

**Coombe Bissett Parish Council**  
**Minutes Agenda for Ordinary Parish Council Meeting**  
**Jay McGowan – Parish Clerk**

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Minutes of Coombe Bissett Ordinary Parish Council Meeting held at Coombe Bissett Village Hall on Tuesday 14<sup>th</sup> March 2023. The meeting started at 7pm.

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

**Also present:** Jay McGowan (Clerk), Councillor Richard Clewer, 5 members of the public.

**Public Session**

1. A Parishioner would like to highlight the following issues:
  - a) The A354 is in need of resurfacing as a lot of the potholes and uneven road surfaces could cause a danger to drivers, especially at night. Cllr Chelu confirmed in his Highways report that Wiltshire Council have plans to resurface some of the roads through the Parish. See full Highways report.
  - b) There has been an increase of litter along the A354, while it is understood the road sweeper only operates on kerbed roads, this stretch of road has not been cleaned for some time. Wiltshire Council continues to operate the road sweeper however the roads are prioritised with some roads scheduled for an annual clean.

As The Great British Spring Clean Event commences 17<sup>th</sup> March 2023, it was suggested a group of volunteers might wish to organise a litter-picking event.

2. A member of the public asked if a Coronation tree and location on the Donkey Meadow had been chosen. Cllr Hobson advised that this was on the agenda and Cllrs would consider the species and location later in the meeting.

3. Mr Ben Archer raised allegations concerning the handling of his Complaint against the Council's Consultee Comments on Planning Application 21/01329/FUL. He stated that in dealing with his Complaint the Parish Council had been prejudiced against him and also stated that the prejudice was "because of the colour of my skin". He told the meeting that if he did not receive an apology by 6pm on 15<sup>th</sup> March 2023, he would take the matter further.

The Chair replied that as Mr Archer was aware, consideration of his Complaint had been completed at the Council's Meeting on 10<sup>th</sup> January 2023. As a result, the Parish Council had written to Wiltshire Council informing them of inaccuracies in the Consultee Comments on the Planning Application. Mr Archer had been provided with a copy of the Complaint investigation finding and the letter to Wiltshire Council.

An email received from Mr Archer on Sunday 15<sup>th</sup> January 2023 acknowledges the conclusion:

*"I thank you for the report and the acknowledgement that errors were made by the Parish Council. I would like to take this opportunity to apologise for my incorrect accusation at point 4. I have tried in vain to contact Mr Chrystos Chrysanthou but since leaving Planning Department he has disappeared off the face of the year. I therefore have to accept Mr Gledhill's analysis of that issue is correct. Please pass my sincere apology to all the members of the Parish Council who were understandably upset by my accusation."*

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As the Complaints procedure and Appeals process has been exhausted no further action will be taken regarding this matter. The Parish Council refutes Mr Archer's allegation of discrimination.

**Agenda**

**104.22 Apologies: To receive and consider acceptance of apologies for absence.** None received.

**105.22 Vacancies in Parish Council Office.** None

**106.22 Declaration of Interest:** Councillors to disclose their interests in matters to be discussed and to decide requests for dispensation. One.

Cllr Bird declared an interest in the Coombe Bissett Bell Ringers (item 118.22).

**Resolved:** Cllrs agreed Cllr Bird could take part in the discussion but would not take part in voting on any decisions.

**107.22 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.

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

**109.22 Minutes of Parish Council Meetings.** To approve and sign the Minutes from meeting held 10<sup>th</sup> January 2023.

**Resolved:** All Councillors confirmed the Minutes were an accurate record of the meeting. Cllr Hobson signed the Minutes.

**110.22 Playpark.**

a) RoSPA Play Park inspection. To review the report from the latest playpark inspection and consider any necessary works required.

Cllr Bird gave a summary of the report and the associated works required.

**Resolved:** Cllrs agreed a new sign with the Parish Council contact details would be purchased. As the rest of the works are minor repairs a request to CHAV would be submitted.

b) Request to carry out essential tree works on the Recreation Field near the play park has been requested by SSE. *Permission to carry out these works has been given.*

**111.22 Grass Maintenance Contract.** The current contract is due for renewal. Quotes have been obtained and circulated prior to the meeting. To consider the quotes and agree a contract.

