

I hereby summon you to a meeting of STEEPLE ASHTON PARISH COUNCIL which will be held in the village hall on **Monday 12th March 2018** at 7.30 pm.

Yours sincerely: **Leon Karas**

Clerk: **Mr. Leon Karas**

Parish Office Tel: **01380 871461**, Home Tel:**01380 870708** Email: **steepleashtonpc@outlook.com**

N.B. Timing estimates, if provided, are approximate. Items in italics are for information and are not expected to invoke further discussion. The meeting may be recorded to assist the Clerk when preparing the Minutes.

17.230 1 min	Apologies for Absence. SAPC to note any apologies of absence.
17.231 7:31 3 min	Temporary adjournment for an Open Forum. If there are members of the public present, the Chairman shall adjourn the meeting to hear matters related to non-planning Applications.
17.232 7:34 1 min	Declarations of Interest. Councillors to declare an interest in any item on this Agenda and to remain silent or to leave the committee room when such items are discussed.
17.233 7:35 1 min	Approval of Minutes. SAPC to review and agree that the minutes of 19 th February 2018 Planning Only Meeting were a true and accurate record of that meeting so that the Chairman may sign them accordingly.
17.234 7:36 3 min	Community Policing Team (CPT)/Police Report. The CPSO, if present, or the Clerk to report on the highlights from the CPT monthly report (see Appendix 1) and SAPC to take whatever actions it considers necessary.
17.235 7:39 5 min	Wiltshire Council (WC) Report. WC Cllr. Seed to provide a report relevant to Wiltshire Council business related to Steeple Ashton and SAPC to take whatever actions it considers necessary.
17.236 7:44 5 min	Acreshort Community Park (ACP) Report. Cllr. Birch to provide SAPC with an update report on ACP and on any items listed below and SAPC to take whatever actions it considers necessary. Action Update: 1. Update on Recreation Group. 2. Repair to the Park's Entrance (17.146/4). 3. Apple Tree Resiting (17.146/8).
17.237 7:49 4 min	ROSPA Play Area Inspection Reports. Cllr. Willis to provide SAPC with an update on activities including the items covered below and SAPC to take whatever actions it considers necessary. JW Action Update: 1. Securing memorial benches (17.193/1). Cllrs. Willis and Beaven agreed to discuss the possible options and put forward a recommendation. JW/LB 2. Repair of Picnic Benches.
17.238 7:53 15 min	CATG/Highway Issues/Steward. Cllr. Beaven (standing in for Cllr. Jones in his absence) to provide SAPC with an update on activities relating to Steeple Ashton from the last CATG meeting of 8 th March and any items listed below and SAPC to take whatever actions it considers necessary. 1. Speeding and Road Safety. Partially obliterated road signs; erection of a curved mirror at the junction of Ashton Road and Common Hill. 2. Horse Warning Signs (17.149/6). Where should they be installed and how much should SAPC fund? 3. SID Purchase (17.149.7). The Clerk reports that Mark Stansby (Senior Traffic Engineer) on 9 th February rejected SAPC's request to allow it to install a permanent VAS/SID. SAPC to review and take whatever actions it considers necessary. 4. Dropped Kerbs – CATG Issue 4975 (17.149/8). SAPC to agree or otherwise additional funding from £1500 to £1633. 5. Butts Signage (17.149/9 & 10). 6. Parish Steward (17.200/2).

17.239 8:08 1 min	<p>Temporary adjournment for an Open Forum on Planning Matters. If there are members of the public present, the Chairman shall adjourn the meeting to hear matters related to Planning Applications.</p>
17.240 8:09 5 min	<p>Planning (as at 06/03/18)</p> <p><u>New Applications – For SAPC Assessment:</u></p> <p>18/01418/FUL - Chambrays 12 A Common Hill. Erection of a two storey side extension and detached garage and carport, Response by 16th March 2018.</p> <p><u>Awaiting Decision – SAPC to note:</u></p> <p>18/00752/FUL - 25 High Street. Proposed internal and external alterations with addition of first floor bedroom. Decision by 23rd March 2018.</p> <p>18/00982/FUL - 2 St Marys. Installation of larch cladding to side walls at front of property. Decision by 28th March 2018.</p> <p>18/00104/ENF -The Sanctuary, 9 Dark Lane North. Possible Section 215. Awaiting investigation report from Wiltshire Council.</p> <p>18/01011/FUL - Ashton House 34-36 High Street. Remove existing pool house and build new pool house in similar location. Decision by 2nd April 2018.</p> <p>18/01427/TCA - Jalan House, 16 Dark Lane South. Work to Trees in a Cons Area. T1 Leylandii tree – fell. Decision by 22nd March 2018.</p> <p><u>Decisions - SAPC to note these decisions:</u></p> <p>16/04468/OUT - Land to the south-west of Ashton Road, Trowbridge -Outline planning application for residential development of up to 250 dwellings. Decision on 27th February 2018 – Refuse. Reasons (in summary): The proposal conflicts with the settlement strategy of the Wiltshire Core Strategy The proposed development would have an unacceptable impact on the protected species both using the site and the surrounding areas. The development proposed fails to provide safe access to either of the sites. The proposed development by reason of its design, scale, layout and location, would be an unsustainable form of development. No financial contributions towards education provision have been accepted by the applicant, The application does not include adequate assessment of the archaeology on site. The proposal, by reason of its size, layout and location on agricultural land would have a harmful impact on the appearance of the countryside, The proposal does not provide for the delivery of the necessary infrastructure.</p> <p>17/11741/FUL - 6 Home Farm Close. Conversion of roof space area above double garage to form an additional bedroom with access from main house. Decision on 28th February 2018 – Approve with Conditions.</p> <p>18/00507/TCA - 12B Dark Lane North - Norway Spruce - reduction in height by 2 - 3 metres & crown . Decision on 15th February 2018 – No Objection.</p> <p>18/00097/FUL - 38 Newleaze - Proposed front porch extension exceeding permitted development rights. Decision on 28th February 2018 – Approve with Conditions.</p>
17.241 8:14 1 min	<p>Recent Applications. SAPC to be advised by the Clerk of any late applications arriving after the Agenda was published and SAPC to consider them if a response is required before the next meeting set for 9th April 2018.</p>

