

Ashton Keynes Parish Council

Minutes of the meeting held at Ashton Keynes Primary School on Thursday 18th September 2025 at 7.30pm

Present: Cllrs S Crawford – Chairman; M Carter; N Inzani; A Ellis; C McMurtry; M Young; A Tindall; K Wilson.

In attendance: Wilts Cllr Berry; Fiona Ryder – Clerk, 2 members of public.

25-26/041 Public Section

One member of public represented Bewley Homes who want to work with the community on future proposals and infrastructure in the parish.

25-26/042 Co-Option

The Parish Council considered the co-option of Ken Wilson, a personal profile had been distributed prior to the meeting. Cllr Ellis proposed co-option of Ken, Cllr Young seconded. The Parish Council voted unanimously in favour. The declaration of acceptance of office was signed and Ken joined the Council.

25-26/043 Apologies for absence

Apologies for absence were received from Cllrs Romback, Jeffery and Mason.

25-26/044 Declarations of Interest

There were no declarations of interest.

25-26/045 Minutes of the Council Meeting held on 17th July 2025

The minutes of the meeting held on 17th July 2025 were approved and signed.

25-26/046 Actions from Previous Meetings

21-22/044a – Installation of a mirror on B4696 crossing – action closed as no progress likely.

22-23/114b – Lake 82 – action closed as issues seem to have been resolved.

25-26/035a – Emergency plan has been circulated to all.

25-26/047 Chairmans Report

A CIL meeting was held on Monday 15th, a further meeting is needed to formalise expenditure of CIL.

Thanks were given to all Councillors for their high level of engagement since the last meeting. It was noted that the increased volume of work and communication with the Clerk is resulting in additional hours being required. The Clerk will continue to respond to all matters; however, due to the current workload, response times may be delayed. A reminder was issued that it is the Clerk's role to advise on proper practices and procedures.

Councillors were also reminded that when an action is assigned to someone who was not present at a Committee or Working Group meeting, it is important to make direct contact with that individual to ensure they have the necessary information to carry out the task effectively.

The landowner of the pond located at the Spine Road crossroads has arranged clearance works and engaged further regarding the local drainage system. The pond has now been successfully cleared. Wiltshire Council has attended the site with a vector unit and cleared the majority of the drains in the area, except for the final five. An update is awaited regarding these remaining drains. Additionally, exploratory works have been undertaken on the drainage infrastructure around the crossroads.

Ashton Keynes Parish Council

The efforts and progress made in this area are acknowledged and appreciated.

25-26/048 Clerks Report

The annual inspections of High Road, Bradstone and The Lotts play areas have been carried out and the report received and circulated. The Playing Fields Committee will meet to discuss the report.

The Parish Council agreed a 2-drawer lockable filing cabinet to be kept at the site of the PC storage.

The Clerk had attended the WALC Annual Conference in Trowbridge, a report will be circulated prior to the next meeting.

The BBC made contact regarding an online article they were compiling, 'Drying up of the Thames at Ashton Keynes' and asked for a comment from the Parish Council. Chairman and Clerk discussed and agreed that there was no comment to be made at present.

25-26/049 Financial Report

The Finance report was circulated prior to the meeting.

Income since the last meeting:

Wiltshire Council CIL £129,602.86

Expenditure since the last meeting:

Scribe	£ 84.00
O2 Mobile Phone	£ 30.84
Open Space Maintenance	£ 1980.00
Clerks Expenses	£ 108.55
Postage	£ 13.24
Augustus Payroll	£ 23.96
Chairmans Expenses	£ 99.45
Lloyds Bank Charges	£ 9.34
Unity Bank Charges	£ 12.00
Millennium Green Grant	£ 885.00
WALC Training	£ 288.00

Playing Fields

Income since the last meeting:

Expenditure since the last meeting:

YGP Electricity	£ 498.77
Bradstone Cleaning	£ 270.00
Spot on Supplies	£ 94.33
Benches and other Equipment	£ 1792.62

It was noted that the finance report was showing an error of £42.00, this is due to the duplication of a direct debit being taken by Scribe. A refund has been given, as it arrived in the bank in September it will show on the next financial report.

The Council approved the finance report and income and expenditure.

25-26/050 Defibrillator

The Parish Council has been asked to take on the running costs of the defibrillator sited at the Village Hall. The Council voted in favour of taking on the running costs.