**Resolved:** Both quotes were considered, all Cllrs in agreement to award the contract to Hurdcott Landscapes for the next two years.

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**Resolved:** It was unanimously agreed to proceed with the quote for a one off reduction in the height of the hedge to the left of the cemetery if the neighbouring property agrees for the works to go ahead.

**112.22 Cemetery Gates.** The paintwork on the gates is starting to peel and come off. To consider the repairs needed and to obtain quotes for the work to repaint/varnish the gates.

**Resolved:** Cllrs agreed to the necessary works and a request to CHAV will be submitted.

**113.22 Coronation.**

The coronation of King Charles III will take place Saturday 6<sup>th</sup> May 2023, to discuss the possibility of running a Parish event on Sunday 7<sup>th</sup> May 2023; to consider and set a budget for hosting an event.

**Resolved:** Despite a community appeal for volunteers to organise a parish celebration, no-one has volunteered. As the Coronation is now less than 8 weeks away, there is insufficient time to organise a Parish Event.

**Resolved:** Cllrs considered a donation to the Fox & Goose Pub of up to £500.00 towards the cost of a Community Event hosted by the Pub. **The donation would be towards entertainment and marquee costs only.** It was put to a vote:

5 – Agreed subject to the donation for costs towards entertainment and marquee with the event being accessible to all residents of the Parish subject to Health & Safety Laws.  
1 – Abstained.

**The majority voted in favour of the donation subject to the above caveat.**

**114.22 Homington Events.** A request for funding for Homington gatherings has been received. Request for permanent assets (re-useable equipment) circulated to Cllrs prior to the meeting.

**Resolved:** Cllrs considered the request and agreed further details of items required would have to be submitted prior to purchasing. The request was put to a vote:

3 – Supported the request subject to items being agreed in advance.  
2 – Objected to the request.  
1 – Abstained.

**The majority voted in favour of supporting the request for funding, Cllr Boxall will request a full list of items required and will circulate the agreed list to Councillors.**

**115.22 Clerk's Report/Items carried forward from previous meeting.**

**a) Pinch Point, Homington.** The 'road narrows' and 'slow' signs are now in place and lines have been painted. No further action.

**b) Footpath by watercress beds.** Cllr Reed confirmed a gate will be fitted and will confirm when this has been done.

**c) Coronation Tree Planting in Donkey Meadow.** Prior to the meeting Cllr Hobson circulated a list of suitable trees for consideration by Cllrs.

**Resolved:** Majority voted in favour of a tulip tree. Cllrs Bird and Reed will purchase the tree for planting and will assess the best location for planting.

**Resolved:** It was agreed a plaque for the tree would be purchased, Cllr Bird will source the plaque.

**d) Defibrillator Awareness Training Session:** this was run in conjunction with Southwest Ambulance Service. The session took place on Monday 27<sup>th</sup> February 2023 at Coombe Bissett Village Hall with many residents attending.

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To consider and select representatives to check the Defibrillators in Homington & Coombe Bissett.

**Resolved:** It was agreed Cllr Boxall would complete the monthly checks for the defibrillator in Homington, Cllr Chelu would continue to check the Coombe Bissett locations. Both would report the checks back to the Clerk.

*Coombe Bissett Parish Council would like to thank Paul Cosh and Julia Doel from Southwest Ambulance Service for running the training session which was very informative.*

**e) Parish Steward Visit:** 20<sup>th</sup> March

**f) Flooding:**

i) To consider and review the current flood plan. *Deferred to the next meeting.*

ii) To consider a request for additional flood drainage along Town Path in Homington.

**Resolved:** It was agreed if the drains in the wall along the Town Path were made larger, flood water would drain away quicker. A request will be submitted.

