

# **Minutes of the Meeting of Compton Bassett Parish Council Held on Thursday 3rd September 2015 at 7.30pm**

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

## **AGENDA**

1. Apologies for absence – Sonya Stockhill
2. Minutes – Minutes of the Meeting held 2nd July 2015 were approved and signed. Minutes of meeting held on 30th July were agreed to be signed at later date.
3. Declaration of Interest in items on the Agenda – None
4. Receipt of Public Questions - None
5. Actions & Matters Arising
  1. Planning:

An application was made for a tennis court at the Old Rectory – no objections were raised. The application has now been withdrawn.

15, Compton Bassett retrospective planning application (listed building) for oil tank and rear building modification – the Parish Council objections had been sent in 66, Compton Bassett – erection of outbuilding with side canopy in rear garden – no objections were raised

Sands Farm Quarry modified restoration plan – an objection has been raised to any major modification to the restoration plan with a request for additional future environmental protection for the pond and great crested newts 67, Compton Bassett – fell trees – no objections were raised

Action: 1. Clerk to send in objection to Sands Farm Quarry restoration plan. 2. Chase for planning updates from Wiltshire Council on 15, Compton Bassett and The Freeth
  2. Village sign – The height of the village sign is now OK. Village signs for each end of the village have been ordered – cost £480 each plus VAT. The Parish Council had previously agreed that “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”.
  3. Bus Shelter – The work on the bus shelter has now been completed. Grateful thanks to Laurie Waite and members of the Parish Council who helped were recorded. Action: Clerk to send formal thank you letter
  4. Meeting with Green Square Group re Briar Leaze – Following on from the meeting with the Parish Council, Green Square are intending to carry out a leaflet drop through the village and will hold an open meeting for the village on 16 September to which Parish Councillors would be invited.
  5. Parish Emergency Scheme – All agreed not to pursue the scheme as it was not Thought to be of much practical benefit to the village
  6. Storage of Parish Records – Cllr Alberry has kindly donated a filing cabinet. Old Parish Council records will now be stored in the cabinet, located in the meeting room at the Benson Hall
  7. Standing Orders – Cllr Waite has completed the standing order updates which have been approved – she was thanked for all the work that she has put in to update them.
6. Neighbourhood Plan – The Parish Council has written to County Hall on 13th August to request that Nigel McGurk be appointed as the examiner. Wiltshire Council denied receipt of the e-mail but subsequently, confirmed that Mr. McGurk had been approached (e-mail dated 27 August 2015).
7. Broadband – Progress is being made in regard to the Hilmarton end of the village. It would cost £34,000 for fibre optic broadband from the Calne end of the village. Cllr Alberry has written to BT asking for a costed broadband option for the whole village.

8. Hills – Hills' Lower Compton planning application was refused by Wiltshire's Strategic Planning Committee on 17 June 2015, they have until 17th December 2015 to appeal
9. Audit – The Clerk advised for the 2015/16 audit the inspection period must at earliest between Friday 3rd June 2016 and Thursday 14th July 2016 and at the latest between Friday 1st July 2016 and Thursday 11th August 2016. Section 1 of the Annual Return must be approved by the council before 30th June 2016. The Auditors – Grant Thornton - will write to the Parish Council in March 2016 with detailed instructions
10. Correspondence Received - Wiltshire Council review of passenger transport pre-consultation survey was circulated to parish councillors
11. Finance and Accounts - As at 23rd July 2015 with no cheques outstanding the balance of reserves was £5182.59. Councillors looked at the bank statement and income and expenditure. The Clerk advised that a BACS remittance for £128.24p was received on 13th August 2015 in respect of VAT repayment from HMRC.
  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. Invoices The following invoices were all approved and cheques signed.
    - Adrian Elmer village website £1340
    - Clerk salary £218.60
    - Payroll £5.00
    - Next years precept will be discussed at the next Parish Council meeting
12. Parish Council Telephone Box – The Councillors were in agreement to leave it sited where it is but to cut the hedge back in the vicinity.
13. Annual Parish Meeting 2016 – The Councillors agreed to hold the next Annual Parish Meeting on Thursday 10th March 2016. It was suggested James Gray should be invited to talk at the meeting. **Action : Clerk to contact James Gray**
14. Risk Assessment Update – A risk assessment update was presented by Cllr Coward, as part of the annual review and unanimously approved. Cllr Coward was thanked for all his work on it.
15. Parish Council Handbook – This was approved subject to any further comments. Cllr Waite will upload it on the village website. The Handbook will also be reviewed annually. Cllr Waite was thanked for all her work on it.
16. Dropbox – Cllr Waite suggested the Parish Council use Dropbox to facilitate communication and circulation of documents. The use of a Dropbox was supported in principle but, after some discussion, it was decided to defer any immediate adoption, particularly as not all Cllrs have internet access, but that the issue would be raised again in the future.
17. Councillors Observations and Items for the Next Meeting – Budget, precept, Green Square consultation

Date of next meeting Thursday 15th October 2015 at 7.30pm