<p>17.242 8:15 10 min</p>	<p>Monthly Financial Report for December 2017. The Clerk to present any issues relating to the Monthly Financial Report (Appendix 2), the Monthly Bank Reconciliation (Appendix 3) and Year to Date Spend By Project versus Budget (Appendix 4). SAPC to take whatever actions it considers necessary.</p> <p>Action Update:</p> <ol style="list-style-type: none"> 1. NatWest Account (17.198/3). The Clerk reports that the NatWest “old” bank account was closed on 1st March 2018 with £8209.29 being transferred into Lloyd’s Deposit account. 2. Precept Submission (17.198/2g). The Clerk reports that he has not yet received final confirmation of the Precept acceptance from WC. 3. Project Financial Layout (17.198/4). SAPC to review and, as necessary, approve the Project financial layout as shown in Appendix 4.
<p>17.243 8:25 7 mins</p>	<p>Clerk’s Report. The Clerk to bring to the attention of SAPC any matters he considers important including the items list below and for SAPC to take whatever actions it considers necessary.</p> <p>Action Update:</p> <ol style="list-style-type: none"> 1. Request for Sunday Football (17.199/1). The Clerk reports that Mr Matt Davies of Gloucester Road Conservative Club in Trowbridge has confirmed that they will be using the football ground on Sundays for Senior (Adult) matches starting September/October at 10:30am. 2. Further Request for Sunday Football. The Clerk reports that Kevin Aylesbury, Chairman of Staverton Rangers, are looking for a extra 9V9 football pitch for their under 11 and under 12 to play and are asking if we will accommodate them by having an extra pitch alongside our full size pitch or having an 9v9 (74x50yds) marked up inside the 11v11 (90x55yds) pitch. SAPC to discuss and decide what it wants to do. 3. Phone & Broadband Review. The Clerk reports that the BT Call Sign feature (£5/mth) would enable the number of the Parish Office to be retained and linked to the Village Shop phone number, and that the Village Shop Broadband is currently providing internet access to the Parish Office on a trial basis. SAPC to assess these proposals and make a decision to go ahead with terminating the existing supplier (Cloud Heroes) and joining with the Village Shop provider (BT) at a donation of £25/mth (total) or staying with the existing supplier. 4. CPRE Invitation to enter Best Kept Village competition. The Clerk reports receipt of an invitation to join this competition by 20th April 2018. SAPC to review and take whatever action it considers necessary. 5. Data Protection – New Laws. The Clerk reports receipt of a Toolkit pack from WALC highlighting the new “General Data Protection Regulation (GDPR) which takes effect in the UK from 25 May 2018, replacing the existing law on data protection (the Data Protection Act 1998). Parish Councils are required to do a number of things including appointing a Data Protection Officer. SAPC to discuss and agree what action should be taken. 6. Signs to Luffenham Meadow. Cllr. Willis reported that the Friends of Steeple Ashton have now asked if they could erect three signs down Butts Lane pointing to Luffenham Meadow. The first sign, which SAPC has already agreed to, on the grass verge at the entrance to Butts Lane, the second at the stile at the end and the third at the wooden gate just before the Meadow. SAPC to discuss and take whatever action they consider necessary.
<p>17.244 8:32 20 mins</p>	<p>Councillors’ Reports. Councillors to ask SAPC to note any issues they wish to raise including those listed below and SAPC to take whatever action it considers necessary.</p> <p>Action Update:</p> <ol style="list-style-type: none"> 1. Dog Anti-Fouling Campaign. The Clerk reports that that the web site, Facebook and the Parish Magazine have highlighted the request for volunteers to replenish the dog bone refills. 2. Bonfire Smoke Disruption. The Clerk reports that the WC guide regarding Village Neighbourly etiquette when lighting fires has been on the web site and Facebook. 3. Village Spring Clean-up. The Clerk reports that due to inclement weather WC advised

