

Coombe Bissett Parish Council  
Minutes for Annual Parish Council Meeting held Tuesday 9<sup>th</sup> May 2023

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Minutes of Coombe Bissett Annual Parish Council Meeting held at Coombe Bissett Village Hall on Tuesday 9<sup>th</sup> May 2023. The meeting started at 6.55pm

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**Present:** Cllrs Abigail Bird (Chair), Simon Boxall (Vice-Chair), Kim Byatt, Lynnie Reed, Stephen Gledhill, Des Hobson.

**Also present:** Jay McGowan (Clerk), Councillor Richard Clewer, 7 members of the public.

**Public Session**

Members of the public were invited to speak at this time.

**Mr B Archer.**

Mr Archer asked for the Minutes of the last meeting to be reviewed. It was agreed they would be reviewed in the Minutes item (10.23).

**Beech Tree Solar Farm Proposal.**

A brief presentation was given on the proposal of this solar farm. The proposal is at very early stages but are keen to engage with the Community and receive feedback.

The Consultation is being run from 10<sup>th</sup> May – 8<sup>th</sup> June 2023 and residents are encouraged to submit any comments.

There is an online event on 17<sup>th</sup> May 2023.

A Community engagement event will be held at Coombe Bissett Village Hall on 24<sup>th</sup> May 2023, residents can attend and ask any questions they may have.

**Agenda**

**01.23 To Elect Chairman for 2023/2024.**

Cllr Reed proposed and Cllr Byatt seconded Cllr Bird as Chairman, all voted in favour.

**Resolved:** Cllr Bird was elected as Chairman for 2023/24; the Declaration of Acceptance of Office was signed.

All Parish Councillors and the Clerk would like to thank Cllr Hobson for his time and dedication to both villages over the past two years as Chairman.

**02.23 To Elect Vice Chairman for 2023/2024.**

Cllr Reed proposed and Cllr Gledhill seconded Cllr Boxall as Vice-Chairman, all voted in favour.

**Resolved:** Cllr Boxall was elected as Vice- Chairman for 2023/24; the Declaration of Acceptance of Office was signed.

**03.23 To receive and consider acceptance of apologies for absence.** None

**04.23 Vacancies in Parish Council Office:** One

After many years of service in the Parish Council service, Councillor Chelu decided it was time to leave and dedicate his time to his many other interests.

The Parish Council would like to thank Councillor Chelu for his 13 years of dedication and service. We wish him the very best for the future.

The Vacancy has been advertised.

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**05.23 To consider and approve nominations for Parish Council Representatives.**

**Resolved:** The following Cllrs were nominated:

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

**06.23 To consider and approve Councillor Responsibilities.**

**Resolved:** The following Cllrs were approved:

Neighbourhood Development Plan: Cllr Gledhill, Boxall, Reed, Hobson  
Parish Council Website: Mr C Chelu  
Defibrillator Checks Cllr currently responsible: Cllrs S Boxall (H), L Reed (CB)  
Social Media (Facebook) Cllr currently responsible: Cllr A Bird  
Parish Steward: Cllr S Boxall

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

**08.23 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.

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

**10.23 To review and approve the Minutes of meeting held 14th March 2023.**

**Resolved:** Cllrs considered Mr Archer's comments in the Public Session.

**Resolved:** Cllrs reviewed and approved the Minutes of meeting held Tuesday 14<sup>th</sup> March 2023. Minutes were signed by Cllr Bird.

**11.23 Beech Tree Solar Farm.** A proposed new solar farm site within Coombe Bissett Parish. Representatives gave a short presentation in the public session.

**Resolved:** Cllrs would like to be kept informed of the progress of the proposed solar farm.

**12.23 To review and adopt the following policies:**

Standing Orders  
Code of Conduct  
Financial Policy  
Asset Register  
Vexatious Complaints

**Resolved:** All the above policies were reviewed and adopted.

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**13.23 To receive the Internal Audit for year ending 31st March 2023.** The internal audit has been completed and accounts reviewed. To appoint an internal auditor for 2023/24.

