

## BISHOPSTONE PARISH COUNCIL

**Minutes of the Parish Council Meeting  
held at 7:30 p.m.  
on Monday 3<sup>rd</sup> December 2012  
at Hinton Parva Village Hall**

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

**1. Approved Apologies**

Cllr Andrew Bennett.

**2. Declaration of Interests**

There were no declarations of interest.

Dispensations

The Chair explained that a Dispensations Form has to be signed by each Councillor in order that they can comment on the precept.

Councillors are each to complete the form.

**Action: The Clerk is to collect the completed forms from the Chair at the end of the week. (Complete)**

**3. Public Question Time**

No members of the public were in attendance.

**4. Minutes of Last Meeting**

The Chair asked for a proposition that the minutes of the November meeting be accepted as a true record. A Councillor asked that the heading of 10.4 be shown as New Town Lane and also the minutes should read "New Town Lane" in the first sentence. With this manual alteration to the minutes, the Chair asked for a proposition that the minutes of the November 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.

**5. Matters Arising**

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

Wiltshire Wildlife Trust

The clearance work on the pond in Church Lane/West End Lane has taken place. Councillors were pleased with the work. Some rubbish remains to be cleared and more work may be needed later at the side to tidy the area. It had been decided that the former path to Prebendal Farm should not be reinstated. A request for feedback and comments on the next stage has been placed in the Parish Times.

Bus Stop Notice Board

Peter Moss is now unable to carry out the work. Councillors made suggestions for possible contacts.

**Action: Cllr McGuigan is to progress.**

Borough Councillor

The Chair explained that he had met with Cllr Bennett. This item was discussed under Minute 8.1.

Signed: .....

Date: .....

### Solar Panels

The Chair and Cllr. Thomas had met briefly. It was agreed that photographs of the Housing Association houses at The Forty and The Hawthorns should be taken.

**Action: The Chair and Cllr Thomas are to organise. (Complete)**

### Wrought Iron Gate – Gail’s Cottage

The owner of the field had confirmed that no permission had been given for the gate at the rear of the property. Cllr Thomas explained that the Conservation Area Officer had no concerns. No action was needed at this stage.

### Brambling Cottage

A letter had been sent to Gwillam Lloyd. A helpful and positive site meeting had taken place and Cllr Thomas wanted to ascertain whether Councillors would be happy for Highways to remove the hedge if it was proven that this was not within the cottage’s boundary.

The Chair had already approached the owner of the cottage regarding the path. Since then a chestnut paling fence has been noticed, which was the original boundary, this would not show on the deeds. It was agreed to wait for a response from SBC.

**Action: The Clerk will keep this item on the agenda. (Complete)**

## **6. Planning**

**S/12/1585RM** – Erection of 1 no. dwelling – Land to the North of the Forty’s Cottage, High Street, Bishopstone.

Councillors felt that bedroom window 1 on the first floor was too large and should be at the same height as bedroom 3. A condition was also required to ensure a recommendation for a bat survey to be carried out.

**Action: The Clerk is to send a letter of objection to SBC. (Complete)**

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

**S/12/1678RO** – Erection of a front porch – 5 Povey’s Place, Bishopstone.

This application had arrived late and was therefore covered under “Late Receipt of Planning Notifications”. Councillors had no objections to the above planning application.

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

### **Conservation Area – Section 211 Notices:**

NONE

### **GRANTED**

The following granted schedule had been received after the agenda had been issued.

**S/TIME/12/1462RM** - Extension of time to planning permission S/09/1483 for the erection of a single storey front extension & 2 no dormers windows to front and 4 no dormer windows to rear – Berkleys, 7 Whatleys Orchard, Bishopstone.

### **REFUSAL**

No refusal schedules had been received.

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

The Chair informed Councillors that he had a useful meeting with Cllr. Bennett that day; he had provided a large map showing the proposed development area east of the A 419, overlaid with the Parish boundary, as promised at the last meeting.

Cllr. Bennett had stated that the Local Plan was expected to be published within the next 10 days, with a consultation period of 9 weeks until the end of February. Owing to the late addition of Redlands into the area proposed for development, the Eastern Villages SPD was not ready at this stage and will follow later. This means there will be two consultations.

The Chair stated that he had not received a response to his letter to Cllr Rod Bluh on this subject.

Councillors were concerned that there had been no communication with regard to another meeting with the Wanborough Working Party or Parish Council. However, it had been

suggested that there should be a joint public meeting for residents of Bishopstone and Wanborough Parishes, with members and planning officers present to discuss the Local Plan.

