

## BISHOPSTONE PARISH COUNCIL

### Minutes of the Parish Council Meeting held at 7:30 p.m. on Monday 5 August 2013 at Bishopstone Village Hall

**Those Present:** Simon Jenkins (Chair), Ian Thompson (Vice Chair), Lesley Drewett (Clerk), Julian Cooke, Douglas Stevens, Nigel Crisp, Stuart McGuigan, Ian Thomas, Cllr. Andrew Bennett.

**1. Approved Apologies**

Andy Greenhalgh.

**2. Declaration of Interests**

There were no declarations of interest.

**3. Minutes of Last Meeting**

The Chair asked for a proposition that the minutes of the July meeting be accepted as a true record; the proposition was put forward by Cllr Crisp, and unanimously agreed. The minutes were then signed by the Chair.

The Clerk had been contacted by the Evening Advertiser who had requested copies of the Parish Council minutes for their interest. It was pointed out these are available on the web site. The Borough Councillor advised that he felt it would be advisable to send them the agenda and they could make a decision from this as to whether to attend the meeting or pick up the minutes from the website as needed.

**Action: The Clerk is to forward the agenda to the Evening Advertiser each month. (Complete)**

**4. Matters Arising**

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

4.1 Kim Steele – Forest School Leader

Cllr Bennett explained that Jonathan Wilshaw is currently away and therefore his action was carried forward.

**Action: Cllr Bennett is to arrange a meeting for Kim Steele with Jonathan Wilshaw.**

4.2 Asbestos tipped on the Ridgeway

Cllr Bennett explained that the problem was being dealt with by James Garrard after a conversation with Annie Ellis; he informed Councillors that Swindon Commercial Services would be involved in the removal as they are accredited to remove it, but was unsure whether the asbestos had been removed.

**Action: Cllr Thomas is to check whether the asbestos had been removed. (Complete)**

4.3 Community Speed Watch

The Chair enquired whether the training session arranged for 13 July 2013 had taken place. No Councillors had attended owing to prior commitments. However, they were still interested in taking part in the scheme. Cllr Crisp explained that Tracey Scott is rolling the training around Swindon and anyone can attend the sessions. Cllr Bennett agreed to liaise with Tracey to see if training could be arranged within the Parish, as he is Chair of the South Locality.

**Action: Cllr Bennett is to contact Tracey Scott.**

4.4 School Transport

The Chair thanked Cllr Crisp for his help in drafting the Parish Council's response to this consultation and asked Cllr Bennett for feedback on this as part of his report.

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Date: .....

Cllr Bennett explained that a number of suggestions had been made to Paddy Bradley, Director of Commissioning, as there had been a great deal of concern at the proposals, including that the rural areas were being targeted. A Cabinet discussion had taken place and Cllr Foley had become involved. Transport zones are now the agreed option and the access to Ridgeway School, which is now a designated school, means transport will continue to be provided from the rural villages.

Cllr Crisp asked that a post mortem be carried out as the original proposal for the consultation had been illogical and it had eventually come back to a solution that had operated for many years. He felt it would be good for SBC to learn from their mistakes. Cllr Bennett stated that it was welcome that the problem had been solved to local satisfaction.

#### 4.5 Parish Online Renewal

Cllr Crisp asked that this action be carried forward.

**Action: Cllr Crisp is to formalise the licence. (Complete)**

#### 4.6 Mobile Library Service

Cllr Thompson had drawn this matter to the attention of Bishopstone and Hinton Parva village halls. Cllr Bennett was not sure whether the responses had been looked at by SBC; he felt that the consultation would come back at some time in the future, as the vehicle approached its anticipated end of life in 2015.

#### 4.7 Maintenance around the Pond

Cllr McGuigan stated that the wooden railings around Willems Well could do with some paint in the interest of preserving them, whereas the condition of the steel pipe railings between the pond and the road remained in acceptable condition for the time being. The Chair reminded Councillors that the Parish Council were still awaiting the Risk Assessment from Tim Price. The Clerk advised that the wooden railings were the responsibility of SBC and Cllr Bennett advised the Clerk to contact Mark Trajan.

**Action: The Clerk is to contact Mark Trajan. (Complete)**

### **5. Public Question Time**

No members of the public were in attendance.

### **6. Planning**

No planning applications had been received.

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

No late planning applications had been received.

#### **GRANTED**

No granted schedules had been received.

#### **REFUSAL**

No refusal schedules had been received.

### **7. Reports from Borough Councillor**

The Chair brought this item forward as Cllr Bennett had to attend Liddington Parish Council's meeting also. However, the report has been left in this part of the minutes for consistency.

