

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 1st July 2024 at 7.30 pm in the Village Hall.

Present: Cllr Leonard (Chair in the absence of Cllr Tapper), Cllr Dallison, Cllr Jones, Cllr Cottle, Cllr Yates and Cllr Petrie.

In attendance: Nicola Duke (Parish Clerk) and 6 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:

- The Trustees of Luffenham Meadow discussed agenda item 2024.36 with the Council, with Cllr Petrie outlining the background to the issue (June minutes refer). The Chair asked whether the Council could provide grant funding to the Trust to enable the Meadow to continue in its present format. It was confirmed that this would not address the issue of insurance cover, the cost of which was prohibitive to the Trust. The income was needed in order to support those in need across the three villages (Steeple Ashton, Great Hinton and West Ashton) and the Trust was already 2-3 years behind in income. It was also pointed out that the Trust would experience difficulties in contributing towards the cost of maintaining the equipment. Cllr Petrie highlighted that the volunteers would need to undertake training if the Trust held the insurance; the Trust confirmed that they had sought support from other organisations and one had offered free training events. Members discussed the issue and the value of the meadow to the community was noted, together with the associated liability which would be associated with taking on the lease, particularly in terms of maintenance and equipment. Funds had been received from the Friends of Steeple Ashton in support of the equipment maintenance costs and the Trustees would establish whether this could be released. Cllr Petrie confirmed she was content to act as the liaison member in all matters relating to Luffenham Meadow. Members discussed maintenance requirements and Cllr Petrie highlighted that support could be sought from local residents. Members expressed their agreement, subject to formal resolution, to take on the lease for one year (to be reviewed before renewal) and noted that there would be no financial liability for the Council for this initial period. It was noted that the Council would need to seek advice on any proposed lease (which the Clerk would try to arrange) and any resolution made in formal session would therefore be subject to this. The Trustees confirmed they would proceed to arrange an extraordinary meeting to deal with the preparation of the lease.

	AGENDA ITEM
2024.29	Apologies for Absence and to consider the reasons given Cllr Tapper due to ill health, accepted.

2024.30	<p>Declarations of Interest and Dispensations to Participate</p> <p>None.</p>
2024.31	<p>Minutes of Council Meetings</p> <p>The minutes of a meeting of the Parish Council held on 3rd June 2024 were approved for accuracy and adopted (proposed Cllr Jones, seconded Cllr Petrie).</p>
2024.32	<p>Wiltshire Council Report</p> <p>Wiltshire Councillor Seed promoted the availability of grants from the Area Board, which was next scheduled to meet in September. Cllr Petrie asked whether funding could be available for any enhancement of the changing rooms (later agenda item refers) and this was so confirmed (on a match funding basis), with it being reported that the application would need to come from a local organisation/group rather than the PC, which was a precepting authority. Cllr Seed encouraged an early submission of any application.</p>
2024.33	<p>Planning Applications and Consultations</p> <p>PL/2024/05542 - 11 Common Hill, Steeple Ashton, Trowbridge, BA14 6EE - First floor rear extension to create a bedroom – No objection.</p> <p>PL/2024/05056 – Sundial House, 19 High Street, Steeple Ashton, Trowbridge, BA14 6EL - Install a new kitchen/diner into the existing 'reception room'. Decommission the existing ground floor WC return the space to be used as an open under stairs storage, Partition the existing kitchen to form a small office, entrance vestibule and laundry/utility, Partition the existing utility room into a new WC and boiler room/store– No objection.</p> <p>Members received and considered planning applications received after the issue of the agenda (<i>where the response time fell outside of the meeting schedule</i>).</p> <p>PL/2024/05059 - Sundial House, 19 High Street, Steeple Ashton, Trowbridge, Wilts, BA14 6EL - Replacement of existing damp and failing suspended floors to the front of the house with insulated solid floor – No objection.</p> <p>PL/2024/05726 – Homestead House, Vicarage Lane, Steeple Ashton, Trowbridge BA14 6HH - Holly tree - 10% Crown reduction and thinning – No objection.</p> <p>PL/2024/05811 - 1 Silver Street, Steeple Ashton, Trowbridge, BA14 6HB - Demolition of most of single storey rear offshoot extensions to existing dwelling and formation of proposed 2 storey rear extension including related external works – No objection.</p>
2024.34	<p>Neighbourhood Plan</p> <p>Cllr Leonard reported that the NPSG had reviewed the outcomes of the last consultation and recent site assessment and 5 sites had been identified to be taken forward, as scoring best against the criteria and consultation comments. The</p>

