

**BISHOPSTONE PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held at 7:30 p.m.**  
**on Monday 2<sup>nd</sup> July 2018**  
**at Bishopstone Village Hall**

**Those Present:** Ian Thomas (Chair), Val Brodin (Vice Chair), Lesley Drewett (Clerk), Nigel Crisp, Douglas Stevens, Gill May, Cllr Gary Sumner.

**1. Public Question Time**

There were two members of the public in attendance. The Chair welcomed them to the meeting and opened the floor to them. The parishioners had attended regarding a letter published in the village newsletter. They queried the rationale for moving on the traveller camped on the Ridgeway.

The Chair explained that the traveller was in breach of the byelaws of the Ridgeway, and the Parish Council have a duty to report this to the Borough Council, who are responsible for enforcing the byelaws. The Council have to enforce the byelaws to prevent a precedent being set and creating a bigger problem. Cllr Sumner explained that the Borough was asked to take action by the Parish Council following complaints being received from parishioners.

The parishioners went on to say they understood local farmers were happy for him to be in residence as it helped control the thefts. The Chair explained that this was not so, and a farmer had previously served a notice on this traveller.

Cllr Sumner informed the parishioners that he had responded to the Parish Council's repeated requests to move on the traveller. He pointed out that he had not been approached by any residents.

Parishioners suggested moving the traveller into a field, where he might pay rent. It was explained that this would have to be the land owner's decision.

Cllr Sumner explained that the Borough Council had been sympathetic towards the traveller, giving him extra time to move and advice from the Traveller Liaison Officer, but they are right in saying that if one traveller is allowed to stay, it will become public knowledge that this is a place where travellers can freely park and settle down.

**2. Approved Apologies**

Andy Greenhalgh, Tom Green, Stuart McGuigan, Julian Cooke.

**3. Declarations of Interest**

There were no declarations of interest.

- Signing of acceptance of Office  
Cllrs May signed her acceptance of office form.  
**Action: The Clerk is to forward the acceptance of office forms to Stephen Taylor at SBC. (Complete)**
- Changes to Declarations of Interest  
The Chair asked whether any Cllrs had changes to the declaration of interest forms that had been completed when joining the Parish Council. None of those in attendance had any changes to declare.  
**Action: This item should be removed from the next agenda.**

**4. Minutes of Last Meeting**

The Chair asked for a proposal that the minutes of the June meeting be accepted as a true record. Cllr Brodin had noted a small spelling error and with this change made, Cllr Crisp proposed that the minutes of the June meeting be accepted as a true record. This was unanimously agreed. The minutes were then signed by the Chair.

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Date: .....

## 5. **Matters Arising**

All actions from the previous meeting had been completed except:

### Bus

As Cllr Greenhalgh was not in attendance this action was carried forward.

**Action: Cllr Greenhalgh will write to West Berks to thank them for the excellent service and enquire about the possibility of the timetable change.**

### White Lines

Post meeting note: The Clerk had received a response stating that this work is scheduled to be carried out at the end of June.

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

### Fly Tipping Cameras on and around the Ridgeway

Cllr May had amended the policy and will re-send it to the Clerk, who will forward it to Cllrs before the July meeting.

**Action: The Clerk is to keep this item in Matters Arising.**

**Action: Cllr May will re-send the amended policy to the Clerk for onward circulation.**

**This will be represented at the August meeting (Complete)**

### Defibrillator

Post meeting note: Cllr McGuigan's son has suggested 25th, 26th or 27th July for defibrillator training. The Clerk was asked to forward the suggested dates to Councillor Greenhalgh for his information. Contact details have been forwarded to Councillor Greenhalgh.

**Action: Cllr Greenhalgh is to finalise the date for training.**

### 30 mph sign

The repair to the 30mph sign by the vehicle activated sign has not been carried out. The sign has been reinstated by a parishioner and needs attention.

**Action: The Clerk is to chase SBC to ascertain when the sign will be reinstated properly. (Complete)**

### GDPR

The Clerk is waiting for an answer from the Society of Local Councils Clerks (SLCC) as SBC do not believe they are responsible for storing old minutes. The Clerk has not yet received a response and some actions were still outstanding.

