

**BISHOPSTONE PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held at 7:30 p.m.**  
**on Monday 4<sup>th</sup> September 2017**  
**at Hinton Parva Village Hall**

**Those Present:** Lesley Drewett (Clerk), Val Brodin (Vice Chair), Nigel Crisp, Andy Greenhalgh, Douglas Stevens, Tom Green, Stuart McGuigan, Gill May, Cllr Gary Sumner.

**1. Gerry O'Connor, SBC – re Septic Tank**

Septic Tank Issue:

Mechanical Issues

- Blowers have not been working, are being replaced by the supplier (free of charge)
- Service engineer on site 9th Sept – villagers welcome to talk to him
- Alarm – telephone telemetry being installed on the 9th. Warning light on the top will be connected as well.

State of the site

- Strimming of site by SBC is currently committed to only 3 times per year. Hence overgrowth is expected at times
- Feedback to be given to the maintenance contractor that the full site should be strimmed (only ½ done the last two times)

Ongoing Cost of Replacement

- Contract agreement on offer
- Council has borne the cost of the initial installation
- Council is offering an ongoing cost of running the tank (cost recovery only)
- Current proposed contract has a clause that relates to an open ended cost recovery (no value or time limited) – this is concerning to residents
- Gary suggested that a solution could be a resident funded sinking fund designed to fund the replacement the system at the end of its useful life. This would be acceptable to residents.

Next steps

- SBC to set up a direct meeting with the residents who are connected to the septic tank, proposed for approx. 4 weeks' time.
- Proposal for a sinking fund to be discussed. Gary is happy to chair this meeting.
- Hinton Village Hall is the proposed location and the Parish Council is happy to help facilitate hiring arrangements if necessary, but does not see any need for its involvement in the meeting.

**2. Public Question Time**

There were several members of the public in attendance, most of whom had attended to discuss the septic tank. One parishioner was interested in proposals for the Church Commissioners' land and other issues, and another parishioner had attended to see if 5 High Street was to be discussed. The Clerk explained that there had been no further development to date and the parishioner left the meeting.

Cllr Brodin was Chairing the meeting in Cllr Thomas's absence and she thanked parishioners for attending and then opened the meeting proper.

**3. Approved Apologies**

Ian Thomas (Chair), Julian Cooke.

**4. Declarations of Interest**

There were no declarations of interest declared.

Signed: .....

Date: .....

5. **Minutes of Last Meeting**

The Chair asked for a proposition that the minutes of the August meeting be accepted as a true record. The proposition was put forward by Cllr Stevens and unanimously agreed by those present. The minutes were then signed by the Chair.

6. **Matters Arising**

All actions from the previous meeting had been completed except for the following:

Charlbury Hill

Cllrs had requested that this item's title be changed to Ridgeway Anti-Social Behaviour on the agenda.

**Action: The Clerk was asked to leave this item on the agenda with new heading.**

Refuse Collection

The Chair had confirmed that a small vehicle was now being used at the Wyncies.

Church Commissioners

The Clerk had not received a response from Mike Ash at SBC's Housing Department with regard to whether there is any affordable housing requirement in the village.

**Action: The Clerk to chase her request for the information from Mike Ash. (Complete)**

**Action: The Clerk was asked to keep this item on the agenda.**

[Post meeting note: The Clerk has received a response showing that there are, "I can confirm that we still have 10 properties at the Wyncies", but this did not fully answer the question. The Clerk has therefore responded asking how many people are on the social housing waiting list in the village and what size and tenure of property is in most demand.] – **Awaiting a response.**

Communication Policy

Cllr May had updated the policy and circulated it to Cllrs. This will be ratified at the next meeting.

**Action: The Clerk is to keep this item on the agenda.**

White Lines

The Chair informed the Clerk that the work requested at Hinton Springs had not been done. Also, the white lining at the School and Church Walk junction also needs re-painting.

**Action: The Clerk is to email SBC to ask when these works will be carried out. (Complete)**

The Clerk had received a response from Ryan Dowling informing her that he would take another look at what needed doing. He believed they were commencing white lining in the villages in the next couple of weeks. He was to identify anything and everything that needs doing and get the crews to do it when they are in Bishopstone. This work has not been done.

