

Minutes of the Planning Parish Council meeting
held in the village hall on 27th November at 7.30 pm.

Present: Cllrs Mrs F. Buffery-King (FB) - Chairman, Mrs L. Beaven (LB), Mr. J. Cottle (JC), Mr. M. Jones (MJ), Mrs. J. Willis (JW) and Mr. L. Karas (LK) - Clerk. There were no members of the public present.

17.175	<p>Apologies for Absence. SAPC noted apologies of absence from Cllrs. Quartley(CQ), Boardman(PAB), Birch(PJB) and Price(DP).</p>
17.176	<p>Declarations of Interest. Cllr. Cottle declared an interest in the application 17/11299/PCNOU as he had adjoining land nearby, and in application 17/10868/TCA as he owned the neighbouring property.</p>
17.177	<p>Approval of Minutes. SAPC agreed that the minutes of 6th November 2017 were a true and accurate record so the Chairman signed them accordingly.</p>
17.178	<p>CATG/Highway Issues/Steward. SID Purchase (17.149.7). Following a useful discussion SAPC resolved that it would proceed along the path of:</p> <ul style="list-style-type: none"> (a) purchasing its own solar powered SID, subject to acceptable results from a recently requested metro-count, (b) installing and then using the SID for a trial period, (c) evaluating the results of this trial, (d) then SAPC to review these results and decide if it should offer to share use of the SID with any other Parish Council under equitable capital and running cost arrangements. <p>1. SAPC asked Cllr. Jones to provide a summary costing of SID purchase and ongoing maintenance costs using the Thermotor Solar product recommended by Cllr. Jones so that this could be ratified at the next meeting on 18th December and entered into the 2018/19 budget.</p> <p>2. The Clerk was actioned to write to the Parish Councils of Holt, Erlestoke, West Ashton and Keevil regarding this decision as they had shown an interest in sharing the SID with SAPC.</p> <p style="text-align: right;">LK</p>
17.179	<p>Temporary adjournment for an Open Forum on Planning. As there were no members of the public present, the Chairman continued with the main meeting.</p>
17.180	<p>Planning (as at 20/11/17). <u>New Applications – For SAPC Assessment:</u></p> <p>17/11299/PCNOU – Elmsgate Barn, South View Farm, Southbrook Lane. Notification for Prior Approval of Change of Use under Class Q - Change of Use of Part of an Existing Agricultural Building to Form a Single Dwelling and Associated Building Operations. Response required by 15th December. [Clerk’s note: for the original application SAPC resolved that no response was required for this application.] Following a short discussion, SAPC resolved to respond to this application with NO COMMENT.</p> <p style="text-align: right;">LK</p> <p>17/10868/TCA - Mulberry Lodge, 2 The Strand. 2 Beech trees to front - cut back to prevent overhanging street & neighbouring property & to clear overhead cables 1 Beech tree to side - cut back to prevent overhanging building. Response required by 4th December. Following a short discussion, SAPC resolved to support this application provided there was minimal cutback, the view from the street scene is not marred and no trees are cut down.</p> <p><u>Awaiting Decision – SAPC noted:</u></p> <p>17/09804/LBC and 17/09629/FUL - 1 Church Street. Proposed single storey extension to form utility/garden room, removal of cloakroom to enlarge hall and provision of cloakroom</p>