**Action: The Clerk is to chase SLCC for their answer regarding archiving.**

**Action: The Clerk is to purchase a lockable filing cabinet.**

**Action: Cllr Sumner is to provide his '.gov.uk' email to the Clerk. (Complete)**

**Action: Cllr Greenhalgh is to delete any web information that is now irrelevant.**

**Action: Cllr Greenhalgh is to upload the privacy policy to the website and delete from the website any information that is now irrelevant.**

### Verge into Povey's Place

[Following the July meeting, the Clerk has received a response: "Apologies for the delay in coming back to you, regarding smaller lorries to be used in Poveys Place, Bishopstone I have relayed this information to all Drivers and updated their Incab systems to reflect a smaller lorry only to service here.]

**Action: The Clerk should keep this item on the agenda.**

### Verge Trimming

The Clerk had reported to SBC that the verge in Church Lane needed trimming, but the works have still not been carried out.

**Action: The Clerk is to remind SBC that the verge should be included in their works. (Complete)**

### Correspondence

The Clerk was asked to respond to the email from Ashbury, to congratulate them on the neighbourhood plan. Cllrs appreciated the work and effort that had gone into the plan and agreed it was an excellent document. A short discussion took place and it was agreed that a similar plan was not relevant for Bishopstone.

## 6. **Planning**

- **S/HOU/18/0862/SASM** – Partial conversion of first floor of existing barn to ancillary residential accommodation/annexe – Old Farm Barn, Church Lane, Bishopstone

Cllrs discussed the above planning application and agreed that Councillors had no objection subject to assurances about the impact on the bats and would therefore appreciate SBC's ecologists view before a decision is made. They also wanted assurance that conservation flush rooflights should match the existing building as this is not specified in the application. They also would like a condition to be added to ensure that the accommodation should remain as being ancillary to the main dwelling in perpetuity.

#### Late Receipt of Planning Notifications

No late planning applications had arrived after the agenda had been issued.

#### PENDING DETERMINATION

- **S/18/0882/CH** – Demolition of double garage and erection of 1no dwelling and associated works – One Acre, High Street, Bishopstone
- **S/17/2030/AB** – Change of use of land for use as holiday-letting to tourists – The Chalet, Church Row, Hinton Parva
- **S/18/0520/IH & S/LBC/18/0521/IH** – Demolition of existing dairy building & erection of a building to provide 4no. b&b suites with ancillary service accommodation and use of exiting yard for associated car parking – Ex-Dairy Building, Rear of West Hinton House, Hinton Parva Lane, Hinton Parva
- **S/HOU/18/0249/FL - REVISED** - Erection of a two storey front extension and detached garage – Swedish House, 2 The Forty, Bishopstone
- **S/17/2012/AB** - Former That Hovel, Oxon Place, Bishopstone – Erection of 1 no dwelling
- **REVISED -S/OUT/17/1990/JB** – Outline Planning Application for up to 1,800 homes; 10 form entry secondary school & a 2 form entry primary school with sports pitches; a sports hub, green infrastructure; a local centre up to 1000 sqm (use classes A1,A2, A3, A4, A5 & D1 & associated works – Great Stall East, Eastern Villages, Swindon
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- **S/17/2012TO'C** – Erection of 1 no dwelling – Former That Hovel, Oxon Place, Bishopstone – The Conservation Officer has objected to this application.
- **S/17/1826/HC** - land at Alfresco Childcare, Newtown Lane, Bishopstone
- **S/15/1701/RM** – Erection of 1 dwelling – Land off Short Drove, Hinton Parva, Swindon – **REVISED**
- **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

The Chair advised that he had taken a look at the pending applications:

- The One Acre application has a conservation area objection in principle and a highway objection.
- The Chalet at Church Row there is conservation support on the basis that there is no harm caused by the proposal and will therefore come down to planning matters.
- West Hinton House old dairy proposal has an outstanding conservation objection on it.
- There were no updates on Swedish House. [Post meeting note: The Clerk has received communication since the meeting which informed Cllrs that the case officer has asked the applicant carry out a tree survey and we have since been copied into the results of that. The case officer explained that she no longer has any objections to the proposal and would appreciate an updated consultation response from the parish. However since this

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email another has been received indicating that the tree officer has asked for more detail, when she receives that she will forward it over along with a formal re-consult request.

