

**BISHOPSTONE PARISH COUNCIL**

**Minutes of the Parish Council AGM Meeting  
held at 7:30 p.m.  
on Monday 13 May 2013  
at Hinton Parva Village Hall**

**Those Present:** Simon Jenkins (Chair), Lesley Drewett (Clerk), Karolyn Tapper (Vice Chair), Ian Thompson, Nigel Crisp, Ian Thomas, Julian Cooke.

**1. Navigus – Neighbourhood Planning**

The Chair opened the meeting at 6.30 pm for this item; he thanked Chris Bowden, Editor of Navigus Planning, for attending the Parish Council meeting to discuss Neighbourhood Planning, and particularly whether there were good grounds for the Parish Council to initiate a Neighbourhood Plan. After discussing this with Mr Bowden, Councillors came to the conclusion that there was no need for a Neighbourhood Plan given that SBC appear to have accepted Cllr Thomas' recommendations in respect of Policy SD2 in the emerging Local Plan. These changes will ensure that both villages are adequately protected from development outside their Rural Settlement Boundaries.

Should it wish to, the Parish Council will have the ability to promote development itself via a Neighbourhood Development Order; for example if a Housing Needs Survey were to indicate a need for some affordable housing or should the parish want to secure the provision of additional village amenities capable of being funded through the provision of some limited new housing.

**Action: The Clerk is to check the listed buildings on the English Heritage website.**

**Action: Mr Bowden would provide some guidance on Neighbourhood Development Orders. (Complete)**

**Action: Mr Bowden will locate a housing needs survey template.**

**Action: Cllr Thomas is to talk to SBC for a template.**

**Action: The Clerk is to thank Mr Bowden for attending and ask for his invoice. (Complete)**

Mr Bowden stated that he was happy to help in the future should it be necessary; the Chair thanked him for attending and he left the meeting at 7.25 pm.

**2. Approved Apologies**

Douglas Stevens, Andrew Greenhalgh, Stuart McGuigan, Cllr. Andrew Bennett.

**3. Election of Chair**

The Chair had confirmed to the Clerk that he was happy to stand as Chair again. He stated that in his view the Parish Council operated best when united in the best interests of the Parish and he would leave the room if Councillors wished to discuss the election. He then asked for a proposition for the position of Chair. Cllr Crisp proposed that Cllr Jenkins assume the position of Chair, this was seconded by Cllr Thompson and unanimously agreed by those present.

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

Cllr Tapper had informed the Chair and the Clerk that she wished to resign as Vice Chair and Councillor, owing to increasing work and family commitments; she had also sent her letter of resignation to the Clerk.

The Chair thanked Cllr Tapper for her 10 years of service to the Parish, her huge amount of local knowledge and commitment to the role in the past. A vote of thanks to Cllr Tapper for her service was approved by all present. Cllr Tapper was happy to remain on the Bishopstone United Charities committee; the Chair thanked her for this and she left the meeting.

Signed: .....

Date: .....

The Chair asked for a proposition for Vice Chair, Cllr Thompson said he was happy to fill the role. Cllr Thomas proposed that Cllr Thompson assume the position of Vice Chair, this was seconded by Cllr Crisp and unanimously agreed by those present.

Councillors duly signed their Acceptance of Office forms. Councillors not in attendance will be asked to sign their forms at their first meeting.

- **Sub Committees**

The sub committees were discussed and agreed as follows:

<b>Committee</b>	<b>Representative (Hinton Parva)</b>	<b>Representative (Bishopstone)</b>
<b>Finance (sub-committee)</b>	Nigel Crisp (Chair) Julian Cooke	Simon Jenkins Vacancy
<b>Footpaths &amp; Highways</b>	Julian Cooke	Stuart McGuigan Ian Thomas
<b>Pond &amp; Island Management Committee</b>		Doug Stevens Andrew Greenhalgh
<b>Hinton Village Hall</b>	Ian Thompson	
<b>Bishopstone Village Hall</b>		Andrew Greenhalgh
<b>Police</b>		Simon Jenkins (Police)
<b>Hinton Parva Charities</b>	Peter Cooke	
<b>Bishopstone United Charities</b>		Karolyn Tapper (Ex Cllr) Lesley Drewett Laurie Manktelow (Ex Cllr)
<b>Tree Warden</b>	Julian Cooke	Ian Thomas
<b>Russley Park Liaison</b>	Andrew Greenhalgh	
<b>Responsible Financial Officer</b>		Lesley Drewett

**Action: The Clerk was asked to include a sentence in the next Parish Times regarding the vacancy following Cllr Tapper's resignation. (Complete)**

**Action: The vacancy will be advertised in the next Parish Times and Village Newsletter.**

- **Meeting Dates**

The following meeting dates were agreed:

