

# STEEPLE ASHTON PARISH COUNCIL

Clerk: Nicola Duke, April Rise, 81 Studland Park, Westbury, Wiltshire, BA13 3HN 01373 864127

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Minutes of meeting of the Parish Council held on  
**Monday 6<sup>th</sup> March 2023** at 7.30 pm in the Village Hall.

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

**In attendance:** Nicola Duke (Parish Clerk) and Wiltshire Councillor J Seed.

## 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 addressed the Council in respect of event planning for Coronation celebrations; outlining the plans of the working group and requesting funding support from the Parish Council. The Chair confirmed that the PC held the sum of up to £1,000 in its budget for 2023-24, which the group could draw down against upon presentation of receipts. The Chair thanked the residents of the working group for their efforts in arranging the events.

	AGENDA ITEM
2022.102	<b>Apologies for Absence and to consider the reasons given</b> Cllr Jones due to other commitments, accepted.
2022.103	<b>Declarations of Interest and Dispensations to Participate</b> None.
2022.104	<b>Wiltshire Council Report</b> Wiltshire Councillor Seed reported the following: <ul style="list-style-type: none"><li>Common Hill had been closed for two days to allow for investigations into the drainage issues on the road. There had been some misunderstanding from local residents as to the purpose of the closure and Cllr Seed would ensure that information pertaining to future closures would be more specific and would be shared in advance with the PC.</li><li>It was agreed that Cllr Seed and Cllr Leonard would liaise with WC to find out the progress being made with the planned survey from Home Farm Close along the High St to the Longs Arms.</li><li>The issue of police visibility as previously discussed at the January PC meeting was raised and it was noted that the police had recently held a drop-in session at the village shop, which had been successful. Cllr Tapper reported that he was liaising with the police in the hope that this could become a regular slot. Cllr Seed</li></ul>

	<p>reported that he had also been liaising with the police to see if local visibility could be improved and he would ensure the team were thanked at the next Area Board meeting for their recent visit to the village.</p> <ul style="list-style-type: none"> <li>• Cllr Leonard asked if there had been any progress with enforcement matters relating to Withywood Farm or The Sanctuary. Cllr Seed reported that he would chase this up and informed members that the owners of The Sanctuary were in negotiation with the planning team.</li> </ul>
<b>2022.105</b>	<p><b>Casual Vacancy</b> Members noted that, following the resignation of Cllr Francis Ash, Wiltshire Council had confirmed that no election had been called. The Parish Council would now proceed to advertise for applications for co-option.</p>
<b>2022.106</b>	<p><b>Minutes of Council Meetings</b> The minutes of a meeting of the Parish Council held on <b>23<sup>rd</sup> January 2023</b> were approved for accuracy and adopted (proposed Cllr Dallison, seconded Cllr Cottle).</p>
<b>2022.107</b>	<p><b>Planning Applications</b></p> <p><b>PL/2023/01059</b> - 3 Jacobs Mead, Coach Barton, Steeple Ashton, BA14 6EX – Proposed single storey rear extension, replacing existing lean-to utility and conservatory – Support.</p> <p><b>PL/2023/00980</b> - 11 Ashton Common, Steeple Ashton, BA14 6DY - To renovate an existing double garage including new roof covering and garage doors. Also, to position a new heating oil bunded tank - Support.</p> <p>To receive and consider planning applications received after the issue of the agenda - None.</p>
<b>2022.108</b>	<p><b>Neighbourhood Plan</b> Members received an update from the Chair on the Neighbourhood Plan Steering Group progress (minutes of the February meeting previously circulated):</p> <ul style="list-style-type: none"> <li>• There had been a good response to the recent survey, with over 200 completed questionnaires having been received.</li> <li>• The consultants would now summarise the responses and an initial report was expected towards the end of March.</li> <li>• The Call for Sites had resulted in a good number of submissions for sites throughout the parish.</li> <li>• These sites would now be assessed and the consultants would present recommendations as to which were suitable for further progression</li> </ul>

	<p>and consultation; this was expected towards the end of March/beginning of April.</p> <ul style="list-style-type: none"> <li>• The SG now consisted of 13 members and Mrs Buffery-King had been elected as Chair at the February meeting.</li> <li>• The SG would now meet every two months; some informal meetings may take place outside of this schedule for liaison with the consultants if required.</li> <li>• The next meeting would be on Monday 3<sup>rd</sup> April 2023.</li> <li>• The Clerk was asked to liaise with the planning consultants regarding the invoicing schedule given that the financial year end was approaching.</li> </ul>
<b>2022.109</b>	<p><b>Financial Reports</b> (papers previously circulated)</p> <ul style="list-style-type: none"> <li>a) List of payments and receipts January – February 2023 – noted.</li> <li>b) Bank Reconciliation Statement as at 28<sup>th</sup> February 2023 – noted.</li> <li>c) Consolidated Financial Position Statement as at 28<sup>th</sup> February 2023 – noted.</li> <li>d) The Clerk reported that she had attended a meeting with the Model Railway Club to discuss rent increases. The proposal was that the rent should be increased from August 2023 (in line with the agreement) from £60 to £65 per month. This was based on the RPI for 2021, given that the RPI for 2022 was 12.2% this was felt to be more reasonable. The rent would then be reviewed again in 2024. The Clerk reported that she did not feel any backdating of rent was appropriate, given that it was the PC's oversight that annual rent reviews had not taken place. Following debate, it was resolved that the rent be set at £65 pcm with effect from August 2023, with no backdating and with a scheduled annual review moving forwards (proposed Cllr Tapper, seconded Cllr Dallison).</li> <li>e) Members considered a grant application from SA Guides (application previously circulated) and it was resolved that a grant of £500 would be issued; the payment to be made from the 2023/24 contingency budget (proposed Cllr Leonard, seconded Cllr Dallison).</li> </ul>
<b>2022.110</b>	<p><b>Parish Council Accounts Year Ending 31<sup>st</sup> March 2023</b> (report previously circulated)</p> <p>Members addressed the administrative tasks relating to the preparation and submission of the accounts year ending 31<sup>st</sup> March 2023 including:</p> <ul style="list-style-type: none"> <li>a) Appointment of the Internal Auditor – Mr Simon Pritchard was appointed (proposed Cllr Cottle, seconded Cllr Tapper).</li> <li>b) The of scope of the Internal Audit was approved as circulated (proposed Cllr Dallison, seconded Cllr Leonard).</li> </ul>
<b>2022.111</b>	<p><b>Governance Reviews Year Ending 31<sup>st</sup> March 2023</b> (documents previously circulated)</p> <p>Members carried out reviews of governance documents for year ending 31<sup>st</sup> March 2023 including:</p> <ul style="list-style-type: none"> <li>a) Review of the Risk Registers – adopted (proposed Cllr Leonard, seconded Cllr Cottle).</li> </ul>