The internal audit was completed on Tuesday 2<sup>nd</sup> May 2023, with no issues being reported.  
**Resolved:** The Council would like to appoint Mr D Parson as the internal auditor for 2023/24.

The Parish Council would like to express their gratitude to Mr Parson for carrying out the audit.

**14.23 Bank Reconciliation: To receive bank reconciliation for financial year ending 31st March 2023.**

**Resolved:** Cllrs noted and accepted the bank reconciliation for financial year ending 31<sup>st</sup> March 2023.

**15.23 Certificate of Exemption: To approve and sign the Certification of Exemption for 2022/2023.**

**Resolved:** Cllrs approved the Certificate of Exemption.

**16.23 Annual Governance Statement: To approve section 1 of the Annual Governance Statement and Accountability Return 2022/2023.**

**Resolved:** Cllrs approved Section 1 – Annual Governance Statement.

**17.23 The Accounts Statement: To approve section 2 – Accounts Statement of the Annual Return for 2022/2023.**

**Resolved:** Cllrs approved section 2 – The Accounts Statement.

**18.23 Wiltshire Association of Local Councils Membership.** To consider and approve membership for 2023/24.

**Resolved:** All Cllrs considered and approved the membership for 2023/24.

**19.23 Parish Council Insurance.** The Policy is due for renewal, to consider and approve the quote from BHIB Insurance.

**Resolved:** All Cllrs considered and approved the renewal cost for 2023/24.

**20.23 Pennings Drove Cemetery.**

a) To review and consider the current cemetery fees and regulations.

**Resolved:** This will be reviewed at a later date.

b) To consider installing a water supply to the Cemetery.

**Resolved:** The request for a water supply was considered and agreed on by all Cllrs. The various options and costs for having a water supply will be collated.

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

**a) Coronation Tree:** A Tulip tree has been planted on the Donkey Field to mark the Coronation of King Charles III.

Coombe Bissett Parish Council would like to thank The Hon Peter Pleydell-Bouverie, Deputy Lieutenant and Councillor Richard Clewer, Leader of Wiltshire Council for planting the tree.

**b) Homington Events Funding.**

**Resolved:** The items were agreed and purchased. All Cllrs agreed the costs.

**c) Coronation Events.** Events were held in both Coombe Bissett and Homington, both events were enjoyed by residents.

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The Parish Council would like to thank the Fox & Goose for holding the Coronation event in Coombe Bissett which many residents attended.

The Parish Council would like to thank the volunteers who helped organise the Homington Event with special thanks to Mrs Nicola Rimer who co-ordinated the event.

**d) War Memorial.** The plaque for the War Memorial has been ordered, waiting for an estimated delivery date. To consider and approve the quote received for fitting the plaque.

**Resolved:** All Cllrs agreed to 50% of the cost for fitting the plaque when it arrives.

**e) Cemetery Hedge.** The neighbouring property has now been consulted and are happy to have the hedge trimmed back. This will be done in late summer after the nesting season is over.

**f) Playpark.** To be deferred till the next meeting.

**22.23 Flooding.**

Flood Plan - To consider appointing a sub flood warden.

**Resolved:** All Cllrs in agreement to appoint a sub flood warden.

**23.23 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: (Comments can be viewed on the Wiltshire Council Planning Portal)

PL/2023/02002: Mead's Cottage, Shepherds Close, Coombe Bissett, SP5 4LX. Householder planning permission – proposed roof dormer. No objection (Comment on Wiltshire Council portal).

PL/2023/02668: Corydon, Pennings Drove, Coombe Bissett, SP5 4NA. Householder planning permission - Proposed Extensions, Loft Conversion and Alterations. Support.

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

PL/2022/00946: Willowbrook Farm, Willomead Close, Coombe Bissett, SP5 4LG.

Notification of proposed works to trees in a conservation area. No objection.

e) 21/01329/FUL: Land adj Footes House, Coombe Bissett, SP5 4LY. Planning Appeal Notification received.