**Action: The Clerk is to check progress with Ryan Dowling. (Complete)**

Trees at City Corner

The Willow tree is still causing a problem. The PCC have given their consent for the work to be done. Cllr Stevens believes that Richard Polatch has provided a quote to Cllr Cooke and permission has been given for the work to be carried out.

**Action: Cllrs should notify the Clerk when the work has been carried out.**

7. **Ridgeway Anti-Social Behaviour**

Cllr Brodin reported that the fly-tipped tree cuttings had been removed.

Cllr Brodin had been asked to find out more about how to achieve closure of the Ridgeway. She had followed up by email to Martin Fry, but had not yet received a response. Cllr Sumner then checked that Cllrs would definitely like to close the Ridgeway to traffic but leave Charlbury Hill open to vehicles. Cllrs concluded they would like gates for trail access, as seen in Oxfordshire. Cllrs had concluded that the anti-social behaviour was more of a problem along the Ridgeway than it was on Charlbury Hill. Cllr Sumner checked whether Cllrs were all in agreement with this proposed trail closure as a Parish Council. Cllr Crisp advised the Parish Council had been given to understand that the four main landowners would be very much in favour. Cllr Sumner advised he would be supportive of closure. He was encouraged that Cllrs now had this assertive view. Cllr Greenhalgh felt the Ridgeway Trail Officer would give their approval and Friends of the Ridgeway would also be in support of such a proposal.

**Action: Cllr Sumner is to prioritise further action on this matter.**

**Cllr Brodin is to make further contact with Martin Fry by email. [Complete]**

Cllr Sumner requested an email confirming that the Parish Council is unanimous in this decision and that the 4 landowners, Friends of the Ridgeway and the Ridgeway Trail Officer were also believed to be supportive. Cllr Sumner felt it was a really positive step forward.

**Action: Cllr Brodin is to send the requested email to Cllr Sumner. [Complete]**

**Action: Cllr Brodin is to copy Cllr Sumner in on the email received from Martin Fry in February. [Complete]**

Cllr Brodin reported that the bin had been emptied on Charlbury Hill and there was no noticeable litter when she had visited earlier that day.

Burglary at Hinton Parva

Cllr Brodin had asked Cllrs at the August meeting if they felt there was a lack of feedback from the police when reporting problems, and had asked for details of any specific incidents to be sent to her so that she might raise them with PC Sophia Best.

Cllr Crisp felt there were two issues these were:

- A lack of follow ups to reported problems.
- General visibility and the reluctance to attend meetings.

Cllr Brodin explained that similar perceived problems had also been reported at a Community Speedwatch meeting. Cllr Sumner advised that he had reported the same things to the Police & Crime Commissioner. He referred to the reports that had been produced regularly by PC Rory Draper which had been extremely useful communications. Cllrs felt that, if the police did not have the time to attend meetings, the provision of a written update for the Parish Times would be useful.

Sophia Best had asked Cllr Brodin for police reference numbers of incidents, so that she might provide feedback. However, in practice it seems that reference numbers are not always provided as the Clerk and Cllrs present had not been given a reference number when reporting recent incidents.

Cllr Brodin noted that there was a useful map on the police website which shows where crimes and anti-social behaviour have been reported, but it had not been updated for 2 months. It also does not show any details about anti-social behaviour.

Cllr Sumner advised that he had a meeting set with Sophia Best on 5 September 2017 together with other Ward Councillors and he is happy to raise these concerns.

**Action: Cllr Sumner is to report these issues to PC Sophia Best at their meeting.**

Low Hanging Branches on tree

The low hanging branches have been trimmed. The Clerk had received a call from the parishioner who reported the problem to say the work had been done.

**8. Planning**

- **S/HOU/17/0827 SASM** – Erection of a single storey side extension and installation of a satellite dish – Lilac Cottage, High Street, Bishopstone  
**The listed building part of this application had been received in time for the August meeting and Cllrs had no objections to it.** This part of the application had not been sent and came immediately after the meeting and the Clerk had queried this with the case officer who had explained that there had been an error. As no objections had been given against the list building application it was decided that the Clerk should respond showing that Cllrs had no objections in order to prevent further inconvenience to the applicant.