#### 7.1 Hinton Parva septic tank

Cllr Bennett informed Councillors that the Septic Tank meeting which had been held at Hinton Parva Village Hall on 24 July 2013 by SBC had been reasonably well presented and understood; it was thought that only 1 household of the 11 using the current tank had not been represented. Parishioners had accepted SBC proposal that a new sewage treatment plant was required, rather than refurbishing the old one, as well as replacement of the contaminated soil in the leachate field. Cllr Bennett was pleased that in the broad explanation given there was no suggestion of SBC trying to recover costs that had arisen before. There will be no drop in service when the work is eventually undertaken.

The dye tracing exercise did not find any proof that surface/storm water drainage was getting into the system.

Cllr Bennett suggested approximate costs of £40,000 for the decontamination of the field and new drainage pipe work would be installed when the soil had been removed. The cost of the treatment plant will be in the region of £30,000. To date the legal position of those households using the tank has not been sorted out; he is pushing the Legal Dept for answers on this. The Chair asked if this would delay the works; Cllr Bennett had hoped for an answer at the meeting, but this had not been forthcoming. The Chair would seek answers.

**Action: The Chair is to contact Michael Ash, Head of Housing. (Complete)**

**Action: Cllr Bennett is to notify Liz Smith-Gibbons (Conservation Officer) to ensure she has been involved with regard to conservation and archaeological issues.**

#### 7.2 Neighbourhood Plans

Cllr Bennett informed Councillors that Blunsdon & Highworth have agreed to embark on the Neighbourhood Planning Process. Stratton St Margaret Neighbourhood Plan is not yet complete and Wanborough are combining with Liddington.

#### 7.3 Local Plan

Cllr Bennett explained that comments made on the Local Plan had not yet been analysed by SBC; they would be placed on the website. The Chair asked whether the Parish Council should be making any effort to be present at the Examination in Public, but Cllr Thomas did not think this was necessary. The Chair informed Councillors that Wanborough Parish Council have retained a planning barrister for the EIP.

It was suggested that the Chair talk to his counterparts to discover whether the WVV Consortium have established an EIP working party. Cllrs Crisp and Thomas would be happy to attend any meetings.

**Action: The Chair is to contact the Clerk of Bourton Parish Council.**

Councillor Bennett reminded Councillors that comments have to be made on the soundness of the plan.

#### 7.4 Planning

The Chair enquired whether there had been any further communications from SBC regarding the proposed applications for development at City Corner and Upper Farm. Cllr Bennett stated that the City Corner application had been withdrawn and a Councillor believed that the development at Upper Farm was not a possibility owing to the policy on new development in the open countryside.

The Chair thanked Cllr Bennett for attending the meeting.

### **8. Reports from Sub Committees**

There were no reports from sub committees.

### **9. Main Points**

#### 9.1 Septic Tank

This item was covered in 7.1.

#### 9.2 Award of contract for Lengthman Duties

Cllr Thompson had assembled 3 quotations for the works to be undertaken and he handed Councillors a briefing note. A discussion followed. A proposal was put forward by Cllr Crisp to accept the lowest quote until 31 March 2015. If the standard of work is not acceptable, the Parish Council should terminate the contract at the end of this period. This proposal was seconded by Cllr McGuigan, accepted by Cllr Thompson and agreed by the majority of Councillors.

Footpath representatives will check the work and should specify any additional work required. Councillors asked for a reference from Wanborough Parish Council for the lengthman currently contracted by them.

Signed: .....

Date: .....

**Action: The Clerk is to contact the Chair of Wanborough Parish Council. (Complete)**  
**Action: Cllr Thompson is to amend the draft contract which is to be sent to the favoured tenderer. (Complete)**

#### 9.3 Co-option of Councillor

The Chair informed Councillors that the Clerk had been in touch with the Electoral Office and the Parish Council is now able to co-opt a Councillor to fill the current vacancy, meaning that an election would not be required. The Clerk has not received any interest in the position to date. The Chair asked Councillors to talk to parishioners individually regarding the vacancy. It was suggested that a female representative would be good for the Parish.

**Action: The Chair is to draft an article for the Parish Times and circulate it for comments. (Complete)**

#### 9.4 Broadband Speed Improvement

Cllr Greenhalgh was unable to attend the meeting but asked for the following update to be shared with Councillors and minuted:

*That two broadband services have now been launched that cover (most) of our parish. CCE Services will present their offering at the September Parish Council meeting and Cotswold Wireless have also been invited to do so, but have not yet confirmed. Full details are in this month's Newsletter.*

It was felt that an article regarding the attendance of CCE Services at the September meeting should be put into the Parish Times. The Parish Council should then have no more involvement with regard to contracts being signed between the provider and parishioners as this is an individual matter.