- 3<sup>rd</sup> June 2013 - Bishopstone
- 1<sup>st</sup> July 2013 – Hinton Parva
- 5<sup>th</sup> August 2013 - Bishopstone
- 2<sup>nd</sup> September 2013– Hinton Parva
- 7<sup>th</sup> October 2013- Bishopstone
- 4<sup>th</sup> November 2013– Hinton Parva
- 2<sup>nd</sup> December- Bishopstone
- 6<sup>th</sup> January 2014– Hinton Parva
- 3<sup>rd</sup> February 2014- Bishopstone
- 3 March 2014- Bishopstone
- 7<sup>th</sup> April 2014– Hinton Parva
- 12<sup>th</sup> May 2014 Owing to Bank Holiday- Bishopstone

**Action: The Clerk is to book the village halls. (Complete)**

**Action: The Clerk is to update the information held in the newsletter and on the website. (Complete)**

**5. Declaration of Interests**

There were no Declarations of Interest.

**6. Public Question Time**

No members of the public were in attendance.

**7. Minutes of Last Meeting**

The Chair noted that the apologies had not been included in the April minutes; with this inclusion, 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. Thomas, and unanimously agreed. The minutes were then signed by the Chair.

**Action: The Clerk is to update the minutes with the apologies for the website. (Complete)**

## 8. Matters Arising

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

### Septic Tank – Hinton Parva

The Chair had asked the Clerk to press for agreement from Mr Skeffington of SBC to the action plan minuted in the Minutes of the meeting held on 4 March 2013. There had been correspondence between him and the Clerk, but his agreement had not yet been confirmed. A Councillor confirmed that letters have been sent to residents by SBC.

**Action: The Clerk is to chase for the response from Mr Skeffington. (Complete)**

### Local Plan

Currently there has been no response with regard to setting up a meeting.

**After Note:** A meeting with SBC officials took place on 24 May 2013 and a report was circulated to Councillors after the meeting. A meeting with Cllr Renard has been arranged for 30 May 2013.

### The True Heart

Cllr Thomas had received revised drawings late which show conversion of the pub into 1 dwelling and a small pub with 2 houses in the car park, but the proposed bar is now bigger than in the previous design. Cllr Thomas reminded those present that parishioners had decided previously that they wished the building to remain as a pub and in order to provide something else the owner should prove that there is no market for a pub. Councillors agreed that they should clarify to the applicants what they wish to see on the site.

**Action: Cllr Thomas is to forward the drawings to all Councillors and Cllr Bennett for their information. (Complete)**

**Action: Cllr Thomas will invite the applicant and / or his agents to a meeting of the Parish Council.**

### Rural Broadband

An email from Cllr Greenhalgh had been received by all Councillors and was to be discussed later on the agenda.

### Rural Speed Management

Cllr Thomas had checked whether the Gardening Club would be happy to maintain the Western Gateway; the cost of this had been queried. Cllr Thompson suggested that some funds could be made available.

**Action: Cllr Thomas will ask for this item to be included on the Gardening Club agenda.**

### Rats on White Hill

Cllr Cooke confirmed that rats are no longer a problem on White Hill.

## 9. Planning

The following planning applications had been received:

Pre application- Proposed 3 bed dwelling – Upper Farm, Hinton Parva Lane, Hinton Parva  
Councillors agreed that the Clerk should write to SBC expressing an in principle policy objection. However, if this is not the case the Parish Council will review the application.

**Action: Cllr Thomas is to approve the letter to be sent to SBC. (Complete)**

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

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

No late planning applications had been received.

Signed: .....

Date: .....

## **GRANTED**

- Insertion of a duct – Titchener’s Cottage, High street, Bishopstone
- Replacement of 1 no front window & 1 no bay window – Spring Cottage, Nell Hill, Bishopstone
- Erection of extension to garage – Batts Farm house, Church Row, Hinton Parva
- Rebuild of boundary wall – Vorty Stables, The City, Bishopstone
- Erection of a triple bay garage & car port – Russley Park cottage, Russley Park, Baydon

## **REFUSAL**

No refusal schedules had been received.

### Parva Stud

Pathway reinstatement at Parva Stud. This item was to be brought back to the meeting by Hinton Parva Councillors and to date remains outstanding; the Clerk sought clarification on progress. Councillors confirmed that work had started and this item will be brought back to the meeting when the development is closer to being completed.

## **10. Reports from Borough Councillor**

The Borough Councillor was unable to be present, but the Chair had spoken to him with regard to the Future School Transport Paper which had been forwarded to Councillors for their information. The Chair informed those present that Bishopstone and Wanborough schools had not seen the document. The Head of Bishopstone School is to take this to the Governors meeting and will keep Councillors informed of the outcome so that Councillors can offer their support if they wish. Cllr Bennett had suggested that this should be pursued by all Councillors from leader downwards, with the possibility of arranging a public meeting with a Cabinet member present. Cllr Bennett has discussed this with The Advertiser, pressing hard on the lack of proper consultation and how the Green Travel Plan agenda may be affected.

