

STEEPLE ASHTON PARISH COUNCIL

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

To: All Members of Steeple Ashton Parish Council

You are hereby summoned to attend a meeting of the Parish Council to be held on **Monday 4th March 2024** commencing at 7.30 pm in the Village Hall, for the transaction of the business shown on the agenda below.



Nicola J Duke - Parish Clerk

27th February 2023

The Chair of the Parish Council will invite members of the public to present their questions, comments and petitions submitted under the Council's Public Participation Procedure at the start of the meeting. *Please note that the Clerk will record the names of those wishing to address the Council together with the subject matter prior to the start of the meeting and each speaker will be permitted 3 minutes in which to address members.*

	AGENDA ITEM
2023.106 1 minute	Apologies for Absence and to consider the reasons given To receive apologies for absence and to consider the acceptance thereof.
2023.107 1 minute	Declarations of Interest and Dispensations to Participate a) To receive declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members. b) To receive any dispensation requests received by the Parish Clerk and not previously considered.
2023.108 2 minutes	Minutes of Council Meetings To confirm and sign as a correct record the minutes of a meeting of the Parish Council held on 3rd January 2024 (copy attached).
2023.109 5 minutes	Wiltshire Council Report To receive any written report available from Wiltshire Councillor Seed and to agree any actions required by SAPC in relation to his report and updates.

2023.110 5 minutes	Planning Applications and Consultations <p>PL/2024/01194 - 12 High Street, Steeple Ashton, Trowbridge, Wilts, BA14 6EL - Replacement of 3 no. existing windows and 1 no. existing door.</p> <p>PL/2024/01551 - 26 Acreshort Lane, Steeple Ashton, Trowbridge, BA14 6HD - Proposed Single Storey Rear Extension.</p> <p>PL/2023/10772 - Land at 2 The Holdings, Ashton Common, Steeple Ashton, Wilts - Standing of an additional two residential caravans (two statics) and two storage of two touring caravans on the land, refurbishment of site through ancillary works.</p> <p>PL/2024/00094 – Old Estate House, 50 High Street, Steeple Ashton, Trowbridge, BA14 6EU - T1 Ironwood - Crown reduction by 3 metres. T2 Scots Pine - Crown reduction by 20% T3 Judas Tree - Remove one branch.</p> <p>PL/2023/10354 - The Manor, Church Street, Steeple Ashton, Trowbridge, BA14 6EW - New air source heat pump.</p> <p>PL/2024/01289 - The Manor, Church Street, Steeple Ashton, Trowbridge, BA14 6EW - Joist repairs, alterations and changes to floor finishes.</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>).</p>
2023.111 3 minutes	Neighbourhood Plan To receive any available update from the Neighbourhood Plan Steering Group.
2023.112 5 minutes	D-Day memorial event 2024 To consider event planning for the D-Day memorial event (January minutes refer)
2023.113 10 minutes	Financial Matters (papers to follow) <ul style="list-style-type: none"> a) To receive a list of payments and receipts February 2024 b) To receive Bank Reconciliation Statement as at 29th February 2024 c) To receive a Financial Position Statement as at 29th February 2024 d) To receive and note the Budget Report as at 29th February 2024 e) To receive and approve the list of payments February 2024 f) To receive and note the CIL Guidance Notes and CIL expenditure report 2024 from Wiltshire Council (attached) g) Grant Application for Steeple Ashton Rangers Guides Brownies and Rainbows (attached)
2023.114 5 minutes	Parish Council Accounts Year Ending 31st March 2024 (report attached) To address administrative tasks relating to the preparation and submission of the accounts year ending 31 st March 2024 including: <ul style="list-style-type: none"> a) Appointment of the Internal Auditor b) Confirmation of scope of Internal Audit
2023.115 10 minutes	Governance Reviews Year Ending 31st March 2024 (documents attached) To carry out reviews of governance documents for year ending 31 st March 2024 including: <ul style="list-style-type: none"> a) Review of the Risk Registers b) Review of the Fixed Asset Register c) Review of the Earmarked Reserves

2023.116	Parishioner Requests (information attached) <ul style="list-style-type: none"> a) Horse Information Signs b) Neighbourhood Watch scheme c) Additional defibrillator
2023.117	Grounds Maintenance Contract 2024-25 To receive an updated map for the grounds maintenance contract for approval and consider arrangements for 2024-25 (attached)
2023.118 20 minutes	Council, Councillor and Clerk Reports To receive any reports and update from clerk and members including: <ul style="list-style-type: none"> a) Community Policing – Cllr Tapper b) Highways and LHFIFG – Cllr Tapper c) Archive storage options – Parish Clerk d) Grounds maintenance contract 2024/25 – Parish Clerk e) Flooding and Gully Service – Parish Clerk (information attached) f) Litter pick events 2024 – Parish Clerk (information attached)
2023.119 5 minutes	Correspondence <ul style="list-style-type: none"> a) Wiltshire Council re: Briefing Note 24-04: Development of Cultural Strategy for Wiltshire (previously circulated – Stakeholder Question attached). b) Wiltshire Council re: Emergency Community Hub scheme (attached) c) CPRE: Best Kept Village Competition 2024 (attached)
2023.120 1 minute	Village Newsletter To agree items for inclusion in the next edition of the newsletter.
2023.121 1 minute	Date of next meeting Wednesday 3 rd April 2024 – Planning only (if required).