**Action: The Clerk had responded to the application via email. (Complete)**

Signed: .....

Date: .....

- **S/17/1095CH** – Demolition of double garage & erection of 1no dwelling & associated works – One Acre, High Street, Bishopstone – **REVISED DOCUMENTS**  
Cllrs had received several comments from parishioners. The applicant had sent an email to the Clerk for onward circulation before the meeting. This had stated that the applicant was now proposing to maintain the bank onto High Street with parking behind it and he will not be applying for a garage. The Chair had provided a draft letter for discussion and Cllrs agreed that a street scene was needed from a High Street point of view, to demonstrate the impact of the proposals. An accurate street scene should be based on a topographical survey, so that was also needed. Cllrs considered that a cross sectional survey of the property and structural earthworks are also needed as these works are a significant part of the application and must be considered. A plan of how the spoil removal lorries will be managed should also be provided as significant amounts of earth will need removing from the site. There were concerns regarding visibility and pedestrian safety. The Clerk was to request that the application should not be determined until the Parish Council has been consulted again. If the requested information is not forthcoming, the Parish Council want it known that they object to the proposal.  
**Action: The Clerk is to send a draft letter to Cllrs for their approval/amendments. (Complete)**  
**Action: The Clerk is to send the final letter to SBC. (Complete)**

#### **Late Receipt of Planning Notifications**

No late planning notifications had been received.

#### **PENDING DETERMINATION**

- **S/17/1232/TB** – Erection of 1no dwelling & associated works – 5 High Street, Bishopstone
- **S/15/1701/RM** – Erection of 1 dwelling – Land off Short Drove, Hinton Parva, Swindon – **REVISED**
- **S/RES/16/1233KC** – **REVISED** - Application for approval of reserved matters in relation to appearance, landscaping, layout and scale for phase 5 (Unit 1) of outline planning permission S/OUT/14/0253 – Employment development including B1b (research & development/light industrial), B1c (light industrial), B2 (general industrial & B8 (warehouse & distribution), new landscaping & junction to A420 (means of access not reserved – Eastern Villages South, Land At And To The South of A420 (Great Stall Middle), Swindon, Wilts
- **S/16/1225/KC** – **REVISED** - Application for approval of reserved matters in relation to appearance, landscaping, layout and scale for phases 1-4 & 7 of outline planning permission S/OUT/14/0253 – Employment development including B1b (research & development/light industrial), B1c (light industrial), B2 (general industrial & B8 (warehouse & distribution), new landscaping & junction to A420 (means of access not reserved. (Variation of condition 1 from Reserved Matters Application S/RES/15/1522 -Eastern Villages South, Land At And To The South of A420 (Great Stall Middle), Swindon, Wilts
- **App/U3935/W/16/3154437/APP/U3935/W/16/3154441** – Outline Planning Application (with means of access off Wanborough Road not reserved) for up to 200 dwellings (Use Class 3) with open space, landscaping & associated road & drainage infrastructure to form the southern part of Lotmead Village – Lotmead site, Eastern Villages, Swindon
- **APP/U3935/W/16/3154437/APP/U3935/W/16/3154441**- Outline planning applications (with means off Wanborough Road not reserved) for the demolition and/or conversion of the existing buildings on site & redevelopment to provide up to 2,600 dwellings, up to 1765sqm of company/retail uses (Use Class D1/D2/A1/A3/A4), up to 3,000 sqm of business/employment us (Class B1), a primary school, open space, strategic landscaping & other green infrastructure (including SUDs & areas indicative primary access road corridors to the A420 & improvements& widening of existing route off Wanborough Road to provide pedestrian, cycle & bus access – Lotmead Site, Eastern Villages, Swindon
- **S/OUT/16/0021** – Outline planning application for the erection of up to 370 dwellings, a local convenience store, a primary school, open space, landscaping, on site infrastructure. Means of access not reserved – Redlands, Swindon
- **S/OUT/13/1555** – Outline planning application for up to 2380 dwellings, mixed use local centres/areas, community uses, sheltered and /or care accommodation, up to two primary schools , green infrastructure including formal & informal open space, play space, sports facilities, sustainable drainage, engineering works & including ground re-modelling, other infrastructure, demolition & the formation of new accesses from the A420, Old Vicarage Lane & Thornhill Road – Eastern Villages North, Eastern Villages, Swindon
- **S/OUT/16/0021** – Revised Outline Planning Application for the erection of up to 370 dwellings, a local convenience store/community facility, primary school, open space, landscaping, access points to and from Wanborough Road and northern site boundary and eastern boundaries and associated infrastructure. At: Redlands, Eastern Villages, Swindon

No further information on the pending planning applications had been received.

