

**BISHOPSTONE PARISH COUNCIL**

**Minutes of the Parish Council Meeting  
held at 7:30 p.m.  
on Monday 1 February 2016  
at Bishopstone Village Hall**

**Those Present:** Ian Thompson (Chair), Lesley Drewett (Clerk), Andy Greenhalgh, Douglas Stevens, Stuart McGuigan, Val Brodin, Nigel Crisp, Ian Thomas (Vice Chair), Tom Green, Cllr Andrew Bennett.

**1. Approved Apologies**

Julian Cooke.

**2. Declarations of Interest**

No declarations of interest were made.

**3. Public Question Time**

One member of the public was in attendance.

The parishioner in attendance had come to report on the road repairs recently carried out in New Road and New Town Lane. He said that the road was more dangerous since the work had been carried out. Cllrs agreed with the parishioner and the Chair explained that the Clerk had already contacted SBC. He also reported a number of potholes in the villages. He was concerned that if the Parish Council took over additional responsibilities from SBC they would be liable for the damage caused to cars by pot holes. The Chair explained that the Parish Council would not be taking over maintenance of the highways. Cllr Thomas advised the parishioner of the "Fix my Street" website.

**4. Minutes of Last Meeting**

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

**5. Matters Arising**

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

Archiving

Cllr McGuigan and the Chair had viewed the documents in the archive room. Cllr McGuigan expressed the view that a small group of Cllrs could quickly rationalise the stored documents. The Chair stated that the most important thing to do was to assemble the historic minutes and audited accounts and ensure that those and any other key documents were passed over to Wiltshire Archives. A working party could then be organised to sort the rest of the documentation. The Chair asked the Clerk in the first instance to assemble the historic minutes and accounts for archiving purposes.

**Action: The Clerk to assemble the historic minutes and accounts.**

Community Speedwatch

The Chair explained that the email address previously provided for Julie Furneal, the SBC contact, appeared to be incorrect. The Chair will resend the email to establish how many warning signs were available and to agree sites for installation.

[Post meeting note: The Clerk has since sent the correct email address to the Chair.]

**Action: The Chair is to resend the email. [Complete. Sites for installation have been agreed.]**

Signed: .....

Date: .....

#### Passing Places

Cllr McGuigan explained that the availability of funding was raised briefly at the Localities meeting which he had recently attended on behalf of the Parish Council. The SBC manager, Julian Sadler had seemed supportive and had suggested that there may be £30k available. The Clerk was to press for a further meeting with SBC officers.

**Action: The Clerk is to press for a meeting with SBC. (Complete)**

#### Plantation

Cllr Thomas had still not managed to see Henry Stoye since the last meeting, with regard to the state of the plantation, but he had emailed Tim Finney for his help.

**Action: Cllr Thomas is to speak with Henry Stoye at Eastbrook Farm**

#### Hedgerows at the Forty

Cllr Thomas explained that this should read hedgerows in the Forty and not High Street. He explained that the farm had carried out their work. However, the worst aspect was the hedgerow belonging to the housing association (HAS). The Clerk had received a response from HAS who said that the hedge did not need attention.

**Action: The Clerk is to contact HAS explaining that, in the opinion of the PC, the hedge does needs attention. (Complete)**

#### Reports from Ward Councillor

This item was to be carried forward. Cllr. Bennett had previously read an email from Nigel Hale of SBC. He had given the Clerk a hard copy of the email but was to send her the email itself. Cllr Bennett thought he had sent the email but the Clerk had not received it as of 3/1/16.

**Action: The Clerk is to chase Cllr Bennett to forward the email to her. (Complete)**

#### New Funding Initiative

Cllr. Greenhalgh had not yet read the new funding initiative paperwork, the Enterprise Network (EAFRD) that has 7 main strands and that may be beneficial to, for example, small businesses in the parish, which had been supplied by Cllr Bennett. This item was carried forward.

**Action: Cllr Greenhalgh is to read the paperwork and take a view as to whether it would be beneficial for the parish and to report back accordingly.**

#### Devolution of Funding from SBC

This item was to be discussed at item 9.

#### Go Ride

This item was to be discussed at item 10.1.

#### Footpath 10

This item was to be discussed at item 10.8.

#### Traveller on the Ridgeway

This item was to be discussed at item 10.9.

#### Excessive Growth of Willows on Church Land

Cllr Cooke had visited the site and the work is on his list to do when time and weather allows.