	<p>adjacent to utility room. Decision by 27th November.</p> <p>17/09268/FUL - Land north west of 12 Newleaze. Erection of a detached dwelling and new access. Decision by 29th November.</p> <p>17/10017/VAR - 12 Common Hill. Removal of condition 6 of planning permission 14/09537/FUL to allow for the re-instatement of Permitted Development Rights. Decision by 14th December.</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 by 29th September.</p> <p>Trees: 17/10358/TCA - Gales Cottage 56-58 High Street. Tree 1 - Yew tree - crown lift to 2.4m & lightly trim sides Tree 2 - Willow tree - remove Tree 3 - Spruce tree - reduce by 30% overall. Decision by 4th December.</p> <p>Decisions - SAPC noted these decisions:</p> <p>17/10210/TCA - 19 Dark Lane South. Walnut Tree - Crown reduce 30% , thin 10% & raise crown 3metres. Approved no objection 17th November.</p> <p>17/09717/TCA - Orchard House Vicarage Lane. T1 - Holly - crown reduce T2 - Yew - crown reduce T3 - Hedge - Reduce to approx. 6 - 7 metres. (Yew/Holly/Hawthorn). Responses by 2nd November. Approved no objection 6th November.</p>
17.181	<p>Recent Applications. The Clerk advised that a late application had been received, viz. 17/11453/TCA for Church House, Vicarage Lane, but a response was not required until 23rd December so SAPC resolved to review it at the next meeting on 18th December.</p>
17.182	<p>Monthly Financial Report. The Chairman suggested that SAPC should review the budget for next year (2018/19) prior to setting the 2018/19 Precept. SAPC spent some time reviewing the 2017/18 year-end forecast (Attached as Appendix 1 below) and made suggestions for the content of the 2018/19 Budget, which the Clerk duly noted. At the moment the Chairman considered that it made sense to hold the Band D Rate for the Precept at the same figure as used in 2017/18, i.e. £49.79. The Clerk was actioned to produce a simplified summary for the next meeting showing 2017/18 Budget, 2017/18 Year End Forecast, and a proposed 2018/19 Budget with Precept forecast for SAPC review and ratification at the next meeting on 18th December. The Clerk was also asked to request Acreshort Community Park team what routine maintenance costs they wished to include in next year's budget. LK</p>
17.183	<p>Clerk's Report. The Clerk asked SAPC if they had any objections to a Parishioner using St. Mary's field for practicing his fly casting (using no hooks, weights, and only if the field is empty). SAPC had no objections to this and the Clerk was instructed to advise the Parishioner accordingly. LK</p>
17.184	<p>Councillors' Reports.</p> <ol style="list-style-type: none"> 1. Cllr. Willis had discovered that the Memorial Bench near the entrance to St. Mary's was owned by the WI. Cllr. Willis reported that Charles Monk had offered to repair the two benches (the WI bench and the one at the end of Butts Lane) with SAPC paying for any materials and SAPC resolved to do this. The Chairman asked the Clerk to write to the WI and advise that the Parish Council would repair their bench. LK 2. Cllr. Willis asked SAPC to support that cost of repairs to the rubber mats in the Play Areas, a twice yearly removal of the moss areas by spraying, and removal of any overhanging vegetation, as reported in the external audit, which amounted to £580. SAPC resolved to support this and Cllr Willis would ask JNR Services to submit a formal quotation to the Clerk. JW 3. The Clerk was asked to advise Dave Pittams that SAPC had found someone to carry out

	<p>the spraying, rubber mat repairs and removal of overhanging vegetation, so he did not have to do this, apart from mowing the grass and weeds in the play areas. LK</p> <p>4. Following a brief discussion regarding the depositing of the grass cuttings from Acreshort Community Park and St. Mary's football pitch, SAPC resolved that Dave Pittams should be asked to deposit the cuttings at the bottom end of St. Mary's field on the nettles for the foreseeable future. LK</p> <p>5. Cllr. Cottle agreed to remove the two benches from St. Mary's field and store them until they were repaired. Once they have been removed Cllr. Willis will try to arrange for a repair JC/JW</p>
17.185	<p>Next Parish Council Meetings. SAPC noted the dates of the next meetings, viz. Monday 18th December 2017: Main Parish Council Meeting Monday 8th January 2018: Planning meeting only, if required. Monday 29th January 2018: Main Parish Council Meeting</p>
17.186	<p>Closure. The Chairman closed the meeting at approx. 9.14pm..</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>

APPENDIX 1 FOLLOWS.

Note that this was the original discussed at the above meeting and it will change for the next meeting following comments made by SAPC Councillors.

APPENDIX 1									
STEEPLE ASHTON PARISH COUNCIL - SUMMARY (£s only)									
AGREED BUDGET 2017/18 v ACTUAL TO END - NOV				AND INCLUDING A YEAR END FORECAST					
1. All expenditure is shown ex VAT. VAT is shown separately.									
2. Black - under Budget figure, Red - higher than budget figure; not necessarily an adverse situation.									
EX VAT ITEM	EX VAT TOTAL	EX VAT CUM TO END NOV	EX VAT NOT YET POSTED	VAT CUM TO END NOV	VAT NOT POSTED	EX VAT Y/END F'CAST	Forecast Notes		
SUMMARY									
TOTAL INCOME	£36,632	£43,125	£0	£0	£0	£44,627	Mainly due to extra VAT refund, higher Solar payment, Tesco donation		
1. Total Salary budget	£9,320	£4,843	£0	£37	£0	£7,665	Mainly due to not using Cont. hrs and no Pension		
2. Total Administration and facilities budget	£1,770	£882	£301	£80	£17	£1,754	Mainly due to higher village hall rental expected		
3. Total Parish Council required costs	£1,900	£1,458	£0	£85	£0	£1,832	Mainly due to lower training costs assumed		
4. Total Subscriptions to organisations	£570	£307	£0	£61	£0	£557			
5. Total Grants	£675	£0	£675	£0	£0	£675			
6. Total cost of Rec fields	£6,900	£3,995	£0	£690	£0	£7,002	Mainly due to maintenance repairs		
7. Total other allocations	£2,050	£198	£0	£0	£0	£1,250	Mainly due to no SID group and lower Pavement Cleaning		
TOTAL GENERAL RUNNING COSTS	£23,185	£11,684	£976	£953	£17	£20,735			
TOTAL AGREED EARMARKED PROJECTS 17/18	£25,500	£800	£0	£0	£0	£25,850	With £550 included for Acreshort Park agreed spend		
BALANCE (Income minus Expenditure)	-£12,053	£30,642	-£976	-£953	-£17	-£1,958			
RECONCILIATION CHECK TO END NOV									
POSTED EXPENDITURE FROM EXPENDITURE SHEET=		£13,437							
POSTED RUNNING COSTS & EARMARKED PROJECTS=		£13,437							
<i>If the two figures above disagree there is an issue</i>		£0							
RECEIPTS FROM INCOME SHEET(Current)=		£43,121							

