

# 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 7<sup>th</sup> October 2024** at 7.30 pm in the Village Hall.

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

**In attendance:** Nicola Duke (Parish Clerk), Wiltshire Councillor J Seed and 4 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
2024.66	<b>Apologies for Absence and to consider the reasons given</b> Cllr Leonard, due to a prior commitment, accepted.
2024.67	<b>Declarations of Interest and Dispensations to Participate</b> Cllr Cottle declared an interest in planning application PL/2024/07946 as a neighbour to the site.
2024.68	<b>Minutes of Council Meetings</b> The minutes of a meeting of the Parish Council held on <b>2<sup>nd</sup> September</b> were approved for accuracy and adopted (proposed Cllr Dallison, seconded Cllr Jones).
2024.69	<b>Wiltshire Council Report</b> Wiltshire Councillor Seed reported the following: <ul style="list-style-type: none"><li>• He had been contacted by residents regarding flooding/drainage issues on Common Hill; these had been forwarded to WC officers and a site visit had been carried out. It had been confirmed that two gullies were blocked and these would be cleared. Cllr Seed advised that the fastest way to obtain action on such issues was for residents to report via the myWilts app.</li><li>• It had been confirmed by central government that changes would be made to the National Planning Policy Framework in November; this would result in the current 4 year housing land supply requirement being reinstated to a 5 year housing land supply. This was expected to increase the number of speculative planning applications in the county and, at the current time, it was unclear as to how successful Neighbourhood Plans (whether made or emerging) would be in defending such applications. It was hoped that site allocations within</li></ul>

	Neighbourhood Plans would carry some weight in determining speculative applications.
<b>2024.70</b>	<p><b>Planning Applications</b></p> <p><b>PL/2024/07946</b> - Elmhurst, Southbrook Lane, Steeple Ashton, Trowbridge, BA14 6HW - Proposed change of use of agricultural field to domestic site and re-siting of Solar Panels from roof of dwelling to be demolished for a new dwelling Approval for new dwelling is PL/2024/05952 – It was agreed to submit a comment to the Case Officer querying why the site needed to be re-designated as residential land.</p> <p><b>PL/2024/05811</b> - 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 (proposed Cllr Yates, seconded Cllr Cottle).</p> <p><b>PL/2024/08522</b> - The Old Merchants Hall, 40 High Street, Steeple Ashton, Trowbridge, Wilts, BA14 6EU - Replace and repair front door and frame – No objection noted Heritage Officer will work with owners (proposed Cllr Cottle, seconded Cllr Jones).</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>
<b>2024.71</b>	<p><b>Consultation on the pre-submission draft Gypsies and Travellers Development Plan Document</b></p> <p>Members retrospectively approved the Council’s response to the draft DPD, which had been agreed at an informal PC meeting (previously circulated) (proposed Cllr Dallison, seconded Cllr Cottle).</p>
<b>2024.72</b>	<p><b>Neighbourhood Plan</b></p> <p>The Chair confirmed that a meeting of the Steering Group had taken place the previous week. There was no full report from this as such although Cllr Leonard had confirmed that work continued to move forward.</p>
<b>2024.73</b>	<p><b>Luffenham Meadow</b></p> <p>The Clerk reported that the draft lease for Luffenham Meadow (September minutes refer) had been received and was now with a solicitor for advice and comment. A report would be presented to the November PC meeting.</p>
<b>2024.74</b>	<p><b>Changing Rooms, St Mary’s Playing Field</b></p> <p><i>At this point Standing Orders were suspended in order to enable residents and reps of the working group to address the Council.</i></p> <p>Two residents addressed the Council to express their concerns at the potential removal of the changing rooms, highlighting the benefit these provided for community events and the substantial costs involved in providing portable toilets for planned events. The Chair reported that Cllr Leonard had obtained a valuation on</p>

	<p>the changing rooms at St Mary’s playing field (July minutes refer) in the amount of £2,000 however, this had been as part of a fact gathering exercise and he confirmed that no decision had been taken in respect of the future of the changing rooms. He clarified for members of the public that the Parish Council had not taken a decision that these should be removed. He further confirmed that the utility supplies to the changing rooms had not been disconnected and that the running costs for the facility were approx. £500 per annum.</p> <p>Members considered the future plans for the units. Following debate, it was agreed that the Parish Council would investigate the cost of refurbishing the units; to remove the showers which were no longer required and potentially provide a kitchenette and seating area.</p>
<p><b>2024.75</b></p>	<p><b>St Mary’s Playing Field</b></p> <p>The Chairman confirmed that the work relating to the development of the playing field and recreation areas would be a standing agenda item for future PC meetings. The representatives from the working group were thanked for their work and for attending the meeting.</p> <p>The below items were considered, with input from the representatives of the working group:</p> <ul style="list-style-type: none"> <li>a) Arrangements for the installation of petanque equipment – it was noted that the Rec Group had sent through an indicative plan for the size and siting of the petanque equipment and the group confirmed that the plans had been reduced from 4 courts to 2 courts. Members discussed the proposed location, highlighting the importance of the courts being situated in such a way as to enable continued vehicular access to the field and the changing rooms, should this be required. Following debate, members resolved to approve the plans for the 2 court petanque.</li> <li>b) Tree planting plan- information had been tabled and a representative of the Rec Group provided background to the project confirming that funding and support was available for the project; with additional funding being available for a 14 year maintenance period (such funds to be ringfenced by the Parish Council). The Chair highlighted the work done at Bulkington, encouraging members to visit the site to see what could be achieved. Members discussed the need for any planting plan to protect the key views being established via the emerging Neighbourhood Plan and for the work to be planned in such a way as not to cause further disruption at other stages of the work planned for the field. Following debate, it was agreed to approve the project for commencement; subject to the provision of further detail as to the exact planting scheme, including information on the species of trees/shrubs to be planted. The Rec Group confirmed that a site meeting would be arranged with the WC Woodland Officer, which the PC could attend.</li> <li>c) Potential creation of a pond – the Clerk confirmed that the insurance company had indicated cover would be in place, subject to the pond being</li> </ul>

