

BISHOPSTONE PARISH COUNCIL
Minutes of the Parish Council Meeting
held at 7:30 p.m.
on Monday 8th May 2017
at Hinton Parva Village Hall

Those Present: Ian Thomas (Chair), Lesley Drewett (Clerk), Val Brodin (Vice Chair), Nigel Crisp, Stuart McGuigan, Andy Greenhalgh, Julian Cooke, Tom Green, Gill May, Cllr Gary Sumner.

1. Public Question Time

There were no members of the public in attendance.

2. Approved Apologies

Douglas Stevens.

3. Election of Chair

Cllr Greenhalgh proposed that Cllr Thomas assume the position of Chair, this was seconded by Cllr Brodin and unanimously agreed by those present. The Chair was happy to accept the position, and Cllrs extended their thanks to him for his work to date.

The Chair then asked for a proposition for the position of Vice Chair. Cllr Greenhalgh proposed that Cllr Brodin assume the position of Vice Chair, this was seconded by Cllr McGuigan and unanimously agreed by those present. Cllr Brodin was happy to assume the role of Vice Chair and Cllrs extended their thanks to her for her work to date.

Those Councillors present signed their Acceptances of Office.

Action: The Clerk is to add Acceptance of Office to the next agenda in order that Cllr Stevens can sign his form during his next attendance.

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

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

- Sub Committees

The sub committees were discussed they remain the same with the vacancy for a Hinton Parva Village Hall representative being filled by Cllr Brodin. She explained that there could be a conflict of interest on occasion as she is a trustee on the charity that owns the village hall.

- Meeting Dates

It was agreed to continue meeting on the first Monday of every month. The meeting dates for 2017/18 are shown below:

5 June 2017 - Bishopstone

3 July 2017 – Hinton Parva

7 August 2017 - Bishopstone

4 September 2017 – Hinton Parva

2 October 2017 – Bishopstone

6 November 2017 - Hinton Parva

4 December 2017 – Bishopstone

8 January 2018 – Hinton Parva

5 February 2018 – Bishopstone

6 March 2018 – Hinton Parva

9 April 2018 – Bishopstone

14 May 2018 – Bishopstone (Bishopstone Parish Assembly and AGM)

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

Signed:

Date:

5. **Declarations of Interest**

There were no declarations of interest shown in the items on the agenda. However, Cllr Greenhalgh reminded those present that he would have to express an interest in the “Friends of the Ridgeway Charity” in the future if there were any discussions as he is a member. Cllr May explained that she would have to declare an interest as Chair of the Bishopstone School Governing Body with regard to any discussions in the future.

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:

Refuse Collection

The Clerk had not received a response to her 2 emails chasing progress. Cllrs present said that collections were definitely on the decline again in Church Lane and West End Lane where large vehicles are being used once more. These are damaging the verges. They have also forgotten the last 3 recycling collections.

Action: Gary Sumner is to chase progress on the decline and also the use of small vehicles at Cues Lane and The Wyncies.

Services from SBC – Fly Tipping Signs

The signs have been erected.

Footpath at the Wyncies

The Chair is to speak with the owners of 15 The Wyncies about the possibility of removing the chain-link fence. This item was to be carried forward.

Action: The Chair to contact the owners

The Hovel

The hearing is scheduled to take place on 31/5/17. Cllr Crisp advised that attendees should phone Chippenham Magistrates Court to ensure that the date has not changed.

Reports from Ward Councillor – True Heart

The Chair explained that there was no landscaping condition on the planning permission. The submitted landscaping scheme is not referenced in the planning permission and therefore carries no weight. It was hoped that Arkells would implement the scheme and that some planting works had begun.

Bridge over to the Island

Cllr Stevens had sent an email to the Clerk in which he confirmed that Lee is happy that the steels would suffice with painting instead of galvanising. Concrete foundations on each bank will be constructed as per ground conditions as assessed at the time of the excavations and are included in the quote. If he was appointed he would be looking to start the work mid-late May.

Cllr Greenhalgh proposed that Lee’s quote of £2,100 + VAT be accepted, this was seconded by Cllr Green and unanimously agreed by those present.

Action: The Chair is to contact Lee and confirm a start date.

Services from SBC – Fly Tipping Proposal

The Chair confirmed that a draft deed had been received from SBC which had been progressed by Cllr Brodin. The maps had now been included and had been checked by Cllr Greenhalgh. The roadside signs and bollards can now be washed if so desired. The fly tipping wording had been revised. Cllr Brodin went on to explain that when the original draft had been sent through the £800 for the Wyncies work had been removed. Cllr Brodin had queried this and it had been reinstated in the revised draft.

Action: The Clerk is to send the signed draft back to SBC.

Cllrs felt the annual fly tipping report sheet that had been sent from SBC was not of any use.

