

**STEEPLE ASHTON PARISH COUNCIL(SAPC)
ANNUAL GENERAL MEETING - AGENDA**
To be held in the Village hall on 20th May 2019.

I hereby summon all SAPC Councillors to this meeting.

Yours sincerely: *Leon Karas* Clerk: Mr. Leon Karas
Parish Office Tel: 01380 871454, Home Tel:01380 870708, Email: clerk@steeple-ashton.co.uk

N.B.

- (1) Timing estimates, if provided, are approximate. Format: length of item in mins. (Approx. total 45mins.)
- (2) A bolded **SAPC** is short for 'SAPC to discuss and decide what action/s, if any, to take'
- (3) *Items in italics and greyed out are for information and are not expected to invoke further discussion.*
- (4) The meeting may be recorded to assist the Clerk when preparing the Minutes.

19.059 7.30/0	Apologies for Absence. SAPC to note apologies for absence, if any. The Clerk reports a written apology has been received from Cllr. Willis.
19.060 7.30/3	Election of Officers. (a) Election of Chairman – signing of Declaration of Acceptance Form. (b) Election of Vice Chairman - signing of Declaration of Acceptance Form. (c) Confirmation of Committees and their representatives and any new ones needed (Appendix 1)
19.061 7.33/3	Temporary adjournment for an Open Forum. The Chairman may temporarily adjourn the meeting to respond to questions from members of the public. The Chairman shall then reconvene the meeting. Any discussions will not generally be minuted.
19.062 7.36/0	Declarations of Interest. SAPC to note Councillor's declarations of interest with respect to any item on this Agenda.
19.063 7.36/1	Approval of Minutes. SAPC to review the Minutes of the Parish Council held on 8 th April 2019 and the Planning Only meeting held on 29 th April 2019 and, if agreed to be a true and accurate record of those meetings, the Chairman shall duly sign them or amend and sign them as necessary. FBK
19.064 7.37/3	Wiltshire Council (WC) Report. WC Cllr. Seed to provide any relevant WC information which may impact on Steeple Ashton and SAPC to take appropriate action. JS
19.065 7.40/2	CPT Report. CPSO Maggie Ledbury, or the Clerk in her absence, to present the Monthly CPT report for April 2019 (Appendix 2)..
19.066 7.42/2	<p>Planning (as at 14/05/19)</p> <p><u>New Applications – SAPC to assess the following:</u></p> <p>None</p> <p><u>Awaiting Decision – SAPC to note the following:</u></p> <p>a) 19/02719/OUT - Steeple Ashton Kennels and Cattery Edington Road. Outline planning application for the demolition of existing buildings/structures, and residential development (Class C3) of up to 9 no. dwellings; with associated car parking, turning, landscaping, private amenity space, access arrangements, and provision of footway - External access not reserved. (Re-submission of Application No. 18/07416/OUT). Decision by 25th July 2019.</p> <p>b) 19/02158/FUL -1 St Marys Steeple Ashton. Proposed new dwelling (bungalow). Decision by 26th April 2019.</p> <p>c) 19/02418/FUL - New House Farm 3 Ashton Common. Proposed new agricultural building for hay, straw, farm machinery and livestock. Decision by 3rd May 2019.</p> <p>d) 19/02869/LBC - 20-22 Old Cobblers High Street. Alterations to existing Grade II listed dwellinghouse including alterations and replacement to existing windows and doors, installation of new patent glazing rooflights, extension of existing dormer and creation of new entrance canopy Decision by 15th May 2019</p> <p><u>Decisions - SAPC to note the following:</u></p>

