

Minutes of the Meeting of Compton Bassett Parish Council

Held on Thursday 6th April 2017

At 7.30 pm

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

Members of the Public present: None

1. **Apologies for absence** – Cllr Barnett, Cllr Reis, Cllr Jackson
2. **Minutes** – The minutes of meeting held on 23rd February 2017 were approved by all and signed. Proposed by Cllr Szczesiak and seconded by Cllr Coward.
Cllr Alberry in his capacity as Chair of the Village Hall Committee pointed out that the information given was incorrect over ownership of the land that the commemorative oak tree stands on. Cllr Alberry agreed to write to the Parish Council on behalf of the Village Hall Committee to clarify land ownership with all Parish Council assets.
3. **Declaration of Interest in items on the Agenda** Cllr Szczesiak declared an interest in the Green Square planning application for Briar Leaze. Cllr Alberry also declared an interest in this in his capacity as Chair of the Village Hall Committee
4. **Receipt of Public Questions** - None
5. **Actions & Matters Arising**
 - a **Planning Compton Bassett House yew hedge reduction 17/02082/TCA – no objections approved 28.03.17**
Update re Cart Shed, The Freeth, - the planning appeal was dismissed – new application has now been submitted. See correspondence below
Tree reduction Rosemary Cottage 17/02660/TCA– no objections
 - b **Speeding traffic CATG 4648, traffic calming,** Cllr Alberry has contacted Mark Stansby, a metro count will not now be needed. The decision on where the 40mph limit is set is guided by national guidelines and will be made by Mark Stansby not Compton Bassett Parish Council. Traffic calming will be discussed more fully at the Annual Parish Meeting on 18th May.
solar panels for SID Cllr Coward said the batteries used at present last for approx 2 weeks before they need recharging. Solar panels should be sufficient to run the SID most of the year. The cost of these panels is 689 euros. Cllr Waite proposed the Parish Council should purchase solar panels. Cllr Alberry seconded this.
Action; Cllr Coward to purchase the solar panels for the SID
 - c **Overgrown hedges** The Clerk advised she has had no response from her latest letter to Gary West at Home Farm concerning the overgrown hedging, Cllr Szczesiak proposed the Parish Council should contact Matt Perrott at Wiltshire Council for advice. Cllr Waite seconded this.
Action; Clerk to contact Matt Perrott
 - d **Record management** – The approved Record Retention Schedule has been drawn up by Cllr Waite.
6. **Audit 2016/17** – Internal Audit – As agreed at a previous meeting Anne Duffield will audit the internal accounts for the year 2016 /17
Action; Clerk to give internal accounts to internal auditor and then submit to external auditor before 26th May 2017
7. **Audit 2016/17** – Approve and sign Annual Governance Statement - The Annual Governance Statement 2016/17 was unanimously approved and signed by Cllr Szczesiak and the Clerk
8. **Audit 2016/17** – Approve and sign Annual Accounting Statements – The Annual Accounting Statement 2016/17 was unanimously approved and signed by Cllr Szczesiak and the Clerk
- 9 **Hills** – Cllr Alberry said the Planning Inspector will make his decision regarding Hills MRF at Lower Compton on 11th May 2017. Both Cllrs Szczesiak and Alberry asked the Parish Council to thank all the people who gave their time and effort to fight the appeal and believe it made a material difference to the Inspector. Cllr Szczesiak said the Planning Inspector commented several times on the public reaction to the appeal

10 Broadband – Although still work in progress Cllr Alberry said BT are making good progress with the Lower Compton end of the village. Green Square have offered to pay £30,000 towards the installation at the Hilmarton end of the village. This money will be released after the 106 agreement has been signed.

11 GreenSquare - The 106 agreement is still to be signed but progress is being made with this. Bats are being monitored at several locations at Briar Leaze, depending on the findings the roofs may have to be removed by hand when some of the properties are demolished.