Sewage Treatment Plant

Cllr Crisp explained that the pumps had been broken again. The team visited twice. A rigid shelf has now been installed to house the pumps, which he believes have been replaced. They have also strimmed the area. The box is now locked and is more secure.

Social Media Options

Cllr May apologised for not bringing the communication policy to the meeting but she had omitted the Freedom of Information wording.

Action: Cllr May will bring this to the next meeting.

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

Bin on Charlbury Tump

Cllr Stevens had sent the Clerk an email to cover this action. Lee had confirmed that the bin is emptied every Friday. He is also spending at least half an hour per visit litter picking within the vicinity of the bin. He feels that as 3xweekly collection would be more appropriate for this location with half hour littering pickings factored into this.

The Chair and Cllr Sumner felt the bin should be removed. However, Cllrs Crisp and Greenhalgh felt the bin was necessary as it is being used and filled, and if it was not in place the area would be back to the state it was in before it was installed. • The Clerk had been actioned to contact Martin Fry to ask if the driveable section of the Ridgeway could be closed and he had responded explaining what it would take to close the Ridgeway, which would be a lengthy and costly process. Cllr Crisp felt that the Parish Council should provide an evidence base on how many cars use the road and what for before any decision on whether to pursue a road closure be taken. Cllrs agreed this was sensible. It was then suggested that the Lengthman's collection schedule could be adjusted and Cllr Crisp agreed to check the amount of litter on a daily basis for one week and to report back to the next meeting.

Action: Cllr Crisp and Cllr Brodin are to monitor the area for a week.

Action: Cllr Sumner is to ensure that the parishioners wanting the road closed attend the June meeting.

Action: Cllr Sumner is to find out the feasibility and costs involved in closing the road.

Community Clean Up

Cllr Greenhalgh will pull together an article for the June newsletter requesting parishioners to tidy up as they see litter.

Action: Cllr Greenhalgh will provide an article for the Parish Times. (Complete)

No Heavy Vehicle Sign

Cllr Brodin had spoken with the owners of the property concerned and they will trim back their hedge so that the sign can be clearly seen.

8. Planning

- **S/HOU/17/0721FL** – erection of a first-floor rear extension – Coombe Cottage, Bodyhorse Hill, Hinton Parva.

Councillors had no objections to the above planning application.

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

- **Late Receipt of Planning Notifications**

No late planning applications had been received.

- **PENDING DETERMINATION**

- **S/HOPU/17/0437/SASM** – Erection of a timber cabin – C Acres, Hinton Parva Lane, Hinton Parva
- **S/LBC/17/0451/SASM** – Proposed removal below roof line of modern brick chimney to Western Elevation – Wintons Cottage, High Street, Bishopstone
- **S/PRIORC/16/1979 SASM** – Prior Approval Notification for the change of use of an agricultural building to residential dwelling (C3) – Upper Farm, Hinton Parva Lane, Hinton Parva
- **S/15/1701/RM** – Erection of 1 dwelling – Land off Short Drove, Hinton Parva, Swindon
- **S/LBC/16/1602/HC** – Erection of a detached garage - Land Adjacent to 'Sarsens', High Street, Bishopstone

Signed:

Date:

- **S/RES/16/1233KC – REVISED** - Application for approval of reserved matters in relation to appearance, landscaping, layout and scale for phase 5 (Unit 1) of outline planning permission S/OUT/14/0253 – Employment development including B1b (research & development/light industrial), B1c (light industrial), B2 (general industrial & B8 (warehouse & distribution), new landscaping & junction to A420 (means of access not reserved – Eastern Villages South, Land At And To The South of A420 (Great Stall Middle), Swindon, Wilts
- **S/16/1225/KC – REVISED** - Application for approval of reserved matters in relation to appearance, landscaping, layout and scale for phases 1-4 & 7 of outline planning permission S/OUT/14/0253 – Employment development including B1b (research & development/light industrial), B1c (light industrial), B2 (general industrial & B8 (warehouse & distribution), new landscaping & junction to A420 (means of access not reserved. (Variation of condition 1 from Reserved Matters application S/RES/15/1522 -Eastern Villages South, Land At And To The South of A420 (Great Stall Middle), Swindon, Wilts
- **App/U3935/W/16/3154437/APP/U3935/W/16/3154441** – Outline Planning Application (with means of access off Wanborough Road not reserved) for up to 200 dwellings (Use Class 3) with open space, landscaping & associated road & drainage infrastructure to form the southern part of Lotmead Village – Lotmead site, Eastern Villages, Swindon
- **APP/U3935/W/16/3154437/APP/U3935/W/16/3154441-** Outline planning applications (with means off Wanborough Road not reserved) for the demolition and/or conversion of the existing buildings on site & redevelopment to provide up to 2,600 dwellings, up to 1765sqm of company/retail uses (Use Class D1/D2/A1/A3/A4), up to 3,000 sqm of business/employment us (Class B1), a primary school, open space, strategic landscaping & other green infrastructure (including SUDs & areas indicative primary access road corridors to the A420 & improvements& widening of existing route off Wanborough Road to provide pedestrian, cycle & bus access – Lotmead Site, Eastern Villages, Swindon
- **S/OUT/13/1555** – Outline planning application for up to 2380 dwellings, mixed use local centres/areas, community uses, sheltered and/or care accommodation, up to two primary schools, green infrastructure including formal & informal open space, play space, sports facilities, sustainable drainage, engineering works & including ground re-modelling, other infrastructure, demolition & the formation of new accesses from the A420, Old Vicarage Lane & Thornhill Road – Eastern Villages North, Eastern Villages, Swindon
- **S/OUT/16/0021/ES** – Revised Outline Planning Application for the erection of up to 370no dwellings, a local convenience store/community facility, primary school, open space, landscaping, access points to and from Wanborough Road and northern site boundary and eastern boundaries and associated infrastructure – Redlands, Eastern Villages, Swindon – Revised Documents

