

## BISHOPSTONE PARISH COUNCIL

### Minutes of the Parish Council Annual Meeting held at 7:30 p.m. on Monday 11<sup>th</sup> May 2015 at Hinton Parva Village Hall

**Those Present:** Ian Thompson (Chair), Lesley Drewett (Clerk), Nigel Crisp, Val Brodin, Julian Cooke, Tom Green, Cllr Andrew Bennett.

**1. Approved Apologies**

Ian Thomas (Vice Chair), Stuart McGuigan, Douglas Stevens, Andy Greenhalgh.

**2. Election of Chair**

Cllr Brodin proposed that Cllr Thompson assume the position of Chair, this was seconded by Cllr Cooke and unanimously agreed by those present. The Chair was happy to accept the position and Cllrs extended their thanks to him.

**3. Election of Vice Chair and Signing of Acceptance of Office**

The Chair then asked for a proposition for the position of Vice Chair. Cllr Green proposed that Cllr Thomas assume the position of Vice Chair, this was seconded by Cllr Crisp and unanimously agreed by those present. Cllr Thomas had notified the Clerk that he was happy to accept if proposed, unless anyone else was interested in the position. No-one was and the Chair thanked Cllr Thomas.

Those Councillors present signed their Acceptances of Office.

**Action: The Clerk is to add Acceptance of Office to the next agenda in order that those not in attendance could sign their forms.**

**Action: The Clerk is to send the declaration of office forms to SBC. (Complete)**

- Sub Committees

The sub committees were discussed and remain the same.

- Meeting Dates

It was agreed to continue meeting on the first Monday of every month. The meeting dates for 2015/6 are shown below:

1 June 2015 - Bishopstone

6 July 2015 – Hinton Parva

3 August 2015 – Bishopstone

7 September 2015 – Hinton Parva

5 October 2015 – Bishopstone

2 November 2015 – Hinton Parva

7 December 2015 – Bishopstone

4 January 2016 – Hinton Parva

1 February 2016 – Bishopstone

7 March 2016 – Hinton Parva

4 April 2016 – Bishopstone

9 May 2016 – Bishopstone AGM & Parish Assembly (Bank Holiday 2 May 2016)

**Action: The Clerk is to confirm availability with both village halls. (Complete)**

**4. Declaration of Interests**

There were no declarations of interest.

**5. Public Question Time**

There were no members of the public in attendance.

Cllr Bennett reminded Cllrs that the bus contract was due for review by West Berkshire council in June. Cllr Bennett had heard that the supplementary taxi service originally offered when the bus was full had been cancelled. The Chair said that Go Ride had attended the

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March meeting and had explained that this service was still in place, but, occasionally, because of the way that the timetable had been configured for the morning run, by the time the taxi had been ordered, the second bus would have arrived. Parishioners had been urged to catch the second bus if that was at all convenient.

**6. Minutes of Last Meeting**

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

**7. Matters Arising**

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

Archiving

The archiving of the documents in the village hall archive room has been delayed and the item has been carried forward to the next meeting.

**Action: The Chair, Cllrs Crisp and Greenhalgh are to co-ordinate the disposal of documents.**

Passing Places

This item was to be discussed at 10.9.

**Action: This item is to be carried forward to the next meeting.**

Body Horse Hill Diversion

Cllr Cooke had reported a large pot hole opposite Upper Farm. Cllr Bennett confirmed he had been informed of this previously and had spoken with Martin Fry at SBC. He had also forwarded the reports on to Gwillam Lloyd, but explained there were a lot of staff currently taking leave. Cllrs felt the best route to take would be to contact Fix my Street

**Action: Cllr Cooke is to contact Fix my Street.**

Cress Beds

Cllr Thomas had advised, via email, that he and Cllr Greenhalgh still have to discuss this item.

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

Section of Ridgeway

Cllr Thomas had advised, via email, that Martin Fry reported that the road materials have been delivered to site and so all that remained was for the farm to make the repair. He had not been to check the area yet and would do so over the next few days.

**Action: Cllr Thomas is to check the area for repairs.**

**Action: This item is to be carried forward to the next meeting.**

Footpath 18

Cllr Thomas had advised, via email, that Martin Fry had been to look at the site and had asked that the overhanging vegetation is cut back. He believes that this will allow the wind and sun to heal the path. However, Cllr Thomas is not convinced this will be sufficient and will monitor the situation.

Traveller on the Ridgeway

Cllr Thomas advised, via email, that he has had a chat and the traveller will be moving on in due course. He does not know when, but Cllr Thomas, is satisfied that he is causing no harm. Other Cllrs present confirmed this.

True Heart/Royal Oak

Cllr Thomas advised, via email, that there was nothing to report.

Work to the Dingle

Cllr Thomas advised, via email, that Martin Fry had reported that he will be going out to tender by the middle of this month and that works will be completed during the summer.

Article 4 Direction

Cllr Thomas advised, via email, that this item was due to go to SBC's May planning committee meeting and he was waiting for Dave Dewart to confirm that is still the case. Formal adoption of the Direction was imminent.

**8. Planning**

No planning applications had been received.

**Late Receipt of Planning Notifications**

No late planning applications had been received after the agenda had been issued.

