, at the current time, the group was established under the Parish Council as a task and finish working group. Any alteration to the group's remit would therefore need to be formally approved by the Parish Council. Following debate, it was agreed that the Chair would approach the group and ask for a representative to attend the September PC meeting; the Clerk would add the issue to the agenda.</p> <p>Members also noted the discussions at the working group meetings relating to the use of St Mary's recreation ground for football. It was noted that the group felt it was difficult to progress planning for St Mary's without confirmation as to how long football would be permitted. It was agreed that it would be important to seek the parishes views on this and felt appropriate for a question on this matter to be included in the parish wide survey which would be carried out in the autumn as part of the Neighbourhood Planning process.</p>
<b>2022.45</b>	<p><b>Financials</b></p> <ol style="list-style-type: none"> <li>a) The schedule of payments and receipts April - June 2022 had been circulated to members and was noted.</li> <li>b) The bank reconciliation as at 30<sup>th</sup> June 2022 had been circulated to members and was noted.</li> <li>c) Members considered a request from the Village Hall Committee re: previously agreed grant in support of upgrades to the heating system (copy previously circulated) and, following debate, resolved to allocate the sum of £1,000 to the project; to be funded from the remaining funds available in the previously allocated grant to support heating improvements, of which £1,340 had been spent (proposed Cllr Leonard, seconded Cllr Tapper).</li> <li>d) Members considered the allocation of £250 (in conjunction with other PC's) in support of the purchase of IT equipment for the Parish Clerk and resolved that to allocate this sum (proposed Cllr Dallison, seconded Cllr Jones).</li> </ol>
<b>2022.46</b>	<p><b>Correspondence</b></p> <p>None.</p>

2022.47

**Councillor and Clerk Reports**

- a) Platinum Jubilee tree planting (May minutes refer) – Cllr Jones confirmed that the owners of Ashton House had no opposition to the proposal subject to the planting plan. Cllr Cottle would check with other residents. Cllr Dallison would approach a local contact for advice on the species of tree to be planted. Members also noted that a replacement tree would need to be sourced for the cotoneaster due for removal outside Moonraker House and advice would also be sought on this.
- b) Wildflower planting – the planting was felt to be a great success and it was agreed to look to extend the project up from Newleaze to the bus stop. It was noted that the verge was in the ownership of Wiltshire Council and the Clerk would submit the necessary section 96 application. Cllrs Tapper and Jones would liaise with the Highways Engineer at Wiltshire Council regarding timetabling for the project and Cllr Tapper confirmed that the current sponsor was happy to meet any costs associated with ongoing maintenance. Members discussed vans parking on the verge, which was felt to be an issue arising from the lack of parking in Newleaze; the Clerk was asked to raise this with Selwood Housing to see if any action could be taken to mitigate this problem.
- c) Highways – the below information had been received from WC Local Highway Footpath Improvement Group (LHFIG) and was considered:

*At the Chairman's Briefing ahead of the LHFIG meeting on Thursday 4 August, Mark Stansby raised the request by Steeple Ashton Parish Council for a second pole for the SIDs in the village, which to supply and install will cost £70. The Chairman, Cllr Seed, has suggested that this measure forms part of the "package" under discussion with the LHFIG:*

*h) Issue 9-22-8 - Steeple Ashton - Speeding Issues at village entrances and Parking on High Street*

*I understand that SAPC has met with WC Highways on site to discuss gateway road markings on the approach to the speed limits on Common Hill and Ashton Common; the refreshing of the yellow transverse bars on Edington Road; and access protection markings at the junction of Acreshort Lane and a length of hatching adjacent to Ashton House.*

*A ball-park estimate to undertake these works on an ad hoc basis is £1,500 which, together with the cost of the SID pole, will bring the total package costs to £1,570.*

*At a contribution rate of 25% of costs, as per the attached policy, the Chairman has requested a SAPC contribution of £400 to cover the whole scheme of work.*

*I understand that the Parish Council will be meeting next Monday 1st August and I would be grateful if you could expedite this matter onto the agenda for*

	<p><i>consideration, so that decisions can be finalised at the LHFIG.</i></p> <p>Members considered the above information from Wiltshire Council; with Cllr Jones providing further information on the works discussed and requested. It was proposed by Cllr Dallison, seconded by Cllr Jones and resolved to allocate 25% towards the works (estimated at £400) as listed above plus an additional £140 for the purchase of a backing plate for the SID unit. The Clerk would so confirm with WC prior to the LHFIG meeting scheduled for Thursday 4<sup>th</sup> August 2022.</p> <p>Cllr Jones provided an overview of the SID data and Cllr Tapper reported that the CSW kit had been received, calibrated and would be tested with a meeting scheduled for 2<sup>nd</sup> August. He confirmed that the kit would be shared with West Ashton Parish Council on a three-week rotation. Some volunteers were now in place and it was hoped more would join the group once the unit was up and running. Cllr Jones would liaise with Cllr Tapper regarding the SID data so that the most appropriate times for the CSW to operate could be identified. It was also hoped that, in time, the data would be used to inform police enforcement attendance in the village. Two sites for the CSW had been approved and Cllr Tapper reported he was working on a third site at the Edington end of the village.</p> <p>The Chair reported on his previous suggestion that volunteers for the CSW be 'rewarded' with a voucher; Cllr Dallison reported that refreshments could be provided for volunteers.</p>
<b>2022.48</b>	<p><b>Village Newsletter</b></p> <p>It was noted that there was no Newsletter due for publication in September and no contribution was therefore required in August.</p>
<b>2022.49</b>	<p><b>Date of next meeting</b></p> <p>Monday 5<sup>th</sup> September 2022 – Full Council.</p>

There being no further business the meeting was closed at 9.15 pm.