

Coombe Bissett Parish Council
Parish Council Meeting Minutes (unconfirmed)
Held Tuesday 10 March 2026, 7:15pm

Present: Cllrs A Bird (chair), S Boxall (vice-chair), B Archer, S Gledhill, L Reed, D Scott
Attending: C Nielsen (clerk); Cllr R Clewer, 8 members of the public.

The Chair opened the meeting at 7:15pm.

Public session

Parishioners reported their experience of the recent flooding and community efforts to mitigate the impact.

The Village shop had lower footfall as a result of the flooding. Suggestion to be more proactive about flooding and assume primary responsibility for flood management in the village.

Suggestions to improve flood information dissemination :

- 1) Sign up to the Environment Agency's flood alerts and warnings. Use the MyWilts app to report any damage caused by the flooding.
- 2) Nominate a CBPC councillor or volunteer to assume role of flood defence coordinator so there is one central point of contact as a representative of the council. This person could then be the official spokesperson on village flooding on behalf of the council.
- 3) Nic Artiss to stand down as Flood Warden. The Council thanked him for his service in this role.

Suggestions for flood-related signs/equipment:

- 1) New "Drive Slowly" signs (3) and "Flood Warning" signs (2);
- 2) Yard stick to indicate depth of water in road;
- 3) Beacons to highlight danger;
- 4) Hi-Vis jackets for flood-abatement volunteers;
- 5) Gel sacs

Suggestion to help fund the efforts via support from the Parish Emergency Assistance Scheme (PEAS) and consider a community fundraiser to support flood defence costs.

The council and members of the public praised the efforts to date and expressed their gratitude to those who have worked to limit the impact of flooding, citing Nic Artiss and Sam Penny in particular.

Concern was raised about the poor state of the footpath between the village shop and Water Lane, which is cracked and particularly dangerous for older people.

Minute	Discussion	Action
134.25 Apologies	Apologies accepted from Cllr King due to a delay in client meetings.	All

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135.25 Vacancies	One. Wiltshire Council Elections confirmed on 2 March 2026 permission for co-option as there were no election requests. The post will be advertised in the Express, village noticeboards and via the Village shop. Word of mouth encouragement to candidates in community networks.	Clerk All
136.25 Declarations of interest	none	All
137.25 Urgent items	Flooding defence measures will continue to be on council agenda.	All
138.25 Minutes	Minutes of the 13.01.26 meeting were approved and signed .	
139.25 Bus replacement shelter application	Submitted and acknowledged by the Wiltshire Council bus shelters team. The CBPC request is one of many. Update at the next meeting.	Clerk
140.25 Playpark improvements	Aplin quote (£14,826) to refurbish playpark approved: Refurbish all the existing play equipment, goal end, exercise equipment, bench and picnic tables. Clean all units, prepare, repaint and treat timbers. Replace worn or damaged components. Replace rotten timbers forming the bark pit with new treated timbers. Treat weed growth in the existing bark. Supply and spread 35sqm of hardwood play chips. Check the surrounding fence and make good as required. Clear back overhanging vegetation. Allowance for welfare unit while on site. The work will be commissioned.	Chair
141.25 Shutts Lane Noticeboard	Deferred given playpark expenditure.	
25. Flood defence measures	CBPC purchase of sump pump, hose, clamp and freight (total £1,028.40 incl VAT) approved. Electricity running costs related to flooding in village throughways. Approved retrospectively due to the urgency of the flooding situation. The Council will consider the purchase of another pump at an Autumn meeting this year to allow time for Cllrs to review options. Resolved. The council agreed that a central coordinator for flooding information is needed. Resolved. Cllr Archer volunteered for this role.	All Cllr Archer