**PENDING DETERMINATION**

- **S/PRIOR/14/1955SASM** – Prior Approval Notification for the change of use from Agricultural Building to 1 residential dwelling (class C3) – Upper Farm, Hinton Parva Lane, Hinton Parva
  - **APP/U3935/W/15/3002268 – S/14/1096** – Erection of 1 no dwelling and associated works - Land Adjacent Willow House, Church Row, Hinton Parva
  - **S/15/0091TB** - Erection of a storage building – Hinton Marsh Farm, Mill Road, Hinton Parva
  - **S/15/0216TB** - Erection of 8 stables, tackroom & hay store – Land at Bodyhorse Hill, Hinton Parva
  - **S/LDP/15/0282LOMO** – certificate of lawfulness (Proposed) for the change of use of chalet to dwelling – The Chalet, Church Row, Hinton Parva
- Councillors noted that the certificate of lawfulness was showing on the website as having been refused. However, the Clerk had not received formal notification. They thanked Cllr Bennett for his help with this application.

**OTHER ISSUES**

None.

**GRANTED**

The following granted schedules had been received.

- **S/15/0165SASM** - Erection of a single storey rear extension over garage & loft conversion – West Hinton Cottage, Hinton Parva Lane, Hinton Parva

**REFUSAL**

No refusal schedules had been received.

**9. Ratification of Accounts**

Cllrs had received a copy of the external auditor form via email. This had been audited by the internal auditor, Paul Bailey. The Chair asked whether Cllrs were content that all of the governance requirements for 2014/15 had been adhered to. All present agreed that this was the case.

The Clerk advised those present that the internal auditor had found one receipt with VAT recorded but where the Clerk had not been able to reclaim the VAT as it was not a valid VAT receipt. The Clerk asked Cllrs to ensure they presented her with a valid VAT receipt at all times when making purchases on behalf of the council. The Clerk had asked for a valid VAT receipt in respect of the item and this would be included on next year's VAT claim form. The external auditors were happy with the claim being made next year.

The Clerk was asked to minute the Chair and Cllrs thanks to Paul Bailey for internally auditing the accounts each year for the Parish Council.

**10. Reports from Ward Councillor**

Cllr Bennett informed Cllrs of the potential problem that Wanborough have with licensing in respect of the annual beer race. The changes to the October 2014 Licensing legislation state that anything that potentially could be construed as persuading people to drink more than they should could be deemed to be encouraging "binge" drinking and is therefore disallowed. He was concerned that this may affect the village fete and other local events.

Following the May election, the Conservatives currently had an increased majority of 7 on Swindon Borough Council.

Cllr Bennett reminded Cllrs that during his mayoral year he will be available to parishioners if required for opening of events, etc. His two charities are CALM and Friends of Swindon Young Musicians. The Chair wished Cllr Bennett success in his mayoral year.

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**11. Reports from Sub Committees**

There were no reports from any sub committees.

**12. Main Points**

Sewage – Thames Water Report

Cllrs understood that works were proceeding, and Cllr Bennett informed those present that affected residents were happy with the work to date.

**Action: The Clerk is to keep this item on the agenda until works are completed.**

Eastern Villages Expansion

A response had been sent to SBC. The Parish Council had also supported Wanborough's feedback.

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

True Heart/Royal Oak

This item had been discussed at 7.8.

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

Work to the Dingle

This item had been discussed at 7.9.

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

Article 4 Direction

This item had been discussed at item 7.10.

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

Rural Broadband

Cllr Greenhalgh was not in attendance, therefore the Clerk was asked to leave this item on the next agenda.

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

Community Speedwatch

The Clerk reminded those present that she had not received any forms from previously interested parishioners. Cllr Cooke asked the Clerk to re-send him a form. Cllr Green agreed to contact the parishioners once more.

**Action: The Clerk is to re-send the application form to Cllr Cooke. (Complete)**

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

Cress Beds

This item had been discussed at item 7.4.

**Action: Cllrs Thomas and Greenhalgh are to liaise on a plan.**

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

Passing Places

This item had been discussed at item 7.5. The Clerk is to chase SBC for a definitive date for the works.

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

**Action: The Clerk is to follow up on a definitive date from SBC.**

Press Speaking Policy

Cllr Greenhalgh had asked for this item to be placed on the agenda, but was not in attendance. A short discussion took place and it was agreed that this item should be kept on the agenda to allow Cllr Greenhalgh to express a view. Councillors present could not see any problem with the recent Adver article re the "Royal Oak" plans.

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

**13. Accounts to be Paid**

The cheques shown in Appendix 1 of the Agenda were presented for approval. The Clerk had received 2 invoices since the agenda had been issued and asked that these be taken into consideration.

The invoices were for Stratton St Margaret Parish Council £18.36 and Lee Wells (Lengthman) £155.70.

**Action: The Clerk was asked to contact the Lengthman to ask when his next visit will be as the village is looking overgrown.**

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 Crisp, seconded by Cllr Brodin and agreed unanimously by those present.

**14. Correspondence**

The Chair asked whether anyone wished to see any items of correspondence, none did.

**15. Parishioners Feedback/Complaints**

Pot Hole in Cues Lane

A pot hole in Cues Lane was reported.

**Action: Cllr Green was to contact Fix my Street**

Plantation

The Clerk was asked to contact Henry Stoye regarding the need for the plantation to be mown as soon as possible.

**Action: The Clerk will write to Henry Stoye.**

Footpath Clearance

A Cllr had been asked whether the Lengthman's duties could extend to include clearance of a footpath across a patch of private land. It was agreed that it was not possible for the Lengthman to take this on as it would set a precedent. The Lengthman's duties are primarily to look after public land on behalf of parishioners.

The meeting closed at 8:45 pm.

**16. Date of Next Meeting**

The next meeting will take place on Monday 1 June 2015, at Bishopstone Village Hall at 19:30 pm.

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

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