	<p>planning consultants would carry out the further assessments required and the Clerk would chase them for detail as to any application required for grant funding.</p>
2024.35	<p>Events on Council owned land</p> <p>a) Members received and considered information from the insurance company regarding the requirements relating to events planned on Council owned land (previously circulated). Members discussed the arrangements which would be required if any such events were <i>not</i> organised by the Parish Council. It was noted that the insurance policy could be endorsed to provide cover for non PC organised events subject to the necessary forms and risk assessments being completed. The Clerk was asked to publicise the requirement for groups wishing to hold events on Council owned land to complete an event form and risk assessment document. It was also agreed to seek information from the insurer as to the costs of endorsing the policy as aforementioned.</p> <p>b) Members considered the previously circulated proposal for a Dog Show to be held at St Mary's Playing Field in September 2024 and it was agreed that, as the event was being organised by a Parish Council working group, it would be covered under the PC insurance. Cllr Petrie provided information on the plans for the event. Permission for the use of the playing field was duly given, subject to production of risk assessment documents.</p>
2024.36	<p>Luffenham Meadow</p> <p>Members confirmed the future arrangements for Luffenham Meadow (discussion under public consultation refers) and it was formally resolved that the Council would take on the lease for an initial period of one year, subject to the approval of the lease documents (proposed Cllr Yates, seconded Cllr Cottle).</p>
2024.37	<p>St Mary's Playing Field Changing Rooms</p> <p>Members discussed the future plans for the changing rooms (reports previously circulated; June minutes refer). The Chair spoke to the item, highlighting the annual cost to the Council of £500 due to the standing charges associated with utility connections in place.</p> <p><i>Standing Orders were suspended in order to enable a resident to address the Council.</i></p> <p>A local resident highlighted the maintenance support provided by volunteers in the parish, which was, at present, organised on an ad hoc basis. The provision of a central hut for volunteers would be of great benefit to them and the community. It had therefore been proposed that the Parish Council identifies a steering group or lead to take this project forward and offer the changing rooms as a workshop and meeting room. The Chair reported that his recent call for volunteers to support the establishing of the hut had generated only one response. Cllr Yates stated the view that if the Council re-presented this call for support with definite plans for the use of the changing rooms, a greater level of interest could be generated. The potential costs of renovating the changing rooms was noted, with it being felt that perhaps a more appropriate 'shed' could be provided at a similar or reduced cost. Members</p>