#### Dog Attack

Cllr Thomas had spoken with the parishioner and, even though his dog had been attacked, he did not want to take any action at this time.

#### Parking outside of the school

The Clerk had emailed PC Rory Draper but had not received a response. She is to chase him again.

**Action: The Clerk is to chase PC Rory Draper. (Complete)**

### **6. Planning**

No planning applications had been received.

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

One late planning application had been received:

- **S/16/0142HC** – Erection of a single storey side extension – 13 The Wyncies, Bishopstone

Councillors had no objections to the above planning application.

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

The Chair mentioned that he had seen an e-mail from SBC that seemed to suggest that the application for development on the land off Short Drove was likely to be approved. Cllrs asked that the Clerk should write to the planning officer to restate that the Parish Council's objections were on principle and not design. The Clerk was asked to write requesting that SBC does not make a decision without consulting the Parish Council.

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

A Cllr reported that his neighbours' planning application for Garstons Mead was pending a bat survey. This had been referred to the conservation officer, but the property owners had not been informed of this yet. Cllr Stephens noted that the Bat Conservation Society had informed him that this is not a formal requirement but rather a request and the applicant had therefore asked for his application to be granted.

#### **APPLICATIONS PENDING DETERMINATION**

**S/15/1520/NH** – Erection of a two storey rear extension – Garstons Mead, Church Lane, Bishopstone

**S/15/0927/HC REVISED** – Erection of an extension of the Royal Oak PH to provide a restaurant area and 10 en-suite guestrooms & change of use of the True Heart PH (class4) to dwelling (Class 3) & associated works (Part demolition, extension & conversion of existing building) – Royal Oak & The True Heart, Cues Lane, Bishopstone

**S/PRIORC/15/1825** – Prior approval notification for the change of use of 3 agricultural buildings to 3

**S/15/1701/RM** - Erection of 1 dwelling – Land off Short Drove, Hinton Parva

**S/15/1940/ HACO** – Demolition of conservatory & erection of a single storey in-fill extension & creation of a new terraced area – Sayers Bank, Cues Lane, Bishopstone

#### **OTHER ISSUES**

- **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

Cllr Green had drafted a letter which had been emailed to Cllrs before the meeting for approval. Cllr Thomas asked that the EIP inspectors view was inserted and it was agreed that with this addition Cllr Green should modify and send the letter copying it to the Clerk as it had to be with SBC 3.2.16.

**Action: Cllr Green is to send the letter to SBC, copying in the Clerk.**

#### **GRANTED**

The following granted schedule had been received:

**S/15/1934/HC** – Erection of a two storey rear extension, erection of pitched roof & conversion of garage into habitable space – Badgerstown Racing Stables, Hatchet Hill, Hinton Parva

#### **REFUSAL**

No refused schedules had been received. However, the following refusal was showing on the website:

- **S/PRIORC/15/1825** – Prior approval notification for the change of use of 3 agricultural buildings to 3 residential buildings (C3) – West Hinton Farm, Hinton Parva Lane, Hinton Parva

Cllr Cooke had informed the Chair that the application had not been refused but had been withdrawn by the applicants pending detailed modification.

#### **7. Reports from Ward Councillor**

Cllr Bennett was late arriving but his report has been left in this part of the minutes for continuity.

He explained that the consideration of the SBC budget was taking place that night and that a basic council tax increase of 1.99% was likely to be agreed. In addition, a further 2% increase for social care costs would be agreed in line with central Government guidance.

Cllr Bennett had sent some paperwork from Scottish and Southern Electric to the Clerk outlining support services for vulnerable people within the Parish in the event of power cuts.

**Action: The Clerk is to put the information into the newsletter. (Complete)**

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Date: .....

**8. Reports from Sub Committees**

There were no reports from sub committees.

**9. Devolution of Funding from SBC**

The Chair had sent an email to Cllrs providing the answers to all the questions raised with SBC officers. This had been attached to the agenda as Appendix 2 and is reproduced as an appendix to these minutes. He had also forwarded a spreadsheet before the meeting modelling the potential impact on the parish precept of additional expenditure on transferred services.

Cllr Thomas had received a quote for the additional works that would be needed from the Lengthman which was £2,650 + VAT (which can be reclaimed). The bulk of the grounds maintenance work would be around the Wyncies. In addition, the verge along High Street towards the True Heart would be cut fortnightly together with the grass around the pond. Cllrs considered that the village would thereby be maintained to a much better standard

There was still some uncertainty as to how much of the funds to be transferred from SBC related to the council's Housing Revenue Account (and would therefore continue to be paid annually rather than phased out over three years. The Chair agreed to clarify this with SBC officers.

