

**Draft Minutes of the Annual Meeting of Compton Bassett Parish Council
Held on Wednesday, 7 May 2025
At 7pm in the Conference Room, The White Horse, Compton Bassett**

Those Present: Cllr Szczesiak, Cllr Reis (CR), Cllr Barlow (JB), Cllr Waite (LW)
Cllr Barnett (PB), Cllr Budge (EB), Cllr Lloyd-Davies (RLD), D. Zeitzen (DZ)
(Clerk),

No members of the public attended

AGENDA

25/01 Apologies for absence County Cllr O'Neil (AN)

25/02 Chairman's Report and welcome to Parish Councillors and County Councillor – PS welcomed councillors to the meeting.

PS's report was circulated to councillors before the meeting – see report below

25/03 Election of Chairman plus signing of acceptance of office.

Before the meeting DZ received a nomination for PS from each of the other 6 councillors. JB proposed PS be elected as Chair, CR seconded, unanimously agreed.

PS agreed to continue as Chair and signed the acceptance form, with DZ as witness

25/04 Election of Vice Chairman plus signing of acceptance of office

Before the meeting DZ received a nomination for CR from each of the other 6 councillors. PS proposed CR be elected as Vice Chair, EB seconded, unanimously agreed.

CR agreed to continue as Vice Chair and signed the acceptance form, with DZ as witness.

25/05 Councillors Signing of Acceptance of Office EB, RLD, PB, LW and JB all signed their acceptance of office with DZ as witness

25/06 Bank Signatories Currently LW, PS and JB are signatories. JB has problems accessing the account. RLD has agreed to be added to the list.

Action: DZ to submit form to Lloyds for RLD and try to sort the problems JB is having accessing the account

25/07 Councillors Roles and Responsibilities 2024-25 list has been circulated to councillors. Only changes RLD added to bank signatories and village map to be deleted. See 2025-26 list below

Declarations of interest to be submitted to Wiltshire Council- Councillors to check their declarations of interest are on Wiltshire Council website and are up to date.

Action: DZ to email link to councillors for them to check their declarations of interest are on Wiltshire Council website and are up to date.

25/08 Minutes – The Minutes of the Meeting held 20th March 2025 were unanimously approved and signed by PS
– circulated before the meeting

25/09 Declaration of Interest in items on the Agenda None

25/10 Receipt of Public Questions None

25/11 Audit 2024/25 – The Internal Audit form has been signed by the internal auditor and their report been circulated to councillors.

The internal auditor noted from the parish council risk assessment that a review of the storage of paper parish council records is due.

Action : It was unanimously agreed that PS, DZ and EB would carry this out

25/12 Audit 2024/25 The Annual Governance Statement has been circulated to councillors. PS proposed approving and signing The Annual Governance Statement. This was unanimously approved and signed off by PS and DZ

25/13 Audit 2024/25 The Annual Accounting Statement has been circulated to councillors. PS proposed approving and signing The Annual Accounting Statements. This was unanimously approved and signed off by PS and DZ

25/14 Audit 2024/25 The Certificate of Exemption has been circulated to councillors. PS proposed approving and signing The Certificate of Exemption. This was unanimously approved and signed off by PS and DZ

Documents Items 11-14 emailed to councillors before meeting

Action: DZ to submit certificate of exemption to external auditors and email all documentation required to go on the parish council website to Adrian Elmer for uploading.

25/15 Finance and Accounts

a. Bank statement and Income & Expenditure £17,642.86 as at 1 May 2025, Precept payment of £9,000 received 17.04.25

b. Invoices Clerks salary £156 and HMRC £39 April paid,
£100 donation to village VE Day celebration-
already approved at March meeting – paid in April
New blade for war memorial lawn mower £14.55
Approved and paid in April

Clerk salary £156 and HMRC £39 May to pay
Internal Audit £65.00,
WALC subscription £107.18
Clerk Stationery £4.90

Documents item 15 emailed to councillors before the meeting

All unanimously approved. DZ to set up payments, LW to authorise

25/16 Matters Arising PB Parish Steward Visits in May the sight lines on verges are cut, new schedule January – December 2025, Swindon and Wiltshire Prepared Emergency Contact Hub ongoing, Verges ongoing

Highway matters

Water leak – spring by Rosemary Cottage.