- The Architect for That Hovel had contacted the Clerk to ask why this was taking so long to determine. The Chair had referred him to the website for Cllrs last comments.
- Short Drove, a revised application is still expected but has not yet been submitted.
- The Lotmead applications have been dismissed on appeal.

#### **GRANTED**

NONE

#### **REFUSALS**

NONE

Cllr Stevens had been contacted with regard to an error in the newsletter where the Clerk had placed the schedule of the application for 5 High Street as GRANTED when it had actually been REFUSED.

**Action: The Clerk will apologise for the error and correct this in the next Parish Times. (Complete)**

- **S/17/1232/TB** – Erection of 1 no dwelling & associated works – 5 High Street, Bishopstone

#### **OTHER ISSUES**

- **S/17/1826/HC** – erection of 2 no dwellings & associated works - land at Alfresco Childcare, Newtown Lane, Bishopstone

This is still ongoing.

### **7. Report from Ward Councillor**

Cllr Sumner had provided a briefing note for Cllrs which they all felt was very useful.

#### Wyncies & City Footpaths

Cllr Sumner informed the meeting that work was carried out recently on the Wyncies footpath. However, the Chair had visited the area and reported that the edging had not been done.

The Lengthman has trimmed back the vegetation. The Chair feels a fence will help the problem and has suggested this. Cllrs thought this would be a good idea.

Letters are going out to owners of the land at The City. Cllr Sumner said that the Hebe planting is the responsibility of the village hall and should be trimmed as it is overhanging the pathway. The Chair went on to say that he understood the problems, but the biggest issue with the drains is the compacted earth which has built up over the years. This has mainly been washed down the hill and accumulated.

#### SHELAA Sites

Cllr Sumner will be updated on these during the first week in September and will update parish councils after this. He asked that Cllrs take an open view. The Chair explained that they were very receptive to some growth in the village and have let the Church Commissioners know where they would prefer this to happen but have received no communication back.

#### Septic Tank

There has been a formal response from the Legal team which was straightforward.

#### Planning Training

Cllr Sumner asked how many Cllrs had received planning training, none had. He suggested that Dave Dewart and a senior planning officer might attend a PC meeting to give an overview of key issues. This suggestion was welcomed by Cllrs. Cllr Sumner explained that there was a lot going on currently and during the next 3-4 months there will be some big changes.

#### Eastern Development

Both Lotmead applications had been dismissed, but Redlands went through. Cllr Sumner informed Cllrs that he had an interesting tour of Tadpole Garden Village recently and explained that it was really stunning. He felt it proved the benefits of having a builder in charge who has a master plan and where everything has to be carried out to a design code in agreement with the Borough Council. Every piece of green space is controlled by a management company for a modest annual fee. Parking is well planned and people are involved. Cllrs that have visited it agreed that it was an excellent example of well planned development.

### **8. Reports from Sub Committees**

There were no sub-committee reports.

**9. GDPR**

Cllr Brodin reminded Cllrs that the document retention policy and the privacy policy had been approved at the June meeting. They may need to be tweaked at a later date but in the meantime we must implement them. Cllr Brodin suggested that Cllrs might begin to reduce the archives by taking one or two boxes home to sort through, using the document retention policy to guide 'keep or dispose' decisions. Cllr Brodin took two archive boxes home with her to get started, and the Clerk agreed to sort through the filing she holds. It was agreed that documents for disposal should be brought to the next meeting. Cllr Brodin will take boxes of papers for disposal to a local confidential waste shredding business. A discussion took place and Cllrs agreed that the historic documentation did not need certifying when disposed of in accordance with the retention policy.

[Post meeting note – Cllr Brodin may not be able to attend the next meeting, so documents for disposal should be delivered to her at home please.]

**Action: Cllr Brodin will dispose of sorted documents.**

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

**10. Community Safety**

Cllr Brodin informed Cllrs that no Community Safety Forum meeting had taken place. The police website shows there has been one minor crime carried out in Bishopstone, one at Foxhill and one at Body Horse Hill since April, indicating that we are fortunate to live in a very crime-free area. No safety issues had been reported to Councillors.

