

# 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  
**Wednesday 3<sup>rd</sup> January 2024** at 7.30 pm in the Village Hall.

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

**In attendance:** Nicola Duke (Parish Clerk), and 1 member 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
2023.90	<b>Apologies for Absence and to consider the reasons given</b> None.
2023.91	<b>Declarations of Interest and Dispensations to Participate</b> None.
2023.92	<b>Minutes of Council Meetings</b> The minutes of a meeting of the Parish Council held on <b>4<sup>th</sup> December 2023</b> were approved for accuracy and adopted (proposed Cllr Tapper, seconded Cllr Cottle).
2023.93	<b>Wiltshire Council Report</b> Wiltshire Councillor Seed was absent. The Chair stated the Council's appreciation and thanks to Cllr Seed and his team at WC for attending to the highways work at Common Hill, which was completed before Christmas.
2023.94	<b>Planning Applications and Consultations</b> <b>PL/2023/10566</b> - Bullen Hill Farm, Ashton Common, Steeple Ashton, Trowbridge, BA14 6DY - Extension & Alterations to Dwelling – The applicant provided background

	<p>and history to the site and the associated planning applications. Following debate, it was resolved to Support the application.</p> <p><b>PL/2023/10701</b> – The Manor, Church Street, Steeple Ashton, BA14 6EW - T1 - Leylandii tree – fell – No objection.</p> <p><b>PL/2023/11039</b> – Tylers Cottage, 7 High, Street, Steeple Ashton, BA14 6EL - 1 x Conifer tree and 1 x Ash tree – fell – No objection.</p> <p>To receive and consider planning applications received after the issue of the agenda (<i>where the response time falls outside of the meeting schedule</i>) – None.</p>
<b>2023.95</b>	<p><b>Neighbourhood Plan</b></p> <p>The Chair reported that a public consultation event had been scheduled for Saturday 20<sup>th</sup> January to display the sites submitted during the call for sites process. Information on the consultation event had been published in the newsletter and the Chair encouraged members to attend at some point during the day. It was noted that the December NPSG meeting had been cancelled and would be rescheduled.</p>
<b>2023.96</b>	<p><b>D-Day memorial event 2024</b></p> <p>Members considered event planning for the D-Day memorial event (December minutes refer) and agreed that it was a good idea for the Council to arrange village events and link into/reflect any appropriate Keevil organised events. The Chair reported that he had received some expressions of interest from parishioners in assisting with any event organisation. It was agreed that liaison with Keevil organisers would be helpful to explore the event planning in the first instance. It was felt it would be appropriate to tie this in with the social event planned for SAPC to host with neighbouring parishes. The Clerk and the Chair would liaise to identify some available dates in January or February.</p>
<b>2023.97</b>	<p><b>Highways and LHFIG</b></p> <p>a) Cllr Tapper provided an update regarding Sandpits Lane and the plans to create a new access into the playing fields; reporting that the next LHFIG meeting was scheduled for 8<sup>th</sup> February. It was noted that the PC had agreed to contribute to the works at Sandpits Lane and the installation of a barrier at Newleaze and it was expected that these works would be ratified at this meeting, which Cllr Tapper confirmed he would be attending. It was hoped that the WC Highways Engineer would visit the village at the end of January to meet the Highways Group to carry out site visits at areas of concern and interest. Cllr Petrie reported that some residents had suffered accidents at the exit from the recreation ground at Sandpits Lane, which Cllr Tapper would raise with WC and request any appropriate remedial actions or signage. Cllr Jones asked whether there were any other issues apart from speeding which could be raised with the Highway Engineer at the site visit. Flooding at Stoney Gutter was mentioned and it was confirmed that WC were aware of this and had work planned. Cllr Tapper would also raise this with WC, and confirmed that he had planned a pre-meet conversation with the Highways Engineer to</p>

