

Coombe Bissett Parish Council
Parish Council Meeting Minutes
Jay McGowan, Parish Clerk – 07946 576550

Minutes of Coombe Bissett Annual Parish Council Meeting held at the Village Hall on Tuesday 10th May 2022. The meeting started at 7pm.

Present: Cllrs Des Hobson (Chair), Abigail Bird (Vice-Chair), Chris Chelu, Stephen Gledhill

Also, present: Jay McGowan (Clerk), Cllr Richard Clewer and 3 members of the public.

Public Session

Members of the public were invited to speak at The Annual Parish Meeting

Agenda

01.22 To Elect Chairman for 2022/2023.

Resolved: Cllr Hobson to continue as Chairman for a further 12 months. Proposed by Cllr Gledhill, seconded by Cllr Bird. All attending Councillors approved this. Cllr Hobson agreed to the proposal and duly signed his Declaration of Acceptance of Office.

02.22 To Elect Vice Chairman for 2022/2023.

Resolved: Cllr Bird to continue as Vice-Chairman. Proposed by Cllr Gledhill, seconded by Cllr Chelu. All attending Councillors approved this. Cllr Bird agreed to continue as Vice-Chair and duly signed her Declaration of Acceptance of Office.

03.22 To consider and approve nominations for Parish Council Representatives:

Resolved: Councillors decided to defer the following until a full council were present.

Playground and Recreation Field
Village School
Highways and Street Scene
Snow Warden
Flood Warden
Pennings Drove Cemetery
Rights of Way
Planning (CB)
Planning (H)
Homington Rep

As the Financial Policies needed to be reviewed and updated it was resolved Cllr Gledhill would be the Finance Representative for 2022/23.

Finance: Cllr Gledhill. All attending Councillors approved this.

04.22 To consider and approve Councillor Responsibilities:

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Resolved: The following Councillors will continue with the following responsibilities.

Neighbourhood Plan – Cllr Gledhill
Parish Council Website – Cllr Chelu
Defibrillator Checks – Cllr Chelu
Social Media (Facebook) – Cllr Bird
Finance – Cllr Gledhill

05.22 To receive and consider acceptance of apologies for absence.

Apologies were received from Cllr Byatt, Cllr Reed and Cllr Boxall

Resolved: Apologies were approved and accepted by attending Councillors.

06.22 Vacancies in Parish Council Office. None

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

08.22 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.

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

10.22 Minutes of Parish Council Meetings.

To review and approve the Minutes from meeting held 8th March 2022.

Resolved: Councillors confirmed the Minutes were an accurate record.

To review and approve the Minutes from Annual Parish Council Meeting held 20th May 2021

Resolved: Councillors confirmed the minutes were an accurate record.

Cllr Hobson signed the minutes for both meetings.

11.22 Coombe Bissett & Homington War Memorial.

Mr David Parson was invited to speak to update the Parish Council on the proposed process for cleaning the war memorial. After cleaning the contractors will coat the memorial to stop mould growth. This coating will have to be reapplied every couple of years. The approximate cost of the coating is £200 per application. The total approximate cost of cleaning the memorial is now £4,958.00 (including VAT).

Mr van der Horst has also secured a donation of £1,000.00 towards the cleaning cost from The Express. The cost of cleaning the memorial will be split 4 ways:

£1,000.00 – grant from the War Memorials Trust

£1,000.00 – Parochial Church Council

£1,000.00 – The Express magazine

£1,958.00 – The Parish Council

Resolved: The Parish Council will contract the approved company: Sally Strachey Historic Conservation Ltd. The Council also approved to one further treatment to stop mould growth. Proposed by Cllr Hobson, seconded by Cllr Bird. All attending Councillors approved to the works. **Action:** Clerk will instruct the contactor and also ask what guarantee they will provide that the work will be more successful than the previous cleaning in 2014.

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12.22 To receive the Internal Audit for year ending 31st March 2022. The Parish Council would like to thank Mr David Parson completing the internal audit for 2021/22. He reported the accounts were all in order.

Resolved: It was approved to appoint Mr Parson as the internal auditor for 2022/23. Mr Parson agreed to carry out the audit.

13.22 Bank Reconciliation: To receive bank statement year ending 31st March 2022. Cllrs were circulated the Bank reconciliation for 2021/22 prior to the meeting.

Resolved: Councillors considered and approved the accounts. The Certificate of Exemption was approved and signed.

14.22 Annual Governance Statement: To approve section 1 of the Annual Governance Statement and Accountability Return 2021/2022.

Resolved: Section 1 was considered and approved by attending Councillors, signed by Cllr Hobson and J McGowan. *The Annual Governance Statement and Accounts statement of the Parish Council Accounts will be posted on the noticeboard and Parish Council/Village Website. Anyone interested in inspecting the accounts for year ending 2021/22 should contact the clerk from 14.06.22 – 22.07.22.*

15.22 The Accounts Statement: To approve section 2 – Accounts Statement of the Annual Return for 2021/2022.

Resolved: The Accounts Statement was considered and approved by attending Councillors, signed by Cllr Hobson and J McGowan.

16.22 To review and adopt the following policies:

Standing Orders – **Resolved:** Approved and adopted the Standing Orders issued by National Association of Local Councils 2018.

Code of Conduct – **Resolved:** Approved and adopted the Wiltshire Council Code of Conduct as applicable within the context of Coombe Bissett Parish Council.

Policies will be published on the Parish Council website

To complete authorisation form to receive the agendas electronically.

Resolved: All attending members completed an authorisation form to receive agendas in electronic form.

17.22 To review and adopt Financial Policies.

Resolved: The current policies were considered and decided to be updated. Cllr Gledhill now the appointed councillor for finance will review the financial policies with the clerk. As per item 12.22 Mr Parson has been appointed the internal auditor for 2022/23.

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

- a) **Pinch Point, Homington:** The request for 'road narrow' signs are on the agenda for the CATG meeting on 4th May 2022. Cllr Chelu attended the meeting and a grant application to CATG was made for road narrows signs and subject to confirmation by Southern Area Board was approved.
- b) **Bollards, Shutts Lane, Coombe Bissett:** Still waiting for a date for installation from Mr Howson at Wiltshire Council. Mr Howson has now been in contact with an alternative contactor to see if the installation can be completed soon. Clerk is waiting for a new date for installation.
- c) **Parish Council Noticeboards:** To receive a report from Cllr Chelu on the repairs being carried out. Cllr Chelu confirmed the noticeboard has been repaired and the Parish Council would like to thank Mr Mould for all his time and effort to repair the noticeboard.

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- d) **Fox & Goose flooding:** this was first raised in May 2021 when the road was resurfaced. In March 2022 Mr Bollen at Wiltshire Council was trying to come to a resolution with the Major Maintenance team, however The Council as yet have not had a response. *Cllr Chelu will request an update.*
It has been noticed that the drainage grip outside Foundary Cottage is still blocked. Cllr Chelu has previously contacted G Axtell at Highways regarding this issue. As Grip cutting was late starting this winter, due to the change in grass cutting and along with a few breakdown issues the programme is behind schedule. Mr Axtell will treat it as a priority. *Cllr Chelu will contact Mr Axtell again for an update.*
- e) regarding the flooding. Having spoken to Highways Cllr Chelu was told the machine to clean the grip had been damaged. As soon as the machine was operational again the grip would be cleaned – this is still on the list of works for Wiltshire Council.
Action: Cllr Chelu will request an update.
- f) **Foothpath by watercress beds.** Cllr Reed spoke to Lady Radnor who agreed for a handrail to be put along the path.
Resolved: As Cllr Reed was absent from the meeting, this item will be carried forward to the next meeting for a report from Cllr Reed.
- g) **Wild about Wiltshire Scheme:** following on from the last meeting, Cllrs can propose any areas they think would be suitable to put forward to Wiltshire Council.
Resolved: The following were suggested: the verges of C12 east of Homington towards Odstock, towards Down Barn in Homington, and Pennings Drove. **Action:** *The Clerk will propose these sites to Wiltshire Council, and request further details.*
- h) **Parish Steward Visit.** Waiting for the summer schedule to be published.
Resolved: Cllrs will submit a list to Wiltshire Council for repairs to potholes in Coombe Bissett and for some weeding to be carried out opposite the Fox & Goose. Cllr Chelu will submit these requests.
- i) **Queen's Platinum Jubilee Celebrations:** Cllr Bird advised the Jubilee preparations are going to plan and is on track. Volunteers will be required to help on day with setting up and supervision of bouncy castle.
Spending of Parish Council Grant to date: £150.00 - Ice Cream Van
Jubilee Tree planting. A request to plant a tree to mark the Platinum Jubilee was made to The Council:
Resolved: The Parish Council would contribute towards a tree to be planted in the villages if a landowner with a suitable area would agree to maintain the tree.

19.22 Planning.

- a) **To consider any new planning applications received.** None.
- b) **To consider any new planning applications received between publication of agenda and meeting.** None.
- c) **To confirm any planning application responses determined by email for applications received since last meeting:**
PL/2022/02111: Coombe Down Farm, Annexe, Blandford Road, CB, SP5 4LT – Comment
PL/2022/02546: St Mary's Church, Homington, SP5 4LE – No objection
PL/2022/02328: Mill House, Stratford Tony Road, CB, SP5 4LE – No objection SP5 4NG – No comment was submitted. *To note this property is not on Stratford Tony Road
- d) **To note any planning application decisions made by Wiltshire Council.**
PL/2022/00691: Stepping Stones, Barbers Lane, Homington, SP5 4NL – Approve.
PL/2022/00883: Marazan, Barbers Lane, Homington, SP5 4NL - Approve
PL/2021/11458: Mead's Cottage, Shepherd's Close, CB, SP5 4LX – Approve

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PL/2022/01193: Brook House, Homington Road, CB, SP5 4LR - No objection

PL/2022/02328: Mill House, Stratford Tony Road, CB, SP5 4LE – No objection

20.22 Donkey Field:

Cllrs **resolved** to defer this item until Cllr Reed can attend.

21.22 Neighbourhood Plan: Cllr Gledhill stressed the importance that at the next stage, Regulation 14 consultation, The Parish Council must take full responsibility for the plan.

22.22 Finance

a) To note bank accounts as of 01.05.22:

Current Account: £9,962.10

Savings Account: £32,147.71

b) Update on bank signatories. Cllr Hobson is still waiting for an update from NatWest

c) National Salary Award for Clerk's.

Resolved: Cllrs noted the salary increased and agreed the new pay scale

d) CIL Payment report for year ending 31st March 2022.

Resolved: Cllrs noted the payments for 2021/22

e) To approve any Direct Debit Payments for year 2022/2023:

ICO Fee - £35.00.

Resolved: Cllrs considered and agree to pay by direct debit.

f) To approve Schedule of Payments

Resolved: Cllrs approved the payments listed.

Date	Payee	Amount
17/05/2022	Information Commissioner's Office	£35.00
31/05/2022	Wiltshire Association of Local Councils - Subscription	£303.90
31/05/2022	J Hopkins – Bins	£100.00
01/06/2022	BHIB Insurance	£790.16

23.22 Correspondence. To note any correspondence received since last meeting.

Claire Bourne from CRESS UK would like to thank the Parish Council and Village Hall for a very successful evening.

NatWest - Changes to Business Account: New terms received.

24.22 Forthcoming Meetings

25.22 Parking Request.

15th May: CC - Away 1-30pm

22nd May: CC - Away 2.00pm

29th May: CC – Home 1.30pm

12th June: CC – Home 1-30pm

19th June: CC - Home 1-30pm

26th June: CC - Home 1-30pm

2nd – 3rd July: - Beavers 12pm – 12pm

3rd July: CC - Home 1-30pm

10th July: CC - Home 1-30pm

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26.22 Items to be carried forward to the next meeting.

Resolved: The following items will be carried forward to the next meeting:

03.22 To consider and approve nominations for Parish Council Representatives 18.22a

Pinch Point, Homington

18.22b Bollards, Shutts Lane, Coombe Bissett

18.22d Flooding outside Fox & Goose

18.22e Footpath by watercress beds

20.22 Donkey Field

27.22 Date of next meeting

Tuesday 12th July 2022 at 7.30pm

28.22 To close the meeting.

The meeting was brought to a close by Cllr Hobson at 8.25pm