	<p>e) 19/00141/FUL - The Firs, Gullivers Lane. Erection of a single storey bungalow (revised design). WITHDRAWN</p> <p>f) 19/02452/TCA - 33 High Street. 2 x Crab Apple trees - reduce by 30%. No Objections 9th April 2019</p> <p>g) 19/02571/FUL - Former Police House 35 Common Hill. Single storey extension to rear. Approved with Conditions 2nd May 2019.</p> <p>h) 18/10229/LBC - 48, The Old Shop, High Street. Replace three front windows. Approved with Conditions 2nd May 2019</p> <p>i) Proposed Stopping Up of Highway near 9 Dark Lane North. The Clerk reports that he has advised the WC legal advisor that SAPC has accepted the recommendations of the WC Highways Engineer.</p> <p>j) 18/00104/ENF -The Sanctuary, 9 Dark Lane North. The Clerk reports that this is an ongoing project and will only be reported if any new information becomes available.</p>
19.067 7.44/2	<p>Recent Applications. SAPC to review and decide upon any applications which arrived after 14th May 2019 and which need to be responded to prior to the next Parish Council meeting to be held on 3rd June 2019. SAPC</p>
19.068 7.46/5	<p>Clerk's Monthly Financial Report.</p> <p>(a) Reports to Councillors. The Clerk reports that he has distributed the following documents to all Councillors and that they will be attached to the Minutes of this meeting: Monthly Statement for April 2019. Bank Reconciliation for end April 2019.</p> <p>(b) Approval of External Auditor Documents. The following documents need to be reviewed, approved and signed before dispatch to the External Auditor PKF Littlejohn: Annual internal audit report dated 6th May 2019 Completion Checklist Internal Control Objective Section 1 – Annual Governance Statement 2018/19 for SAPC Section 2 – Accounting Statements 2018/19 for SAPC</p> <p>(c) Additional Documents to be sent to the External Auditor. The Clerk confirms that he has also prepared the following documents in support of the information reported in (b) which have been supplied to the Internal Auditor and which have to be sent to the External Auditor: Explanation for 'high' reserves Explanation of variances-pro forma AGAR Outgoing variances – 2017/18 c.f. 2018/19 AGAR Income variances – 2017/18 c.f. 2018/19 Confirmation of the dates of the period for the exercise of Public Rights Bank Reconciliation – pro forma</p> <p>All these documents will be appended to the minutes of this meeting and published on the Parish Council web site.</p>
19.069 7.51/5	<p>Clerk's Report.</p> <p>a) Clerk's Remuneration. The latest NALC pay rates as from 1st April 2019 have been received and the rate per hour for the Clerk's scale SCP24 is now £11.91 and not £11.64 as used in the 2019/20 Budget information. The Clerk has also asked for an additional paid hour per week to prepare information for the new Clerk who is expected to start in September.</p> <p>b) Broadband for the Village Hall. The Clerk reports that he received a response from the Village Hall Management Committee Chairman saying that they do not wish to install a phone and broadband because of the ongoing expense.</p> <p>c) Personal Data Held. The Clerk reports that he has made no further progress on this action. LK</p> <p>d) Clearing Parish Office Filing Cabinets. The Clerk reports that he and the Chairman have made no further progress on this action. FBK/LK</p> <p>e) Active Places from Sport England. The Clerk reports that he had added the details of the facilities provided within St. Mary's football field onto the Active Places web site.</p>