Short Drove

Cllr Sumner confirmed that the short Drove design review is still pending.

C Acres

The Clerk had received an email that day from the owners of C Acres as they thought their plans were up for discussion at the meeting. The Clerk had emailed the case officer who had confirmed that there are some changes but no new plans are out for consultation yet. She does have some concerns and will get back to the Parish Council. A Cllr informed those present that there is a structure already on the site however Cllrs have concerns in principle about a new dwelling in the countryside and the risk of setting a precedent. The objection in principle is the same as for Short Drove.

Lotmead

The appeal for Lotmead has been postponed until November.

OTHER ISSUES

- The Hovel Demolition

This item had been discussed at item 7.4. Cllr Greenhalgh hopes to attend.

GRANTED

- **S/HOU/17/0181** - erection of a porch, pitched & hipped roof across the existing front elevation & rendering of external walls – The Bungalow, Oxon Place, Bishopstone
- **S/HOU/17/0224** – Erection of a single storey rear extension – Seymour House, Church Lane, Bishopstone
- **S/15/0927** – Development comprising alterations to the Royal Oak & alterations to, and partial demolition of, The True Heart (former public house) to provide 11 rooms for guest accommodation & outdoor kitchen area

**REFUSAL
NONE**

9. Reports from Ward Councillor

Cllr Sumner explained that owing to the forthcoming election it was very quiet at present. He reminded those present that the M4 Junction 15 meeting is taking place on 24/5/17. Cllr Sumner has been chasing for an answer on the SHELAA sites and information should be coming to the Parish Councils late June.

The public enquiry for the new waste incinerator at South Marston has been delayed until July.

Waste Collection

Cllr Greenhalgh raised a concern regarding waste collection in Cllr Stevens' absence. He informed Cllr Sumner that currently there are 3 different trucks that collect the waste and that these need to be smaller. They also logistically need to attend on one day and collect from all the narrow lanes in one collection. Cllr Sumner had reported the problem via the member's hotline and Cllr Stevens has been liaising with Dave Robertson who is supposed to be monitoring the collections for several weeks. Cllr Stevens has escalated another email to Dave Robertson but the replies have stopped coming.

Action: Cllr Sumner is to follow this up with SBC.

Planning Website

Cllr Crisp advised Cllr Sumner of the problems with the planning website. The name of the parish has been changed on the advanced tab to Bishopstone from Bishopstone and Hinton Parva and the search is now not working. This has been reported to SBC.

Potholes on Bodyhorse Hill

Cllr Brodin wanted to give some positive feedback about "Fix my Street" with regard to potholes that she had reported on the Tuesday following the last meeting and they were fixed the following day. All Cllrs agreed that it provided an efficient service.

10. Reports from Sub Committees

Pond & Island Allotment

Cllr Greenhalgh advised those present that at the meeting with the headmistress it was agreed that the school wanted to diminish their commitment of how much work they had to put into the allotment by simplifying it. They are happy to work with the Parish Council and it was hoped that there could be a village clean-up day for the allotment in the summer. The Parish Council would try to get the bridge fixed ahead of this. As soon as a date has been provided by the Lengthman for the bridge works Cllr Greenhalgh will talk to the headmistress.

Action: Cllr Greenhalgh is to talk to the headmistress with regards to a date for the clean-up.

Action: Once a date has been set Cllr Greenhalgh will provide an article for the newsletter.

Bridge over to the Island

This item was discussed under item 7.6.

11. Lengthman Work

Services from SBC – Fly Tipping Proposal

This item was discussed under item 7.7. Cllr Crisp asked whether there should be any changes to the Lengthman's contract but it was felt this was not necessary, but costs would be monitored closely during the coming year.