**Action: The Clerk is to ask Cllr Greenhalgh for an article for the Parish Times. (Complete)**

#### 9.5 Trees on the Island

Cllr McGuigan suggested planting another apple tree on the island as the old tree looks quite sick. The Chair advised that he had recently carried out some works to make the tree safe after advice from the SBC Arboricultural Officer. On removing some bramble from an adjoining tree, more dead wood was found. Councillors will carry out some sensible thinning of the self-sown trees.

Councillors agreed that another tree would be a good investment. Cllr Stevens proposed that an apple tree and a plum tree be purchased; Cllr McGuigan seconded the proposal and it was unanimously agreed.

**Action: The Chair, Cllr McGuigan and Cllr Thomas will undertake the works needed on the island.**

#### 9.6 Hedge at Brambling Cottage

It was brought to the meeting's attention that the hedge at Brambling Cottage was overgrown and it was suggested that the new owners should be contacted to trim the hedge back to the boundary fence. The Chair asked the Clerk to follow up on the letter sent in March asking for SBC to look at widening the tarmac on the opposite side of the road.

**Action: The Clerk is to chase SBC for a response. (Complete)**

**Action: The Clerk will send a copy of the original letter to the Chair for his information. (Complete)**

**Action: The Chair will talk to the new occupants.**

#### 9.7 Football Pitch

Cllr Thomas informed Councillors that responses to the article in the Parish Times have been small, but positive. Offers have been received to maintain and cut the field regularly, to run a small junior football club on the field, and to train individuals. A meeting will be set up with the respondents once Cllr Greenhalgh returns. Cllr Thomas and Cllr Greenhalgh will take responsibility for the project.

### **10. Accounts to be Paid**

The following cheques were presented for approval:

- L D Drewett £86.69
- Andy Greenhalgh £24.25

The Clerk explained that her printer had a problem with the ink cartridges and she had purchased a new printer, which was going to be more economical with cartridges; she will continue to use her old printer until it fails.

The above expenses were approved for payment by Cllr Thomas, seconded by Cllr Crisp and agreed unanimously.

The Chair informed Councillors that he, Cllr Thompson and Cllr Crisp had updated the Clerk's contract of employment with her new address. The contract requires a number of matters to be completed, including an annual appraisal, and the Chair stated that these matters should be completed unless it was agreed otherwise. The Clerk has completed a Display Screen Equipment Assessment, a nomination form for the Clerk's Beneficiary and an official notification of her other employments. These documents will be stored with her contract. With regard to an appraisal, the Clerk stated that she was happy to have one should Councillors wish her to do so. Councillors did not feel this was necessary and the Clerk agreed.

**Action: The Clerk will forward an email as official notification of her other employments. (Complete)**

**Action: The Chair will forward the job description to Councillors for their information. (Complete)**

Cllr Crisp explained that NALC provide the national guidelines for the Clerks salary and they have just requested that the salary should be increased by 2% backdated to 1<sup>st</sup> April 2013. Cllr Crisp proposed that the Clerks salary be increased by 2%, backdated to 1<sup>st</sup> April 2013, this was seconded by Cllr McGuigan and unanimously agreed.

## 11. Correspondence

The Chair asked if Councillors wished to view any of the other correspondence. None did.

### 11.1 SPD Eastern Villages

The Clerk had received the consultation documents for the SPD on the Eastern Villages; all feedback should be received by 16<sup>th</sup> September 2013. There will be a public exhibition at Hooper's Field, Wanborough, on Monday 2<sup>nd</sup> September 2013. Councillors agreed that an article should be put into the Parish Times for parishioner's information and feedback should they feel it is necessary.

**Action: An article should be put into the Parish Times. (Complete)**

## 12. Parishioners Feedback/Complaints

### Broken Manhole

A Councillor advised the Chair of a broken manhole opposite Somerset Farmhouse on the verge by the Church; this has been covered by broken paving slabs and is dangerous.

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

### Road Works in Church Lane

A Councillor reported a sign which had been erected in Church Lane regarding road works which should have commenced that day, but no work had been started.

**Action: The Clerk is to write to SBC to enquire what works are to take place. (Complete)**

[Post meeting note: The sign has since been removed as it had been placed in the wrong area.]

### Green Waste

A Councillor asked that the Clerk place the generic SBC number for waste collections under waste collections in the Parish Times.

**Action: The Clerk is to put the contact number in the Parish Times. (Complete)**

## 13. Date of Next Meeting

The next meeting, will take place on Monday 2 September 2013 at Hinton Parva Village Hall, starting at 19:30 pm.

**Action: Apologies to the Clerk before the meeting.**

Signed: .....

Date: .....