Road closed 18th November investigations took place.

Highways, Wiltshire Council discovered a clay pipe has been put in, by persons unknown, adjacent to the main pipe. The land drainage team have now been instructed to take on the repair as it is a much bigger job than originally anticipated.

DZ emailed Becky Chivers for update on above and information submitted by LW, also voicing concerns of parish councillors over damage to road and potholes. Update Wilts Council land drainage team to CCTV whole of Compton Bassett, no date yet but on list of priorities.

16.10.24 Becky Chivers advised still chasing drainage team on update on the CCTV survey of the village drainage system

10.01.25 Chased Becky Chivers for updates

28.01.25 Becky Chivers has requested tanker clears and jets village w/c

02.02.2025. Once this is completed, the drainage team can start planning the repairs needed.

Following the most recent flooding which resulted in a lot of rubble, stones on road below bridleway next to village hall field, Becky Chivers has requested the road sweeper to attend. She is also going to speak to Steve Leonard, the rights of way officer to see if he has any suggestions for a solution to the problem.

28.04.25 DZ emailed Becky Chivers for any updates on the various issues in the village. **Action:** DZ to email Becky Chivers again to request an update

25/17 Planning

PL/2024/10885 Hill's Freeth Farm, Compton Bassett Discharge of conditions 4 (examples of conveyor enclosure), 5 (confirmation of colour of cladding of roadbridge, 6 (written scheme of investigation), 8 (Noise management plan), and 11(Dust Management plan) of 16/05708/WCM

The particulars in connection with application PL/2024/10885 were not available on Wiltshire Council's public register. This application is now time lapsed

Planning enquiry PL/2022/07893 and PL/2023/10421 up to 90 houses plus a shop and nursery off Spitfire Road, Calne, land this transfer to Compton Bassett Parish in May 2025.

On 17 February 2025 decision made to allow the 'Residential development for up to 90 houses, associated works, including infrastructure, ancillary facilities, play area and open space and landscaping, and a new Local Centre, day nursery and convenience store with associated parking, access and landscaping. The approval comes with certain conditions.

PS had written to Cllr Nick Botterill, Wiltshire Council Cabinet Member for Finance, Development, Management and Strategic Planning to express Compton Bassett Parish Council's disappointment at this largescale housing development.

PL/2025/02426 Land North of Abberd Lane. Outline application with all matters reserved for residential development of up to 300 houses. Comments by 24.04.25. This area of lane will fall within Compton Bassett boundary after 01.05.25. After discussions on 10 April, parish councillors unanimously agreed to object to the development, backing Calne Without Parish Council's comments and objections to the application. Compton Bassett Parish Council's objection has been submitted to Wiltshire Council

PL/2024/11469 High Penn Solar Farm, Calne SN11 8TE. Removal/variation of conditions. (Installation of 25.53Ha 12MW Solar park, including Transformer housing, Security fencing and cameras, Landscaping and Associated works) to adjust the proposed operational lifespan of the project from 25 to 40 years. Comments by 22.05.25.

After discussion it was unanimously agreed to request more information from the planning officer on this application before commenting on it.

Action: DZ to contact planning officer for information.

JB and EB will request a meeting with the owners of the solar farm to discuss the development.

Action: DZ to write to owners to request the meeting.

25/18 Correspondence Walc newsletter, Jacs ltd- village gateways, bridleway by village hall field, tractor concerns - heavy loads of stone transported through village, Chief constable fortnightly update, Minutes of Calne Area Board, Wilts Police and ANPR, Tag master uk , Wiltshire Rural Run off Project .