12. Ridgeway – Closure of Road to Charlbury Hill

This item was discussed under item 7.10.

13. Annual Governance Statement Ratification

The Clerk had forwarded a copy of the Annual Governance Statement to Councillors via email. The Chair asked Cllrs whether they were happy with each of the systems of internal control. Cllrs agreed that the answer to all the questions was yes and the Chair and Clerk duly completed and signed the form.

Signed:

Date:

14. Social Media Options

This item was discussed under item 7.9.

Action: The Clerk is to change the item to Communication Policy.

15. BT Telephone Boxes

Karen Phimister is waiting for a response.

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

16. Main Points

Eastern Villages Expansion

There had been no further development on the Eastern expansion. This was covered under item 8.2.

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

New Passing Places – New Road

The new passing places are finished. Cllr Green has received a complaint from a parishioner as one of the kerbs is not flat. Cllr May had also received the same report. Cllr Green advised those present that Eastbrook Farm's planing materials can be used for the other pull-ins but needs volunteers to spread them.

Action: Cllr Green is to report the problem with the kerbing and send a photograph to Lynsey Turner.

Action: Cllr Cooke is to help with his JCB.

Action: The Clerk is to remove this item from the agenda.

Resurfacing Works – New Road

Cllr McGuigan is keeping a watching brief on the condition of the road. He has taken some photographs and sent them to Fix my Street.

Action: Cllr McGuigan is to take photographs at different times during the year.

(Pending)

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

Bishopstone Fire Engine

No contract had been received yet.

Action: The Clerk is to chase this up again.

Refuse Collection – The Wyncies & Cues Lane

This item is ongoing and was discussed at item 9.2.

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

Proposed Walking Festival

Cllr Greenhalgh explained that he had attended a few of these festivals and had spoken with Tim Finney about hosting one for Bishopstone. Tim Finney felt Arkells might be willing to sponsor this. The name of the challenge walk could be 3B's "Beating the Bounds of Bishopstone". Cllrs felt this was a good idea. Cllr Greenhalgh suggested that any funds raised could be put towards the PC's footpaths budget. The event could take place either during October or next May Bank Holiday.

Action: Cllr Greenhalgh is to organise this event, working with Tim Finney.

17. Accounts to be Paid

The cheques shown in Appendix 1 of the Agenda were presented for approval.

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 Cooke, seconded by Cllr Greenhalgh and agreed unanimously by those present.

18. Correspondence

The Chair had received an email from Jonathan Hoban of Deloittes with regard to the Church Commissioner's land in the village. Cllr Thomas proposed that he accept the offer of a meeting which Cllrs Greenhalgh, Green and McGuigan would like to attend with the Chair if possible.

Action: Cllr Thomas is to circulate the dates and agree a meeting place.

19. Parishioners Feedback/Complaints. The following concerns were raised:

C Acres

A parishioner had contacted Cllr Brodin with regard to the Parish Council's decision to turn down the C Acres planning application. Cllr Brodin informed the parishioner that the Parish Council did not turn down applications and that this was the role Borough Council. She explained that Cllrs had objected to the application on the same grounds as the new house proposed at Short Drove.

Bus Service

Cllr McGuigan had received a call from a parishioner who felt the bus service was under threat again. Cllr Greenhalgh had not received any communication through any route to say that this was the case. The bus is getting good use, mainly from Lambourn residents.

Church Road

Cllr Cooke wanted to give some advance warning to those present as he felt there were more issues to come to the table with regard to parking in Church Road. A new resident is parking his van in the road and this is really blocking it. Julian has explained to residents that it was the conservation officer that had refused any works to be carried out. Cllr Cooke had concerns about the verges. Cllrs had a long discussion about possible solutions and it was agreed that they would look to Julian to propose these as the situation is getting worse. The problem is finding a space that is convenient for residents.

Tesco Bags Grant

Cllr Greenhalgh had received notification from Groundwork UK who manage the Tesco Bags for Life money and on Friday 26 May 2017 he will receive an email notifying him whether the parish Council are to be awarded either first, second or third prize. He could guarantee at least £1,000. Cllrs thanked Cllr Greenhalgh for his good work. He advised it is good to use grants as a funding tool on occasion.

Fly Tipping - Penalty Charge Notice

Cllr Stevens had sent a Penalty Charge Notice along to the meeting which had been found in some fly tipping in New Road, this has the car registration number on it.

Action: The Clerk is to contact SBC or the police. (Complete)

The meeting closed at 9.00 pm.

20. Date of Next Meeting

The next meeting is due to take place on Monday 5th June 2017 at Bishopstone Village Hall at 7:30 pm.

Signed:

Date: