

# Minutes of the Meeting of Compton Bassett Parish Council Held on Thursday 2nd July 2015 at 7.30pm

**Those Present: Cllr Szczesiak (Chair), Cllr Coward (Vice Chair) Cllr Alberry, Cllr Barnett, Cllr Waite, Cllr Reis D Zeitzen (Clerk)**

**Emma Dowie (Community First)**

**4 members of the public attended**

## **AGENDA**

1. Apologies for absence – Cllr Jackson, County Cllr Crisp, Sonya Stockhill
2. Minutes – Minutes of the Meetings held 5th May, 14th May , 29th May, 18th June 2015 were approved and signed
3. Declaration of Interest in items on the Agenda – Cllr Szczesiak declared his interest in Green Square Group proposed development of Briar Leaze as a resident of Briar Leaze
4. Emma Dowie – Good Neighbour Coordinator for Calne Rural Community Area Community First. – Emma updated the Parish Council on Community First's work with older people in the villages around Calne. Emma can help with various issues including transport or ongoing problems. Emma left leaflets for the village notice boards and a link will be added to the village website.
5. Receipt of Public Questions - None
6. Actions & Matters Arising
  1. Neighbourhood Plan – to be dealt with under Agenda Item 7
  2. Broadband – to be dealt with under Agenda Item 8
  3. Hills – to be dealt with under Agenda Item 9
  4. Planning – re Mirror opposite Woodville – The existing mirror on the edge of the road has been re-located onto an adjacent fence. Wiltshire Council are reported to be looking into the ownership of the fence to check that the appropriate permission has been obtained.

Re Chalet at The Freeth – The Parish Council has received no more information from Wiltshire Council regarding an application for retrospective planning permission.

Re 15 Compton Bassett – The Parish Council received a letter from Mr Monk highlighting work which had been carried out without the relevant planning permissions. The owner of 15 Compton Bassett, a grade 2 listed property, has now applied for retrospective planning permission in relation to an oil tank located in the front garden, outbuilding modifications and change of land use from agricultural to residential. The application was discussed by the Parish Council taking note of advice from English Heritage and Wiltshire Council that the outbuildings were included in the Grade 2 listing. Overall it was felt that the oil tank has an intrusive impact on a valued visual amenity for the village and that the outbuilding modifications and change of land use from agricultural to residential, constituted an unwelcome precedent for a Conservation Area. Consequently, the Parish Council unanimously resolved to oppose the application. **Action: Clerk to send comments to County Hall**

Village sign – Cllr Alberry met with Tracey Rouse and the Highways Officer to discuss new signs for each end of the village based on the existing Village sign design, with the addition of "Conservation Area – Please Drive Carefully". Wiltshire Council representatives were happy for new signs to be installed and agreed that, pending submission and approval of the proposed details, if the parish supply the signs, then Wiltshire Council would arrange for their installation. Two duplicate Compton Bassett unpainted signs could be obtained at a cost of £500 each. Cllrs agreed the signs should be purchased from the existing budget and that fund raising could take place to cover the costs. **Action: Cllr Alberry to submit the design details for approval and order the duplicate signs.** Cllrs noted that this was the first step in a campaign to reduce speed levels in the Village. Cllr Alberry asked