All noted.

All emailed to councillors before the meeting

25/19 Feedback from meetings

EB and PS attended meeting organised by Calne Without Parish Council to discuss PL/2025/02426 Land North of Abberd Lane. See 25/17

RLD and PS attended a Hills Liaison Committee meeting at the Hills site at Lower Compton to discuss the ongoing problem with the smell over Calne and surrounding area. Hills are investigating the probable cause of the smell. The Environmental Agency are bringing in equipment to monitor the situation. A public meeting is being held in June.

LW and PB a VHC meeting is being held next week. New spotlights have been installed at the hall. A new trustee, Eugenie Brooks has been elected on to the committee.

25/20 Community Governance Review Awaiting update

25/21 NHP Review On going

25/22 Litter Pick, Sunday 23 March 2025 Amongst litter collected was a large number of tyres from the curb side/ditches near Freeth Corner

25/23 Traffic Consultation and Traffic management. RLD had already circulated the figures collated from the auto speed watch to councillors. It showed a worrying number of vehicles speed through the village daily.

RLD advised the auto speed watch data connectivity expires August 2025, renewal will be approx. £179. Unanimously agreed this to be paid on receipt of invoice.

LW had pointed out the auto speed watch should be added to the insurance.

Action: DZ to request its added as an individual item to the insurance

25/24 VE Day 2025 The parish council donated £100 towards the village VE day celebrations taking place on evening of May 8th

25/25 Communications Newsletter recently produced

25/26 Councillors Observations There will be no outside speaker at the Annual Community Meeting this year, due to it being a local election year. JB to carry out clerk appraisal in June

Meeting closed at 8.45pm

Compton Bassett Parish Council Chair's Report May 2025

Compton Bassett Parish Council standing orders state that the outgoing chair will chair the meeting until a new chair is elected. This is also covered by the 1972 act sub section 15(2) and 15(3) in respect of Parish Councils. More information can be found under the legal topic note LTN 5 of the National Association of local councils, parish, town and community council meetings.

It is also the duty of outgoing chair to give a report on the activities of the Parish council for the preceding year.

Firstly, I would like to thank ALL of the councillors for their hard work and commitment and your support in this last term of office.
Also, a special thank you, to our Clerk Diane, for keeping us all in line in following procedures.
And a big thank you to Ashley O'Neil for his great work as our County Councillor. It's been a busy year with some interesting planning applications, including Hills, Freeth Farm conveyor conditions which was time lapse.
Most of the other applications were tree felling etc.
The next year will prove challenging with the boundary changes, and with this, new planning applications for new housing within the new boundary.
This will be the biggest challenge Compton Bassett Parish Council has ever faced. Onwards and upwards.
Regards
Pete Szczesiak
Chair Compton Bassett parish council

Roles and Responsibilities May 2025

Cllr Szczesiak

Chair, Calne Area Parish Forum, Hills Liaison Committee, Legal Duties, Cheque Signatory, On Line Banking Authority, LHFig, Road Safety, Neighbourhood and Farm Watch, Statutory Governance, Statutory Communications, Calne Area Board

Cllr Reis

Vice Chair, Heritage, Neighbourhood and Farm Watch, Rights of Way Liaison

Cllr Barnett

Cheque Signatory, Parish Steward Link, Village Hall Rep

Cllr Waite

Heritage, Communications, including broadband, Website liaison, Village Hall Rep, On line banking authority, Rights of Way, Road Safety until hand over to Cllr Lloyd-Davies is complete

Cllr Barlow

Heritage, Road Safety, Communications, including broadband, Website liaison, Neighbourhood Plan, On line banking authority

Cllr Budge

Defib parts renewal and Circuit website details, Neighbourhood Plan

Cllr Lloyd-Davies Hills Liaison Committee, Road Safety, to be added as on line banking authority

Wednesday 21st May 2025 Annual Community Meeting
Thursday June 19th 2025 Parish Council Meeting