

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 3rd June 2024 at 7.30 pm in the Village Hall.

Present: Cllr Tapper, Cllr Jones, Cllr Petrie and Cllr Cottle.

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
2024.15	Apologies for Absence and to consider the reasons given Cllr Dallison due to a prior commitment, accepted. Cllr Leonard due to holiday, accepted. Cllr Yates due to a prior commitment, accepted.
2024.16	Declarations of Interest and Dispensations to Participate None.
2024.17	Minutes of Council Meetings The minutes of a meeting of the Parish Council held on 3rd April 2024 and the minutes of the Annual Council Meeting held on 1st May 2024 were approved for accuracy and adopted (proposed Cllr Jones, seconded Cllr Petrie and proposed Cllr Petrie, seconded Cllr Jones respectively).
2024.18	Wiltshire Council Report Wiltshire Councillor Seed was not in attendance.

2024.19	<p>Planning Applications and Consultations</p> <p>PL/2024/03880 - 48 High Street, Steeple Ashton, Trowbridge, Wilts, BA14 6EU - Replacement of 6 no. external windows (4 on the south side, 1 on the west side and 1 on the north side) – 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>
2024.20	<p>Neighbourhood Plan</p> <p>It was reported that the NPSG continued to work through the topic papers and the next meeting was scheduled for 18th June. A report would follow.</p>
2024.21	<p>Parish Council Insurance</p> <p>Members reviewed the Parish Council’s insurance provision 2024/2025 in the amount of £1,473.16 (information previously circulated) and resolved to renew the insurance as circulated on a three year long term agreement basis (proposed Cllr Tapper, seconded Cllr Petrie). Members noted a request received over the weekend for the use of St Mary’s playing field as a car park in support of the Open Gardens event. It was noted that notice and information on such events were required to be given to the PC’s insurer in advance; members indicated their willingness to consider future requests of this nature as long as they were received in time to enable the necessary authorisations to be obtained from the insurers.</p>
2024.22	<p>Parish Council Accounts Year Ending 31.03.2024 (reports previously circulated)</p> <p>a) Members received and considered the Internal Audit Report, reviewed its findings and actions required and confirmed the effectiveness of the system of Internal Control. The following actions were agreed as a result of the Internal Audit report:</p> <ul style="list-style-type: none"> • Information on bank balances would be included in the minutes • The Clerk would ensure that all invoices were received in the Council’s name • The minutes would record the number and total of payments to be approved • Copies of the payments list would be included in the minutes • As the Clerk is salaried, it was not felt necessary to include hours worked and rate of pay on the payslip • The Clerk would work with the Chair to improve the Asset Register • A copy of the agenda would be filed with the meeting paperwork <p>b) Members prepared and approved Section 1: parts 2 and 3 (Annual Governance Statement 2023/24) of the AGAR (proposed Cllr Cottle, seconded Cllr Jones).</p> <p>c) Members considered Section 2; parts 2 and 3 (Accounting Statements 2023/234 of the AGAR.</p> <p>d) Members approved, signed and dated Section 2; parts 2 and 3 (Accounting Statements 2023/24) (proposed Cllr Cottle, seconded Cllr Petrie).</p> <p>e) Members set the dates for the period of public inspection as Monday 10th June to Friday 19th July 2024.</p>

<p>2024.23</p>	<p>Financial Reports (reports previously circulated) Members received, approved and adopted the below listed reports (proposed Cllr Jones, seconded Cllr Cottle):</p> <ul style="list-style-type: none"> a) List of payments and receipts April 2024 b) Bank Reconciliation Statement as at 30th April 2024: <ul style="list-style-type: none"> a. Treasurers Account balance £17,744.06 b. Business Bank Account balance £35,011.32 <p style="margin-left: 40px;">Total balances £ 52,755.38</p> c) Financial Position Statement as at 30th April 2024 d) Budget Report as at 30th April 2024 e) Members approved the below list of payments due; 7 payments in the total amount of £1,664.43 (proposed Cllr Cottle, seconded Cllr Petrie): <table border="1" data-bbox="373 763 1362 1059"> <thead> <tr> <th>Payee</th> <th>Detail</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>SA Village Hall</td> <td>Hall hire</td> <td>£54.25</td> </tr> <tr> <td>D R Pittams</td> <td>Summer Grounds</td> <td>£466.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI May 2024</td> <td>£178.82</td> </tr> <tr> <td>Nicola Duke</td> <td>Salary May 2024</td> <td>£655.36</td> </tr> <tr> <td>Gooding Accounts</td> <td>Payroll fee February 2024</td> <td>£20.00</td> </tr> <tr> <td>S Pritchard</td> <td>Internal Audit fee</td> <td>£140.00</td> </tr> <tr> <td>S Thorburn</td> <td>Play area inspections</td> <td>£150.00</td> </tr> </tbody> </table> <ul style="list-style-type: none"> f) Members considered a request from the WWMRC for PC support in the installation of broadband to Acreshort Hut and the Clerk confirmed this service would be made available to other hut users. This being the case, and given that the Hut was a PC asset, members resolved to meet the associated costs of £970.76 + vat, noting that the net amount would be reimbursed by the WWMRC (proposed Cllr Tapper, seconded Cllr Petrie). 	Payee	Detail	Amount	SA Village Hall	Hall hire	£54.25	D R Pittams	Summer Grounds	£466.00	HMRC	PAYE/NI May 2024	£178.82	Nicola Duke	Salary May 2024	£655.36	Gooding Accounts	Payroll fee February 2024	£20.00	S Pritchard	Internal Audit fee	£140.00	S Thorburn	Play area inspections	£150.00
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<p>2024.24</p>	<p>St Mary's Playing Field</p> <ul style="list-style-type: none"> a) Members considered the future plans for the changing rooms (report previously circulated) and noted that an additional report from a resident regarding an option for potential usage had been received and circulated a few days before. This being the case and, given the number of member apologies which had been received for this meeting, the agenda item was deferred to the July PC meeting. In the meantime, Cllr Petrie would liaise with the resident to discuss the recruitment of potential volunteers (for the work involved in the maintenance of local open spaces via the proposed 'community shed' system). b) Members received an update on the plans for the playing field with Cllr Petrie reporting the following: <ul style="list-style-type: none"> a. The Bingo Night had raised £1,148 which would generate in the region of £900 after hall hire fees had been paid. The event had 																								

