

Coombe Bissett Parish Council
Confirmed Minutes for Annual Parish Council Meeting
held on Tuesday 13th May 2025.

Minutes of Coombe Bissett Annual Parish Council Meeting held at Coombe Bissett Village Hall on Tuesday 13th May 2025. The meeting started at 7pm

Present: Cllrs Abigail Bird (Chair), Simon Boxall (Vice-Chair), Michelle King, Lynnie Reed, Stephen Gledhill, Duncan Scott, Ben Archer.

Also present: Jay McGowan (Clerk), Councillor Richard Clewer, 2 members of the public.

Public Session

Adrian Turnbull – Speed Indicator Device & Community Speed Watch Team.

Adrian would like the Parish Council to consider the purchase of an additional Speed Indicator Device. This device would remain static in the heaviest traffic area while the other would continue to be moved around the other 6 sites in the community. The cost of the device plus solar batteries would be approx. £2,700.00. *It was agreed by all Cllrs to move this item up on the agenda so Cllr questions could be answered.*

The Community Speed Watch team is also dwindling in numbers therefore volunteers are needed to help move the device and replace batteries and carry out speeding checks. Adrian has asked the Council to help engage volunteers. Ideally volunteers should live near each location. *Action: A notice in The Express and on Facebook will be published. Cllr Scott volunteered to help with the relocation of the SID.*

Agenda

01.25 To Elect Chairman for 2025/26. Cllr Bird put herself forward to be consider as Chair for 2025/26. **Resolved:** Cllr Gledhill Reed proposed, and Cllr Reed seconded Cllr Bird to continue as Chairman, all voted in favour.

Resolved: Cllr Bird confirmed she would be happy to continue and was elected as Chairman for 2024/25. The Declaration of Acceptance of Office was signed.

02.25 To Elect Vice Chairman for 2025/26. Cllr Boxall put himself forward to be considered as Vice-Chair for 2025/26. **Resolved:** Cllr Scott proposed, and Cllr Reed seconded Cllr Boxall to continue as Vice-Chairman, all voted in favour.

Resolved: Cllr Boxall confirmed he would like to continue and was elected as Vice-Chairman for 2024/25. The Declaration of Acceptance of Office was signed.

03.25 To receive and consider acceptance of apologies for absence. None.

04.25 Vacancies in Parish Council Office: None.

05.25 To consider and approve nominations for Parish Council Representatives:

- Playground and Recreation Field Current representative: Cllr A Bird
- Village School Current representative: Cllr S Gledhill
- Highways and Street Scene Current representative: Cllr S Boxall
- Snow Warden Current representative: Cllr L Reed
- Flood Warden Current representatives: N Artiss
- Pennings Drove Cemetery Current representative: Cllr S Boxall
- Rights of Way Current representative: Cllr M King
- Planning (CB) Current representatives: Cllrs A Bird, L Reed, D Scott

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- Planning (H) Current representatives: Cllrs S Gledhill, S Boxall, M King
- Homington Rep Current representative: Cllr S Gledhill
- Finance: Cllr S Gledhill
- Staffing Committee: Chair, Deputy Chair.
- Complaints Committee: Appointed as required
- CHAVS: Cllr M King
- Project Officer: Cllr B Archer

06.25 To consider and approve Councillor Responsibilities:

- Neighbourhood Development Plan: Cllrs S Gledhill, S Boxall, L Reed
- Parish Council Website: C Chelu
- Defibrillator Checks Cllr currently responsible: Cllrs S Boxall, L Reed
- Social media (Facebook) Cllr currently responsible: Cllr A Bird
- Parish Steward: Cllr L Reed, Clerk
- Parish Council Whats App Group: Clerk

07.25 Declaration of Interest: Councillors to disclose their interests in matters to be discussed and to decide requests for dispensation. One: Item 20.25 Cricket Club Lease – Cllr Bird declared an interest. Grant of Dispensation was requested. **Resolved:** Cllr Boxall will take the lead on this item. Cllr Bird's Interests were noted and Grant of Dispensation considered. **Resolved:** All Cllrs agreed Grant of Dispensation; Cllr Bird would be able to take part in any discussion regarding this item but would not have a vote.

08.25 To consider any urgent matters raised in the public session, and any other urgent matters or items from Councillors. (For discussion only, no decisions can be taken). None.

09.25 To agree any items on the agenda that are to be dealt with following the exclusions of the press & public. None.

10.25 Speed Indicator Device. Moved forward to after item 4.25. To consider the purchase of a second device. Mr Turnbull submitted information to support his request; this was circulated prior to the meeting. Cllrs considered Mr Turnbull's information and data for a second device; however, after a lengthy discussion it was agreed by all Cllrs that further investigation as to the effectiveness of the device would be needed. It was requested Mr Turnbull, within the limitations of the data available and the practicalities of obtaining the information, submit further data to show how effective the devices are for slowing down speeding vehicles. The data will be sent to the Clerk and then circulated prior to the July 2025 meeting.