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143.25 Asset list	Updates to omit the non-existing second bus shelter and portable printer and add new pump to the asset list were agreed . The updated list will be presented for approval at the May meeting.	Clerk
144.25 Policies	Approved 1) Financial policies. 2) Financial internal control procedures. Approved with condition: 3) Risk assessment. Add risk of precept not being paid. Deferred to incorporate progress on Assertion 10 1) Freedom of Information and Publication Scheme 2) GDPR data mapping 3) Data retention	Clerk All
145.25 Homington bench	Deferred to May.	Cllr King
146.25 Assertion 10 compliant website /emails	Resolved. Cllr Scott and clerk to review website /email package options and submit recommendations to CBPC.	All
147.25 Clerk's report/standing items	New Farm: Parish Steward remains on sick leave. Situation at New Farm untenable. Cllr Reed to follow up with Cllr Richard Clewer. CHAVs no update Flooding, as above	Cllr Reed

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148.25 Planning	New applications since agenda was posted: Coombe Down Farm (4) PL/2025/09224 Addition of external door on first floor and extension of landing area to existing balcony. No objection. PL/2025/09295 Farm office. (retrospective). No objection. PL/2025/09300 Vehicle ramp. (retrospective) No objection. PL/2025/09304 Change of use, farmland to domestic garden area. (retrospective) No objection. No planning responses by email since last meeting. Planning decisions noted: PL/2025/09702 – Approve with conditions proposed works to alter existing dwelling including recladding of walls and roof, single storey extension and internal alterations: The River House, Shepherds Close, Coombe Bissett, Salisbury, SP5 4LX PL/2025/09815 – No objection to proposed works to trees in a conservation area: The Croft, Homington Road Coombe Bissett, Salisbury SP5 4LR	
149.25 Neighbourhood plan	There has been no legal challenge to the referendum decision (deadline March 11, 2026). There will be an action plan which will be renewed annually.	Cllr Gledhill

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150.25 Bank accounts	Bank balances noted: Current: £6,545.46 Savings: £33,496.72 Use of hand-written financial ledgers will cease on 31 March 2026. Excel spreadsheets will be sole record for payments and receipts from 1 April 2026. Noted. Schedule of Payments. Approved. Purchase of a low-cost mobile phone for council use, subject to approval of quote via email. Agreed. Resolved to trial the use of a commercial printer service for three CBPC meetings in lieu of a portable printer for clerk use given limited printing requirements. Invoices are to sent via email to Cllrs for approval and noted on schedule of payments rather than printed and signed. Purchase of second-hand Arnold-Baker: On Local Council Administration (11th edition, £50). Approved. Domain renewal of current CBPC website 12 March 2026-7. Approved. Data protection training for CBPC clerk to comply with Assertion 10 (e-course £38.50). Approved. Hurdcott contract renewal for landscape services. (£2,495 + VAT). Approved. Mr Tim Mynott will conduct the 2025/26 internal audit. Noted. Christine Nielsen has been added to the bank mandate, full access pending final step with Natwest. Noted. Bank signatory to replace Cllr Abi Bird. Deferred to May 2026 meeting.	Clerk Clerk Clerk Clerk Clerk Clerk All
151.25 Cricket Field	To note parking requests: 26 March - evening disco 23 April - evening bingo 25 April - private event in VH 9 May - private event in VH 30 May - private event in VH 19 June - evening disco 22 July - daytime end of yr disco To note recreational use requests: 1) 6 & 7 June (morning only) Beaver Scouts.	
152.25 Pennings Drove	Amendment to Roper memorial approved; 27 February burial of Mrs Diana Rushforth noted.	
153.25 Forthcoming meetings	1) Southern Wiltshire Area Board Event: 12 March 2026; 2) LHFIF 5 May 2026. Noted.	

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154.25 Correspondence	Noted: 1) Wessex Water Salisbury Library sessions for customers to ask about bills, supply, wastewater, or payment support. Dates: 17 March, 12 May, 14 July 2) Wiltshire Bobby Trust request to publicise their free home security and anti-fraud services. 3) Silver Salisbury spring newsletter print deadline is March 13. 4) The Great British Spring Clean dates are 13 to 29 March.	All
155.25 Carried forward	Flooding Shutts Noticeboard CHAVS Bus shelter Assertion 10 compliance for emails / website FOI and Publication Scheme policy GDPR data mapping policy Data retention policy	All
156.25 Next meeting	Tuesday 12 May 2026 Annual meeting 7pm. Ordinary Parish Council meeting to follow.	All
157.25 Meeting close	8:45pm	