RECEIPTS FROM INCOME SHEET(Deposit)=							£4		
TOTAL RECEIPTS=							£43,125		
TOTAL RECEIPTS FROM BELOW=							£43,125		
<i>If the two figures above disagree there is an issue</i>							£0		
INCOME									
Precept	£21,748		£21,748					£21,748	All this year's payment received
Interest on Investments									
Football Fees and field hire	£400		£600					£800	This was the figure received last year
Newleaze Maint Money	£563		£1,127					£1,127	Not expecting any more for this year?
Interest on Bank A/c	£0		£4					£6	About 50p/month x12
Sale of Assets									
Interest Recreational Ac									
Sundries Income	£0		£22					£22	Not expecting any refunds
VDS Account Income									
VAT Refund	£1,200		£2,781					£3,781	Assuming we claim another £1000 say in February
Solar Farm One-off payment	£12,000		£14,424					£14,424	Not expecting more for this year. This was a one off
Acreshort Hut Licence Income	£720		£420					£720	£60/month x 12
Tesco Bags of Help Donations	£0		£2,000					£2,000	That's all for this year
Clerk's Net Salary	£0							£0	Not expected to pay back due to poor banking
TOTAL INCOME	£36,632	£36,632	£43,125		£0	£0	£0	£44,627	
EXPENDITURE									
1. Total Salary budget									
Clerk's Net Salary	£4,138		£3,157					£4,576	£336/mthx12 +Lynda's last payment in April of £544
Clerk's Tax to HMRC	£2,759		£1,350					£2,688	£224/month x 12
Final Holiday Pay to Outgoing Clerk	£372							£0	Was this included in Lynda's last payment of £544?
Contingency hours per annum	£660							£0	Assuming they will not be called upon
Pension contributions	£1,091		£151					£151	Last payment for Lynda in April
Payroll administration charge	£300		£185			£37		£250	£62.50/quarter
1. Total Salary budget	£9,320	£9,320	£4,843		£0	£37	£0	£7,665	

2. Administration and facilities								
Village hall rental - meetings	£180		£79	£24			£274	Main 3 hours, Planning 2hrs (£9/hr main hall, £7.50 Alley)
Phone broadband and postage	£630		£414	£87	£80	£17	£636	Assume £371/7 times 12 months
Stationery and consumables	£300		£30				£90	Assume 3 times spend to date (3 x £30)
SMBMC - tenant costs for office	£500		£328				£504	£42/month x 12
SMBMC - sundry (legal fees)	£0						£0	None assumed
Contribution to electric (fixed cost)	£160			£160			£160	Assumed as Budget
Office business rates	£0						£0	None assumed
Petty Cash In	£0		£30	£30			£90	Assume 3 x spend to date(3 x £30)
2. Total Administration and facilities budget	£1,770	£1,770	£882	£301	£80	£17	£1,754	
3. Parish Council required running costs								
Insurance	£850		£828				£828	Not due until next year
Audit costs	£250		£300		£40		£300	No more charges this year. Due early next year
Courses/Training	£500		£202		£19		£400	Assume approx x2 spent already, 2 x £200)
Web site running costs	£100		£128		£26		£104	Annual subscription due 1/12/17 £96
Website Development	£200						£200	Assume budget figure as more work to do
3. Total Parish Council required costs	£1,900	£1,900	£1,458	£0	£85	£0	£1,832	
4. Subscriptions to organisations								
WALC	£300		£307		£61		£307	Not due until May next year
SLCC	£120						£100	Due in December
Parish Online	£30						£30	Will we do this? £0 or approx £34
CPRE	£40						£40	Due in October but not heard anything £36
Community First	£40						£40	Normally due in June but not asked for £36
Wiltshire Wildlife	£40						£40	Normally due in March
4. Total Subscriptions to organisations	£570	£570	£307	£0	£61	£0	£557	
5. Grants								
Toddler Group	£100			£100			£100	Assume Budget figures for all
Rainbow group	£100			£100			£100	
Friday Club	£100			£100			£100	