**OTHER ISSUES**

- The Hovel Demolition  
The Parish Council is still gathering information to be able to make an informed decision about its response. This is taking longer than expected owing to holidays.

**GRANTED**

- **S/LBC/17/0827 SASM** – Erection of a single storey side extension and installation of a satellite dish – Lilac Cottage, High Street, Bishopstone

**REFUSAL - NONE****9. Reports from Ward Councillor**

Cllr Sumner's report was brought forward as he had to attend Wanborough's Parish Council meeting, but it has been left in this part of the minutes for continuity.

SHELAA

Cllr Sumner explained that this was the "call for sites" in Bishopstone in which the parishioner had shown interest at the start of the meeting. He explained that a briefing had been organised for Ward members on the 9 October 2017. This was to inform Councillors of the sites coming forward, upon which they will be able to provide input. The sites will come to Cllrs towards the end of October for consultation. Cllr Sumner informed the meeting that the land supply for the next 5 years had been poor and therefore many sites that have been identified are likely to gain approval once they have been assessed by officers, regardless of concern from residents. It will be important to ensure early engagement when contentious sites come up for consideration. As discussed at previous meetings, the potential for infrastructure gains from development, such as a shop or a school, should be embraced. Cllr Sumner had not been briefed on the recent meeting with the Church Commissioners.

**Action: Cllr Greenhalgh is to have this conversation with Cllr Sumner.**

Keypoint Incinerator

Cllr Sumner informed the meeting that there will be a public meeting about the incinerator, on 14 September 2017 at 18:00 at the Steam Museum. A large attendance is expected. The incinerator proposal is highly emotive, but he is not sure whether it can be stopped. A lot of the houses it will affect have not been built yet, but eventually they will sit downwind of the 170ft chimney. The chimney itself will have a significant landscape impact. There are also concerns about traffic, as the waste has to be transported to the site in lorries. It is, however, acknowledged that there is a need for renewable energy resources. It is likely there will be problems with "rat running" as well as additional pressure on and around the A420.

Winter Service Review

Cllr Sumner advised that the Cabinet Advisory Group have been looking at gritting routes. Cllrs explained that they had tried to understand the email forwarded by the Clerk but it was not obvious what is being proposed. Cllr Sumner informed the meeting that there is a proposal for Body Horse Hill not to be gritted, only the main road through Hinton Parva. Cllrs were horrified as they said that this route was mainly used by residents and hardly any through traffic uses this road, except lorries. Cllr Sumner had advised the group that this is very unwise and he has given the reasoning behind this. Cllrs felt that their objection should be minuted. The Clerk was requested to send a strenuous objection and notify residents via the Parish Times. Body Horse Hill is the most used route through Hinton Parva and many cars have small children in them. If not gritted, there would be a serious risk of accidents.

**Action: The Clerk is to respond to SBC. (Complete)**

Wales & West Utilities

Cllr Sumner reported that the Wales & West Utilities have removed all of their vehicles and road works from the Wanborough Road as a Roman Road has been found underneath it. The scheduled site for Durocornovium has therefore grown. This will affect the proposed connector road for the new developments, which will probably have to be moved to the south, closer to Redlands.

Signed: .....

Date: .....

#### Council Tax Support Grant Consultation

Cllr Crisp asked when the decision for the outcome of the grant will be made.

**Action: The Clerk is to send a copy of the Parish Council's response to Cllr Sumner. (Complete)**

**Action: Cllr Sumner is to check.**

#### Short Drove

This item had been discussed at item 8.6.

### 10. **Reports from Sub Committees**

#### Audit

The Clerk had received the "Notice of Conclusion of Audit" back from the external auditors. This contained the auditor's findings. The documentation is to be placed on the website, it will also be placed on the noticeboards and into the Parish Times.

