

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

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

**In attendance:** Nicola Duke (Parish Clerk), Wiltshire Councillor J Seed 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: None.

	<b>AGENDA ITEM</b>
<b>2024.81</b>	<b>Apologies for Absence and to consider the reasons given</b> Cllr Cottle.
<b>2024.82</b>	<b>Declarations of Interest and Dispensations to Participate</b> None.
<b>2024.83</b>	<b>Minutes of Council Meetings</b> The minutes of a meeting of the Parish Council held on <b>7<sup>th</sup> October 2024</b> were approved for accuracy and adopted (proposed Cllr Jones, seconded Cllr Yates).
<b>2024.84</b>	<b>Wiltshire Council Report</b> Wiltshire Councillor Seed had no report. The Chairman raised the issue of reports received regarding the condition of some areas of the cobbled pavements, which Cllr Seed was aware of. He informed members that, should the parish wish for these to be replaced, they would need to be replaced with tarmac due to cost issues. Cllr Leonard confirmed that the cobbled pavements were listed as a heritage asset within the emerging Neighbourhood Plan. Residents were encouraged to report any issues with the pavements via myWilts.  Cllr Leonard asked Cllr Seed for an update on the status of WC's five year housing land supply and Cllr Seed reported that, at the present time, the Council was unable to meet a four year land supply. He reported that this was due to a lack of developer build out, sufficient planning permissions had in fact been granted to meet central government requirements but had not yet been developed. He was hopeful that developments were now commencing however, the situation with the land supply

	<p>figures would not alter unless either all permissions were exercised or the government changed the way in the which the figures were calculated.</p>
<p><b>2024.85</b></p>	<p><b>Planning Applications</b></p> <p><b>PL/2024/08959</b> – Sundial House, 19 High Street, Steeple Ashton, Trowbridge, BA14 6EL - Removal of existing floor structure to ground floor front rooms only and new floor structure installed – No objection.</p> <p><b>PL/2024/08767</b> -3 Silver Street, Steeple Ashton, Trowbridge, BA14 6HB - Demolition of existing single storey extension. Construction of next two storey extension with pitched roof – No objection.</p> <p><b>PL/2024/09244</b> - Church House, Vicarage Lane, Steeple Ashton, Trowbridge, BA14 6HH - Installation of 11 solar panels to the south west facing aspect of the slate pitched roof - No objection.</p> <p><b>PL/2024/09542</b> - 24 High Street, Steeple Ashton, Trowbridge, BA14 6EL - T1 - Yew – Fell – 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><b>PL/2024/09640</b> - 15A Church Street, Steeple Ashton, Trowbridge, BA14 6EW - T1 - Lightly trim conifer tree using hedge trimmers to shape. Remove 2 longer branches from top of canopy to shape. T2 - Section fell conifer tree next to shed to as close to ground level as possible. T3 - Crown reduce Quince tree by approximately 0.5-1m. Crown clean to remove deadwood and crossing branches –.No objection.</p> <p><b>PL/2024/09641</b> – Church Street House, 13 Church Street, Steeple Ashton, Trowbridge, BA14 6EW - G1 - Crown reduce group of Silver Birch trees by approximately 2m to leave a natural shape T2 - Section fell Yew tree to as close to ground level as possible due to being against neighbours wall T3 - Crown reduce Holly tree by approximately 1.5m and trim around the sides to shape T4 - Crown reduce Silver Birch tree by approximately 2.5m to leave a natural shape T5 - Crown reduce Silver Birch tree by approximately 1.5m to leave a natural shape – No objection.</p>
<p><b>2024.86</b></p>	<p><b>Neighbourhood Plan</b></p> <p>Cllr Leonard provided the following update from the Neighbourhood Plan Steering Group reporting that a set of criteria against which to assess planning applications had been agreed and sent to Wiltshire Council, together with plans for the four potential sites for housing allocations. The group now waited to hear whether WC felt a Strategic Environment Assessment was required (this was felt to be likely). A further public consultation was expected around Easter 2025 with the plan potentially being completed in January 2026. There had been a slight delay but the group was confident it was on track.</p>