	<p>everyone to cancel their clean-up exercise and re-arrange for a subsequent weekend. Cllr Beaven to provide the latest update. LB</p> <p>4. Broken Flags (17.200/3). The Clerk reports WC has confirmed that the broken flags have been repaired temporarily and they will be repaired permanently when WC fully repairs the stretch between Home Farm Close and The Village Shop.</p> <p>5. Emergency Plan (17.154). Cllr Birch to provide any update. PJB</p> <p>6. Maintenance & Grounds Contract (17.200/6). This is included as a reminder that SAPC will review the dumping of grass at the back of St. Mary's at the end of May. Guides Storage Area (17.135/8). The Clerk reports the Guides have already paid their first rent fee for the 2018 year.</p> <p>7. Annual Parish Meeting (9th April). SAPC to discuss and decide if any special actions need to be taken to prepare for this Annual event.</p>
17.245 8:52 1 min	<p>Next Parish Council Meetings.</p> <p>SAPC to note the dates of the next meetings, viz.</p> <p>Monday 9th April 2018: Annual Parish Meeting at 7pm Followed by a short Parish Council meeting at approx. 8pm</p> <p>Monday 14th May 2018 Parish Council meeting (AGM) at 7.30pm</p>
17.247 8:52	<p>Closure.</p> <p>The Chairman to close the meeting.</p>
	<p>Members are reminded that the Council has a general duty to consider the above matters in the exercise of any of its functions: Equal Opportunities (gender, race, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.</p>

N.B. Appendix 1 and 3 follow below. Appendix 2 and 4 are separate documents due to formatting issues.

APPENDIX 1 CPT Report for March 2018

EXTRACTED ITEMS RELATED DIRECTLY TO STEEPLE ASHTON FROM THE FULL REPORT

ED13 (Seend, Bulkington, Poulshot, Keevil, Semington, Great Hinton, Steeple Ashton)

February 2018 showed 11 reported crimes across this Beat area against the average of 9.5 for this same month over the last 2 years. There are no exceptions within this data.
The three largest crime groups accounted for 72% of ED13 crime as follows;

- Violence Against the person showed 4 crimes compared to the average of 3.6
- Theft showed 3 crimes compared to the average of 3.6
- Public order Offences showed 1 compared to the average of 1.5

Steeple Ashton

Report for February 2018

- 1st Stolen vehicle found in Steeple Ashton
- 22nd Report of large group of youths attacking an unknown male in the village playing field,

N.B. The Full report may be found on the Steeple Ashton Web site.

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APPENDIX 3**BANK RECONCILIATION FOR FEB 2018****STEEPLE ASHTON PARISH COUNCIL****STARTING POSITION at 31ST March 2017**

1	BUS BANK INSTANT 7186409	£11,651.29	
2	TREASURERS ACCOUNT 00317869	£11,728.63	
3	Less Unpresented Cheques 2016/17	-£1,028.95	
4	Plus Receipts not yet on statement	£22.08	
5	Plus Recreation Field Account (Lloyds TSB)	£87.74	
6	Plus Recreation Field Account (Natwest)	£8,196.98	£30,657.77
Petty & other Cash:			
7	Petty Cash - Carried forward from end March 2017	£22.30	
8	Other special Cash not entered into accounts	£35.38	£57.68

TOTAL MONIES AVAILABLE at 31st March 2017**£30,715.45**

9	Plus Receipts to end FEB (includes money put into Petty Cash)	£52,811.46	
10	Less Recreation Field Account receipt	-£8,196.98	
11	Less Receipts not yet on statement	-£22.08	
	Less committed spend to end FEB (inc. money paid out of Petty	-	
12	Cash)	£19,055.62	
13	Less money paid out of Special Xmas fund to end FEB 2018	-£34.84	
14	Plus unposted cheques to end FEB 2018	£940.89	£26,442.83

MONIES AVAILABLE at end FEB 2018**£57,158.28****STATEMENT POSITION at end FEB 2018**

15	BALANCE IN BANK 7186409	£19,866.05	
16	BALANCE IN BANK 00317869	£37,177.62	
17	Plus Recreation Field Account (Lloyds TSB ending 1209)	£87.74	
18	Plus Recreation Field Account (Natwest Account closed 1/2/18)	£0.00	£57,131.41
Petty & other Cash:			
19	Plus Petty Cash Remaining	£26.33	
20	Plus Other special Cash left (not entered into accounts)	£0.54	£26.87

BALANCE**£57,158.28****DISCREPANCY CHECK**

£0.00