	<p>discussed the work required to the existing unit and the resident felt that this would need to be agreed by the steering group or lead, with the first action being to promote the project. The Council would therefore need to confirm that the changing rooms could be available for this purpose. Members considered deferring the final decision until the level of local interest and requirements for the hut had been properly established. Having so considered, it was pointed out by the resident that it would be difficult to recruit volunteers and generate interest without a building for the hut being available. The Chair reported that he had sought a valuation on the changing rooms but due to the condition of the unit no value had been attributed to them. Cllr Petrie suggested that the changing rooms could be reconfigured and made more visually attractive, with support for the work being sought locally. Having access to water and electricity available on the field was also felt to be a support for local events.</p> <p><i>At this point Standing Orders were reinstated.</i></p> <p>Following debate, it was resolved that the Council was minded to provide a facility of some kind for a community hut group however, any final decision would be deferred until further information was received (refer above for detail) (proposed Cllr Leonard, seconded Cllr Cottle).</p>
<p>2024.38</p>	<p>Financial Reports (reports previously circulated) Members received, noted and adopted the below listed reports:</p> <ul style="list-style-type: none"> a) List of payments and receipts May 2024 b) Bank Reconciliation Statement as at 31st May 2024 c) Financial Position Statement as at 31st May 2024 d) Budget Report as at 31st May 2024 <p>e) Members approved the list of payments June 2024; 11 payments due in the total amount of £3,678.70 (list previously circulated) (proposed Cllr Jones, seconded Cllr Yates).</p>
<p>2024.39</p>	<p>Wiltshire Pension Fund – Discretions Policy (previously circulated) Members considered for approval the draft Discretions Policy as required by the Wiltshire Pension Fund, which was duly adopted (proposed Cllr Leonard, seconded Cllr Cottle).</p>
<p>2024.40</p>	<p>Fixed Asset Register Members discussed the method for the required review of the PC’s Fixed Asset Register (June minutes refer; Internal Audit Action Point) and agreed that photographs of assets would be linked to the register in order to provide more detail on each asset. The issue relating to the reinstatement values of the Council’s assets would be dealt with via review at the next Council meeting. The Clerk would email a copy of the Asset Register out to members with the Chair subdividing the list into areas for each member.</p>

2024.41

Council, Councillor and Clerk Reports

Members received the below reports and update from clerk and members including:

- a) Community Policing – Cllr Tapper had sent apologies for absence, no report.
- b) Highways and LHFIG – Cllr Tapper had sent apologies for absence. Cllr Jones reported that the Parish Steward had recently attended the parish and had completed all the tasks requested. Cllr Jones reported that the pavement edges and kerbs along the High St had been weed killed and members noted that some potholes had now been filled in.
- c) Applications for defibrillator funding – the Parish Clerk reported that a bid had been submitted to the central government fund and other suitable grant funding was being identified. It was noted that the British Heart Foundation fund was due to open in September 2024.
- d) Proposed Community First Aid Course – Cllr Leonard reported that he had received correspondence from a resident suggesting that a course would be useful. Cllr Yates had a training contact and would make an approach. Members agreed that a course would be beneficial and would be arranged for early autumn.
- e) St Mary's Playing Field – Cllr Petrie reported the following:
 - a. Information on the plans for the playing field and the associated timeline had been included in the recent Parish Magazine.
 - b. The working group was meeting w/c 8th July 2024. It was reported that the Chair had now stepped down. Cllr Yates had agreed to support the working group and assist with fundraising.
 - c. The working group had narrowed down potential suppliers for the new play equipment to two companies. The Area Board would be approached for grant funding.
 - d. A total of £14,000 was now available for the project, with £4,500 of this being raised by the group.
 - e. The 5-a-side pitch was due to be installed and cricket nets and a petanque were also due to be in place for the summer holidays.
 - f. Continuing issues with the grass cutting were reported; the contractor was still not cutting the grass short enough and this, together with the fortnightly cut, meant that the arisings left on the field were creating difficulties in using the field. Cllr Cottle would liaise with his contact to try and resolve this issue with the contractor. It was agreed to keep this under review as, if the works specification was not being met satisfactorily, further action may be required.
 - g. The Clerk was asked to double check whether the apparent over charging on electricity for the changing rooms had been resolved.
 - h. Cllr Jones reported that he had received an offer for an oak sapling. It was agreed this would be appropriate for the playing field.

2024.42	Correspondence None.
2024.43	Village Newsletter No submission required; the summer edition had been published and the next edition was not due until September.
2024.44	Date of next meeting Monday 2 nd September 2024 – Full Council meeting. Members noted that the Council planned to recess during August; a meeting would only be convened in the event of any urgent planning business.

There being no further business the meeting was closed at 8.50 pm.