

**Minutes of the Compton Bassett Annual Parish Council Meeting  
Held on Thursday 20 May 2021  
At 7pm at the Benson Hall with Covid safety measures in place**

**Those Present:** Cllr Szczesiak (PS), Cllr Waite (LW), Cllr Barlow (JB), Cllr Barnett (PB), Cllr C Reis (CR), County Cllr O'Neil (AO), D. Zeitzen (DZ) (Clerk),

2 members of the public attended

**AGENDA**

**33/21 Apologies for absence** - None

**34/21 Chairman's Report and welcome to Parish Councillors and County Councillor** – PS welcomed the councillors and county councillor to the meeting. Chairman's report circulated before the meeting, see copy of report at end of minutes

**35/21 Election of Chairman** Before the meeting DZ received a written nomination for PS from each of the other 4 councillors. LW proposed PS, PB seconded, unanimously agreed. PS signed the acceptance of office

**36/21 Election of Vice Chairman** Before the meeting DZ received a written nomination for CR from each of the 4 other councillors. PS proposed CR, JB seconded, unanimously agreed. CR signed the acceptance of office

**37/21 Councillors Signing of Acceptance of Office** LW, JB and PB signed their acceptances of office

**38/21 Bank Signatories** PS, LW and JB are all signatories for on-line banking and cheques. PB is a cheque signatory. All payments need 2 signatories. Jane Marshall has been removed as a signatory as no longer a parish councillor. PS proposed DZ's bank access is changed from view only to full access to allow her to set BACS payments for authorisation by one of the on-line signatories. CR seconded this. Unanimously approved. **Action: LW to set DZ up with full access.**

**39/21 Roles & Responsibilities** Councillors' Declarations of interest previously submitted to Wiltshire Council.

Chair	Pete Szczesiak
Vice Chair	Charles Reis
Calne Area Parish Forum	Pete Szczesiak,
Hills Liaison Committee	Pete Szczesiak, Peter Barnett
Legal Duties	Chair
Cheque Signatories	Pete Szczesiak, Peter Barnett, Julian Barlow
On Line Banking Authority	Pete Szczesiak, Julian Barlow, Laurie Waite, Clerk
Calne Area Board	Julian Barlow
CatG	Pete Szczesiak
Heritage	Charles Reis, Laurie Waite
Road Safety	Julian Barlow Laurie Waite Pete Szczesiak
Parish Steward Link	Peter Barnett,
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, Laurie Waite
Website liaison	Laurie Waite
Village Hall Rep	Peter Barnett, Lauries Waite
Health and Well Being	<b>Vacancy</b>
Wiltshire Wildlife Trust Liaison	Julian Barlow
Rights of Way Liaison	Charles Reis
Neighbourhood Plan	Laurie Waite, Julian Barlow

**40/21 Email accounts** Comptonbassettparishcouncil.gov.uk email accounts are being set up for the councillors and clerk. They will all be in use shortly.

**41/21 Minutes** – The Minutes of the Meeting 18 March 2021 were unanimously approved and signed by PS –minutes were circulated before the meeting

**42/21 Declaration of Interest in items on the Agenda** None

**43/21 Receipt of Public Questions-** None

**44/21 Audit 2020/21** – The Internal Audit report from the internal auditor has been circulated to councillors and the internal audit document has been signed by the internal auditor.

**45/21 Audit 2020/21**– Approve and sign Annual Governance Statement  
PS proposed approving and signing The Annual Governance Statement . This was unanimously approved and signed off.

**46/21 Audit 2020/21** – Approve and sign Annual Accounting Statements  
PS proposed approving and signing The Annual Accounting Statements. This was unanimously approved and signed off.

**47/21 Audit 2020/21** – Certificate of Exemption.  
PS proposed approving and signing The Certificate of Exemption. This was unanimously approved and signed off.

Documents 44-47 emailed to councillors before meeting

**Action:** DZ to submit documents to external auditors and website

#### **48/21 Finance and Accounts**

a)Bank statement, Income & Expenditure as at 17.05 21 £13,529.91  
Precept received from Wiltshire Council £6000, VAT refund submitted and received £463.18 , Zoom subscription will not be renewed. Unanimously approved  
b)  
Invoices Clerks salary £275.45  
Pay roll £60.00, Internal Audit £50.00, WALC Subscription £96.20, CBPC Handbook £95.00 , Voucher £50.00 P Szczesiak All unanimously approved for payment. LW to set up, PS to authorise  
(X2 Connect £338.28 L.Waite £207.82 both Unanimously authorised and paid in March re phone box, path etc)

Documents item 48/21 emailed to councillors before meeting

**49/21 Meeting Dates May 2021 – April 2022** Circulated before meeting.  
Unanimously approved.

**50/21 Matters Arising** Phone Box Now ready to be fitted out, defibrillator to be fitted on outside. Defibrillator will be signed over to the parish council **Action: DZ to check insurance . CR to move defibrillator to phone box**  
White lining, Chevrons, new signage and gulleys Church Corner- waiting for Highways to carry out work  
Parish Steward Visits PB steward has been filling potholes, strimming etc. Any request for steward to PB. The water leak near Rosemary Cottage has been temporarily repaired by Wessex Water. The loose paving slabs are due to be re set.  
**Action: DZ to chase.**  
Light Pollution The light outside the pub has now been switched off.  
Slow Down Sign Briar Leaze Waiting for these to be installed.