	<p>f) Use of Free web site facilities. The Clerk reports that he and Cllr. Birch have made no further progress on this action. PIB/LK</p> <p>g) Briefing Note 19-015 Spatial Planning Update. The Clerk reports that he has circulated this Briefing Note which extends an invitation for a Councillor to attend an update session. SAPC</p> <p>h) Grass Cutting near wooden memorial seat in Butts Lane. The Clerk reports that a Parishioner has been cutting the grass and keeping the dog bin tidy for some 40 years and is now unable to do this. SAPC</p> <p>i) ACP Parking Guidelines. The Clerk reports that this action has been taken up by Cllrs. Birch and Price. See 19.048/q below.</p> <p>j) Annual Insurance. The Clerk reports that he has received the annual insurance quote renewal for £1069.36 with effect from 1st June, and requests SAPC to consider (a) does it wish to go out to other companies for a competitive quote, and (b) in any event the Clerk would like assistance from another Councillor to review the paperwork received as it is extensive and involves reviewing the Asset Register. SAPC</p> <p>k) Annual Town & Parish Council Report 2018-19. The Clerk reports that he has distributed this report which came from WC Jonathon Seed. SAPC</p>
19.070	Councillors' Reports
7.56/1	a) Appointment of the new Clerk. The Chairman to make any necessary observations regarding the starting arrangements for the new Clerk. (N.B. The current Clerk reports that he is unavailable between 15 th and 26th September 2019 except via online contact). FBK
7.57/2	b) Melksham Without's response to the Boundary Changes. The Chairman to report on her review to assess impact on Steeple Ashton. FBK
7.59/3	c) Village Emergency Plan. Cllr. Birch to progress the Village Emergency Plan via the WC template. PIB
8.02/1	d) Natural History Group. The Chairman should write to the Natural History Group to explain what SAPC intended to do to support their initiative. FBK
8.03/2	e) Newleaze Dropped Kerbs. Cllr. Jones to report on dropped kerbs for Newleaze. MJ
8.05/1	f) Broken Stile. Cllr. Quartley to report on progress relating to a broken stile. CQ
8.06/3	g) St. Mary's & Newleaze Development. Cllr. Birch to report on progress towards the establishment of a development group for St. Mary's and Newleaze. PIB
8.09/3	h) Briefing Note no. 19-016 Highways improvements and traffic survey requests. The Clerk reports that he has circulated this Briefing Note to all Cllrs and Cllr Jones will recommend what actions if any SAPC should take. MJ/SAPC
8.12/2	i) Gardener for ACP. The Chairman to report on progress with Mrs. M Burge in appointing a gardener for Acreshort Park. FBK
8.14/1	j) Play Area Inspection resolutions. Cllr Willis to report on the minor Play Area Inspection report resolutions. JW
8.15/3	k) Salt Scattering Machine. Cllr. Cottle to report on progress in identifying appropriate salt scatter machine purchases. JC
8.18/1	l) Speed Watch. The Clerk confirmed that the action relating to WC Speed watch (18.057) is still held until the two locations for the SID have been selected.
8.19/0	m) Railings at Newleaze. The Chairman has confirmed that, once the SID locations are agreed, there should be no need for railings at Newleaze, but a final decision needs to be agreed on evaluation of the SID installation.
8.19/3	n) Metrocount on Common Hill. Cllr Jones to report on any feedback from the metrocount on Common Hill. MJ
8.22/3	o) Dog Life Audit. The Chairman and Cllr. Beaven to report on recommendations from their audit. FBK/LB
8.25/2	p) Fly tipping. Cllr. Cottle to report on any progress. JC
8.27/4	q) Parking Guidelines. Cllrs. Birch and Price to draw up guidelines for the St. Mary's Preservation Trust Hog Roast. PIB/DP
8.31/2	r) Review of Football Agreement. The Clerk reports that he had made changes to the agreement to take into account parking and litter issues and this has been passed to Cllrs. Birch & Price to incorporate into item q above. SAPC
8.33/2	s) Lake Litter. Cllr. Cottle to report on litter conservation around the lake. JC
8.35/3	t) Support for the Village Shop. Cllr. Price to present his findings. SAPC
8.38/5	u) Other Urgent Reports. Any other reports which Councillors consider need an urgent

	discussion/decision before the next full meeting on 1 st July 2019.
19.071 8.43/1	Next Parish Council Meetings. SAPC to note the dates of the next meetings: Monday 3 rd June 2019 Parish Council meeting (Planning Only) at 7.30pm. Monday 1 st July 2019 Full Meeting at 7.30pm.
19.072 8.44/0	Closure. The Chairman to close the meeting.
	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.



Melksham Rural Report - May 2019

Hello and welcome to this month's Community policing report.

Crime stats - latest quarterly figures

Wiltshire has seen a drop of 3 per cent in the number of overall recorded crimes in the county, according to crime statistics out today (25/04).

Between January 2018 and December 2018, Wiltshire Police recorded 42,483 crimes overall – a decrease compared to the previous 12 months.

Burglaries and vehicle crime dropped by 25 per cent and 26 per cent respectively, while thefts from a person dropped by 15 per cent and thefts, in general, went down by 10 per cent.

Angus Macpherson, Wiltshire and Swindon's Police and Crime Commissioner, welcomed the latest figures and said they showed Wiltshire was continuing to 'punch well above its weight' for a small, rural force and was working hard to deliver the best service possible within the funding awarded.

He said: "Overall, Wiltshire is a safe county and I am pleased to see these latest figures really highlight the hard work that is being done by the Force to continually maintain this aspiration for our communities.

