

STEEPLE ASHTON PARISH COUNCIL

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

Minutes of a meeting of the Parish Council held on
Monday 4th March 2024 at 7.30 pm in the Village Hall.

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

In attendance: Nicola Duke (Parish Clerk), Wiltshire Councillor J Seed and 8 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
2023.106	Apologies for Absence and to consider the reasons given Cllr Cottle due to ill health, accepted.
2023.107	Declarations of Interest and Dispensations to Participate Cllr Petrie declared an interest in planning application PL/2024/01551 - 26 Acreshort Lane, Steeple Ashton, Trowbridge, BA14 6HD - Proposed Single Storey Rear Extension – as the property owner.
2023.108	Minutes of Council Meetings The minutes of a meeting of the Parish Council held on 3rd January 2024 were approved for accuracy and adopted (proposed Cllr Tapper, seconded Cllr Yates).
2023.109	Wiltshire Council Report Wiltshire Councillor Seed reported the following: <ul style="list-style-type: none">• The Area Board would have access to the new funding for the 2024/25 financial year from April. He reported that this would be a good time to submit any bids. Cllr Petrie asked if Cllr Seed would be able to attend the next meeting of the St Mary's Rec Committee to discuss funding and Cllr Seed would confirm.• WC were continuing to carry out repairs to potholes and Cllr Seed encouraged residents to report potholes direct to WC via the MyWilts app.• Information had been circulated on the discretionary gully service and the PC was encouraged to submit work orders to WC.• The Chair spoke to Cllr Seed regarding planning application PL/2024/08177 Witherwood Farm querying whether there would be any public consultation given that the site was next to the Trowbridge bat mitigation zone and related to engineering works. Cllr Seed reported that agricultural applications did not

	<p>require full consultation just a prior notification however, Cllr Seed would look into this further and report back to the PC.</p>
<p>2023.110</p>	<p>Planning Applications and Consultations</p> <p>PL/2024/01194 - 12 High Street, Steeple Ashton, Trowbridge, Wilts, BA14 6EL - Replacement of 3 no. existing windows and 1 no. existing door – No Objection.</p> <p><i>At this point Cllr Petrie left the meeting.</i></p> <p>PL/2024/01551 - 26 Acreshort Lane, Steeple Ashton, Trowbridge, BA14 6HD - Proposed Single Storey Rear Extension – No Objection.</p> <p><i>At this point Cllr Petrie re-joined the meeting.</i></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 – Members discussed the application and, following debate, resolved to Object to the application on the below listed grounds. Cllr Dallison would prepare the statement of objection for circulation to members prior to submission to WC:</p> <ul style="list-style-type: none"> • Muddled application with inaccurate supporting statements • Unclear application in respect of its intent regarding permanent vs traveller pitch development. • Inaccurate background information as site had not been a mobile caravan site in the past but was used as a residential dwelling from 1997. • Inaccurate application statement as the site has been lived in continuously and only residential use has been established. • Retrospective nature of the application given that two permanently installed units have been erected without permission. The retrospective nature of the application had not been made clear in the application. • Vegetation clearance without permission or associated ecological surveys and the associated impact on wildlife and protected species. • Lack of regard to the situation of the site within the high risk zone of the Trowbridge bat mitigation strategy. <p>In summary members agreed that the retrospective application was muddled, was not clear for what it was applying, referred to a site cleared and developed without permission and was in contravention to an existing permission, appearing to rely on arguments that were not relevant to the request to permit two dwellings. The Parish Council therefore objected to the application and requested that it be refused.</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 – No Objection.</p> <p>PL/2023/10354 - The Manor, Church Street, Steeple Ashton, Trowbridge, BA14 6EW - New air source heat pump – Previously considered, no further comment.</p> <p>PL/2024/01289 - The Manor, Church Street, Steeple Ashton, Trowbridge, BA14 6EW - Joist repairs, alterations and changes to floor finishes – No Objection.</p> <p>PL/2024/00617 – Woodside, West Ashton, Trowbridge, BA14 6DF – Change of use of annex building from ancillary to independent holiday accommodation for Air B and B and ancillary use – 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>
<p>2023.111</p>	<p>Neighbourhood Plan</p> <p>The Chair provided the following update from the Neighbourhood Plan Steering Group:</p> <ul style="list-style-type: none"> • Mrs Buffery-King had resigned as Chair of the SG and Cllr Leonard had taken over the role. • The current consultation regarding the call for sites selection had gone well with circa 280 responses. • The planning consultants were now collating the consultation responses and preparing the Site Selection Report, which was expected later in March. • The next stage was to compare the sites to the objectives of the plan, score them and compare to the consultation responses. A report with final recommendations would then be submitted to the SG for approval.
<p>2023.112</p>	<p>D-Day memorial event 2024</p> <p>Members considered the event planning for the D-Day memorial event (January minutes referred and further information from Keevil PC circulated). Cllr Petrie reported that the Village Hall was providing free refreshments on the Saturday and a musical event was planned in the Church on the Friday. Following debate, it was agreed that it would be appropriate to liaise with, support and publicise the events being planned by Keevil. Cllr Petrie and Cllr Yates would prepare some publicity material and consider how the planned event in the Village Hall could be expanded.</p>