12 Correspondence Received - Grass verges – Jennie Brooks contacted the Parish Council with concerns over damage to verges by the War Memorial from vehicles. Cllr Alberry has spoken to Matt Perrott of Wiltshire Council who supplied the verge protectors already in place and proposed the Parish Council ask for extra. Seconded by Cllr Szczesiak

Action: Clerk to request more verge protectors from Matt Perrott at Wiltshire Council.

Clerk to advise Jennie Brooks of action taken.

Grant Thornton – Items 6,7 & 8 above),

R.Coleman – requested updated on Hills issues- Clerk passed Cllr Alberry's contact details he gave all the information requested

Parish & Town Council Highways evenings – 17th May Monkton Park, Chippenham, 24th May Kennet House, Devizes both 7 -9pm , - Cllr Szczesiak and Cllr Alberry will attend the Parish & Town Council Highways evening

Great West Way conference 30th March – Unfortunately no parish councillor was able to attend – in future a local business person could attend on behalf of the parish council but this was not permitted for this event.

Visit Wiltshire newsletter – regular news update.

The Cart Shed, The Freeth new planning application for use as farm office has been submitted – application 17/02233/FUL. Cllr Alberry said the application should be consistent with the Neighbourhood Plan, this was unanimously agreed.

Action: Clerk to send letter to Wiltshire Council

13 Finance and Accounts

a. Bank statement – 1st March £3,361.16 Income & Expenditure 31st March £3,356.16 cheque 354 £5.00 not cleared 1st March. Unanimously agreed

Precept 2017/18 – to be received this month from Wiltshire Council

b. Invoices Clerks -salary £141.12, Clerk – stationery £10.45, Sue Wright (HMRC Payroll £10.00, Benson Hall hire £108.75

14 Parish Council Elections – There will be a Parish Council election this year– this has not happened for a number of years. Cllr Szczesiak proposed a formal letter of thanks is sent to all retiring parish councillors after the election. Cllr Alberry seconded this.

Action: Clerk to write formal letter of thanks to retiring parish councillors after the election.,

15 Clerk Annual Review and Appraisal. Cllr Alberry proposed a formal appraisal is carried out by the Parish Council, This was seconded by Cllr Coward. The Clerk is on salary scale SP16 which is now £8.92 per hour. Cllr Coward proposed the clerk should automatically instate any annual pay rise, This was seconded by Cllr Waite

Action: Cllr Alberry to provide formal appraisal form based on Clerk's job description and to circulate to all parish councillors for completion. The clerk to put the annual pay rise into force

16 Annual Parish Meeting – Thursday 18th May 2017 agenda The clerk reported no parishioners had contacted her with requests for the Annual Parish Meeting. Cllr Szczesiak has invited Jane Vaughan, Calne Community Engagement Manager to attend to talk about the work of Calne Area Board, she has kindly accepted the invitation. This will be followed by a presentation by Cllr Alberry on traffic safety in the village. Tea, coffee and biscuits will be provided.

Action; Clerk to prepare the agenda. Cllr Coward will organise the refreshments.

17 Plaque for commemorative oak tree – As Cllr Reis who made this request was not present Cllr Alberry proposed the Parish Council ask him for details, this was seconded by Cllr Szczesiak

Action; Clerk to contact Cllr Reis for details.

18 Defibrillator – as requested by Cllr Waite Cllr Waite voiced concern over the defibrillator located at the White Horse. Cllr Waite said the other evening the defibrillator was locked and in an area with no lighting, Cllr Alberry said the defibrillator doesn't belong to the Parish Council as was bought by the pub with funds raised by residents.

Action; Clerk to contact Cllr Reis

19 Councillors observations and items for next meeting Cllr Alberry has been contacted by a parishioner who is concerned about the caravan parked at Home Farm – to be discussed as an agenda item at next meeting.

Cllr Szczesiak asked for dates for parish council meetings until the end of the year to be decided at the next parish council meeting – Clerk to provide a list of suitable dates and add to agenda

Meeting finished 9.15pm

Thursday 4th May 2017 Parish Council Elections

Date of next meeting Thursday 11th May 2107 Annual Parish Council Meeting AGM

Thursday 18th May 2017 Annual Parish Meeting