**Action: The Chair is to follow up the letter to Cllr Bluh and feedback to Councillors. (Complete)**

**Action: The Chair is to draft an article for the Parish Times regarding the proposed public meeting on 14 January 2013. (Complete)**

Concerns were raised about the potential for flooding in the area and Cllr Greenhalgh reminded Councillors of the SBC mapping system shown on the Parish Council's website, and the new layer, which gave a view of the high risk flood areas and shows the water levels in 2007; it was noted that this shows the line of the Wilts & Berks Canal in the area.

Cllr Bennett had drawn the Chair's attention to a number of consultations that he felt the Parish Council should be involved with; these were:

- "Growth and Infrastructure Bill". This is related to the National Policy Planning Framework (NPPF).  
**Action: The Clerk is to scan the document and forward it to Councillors for their information and any feedback. (Complete)**
- The Community Involvement in Local Planning, which has a deadline for feedback of Tuesday 8/1/2013, which had been referred to in the Chair's letter to Cllr Bluh.
- The Community Infrastructure Levy (CIL). This looks at one community (SBC) and if there is to be any development in a local village, any CIL would go back to SBC. The Chair asked whether the Parish Council should write a letter requesting any levy go back into the village rather than the Local Authority. Cllr Thomas explained the background to CIL and advised it was not appropriate to respond.
- The State of Rural Public Services in 2012 – a report from Rural Services network.  
**Action: The Clerk is to see if an electronic version of the document can be obtained and circulated. (Complete)**

Cllr Bennett had reminded the Chair that the Locality meeting was to take place on 30/1/2013; any requests should be with him by 5/1/2013. Councillors wished to put in a bid for improvements to the footpath in the Dingle and the maintenance of the field for a football pitch. The Chair of the Finance Committee reminded Councillors that the additional maintenance costs would have to be quantified before putting in a bid, to ensure that any additional costs could be covered under the annual precept going forward. Grants had been mentioned in the last newsletter for local group's information.

**Action: Cllr Tapper is to contact the Chairs of local groups connected to the Bishopstone Village Hall.**

**Action: Cllrs Greenhalgh and Thomas are to liaise to put in a bid.**

**Action: The Clerk is to contact Annie Ellis again. (Complete)**

As no response had been received from SBC (Tim Price) with regard to the maintenance of the Bishopstone Pond, the Chair had asked for Cllr Bennett's view on the Parish Council's responsibilities. It was his view that the railings and the retaining wall adjacent to the highway are the Parish Council's responsibility and he was concerned that there could be a levy on the village in the event of major repairs being required; therefore clarity is needed. Cllr Bennett suggested that Halcrow should be commissioned to carry out a risk assessment of the area. A discussion took place and Councillors believed that any accidental damage would be covered under the Parish Council's insurance. However, the Chair remains concerned about the legal situation.

**Action: The Clerk is to scan in the current insurance policy to send to Councillors for them to read along with the transfer document. (Complete)**

Signed: .....

Date: .....

## 8. Reports from Sub Committees

### Wanborough Working Party- SPD Eastern Villages

This item had been covered in item 7.

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

### Bishopstone Pond & Island – Maintenance Responsibilities

This item had been covered in item 7.

**Action: The Chair is to talk to Cllr Bennett. (Complete)**

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

### Village Website

The new website is now in place although not totally complete. This would be promoted in the Village News, not the Parish Times. Millie Green will no longer support her Village News website. Cllr Greenhalgh went on to describe the further requirements he would like for the website, including a registration capability for emails to be sent to parishioners.

It was decided to keep Agendas and Minutes on the website for one year and anything else would be available on request to the Clerk.

**Action: Councillor Greenhalgh and the Clerk are to liaise.**

**Action: The Clerk is to update the contact details on the Freedom of Information document for the website. (Complete)**

The Chair thanked Cllr Greenhalgh for his work and success with setting up the website and congratulated him on a good result.

### Broadband

#### Rural broadband

Cllr Greenhalgh advised that some EU funds had been freed up, but none is available to SBC at present; he will continue to press for a meeting to discuss this matter. There is a possibility that SBC and Government funds may be used to upgrade exchanges to fibre optic technology or they may continue to progress the normal route. BD UK offers a database of information on areas of broadband, but it is incorrect for Bishopstone.

#### Local broadband

The PCC have offered a reasonable rent for a mast on the Church tower of £1,500.00 per annum.

**Action: Cllr Greenhalgh is to progress both projects.**

### Neighbourhood Planning

Cllr Thomas had attended the recent seminar at SBC. He is still of the view that the Parish Council should wait to see the Local Plan before deciding whether a Neighbourhood Plan should be completed. After hearing that Bishopstone had apparently been linked with Blunston, Chiseldon and Wanborough in the Local Plan, a representative from Planning Aid England agreed that for the Borough to make a statement like this without considering what capacities the villages had was unsound planning. He therefore suggested that the four villages make a joint statement to the Local Plan objecting to this sentence; this was agreed by all Councillors. It was suggested that SBC (Phil Smith) would be receptive to the comment that any development should be in proportion to the capacity of the villages concerned. It was agreed that Cllr Thomas will recommend whether a Neighbourhood Plan is needed at a later stage. The Chair gave his thanks to Cllr Thomas for all of his work to date.