	<p>installed following appropriate guidance, suitable safety measures being in place and a thorough risk assessment being undertaken. There would be no additional premium due. Members discussed the potential project, noting that the Rec Group had obtained support and funding from Wessex Water for the installation of the pond, had sourced an appropriate company to provide the lining, would obtain support to fill the pond (potentially via Wessex Water or the local fire brigade) and were planning to dig the pond using volunteer labour. It was also confirmed that the pond would have a gradual decline to a maximum depth of 1m with spoil being used to create bunds to the rear and butterfly banks to the side. Following debate, it was resolved to approve the installation of a pond at a maximum size of 10 m x 10 m, subject to the requirements of the insurer being met (proposed Cllr Cottle, seconded Cllr Yates).</p> <p><i>At this point Standing Orders were reinstated.</i></p>
<p><b>2024.76</b></p>	<p><b>Financial Reports</b> (reports previously circulated)  The below listed reports were noted and adopted (proposed Cllr Dallison, seconded Cllr Petrie):</p> <ul style="list-style-type: none"> <li>a) List of payments and receipts September 2024</li> <li>b) Bank Reconciliation Statement as at 30<sup>th</sup> September 2024</li> <li>c) Financial Position Statement as at 30<sup>th</sup> September 2024</li> <li>d) Budget Report as at 30<sup>th</sup> September 2024</li> </ul> <p>e) The list of payments due October 2024 were approved for payment (proposed Cllr Dallison, seconded Cllr Petrie).</p>
<p><b>2024.77</b></p>	<p><b>Council, Councillor and Clerk Reports</b>  Reports and update from clerk and members were tabled as listed:</p> <ul style="list-style-type: none"> <li>a) Community Policing – Cllr Tapper reported that the Police Officer assigned to the Neighbourhood Policing Team had moved on and there had been no updates as to a replacement as yet. Cllr Tapper would chase this as well as ensuring the continuation of the police attending regular meetings in the village shop.</li> <li>b) Highways and LHFIFG – No report.</li> <li>c) Proposed Community First Aid Course – Cllr Yates reported that she had spoken to the organiser who had requested further detail as to what was planned for the training session. It was confirmed that the event would be held for any local resident who wished to attend and would cover a basic introduction to first aid and the use of a defibrillator. The event would be funded by the PC. Cllr Yates would take this information back to her contact.</li> <li>d) Defibrillator grants – the Parish Clerk reported that the Parish Council had been awarded and had accepted a central government grant for a</li> </ul>

	<p>defibrillator via London Hearts. The match funding due of £750 had been approved under agenda item 2024.76 e) above. The Chair reported that a stand to fix the unit to the fence would be required and he and the Clerk would liaise to organise this.</p> <p>e) Village Hall as Emergency Support area – Cllr Leonard had sent apologies for absence and the item would be referred to the November PC meeting.</p> <p>f) SAGE and the maintenance of the War Memorial – A representative from SAGE reported that the group was taking over the maintenance of the war memorial; had arranged for trees to be cut back, planters to be installed and a bench to be added. The Parish Council approved the plans and extended its thanks to SAGE for its work.</p> <p>g) Dog Show 2025 – The organiser reported that the event was potentially unviable if funds needed to be spent on the provision of portaloos and confirmed that any such portaloos would need to be insured whilst on site. Members noted that the existing changing rooms might still be available for the event (planned for May 2025) and confirmed that, if this was not the case, the PC might be able to contribute to the hire of toilets. It was suggested that Acreshort Park could be a suitable alternative for community events, given that facilities were available on site. The organiser also reported that it was the intention to obtain sponsorship for the Dog Show.</p> <p>h) Wiltshire Council Volunteer Day – Cllr Tapper reported that the work suggested for the Volunteer Day had not fallen within the remit of the support available. This being the case, he would revert to WC with a list of areas requiring strimming, which would include footpaths and rights of way. Members were asked to submit suggestions to the Chair via email.</p> <p>i) Dog bins/bins – the Clerk reported that some actions relating to bins in the parish had been agreed in September 2023 and not been actioned. These would now be taken forward. Cllrs Tapper, Leonard and Jones would investigate and confirm with the Clerk what support if any was needed.</p>
<p><b>2024.78</b></p>	<p><b>Correspondence</b> None.</p>
<p><b>2024.79</b></p>	<p><b>Village Newsletter</b> The below listed items were agreed for inclusion in the next edition of the newsletter:</p> <ul style="list-style-type: none"> <li>• Update on the plans for the Changing Rooms</li> <li>• Planning information</li> <li>• Report on planned works re: bins/dog bins</li> <li>• WC Volunteer Day report</li> <li>• Thanks to SAGE for the War Memorial</li> <li>• Defibrillator grant and installation</li> </ul>

<b>2024.80</b>	<b>Date of next meeting</b> Monday 4 <sup>th</sup> November 2024.
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There being no further business the meeting was closed at 9.05 pm.