	<ul style="list-style-type: none"> <li>b) Review of the Fixed Asset Register – adopted (proposed Cllr Dallison, seconded Cllr Leonard). It was agreed that the Clerk would obtain quotations for some scheduled valuations of key assets.</li> <li>c) Standing Orders and Financial Regulations – documents were reviewed and confirmed (proposed Cllr Cottle, seconded Cllr Tapper).</li> <li>d) Review of the Earmarked Reserves – the EMR list as at 31.03.2023 was approved with the following amendments (proposed Cllr Dallison, seconded Cllr Cottle): <ul style="list-style-type: none"> <li>a. The EMR Vacating Parish Office would be renamed Coronation Celebrations and £350 would be added to the EMR from the Contingency fund on 01.04.2023.</li> <li>b. The EMR Village Hall heating balance from the completed project would be vired to an Unallocated Project Fund as at 31.03.2023 with an allocation to be considered in the next financial year.</li> </ul> </li> </ul>
<p><b>2022.112</b></p>	<p><b>Council, Councillor and Clerk Reports</b></p> <ul style="list-style-type: none"> <li>a) Community Policing – Cllr Tapper had reported on the recent visit of the policing team to the village earlier in the meeting. He drew attention to the reporting issues for local crime and disorder highlighting the importance of all issues and incidents being reported, as this would enable the policing team to build a coherent picture of local crime. It was agreed that information on how to report crime would be included in the next Newsletter and Cllr Tapper would liaise with the policing team to obtain some appropriate information. Links on how to report crime would also be publicised via Facebook and the website.</li> <li>b) CSW Report and Updates – Cllr Tapper reported that Wiltshire police staff had carried out recent enforcement checks where offending motorists had been given either speed awareness courses and fixed penalty fines in addition to the village Community speed watch volunteers. It had been the activity of the village volunteers which led to the police checks which were set to continue in the future. The CSW sessions were clearly proving the speeding issues in the village. Further surveys were planned for Ashton Common and the top road towards Edington, so that additional SID sites could be established.</li> <li>c) Playground equipment updates –The Clerk reported that the swing seats had been replaced and the inspection of the carousel completed. Cllr Leonard reported that he was chasing the previously approved repair to the kick wall.</li> <li>d) Rec Group – Cllr Leonard reported that the group were continuing to work on plans to enhance recreational facilities in the village. The group were currently developing three options for improvements at St Mary’s, which would be consulted on when finalised.</li> <li>e) Dog waste bin – The Clerk reported that Wiltshire Council had confirmed dual use of bins was acceptable and members therefore decided against the</li> </ul>

	<p>purchase of a designated dog waste bins as suggested at the January PC meeting.</p> <p>f) Social Media and Website management – Cllr Leonard reported on recent issues with Facebook posts and it was noted that Pippa Birch continued to administer the site. It was agreed to advertise for help with managing the Facebook site and to also promote the existence of the PC website for the sharing of local events and information. <i>Post meeting note: Cllr Leonard established that the village Facebook page was linked to the Village Shop and management of the site should therefore be returned to the SA shop.</i></p> <p>g) Annual Parish Meeting arrangements – Cllr Leonard spoke to the item and it was agreed to follow the same format as in previous years. Cllr Leonard would organise refreshments, the Clerk would issue the invitations and Cllr Tapper would liaise with the policing team to see if an officer could attend.</p>
<b>2022.113</b>	<p><b>Village Newsletter</b></p> <p>The following items were agreed for inclusion in the village newsletter:</p> <ul style="list-style-type: none"> <li>• Annual Parish Meeting</li> <li>• Parish Council Vacancies</li> <li>• Planning Applications and Decisions</li> <li>• Neighbourhood Planning (via the NPSG Chair)</li> </ul>
<b>2022.114</b>	<p><b>Date of next meeting</b></p> <p>Monday 3<sup>rd</sup> April 2023 – Planning Only/Neighbourhood Planning  Wednesday 26<sup>th</sup> April 2023 – Annual Parish Meeting.</p>

There being no further business the meeting was closed at 9.00 pm.