

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 **Wednesday 3rd May 2023** in the Village Hall at 7.30 pm.

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

In attendance: Nicola Duke (Parish Clerk) and 3 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 representative for the forthcoming Military Show event (19 & 20 August 2023) addressed members in respect of the arrangements for the event, confirming that local residents had been or were to be contacted to provide information on the event, that traffic management for visitors would be carefully managed and that the event was being planned with the support of Westbury Town Council and the Wiltshire Event Management Team. The Parish Council emphasised the importance of informing all residents and businesses using Spiers Piece for access so they have prior knowledge of the event.

	AGENDA ITEM
2023/01	Election of Chair In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) Cllr Leonard was elected as Chair of the Parish Council for the municipal year 2023/2024 (proposed Cllr Dallison, seconded Cllr Cottle).
2023/02	Declaration of acceptance of office Cllr Leonard duly signed the Chair's signed declaration of acceptance of office.
2023/03	Apologies for Absence and to consider the reasons given None.
2023/04	Election of Vice-Chair In accordance with the Local Government Act 1972 ss 15 (6) and 34 (6) Cllr Tapper was elected as Vice-Chair of the Parish Council for the municipal year 2023/2024 (proposed Cllr Dallison, seconded Cllr Jones).
2023/05	Declaration of Acceptance of Office Cllr Tapper duly signed the Vice-Chair's signed declaration of acceptance of office.

2023/06	<p>Declarations of Interest and Dispensations to Participate None.</p>
2023/07	<p>Parish Councillor Representatives Members agreed member portfolios and representation for 2023/2024 as listed:</p> <ul style="list-style-type: none"> • Highways and LHFIG – Cllr Jones and Tapper • Parish Steward – Cllr Jones (Clerk to add Parish Steward to the monthly meeting agenda so that work items can be identified and submitted prior to each visit) • Community Speed Watch – Cllr Tapper • SID Project -Cllrs Tapper, Jones and Leonard • CPT and Police Liaison – Cllr Tapper • Defibrillator checks – Cllr Leonard and Mrs Beaven • Dog bag refills – Mrs Beaven • Emergency Plan – Cllr Tapper • Facebook / Website – Parish Clerk, Mrs Leonard and Mrs Birch • Newsletter – Parish Clerk • Footpaths – Cllr Cottle informally, Clerk to liaise with Cllr Seed regarding the management of footpaths by WC • Human Resources - Cllrs Leonard and Tapper and Mrs Buffery-King • Melksham Area Board – Members would attend as necessary • Model Railway Club key holder – Cllr Jones • Planning – Cllr Dallison • Recreation Group (inc ACP) – Cllr Leonard • St Mary’s Building Management Committee – PC rep – Cllr Tapper • STASH (Shop) – No appointment made • Village Hall – Cllr Dallison • Christmas Event Planning – Mrs Buffery-King as lead <p>The establishment of a Highways Group had been considered at a previous meeting and Cllrs Tapper and Jones would take this forward. Relevant information would be publicised and a meeting for residents arranged. It was felt sensible to arrange a further site meeting with WC Highway representatives prior to this; this would be with a view to understanding WC policies and the criteria worked to. It was agreed to involve Cllr Seed in this.</p>
2023/08	<p>Parish Council Insurance 2023/2024 The Clerk reported that the renewal of insurance cover for 2023/2024 was due on 1st June 2023 and the renewal documents and quote had not yet been received. The item would therefore need to be referred to the June PC meeting.</p>
2023/09	<p>Parish Council banking arrangements 2023/2024 The bank signatories for 2023/2024 were confirmed as Cllrs Leonard, Cottle and Tapper (proposed Cllr Dallison, seconded Cllr Cottle).</p>

<p>2023/10</p>	<p>Calendar of meetings The Calendar of Meetings for the 2023/2024 municipal year was approved as:</p> <p>Monday 5th June 2023 – Planning Only/Neighbourhood Planning Monday 3rd July 2023 – Full Council - Approval of accounts 2022/2023 August – Council recess Monday 4th September 2023 –Full Council Monday 2nd October 2023 – Planning Only/Neighbourhood Planning Monday 6th November 2023 – Full Council – Budget setting 2024/2025 Monday 4th December 2023 – Planning only (if required) Thursday 8th January 2024– Full Council - Precept setting 2023/2024 Monday 5th February 2024 – Planning Only/Neighbourhood Planning Monday 4th March 2024 – Year end procedures 2023/2024 Monday 1st April 2024 – Planning Only/Neighbourhood Planning May 2024 –Annual Council Meeting – date to be confirmed, dependent on Bank Holidays Date for Annual Parish Meeting to be determined (must take place before 1st June)</p>
<p>2023/11</p>	<p>Planning Applications</p> <p>PL/2023/02702 - 9 Common Hill, Steeple Ashton, BA14 6EE - Single storey oak framed side extension to provide a garden room – Support.</p> <p>PL/2023/02951 - Land South-East of Elmhurst, Southbrook Lane, Steeple Ashton, BA14 6HW - Proposed Replacement Agricultural Building –Support with condition that the building is restricted to agricultural use only.</p>
<p>2023/12</p>	<p>Grant Application Members considered a grant application from the Methodist Church (information previously circulated, no representative in attendance) and it was noted that the Parish Council was unable to provide grant funding in support of church buildings or religious bodies. Therefore, no grant award was made.</p>
<p>2023/13</p>	<p>Correspondence Luffenham Meadow – Members discussed the arrangements for Luffenham Meadow following a suggestion that the PC consider assisting in its maintenance and management. It was noted that the land was held by a Charitable Trust. The Clerk would check the legal position in respect of any PC involvement and Cllr Cottle would liaise with a local resident whom he felt might be interested in assisting.</p> <p>Sandpits Lane – The Chair reported on recent Facebook posts regarding safety concerns at Sandpits Lane, which related to the speed of vehicles and the danger to pedestrians. It was agreed that it would be appropriate to push back the 30mph zone and consider the potential of improving the pedestrian exit from St Mary’s Field into the lane and erecting a barrier. It was further agreed that Cllrs Tapper and Jones would discuss this</p>

	<p>at the site meeting with WC Highways as agreed under minute reference 2023.07 above.</p> <p>Cllr Cottle reported that the planned wildflower verges had now been sown and signs would be erected to prevent mowing. The Clerk would provide Cllr Cottle with the relevant contact at Wiltshire Council in order that the mowing regime could be amended.</p>
2023/14	<p>Date of next meeting Monday 5th June 2023 – Planning and Insurance Renewal Only/Neighbourhood Planning</p>

There being no further business the meeting was closed at 8.45 pm.

DRAFT