**Action: The Chair is to clarify the HRA figure.**

The Chair then asked if Cllrs wanted to take on the responsibility in principle, Cllrs agreed to this and were unanimous in their response. He went on to say that once the points have been clarified they will need to look at what the implication is for the increase on the precept in future years, but this decision did not need to be taken yet. The Chair put forward a proposition that the devolution of funding should be accepted in principle, this was seconded by Cllr Greenhalgh and unanimously agreed by all those present.

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

**10. Main Points**

GoRide

Cllr Greenhalgh had met with Mike Billinge-Jones (Lambourn PC Chair) and their number 1 priority for their PC is retention of their bus services.

The decreased government funding (contrary to prior expectations and budgeting) for West Berkshire Council was probably going to impact on their ability to subsidize the number 90 service. However, this was still unofficial and actual subsidy levels would not be known before budgets were finalised at the end of February.

Cllr Greenhalgh agreed with Mike that once SBC/WBC/OxonCC subsidy levels are known and the real potential for (or feared potential for) service termination is known, they should hold a meeting of all PCs along the route. This would be Lambourn, Ashbury, ourselves and Wanborough PC together with GoRide. The goal of such a meeting would be to brainstorm all possible mechanisms to retain the service including the potential for each PC to subsidise the service to the extent they can afford. With Lambourn's and Wanborough's precepts being 10x our own it would be expected that they would disproportionately fund the route. Cllr Greenhalgh was of the view that Ashbury PC would support this logic but, given their low precept, would expect their ability to subsidize to be limited. The open issue was the degree to which Wanborough would buy into this approach given they did already have a (less direct) bus service to Swindon and almost certainly an Eastern Villages bus service will eventually start that will service Wanborough.

The Clerk had not had a response to her previous email to Robert Buckland MP.

**Action: The Clerk is to chase a response to her email from Robert Buckland (MP). (Complete)**

**Action: A meeting to be arranged with affected parishes and Go-Ride once the extent of future subsidy is known.**

Cllr Bennett informed the meeting that the issue of bus services had been looked at broadly by SBC and he had received assurance that all of the borough bus services will be assessed on an individual needs basis.

The Chair thanked Cllr Greenhalgh for his work to date.

Eastern Villages Expansion

Cllr Green informed those present that there was no masterplan currently and this had been expected in January 2015. Cllr Bennett arrived during the discussion and explained that three principal developers have provided their own plans. He explained that the master planning initiative by the Borough was not operational as the Borough did not own any of the land and thereby had limited influence on the overall scheme.

Cllr Green is to write to Carol Bristow, SBC planning officer, asking for an update on the planning process and the overall development and also to chase for a date for another meeting if necessary.

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

**Action: The Clerk was to chase the minutes from the Ridgeway Liaison meeting in November 2015. (Complete)**

**Action: Cllr Green is to contact Carol Bristow and is to ask for meeting if necessary.**

True Heart/Royal Oak

There had been no further progress on this item.

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

Work to the Dingle

Cllr Thomas advised that works were in week 3 and the estimated time for completion had been one month. However, current weather conditions were not favourable. A complaint had been received from a parishioner regarding the footpath alongside Cues Farmhouse. SBC Highway Maintenance had undertaken works to a collapsed drain which caused the damage to the path. They have been asked to reinstate the damaged area to the best of their ability. However, it was believed that it was probably best to let nature take its course and then review the situation.

SBC have been asked to replace the surface in the Church car park and renew all degraded verges. A complaint had been received from a parishioner alleging that ancient historic sites were being destroyed. Cllr Stephens had contacted Derek Edginton of SBC who had in turn contacted the conservation officer. The officer explained that there are no mediaeval remains in the whole of Bishopstone

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

Rural Broadband

Cllr Greenhalgh informed those present that there had been no further progress to date.

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

Community Speedwatch

The Wanborough team had collected the speed-monitoring device The Chair noted that Wanborough were having the same problems as Bishopstone in respect of attracting volunteers given the need to attend training in Devizes.

Passing Places & Resurfacing Works on New Road

This item was discussed at item 5.3.

