

Coombe Bissett Parish Council
Annual Parish Council Meeting Agenda
Jay McGowan, Parish Clerk – parishclerkcoombebissett@gmail.com

To All,

You are invited attend the **Annual Parish Council Meeting of Coombe Bissett Parish Council to be held on Tuesday 14th May 2024** starting immediately after the Annual Parish Meeting in The Homington Room, Coombe Bissett Village Hall.

Yours faithfully

Mrs Jay McGowan
Parish Clerk

7th May 2024

Public Session

The Press and Public are invited to attend. Prior to commencement of the meeting there will be a period of 10 minutes when the members of the public may comment or ask questions on relevant Parish Council business. Members of the public may not comment unless invited to do so by the Chair. Please be aware that the meeting may be recorded.

Agenda

01.24 To Elect Chairman for 2024/2025.

02.24 To Elect Vice Chairman for 2024/2025.

03.24 To receive and consider acceptance of apologies for absence.

04.24 Vacancies in Parish Council Office: One

After many years of service in the Parish Council service, Councillor Byatt resigned due to increasing work and personal commitments.

The Parish Council would like to thank Councillor Byatt for her dedication and service while on the Parish Council. We wish her the very best for the future.

The Vacancy has been advertised.

05.24 Coombe Bissett & Homington Ultrafast Broadband. Mr J Goodchild, Wessex Internet Community Engagement Officer to give an update.

06.24 To consider and approve nominations for Parish Council Representatives:

- Playground and Recreation Field.
- Village School.
- Highways and Street Scene.
- Snow Warden.
- Flood Warden.
- Pennings Drove Cemetery.
- Rights of Way.
- Planning subcommittee (CB).
- Planning subcommittee (H).
- Homington Rep.
- Finance

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- Staffing Committee
- Complaints Committee

07.24 To consider and approve Councillor Responsibilities:

- Neighbourhood Development Plan
- Parish Council Website
- Defibrillator Checks Cllr currently responsible
- Social media (Facebook) Cllr currently responsible
- Parish Steward

08.24 Declaration of Interest: Councillors to disclose their interests in matters to be discussed and to decide requests for dispensation.

09.24 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)

10.24 To agree any items on the agenda that are to be dealt with following the exclusions of the press & public.

11.24 Minutes. To review and approve the Minutes of meeting held 12th March 2024.

12.24 To review and adopt the following policies:

- Standing Orders
- Code of Conduct
- Financial Policy
- Asset Register

13.24 To receive the Internal Audit for year ending 31st March 2024. The internal audit has been completed and accounts reviewed. To appoint an internal auditor for 2024/25.

The Parish Council would like to thank David Parson for completing the internal audit for 2023/24.

14.24 Bank Reconciliation: To receive bank statement year ending 31st March 2024.

15.24 Certificate of Exemption: To approve and sign the Certification of Exemption for 2023/24.

16.24 Annual Governance Statement: To approve section 1 of the Annual Governance Statement and Accountability Return 2023/24.

17.24 The Accounts Statement: To approve section 2 – Accounts Statement of the Annual Return for 2023/24.

18.24 Wiltshire Association of Local Councils Membership. To consider and approve membership for 2023/24.

19.24 Parish Council Insurance. The Policy is due for renewal, to consider and approve the quotes received.

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20.24 Pennings Drove Cemetery.

- a) To set a date to complete a safety check on the memorial stones currently in place.
- b) Gate repairs. Update from Michelle.

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

- a) **Playpark.**
- b) **CHAV Event.**
- c) **Shutts Lane Lighting.**
- d) **Parish Steward Visits.** The Parish Steward will be concentrating on grass verges through May and June.

22.24 Flooding.

A request for a drainage engineer to do a site visit to Coombe Bissett has been requested.

23.24 Planning.

a) To consider any new planning applications received.

PL/2024/03325: Wyckfield, Homington Road, Coombe Bissett, SP5 4LR. Full Planning Permission - demolition of out buildings and erection of 1 self-build residential dwelling, access, parking, landscaping and associated works.

PL/2024/30528: Coombe Bissett Primary School. Full Planning Permission - removal of existing oil boiler and oil tank and installation of 2nd Air Source Heat Pumps to be located in car parking area.

b) To consider any new planning applications received between publication of agenda and meeting.

c) To confirm any planning application responses determined by email for applications received since last meeting: (Comments can be viewed on the Wiltshire Council Planning Portal)

PL/2024/01535: Land Adjacent Footes House, Homington Road, CB, SP5 4NG. *Object*

PL/2024/00683 & PL/2024/00427: The Manor, Barbers Lane, Homington, SP5 4LY. *No comment.*

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

PL/2024/00863: Replacement of Wooden Electricity Poles, Land South of Homington Road, SP5 4NG. *No objection.*

24.24 Neighbourhood Plan. To receive an update from Cllr Gledhill.

25.24 Finance.

- a) To note bank accounts:
- b) CIL Payment report for year ending 31st March 2024.
- c) To approve any Direct Debit/Standing Payments for year 2024/25:
 - ICO Fee - £35.00.
 - Hurdcott Landscapes - £194.20 (£1,942 + VAT)
 - Mr & Mrs Hopkins - £120.00, maintenance of the cemetery bin
- d) To approve Schedule of Payments

26.24 Parking Requests.

27.24 Forthcoming Meetings.

- Wiltshire Council Town & Parish Clerk's Meeting: 24th May 2024 - TEAMS
- Southern Wiltshire Area Board 29th May 2024 – TBN
- LHFIF Meeting: 6th August 2024 – TBN

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

- Briefing Notes: 23-07 & 08
- Wiltshire Association of Local Councils – April Newsletter.

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

30.24 Date of next meeting.

- Tuesday 9th September 2024
- Tuesday 10th September 2024
- Tuesday 12th November 2024

31.24 To close the meeting.