"We are a small, rural force that is striving to punch above its weight in delivering first-class policing and these figures show that we are continuing to deliver.

"Our improved recording practices, which Wiltshire Police has been focusing on 18 months ahead of most other forces, has helped with the accuracy of these figures.

"It is heartening to see that burglary and vehicle crime have dropped considerably and this is a result of me challenging the Chief Constable and his team on the improvement on burglary and vehicle crime numbers.

"This type of scrutiny is essential to ensure Wiltshire Police continues to deliver for the communities it serves."

Despite the overall drop, recorded robbery saw an increase of 79 incidents in 2018 compared to 2017 figures (that's a 31 per cent increase), alongside a 25 per cent increase in stalking and harassment.

Angus added: "The increase in any crime, especially robbery, stalking and harassment, is concerning to me, however I am pleased to see the Force is robustly responding to the concerns that I, and the wider community, have about these crimes.

"As a county, the average number of robberies is low compared to other areas of the country and even small increases push the percentages up.

"I remain committed to ensuring that victims will be heard and have the confidence to report crime to Wiltshire Police and receive support from their very first call - and throughout the criminal justice process - when they do.

"My pledge is to continue to fund a number of victim support services across the county to ensure that this continues to be the case."

Assistant Chief Constable Craig Holden also welcomed the figures.

He said: "The reduction in the overall crime figures is really positive news; however we are not complacent and remain focused when it comes to tackling all crimes and offenders.

"It is concerning to see a rise in robbery as I know this is an offence that can increase the fear of crime to communities. As a small force with a large rural footprint, robbery offences are generally low.

"This means that when there is a small increase in numbers of recorded crimes, the percentage increase can be high, as seen in the statistics. It's worth noting that these robbery figures returned to normal after just two spikes in February and June 2018.

"We have robust methods of scrutiny and compliance to ensure we have accurate recording of crime, including robbery and we believe that this high level of recording accuracy has contributed to the figures for Wiltshire.

The introduction of the Community Tasking Teams has been a positive step in targeting priority offenders. They have had a significant impact in reducing burglaries and the same teams are applying a similar focus to robberies, which I believe will support a reduction over the next few months."

CHANGES TO THE WEST WILTSHIRE COMMUNITY POLICING TEAM

Following Inspector James Williams' recent promotion, we will be welcoming Police Sergeant Dan Green to the West Wiltshire Community Policing Team as Deputy Sector Sergeant.

Pc Helen Daveridge has been successful in becoming a Community Coordinator and will be taking over the Westbury, Warminster, Tisbury and Mere area.

Pc Lee Pelling will be moving areas, and will be the Community Coordinator for the Melksham area.

CRIME EXCEPTIONS DATA

These figures are based on an evaluation of data, over a two year rolling period. Using this data we can predict what figure is the average that should be reported in a specific month, and what are the higher and lower parameters that we may expect. Figures outside of these parameters are classed as 'Crime Exceptions'.

ED12 – Shaw, Whitley, Atworth, Broughton Gifford, Beanacre and Berryfields

April showed 35 reported crimes for the beat area, against the average of 34.4 offences for this same month over the last two years. The four largest crime groups that accounted for 80% of ED12 crime are as follows:

Violence against the Person showed 13 reported crimes, compared to an average of 12.9 offences.

Criminal Damage showed 7 reported crimes, compared to an average of 7.3 offences.

Theft showed 5 reported crimes, compared to an average of 4.7 offences.

Public Order offences showed 3 reported crimes, compared to an average of 2.6 offences.

ED13 – Seend, Bulkington, Poulshot, Keevil, Semington, Great Hinton and Steeple Ashton

April showed 6 reported crimes for the beat area, against the average of 11.5 offences for this same month over the last two years. All crime is showing as a crime exception as the number of incidents is considerably lower than we would expect to see. The three largest crime groups that accounted for 100% of ED13 crime are as follows:

Violence against the person showed 3 reported crimes, compared to an average of 4.7 offences.

Theft showed 2 reported crimes, compared to an average of 1.9 offences.

Burglary showed 1 reported crime, compared to an average of 1.8 offences.