**24.23 Neighbourhood Plan.**

The responses from the Regulation 14 Consultations are still being collated and analysed. When this is complete any necessary amendments to the draft Plan will be made. A number of other pieces of work have also to be prepared, including a Consultation Statement showing how we conducted the Consultation, what were the main issues raised and how they were addressed. This work will probably take several more weeks to complete.

**25.23 Finance.**

a) To note bank accounts:

Current Account: £14,665.20

Savings Account: £32,312.08

b) CIL Payment report for year ending 31st March 2023.

**Resolved:** All Cllrs agreed to use the remaining CIL funds towards the cost of the War Memorial plaque.

c) To approve any Direct Debit/Standing Payments for year 2023/24:

ICO Fee - £35.00.

Hurdcott Landscapes - £184.99 – Resolved: Cllrs voted to approve the standing monthly payment of £184.00, the Clerk is authorised to make this monthly payment.

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d) To approve Schedule of Payments

**Resolved:** All payments were considered and approved.

**Resolved:** All Cllrs agreed to increase the annual payment to Mr & Mrs Hopkins to £120 with immediate effect.

Date	Payment To	Amount
01.04.23	WALC Membership	£305.98
14.04.23	BHIB Insurance	£773.69
01.05.23	Mr & Mrs Hopkins	£120.00
02.05.23	Fox & Goose (Coronation Event)	£300.00
05.05.23	A Burnett	£315.00
06.05.23	Mr N G Walker (Coronation Event)	£200.00
08.05.23	A Bird – lock reimbursement	£21.99
Total		£2,036.66

**26.23 Shutts Lane.** To consider the need for street lighting on Shutts Lane. If lighting is retained, what time should they be switched off? To consider residents' concerns.

**Resolved:** Cllrs considered the need for street lighting and agreed there is no longer a requirement for the street lighting. All voted unanimously to have them de-commissioned and removed. It was agreed to review this item again at the September 2023 meeting.

**27.23 Parking Requests.**

Sun 7th May: Cricket Club  
 Sun 14th May: Cricket Club  
 Fri 19th May: Private Party  
 Sat 20th May: Private Party  
 Sun 21st May: Cricket Club  
 Sun 28th May: Cricket Club AM  
 Sun 28<sup>th</sup> May: Private Party PM  
 Tue 30th May: Private Party  
 Sun 4th June: Cricket Club  
 Sun 11th June: Cricket Club  
 Thur 15th June: Private Party  
 Sat 17th June: Private Party  
 Sun 18th June: Cricket Club  
 Sat 24th June: Village Show – Public event.  
 Sun 25th June: Cricket Club  
 Sun 2nd July: Cricket Club  
 Sun 9th July: Cricket Club

**28.23 Forthcoming Meetings.**

LHFIG Meeting: 10th May 2023 – Bourne Hill Offices, Salisbury. 6pm  
 Southern Wiltshire Area Board Health & Wellbeing Meeting: 24th May 4-5pm: Online  
 Southern Area Board Meeting: 25<sup>th</sup> May 2023 – Winterbourne Earls  
 Southern Wiltshire Area Board Summer Event: 15th July 2023 – Winterslow

**29.23 Correspondence Received.** (Circulated to Councillors prior to the meeting)

Briefing 23-10: Guidance for Neighbourhood Planning Within Wiltshire.  
 Police Crime Commissioner Quarterly Newsletter.

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Wiltshire Council: A new Code of Conduct for Councillors has been adopted.  
New Area Board Health & Wellbeing Group to be set up.  
Wiltshire Association of Local Councils – April Newsletter.  
The new Salisbury City Mayor will procession will take place Saturday 13th May 2023.  
Ask the Leader Event will be held 17th May 2023  
DLUHC Consultation on Levy Instructure.

**30.23 Items to be carried forward to the next Parish Council Meeting.**

Playpark  
Shutts Lane Lighting (September 2023)

**31.23 Date of next meeting.**

- Tuesday 11th July 2023
- Tuesday 12th September 2023
- Tuesday 14th November 2023

**32.23 To close the meeting.**

**With no further business to discuss Cllr Bird closed the meeting at 9pm.**