

BISHOPSTONE PARISH COUNCIL

**Minutes of the Parish Council Meeting
held at 7:30 p.m.
on Monday 7th May 2014
at Bishopstone Village Hall**

Those Present: Ian Thompson (Chair), Ian Thomas (Vice Chair), Lesley Drewett (Clerk), Andy Greenhalgh, Nigel Crisp, Julian Cooke, Douglas Stevens.

1. Approved Apologies

Stuart McGuigan, Kate Griffiths, Cllr Andrew Bennett.

2. Election of Chair

The Chair asked for a proposition for the position of Chair. Cllr Thomas proposed that Cllr Thompson assume the position of Chair, this was seconded by Cllr Greenhalgh 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 Greenhalgh proposed that Cllr Thomas assume the position of Vice Chair, this was seconded by Cllr Stephens and unanimously agreed by those present. Cllr Thomas was happy to accept unless anyone else was interested in the position. No-one was and the Chair thanked Cllr Thomas.

As there were no new Councillors present there were no Acceptances of Office to be signed.

- **Sub Committees**

The Clerk informed Cllrs that the Finance sub-committee had 2 vacancies for Bishopstone. There is also a vacancy on the police sub-committee. Cllr Crisp asked whether a decision could be deferred until the council had a full complement of Councillors. Cllrs agreed this was a good idea.

- **Meeting Dates**

It was agreed to continue meeting on the first Monday of every month. The meeting dates for 2014/5 are shown below:

- 2nd June 2014 Hinton Parva
- 7th July 2014 Bishopstone
- 4th August 2014 Hinton Parva
- 1st September 2014 Bishopstone
- 6th October 2014 Hinton Parva
- 3rd November 2014 Bishopstone
- 1st December 2014 Hinton Parva
- 5th January 2015 Bishopstone
- 2nd February 2015 Hinton Parva
- 2nd March 2015 Hinton Parva
- 6th April 2015 Bishopstone
- 4th May 2015 Hinton Parva

Action: The Clerk is to contact the bookings clerks of both village halls.

4. Declaration of Interests

There were no declarations of interest.

Signed:

Date:

5. 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 Cooke, and unanimously agreed. The minutes were then signed by the Chair.

6. Matters Arising

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

Permissive footpath: installation of dog bin

Cllr Stephens had spoken with the owner of the land. He is reluctant to let anyone mow the grass as he does not wish to potentially compromise the status of the path as “permissive”. However, he does not yet have the necessary equipment to mow the path himself. He does not want a dog bin installed on his land for the same reason as above. However, he is happy for the dog bin to be sited outside the lower kissing gate on the highway verge. The owner asked to be involved in a site visit with Cllrs to determine where the bin would be located once purchased.

Action: Cllr Stephens & Cllr Greenhalgh are to liaise with the owner of the land once the bin is due to be delivered.

Action: The Clerk is to order a new dog bin.

Car Parking at the Wyncies

This item was carried forward as Cllr Bennett was not in attendance.

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

Action: The Clerk was asked to chase progress. (Complete)

A Cllr reminded those present that Cllr Bennett had managed to get the Parish Council’s feedback noted on the Rowborough planning application.

Football Pitch Revival

This item was to be discussed at item 13.2.

7. Public Question Time

There were no members of the public in attendance.

8. Planning

- **S/14/0358SASM** – Erection of first floor extension to garage/playroom to form ancillary self contained living accommodation – The Old Rectory, Tuckers Lane, Hinton Parva.

Councillors had no objections to the above planning application, but asked that a condition be placed on it to show that the property could not be occupied as a separate dwelling.

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

Late Receipt of Planning Notifications

There were no late planning notifications received.

GRANTED

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

- **S/14/0286/SASM** - Erection of a canopy & external alterations to windows & doors – Trainers Cottage, Russley Park, Baydon

REFUSAL

No refusal schedules had been received.

9. Reports from Ward Councillor

The Ward Councillor was not in attendance.

10. Reports from Sub Committees

Cllr Thomas reported, as a representative of the footpath sub-committee, that the stile at the bottom right hand valley in Bishopstone is completely broken. The board to stand on to mount the stile is dangerous.

Action: The Clerk is to contact Rob Selbourne.

Another Cllr reported that the stile out of the dry valley where the permissive footpath meets the Ridgeway is also broken. Cllr Crisp suggested that as a gesture of goodwill Cllrs should offer to replace/repair the stile.

Action: Cllrs Greenhalgh and Stephens are to liaise with the landowner and fix the stile if he is happy for the Council to do so.

11. Ratification of the Accounts

Cllr Crisp explained that the internal auditor had picked up an error. The Clerk had entered the salary and tax correctly on the HMRC software, but had written the cheques in May 2013 incorrectly. The Clerk had contacted the Inland Revenue and they are happy for her to pay the amount outstanding to them, £46.61. However there is a surcharge outstanding on the tax account and the figure due is £76.36.

The Clerk had spoken with the external auditor and discussed the issue and explained that none of the totals had been affected. As a mistake has been made Cllrs have to complete the audit sheet to show what the problem was and what controls the Council will put in place to ensure that it does not reoccur (i.e. a formal check to be made in future months as part of authorisation of accounts).

The Chair of the finance committee will also check the figures on the agenda each month when it is issued.

All cheques written will be cross-checked against the invoices provided; this process is already in place. It was agreed by the auditor that, as the figures have not changed, the audit sheets can be signed at the meeting and a minute included to show the current position.

Action: The Clerk is to pay the arrears to the HMRC. (Complete)

[A copy of the receipt of payment has been forwarded to Cllrs and the internal auditor for their information.]

Cllr Crisp explained that the accounts had moved this year from a 'receipts and payments' to 'income and expenditure' basis. He explained that to implement this it had been agreed that a *de minimis* limit of £50 had been agreed for accruals.

12. Co-option of Councillor

The Parish Council had received 3 applications for the position. However, one applicant had subsequently indicated a willingness to defer their interest in the light of competing demands on their time.

A discussion took place on which of the 2 applicants should be accepted and it was agreed to ask Val Brodin. The rationale behind this was that Val had applied on a previous occasion and not been successful, and her presence on the council would contribute to redressing the gender imbalance of the council and to maintaining a reasonable balance of membership across the two villages.

Action: Cllr Thompson is to notify Val of her success. (Complete)

Action: The Clerk will confirm the co-option of the parishioner. (Complete)

Action: The Clerk will contact the other applicant in the hope that they will stand again. (Complete)

Resignation of Councillor Griffiths

The Clerk had received Cllr Griffiths resignation owing to personal reasons. Whilst it would have been advantageous to co-opt two members, legal advice stated that it was necessary to formally advertise the new vacancy; this will be done in the Parish Newsletter this month.

Action: The Chair is to supply an article for the Parish Newsletter. (Complete)

Action: Cllr Thomas is to approve the newsletter in the Chair's absence. (Complete)

13. Main Points

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Date:

True Heart

Cllr Thomas had chased the architect before the meeting. No pre-application had been received and therefore there was nothing to report.

Action: Cllr Thomas is to progress.

Football Pitch Revival

Cllr Griffiths had sent an email with regard to her action to contact the head at Bishopstone School regarding funding and the possibility of linking a playground with the football pitch. This action had been completed. However, she had agreed that the football pitch was too far out of the village to be joined with the playground project. She would therefore not locate the playground there due to issues of distance and car parking. These points had been raised at the March meeting.

It was understood that the head teacher had been going to speak with Helen Browning. Helen is fully supportive of the provision of a football pitch. The grass needed to be cut in order to establish the condition of the pitch.

Action: The Clerk is to liaise with the head teacher and feedback to Cllrs Thomas and Greenhalgh.

The Chair asked whether Cllrs were happy with the recent works carried out by the Lengthman. Cllrs considered that the first cut of the year was late being carried out. The Chair considered that there may be merit in making some minor changes to the basic specification. Cllr Cooke suggested that councillors should speak directly to the Lengthman if they see him working in the parish. It was noted that the triangle by the Church in Hinton was not on his current schedule. The Chair asked Cllrs to make a note of any changes needed to the specification and bring them to the next meeting.