**g) Highways:**

i) Wiltshire Council have now finished the work on the west side of the Homington Road from Shutts Lane, this included burying a pipe under the road from Shutts Lane to the junction of Water Lane where it joins the gully and ditch that runs under the road and along Water Lane into The Glebe and then into the Ebble. The rest of the gullies on Homington Road were inspected by the team and are aware of the issues.

ii) Grit Bin – Homington. The grit bin in Homington is empty. Numerous requests to replenish the bin have been made to Wiltshire Council but to date it has not been replenished. *Clerk to follow up.*

iii) The water coming down Shutts Lane doesn't all go down the new gully and pipework, Cllr Chelu has informed the Drainage Engineer and Graham Axtell. *Cllr Chelu will continue to monitor the situation.*

iv) Some of the deeper pot holes have been filled in Homington Road, although many have not, but many would not remain filled if filling was attempted. Cllr Clewer advised many pot holes have been filled with cold fill tarmac. Once weather conditions allow permanent repairs will commence. Wiltshire Council have plans to resurface the C12, Stratford Tony Road up to C320 Race Plain Road, the A354 Rockbourne Road to 50mph limit, and carriageway repairs on the Homington Road through Coombe Bissett. (Noted in Southern Area Investment Programme 2023-30)

*To note the Wiltshire Classic Event cycle race will take place Saturday 18<sup>th</sup> March.*

*The Parish Council would like to thank Wiltshire Council for the recent drainage works and improvements in Coombe Bissett.*

**h) Coombe Bissett War Memorial.** Cllr Boxall confirmed the plaque has now been agreed and can proceed.

*The Parish Council would like to thank all who helped move this forward, with particular thanks to Mr Roger Brown.*

**116.22 Speed Indicator Signs.** Having been installed 4 years ago, the batteries are now starting to lose their charge and will need to be replaced together with the cable connectors. A quote from Elan City has been circulated to Councillors prior to the meeting. To consider the quote and agree the purchase of 4 new batteries.

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**Resolved:** Cllrs considered the quote and all in agreement to purchase 4 new batteries.

**117.22 Parking.** The Parking Committee have recently met to discuss the latest parking concerns, Cllr Bird to update. Cllr Bird gave a brief update of the meeting. A request to purchase traffic cones and chain links to cordon off areas unsuitable for parking was made.

**Resolved:** Cllrs agreed to the purchase of traffic cones and chain links. Combination lock code will be changed every two months, as there has been unauthorised parking.

**118.22 Church Bell Ringers.** To consider a request for a donation towards replacing the carpet in the belfry.

**Resolved:** Cllr Hobson proposed to support this request subject to approval by the PCC and any Diocesan faculty necessary.

All Cllrs supported this proposal and agreed to a donation of approximately £300 (50% of the cost)

**119.22 Neighbourhood Plan.** Cllr Gledhill gave a brief update. The draft Plan completed its Regulation 14 Consultation period on 19th Feb 2023. A good number of responses were received, the responses are now being collated and analysed. It will then be decided whether further amendments should be made to improve the draft Plan. Comments (with personal information removed) will then be published in due course.

**120.22 Planning.**

**a) To consider any new planning applications received.**

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

- PL/2023/00705: Frampton Cottage, Shepherds Close, Coombe Bissett, SP5 4LX – Household Planning Permission. The installation of 13 solar panels on two roof elevations facing to the rear of the property. *No objection.*
- PL/2023/01815: Frampton Cottage, Shepherds Close, Coombe Bissett, SP5 4LX – List Buildings Consent. As Above. *No objection.*

**c) To confirm any planning application responses determined by email for applications received since last meeting.**

- PL/2022/06579: The Old Vicarage, Homington Road, Coombe Bissett, SP5 4LR – Amended Plans/additional information. *Objection to this application was submitted.*
- PL/2023/00680: Champions, Stockbridge Lane, Coombe Bissett, SP5 4LZ – Notification of proposed works to trees in a conservation area. *No comment submitted.*
- PL/2023/00746: Greenacres Farm, Rockbourne Road, Coombe Bissett, SP5 4LP – Full planning permission. Conversion of an existing outbuilding to residential with parking and amenity area. *Comment – this can be viewed on Wiltshire Council Planning Portal.*
- PL/2022/00946: Willowbrook Farm, Willomead Close, Coombe Bissett, SP5 4LG. Notification of proposed works to trees in a conservation area. *No comment submitted.*

