

STEEPLE ASHTON PARISH COUNCIL

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

Minutes of the Annual Council Meeting of the Parish Council
held on **Wednesday 1st May 2024** at 7.30 pm.

Present: Cllr Tapper, Cllr Leonard, Cllr Dallison, Cllr Jones, Cllr Cottle, Cllr Petrie and Cllr Yates.

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: None.

	AGENDA ITEM
2024/01	Election of Chair In accordance with the Local Government Act 1972 ss 15 (2) and 34 (2) it was proposed by Cllr Cottle, seconded by Cllr Dallison and resolved to elect Cllr Tapper as Chair of the Parish Council for the municipal year 2024/2025.
2024/02	Declaration of acceptance of office The Chair duly signed the declaration of acceptance of office. The Chair thanked the retiring Chair for his hard work and efforts whilst in the role, highlighting particularly his work with the Neighbourhood Plan and the Recreation Working Group. Cllr Leonard was thanked on behalf of the Council and the parish. It was agreed to publish a thank you to him on the village Facebook page.
2024/03	Apologies for Absence and to consider the reasons given None.
2024/04	Election of Vice-Chair In accordance with the Local Government Act 1972 ss 15 (6) and 34 (6) it was proposed by Cllr Jones, seconded by Cllr Petrie and resolved to elect Cllr Leonard as Vice-Chair of the Parish Council for the municipal year 2024/2025.
2024/05	Declaration of Acceptance of Office The Vice-Chair duly signed the declaration of acceptance of office.
2024/06	Declarations of Interest and Dispensations to Participate Cllr Cottle declared an interest in the planning application listed on the agenda as the applicant.

<p>2024/07</p>	<p>Parish Councillor Representatives Members agreed the following member portfolios and representation for 2024/2025:</p> <ul style="list-style-type: none"> • Highways Group – Cllrs Tapper and Jones • Parish Steward – Cllr Jones • LHFIG (CATG) – Cllrs Tapper and Jones • Community Speed Watch – Cllr Tapper • SID Project – Cllrs Tapper, Jones and Leonard • CPT and Police Liaison – Cllr Tapper • Defibrillator checks – Cllr Leonard • Dog bag refills – Mrs Beaven • Emergency Plan – Cllrs Tapper and Leonard • Flood Plan and Drainage – Cllrs Tapper and Leonard • Flood Warden – Cllr Cottle • Facebook / Website – Parish Clerk, Cllrs Yates and Leonard • Newsletter – Parish Clerk • Footpaths – Cllr Cottle • Human Resources – Cllrs Leonard, Tapper and Petrie • Melksham Area Board – Members attend as necessary • Model Railway Club key holder – Cllr Jones • Planning – Cllr Dallison • Recreation Group (inc ACP) – Cllr Petrie • St Mary’s Building Management Committee – PC rep – Cllr Tapper • STASH (Shop) – Vacant • Village Hall – Cllr Petrie • Christmas Event Planning – Chair to contact volunteers • Acreshort Park – Cllr Yates • War Memorial – Cllr Yates
<p>2024/08</p>	<p>Parish Council Insurance 2024/2025 The Clerk reported that the insurance renewal date was 1st June and the renewal information had not yet been received. This would be listed as an agenda item for the June Council meeting.</p>
<p>2024/09</p>	<p>Parish Council banking arrangements 2024/2025 The bank signatories for 2024/2025 were resolved as Cllrs Tapper, Leonard and Cottle (proposed Cllr Leonard, seconded Cllr Petrie).</p>
<p>2024/10</p>	<p>Grounds Maintenance Contract 2024/2025 Members had been provided with the outcomes of the recent tendering process and resolved to re-appoint D R Pittams as grounds maintenance contractor for 2024/25 at an annual cost of £3,800 plus vat (proposed Cllr Leonard, seconded Cllr Cottle). Members noted that the contractor would endeavour to give advance noting of his visits so that access to the St Mary’s field could be checked and arranged if necessary. The Clerk would circulate the current specification and map for the contract.</p>

<p>2024/11</p>	<p>Planning Applications and Consultations</p> <p><i>At this point Cllr Cottle left the meeting.</i></p> <p>a) Members resolved the Council’s comments on the below listed application:</p> <p>PL/2024/02840 - Manor Farm, The Strand, Steeple Ashton, Trowbridge, BA14 6EP - Proposed Apex and Lean-to Structures to cover existing feeding and dung storage areas to prevent the escape of dirty water, proposed apex roof structure to cover existing feeding area yard – Support (proposed Cllr Dallison, seconded Cllr Yates).</p> <p><i>At this point Cllr Cottle re-joined the meeting.</i></p> <p>b) Draft Licensing Policy 2024-2029 consultation (information previously circulated) - Members considered whether to respond to the above listed consultation, noting that the PC was not a statutory consultee in licensing matters. Members agreed that there would be occasions when the PC may wish to comment on applications and would therefore like to be copied in on any applications/events within the parish. The Chair would respond to the online consultation accordingly.</p>
<p>2024/12</p>	<p>Dog Fouling in the PC Recreation Areas</p> <p>Members considered the issue of dog fouling, noting that this was a parish wide issue which had also been reported by the Parish Steward following his recent visit. Members noted that the PC provided dog poo bags and that there was appropriate signage in place at the recreation areas. Following debate, it was agreed to explore a suggestion from Cllr Cottle regarding spray painting any dog fouling to draw attention to the issue, which would be accompanied by an appropriate strategy for implementation. Cllr Cottle would circulate the information on the initiative. It was also agreed to publicise the issue via the newsletter and Facebook and consider the use of A-board posters. It was agreed that Cllr Petrie would take the lead on this issue and provide the Clerk with suitable copy for the media campaign.</p> <p>Cllr Leonard reported that the signage at Acreshort Park was damaged and needed replacing; this was felt to be an appropriate time to consider any additional signage required. The Clerk would obtain a quote for the replacement of the 4 parking signs and for some dog fouling signs.</p> <p>Members further agreed that, should the above measures not provide results, the Council would consider the provision of CCTV and the use of powers to issue fines for dog fouling.</p>

<p>2024/13</p>	<p>Calendar of meetings Members noted the Calendar of Meetings for the 2024/2025 municipal year:</p> <p>Monday 3rd June 2024 – Planning /Approval of accounts 2023/24 Monday 1st July 2024– Full Council August – Council recess Monday 2nd September 2024 –Full Council Wednesday 2nd October 2024 – Planning Only/Neighbourhood Planning Monday 4th November 2024 – Full Council – Budget setting 2024/2025 Monday 2nd December 2024 – Planning only (if required) Thursday 6th January 2025– Full Council - Precept setting 2025/2026 Monday 3rd February 2025 – Planning Only/Neighbourhood Planning Monday 3rd March 2025 – Year end procedures 2023/2024 Wednesday 2nd April 2025 – Planning Only/Neighbourhood Planning Monday 5th May 2025 –Annual Council Meeting Date for Annual Parish Meeting to be determined (must take place before 1st June)</p>
<p>2024/14</p>	<p>Date of next meeting Monday 3rd June 2024 – Planning /Approval of accounts 2023/24</p>

There being no further business the meeting was closed at 8. 15 pm.