- the Parish Council to approve additional "speed data" measurements (without recording registration details) to provide detailed traffic speed evidence at various additional sites within the village for which he would produce appropriate risk assessments. Cllrs approved Cllr Alberry's proposal. **Action: Cllr Alberry to produce appropriate risk assessments and carry out additional traffic speed measurements.**
5. Bus Shelter – The new cedar shingle tiles have been delivered and will be fitted shortly by Laurie Waite, Cllrs Szczesiak, Alberry and Barnett. **Action: Cllrs Szczesiak, Alberry & Barnett**
  7. Neighbourhood Plan – The public consultation ends on 29th July 2015. No more representations can be made after that date. It will then pass to the planning inspector. A decision might reasonably be expected towards the end of October.
  8. Broadband – Cllr Alberry and Michael Ransom have written to BT. It would cost £30,000 to run new cabling from the Calne end of the village which could potentially produce 100MB/s at Home Farm and 20 MB/s at Briar Leaze. BT were currently not prepared to provide the additional funding, so further lobbying action may be required. It was reported that BT are considering fitting an additional cabinet in the Village (Hilmarton end). Cllr Coward suggested a cabinet should be fitted by BT in the middle of the village near the White Horse Pub.
  9. Hills – Hills' Lower Compton planning application was refused by Wiltshire's Strategic Planning Committee on 17 June 2015 following detailed representations from Cllrs Szesiak, Alberry and Steve Izatt. Hills are now consulting with a QC about a possible appeal. At the Liaison Committee meeting attended by Cllrs Szczesiak and Barnett, Hills advised that their existing site will continue to take 75,000 tonnes of waste on an annual basis and act as a depot for the collection fleet. Hills also stated that they will be putting in a further planning application to take sand from the Freeth Farm area for the next 7 to 10 years.
  10. Audit – A successful internal audit had been completed and was signed off. All recommendations were agreed and put in place. A monthly bank statement will now be received by the clerk. The precept will be set at the annual Parish Council meeting in October. All Parish Council property has now been included in the insurance cover. The internal audit has also been approved by the external auditors Grant Thornton and will be added to the village website.
  11. Correspondence Received
    1. Green Square Group had recently hosted a presentation on their proposed Briar Leaze development to which all Briar Leaze residents and the Parish Council had been invited. The Parish Council had previously invited Green Square Group to discuss their Briar Leaze proposals with the Parish Council on 6 separate occasions but Green Square Group had so far not taken up any of the offers. It was decided to ask once more for a meeting. **Action: The clerk will write to Green Square Group inviting them to an open meeting on Thursday 30th July at 6pm to discuss their proposed Briar Leaze development**
    2. Parish Emergency Scheme – salt and sand. The Cllrs all agreed sand would not be required but that a supply of salt for the bins near the War memorial and St Swithins Church would be helpful. It was agreed that the Parish Clerk would act as a contact point to activate Cllrs in the event of any severe weather which required collective action. **Action: Clerk to get more information from Wiltshire Council regarding the Winter Salt Scheme – applications have to be in by end of August.**
    3. Wheelie bin stickers – All Cllrs agreed not to go ahead with wheelie bin stickers
  12. Finance and Accounts
    1. Parish Clerk – Salary and salary scale – The Cllrs discussed the clerks salary and all agreed the salary should be set at SP16 £8.82 per hour. Any future rises in the national scale will also apply. The pay rise will be effective from 1st August 2015, when the clerk will have completed her 6 month probationary period.
    2. Pensions regulator - All agreed the nominated contact for the Pensions Regulator should be the Chair.
    3. Storage of Parish Records - It was noted that the Benson Village Hall Committee had agreed that space for Parish records would be made available in the meeting room which could accommodate a filing cabinet. **Action: Cllr Alberry will look into the purchase of a filing cabinet at a cost not exceeding £50.**
    4. Invoices The following invoices were all approved and cheques signed.
      - Community First £235.75 (Parish Council Insurance)
      - Sue Wright £5 (HMRC payroll)
      - Clerk salary £277.10
      - Anne M Duffield £50 (internal audit).

- The clerk advised she had received an email acknowledgement of donation to the Villages magazine
5. The 5th June Bank statement, income and expenditure sheet and budget were approved as being correct and in balance.
13. Standing Orders  
Standing Orders had been updated by Cllr Waite with the assistance of Cllr Alberry, Cllr Coward, Cllr Szczeiak and the Clerk.  
These included:  
a) Code of Conduct; b) Declaration of Acceptance of Office; c) Councillors roles; d) Registration of Pecuniary Interests; Cllrs agreed and accepted the revised standing orders which will continue to be reviewed on an annual basis.  
**Action: Clerk to post the revised standing orders on the web site and send updated pecuniary interests form to monitoring officer at County Hall**  
**Action: As from 2nd July 2012 all minutes of Parish Council meetings are to be displayed within a month of the meeting. Draft minutes will be displayed on the village website and notice boards before being signed off.**
14. Possible Compton Bassett Residents Questionnaire – What would you like the Parish Council to Focus On?) - Cllr Waite said a questionnaire had been sent out previously as part of the Neighbourhood Plan formulation but a repeat questionnaire is something to look at for the future.
15. Councillors Observations and items for next meeting
1. Cllr Coward said a satellite dish had been erected on a building at the Old Rectory, which is believed to be a Grade 2 listed building  
**Action: Clerk to investigate**
  2. Annual Parish meeting – date to be fixed for 2016; external speakers to be considered
  3. The question of uncontrolled dogs was brought up by Cllr Waite – The Parish Council will monitor any further complaints received
  4. The Clerk advised that Cherhill Access Group who help maintain the local byways, bridleways and footpath have their next meeting at Cherhill Village Hall on Monday 14th September 2015 and have noted complaints about motor bikes using the bridleways
16. Date of next meeting Thursday 3rd September 2015