

# STEEPLE ASHTON PARISH COUNCIL

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

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Minutes of a meeting of the Parish Council held on  
**Monday 5<sup>th</sup> June 2023** at 7.30 pm in the Village Hall.

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

**In attendance:** Nicola Duke (Parish Clerk).

## 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: There were no members of the public present.

	AGENDA ITEM
2023.15	<b>Apologies for Absence and to consider the reasons given</b> Cllr Leonard due to holiday, accepted.
2023.16	<b>Declarations of Interest and Dispensations to Participate</b> None.
2023.17	<b>Minutes of Council Meetings</b> The minutes of a meeting of the Parish Council held on <b>3<sup>rd</sup> April 2023</b> were approved for accuracy and adopted (proposed Cllr Jones, seconded Cllr Dallison).  The minutes of the Annual Council Meeting held on <b>3<sup>rd</sup> May 2023</b> were approved for accuracy and adopted (proposed Cllr Dallison, seconded Cllr Jones).

2023.18	<p><b>Planning Applications</b></p> <p><b>PL/2023/03524</b> - 1 St Marys, Steeple Ashton, Trowbridge, BA14 6EN - New two storey dwelling – No Objection subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1) That no building materials are stored on the highway</li> <li>2) That the materials and finish for the dropped kerb are agreed before construction</li> <li>3) That the applicant confirms he has the express permission of the landowner to access the dwelling via the bank</li> </ol> <p><b>PL/2023/03432</b> - 6 Home Farm Close, Steeple Ashton, Trowbridge, BA14 6AH - Construction of a garden room in the back garden – No Objection</p> <p>To receive and consider planning applications received after the issue of the agenda – None.</p>
2023.19	<p><b>Parish Council Accounts Year Ending 31.03.2023</b> (reports attached)</p> <ol style="list-style-type: none"> <li>a) Members received and considered the Internal Audit report, reviewed its findings and approved the effectiveness of the system of Internal Control (proposed Cllr Dallison, seconded Cllr Cottle).</li> <li>b) Members prepared and approved Section 1: parts 2 and 3 (Annual Governance Statement 2022/23) of the AGAR (proposed Cllr Dallison, seconded Cllr Jones).</li> <li>c) Members considered Section 2: parts 2 and 3 (Accounting Statements 2022/23) of the AGAR.</li> <li>d) Members approved, signed and dated Section 2; parts 2 and 3 (Accounting Statements 2022/23) (proposed Cllr Dallison, seconded Cllr Jones).</li> <li>e) The dates for the period of public inspection were approved and set as Monday 12<sup>th</sup> June 2023 to Friday 21<sup>st</sup> July 2023.</li> </ol>
2023.20	<p><b>Parish Council Insurance 2023-2024</b></p> <p>Members reviewed the insurance arrangements for 2023-2024, confirmed cover and approved the associated payment in the amount of £1,504.43 (proposed Cllr Dallison, seconded Cllr Cottle).</p>
2023.21	<p><b>Council Reports and Correspondence</b></p> <p>The Parish Clerk reported that she had been approached by the West Wilts Model Railway Club regarding the potential installation of a landline/broadband in Acreshort Park Hut. The PC had no objection in principle however, it was felt that the WWMRC would need to bear the associated costs. The Clerk would liaise accordingly.</p> <p>Cllr Cottle raised concerns over two enforcement matters about which Wiltshire Council had taken no action to date. It was agreed that information on these would be passed to the Clerk, who would write again to Enforcement and copy Cllr Seed in.</p> <p>Cllr Jones spoke regarding the planned site visit with WC Highways (Mark Stansby), which had been deferred whilst the local highways group was being established. Cllr</p>

	Tapper reported that there had been no expressions of interest received from residents to join the group and it was therefore agreed that he would proceed to arrange the site visit, which would particularly focus on Sandpits Lane.
<b>2023.22</b>	<b>Parish Steward</b> The following tasks were identified for the Parish Steward and Cllr Jones would liaise accordingly: <ul style="list-style-type: none"> <li>• Clearance of vegetation at Common Hill sign</li> <li>• Cleaning of village entrance signs</li> <li>• Repair to damaged street name at St Mary's</li> <li>• Clearance of encroaching vegetation at bus stop and verges</li> </ul>
<b>2023.23</b>	<b>Village Newsletter</b> The following items were agreed for inclusion in the village newsletter: <ul style="list-style-type: none"> <li>• Planning Information</li> <li>• Information on the Year End Accounts</li> </ul>
<b>2023.24</b>	<b>Date of next meeting</b> It was noted that apologies had been received from the Chair and Vice-Chair for the scheduled meeting of Monday 3 <sup>rd</sup> July 2023 (Full Council). It was therefore agreed to reschedule the meeting to Monday 10 <sup>th</sup> July 2023. The Clerk would check the availability of the Village Hall and confirm with members.

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