	<p>received some good feedback and consideration was being given to arranging a similar event to raise funds for the defibrillator project.</p> <ul style="list-style-type: none"> b. Risk assessment documents relating to the goal posts had been circulated and a date was being arranged for their installation. c. Semington Magpies had expressed interest in taking on the current goals and were prepared to dig these out and remove the concrete at their own cost. This was approved and Cllr Petrie would liaise accordingly, as well as offering the Magpies the opportunity to purchase the nets. d. Quotes from 4 play equipment companies had been received in respect of planned works at St Marys and it had been decided to proceed first with the installation of the 5 a side football pitch. Consideration would be given to purchasing some cricket nets with the funds raised from the Bingo night. e. The Petanque was also due to be installed, with volunteer help and grant support funding. f. The previously agreed plans for the tree planting would also proceed. The funding associated with the project was noted and it was confirmed the funds would be ringfenced within the PC's accounts. g. The kick wall debris needed to be removed. Cllr Cottle would take this forward and consideration would be given to using crushed concrete (potentially from the kick wall) as a base for the petanque. The old posts from the football pitch would also be removed and Cllr Cottle would also assist with arrangements for this. h. The group was next planning a barn dance fund raiser. i. The Chair asked for the PC's thanks to be passed onto the working group.
<p>2024.25</p>	<p>Council, Councillor and Clerk Reports</p> <p>Members received reports and update from clerk and members including:</p> <ul style="list-style-type: none"> a) Community Policing – Cllr Tapper had no report other than to inform members that the next team visit would be arranged for July. b) Highways and LHFIG – Cllr Tapper reported he was meeting the Highways Engineer on 7 June to get the sign off on the final ground anchor for the SID deployment. Cllr Jones reported that LHFIG had minuted that highways had suggested there should be another entrance to St Marys from Sandpits Lane; this was part of the WC suggestion that an entrance be added from Sandpits Lane to improve safety and access from the already paved area. It was agreed to submit a Highway Improvement Form to LHFIG; the Clerk would send a draft form to the Chair prior to issue. Cllr Jones reported on a request from a resident that the Parish Steward clear some gullies in the parish; it was noted that this was not within the remit of the Steward scheme. It was

	<p>however noted that the WC discretionary gully service was due to revisit the parish in September.</p> <p>c) D Day Event Planning – Cllr Petrie reported that the school had publicised information to parents and had organised an event; there would be a display at the Airfield on Wednesday, which would increase traffic flow in the area. The Village Hall had organised a free D Day afternoon tea and the Military Wives choir were performing in the church on Saturday evening.</p> <p>d) Horse information signs – Cllr Petrie reported that she had not received any further complaints about speeding vehicles; residents experiencing issues were asked to contact her or the Chair, as all incidents had to be reported via the i HORSE app.</p> <p>e) Potential defibrillator funding – The Chair was due to meet a representative from Wessex Water to talk about using the pumping station as a power source. Cllr Jones reported that he had received questions about the registration of the current defibrillator. Cllr Petrie reported that this had not yet been logged with the British Heart Foundation; she would arrange for this to be done. The Clerk was authorised to commence the grant application processes, in support of the plans to purchase two additional defibrillators.</p> <p>f) Luffenham Meadow – Cllr Petrie reported that stalemate had been reached. She had been prepared to take on the lease however, this had not proven possible due to insurance issues. Cllr Petrie asked the PC to consider taking on the lease from the Trustees; this would mean that the PC would need to meet the insurance costs and liaise with volunteers for the maintenance work. It was clarified that the Trustees would meet the costs of maintaining the equipment. The Chair suggested that, given the number of absent members, the item should be deferred to the July meeting. This was agreed with it being noted there was a potential tie in with the Community Shed project.</p> <p>g) Proposed Community First Aid Course – Cllr Leonard had sent apologies and the agenda item was therefore deferred to the July PC meeting.</p>
<p>2024.26</p>	<p>Correspondence None at time of issue.</p>
<p>2024.27</p>	<p>Village Newsletter Members agreed the following items for inclusion in the next edition of the newsletter:</p> <ul style="list-style-type: none"> • Year-end accounts 31st March 2024/ Exercise of public rights dates - Clerk • Update from the Rec Group regarding plans for St Mary’s – Cllr Petrie • LHFIG work re Sandpits – Chair • CSW report – Chair would liaise with Paul Vince

2024.28	Date of next meeting Monday 1 st July 2024 – Full Council.
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There being no further business the meeting was closed at 8.40 pm.

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