## **51/21 Planning**

Wiltshire Council new planning system in place

Hills - 16/05708/WCM Extraction and conveyor belt and Footpath and bridleway diversion order Objection from Compton Bassett Parish Council – to be heard On 2 June 2021. Deadline for objections 31 May 2021 Hearing now delayed. Awaiting new date.

Parish Council letter of objection sent to Wiltshire Council.

20/08637/Ful Clematis Cottage, 30 Compton Bassett SN11 8RE Conversion & extension of rear workshop to provide bedroom, bathroom & living space with connection at first floor to existing house with new landing. Permission Refused

2100104ENF Whites House Tree felled due to honey fungus, this will be replaced next year.

Traffic mirrors opposite track to Breach House. Matt Perrott from Wiltshire Council had failed to provide conclusive resolution regarding the status of the mirrors as to whether they are in breach of planning regs. We need clear ruling from Wiltshire Council which we can then use to advise other parishioners who may consider doing the same thing. **Action: AO will investigate for parish council.**

**52/21 Correspondence** Covid updates Noted, Census updates Noted, Wiltshire Highways communications about road closure in village Received after work carried out. **Action: DZ to advise highways** , Calor Rural Community Fund applications close 21 April Noted. Neighbourhood Watch protect Your Car campaign Noted, Damage to path outside Rosemary Cottage In progress, SSEN Resilient Communities Fund Noted, WALC April News Noted, Great British Spring Clean Noted, Motor bikes illegally using bridleways in Compton Bassett -Monitor Calne our Community Matters Noted, PFK Littlejohn Audit Instructions 2020-21for DZ Wiltshire Dog Watch Noted , Visit Wiltshire Noted, Rural Services Network Bulletin Noted

**53/21 Website** All up to date

**54/21 Feedback from meetings** PS, LW & JB had meeting with Hills re recent smell. Hills are not sure what caused the smell. No smell at present being monitored.

JB attended Wiltshire Council Town and Paris Council Climate Engagement event to help shape the draft Wiltshire Climate Strateg, prior to consultation in the autumn

PS and former vice chair Jane Marshall carried out the clerk's appraisal, councillors had given feedback on her year's work. Salary to be reviewed.

**55/21 Traffic Consultation** The options to bring forward for discussion and take to CatG are being looked into. AN to meet with LW and PS to see the problems that exist with the volume of traffic through the village.

**56/21 Communications** **Action: LW and JB will produce the next newsletter shortly**

**57/21 Potential Village Party** LW, JB and PS to be held on Saturday 3 July in conjunction with the Village Hall Committee and organised by a subcommittee. There will be a hog roast and band. It will be funded by the compensation received from Lloyds Bank, village covid fund and cricket club funds. More information to follow.

**58/21 NHP Review** No updates

**59/21 Conservation Village Signs** – part of item 55/21 Traffic Consultation

**60/21 Councillors Observations** PS 2 parish councillor vacancies following the election. Vacancies will be advertised on website and notice board. Applications form available from clerk.

**Meeting Closed at 20.35pm**

**Date of next meeting: Thursday 1<sup>st</sup> July 2021**

**Chairman's Report May 2021**

Compton Bassett Parish Council's standing orders state that the outgoing chair will chair the meeting until the 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 LTN5 of the National Association of Local Councils, Parish, Town and Community Council Meetings

And also it is the duty of the outgoing chair to give a report on the activities of the Council for the preceding year.

First of all I would like to thank the two councillors who stood down this year Tony Horseman for his time as a councillor for Compton Bassett Parish Council, and a special thanks to Jane Marshall also who was the vice chair and will be sadly missed.

We have had a difficult year with Covid 19 and having to hold our meetings remotely via Zoom. And I thank on behalf of the Parish council, all of the volunteers who stepped up during the lockdown, also to Councillors Laurie Waite and Julian Barlow who set up the system for the volunteers. We also started on online banking, which thanks to our Clerk sorting out teething problems, is now operational.

The development in Briar Leaze was completed last year and all the properties are now occupied. And we welcome all the new residents to Compton Bassett

Broadband should now be available to all residents.

The phone box is now in its new position and will soon be fitted with the defibrillator

It has taken longer than expected due to lockdowns etc. Thank you to the Councillors who's hard work got it finally ready.

The next project is to clean and paint the bus shelter.

The Freeth farm planning application for conditions for sand extraction and a conveyor to move the sand is still undecided. This will be discussed at item 19 on tonight's agenda.

We had a few planning applications in the last year mainly tree removal etc. and one application which was refused.

And lastly I would like to thank all the councillors for their support this last year and a special thanks to Diane for hers.

Pete Pete Szczesiak  
Chair Compton Bassett Parish Council