**d. To note any planning application decisions made by Wiltshire Council since last meeting.**

- PL/2022/09729: Fernhill, Homington Road, Coombe Bissett, SP5 4LR – Notification of proposed works to trees in a conservation area. *No objection.*

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- PL/2022/09150: Martins, Stratford Tony Road, Coombe Bissett, SP5 4LE – Notification of proposed works to trees in a conservation area. *No objection.*
- PL/2023/00061: Rosewall, Homington Road East from Entrance with Huminga to Odstock Road, SP5 4NG. Notification of proposed works to trees in a conservation area. *No objection*
- PL/2023/00172: Lime Tree House, Homington Road, Coombe Bissett, SP5 4LR. Notification of proposed works to trees in a conservation area. *No objection.*
- PL/2022/06579: The Old Vicarage, Homington Road, Coombe Bissett, SP5 4LR – Amended Plans/additional information. *Application withdrawn by applicant.*
- PL/2023/00680: Campions, Stockbridge Lane, Coombe Bissett, SP5 4LZ – Notification of proposed works to trees in a conservation area. *No objection.*

**121.22 Finance.**

a) To note balance of accounts.

**Current Account: £13,043.43**

**Savings Accounts: £32,259.47**

b) Banking signatories. Cllr Gledhill is now an authorised signatory.

c) To approve upcoming payments.

**Resolved:** All payments approved.

Date	Payment To	Amount
16.02.2023	Britford Parish Council (sharing cost of Clerk's training)	£10.00
<b>Total</b>		<b>£10.00</b>

**122.22 Parking Request.**

Requests for parking at the Recreation Field:

16<sup>th</sup> March: Private Party

18<sup>th</sup> March: Salisbury Big Band

25<sup>th</sup> March: Private Party

2<sup>nd</sup> April: Private Party

15<sup>th</sup> April: Drama Club

20<sup>th</sup> April: Private Party

30<sup>th</sup> April: Coombe Bissett Cricket Club

**123.22 Forthcoming Meetings:**

Town & Parish Council Clerk's Meeting – 24<sup>th</sup> March, TEAMS

LHFIG – 10<sup>th</sup> May 2023 – Bourne Hill Offices, Salisbury

**124.22 Correspondence.** To note any correspondence received. (Circulated to Councillors prior to meeting).

a) 21/01329/FUL – Complaint review. An apology was received from Mr Archer for the disruption caused at the meeting on held 10<sup>th</sup> January 2023. Mr Archer accepts the findings of the complaints review held by the full Parish Council.

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- b)** Wiltshire Council Proposed Budget 2023/24.
- c)** Salisbury City Council Proposed Budget 2023/24.
- d)** Police and Crime Commissioner Quarterly Newsletter.
- e)** Briefing Note 23-01 Use of council owned land for environmental mitigation.
- f)** Briefing Note 23-03 End of Covid 19 Vaccine Booster Campaign.
- g)** Briefing Note 23-04 Community Governance Review – Consultation.
- h)** Briefing Note 23-06 Wiltshire School Places Strategy 2023-2027.
- i)** Adrian Turnbull – SID data Pilot Roll Out. The first set of data downloads for January 2023 is now complete.
- j)** CPRE Wiltshire & CCm Technologies Best Kept Village competition is now open for entries.
- k)** Keep Britain Tidy. The Big Spring Clean Event runs 17<sup>th</sup> March – 2<sup>nd</sup> April 2023, registration is now open.
- l)** Wiltshire Local Performance & Scrutiny Committee Meeting Dates.
- m)** Melksham Custody Refurbishment Works.

**125.22 Items to be carried forward to next Parish Council meeting.**

Update of Flood Plan.

**126.22 Date of next meeting.**

- Tuesday 9<sup>th</sup> May 2023 – Annual Parish Meeting at 6.30pm followed by Annual Parish Council Meeting
- Tuesday 11<sup>th</sup> July 2023
- Tuesday 12<sup>th</sup> September 2023
- Tuesday 14<sup>th</sup> November 2023

**127.22 To close the meeting.**

**With no further business to discuss Cllr Hobson closed the meeting at 9.10pm.**