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

## 9. Main Points

### Churchyard Maintenance 2013/14

The Chair explained that the results of a competitive tendering process was to be expected, with a recommendation from the PCC, in time to be considered in discussions for the precept. Cllr Stevens confirmed that 2 quotes have been received and a third has been requested. The specification has been set on a 3 year basis with the inclusion for an annual increase based on retail price index or a 3% increase whichever is the greater.

**Action: Cllr Stevens is to send the quotations to the Chair of the Finance sub-committee, with the recommendations of the PCC in time for the discussions on the precept. (Complete)**

Solar Panels

This item was touched on briefly in item 5.4 and is to be discussed in more detail at the next meeting.

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

Apple Trees for Island

It was decided that an apple tree would be ideal for both villages; the type of tree is to be decided. However space on the Island is a consideration.

The Chair asked for a proposition that an apple tree for both villages be purchased at a cost of up to £25.00 each, the proposition was put forward by Cllr Greenhalgh, seconded by Cllr Cooke and unanimously agreed.

**Action: Cllr Stevens is to send an email to Councillors for their information. (Complete)**

Streetsmart Hours

An email had been received regarding Streetsmart hours, as the parish will no longer receive the biannual maintenance.

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

New Town Lane - Drainage

The above discussion led on to an enquiry about the culverts and ditches as a Councillor reported that the area had been extremely dangerous at the weekend when it had frozen. The Clerk advised Councillors that SBC will clear the culvert at New Town Lane, but maintenance of the ditches is the responsibility of the land owner; the landowner had requested that the culvert be cleared first.

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

[Post meeting note: an email has been received from SBC saying that the culvert has been cleared. The landowner has since been asked to clear the ditches as soon as possible]

A Councillor reported that after recent flooding at Hinton Springs he felt the culvert should be checked to see if it should be larger.

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

**10. Accounts to be Paid**

There were no accounts to be paid that had not already been agreed against the precept. An invoice had been received from SLCC for £100.00 after the agenda had been issued; the invoice did not need approval as it is included in the annual precept.

**11. Correspondence**

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

**12. Parishioners Feedback/Complaints**Polytubs of Concrete

A Councillor reported 2 blue polytubs filled with concrete in New Road; Cllr Stevens explained that these covered taps into the field.

**Action: Cllr Stevens is to contact the farmer to ask him to check on these.**

Rubbish on New Road/Bourton Road

A Councillor reported some concrete blocks, tyres and phone books which had been fly tipped in this area; also at Lower Farm, there was a toilet pan and cistern and there were some black bags of rubbish at Hinton Springs.

**Action: Cllr Stevens is to collect the black bags and dispose of them.**

**Action: The Clerk is to notify Streetsmart of the fly tipping. (Complete)**

Signed: .....

Date: .....

Ditch in Hinton Parva

A parishioner had complained again about the wooden bank and ditch in Hinton Parva. Councillors could not see a problem with this.

**Action: Cllr Cooke is to speak with the parishioner.**

Lost footpath sign

A Councillor reported that the footpath sign to the side of Greystones, Hinton Parva is missing. The hedge is also overhanging the footpath.

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

**Action: Cllr Cooke is to speak with the owner of the property.**

Ridgeway - Nell Hill

A Councillor reported the bonfire and rubbish at Nell Hill.

**Action: Cllr Stevens is to speak with the farm worker.**

Flooding from the Mission Drain

A Councillor reported that the water from the drain at the Mission had started to flood again and needs a permanent solution.

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

Footpath

A Councillor reported some barbed wire fencing and timber from the old stile on the footpath from Horpit to Home Farm. He was informed that this footpath is not included within our Parish.

Parking in Bishopstone

A Councillor reported that parking opposite the Royal Oak is seriously blocking the road and would cause a problem should an ambulance or fire engine need to use the road.

**Action: The Chair is to talk to the owners of the Royal Oak. (Complete)**

[Post meeting note: it has been decided to write to all residents of Cues Lane.]

Car parking at Hockerbench was still an issue.

**Action: The Clerk is to contact Sue Walton to see if a letter was sent to parents. (Complete)**

**Date of Next Meeting**

The next meeting will take place on Monday 7 January 2013 at Bishopstone Village Hall, starting at 19:30 pm.

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