

Coombe Bissett Parish Council
Minutes for Annual Parish Council Meeting
held on Tuesday 14th May 2024

Minutes of Coombe Bissett Annual Parish Council Meeting held at Coombe Bissett Village Hall on Tuesday 14th May 2024. The meeting started at 7pm

Present: Cllrs Abigail Bird (Chair), Simon Boxall (Vice-Chair), Michelle King, Lynn Reed, Stephen Gledhill, Des Hobson.

Also present: Jay McGowan (Clerk), Councillor Richard Clewer, Mr J GoodChild and Mr E Carter from Wessex Internet plus 7 members of the public.

Public Session

Mr Nic Artiss.

Flooding: The Parish Council requested a site visit from a Wiltshire Council drainage engineer but as yet have not had a response. Mr Artiss contacted Cllr Richard Clewer directly to see if this can be arranged. He has requested we chase the drainage team for a response. **Action:** *The Clerk will send a further email and cc Cllr Clewer.*

Planning Application PL/2023/03325: Mr Artiss has submitted a planning application to Wiltshire Council for consideration. He detailed the plan and hopes to achieve net gain for the site, with improvements to the drainage and ecology to the area. *This planning application is listed in item 23.24a for consideration.*

Mr J Goodchild, Community Engagement Officer, Wessex Internet

Wessex Internet were awarded the Government contract for South Wiltshire to bring ultrafast broadband to rural areas. Project Gigabit hope to bring a full fibre broadband to the area by late 2025 (Sept 25 – Feb 26) as they still need to build the network. The primary method of installation is through burial of cables and utilising existing infrastructure. They will be running parallel to existing supplier therefore giving greater choice to residents. At this early stage they ask for cooperation from landowners to allow access to their land to bury cables and hope to hold community events in the future to engage landowners and residents. Should residents have any questions please contact the Community Management Team: community@wessexinternet.com.

A guide to full fibre can be found at: www.wessexinternet.com/help-and-support.com/guides/what-is-full-fibre/

For further information on Project Gigabit: www.wessexinternet.com/project-gigabit-south-wiltshire/

CHAV Event. A Parishioner queried the decision to hold a separate event to engage with volunteers instead of holding it with a Parish Council Meeting. This is on the agenda, item 21.24a. It was decided to hold it as a separate event to encourage the whole community to attend; by keeping it as an informal event it is hoped it will more residents will volunteer to help.

Shutts Lane Lighting. This is on the agenda, item, 21.24c. See below for response.

Neighbourhood Development Plan. A Parishioner asked: Does the draft plan include the proposed 3 sites. Cllr Gledhill will give an update on agenda item 24.24.

Agenda

01.24 To Elect Chairman for 2024/2025. Cllr Reed proposed, and Cllr Boxall seconded Cllr Bird to continue as Chairman, all voted in favour.

Resolved: Cllr Bird confirmed she would be happy to continue and was elected as Chairman for 2024/25.

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02.24 To Elect Vice Chairman for 2024/2025. Cllr Gledhill proposed, and Cllr Reed seconded Cllr Boxall to continue as Vice-Chairman, all voted in favour.

Resolved: Cllr Boxall confirmed he would like to continue and was elected as Vice-Chairman for 2024/25.

03.24 To receive and consider acceptance of apologies for absence. None.

04.24 Vacancies in Parish Council Office: One. **Resolved:** Vacancy to be advertised. After many years of service in the Parish Council service, Councillor Byatt resigned due to increasing work and personal commitments.

The Parish Council would like to thank Councillor Byatt for her dedication and service while on the Parish Council. We wish her the very best for the future.

Resolved: The vacancy will be advertised with the Parish, the closing date for applicants will be Friday 21st June 2024.

05.24 Coombe Bissett & Homington Ultrafast Broadband. Mr J Goodchild, Wessex Internet Community Engagement Officer to give an update. *See public session.*

06.24 To consider and approve nominations for Parish Council Representatives:

- Playground and Recreation Field: Current representative Cllr Bird
- Village School: Current representative Cllr Gledhill
- Highways and Street Scene: Current representative Cllr Boxall
- Snow Warden: Current representative Cllr Reed
- Flood Warden Current representatives: N Artiss, D Parson
- Pennings Drove Cemetery: Current representative Cllr Boxall
- Rights of Way: Current representative Cllr King
- Planning (CB): Current representatives Cllrs Bird, Reed, Hobson
- Planning (H): Current representatives Cllrs Gledhill, Hobson, Boxall
- Homington Rep: Current representative Cllr Gledhill
- Finance: Current representative Cllr Gledhill
- Staffing Committee: Current representatives: Chair, Deputy Chair
- Complaints Committee: Current representatives Cllrs Gledhill, Boxall, Reed

07.24 To consider and approve Councillor Responsibilities:

- Neighbourhood Development Plan Steering Group: Cllrs Gledhill, Boxall, Reed
- Parish Council Website: Chis Chelu
- Defibrillator Checks: Cllrs currently responsible Cllr Boxall (H), Cllr Reed (CB)
- Social media (Facebook): Cllr currently responsible Cllr Bird
- Parish Steward: Cllr Boxall, Clerk

08.24 Declaration of Interest: Councillors to disclose their interests in matters to be discussed and to decide requests for dispensation. None.