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

Village Information Boards

Cllr Greenhalgh apologised that this item had not been finalised, stating that he had been waiting for some information from Tim Finney on the opening of a new network of footpaths around the farm which could have been included. However, this information may not be forthcoming until next year.

The issue of how quickly the boards might become outdated was discussed.

A quote for an aluminium support of around £300-£400 had been obtained. Cllrs considered that this was outside the allotted budget. A discussion took place and it was decided to use timber instead.

A Cllr has a telegraph pole that can be used and it was agreed to use these recycled materials. The sign will be ready in 3 weeks. Cllr Greenhalgh will co-ordinate the work.

Action: Cllrs Greenhalgh, Stephens, Thomas and Cooke are to co-ordinate the installation of the sign.

Work to the Dingle

As Annie Ellis has now retired from SBC, Cllr Thomas had followed up on progress with Charlotte Riggs. Charlotte informed Cllr Thomas that before she had left, Annie had secured some more funding for the Dingle and therefore the scope of works has been extended and there was no point in her going out to tender for the steps in isolation at this stage. Cllr Thomas has informed Charlotte that the Parish Council will need to be involved and considered that the wet areas may be able to be improved with some board walk.

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

14. Accounts to be Paid

The following cheques were presented for approval:

- L D Drewett £31.42

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

Cllrs asked that the accounts to be paid are all listed as an annex to the agenda and none on the main agenda itself; a note would be inserted as part of the main agenda stating "See appendix for accounts to be paid".

15. Correspondence

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

16. Parishioners Feedback/Complaints

EIP Meeting

Councillor Thomas had attended the Examination in Public, Housing Distribution session. He explained that the meeting had been attended by a number of planning consultants and developers along with a few Parish Councillors but his view was that nothing more had been said than had already been put forward in written submissions. The Wanborough barrister was due to talk at the EIP on the Eastern Villages session on 9th May and Cllr Thomas is due to attend also and will report back at next month's meeting. Cllrs thanked Cllr Thomas for attending. [Cllr Thomas has subsequently forwarded a briefing note, prepared by the Wanborough barrister, on Eastern Villages session to Cllrs.]

A Cllr informed those present that in the Liden magazine there was mention of a Wanborough by-pass.

Road Works

Cllr reported that the potholes on Body Horse Hill had not yet been repaired. They are extremely dangerous and force cars onto the wrong side of the road to avoid them. These have been marked for repair. Cllrs were of the view that the whole of Body Horse Hill is in need of resurfacing and further remarked that none of the potholes marked in the Parish have been repaired.

Action: The Clerk is to contact Streetsmart, copying in Andrea Barrett. (Complete)

Sewage at Forty

The Chair reminded Cllrs of the problems at the Forty. Thames Water had forwarded the proforma for completion. These had been forwarded to the Clerk from the Chair. The Clerk had taken the questionnaires to the Forty and given them to a parishioner who said that they had already received and completed them. The Clerk asked that the parishioner keep some copies for those that may not have completed them. She had posted, with difficulty, a form through the Pinfold letterbox. Despite asking for them, no copies had been received by the Parish Council. The Chair stressed that if the Parish Council was to play an active role in helping to resolve the long-term problem, affected residents would need to ensure that the council received copies of any complaints to/correspondence with Thames Water. This point had been made in the article included in the most recent issue of the "Parish Times".

Action: Cllr Thomas was to talk to the owner of Pinfold. (Complete)

[Post meeting note: An email has been received from the owner of Pinfold.]

The Clerk was asked to add Retention of Records to the next agenda.

Action: The Clerk is to send the archiving documentation to Cllrs for their information.

The meeting closed at 8:55 pm.

17. Date of Next Meeting

The next meeting will take place on Monday 2nd June 2014, at Hinton Parva Village Hall at 19:30 pm.

Action: Apologies to the Clerk before the meeting.

Signed:

Date: