

# 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 4<sup>th</sup> December 2023** at 7.30 pm in the Village Hall.

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

**In attendance:** Nicola Duke (Parish Clerk), Wiltshire Councillor J Seed and 4 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
2023.77	<b>Apologies for Absence and to consider the reasons given</b> Cllr Leonard due to prior commitment, accepted. In his absence the Vice-Chair took the Chair.
2023.78	<b>Declarations of Interest and Dispensations to Participate</b> Cllr Cottle declared an interest in the planning application relating to The Sanctuary, Dark Lane North as a close neighbour to the site.
2023.79	<b>Minutes of Council Meetings</b> The minutes of a meeting of the Parish Council held on <b>6<sup>th</sup> November 2023</b> were approved for accuracy and adopted (proposed Cllr Jones, seconded Cllr Cottle).
2023.80	<b>Wiltshire Council Report</b> Wiltshire Councillor Seed reported the following: <ul style="list-style-type: none"><li>• Common Hill – the recent work had not resolved the issues and the Highways department would be re-visiting site. Members reported that information had been publicised regarding a planned two week road closure and Cllr Seed undertook to clarify with WC the exact nature of the further works and the extent of the planned road closure.</li></ul>

<p><b>2023.81</b></p>	<p><b>Planning Applications and Consultations</b></p> <p><b>PL/2023/09784</b> - 10 Common Hill, Steeple Ashton, Trowbridge, BA14 6ED - Proposed external bifold doors and dormer style roof – No objection (proposed Cllr Dallison, seconded Cllr Jones).</p> <p>Members received and considered planning applications received after the issue of the agenda (<i>where the response time fell outside of the meeting schedule</i>).</p> <p><i>At this point Standing Orders were suspended in order to enable the applicant to address the meeting.</i></p> <p>The applicant provided some context as to the detail of the application, reporting on the family need which had generated its submission. It was confirmed that there had been pre-application liaison with the LPA, the relevant Conservation Officer and Historic England.</p> <p><b>PL/2023/09803</b> and <b>PL/2023/10213</b>- The Sanctuary, 9 Dark Lane North, Steeple Ashton, Trowbridge, Wilts, BA14 6EY - Proposed single storey oak framed building to provide garaging and Home Office/Gym. Conversion of mobile 3 bay stables into permanent 2 bay stable &amp; log store – Cllr Dallison provided members with a summary of the background to planning applications at the site. Reference was made to correspondence received from a neighbour to the site and its comments reported and noted; including a comment regarding the footprint of the proposed structure, the increase in size from the previous application and an associated concern over overdevelopment of the site and potential future use of the proposed buildings. Cllr Dallison reported that he had looked into this and commented that, whilst the proposed buildings were more prominent, they were more in keeping with and sympathetic to the site. The Chair drew attention to the comment from the neighbour asking that the Council consider requesting a condition that the buildings be ancillary to the main dwelling and not able to be used as dwelling houses in the future. Following debate, it was resolved that the Council had No Objection to the application with the condition that the buildings be ancillary to the main dwelling (proposed Cllr Dallison, seconded Cllr Jones).</p> <p><i>At this point Standing Orders were re-instated.</i></p>
<p><b>2023.82</b></p>	<p><b>Neighbourhood Plan</b></p> <p>The Chair reported that the planned December meeting had been postponed until January 2024. It was noted that a further consultation event was planned for January 2024.</p>
<p><b>2023.83</b></p>	<p><b>D-Day memorial event 2024</b></p> <p>Members considered information received and circulated from Keevil regarding plans for the D-Day memorial event in 2024 and, following debate, support for engaging with the planned events was agreed. Members felt that it would be prudent to plan events for Steeple Ashton to combine with and link to the events being planned. It</p>

	<p>was therefore agreed to list the item for the January meeting so that members could</p> <p>a) discuss planning of events local to Steeple Ashton village in addition to the events planned for the airfield and b) seek parishioner support for event planning and allocate roles and tasks to members.</p>
<p><b>2023.84</b></p>	<p><b>Highways and LHFIG</b></p> <p>a) Cllr Tapper reported on a project for Sandpits Lane and the possibility of creating a new access into the playing fields (November minutes referred). It was noted that the kissing gate entrance had been confirmed as a right of way. Cllr Tapper reported on the previously discussed plans to carry out works to the entrance at this location, which would enhance the area, making the entrance more visible and appealing. LHFIG had estimated the cost of the works at £2,500 to £3,500 with the PC contribution therefore falling between £625 – £875. Following debate, it was resolved to proceed with the planned works and allocate the associated sum of up to £875 from the EMR Highway Strategy fund (proposed Cllr Tapper, seconded Cllr Jones). Work was ongoing on potential enhancements to the entrance at the other end of the park.</p> <p>b) Additional updates were given on Highway and LHFIG matters as listed:</p> <p>a. A second meeting of the Highways Working Group had taken place with a further meeting planned for January 2024, at which it was hoped Martin Rose (WC) would be in attendance. The group was hoping to carry out a walk about to identify particular points of concern and identify possible remedies and solutions. A report would then be made to the PC. Cllr Yates referred to a previous discussion regarding the request for the installation of a mirror at the end of Silver Street. Cllr Tapper confirmed this request would be raised however, WC were not generally supportive of mirrors and alternatives to enhance awareness of the concealed entrance would therefore be explored.</p>
<p><b>2023.85</b></p>	<p><b>Annual Play Area Inspections</b></p> <p>The Clerk had circulated a summary of the findings of the recent annual inspection of play areas and reported that costings were being sought for the low risk remedial items which had been identified. Members considered the report on the kick wall at St Mary’s and the Inspector’s recommendation that security fencing and signage be installed. It was noted that the work order for its demolition had been issued but that the contractor was unable to carry out the work due to the weather. Following debate, it was resolved to erect security fencing and appropriate signage as soon as possible (proposed Cllr Cottle, seconded Cllr Dallison). Cllr Petrie and Cllr Cottle would liaise with the contractor and Cllr Cottle would erect the fencing. The Clerk would organise for some appropriate signage to be delivered to Cllr Tapper. The costs for the required work would be met from the EMR Playground Fund.</p>

<b>2023.86</b>	<p><b>Council, Councillor and Clerk Reports</b></p> <ul style="list-style-type: none"> <li>a) Community Policing – Cllr Tapper reported the following: <ul style="list-style-type: none"> <li>a. There had been a good level of recent police activity in the village recently; hare coursing had been a particular issue.</li> <li>b. Cllr Tapper reported on the police advice that residents call 999 to report crimes in action and 101 or email to report ‘slow time’ incidents. It was agreed it might be worthwhile to publicise this information and Cllr Tapper would liaise with the local sergeant in respect of this.</li> </ul> </li> <li>b) Budget and Precept Setting – the Parish Clerk reported that the draft budget had been developed and would be circulated to members in advance of the January PC meeting, at which the precept would be set.</li> <li>c) Archive storage options – the Parish Clerk reported that she and the Chair had been investigating options for the storage of PC archive material, which was due to be returned from the local History Centre. It was noted that a fire proof safe the associated costs of delivery could cost up to £400. It was agreed that the Clerk would therefore investigate the costs associated with document archiving companies and report back to the January meeting.</li> <li>d) Parish Steward – Cllr Jones had received a report from the steward on the work which he had carried out during his last visit, which had included several reports of required works to Wiltshire Council. The next visit would be 14<sup>th</sup> December 2023.</li> <li>e) Community Orchard – Cllr Cottle had met with Wiltshire Council regarding potential grants for new hedging, tree guards and signage. He would report back as this matter progressed.</li> </ul>
<b>2023.87</b>	<p><b>Correspondence</b></p> <p>Wiltshire Council re: Community Emergency Contacts – the Clerk reported that WC were still seeking three local emergency contacts. It was agreed that the Clerk would circulate the previous lists to members for review.</p>
<b>2023.88</b>	<p><b>Village Newsletter</b></p> <p>No edition published in January; no submission required.</p>
<b>2023.89</b>	<p><b>Date of next meeting</b></p> <p>Wednesday 3<sup>rd</sup> January 2024 – Full Council and precept setting</p>

There being no further business the meeting was closed at 8.15 pm.