

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 3rd March 2025** 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

25th February 2025

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.*

	AGENDA ITEM
2024.113 1 minute	Apologies for Absence and to consider the reasons given To receive apologies for absence and to consider the acceptance thereof.
2024.114 1 minute	Declarations of Interest and Dispensations to Participate 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. b) To receive any dispensation requests received by the Parish Clerk and not previously considered.
2024.115 2 minutes	Minutes of Council Meetings To confirm and sign as a correct record the minutes of a meeting of the Parish Council held on 6th January 2025 (copy attached).
2024.116 5 minutes	Wiltshire Council Report To receive any report available from Wiltshire Councillor Seed and to agree any actions required by SAPC in relation to his report and updates.
2024.117 3 minutes	Planning Applications and Consultations PL/2025/01039 - 9A Common Hill, Steeple Ashton, Trowbridge, BA14 6EE - Construction/erection of timber framed garage in rear garden. Location shown on Block Plan. External size is 8.5m long x 4.6m wide. ridge height is 4.0m. Pitched roof at 35 degrees. Roof tiles in natural slate or artificial slate. 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>).

2024.118 3 minutes	Neighbourhood Plan To receive any available update from the Neighbourhood Plan Steering Group.
2024.119 2 minutes	Luffenham Meadow To receive a report from the Clerk on an issue with the draft lease previously approved (relating to insurance arrangements) and agree next steps.
2024.120 3 minutes	St Mary's Playing Field (Minutes of last meeting attached) To receive a report from the St Mary's Working Group and consider any actions required including a report from Cllr Petrie on grass cutting arrangements.
2024.121 5 minutes	Financials (January reports attached; February reports to follow) <ul style="list-style-type: none"> a) To receive a list of payments and receipts February 2025 b) To receive Bank Reconciliation Statement as at 28th February 2025 c) To receive a Financial Position Statement as at 28th February 2025 d) To receive and note the Budget Report as at 28th February 2025 e) To receive and approve the list of payments February 2025 f) To receive and consider a request for support to purchase a gazebo for use at village events – Cllr Petrie to report
2024.122 20 minutes	Parish Council Accounts Year Ending 31st March 2025 (report attached) To address administrative tasks relating to the preparation and submission of the accounts year ending 31 st March 2025 including: <ul style="list-style-type: none"> a) Appointment of the Internal Auditor b) Review of the Risk Registers c) Review of the Fixed Asset Register d) Review of the Earmarked Reserves e) Review of Financial Regulations f) Appointment of payroll provider for financial year 2025-26
2024.123 10 minutes	Council, Councillor and Clerk Reports To receive any reports and update from clerk and members including: <ul style="list-style-type: none"> a) Community Policing – Cllr Tapper b) Highways and LHFIFG – Cllr Tapper c) Proposed Community First Aid Course – Cllr Yates d) Village Hall as Emergency Support area – Cllr Leonard e) Bins/dog waste bins – Chair f) Youth Provision – Cllr Petrie g) SAVE – Cllrs Tapper and Leonard h) Changing Rooms, St Mary's – Cllr Leonard i) Website hosting costings and options – Parish Clerk
2024.124 1 minute	Correspondence None at time of issue.
2024.125 1 minute	Village Newsletter To agree items for inclusion in the next edition of the newsletter.
2024.126 1 minute	Date of next meeting Monday 7 th April 2025 – Planning Only (if required).
2024.127 1 minute	Confidential Information In view of the confidential nature of the business to be transacted following Agenda Item 2024.128 members are asked to consider resolving that the press and public be

	<p>excluded from this part of the meeting. <i>Such a resolution would be in accordance with the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2), which states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies."</i> Reason for exclusion – Staffing matters</p>
<p>2024.128 5 minutes</p>	<p>Staffing Matters (to be tabled) To receive a report from the Staffing Committee following an informal meeting held on 26th February 2025 – Chair to report.</p>