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

Footpath 10

The Chair asked that the Clerk respond to Michael Enright (SBC). It was agreed that the route as currently walked should be kept and the other route (marked as a right of way on OS maps) abandoned. She will also ask for the footpath sign, which is currently lying on the ground, to be re-erected.

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

**Action: The Clerk is to remove this item from the agenda. (Complete)**

Traveller on the Ridgeway

The traveller's encampment was still there, but he is on Rob Selbourne's land. However, when the traveller first arrived several months ago, Rob had said he would support the Parish Council if they needed to move him on. Cllr Greenhalgh had now received a response from Steve Kensington (SBC) after copying in the leader of the council. Mr Kensington's

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Date: .....

colleague had spoken with the occupant, but had decided that he was not causing an obstruction to the Highway. The traveller had indicated his intention to be moving on.

**Cllr Thomas is to talk to Rob Selbourne.**

Clean for the Queen Initiative

**Action: The Clerk is to ask SBC for 30 of everything (litter-pickers, etc.) for the village clean up.**

**11. 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 cheques were proposed for payment by Cllr Thompson, seconded by Cllr Brodin and agreed unanimously by those present.

**12. Correspondence**

The Chair asked whether anyone wished to see any items of correspondence; no-one did.

**13. Parishioners Feedback/Complaints**

Bishopstone Village Hall

Cllr. Greenhalgh was to liaise with the school with regard to obtaining a Wi Fi extender in the village hall, which would be useful when viewing planning applications as SBC will no longer be printing plans for Parish Councils.

Cllr Greenhalgh who is the Parish Council's representative on the Village Hall committee, explained that the school is seeking pre-planning guidance from SBC to expand into the roof space. This would potentially support the expansion of the school. Cllrs were concerned about exacerbation of the on-going car parking problems. The Village Hall committee will need to make the final decision.

The meeting closed at 9:13 pm.

**14. Date of Next Meeting**

The next meeting will take place on Monday 7<sup>th</sup> March 2016, in Hinton Parva Village Hall at 19:30 pm.

See below regarding clarification of key points. Note e-mails are in reverse-date order.

Ian

-----Original Message-----

From: Kirsty Cole <[KCole@swindon.gov.uk](mailto:KCole@swindon.gov.uk)>  
 To: iktconsulting <[iktconsulting@aol.com](mailto:iktconsulting@aol.com)>  
 Sent: Tue, 19 Jan 2016 12:48  
 Subject: RE: Transfer of services to Bishopstone & Hinton Parva PC

Hi

Yes that's right thanks.

Regards  
**Kirsty Cole** ([kcole@swindon.gov.uk](mailto:kcole@swindon.gov.uk))  
**Head of Finance and Change**  
 Resources  
 Swindon Borough Council  
 Tel: 01793 46 4610  
 Mob: 07824 550 422  
 Web: [www.swindon.gov.uk](http://www.swindon.gov.uk)

**From:** [iktconsulting@aol.com](mailto:iktconsulting@aol.com) [<mailto:iktconsulting@aol.com>]  
**Sent:** 19 January 2016 12:45  
**To:** Kirsty Cole  
**Subject:** Re: Transfer of services to Bishopstone & Hinton Parva PC

Kirsty

Many thanks. Just so I'm absolutely clear, my understanding of the position is that the year one allocation of cash would be £9,220 but that this would include the PC taking responsibility for the HRA estate. The source of the funds would in practice be split between SBC General Fund and HRA but from the PC stand-point, that distinction is irrelevant. Am I correct?

Regards,  
 Ian

-----Original Message-----

From: Kirsty Cole <[KCole@swindon.gov.uk](mailto:KCole@swindon.gov.uk)>  
 To: iktconsulting <[iktconsulting@aol.com](mailto:iktconsulting@aol.com)>  
 Sent: Mon, 18 Jan 2016 15:29  
 Subject: Transfer of services to Bishopstone & Hinton Parva PC  
 Hi Ian

Sorry for the delay in getting back to you. I have annotated your e-mail below *[in red]* with the additional information to be taken to your next parish meeting. I have also attached a blank deed in the format we have used with other parishes in which we would document the agreed service transfers. If you are happy with what has been documented below, I can arrange for this to be populated with the detail of the proposed service transfer information and transitional funding for Bishopstone and Hinton Parva.

Please let me know if you need anything else.

Regards  
**Kirsty Cole** ([kcole@swindon.gov.uk](mailto:kcole@swindon.gov.uk))  
**Head of Finance and Change**  
 Resources

Signed: .....

