

Minutes of the Meeting of Compton Bassett Parish Council

Held on Thursday 28th June 2018

At 7 pm

Those Present: Cllr Szczesiak (PS) (Chair), Cllr Marshall (JM) (Vice Chair)
Cllr Barnett (PB), Cllr Barlow (JB), Cllr Reis (CR) D. Zeitzen (DZ) (Clerk)
County Cllr Crisp (CC)

AGENDA

1. **Apologies for absence** Cllr Waite
2. **Minutes** – To approve and sign the Minutes of the Meeting held 3rd May 2018, The minutes of the meeting held on 3rd May 2018 were unanimously approved and signed by PS
3. **Declaration of Interest in items on the Agenda** – JB Old Forge Planning application – removal of beech tree
4. **Receipt of Public Questions** It was suggested the Parish Council run a broadband survey in conjunction with the village website. After discussion the parish council felt there was no need for involvement in a survey at present.
5. **Actions & Matters Arising** Audit ; DZ advised all relevant documents have been sent to the external auditor and posted on the website . The internal audit report has also been received and circulated to parish councillors.
White lines: PS has spoken to Hilmarton Parish Clerk and both Hilmarton Parish Council and Compton Bassett Parish Council have requested white line replacement at the junction of the Bushton/Hilmarton Road for safety reasons.
Bench. CR has kindly agreed to both supply the materials and secure the bench.
Action: CR to liaise with PS over position of bench.
6. **Councillors Roles and Responsibilities** Cllr Waite sent in written request to no longer be involved in Neighbourhood and Farm watch due to other commitments. All other roles and responsibilities remain the same for 2018-19

Chair	Pete Szczesiak
Vice Chair	Jane Marshall
Calne Area Parish Forum	Pete Szczesiak, Emelien Waite
Hills Liaison Committee	Pete Szczesiak, Peter Barnett
Legal Duties	Chair
CATG & Calne Area Board	Jane Marshall, Julian Barlow
Heritage	Charles Reis
Road Safety	Jane Marshall, Julian Barlow
Parish Steward Link	Peter Barnett, Jane Marshall
Neighbourhood and Farm Watch	Pete Szczesiak, Charles Reis
Statutory Governance	Chair and Clerk (RFO)
Statutory Communications	Chair and Clerk (RFO)
Communications, including broadband	Julian Barlow, Emelien Waite
Village Hall Rep	Jane Marshall, Peter Barnett
Health and Well Being	Emelien Waite, Jane Marshall

Action: DZ to send updated list to Adrian Elmer for the website

7. **Planning** –
Hills : Footpath and bridleway diversion order. PS explained this relates to the quarry and conveyor applications. The order is for a temporary diversion for a period of 6 years and will not come into force until full planning has been granted. It was unanimously agreed to object to the order. CDSOS have compiled a pro forma letter of objection. It was unanimously agreed to use this pro forma as the parish council objection template.
Action: DZ to send objection to diversion order to Wiltshire Council

Compton Farm, Compton Bassett 18/02880/TCA work to trees in a conservation area
Comments by 16th April – no objections from Compton Bassett Parish Council. Application has been approved by Wiltshire Council

Dairy House, Compton Bassett 18/03001/ful Construction of loose school, all weather surface and change of use of land from agricultural to equestrian. Comments by 10th May –

objection from Compton Bassett Parish Council. This application has since been revised and includes planting a hedge down the side of the road. After discussion the parish council feel that the new proposed hedge adds to the concerns over the application as it will severely restrict light and the view from the cottages opposite. It was unanimously agreed to further object.

Action: DZ to send further letter of objection to Wiltshire Council

The Old Forge 18/4420/TCA – removal of beech tree Comments by 30th May – no comments. The application has been approved by Wiltshire Council

8. **Clerk appraisal** JM thanked DZ for all her hard work. A development plan has been put in place for the clerk and councillors. The clerk has been working on the GDPR policies and updating governance policies.
9. **General Data Protection** JM said the ICO have advised parish councils don't need to appoint a data protection officer, however they must be working towards GDPR compliancy. The ICO are currently working in conjunction with parish councils to re write the policy for parish councils. A data protection policy and contact information policy have been produced by DZ. PS proposed adopting these. JB seconded this. It is now a legal requirement for parish councils to register with the ICO at a cost of £40 per year, PS proposed the parish council register, JM seconded.
Action: DZ to send the 2 policies to Adrian Elmer for posting on the website. DZ to start registration process with ICO
10. **Code of Conduct** Wiltshire Council has asked for copies of Wiltshire parish councils' codes of conduct. An updated code of conduct has been circulated by DZ. JB suggested an addition about use of social media. This was unanimously agreed. PS proposed the parish council should adopt the new code of conduct with this addition. JM seconded this.
Action: DZ to send updated code of conduct to Wiltshire Council and to Adrian Elmer for website
Wiltshire Council has also asked for parish councils to either add parish councillors' declarations of interests to the parish council website or have a link to the Wiltshire Council website page. Links to each Compton Bassett Parish Councillors declaration of interest have been sent up on the village website.
11. **Feedback from meetings** DZ attended the recent Wiltshire Council training and networking day the Civic Centre for town and parish councils, topics covered included GDPR, ward boundary review, PiP (Permission in Principle) precept and budgeting. PS, JM and DZ recently had a meeting to discuss the standing orders. A new version of the parish council standing orders has been circulated by DZ. PS proposed the parish council adopt these standing orders. JM seconded.
Action: DZ to send new standing orders to Adrian Elmer for website
12. **Emergency plan** CR, EW and JM are working on this
13. **Correspondence Received:** mobile library dates These have been posted on the notice board and village website.
X2 Connect (phone boxes) parts for refurbishment of phone boxes.
A request for a £300 donation towards artistic materials, printings costs, decorations etc for the Great War Events has been received from the Great War Memorial team, Compton Bassett. After discussion it was unanimously agreed in principle, to be finalised at the next meeting when a cheque can be raised.
Action: DZ to update the Great War Memorial Team
Wiltshire Council – code of conduct, declaration of interests - see item 10 above.
Concerns over a metal container currently being inhabited have been brought to the parish council's attention. The parish council unanimously agreed to contact the enforcement officer. CC advised this should be done urgently. **Action:** DZ to contact enforcement officer at Wiltshire Council
14. **Finance and Accounts**
 - a. Bank statement as at 1st June 2018 £8,550.62 (cheque 379 £32.38 and cheque 380 £153.75 still outstanding on 1st June)
Income & Expenditure balance as at 28th June 2018 £8,364.49 (cheque 379 £32.38 and cheque 380 £153.75 paid out) Unanimously approved

- b.** Invoices Clerks salary £294.36, insurance BHIB £210.53, internal audit Anne Duffield £50.00 Invoices unanimously approved and cheques signed
- 15 **Actions re Village Survey:** PS said the parish council must ensure any actions resulting from survey are covered. The results of the survey taken at the Annual Parish meeting will be publicised in the next newsletter.
- 16 **Councillors Observations for next meeting :** Publicise new 40 mph limit, Clerk's salary, Great War Memorial Team Donation

Date of next meeting Thursday 2nd August 2018