**Action: The Chair is to forward the email to Councillors for their information.  
(Complete)**

The Clerk has asked for a delay in the response time and a draft should be agreed in time for the next meeting on 3<sup>rd</sup> June 2013. The Chair will keep in touch with the Head of Bishopstone School and the Borough Councillor.

**Action: The Chair is to draft a response for approval by Councillors.**

**After note. It has since been clarified by SBC that an early draft of the paper had been seen; Cllr Bennett forwarded a link to the final paper on 20 May, for which the consultation period started on 17 May.**

## **11. Reports from Sub Committees**

### Bishopstone Pond & Island – Maintenance Responsibilities

The Clerk has notified the insurer of the third party liability. The risk assessment from SBC (Tim Price) has not yet been received.

## **12. Ratification of Accounts**

The Clerk had sent a copy of the Internally Audited accounts to all Councillors for their information. After discussion, it was agreed that Councillors were happy for the Chair to sign the accounts.

- Year end accounts summary

The document had not been sent to Councillors in advance of the meeting. Cllr Thompson explained that this spreadsheet has been kept by him alongside the standard accounts as he felt it provided a much truer view of where the Parish Council stands financially.

The Clerk was asked to change the way the accounts are kept from a receipts and payments basis to an income & expenditure. The Clerk’s timesheet will also be discussed.

**Action: The Chair is to talk to the Internal Auditor and arrange a meeting between the Chair, Cllr Thompson, Cllr Crisp, the Clerk and the Internal Auditor.  
(Complete)**

## **13. Main Points**

### Neighbourhood Planning

This item had been dealt with in item 1. The Chair thanked Cllr Thomas for arranging the meeting and for all his hard work to date.

WVV Fighting Fund

The Western Vale Villages consortium had requested a contribution of £400 to £500 to assist with funding for the report that they have commissioned by Bob Hindhaugh Associates Ltd. The report considers the capacity of A419 & A420 and will be sent to the Vale of the White Horse District Council in response to their Local Plan; it will also be sent to SBC and Oxford County Council. The Chair felt that this would be relevant to the discussion on the Eastern Villages and would be helpful for the Examination in Public of the Local Plan. The Chair hoped that a decision could be reached at the meeting. After discussion, the Parish Council agreed to offer support to the consortium and to contribute to the fund providing:

- There is correct highlighting of relevant facts for consideration at the EIP.
- That the information is being used to inform the Eastern Villages SPD.
- That the Parish Council's contribution should be proportional to others.

**Action: The Chair is to ask these questions and provide feedback. (Complete)**

Broadband Speed Improvement

Cllr Greenhalgh had circulated an email before the meeting with a technical note. The note shows that the "in principle news" is good for Bishopstone, but slightly less so for Hinton Parva. It was noted that the need for a repeater station in the Parish is not necessary. It was agreed that the report should be accepted.

Fly Tipping signs & production costs

Cllr Crisp had brought along the draft signs and production costs. A small amendment was suggested. The signs will be produced in A4 Aluminium. It was agreed to purchase 6 signs at a total cost of £235 + VAT. Cllr Cooke proposed that six signs be purchased; the proposition was seconded by Cllr Thomas and unanimously agreed by those present.

Football Pitch

This item is to be deferred to the next meeting to enable Cllr Greenhalgh to take part in the discussions.

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

**14. Accounts to be Paid**

The following cheques were presented for approval:

- L D Drewett £56.87

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

Lengthman's Contract

The Lengthman's contract, which is due for renewal on 1<sup>st</sup> June 2013, was discussed and it was agreed this should stay the same unless the Chair has any queries after reading the contract.

**15. Correspondence**

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

**16. Parishioners Feedback/Complaints**Flood at Hinton Springs

The Clerk informed those present that she had already contacted SBC, but she will check on progress.

**Action: The Clerk is to check on progress to date. (Complete)**

Signed: .....

Date: .....

Patching on Body Horse Hill

A Councillor reported that the patching on Body Horse Hill was rough when travelling from Swindon making driving conditions dangerous.

**Action: The Clerk is to report the problem to SBC. (Complete)**

Damage to the Stile

A Councillor asked whether SBC had been informed that they should be claiming for the cost of the damage from the person responsible. If this is not done then the cost of repair could be taken from the Parish's budget.

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

**17. Date of Next Meeting**

The next meeting, will take place on Monday 3 June 2013 at Bishopstone Village Hall, starting at 19:30 pm.

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