PCC	£125			£125			£125	
Brownies	£125			£125			£125	
Guides	£125			£125			£125	
5. Total Grants	£675	£675	£0	£675	£0	£0	£675	
6. Recreation Fields and village grass/hedges								
Electric - rec field	£300		£166		£8		£360	Mar-Aug £166. Assume £30/month x 12
Water - rec field	£300		£173				£300	7 months was £173. Assume pro-rata (£297)
Changing room & Bus Stop cleaning	£400		£130				£200	£100 for 7 months. Assume pro-rata =£171
Grass cutting and hedges	£3,400		£2,709		£542		£3,400	Assume budget (£2549/7 x 9 =£3278)
Tree maintenance - rec fields (H Hawkes)	£250		£100				£250	Assume budget
Contingency - General maintenance	£1,000		£156		£31		£1,000	Assume budget
Contingency - Changing room maintenance	£100		£171		£34		£342	Assume twice what we have spent already £171 x 2
Dog Poo Campaign	£50		£19				£50	Assume budget
Play Area Inspections	£500		£347		£69		£500	Assume budget
Bin emptying	£100		£24		£5		£100	Assume budget
Contingency - Play Area Maintenance	£500						£500	Assume the budget as corrective work to do
6. Total cost of Rec fields	£6,900	£6,900	£3,995	£0	£690	£0	£7,002	
7. Total other allocations								
Chairman's allowance	£200						£200	Assume Budget
Community Christmas Events	£200		£198				£400	£198 for last year only claimed in this year, so assume twice budget
Defibrillator	£150						£150	Assume budget, but are we expecting charges?
SID Group	£400						£0	Are we expecting any charges? Assume NO
Pavement Cleaning	£600						£0	Are we expecting any charges? Assume NO
Section 137 (758 Electors max £7.57)	£500						£500	Assume budget. Don't know what this means. Ask Lynda
7. Total other allocations	£2,050	£2,050	£198	£0	£0	£0	£1,250	

TOTAL GENERAL RUNNING COSTS	£23,185	£23,185	£11,684	£976	£953	£17	£20,735	
BALANCE (Income minus Expenditure)	£13,447	£13,447	£31,442	-£976	-£953	-£17	£23,892	
AGREED EARMARKED PROJECTS 17/18								
Painting the Changing Room exterior incl. roof	£1,000		£800				£800	Job completed
Village Development Fund (Solar Farm Money and prev Rec Group £8k)	£20,000						£20,000	Assume Budget
Highways one off spends (Dropped kerbs contribution 1/3 of £4000)	£1,500						£1,500	Assume Budget
Survey	£1,000						£1,000	Assume Budget
Purchase our own SID. Minute 16/146	£2,000						£2,000	Assume Budget but suspect more that this??
Neighbourhood Plan? New - Acreshort Park initial this year							£550	?? Assume NIL Recently agreed to be spent by year end
TOTAL AGREED EARMARKED PROJECTS 17/18	£25,500	£25,500	£800	£0	£0	£0	£25,850	
RESERVES								
Balance in accounts @ 31/03/2017	£23,380							
Estimated outstanding income to 31/03/2017	£0							
Estimated outstanding expenditure to 31/03/2017	£0							
BALANCE (actual) @ 31/03/2017	£23,380	£23,380						
ALLOCATED MONIES (Ringfenced for 2017/18)								
General reserve; % of 2017/8 Precept (30%)	£6,524							30% of Precept which is £21748 Taken from End 2016/7 accounts 10% of Precept which is £21748
Capital Fund: Balance as at 31/03/2017	£6,045							
Capital Fund: % of 2017/8 Precept	£2,175							
Building Fund (ie:Cum WWMRC income) to 31/03/18	£720							
Total of Allocated Monies (Ringfenced for 2017/18)	£15,464	£15,464						
Balance after allocations as at 31/03/2017*		£7,916						
Total expected Income for 2017/18 (from above)		£36,632					£44,627	

Total expected Running Costs for 2017/18 (from above)	£23,185	£20,735	
Expected balance of Income over expenditure 2017/18 *	£13,447	£23,892	
Total not allocated for 2017/18 (sum of *)	£21,362	£31,808	If we used the Forecast Figures