

# 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 2<sup>nd</sup> September 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

28<sup>th</sup> August 2024

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.*

|                             | <b>AGENDA ITEM</b>  |
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| <b>2024.51</b><br>1 minute  | <b>Apologies for Absence and to consider the reasons given</b><br>To receive apologies for absence and to consider the acceptance thereof.  |
| <b>2024.52</b><br>1 minute  | <b>Declarations of Interest and Dispensations to Participate</b><br>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.<br>b) To receive any dispensation requests received by the Parish Clerk and not previously considered.  |
| <b>2024.53</b><br>2 minutes | <b>Minutes of Council Meetings</b><br>To confirm and sign as a correct record the minutes of a meeting of the Parish Council held on <b>1<sup>st</sup> July 2024</b> (copy attached) and <b>29<sup>th</sup> July 2024</b> (copy attached).  |
| <b>2024.54</b><br>5 minutes | <b>Wiltshire Council Report</b><br>To receive any report available from Wiltshire Councillor Seed and to agree any actions required by SAPC in relation to his report and updates.  |
| <b>2024.55</b><br>3 minutes | <b>Planning Applications</b><br><b>PL/2024/07041</b> - 5 Silver Street, Steeple Ashton, Trowbridge, BA14 6HB - Retrospective application for the conversion and alteration of existing stable to create annexed accommodation and continued use of yard and garage for domestic use.<br><b>PL/2024/06836</b> - Sundial House, 19 High Street, Steeple Ashton, Trowbridge, BA14 6EL - Replacement of existing kitchen and relocation to a different area, creating new |

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|                                     | <p>partition walls in existing rooms that provide new utility room, office, WC and plant room. Replacement of existing window with new.</p> <p><b>PL/2024/07359</b> - The Sanctuary, 9 Dark Lane North, Steeple Ashton, Trowbridge, BA14 6EY - The proposal seeks the creation of a new entrance door on the 19th Century wing of the house, where a window is currently located.</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>   |
| <p><b>2024.56</b><br/>5 minutes</p> | <p><b>Planning Consultations</b></p> <p>a) <b>Consultation on the pre-submission draft Gypsies and Travellers Development Plan Document</b> – To determine the Council’s response to the draft DPD (previously circulated).</p> <p>b) <b>Proposed reforms to the National Planning Policy Framework</b>– To determine the Council’s response to the proposed reforms to the NPPF - information can be viewed at <a href="https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system">https://www.gov.uk/government/consultations/proposed-reforms-to-the-national-planning-policy-framework-and-other-changes-to-the-planning-system</a></p> |
| <p><b>2024.57</b><br/>3 minutes</p> | <p><b>Neighbourhood Plan</b></p> <p>To receive any available update from the Neighbourhood Plan Steering Group including consideration of the identification of priorities for the expenditure of funds which arise from the Community Infrastructure Levy on new development.</p>  |
| <p><b>2024.58</b><br/>5 minutes</p> | <p><b>Events on Council owned land</b></p> <p>To receive an update from the Clerk on the costs associated with endorsing the Council’s insurance policy to cover events not being organised by the PC (July minutes refer; to be tabled)</p>  |
| <p><b>2024.59</b><br/>5 minutes</p> | <p><b>Luffenham Meadow</b></p> <p>To receive any available update on the draft lease for Luffenham Meadow (July minutes refer)</p>  |
| <p><b>2024.60</b><br/>5 minutes</p> | <p><b>Community Hut for Steeple Ashton</b></p> <p>To receive an update on the interest generated in establishing a Community Hut for Steeple Ashton and further consider the appropriateness of re-designating the St Mary’s Playing Field changing rooms for this purpose (July minutes refer)</p>   |
| <p><b>2024.61</b><br/>5 minutes</p> | <p><b>Financial Reports</b> (reports to follow)</p> <p>a) To receive a list of payments and receipts June - August 2024</p> <p>b) To receive Bank Reconciliation Statement as at 31<sup>st</sup> August 2024</p> <p>c) To receive a Financial Position Statement as at 31<sup>st</sup> August 2024</p> <p>d) To receive and note the Budget Report as at 31<sup>st</sup> August 2024</p> <p>e) To receive and approve the list of payments August 2024 (to follow on receipt of monthly payroll)</p> <p>f) To receive and note the External Audit Report for 2023/24 (previously circulated)</p>  |

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| <p><b>2024.62</b><br/>10<br/>minutes</p> | <p><b>Council, Councillor and Clerk Reports</b><br/>To receive any reports and update from clerk and members including:</p> <ul style="list-style-type: none"> <li>a) Community Policing – Cllr Tapper</li> <li>b) Highways and LHFIG – Cllr Tapper</li> <li>c) Proposed Community First Aid Course – Cllr Leonard</li> <li>d) St Mary’s Playing Field – Cllr Petrie</li> <li>e) Defibrillator grants – Parish Clerk</li> <li>f) Fixed Asset Register Review – Parish Clerk</li> <li>g) War Memorial (overhanging vegetation) – Chairman and Parish Clerk</li> <li>h) Village Hall as Emergency Support area – Cllr Leonard</li> </ul> |
| <p><b>2024.63</b><br/>5 minutes</p>      | <p><b>Correspondence</b><br/>None at time of issue.</p>  |
| <p><b>2024.64</b><br/>1 minute</p>       | <p><b>Village Newsletter</b><br/>To agree items for inclusion in the next edition of the newsletter.</p>   |
| <p><b>2024.65</b><br/>1 minute</p>       | <p><b>Date of next meeting</b><br/>Monday 7<sup>th</sup> October 2024 – Planning Only (if required)</p>  |