	<p>discuss items to include in the site meeting. Cllrs Jones, Leonard and Tapper would walk the village to identify issues.</p> <p>b) Further updates on Highway and LHFIG matters were reported as listed:</p> <p>a. The Chair reported on the recent Area Board meeting in December, which had focussed on highways issues and for which no minutes had yet been published. If these had not been published prior to the LHFIG meeting Cllr Tapper would chase for these to be released; as the PC had submitted questions to the meeting.</p>
<b>2023.98</b>	<p><b>Annual Play Area Inspections</b></p> <p>Members noted that the kick wall had now been taken down following the issue of the 2023 inspection report. Remedial, low risk issues would now be attended to by the playground inspector. Members noted the carpet strips supporting the swing surfacing at St Mary's and the Chair would investigate alternative options.</p>
<b>2023.99</b>	<p><b>Financial Reports</b> (reports previously circulated)</p> <p>The below listed reports had been circulated to members, were noted and approved (proposed Cllr Tapper, seconded Cllr Dallison):</p> <p>a) List of payments and receipts November - December 2023</p> <p>b) Bank Reconciliation Statement as at 31<sup>st</sup> December 2023</p> <p>c) Financial Position Statement as at 31<sup>st</sup> December 2023</p> <p>d) Earmarked Reserves December 2023 INSERT SP EMR PLAY AREA</p> <p>e) Budget Report as at 31<sup>st</sup> December 2023</p> <p>f) List of payments November and December 2023</p>
<b>2023.100</b>	<p><b>Financial Matters</b></p> <p>a) Members considered the addition of a further bank signatory and it was resolved to appoint Cllr Tapper (proposed Cllr Cottle, seconded Cllr Jones).</p> <p>b) Members considered for adoption the NALC/NJC National Pay Award 2023/24, which was so approved together with the payment of backdated salary as required which would be authorised prior to payment by the Staffing Committee once calculated by the payroll provider (information previously circulated) (proposed Cllr Cottle, seconded Cllr Dallison).</p> <p>c) The Chair noted that the Stiffs had not yet paid for use of the football pitch this season. The Clerk would chase this for urgent payment.</p>
<b>2023.101</b>	<p><b>Parish Council Budget and Precept 2024/25</b> (report previously circulated)</p> <p>a) Members discussed the Council's draft budget for 2024/25 and resolved to adopt the draft budget in the amount of £27,951 (proposed Cllr Cottle, seconded Cllr Dallison). It was agreed that Cllr Petrie as the rep to the village</p>

	<p>hall committee would explore the rationale behind the PC meeting the costs for broadband provision.</p> <p>b) The Council's precept for 2024/25 was debated and it was resolved to set this at £28,139; representing an increase of 5% per Band D household, equating to £62.99 per annum an increase of £3 on the current year (proposed Cllr Yates, seconded Cllr Tapper).</p>
<b>2023.102</b>	<p><b>Council, Councillor and Clerk Reports</b></p> <p>Members received reports and update from clerk and members including:</p> <p>a) Community Policing – Cllr Tapper reported that there had been no formal report over the Christmas/New Year period and informed members he was liaising with the police team to set a date for an early visit to the village shop. He further reported that the new CSW location at Common Hill was proving useful however, the CSW operations had been somewhat curtailed due to inclement weather.</p> <p>b) Archive storage options – the Parish Clerk reported that she had not progressed this matter but would ensure a report was available for the February PC meeting.</p> <p>c) Community Emergency Contacts – the Parish Clerk reported that she would circulate the current list of contacts for members comments and amendments.</p> <p>d) Grounds maintenance contract 2024/25 – the Parish Clerk asked members to note that a tendering exercise would need to be carried out for 2024/25 and that she would liaise with the Chair in terms of confirming the specification to be used. Members would provide the Clerk with contact details for any alternative service providers they were aware of.</p> <p>e) Melksham Area Board grants – the Parish Clerk asked members to consider whether there were any projects for which an application to the Area Board would be suitable.</p> <p>f) Parish Steward schedule – Cllr Jones reported that the steward would be visiting the parish during the last week of the month (apart from May and August). Members were asked to let Cllr Jones know by mid-month of any jobs for the steward.</p>
<b>2023.103</b>	<p><b>Correspondence</b></p> <p>None.</p>
<b>2023.104</b>	<p><b>Village Newsletter</b></p> <p>Members agreed the following items for inclusion in the next edition of the newsletter:</p>

	<ul style="list-style-type: none"> <li>• Budget and precept</li> <li>• Planning information</li> <li>• Meeting schedule 2024</li> </ul>
<b>2023.105</b>	<p><b>Date of next meeting</b>  Monday 5<sup>th</sup> February 2024 – Planning/Neighbourhood Planning only  Wednesday 24<sup>th</sup> April 2024 – Annual Parish Meeting  April PC meeting – Clerk to investigate alternative dates for the first week of April given that the scheduled date was a Bank Holiday.</p>

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