09.24 To consider any urgent matters raised in the public session, and any other urgent matters or items from Councillors. (For discussion only, no decisions can be taken). None.

10.24 To agree any items on the agenda that are to be dealt with following the exclusions of the press & public. None.

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11.24 Minutes. To review and approve the Minutes of meeting held 12th March 2024.

Resolved: Cllrs approved the Minutes as a true record of the meeting held 12th March 2024. Cllr Bird signed the Minutes.

12.24 To review and adopt the following policies:

- Standing Orders
- Code of Conduct
- Financial Policy
- Asset Register

Resolved: All the above polices were reviewed and adopted.

13.24 To receive the Internal Audit for year ending 31st March 2024. The internal audit has been completed and accounts reviewed. To appoint an internal auditor for 2024/25.

Resolved: The internal audit was completed on Wednesday 24th April 2024, with no issues being reported.

Resolved: The Council would like to appoint Mr D Parson as the internal auditor for 2024/25.

The Parish Council would like to thank David Parson for completing the internal audit for 2023/24.

14.24 Bank Reconciliation: To receive bank statement year ending 31st March 2024.

Resolved: Cllrs noted and accepted the bank reconciliation for financial year ending 31st March 2024.

15.24 Certificate of Exemption: To approve and sign the Certification of Exemption for 2023/24. **Resolved:** Cllrs approved the Certificate of Exemption for 2023/24.

16.24 Annual Governance Statement: To approve section 1 of the Annual Governance Statement and Accountability Return 2023/24. **Resolved:** Cllrs approved Section 1 – Annual Governance Statement.

17.24 The Accounts Statement: To approve section 2 – Accounts Statement of the Annual Return for 2023/24. **Resolved:** Cllrs approved section 2 – The Accounts Statement.

18.24 Wiltshire Association of Local Councils Membership. To consider and approve membership for 2024/25. **Resolved:** Cllrs considered and approved to renew membership for 2024/25.

19.24 Parish Council Insurance. The Policy is due for renewal, to consider and approve the quotes received. **Resolved:** Cllrs considered both quotes and all voted in favour to of the Community First quote with a 3yr Long Term agreement.

20.24 Pennings Drove Cemetery.

a) To set a date to complete a safety check on the memorial stones currently in place.

Resolved: A date for July will be set for the safety check. Action: Clerk will place notifications around the cemetery and within the Parish.

b) Gate repairs. The repairs will commence shortly weather depending.

21.24 Clerk's Report/Items carried forward from previous meeting:

a) **Playpark.** Cllr Bird has contacted some outside contractors to fix the bolt on the rope swing, still waiting for a response.

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b) CHAV Event. Resolved: Cllr King will organise an informal event in the next few weeks to encourage residents to join the group and help with minor Parish maintenance. *A budget of £75 was agreed at the September 2023 meeting for light refreshments.*

c) Shutts Lane Lighting. Resolved: The Parish Council received 16 responses from the article placed in The Express, however the decision taken at the September and November 2023 meetings will remain and this item will not be revisited. The working light will remain on its current setting.

d) Parish Steward Visits. The Parish Steward will be concentrating on grass verges through May and June. Items to be added to the list of works will be submitted for the July visit.

22.24 Flooding.

A request for a drainage engineer to do a site visit to Coombe Bissett has been requested. Clerk will send a further request. (See public session).

23.24 Planning.

a) To consider any new planning applications received.

PL/2024/03325: Wyckfield, Homington Road, Coombe Bissett, SP5 4LR. Full Planning Permission - demolition of out buildings and erection of 1 self-build residential dwelling, access, parking, landscaping and associated works. **Resolved:** *Support – additional comment submitted.*

PL/2024/30528: Coombe Bissett Primary School. Full Planning Permission - removal of existing oil boiler and oil tank and installation of 2no Air Source Heat Pumps to be located in car parking area. **Resolved:** *Support.*

b) To consider any new planning applications received between publication of agenda and meeting.