2024.87	<p><b>Luffenham Meadow</b></p> <p>The Clerk reported that the draft lease for Luffenham Meadow (September minutes refer) was still being reviewed and the comments and suggestions would be an item for the December PC meeting. It was noted that a copy of the document would be sent to representatives of Luffenham Meadow when received.</p>
2024.88	<p><b>Changing Rooms, St Mary's Playing Field</b></p> <p>Members received an update on the Council's agreement to obtain quotations for a potential refurbishment of the Changing Rooms (October minutes refer); the Chair reported that Cllr Cottle had liaised with his contact to obtain a valuation for the units however, there had been no interest in purchasing them. Information on options and costings for repurposing the changing rooms would be further investigated. It was agreed that any further consideration of disposing/selling the units would be deferred until all other options had been investigated and considered. A replacement building more suitable for the purposes required was also being considered.</p> <p>A resident reported that she had visited the changing rooms and felt the structure to be solid and suitable for repurposing. There were some minor issues which needed to be attended to; including electric work and replacement of heaters. Funding opportunities had been identified. A detailed report would be brought to the PC for its consideration and members confirmed that all options for the future of the changing rooms would be carefully investigated and considered.</p>
2024.89	<p><b>St Mary's Playing Field</b></p> <p>a) Members received a report from the St Mary's Working Group and considered the draft planting plan (previously circulated) on which the PC's comments had been sought. Following debate, members agreed their support for the planting plan, with the following comments:</p> <ul style="list-style-type: none"> <li>• It was preferred that no sycamores be planted (noted not proposed on plan)</li> <li>• It was requested that consideration be given to including some elm and acer trees</li> <li>• That any planting around the petanque be deferred until the plans for the changing rooms had been established and that, when planting did take place, the trees used could be pollarded to provide shade for the pitch without height.</li> </ul> <p>b) Members considered a request that the Parish Council fund the provision of portaloos at the playing field for the dog show planned for 2025, should the changing room facilities not be available (previously circulated email correspondence refers) and it was resolved to approve the request with a further resolution that such support be issued not more than twice a year for village fund raising events and awarded on a first come first serve basis (proposed Cllr Leonard, seconded Cllr Petrie).</p>

<p><b>2024.90</b></p>	<p><b>Financial Reports</b> (reports previously circulated)  The below reports were noted and accepted (proposed Cllr Leonard, seconded Cllr Jones):</p> <ul style="list-style-type: none"> <li>a) To receive a list of payments and receipts October 2024 – the Clerk was asked to check two payments for accuracy.</li> <li>b) To receive Bank Reconciliation Statement as at 31<sup>st</sup> October 2024</li> <li>c) To receive a Financial Position Statement as at 31<sup>st</sup> October 2024</li> <li>d) To receive and note the Budget Report as at 31<sup>st</sup> October 2024</li> <li>e) To receive a list of Earmarked Reserves as at 31<sup>st</sup> October 2024</li>   <li>f) The list of payments due October for payment in November 2024 were approved as circulated (proposed Cllr Leonard, seconded Cllr Jones).</li> </ul>
<p><b>2024.91</b></p>	<p><b>Council, Councillor and Clerk Reports</b>  Reports and update from clerk and members were received as below:</p> <ul style="list-style-type: none"> <li>a) Community Policing – Cllr Tapper reported that there had been a visit of the policing team to the village in October, however this had been arranged at quite short notice and not well attended. The next visit was planned for December and would be publicised.</li>   <li>b) Highways and LHFIG – Cllr Tapper reported that there would be a meeting of LHFIG on 7<sup>th</sup> November that Cllr Jones would attend. Members would ask for the plans for a second entrance at Sandpits to be reinstated to the agenda.</li>   <li>c) Proposed Community First Aid Course – Cllr Yates reported that she had liaised with her contact and final proposals were being put together.</li>   <li>d) Defibrillator installation update – The Chair reported that the standing post had now been delivered and installation would take place as soon as practicable.</li>   <li>e) Village Hall as Emergency Support area – Cllr Leonard reported that he had raised this with the Management Committee, who were supportive, in principle, of the initiative. Quotes were being obtained for any changes required to the electrics to provide power for a generator; these would be reported to a future PC meeting.</li>   <li>f) Bins/dog waste bins – the Chair reported that he and Cllr Leonard were taking this forward, having regard to comments received from the public. Members agreed to look at providing multi-purpose bins for any requiring replacement and it was also agreed to slightly adjust the location of the bin near the pub slightly to the left and consider a site opposite The Butts for an additional bin.</li>   <li>g) Youth Provision – Cllr Petrie updated members on her initial plans to arrange activities for the youth in the village and members expressed their support for her plans. Proposals to add scalplings to soil at St Mary’s to create a temporary pump track were supported and referred to the Working Group</li> </ul>

	<p>for their consideration. Members agreed to fund any associated costs from existing budgets upto a maximum of £200.00.</p> <p>h) War Memorial – Members discussed correspondence received from SAGE regarding planned works at the War Memorial and agreed to meet the costs of required tree works (up to £400); plans for the installation of a small picket fence and additional planting were also approved. Members would review the sycamores adjacent to the war memorial and ascertain ownership. The Council thanked SAGE for its much appreciate work on this project.</p>
<b>2024.92</b>	<p><b>Correspondence</b> None.</p>
<b>2024.93</b>	<p><b>Village Newsletter</b> Members agreed items for inclusion in the next edition of the newsletter as listed:</p> <ul style="list-style-type: none"> <li>• Plans for the provision of temporary facilities for youth at St Mary’s</li> <li>• Potential Youth Club - contact information</li> <li>• Update on dog waste bins</li> <li>• Update on the recent WC volunteer day</li> <li>• Police visit December 2024</li> <li>• Defibrillator installation</li> </ul>
<b>2024.94</b>	<p><b>Date of next meeting</b> Monday 2<sup>nd</sup> December 2024 – Planning Only (if required)</p>

There being no further business the meeting was closed at 8.36 pm.