**Action: The Clerk is to notify the internal auditor of the findings. (Complete)**

**Action: The Clerk is to place the documentation on the website, noticeboards & newsletter. (Complete)**

### 11. **Lengthman Work**

Cllr Crisp explained that there have been a lot of reports from parishioners that the paths are overgrown. The way the contract was structured should ensure that this should not happen. Cllr Greenhalgh felt a broader discussion with the Lengthman was needed. Cllr Crisp considered that the contract and budgeting should be looked at too, as he believed the contract was over complicated. Cllrs did not think maintenance on some key footpaths was being carried out to an acceptable standard, and proposed that specific instances should be identified for discussion with the Lengthman as part of a formal annual review process.

**Action: The Clerk is to send the Lengthman's contract to all Cllrs. (Complete)**

**Action: Cllr Greenhalgh and Cllr Thomas are to walk the route with the contract to assess where the work is not being carried out as it should be.**

**Action: An annual review meeting should then be arranged with the Lengthman, Cllr Thomas, Cllr Cooke and Cllr Greenhalgh.**

**Action: The Clerk is to leave this item on the agenda.**

**[Post meeting note: the Chair has offered to contact the Lengthman to set up the annual review meeting proposed]**

### 12. **Ridgeway Anti-social Behaviour**

This item had been discussed at item 7.

### 13. **Communication Policy**

The policy had been circulated and amendments had been made reflecting the comments. It was considered important for parishioners to have a clear understanding of the Parish Council's methods of communication. Cllr Brodin noted that in the methods of communicating table there were a few matters that were not specific. These were then clarified with the whole Council. It was agreed that the policy should be reviewed in 12 months' time.

Cllr Brodin asked for a proposal that, with incorporation of the changes discussed, this document be accepted as the Parish Council's Communications Policy. Cllr Stevens proposed that the Communication Policy be accepted, this was seconded by Cllr Green and unanimously agreed.

**Action: Cllr May is to incorporate the amendments agreed and re-circulate the Policy.**

### 14. **Main Points**

#### Fly Tipping Cameras on and around the Ridgeway

Cllr Crisp had submitted a grant request to Wiltshire Police for the purchase of motion activated cameras. However, as these grants were now focusing on youth projects, this application was rejected. Cllr Crisp asked whether Cllrs would be happy to purchase a camera, up to the value of £300. After some discussion, Cllr Crisp put forward a proposition to purchase a motion activated camera, this was seconded by Cllr Green. Two councillors voted against. Since a majority of Councillors voted in favour, the proposal was carried.

**Action: Cllr Crisp is to investigate and purchase a camera if it is within budget of £300.**

It was agreed that prior to use of such a camera, a clear policy must be put in place and implemented.

**Action: Cllr Stevens is to draft a policy.**

**15. Accounts to be Paid**

The cheques shown in Appendix 1 of the Agenda were presented for approval.

The Clerk’s salary and timesheet had been sent to the Chair of the Finance Sub-Committee for checking before the agenda had been issued. The invoices were proposed for payment by Cllr Crisp, seconded by Cllr Greenhalgh and agreed unanimously by those present.

**16. Correspondence**

The Chair asked Cllrs if they wished to view the correspondence, none did.

**17. Parishioners Feedback/Complaints.**

The following concerns were raised:

Maintenance of Excess Vegetation in Cues Lane

A parishioner had complained to the Clerk and Cllr Greenhalgh about excess vegetation on the verge in Cues Lane. Cllr Greenhalgh had forwarded some photographs to Cllrs before the meeting. A discussion took place. The Clerk was asked to contact the parishioner as Cllrs felt that the verge might be within the boundary of his house. Cllrs proposed recommending that he check his deeds to verify whether the verge is included. If not, it will be SBC’s responsibility. In either case it is not the Parish Council’s responsibility. Cllr Greenhalgh noted that the small hedge in this area is protected.

**Action: The Clerk is to contact the parishioner. (Complete)**

**18. Date of Next Meeting**

The next meeting is due to take place on Monday 2nd October 2017 at Bishopstone Village Hall **at 7:30 pm.**

The meeting closed at 9.35 pm.

Signed: .....

Date: .....