

# STEEPLE ASHTON PARISH COUNCIL

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

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Minutes of a meeting of the Parish Council held on  
**Monday 2<sup>nd</sup> September 2024** at 7.30 pm in the Village Hall.

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

**In attendance:** Nicola Duke (Parish Clerk), Wiltshire Councillor J Seed and 11 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
2024.51	<b>Apologies for Absence and to consider the reasons given</b> Cllr Dallison due to work commitments, accepted.
2024.52	<b>Declarations of Interest and Dispensations to Participate</b> Cllr Cottle declared an interest in planning applications PL/2024/07359 - The Sanctuary and PL/2024/07041 - 5 Silver Street as a neighbour to both properties.  Cllr Yates declared an interest in planning application and PL/2024/07041 - 5 Silver Street as a neighbour.
2024.53	<b>Minutes of Council Meetings</b> The minutes of a meeting of the Parish Council held on <b>1<sup>st</sup> July 2024</b> were approved for accuracy and adopted (proposed Cllr Leonard, seconded Cllr Cottle) and the minutes of a meeting of the Parish Council held on <b>29<sup>th</sup> July 2024</b> were approved for accuracy and adopted (proposed Cllr Leonard, seconded Cllr Jones).
2024.54	<b>Wiltshire Council Report</b> <i>At this point Standing Orders were suspended to enable members of the public to ask questions of Cllr Seed and address the Council.</i>  The Chair outlined that the Parish Council had sought an extension to respond to the Gypsy and Traveller DPD consultation, in order to enable members to attend WC webinars and drop in sessions prior to making any decisions.  Wiltshire Councillor Seed spoke to the Gypsy & Traveller (G&T) Development Plan Document (DPD) consultation outlining that central government had set targets for the gypsy and traveller community which were in the same vein as local housing

	<p>targets. He reported that this was an involved process and that the allocation of sites was important in order to manage where the communities settled. A number of sites had been allocated in the DPD and communities were able to comment on the proposals however, it was important that comments were limited to valid planning issues.</p> <p>The Council then heard from members of the public having confirmed that the proposals were for the addition of another 12 pitches within a 3 mile radius of the parish, with 2 sites currently within the planning process. Members noted the comments made by members of the public, who were asked to send any representations they wish the Parish Council to have regard to into the Parish Clerk. It was noted that there were 2 pitches proposed with the parish and that the consultation on the DPD closed on 4<sup>th</sup> October 2024.</p>
<p><b>2024.55</b></p>	<p><b>Planning Applications</b></p> <p><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 - Support (proposed Cllr Petrie, seconded Cllr Leonard). A resident commented on the increasing number of retrospective applications. The comment was noted.</p> <p><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 partition walls in existing rooms that provide new utility room, office, WC and plant room. Replacement of existing window with new – Support (proposed Cllr Yates, seconded Cllr Petrie).</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 – Support (proposed Cllr Leonard, seconded Cllr Yates).</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><i>At this point Standing Orders were re-instated.</i></p>

2024.56	<p><b>Planning Consultations</b></p> <p>a) <b>Consultation on the pre-submission draft Gypsies and Travellers Development Plan Document</b> – Members considered the Council’s response to the draft DPD (previously circulated) and agreed that the Council would consider its response at the October PC meeting, subject to the grant of the requested extension. Should an extension not be granted the Clerk and Chair would liaise in terms of managing a process to submit comments.</p> <p>b) <b>Proposed reforms to the National Planning Policy Framework</b> – Members considered the Council’s response to the proposed reforms to the NPPF and resolved that it would defer to the work being carried out by NALC.</p>
2024.57	<p><b>Neighbourhood Plan</b></p> <p>Cllr Leonard reported that the NPSG had not met in August. Information was now starting to come back on the five shortlisted sites and the planning consultants would be considering this and reporting to the next meeting scheduled for 26<sup>th</sup> September 2024. The elements of the main plan document were also being worked on and would continue to be progressed throughout the year.</p>
2024.58	<p><b>Events on Council owned land</b></p> <p>The Clerk reported, on further investigation, it had been confirmed that the Council’s insurance policy would not cover events not being organised by the PC. Members agreed that the PC would support events where appropriate and, where this was not felt to be appropriate, other organisers could take out their own insurance. The Clerk would report this via the newsletter and website with event organisers being asked to approach the Council two months prior to any planned event, where possible.</p>
2024.59	<p><b>Luffenham Meadow</b></p> <p>The Clerk reported that a draft lease for Luffenham Meadow had not yet been received. Cllr Petrie reported that this was being prepared and would be with the Council in time for the next meeting.</p>
2024.60	<p><b>Community Hut for Steeple Ashton</b></p> <p>Members received an update on the interest generated in establishing a Community Hut for Steeple Ashton. Cllr Leonard reported that he had heard there had only been one expression of interest in supporting the initiative. Following debate, it was agreed that the Clerk would obtain a valuation on the changing rooms so that consideration could be given to the sale of the units.</p>