PL/2024/01535: Land Adjacent Footes House, Homington Road, CB, SP5 4NG. Amended/additional plans received. **Resolved:** *Continue to object.*

c) To confirm any planning application responses determined by email for applications received since last meeting: (Comments can be viewed on the Wiltshire Council Planning Portal)

PL/2024/01535: Land Adjacent Footes House, Homington Road, CB, SP5 4NG. *Object*

PL/2024/00683 & PL/2024/00427: The Manor, Barbers Lane, Homington, SP5 4LY. *No comment.*

d) To note any planning application decisions made by Wiltshire Council.

PL/2024/00863: Replacement of Wooden Electricity Poles, Land South of Homington Road, SP5 4NG. *No objection.*

24.24 Neighbourhood Plan. *Cllr Gledhill advised the draft Regulation 16 version has now been completed and has been passed to Wiltshire Council to conduct a Habitats Regulations Assessment, the draft may then need further adjustment. Once this is complete and supporting consultation and conditions statements are written, the Plan will be ready to be formally submitted to Wiltshire Council. Cllr Gledhill is finalising an article for publishing in the next edition of The Express which will explain the next steps and the process going forward. (Amendment approved at Full Council meeting 16.07.24)*

25.24 Finance.

a) To note bank accounts:

Current Account: £12,542.90

Savings Account: £32,763.60

b) CIL Payment report for year ending 31st March 2024. **Noted:** £71.47 remains in the fund.

c) To approve any Direct Debit/Standing Payments for year 2024/25: **Resolved:** All payments approved.

- ICO Fee - £35.00.

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- Hurdcott Landscapes - £194.20 (£1,942 + VAT)
- J Hopkins - £120.00

d) To approve Schedule of Payments. **Resolved:** All payments approved. See full list at the bottom of the Minutes.

26.24 Parking Requests. Resolved: All requests were considered and approved.

- 3rd & 4th May: CB Drama Club
- 5th May: CB Cricket Club
- 12th May: CB Cricket Club
- 16th May: Private Event
- 17th May: Private event 12pm onwards
- 19th May: CB Cricket Club
- 23rd May: CB Film Night
- 26th May: CB Cricket Club
- 1st June: Private Event
- 2nd June: CB Cricket Club
- 9th June: CB Cricket Club
- 20th June: Private Event 6.30pm onwards
- 15th June: Private Event all day
- 16th June: CB Cricket Club
- 23rd June: CB Cricket Club
- 27th June: CB Film Night
- 30th June: CB Cricket Club

27.24 Forthcoming Meetings.

- Wiltshire Council Town & Parish Clerk's Meeting: 24th May 2024 - TEAMS
- Southern Wiltshire Area Board 29th May 2024 – TBN
- LHFIFG Meeting: 6th August 2024 – TBN

28.24 Correspondence Received. (Circulated to Councillors prior to the meeting)

- Briefing Notes: 23-07 & 08
- Wiltshire Association of Local Councils – April Newsletter.
- Invitation to the First Planning Service Stakeholders Meeting – 25th June 2024, Trowbridge.

29.24 Items to be carried forward to the next Parish Council Meeting.

30.24 Date of next meeting.

- Tuesday 9th July 2024
- Tuesday 10th September 2024
- Tuesday 12th November 2024

31.24 To close the meeting.

With No further items of business to discuss Cllr Bird closed the meeting at 8.50pm

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Schedule of Payments:

Payments to be approved:

Date	Payee	Particulars	Amount
01.04.24	Wiltshire Association of Local Councils	Annual Membership	£300.02
22.04.24	Hurdcott Landscapes	Grass Maintenance	£194.20
01.05.24	Britford Parish Council	Clerk's Expenses	£10.00
14.05.24	Mr J Hopkins	Cemetery Bins	£120.00
14.05.24	CB Cricket Club	Playpark repairs	£10.00
17.05.24	Information Commissioner's Office	Data Protection Fee	£35.00
Total			£669.22

Outgoings between 09.03.24 – 10.05.24.

Date	Payee	Particulars	Amount
14.03.24	HMRC Shipley	Clerk's Expenses	£26.40
18.03.24	CB Cricket Club	Ground Maint. (Playarea)	£100.00
	CB Cricket Club	Recreation Field Maint.	£525.00
19.03.24	I Newman	Playpark Repairs	£52.50
28.03.24	A Burnett	NDP Fees	£183.75
	J McGowan	Clerk's Expenses	£534.57
03.04.24	Hurdcott Landscapes	Grass Maintenance	£184.99
12.04.24	HMRC Shipley	Clerk's Expenses	£8.20
	CB Village Hall	Hall Fees	£18.00
30.04.24	J McGowan	Clerk's Expenses	£520.90
Total			£2,154.31

Income Received between 09.03.24 – 10.05.24.

Date	Received From	Amount
19.04.24	Wiltshire Council	£6,500.00
Total		£6,500.00