Date: .....

Swindon Borough Council  
Tel: 01793 46 4610  
Mob: 07824 550 422  
Web: [www.swindon.gov.uk](http://www.swindon.gov.uk)

**From:** [iktconsulting@aol.com](mailto:iktconsulting@aol.com) [<mailto:iktconsulting@aol.com>]  
**Sent:** 05 January 2016 14:09  
**To:** Kirsty Cole  
**Subject:** Transfer of services to Bishopstone & Hinton Parva PC

Hi Kirsty.

At our meeting last night, the parish council agreed *in principle* to the transfer of the proposed services (grounds maintenance/street cleaning) on the basis you set out subject to clarification of a number of matters (see below).

Along with another councillor, Stuart McGuigan, I met with Martin Hambidge and Robert Core on 17th December. One outcome of the meeting was some adjustment to the sum that could potentially be transferred to us. Within your figure of £10,000 is a sum of £2,200 attributable to highways verge maintenance and the recommendation was that this should remain with SBC to enable continuation of a borough-wide contract. We would concur as the risks associated with parishes taking this on would be too great. This reduced the potential transfer to £7,800. However, they identified an additional sum of £1,420 attributable to maintenance of footpaths, bridleways etc. that could also transfer to us thereby increasing the total to £9,220 (in year one). **This is agreed as the revised figure.**

The first point to clarify is that the sum identified excludes ongoing maintenance of the HRA estate in Bishopstone. This is the small cul-de-sac off the High Street known as the Wyncies. Your presentation stated that this responsibility would remain with SBC. **This isn't correct. What I was trying to propose in the presentation was that the parish would take responsibility for the service but the Council would reimburse you for this on an on-going basis from the money currently paid by the HRA to the General Fund. In order to ensure all of the grass in the villages are maintained to the same standard, we would propose you take responsibility for these areas in future. (SBC will continue to mow the individual gardens for aged and infirmed tenants who cannot do this themselves and pay the Council to do so). This HRA funding will be netted off the transitional funding but will be paid to you separately on an on-going basis.**

We note that gully cleaning is currently excluded from the proposed transfer but would also welcome assurance that this extends to culverts as there a number in both villages that require periodic clearance to prevent or remedy flooding of the highway. **Highways will continue to do this work and have responsibility for it due to flooding issues.**

Another issue discussed was fly-tipping which is an ongoing headache for us. The expectation was that the service transfer would include this responsibility but there remained a grey area in respect of special/hazardous waste. Martin and Robert provided some assurance that this could remain a borough responsibility where special and potentially costly disposal arrangements were required (e.g. fridges, asbestos, tyres). Therefore some clarification of respective responsibilities is required for the avoidance of future doubt as the one-off costs of disposal could be disastrous for us as a parish council. **What is proposed and has been adopted by other parishes is that the Parish Council takes responsibility for boot-size tipplings of non-hazardous waste and SBC retains responsibility for tipplings that require a larger vehicle or specialist disposal.**

Linked to the above, we have promoted an annual village clean-up for a number of years, usually in March. This involves removing accumulated litter and fly-tipping from the highways verges. SBC has provided litter-pickers, bags, hi-vis vests and gloves. More importantly, however, SBC has removed the accumulated waste at the end of the exercise! Last year, there was a truck-load. Robert and Martin indicated a willingness to continue assistance with this but, again, we are looking for some formal commitment/clarification for the avoidance of doubt. **During 2016-17, this arrangement can continue but, if we get to a situation whereby the whole Borough becomes parished and SBC no longer retains a central team, we will need to revisit this in 2017-18.**



Finally, the question of trees was discussed. Our notes record that minor works would become a PC responsibility but that major surgery or felling where required would remain with SBC. Recently, SBC undertook some major felling etc. works on an avenue of mature trees adjacent to the main road in Bishopstone. **Agreed.**

I look forward to a response re the above. Ideally what we need is something by way of a memorandum of understanding/service level agreement covering the future split of responsibilities as the basis for proceeding. Meanwhile, we are intending to obtain quote(s) from third parties for ongoing cyclical works in order to better inform our decision whether to proceed. Having said that, and subject to clarifying the above, we are confident of being able to deliver the service more cost-effectively and to thereby mitigate any future council tax increase accordingly. We would therefore hope to be in a position at our next meeting on 1st February to take a firm decision.

Best wishes, Ian

Signed: .....

Date: .....