<p><b>2024.61</b></p>	<p><b>Financial Reports</b> (reports previously circulated)  The below reports were received and noted (proposed Cllr Leonard, seconded Cllr Cottle):</p> <ul style="list-style-type: none"> <li>a) List of payments and receipts June - August 2024</li> <li>b) Bank Reconciliation Statement as at 31<sup>st</sup> August 2024</li> <li>c) Financial Position Statement as at 31<sup>st</sup> August 2024</li> <li>d) Budget Report as at 31<sup>st</sup> August 2024</li> <li>e) List of payments August 2024 - would follow on receipt of monthly payroll.</li> <li>f) Members received and noted the External Audit Report for 2023/24 (previously circulated). The Clerk would arrange for the appropriate notice to be published.</li> </ul>
<p><b>2024.62</b></p>	<p><b>Council, Councillor and Clerk Reports</b>  Members received the following reports:</p> <ul style="list-style-type: none"> <li>a) Community Policing – Cllr Tapper reported that: <ul style="list-style-type: none"> <li>a. He had contacted the Policing Team with a view to setting a date for a visit to the shop in September/October.</li> <li>b. He would obtain an update on how the visit of the mobile unit had worked.</li> <li>c. Members were asked to let Cllr Tapper know of any local events to which the policing team could be invited.</li> <li>d. Members agreed that there had been a noticeable increase in police visibility in the parish.</li> </ul> </li>   <li>b) Highways and LHFIFG – Cllr Tapper reported that: <ul style="list-style-type: none"> <li>a. LHFIFG had last met on 15th August 2024.</li> <li>b. The agreed works in the village were up to date.</li> <li>c. Costs for the proposed second entrance to St Mary’s from Sandpits were being developed and would be presented to the next LHFIFG meeting.</li> </ul> </li>   <li>c) Proposed Community First Aid Course – Cllr Yates would liaise with her contact to obtain some dates for an introductory level course and would then liaise with the Parish Clerk to take this forward.</li>   <li>d) St Mary’s Playing Field – Cllr Petrie reported the following: <ul style="list-style-type: none"> <li>a. The kick wall debris had not yet been removed. Cllr Cottle would chase the contractor and, if the work was not completed by 15<sup>th</sup> September, an alternative contractor would be sought.</li> <li>b. The tunnels were due to be delivered and, after discussion, it was agreed that it would be more appropriate for these to be delivered to Cllr Cottle rather than directly to site. Cllr Petrie would make the necessary arrangements.</li> <li>c. A report was given on the plans to install a pond at St Mary’s. Having discussed the insurance and health and safety implications it was</li> </ul> </li> </ul>

agreed to ask for this project to be put on hold until the PC had had a chance to consider the proposals in detail.

- d. The issues with the football nets over the summer holiday were noted and it was felt that the damage was caused by usage and not due to any vandalism.
  - e. It was noted that the 2 x A4 cricket signs were needed. The Clerk would arrange for these to be ordered and delivered to Cllr Petrie.
  - f. It was reported that the grounds maintenance contractor had visited two weeks on the trot to get the field cut to the required levels and that this had been very successful.
  - g. The petanque project was progressing and quotes were being sought for the pump track.
  - h. The temporary goal posts would now be removed and Cllr Cottle would take down the other 2 goals as well as the old green noticeboard by the gate.
- e) Defibrillator grants – the Parish Clerk reported that the central government grant scheme had been suspended and notification would be sent once this had been re-opened (post-election decision). An application would now be made to the British Heart Foundation scheme, which was re-opening in September 2024. Cllr Tapper reported that he was due to carry out a site visit with Wessex Water to check the suitability of the proposed location and would explore with WW whether there would be any funding available for the project.
- f) Fixed Asset Register Review – the Parish Clerk reported that one final set of photographs was awaited. Once received, the revised register would be re-presented to Council together with some recommendations as to required adjustments to insurance levels for certain items. Members noted that two benches (village green and Acreshort Lane) were rotten and needed to be replaced. The Clerk would obtain quotations and ensure that the bench for the village green matched the other bench at that location.
- g) War Memorial (overhanging vegetation) – Cllr Tapper reported that SAGE had offered to take on the ‘green’ maintenance of the war memorial, an offer which was welcomed and accepted. Members would await a report from SAGE as to any further works required and the Cllrs Tapper and Yates would liaise in respect of getting the overhanging vegetation attended to.
- h) Village Hall as Emergency Support area – Cllr Leonard reported that he had recently attended a WC event which had been looking at how communities could support themselves in the event of a long period of power cuts (4 days to a week). He informed members that he had been liaising with the Chair of the Village Hall Committee with a view to establishing the Hall as emergency support area. It had been confirmed that, with a small adaptation to the electrics, the Hall’s power could be run by generator. It was agreed that the Parish Council would explore this further and Cllr Leonard would seek to obtain quotes for the necessary works.

	<p>i) Parish Steward – Cllr Jones reported on a complaint which had been received regarding the cutting back of ragwort and Cllr Jones confirmed that he had asked the Steward to carry out this work. Cllr Tapper confirmed he had liaised with Wiltshire Council to put the complaint into context and received a thank you for that clarification.</p> <p>j) CSW – Members had received a report providing information on recent CSW sessions, a summary of which would be included in the next newsletter copy. In response to a comment Cllr Tapper confirmed that, whilst the CSW scribes needed to stand back from the road for safety reasons, the person operating the device would need to be visible in order to get a lock on the vehicle.</p>
<b>2024.63</b>	<p><b>Correspondence</b> None.</p>
<b>2024.64</b>	<p><b>Village Newsletter</b> The following items were agreed for inclusion in the next edition of the newsletter:</p> <ul style="list-style-type: none"> <li>• External Audit</li> <li>• Planning</li> <li>• Events on Council owned land</li> <li>• CSW/speed enforcement information as per item .62 above</li> </ul>
<b>2024.65</b>	<p><b>Date of next meeting</b> Monday 7<sup>th</sup> October 2024 – Planning and Consultations Only</p>

There being no further business the meeting was closed at 8.55 pm.