There are also defibrillators at Bradstone and High Road. Batteries need replacing every 3 years at a cost of £300, pads need replacing annually at a cost of £60. It was proposed that the Parish Council investigate taking on the running costs of all 3 defibrillators with a coordinator being put in place. The Council voted in support to investigate improvement of

Ashton Keynes Parish Council

defibrillator provision in the parish and coordination of the running of 3 existing defibrillators.

Action: Cllr Crawford

25-26/051 Highway Improvement Request

A Highway Improvement request had been received regarding the provision of a SID. The Parish Council are supportive, however, the information provided was not clear enough to allow a decision to be made. Clerk to respond.

Action: Clerk

25-26/052 Insurance Renewal

The Parish Council approved the renewal of the insurance. Clerk to check on the Hirers Liability and forward all insurance documents to Cllr Ellis.

Action: Clerk

25-26/053 GDPR Compliance and Assertion 10

Information was circulated prior to the meeting regarding the new Assertion 10 that will be included in the annual return for this financial year. The Parish Council agreed to meet legal requirements and approved registration with the Information Commissioners Office at the cost of £52 per year. It was agreed that the domain name will be changed so that it is registered to the Council.

Action: Clerk

25-26/054 IT Policy

The IT Policy circulated prior to the meeting was adopted.

25-26/055 Communications and Media Policy

The review of the Communications and Media Policy was approved with no changes.

25-26/056 Emergency Contact Hub, Emergency Plan and Flood Plan

The Emergency Contact Hub pack had been located and is now with the Clerk. To enable registration of the Village Hall as an ECH, 2 keyholders are required and the pack needs to be kept at the Village Hall. Two keyholders were agreed.

It was agreed to publicise that the Parish Council have a limited number of gel sacs available in an emergency, in the newsletter.

Action: Clerk

25-26/057 License Application

A neighbouring parish had made the Council aware of a license application relating to Cotswold Country Park and Beach. As this is in Gloucestershire the Parish Council was not a consultee. It was agreed to contact CDC asking to be made a statutory consultee on future applications across the Wiltshire/Gloucestershire border.

Action: Clerk

25-26/058 Playing Fields Committee

Minutes of the committee meeting have been circulated. Cllr Ellis was elected as Chairman.

It was reported that tile guards are needed for Bradstone pavilion roof, two quotes had been obtained, awaiting a response from a third company. The Parish Council approved acceptance of a quote for £500 exclusive of materials.

Action: Cllr Ellis

The appointment of Cllrs Jeffery and Mason on to the Committee was noted.

Issues relating to the waste collections at Bradstone and High Road had been raised. Quotes had been obtained for 3 x bins at High Road and 1 bin to be sited at Bradstone for

Ashton Keynes Parish Council

weekly collections. The parish Council approved the quotation for an annual contract with Hills Waste at a cost of £2547.00.

Action: Clerk

The Skate ramp has been offered to another local parish, if they do not want to take it, collection by a scrap merchant will be arranged.

Action: Cllr Ellis

25-26/059 Committees, Working Groups and Representatives' Reports

To respond to any questions relating to reports circulated prior to the meeting.

- a) Planning Committee (AT) – Minutes and Agendas circulated.
- b) Internal Affairs Committee () – Nothing to report.
- c) Village Hall (MY) – Nothing to report.
- d) Cotswold Lake Trust (MJ) – Nothing to report.
- e) School Governors (SC) – Nothing to report.
- f) Police (SC) – Nothing to report.
- g) Highways (SC/AE) – Nothing to report.
- h) Footpaths, Rights of Way and Waterways (LM) – Minutes circulated.
- i) Ashton Keynes Charities (NI) – Nothing to report.
- j) Parochial Church Council (LM) – Nothing to report.
- k) Millennium Green (NI) – Nothing to report.
- l) B4696 Road Safety (SC/AE) – Nothing to report.
- m) CIL Funds (TR) – Nothing to report.
- n) WC Operational Flood Risk Working Group (MC) – Nothing to report.

25-26/060 Matters for the next meeting

Councillors were reminded to contact the Clerk with any items to be put forward for the agenda and to submit any reports for the Committees, Working Groups and Representatives section at least 10 days in advance of the next meeting.

Proposals for the Council need to include sufficient information for the Council to be able to make an informed decision.

25-26/061 Date for the next meeting

The next Parish Council meeting will be held on 9th October at 7.30pm, in Ashton Keynes Primary School Hall.

The meeting concluded at 9.43pm.