COMMUNITY POLICING PRIORITIES WITHIN YOUR AREA

WEEKLY TASKING MEETING

Inspector Andy FEE chairs a weekly internal “tasking meeting” where emerging community issues and concerns are raised and discussed for the whole West Wiltshire CPT area. From this meeting, priorities and actions are set and a tasking document produced. This involves developing strategies and the targeting of resources (including partner agencies) into tackling the issue or concern.

Op Artemis - Poaching and Hare Coursing.

Rural and remote locations and farms around Melksham and surrounding villages are at risk from Poachers damaging fences and gates to access land to Hare Course and Poach. This sometimes leads to cattle and sheep escaping out onto the roads. We are conducting pro-active patrols to reduce this type of crime and other rural related crime such as burglary.

COMMUNITY SPEEDWATCH (CSW)

Every 2 weeks, 4 Community Speedwatch Schemes across West Wiltshire are selected by the Community Speedwatch Team for CPT support (additional targeting, enforcement and patrols) to supplement the CSW team planned sessions. These are included in our weekly tasking document

CPTWestWiltshire@wiltshire.police.uk

for action and update. All the results from the supplementary speed checks conducted are fed back to the relevant town and parish Councils in their individual Police Reports. The current Speedwatch Schemes being supported are as follows;

There were no targeted speed checks in the Melksham area throughout April.

The four target locations up to Wednesday 15th May are :

Edington

Hindon

Lowbourne, Melksham

Southwick



ED13 Beat Code Monthly Report for May's Meeting 2019

April's Figures

Poulshot

No Reports.

Bulkington

No Reports

Keevil

7th Violence against a person. - Local event

9th Theft of trailer - Farm

Steeple Ashton

27th Violence against a person - The longs Arms

Great Hinton

No Reports

Semington

No reports

Seend

3rd

Attempt dwelling burglary - Seend

7th

Sgle vehicle RTC - minor injury - Bolands Hill

21st

Male arrested DUI - High Street

22nd

Male arrested DUI - Bollands Hill

23rd

Minor RTC - two vehicles - High Street

For a detailed breakdown of the crime in your area visit...

<https://www.police.uk/wiltshire/>

APPENDIX 1 - S APC OFFICERS & GROUP RESPONSIBILITIES (Updated 14-05-19)											
'R' MEANS RESERVE, "P/T" MEANS PART-TIME	No.	FBK	LB	PJB	JW	PAB	CQ	DP	JC	MJ	LK
ACRESHORT PARK	3			Y			Y	Y			
ASSET REGISTER UPDATES	1				Y						
AUDIT & FINANCE CONTROL	1		Y								
BANK SIGNATORIES	5		Y		Y		Y	Y	Y		
CATG/HIGHWAYS/STEWARD	1									Y	
CHAIRMAN	1	Y									
CHRISTMAS	6	Y	Y	Y	Y	Y	Y				
DEFIBRILLATOR CHECKS	3		Y			Y	Y				
DOG BAG REFILLS	4	Y	Y			Y	R				
EMERGENCY PLAN	1			Y							
FACEBOOK	1			Y							
FLOODING	2						Y		Y		
FOOTBALL MANAGEMENT	2		Y						Y		P/T
FOOTPATHS	3	Y		Y					Y		
FRIENDS OF STEEPLE ASHTON	1				Y						
GDPR - DATA PROTECTION	4	Y			R					R	P/T
H&S/PUBLIC HEALTH – no nominee until the need arises.	0										
HUMAN RESOURCES	2	Y	Y								
MELKSHAM AREA BOARD	1	Y									
NEWSLETTER	1			Y							
PLANNING	1					Y					
RISK ASSESSMENT	1			Y							
SID PROJECT	1									Y	
SMBMC - PC Rep	1		Y								
SMBMC – Tenant Rep	1								Y		
STANDING ORDERS	1										Y
STASH	1							Y			
ST.MARY'S & NEWLEAZE DEVELOPMENT	0										
VICE CHAIRMAN	1		Y								
VILLAGE HALL - no nominee until the need arises	0										
VILLAGE SURVEY	4	Y	Y	Y		Y					
WEB SITE	2			Y							Y
TOTALS	57	8	10	9	5	5	6	3	4	3	4