11.25 Minutes. To review and approve the Minutes of meeting held 13th March 2025. **Resolved:** Cllrs approved the Minutes as a true record of the meeting. Cllr Bird signed the Minutes.

12.25 To review and adopt the following policies:

- Standing Orders. Cllrs reviewed the updated Standing Orders. **Resolved:** Approved and adopted
- Code of Conduct. Cllrs reviewed the updated Code of Conduct. **Resolved:** Approved and adopted
- Financial Policy. An internal review of the financial policies was carried out in March 2025; it was considered the policy was still relevant and financial risks were reassessed. A review of the current banking system was carried out in March 2025;

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other business accounts were considered but many incurred a fee therefore the Parish Council will continue to hold its accounts with NatWest Bank PLC. A review will be conducted in a year's time. **Resolved:** To add Cllr King as a full signatory on the Parish Council accounts to replace D Hobson.

- Asset Register. To remove the noticeboard on Shutts Lane and add the bench in Homington. Cllrs considered the removal of the noticeboard as an asset. **Resolved:** As the noticeboard was damaged and consequently removed, the noticeboard will be removed from the asset list. Cllrs considered the addition of the Homington Bench to The Parish Council's assets. **Resolved:** It was agreed the bench would be added to the value of £1.00
- Cemetery Fees. To review the current fees. **Resolved:** To be reviewed; deferred to the next meeting.
- Clerk's Delegation Scheme for Planning Applications. To review the current Policy. **Resolved:** Cllrs reviewed the policy and agreed to re-adopt the current policy.

13.25 To receive the Internal Audit for year ending 31st March 2025. The internal audit has been completed and accounts reviewed. **Resolved:** The internal audit was completed on Friday 2nd May 2025 with no issues being reported.
The Parish Council would like to thank David Parson for completing the internal audit for 2024/25.

14.25 Bank Reconciliation: To receive bank statement year ending 31st March 2025. **Resolved:** Cllrs noted and accepted the bank reconciliation for financial year ending 31st March 2024.

15.25 Certificate of Exemption: To approve and sign the Certification of Exemption for 2024/25. **Resolved:** Cllrs approved the Certificate of Exemption for 2024/25

16.25 Annual Governance Statement: To approve section 1 of the Annual Governance Statement and Accountability Return 2024/25. **Resolved:** Cllrs approved Section 1 – Annual Governance Statement.

17.25 The Accounts Statement: To approve section 2 – Accounts Statement of the Annual Return for 2024/25. **Resolved:** Cllrs approved section 2 – The Accounts Statement.

18.25 Exercise of Public Rights. To approve the dates for the period for the exercise of public rights for the Annual Governance and Accountability Return for the year ending 31st March 2025. **Resolved:** Cllrs noted the period for publications as 3rd June to 14th July 2025.

19.25 To appoint the internal auditor for financial year 2025/26. Resolved: A new auditor will be appointed in due course.

20.25 Cricket Club Lease. The lease is in the final draft with minor modifications required; 5yr lease and a £10 annual lease fee. Cllrs Boxall and Scott will make the amendments with copies being circulated to Cllrs and Chairman of the Cricket Club for final approval before signing.

21.25 Coombe Bissett Parish Map. The map has been ordered and is ready to be installed. Cllr Boxall will do this as soon as he can.

22.25 Speed Reduction signs. To consider requesting traffic surveys for Stratford Tony Road and Homington Road. **Resolved:** All Cllrs agreed that requesting traffic surveys will give an indication of speed behaviour and approved the request to be submitted. **Resolved:**

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It was also agreed to request the traffic surveys for Homington Road; 50mph speed limit and Homington Road/Shutts Lane junction.

A suggestion of 'footway' signs might make drivers more aware of pedestrians on the road; Cllrs considered this request. **Resolved:** It was agreed to proceed with the traffic surveys first and then revisit this request.

23.25 Ash Trees. Ash dieback has been found on Coombe Bissett Recreation Field, to consider the treatment. **Resolved:** Cllrs Scott and Reed will assess the trees for damage and then report back to Council.

24.25 Parish Council Insurance. The Policy is due for renewal 1st June 2025; this is a fixed renewal of £538.07. **Resolved:** Cllrs approved this payment.

25.25 Clerk's Report/Items carried forward from previous meeting:

a) Playpark. The playpark is in good state with some minor chalk graffiti noted. On inspection it was noted the bark will need to be replaced either this year or next. **Resolved:** Cllrs agreed to wait for the ROSPA inspection in September and then review replacing the bark in November.

The Parish Council would like to thank Chris Chelu for carrying out the repairs on the adult exercise equipment.

b) CHAVS. A request to volunteers for help in refurbishing the cemetery gate will be circulated now the weather has improved.

c) Parish Steward Visits. The Parish Steward will be concentrating on grass verges through May and June. Items to be added to the list of works will be submitted for the next scheduled visit.

26.25 Planning.

a) To consider any new planning applications received. None.

b) To consider any new planning applications received between publication of agenda and meeting. None.

c) To confirm any planning application responses determined by email for

PL/2025/03244: Cranborne Cottage, Blandford Road, Coombe Bissett. *No objection.*

applications received since last meeting: (Comments can be viewed on the Wiltshire Council Planning Portal)

d) To note any planning application decisions made by Wiltshire Council.

e) PL/2024/09412: The Old Vicarage, Coombe Bissett – withdrawn by applicant.

27.25 Neighbourhood Plan. Cllr Geldhill gave a brief update. The Neighbourhood Development Plan was formally submitted to Wiltshire Council on 12th March 2025. This is now in Regulation 16 Public Consultation which runs until 11th June 2025, should anyone wish to comment. It will then be passed to an independent examiner who will consider any representations. It will be considered for a community referendum.

28.25 Finance.

a) To note bank accounts:

Current Account: £11,062.83

Savings Account: £33,214.46

b) CIL Payment report for year ending 31st March 2025. Noted: Nil payments to be carried into 2025/26

c) To approve any Direct Debit/Standing Payments for year 2025/26. Resolved: The payments below were considered and approved.

- ICO Fee - £52.00

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- Hurdcott Landscapes - £195.84
- Mr & Mrs Hopkins - £120.00, maintenance of the cemetery bin

d) To approve Schedule of Payments. **Resolved:** All payments considered and approved.
See full list below.

29.25 Parking Requests. To note the requests for parking on Coombe Bissett Recreation Field. **Resolved:** All requests noted.

11th May – Coombe Bissett Cricket Club

18th May – Coombe Bissett Cricket Club

25th May – Coombe Bissett Cricket Club

30th May – Coombe Bissett Cricket Club

1st June – Coombe Bissett Cricket Club

8th June – Coombe Bissett Cricket Club

15th June – Coombe Bissett Cricket Club

22nd June – Coombe Bissett Cricket Club

27th June – Private Event

29th June – Coombe Bissett Cricket Club

30.25 Forthcoming Meetings.

- LHFIG Meeting: 4th June 2025 - TBN

31.25 Correspondence Received. (Circulated to Councillors prior to the meeting)

- Climate & Environment News & Updates
- Wiltshire Council's Annual Town & Parish Report
- Flood Warden Spring 2025 Newsletter
- Several complaints regarding the Cranbourne Chase Landscape Sign have been received, these have been redirected to the Cranbourne Chase.

32.25 Items to be carried forward to the next Parish Council Meeting.

- Speed Indicator Device
- Cemetery Fees
- Internal Auditor
- Cricket Club Lease
- Ash Dieback
- Traffic Surveys – Stratford Tony Road, School Area; Shutts Lane/Homington Road Junction

33.25 Date of next meeting.

- Tuesday 8th July 2025

34.25 To close the meeting.

Payments to be approved:

Date	Payee	Particulars	Amount
22.04.25	Hurdcott Landscapes	Grass Cutting	£194.20
29.04.25	S Boxall	Parish Map	£132.29
01.05.25	J Hopkins	Cemetery Bins	£120.00
05.05.25	N Bird	Weed Killer – Play Park	£14.00

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13.05.25	J McGowan	Printer Paper	£6.00
17.05.25	ICO	Data Protection Fee	£52.00
01.06.25	Community First	PC Insurance	£538.07
Total			£1,056.56

Outgoings between 08.03.25 – 13.05.25

Date	Payee	Particulars	Amount
14.03.25	Hurdcott Landscapes	Grass Cutting	£374.20
	HMRC Shipley	Clerk's Expenses	£137.00
25.03.25	A Burnett	NDP Fees	£245.00
	CB Village Hall	PC Admin	£32.00
31.03.25	J McGowan	Clerk's Expenses	£416.22
01.04.25	SWAST	Defib Renewal	£1,140.00
02.04.25	Hurdcott Landscapes	Grass Cutting	£194.20
16.04.25	ICCM	Annual Membership	£105.00
	WALC	Annual Membership	£315.02
	HMRC Shipley	Clerk's Expenses	£136.00
30.04.25	J McGowan	Clerk's Expenses	£546.92
Total			£3,641.56

Income Received between 08.03.25 – 13.05.25

Date	Received From	Particulars	Amount
31.03.25	NatWest	Interest	£35.19
23.04.25	Wiltshire Council	Precept	£7,000
30.04.25	NatWest	Interest	£33.27
Total			£7,068.46