<p>2023.113</p>	<p>Financial Matters (reports previously circulated)</p> <ul style="list-style-type: none"> a) Members received and noted the list of payments and receipts February 2024. b) Members received and noted the Bank Reconciliation Statement as at 29th February 2024. c) Members received and noted the Financial Position Statement as at 29th February 2024 and the subsequently issued FPS as at 4th March 2024. d) The Budget Report was in preparation and would be circulated to members post meeting. e) The list of payments February 2024 had been circulated to members and were approved. f) Members received and noted the CIL Guidance Notes and CIL expenditure report 2024 from Wiltshire Council. A nil return would be submitted to WC. g) Members received and considered a Grant Application for Steeple Ashton Rangers Guides Brownies and Rainbows and it was resolved to award a grant in the amount of £500 (proposed Cllr Dallison, seconded Cllr Petrie).
<p>2023.114</p>	<p>Parish Council Accounts Year Ending 31st March 2024 (report previously circulated)</p> <p>Members addressed the administrative tasks relating to the preparation and submission of the accounts year ending 31st March 2024 including:</p> <ul style="list-style-type: none"> a) Appointment of the Internal Auditor – Mr Simon Pritchard was appointed (proposed Cllr Dallison, seconded Cllr Jones). b) Confirmation of scope of Internal Audit – the scope of audit as circulated was duly adopted (proposed Cllr Dallison, seconded Cllr Jones).
<p>2023.115</p>	<p>Governance Reviews Year Ending 31st March 2024 (documents attached)</p> <p>Members carried out the reviews of governance documents for year ending 31st March 2024 including:</p> <ul style="list-style-type: none"> a) Review of the Risk Registers – Adopted (proposed Cllr Dallison, seconded Cllr Tapper). b) Review of the Fixed Asset Register – Adopted (proposed Cllr, seconded Cllr). c) Review of the Earmarked Reserves – Adopted (proposed Cllr, seconded Cllr).
<p>2023.116</p>	<p>Parishioner Requests (information previously circulated)</p> <p><i>At this point Standing Orders were suspended in order to allow parishioners to address the meeting in respect of the below requests.</i></p> <ul style="list-style-type: none"> a) Horse Information Signs – Members discussed the request for horse information signs having regard to the WC position on the erection of such signs. Cllr Tapper provided information he had received from the British Horse Society, outlining their support for this project and the cost of £150 for 10 signs. Following debate, it was agreed that strategic placement of the signs, potentially on A boards, would be useful. Cllr Tapper would liaise again with the BHS in terms of obtaining a lower cost for the signs and Cllr Petrie would arrange a meeting with the local horse riding community to explore

