

## BISHOPSTONE PARISH COUNCIL

### Minutes of the Parish Council Meeting held at 8:00 p.m. on Monday 3<sup>rd</sup> March 2014 at Bishopstone Village Hall

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

**1. Approved Apologies**

The Chair had handed in his resignation before the meeting and the meeting was therefore chaired by the Vice Chair, Cllr Ian Thompson.

**2. Declaration of Interests**

There were no declarations of interest.

**3. Septic Tank – SBC representatives**

The Chair handed the meeting to Brian Skeffington and Paul Hewer from Swindon Borough Council. Brian gave a short and helpful presentation on progress to date.

Key points were that the new tank was about to be commissioned, fencing around the site would be reinstated, the powered pump would be silent and any failure in the future would be remotely monitored.

Cllr Thompson thanked Brian and Paul for attending the meeting and asked that his thanks be given to the contractors who had carried out a really thorough job, causing very little disruption.

**4. Minutes of Last Meeting**

The Chair asked for a proposition that the minutes of the February 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.

Cllr Thompson asked the Clerk to put on record the Parish Council's appreciation and thanks for everything Cllr Jenkins had undertaken during his term of office. The Clerk also wanted to record her thanks for all the help he had given her in the past.

**5. Matters Arising**

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

Permissive footpath: installation of dog bin

The Clerk has been chasing the administration staff in the absence of their Clerk to no avail.

**Action: The Clerk is to seek information from Stratton St Margaret Parish Council.**

**Action: The Clerk is to send the cost of installation for a dog bin to Councillors.**

The 90 bus

Cllr Greenhalgh is still waiting for the owner of the bus company to send the notes of the Steering Group meeting held before Christmas. He explained that at the last meeting, the owner of the company had committed to a change in the bus timetable and he hoped that once this had been finalised there would be more information. To make these changes SBC would need 2 months notice. Andy will keep Cllrs informed once he has received more details.

Car Parking at the Wyncies

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Date: .....

As Cllr Bennett had left the meeting, the Clerk will ask for his progress to date. The Clerk is also to follow up whether the site visits to parishioners have been carried out.

**Action: Cllr Bennett is to provide a copy of the relevant parking regulations.**

**Action: The Clerk is to progress whether visits have taken place. (Complete)**

#### School Funding

There was reference to further correspondence between the school Chair of Governors and SBC re changes to school funding arrangements. Cllr Thompson expressed the view that he didn't think it appropriate for the Parish Council to become involved without a clearer understanding of the funding issues. John Gilbert of SBC had already replied in detail to the letter from the Chair of Governors.

**Action: The Clerk is to provide Cllr Thompson with John Gilbert's email. (Complete)**

#### **6. Public Question Time**

There were two members of the public in attendance. They had come to the meeting for an update on the Hinton septic tank.

#### **7. 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.

#### **8. Reports from Ward Councillor**

As Cllr Bennett had to leave the meeting, his briefing was brought forward, but left in this section of the minutes for continuity.

Cllr Bennett informed Cllrs that the Hinton septic tank/treatment plant was now in place with very minimal disruption to parishioners. He explained that there was a small amount of surplus capacity. The legal procedures re future rights and responsibilities of those properties connected were underway.

Andrew then went on to inform those present about the problems surrounding sewage at The Forty. A site meeting had taken place with Thames Water and Robert Buckland MP. Arrangements were made by Thames Water to trace back to the pumping station for blockages and also for the removal of any contaminated soil. To date a small part of the work has been completed, but there is still a lot more to do. He explained that, apart from oversight from Ofwat, Thames Water is the only body that has direct responsibility and the capacity to deal with the problem.

There is an emergency hot line for the Environment Agency when there is any type of contamination in a water course. The parishioner's stream is hugely contaminated and she will be pursuing this issue. Andrew informed Cllrs that there is a contaminated land officer within SBC. The view of the officer is somewhat ambiguous insofar as some forms of slurry derived from human waste is routinely used as fertilizer.

Cllrs asked whether there was anything in writing from Thames Water regarding the commitments made. Andrew confirmed that an email had been received. Cllr Thompson has been copied in on the paperwork and asked Cllr Bennett the best placed person to contact to push this forward. He explained that this has been a recurring problem year on year. Cllr Bennett will continue to progress the problem; he has already contacted Ofwat.

Cllrs agreed that the Parish Council should press Thames Water for a firm commitment and ask them to present at the next meeting. The Parish Council is to maintain pressure on TW and keep this item on the long term agenda. Cllr Bennett was happy for the Parish Council to contact Thames Water.

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

**Action: The Clerk is to invite Thames Water to the next meeting.**

**9. Reports from Sub Committees**

There were no reports from sub committees. However, the Clerk had received two quotes for tree works on and around the pond in Bishopstone since the agenda had been issued. A third quote was expected but had not been received. It was decided that these two quotes should be evaluated without awaiting a third given the urgency of the situation and birds beginning to nest.

Councillor Thomas proposed that the Allbuild quote to carry out the tree works be accepted, this was seconded by Councillor McGuigan and unanimously agreed. Cllrs requested that the head of Bishopstone School should be contacted to ensure that the minimum disruption is caused to the school.

**Action: The Clerk is to contact Allbuild to ask for a date when they can carry out the works. (Complete)**

**Action: The Clerk is to provide Allbuild with Cllr Stevens email.**

**Action: Cllr Griffiths is to liaise with the head teacher at her meeting. (Complete)**

[The Clerk has contacted the head teacher via email since Allbuild have offered to carry out the works on a Saturday and need to assess how to gain access to the school. A response has not yet been received.]

**10. Flood Plan**

Cllr Jenkins had circulated a draft letter via email. Cllrs agreed they were happy for this feedback to be sent to SBC.

**Action: The Clerk is to send the feedback to SBC. (Complete)**

**11. Main Points**

Swindon Borough Local Plan

Cllr Thomas is to attend a few of the sessions and report back. The Parish Council will maintain an observational brief.

With regard to the Rowborough application, Cllr Thomas had asked his planning consultant whether it was a relevant argument that it was premature in the context that Swindon does not have a five year land supply. He had replied to say that given the size of the Rowborough application, and the implication it could have further down the line on the whole Borough, it is a very good argument to make and the Parish Council had mentioned this.

Football Pitch Revival

It was decided to leave this item in the hands of the head teacher given the possibility of grant funding that she had informed the Parish Council of. Cllr Griffiths has a meeting scheduled with the head teacher of Bishopstone School with regard to a play area and will follow up on this at the same time. Cllr Griffiths is to try to assess a more suitable site for a play area.

**Action: Cllrs Griffiths will liaise with the head teacher.**

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

Permissive Footpath

This item was discussed at item 5.1.

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Date: .....

### Village Information Boards

Cllrs McGuigan and Greenhalgh had brought along the A0 sample which Councillors viewed and discussed. Cllrs felt that A0 was too large. It was felt this should be sited by the seats alongside the pond in Oxon Place. Cllr Greenhalgh is to add some detail to the website.

**Action: Cllr Thomas is to check the planning regulations required for the boards.**

**Action: Cllr Greenhalgh is to obtain some quotes from Sequal.**

**Action: Cllrs Steven and Greenhalgh are to liaise with the residents in Oxon Place for their views on the siting of the board.**

**Action: Cllr Thomas is to draft an A1 copy in time for the March meeting.**

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

### SHLAA

This item was to be removed from the agenda.

**Action: The Clerk is to send the letter to SBC (Phil Smith) that evening. (Complete)**

### True Heart

There had been a public meeting at 7pm prior to the Parish Assembly. The owner of the premises had presented plans for development of the site and a lively discussion had followed. Councillors discussed the issues raised in anticipation of further formal plans being presented to a future meeting.

[Post meeting note: Mr Jones and his architect have requested attendance at the next meeting.]

### Parish & Town Clerks Forum

The Clerk had enquired whether a representative could attend the meeting on her behalf, but had been told this was not possible. The minutes are received and circulated to Cllrs. It was felt the best way to achieve a relationship with SBC was through the Locality lead officer. Cllrs suggested that it may be wise to invite Andrea along every 3 months; they agreed she had been extremely helpful to date.

### Thames Water – Sewage

This item was covered under item 8.

## **12. Accounts to be Paid**

The following cheques were presented for approval:

- Navigus to be discussed
- L D Drewett £4.99

Cllrs agreed that the Navigus planning journal was no longer appropriate for the Parish Councils needs. The cheque would therefore be cancelled.

**Action: The Clerk is to cancel the cheque and notify Navigus of the Councils decision.**

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

Cllr Thomas asked that the Clerk add the following items to the next agenda:

- Article 4 Direction on Solar Panels in Conservation Areas
- Work to the Dingle.

**Action: The Clerk is to add the above items to the agenda.**

Cllr Thompson advised Cllrs that the election of Chair should be added to the next agenda. The Clerk explained that WALC had advised that the Vice Chair could assume the position of Chair for one remaining month until the AGM, provided Cllrs were happy and proposed, seconded and unanimously agreed this at the April meeting. The advertisement for the councillor vacancy will go into the newsletter this month. Cllrs felt it would be good to look at the skill set of candidates in relation to emerging issues for the council.

**13. Correspondence**

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

The Clerk reminded Cllrs of the Best Kept Village notification, but it was decided not to take part in the competition.

**14. Parishioners Feedback/Complaints**Tax Inspection

Councillor Crisp informed those present that the inspector had decided not to attend and the audit was being carried out via email. The Clerk's telephone expenses had been queried and this item was being dealt with. The inspector was happy with the payroll procedures and confirmed that they comply with HMRC PAYE responsibilities that are required.

Weight Limit in Covingham

Cllr Cooke advised those present that a meeting had taken place but that the restriction would remain in place for 1 year to evaluate the impact. Robert Buckland MP had attended the meeting. Canvassing was currently taking place to extend the weight limit to Wanborough.

Pot Hole in Cues Lane

A Councillor reported a pot hole in Cues Lane. Cllr Thompson advised Cllrs that pot holes should always be reported by parishioners as well as Cllrs as once reported, any subsequent damage to vehicles may be claimed back from the Borough. It was decided to put an article to this effect into the Parish Times.

**Action: Cllr Thomas is to email the Clerk with the details.**

**Action: The Clerk is to notify Streetsmart of the pot hole.**

**Action: The Clerk and Cllr Thompson are to draft an article for the Parish Times.**

Recycling in West End Lane and Church View

A Cllr reported that there were still problems with the collection of recycling from West End Lane and Church View. Cllrs were unsure whether SBC were aware that there are two collections provided to these areas owing to the narrow lanes, it was felt clarity was needed from SBC. Parishioners are being given conflicting collection dates. Cllrs asked whether the Clerk could request 50 orange boxes to be distributed as needed.

**Action: The Clerk is to contact Andrea Barrett for clarity. (Complete)**

**Action: The definitive arrangements will be publicised in the Parish Times**

**Action: The Clerk is to request 50 orange boxes for distribution to parishioners.**

**(Complete)**

Footpath 14 floods

A Cllr reported that footpath 14 was flooded owing to the blocked gullies. He advised that the manhole covers had been lifted to drain the water away and cones had been placed around them. The Clerk is to notify SBC of the dangers of the manhole covers and ask for the gullies to be cleared.

**Action: The Clerk is to contact Annie Ellis with regard to the blocked gullies.**

**(Complete)**

[Post meeting note: Annie has forwarded the email to Streetsmart as footpath 14 is a metalled footpath and therefore their responsibility.]

**15. Date of Next Meeting**

The next meeting will take place on Monday 7<sup>th</sup> April 2014, at Hinton Parva Village Hall at 19:30 pm.

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

Signed: .....

Date: .....