	<p>the most appropriate place for the signage to be displayed. A further report would be brought to the next PC meeting.</p> <p>b) Neighbourhood Watch (NW) scheme – Members discussed the request for the reinstatement of the NW scheme. The Chair of the Wiltshire NW presented information on the scheme, its value to local communities and the important role of Parish Councils. Following debate, it was agreed that the potential establishment of the scheme would be listed as an agenda item for the Annual Parish Meeting to gauge the level of public interest.</p> <p>c) Additional defibrillator – Members discussed the request for an additional defibrillator and, following debate, it was agreed that Ashton Common and the Village Shop (or Acreshort Hut) would be suitable sites for additional units. It was noted the defibrillators cost in the region of £2,500 and that grants were available. Members agreed that the provision of potentially lifesaving equipment was vital to the parish and therefore resolved, in principle and subject to grant funding, to purchase two additional defibrillators (proposed Cllr Petrie, seconded Cllr Tapper). Cllr Petrie would apply for the grants and the necessary liaison with the Village Shop Building Committee would be taken forward.</p> <p><i>At this point Standing Orders were re-instated.</i></p>
<p>2023.117</p>	<p>Grounds Maintenance Contract 2024-25</p> <p>Members received an updated map for the grounds maintenance contract for approval and considered the arrangements for 2024-25. Following debate, agreed that the Clerk would obtain a revised quote from the current contractor.</p> <p>Members noted the continuing issue with a vehicle blocking access to the playing field at St Mary’s and it was agreed that the Clerk would write to Selwood Housing expressing the Council’s concerns over this preventing maintenance access to the field and, importantly, the prevention of emergency access.</p>
<p>2023.118</p>	<p>Council, Councillor and Clerk Reports</p> <p>Members received the following updates from clerk and members including:</p> <p>a) Community Policing – Cllr Tapper reported that two new PCSO’s had been appointed and had already contacted him. He had asked for information</p>

	<p>from them for publication in the newsletter. The monthly meetings in the village shop would continue.</p> <p>b) Highways and LHFIG – Cllr Tapper reported that the agreed works were listed with WC and were pending. A request would also be submitted for the installation of a ground anchor at Ashton Common.</p> <p>c) Archive storage options – No update.</p> <p>d) Flooding and Gully Service – The Chair reported that he would begin work on the development of a Parish Flood Plan. Cllr Tapper would assist, as this tied in with his work on Emergency Planning. The Chair would also lead on the completion of the work order for the discretionary gully service, which would be sent to WC. Members noted that Stoney Gutter drainage was blocked and Cllr Jones would add this to the next work sheet for the Parish Steward.</p> <p>e) Litter pick events 2024 – It was agreed to arrange a litter pick event for Saturday 6th April with members noting that the necessary equipment was in storage at Acreshort Hut and that a risk assessment was in place. The event would be publicised via the newsletter.</p>
<p>2023.119</p>	<p>Correspondence</p> <p>a) Wiltshire Council re: Briefing Note 24-04: Development of Cultural Strategy for Wiltshire (previously circulated – Stakeholder Question attached) – Noted. No comments required at this stage.</p> <p>b) Wiltshire Council re: Emergency Community Hub scheme (attached) – Noted. Cllr Leonard was liaising with the Village Hall regarding the potential listing of the hall as the ECH in Steeple Ashton.</p> <p>c) CPRE: Best Kept Village Competition 2024 (attached) – Noted. It was not felt appropriate to enter the competition in 2024 however, the competition would be listed as an agenda item for the Annual Parish Meeting in April to raise awareness and, hopefully, begin planning for an entry in 2025.</p>
<p>2023.120</p>	<p>Village Newsletter</p> <p>Members agreed the following items for inclusion in the next edition of the newsletter:</p> <ul style="list-style-type: none"> • Litter Pick event • Annual Parish Meeting • New PCSO's • Planning applications • Current PC vacancies
<p>2023.121</p>	<p>Date of next meeting</p> <p>Wednesday 3rd April 2024 – Planning only/Planning training.</p>

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There being no further business the meeting was closed at 9.00 pm.