Two new volunteers from Bishopstone are undertaking Community Speed Watch training. Once trained, Cllr Brodin will accompany them for their first few sessions.

**11. The Ridgeway Access for Vehicles**

There are no further updates.

**Action: The Clerk is to leave this item on the agenda whilst awaiting the results from Oxfordshire.**

**12. The City and Wyncies Footpath**

This item was discussed in Item 7.

**13. Lengthman Works**

The Chair explained that he had had to bring problems to Lee's attention several times since the contract was entered into. He felt Lee was keen to get it right and considered that the problems were from new staff not understanding what works should be carried out. Cllr Crisp agreed. Cllrs decided to invite Lee to the August meeting and keep a watching brief on works.

**Action: The Clerk is to invite Lee to the August meeting. (Complete)**

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

**14. Accounts to be Paid**

The amounts 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. Cllr Stevens proposed that the accounts were paid, this was seconded by Cllr May and agreed unanimously by those present.

**15. Correspondence**

The Chair asked Cllrs if they wished to view any correspondence; none did.

**16. Parishioners Feedback/Complaints.**

Alzheimer's Presentation

Cllr Brodin had been asked by a parishioner whether councillors would be interested to receive a presentation about Alzheimers awareness. Cllrs were supportive of the need for greater awareness of the needs of people suffering from Alzheimers, but felt that a better forum for the message might be a village hall or community group event, or an article in the newsletter.

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### Railings

Cllr Stevens informed Cllrs that he had been given an invoice for paint used by the parishioner who had painted the railings around the pond. These works had not been approved by Cllrs. The Clerk had recently attended Health & Safety training where it had been made clear that the Parish Council should be extremely careful when putting their name to any 'event' where volunteers are involved. It appears that risk assessments and pre-meetings should be carried out before the event and the insurers should be informed. Cllr Stevens suggested that a thank you letter be sent with a caveat explaining that various guidelines have to be followed for the Parish Council to become involved. Cllr Stevens then proposed that the invoice was paid, this was seconded by Cllr May and agreed unanimously by those present.

**Action: The Clerk is to refund Cllr Stevens who will reimburse the parishioner. (Complete)**

Parishioners have also painted the railings over the footbridges. They have done an excellent job. It appears that vegetation around the pond where parishioners feed the ducks has also been cleared. Cllrs are agreed that volunteering is to be thanked and encouraged. However, voluntary activities often raise issues of health and safety, as well as insurance, legal and environmental concerns. It was agreed that an article should be put into the newsletter urging parishioners to contact the Parish Council in the first instance if they are contemplating direct action, so that appropriate guidance, help and advice can be offered.

**Action: Cllr Brodin is to provide an article for the Parish Times. (Complete)**

### Pond

The Clerk had received an email from a parishioner with proposals for pond management. Cllrs agreed that it was not necessary to carry out any of the proposed works as the duck/drake number imbalance is a natural phenomenon. It was also noted that professional advisors have instructed the PC that the pond must never be dredged.

**Action: Cllr Stevens is to draft and send an email. (Complete)**

### The Folly

It has been reported that the owners of The Folly have cleared a lot of vegetation from their garden, which has exposed soil and neighbours are worried that the rain will wash this straight down. The Chair explained that this was a private matter and should be dealt with as such by the concerned parties, the Parish Council cannot become involved.

### Content in Village Newsletter

Cllrs discussed a recent article in the village newsletter, criticising the Parish Council's actions regarding the traveller on the Ridgeway, which some considered to be derogatory. Cllrs agreed that it would be more conducive to community understanding if complaints about PC activities were addressed to the PC in the first instance. Cllrs noted that the PC contributes to the cost of the newsletter as a vehicle to support community cohesion, not friction. Cllrs agreed to write to the Editor of the newsletter accordingly.

**Action: The Clerk is to draft a letter to the editor of the village newsletter. (Complete)**

**Action: The Clerk is to add the PC's contribution to the newsletter to the December agenda for discussion in time for the precept.**

## **17. Date of Next Meeting**

The next meeting is due to take place on Monday 6<sup>th</sup> August 2018 at Hinton Parva Village Hall at 7:30 pm.

The meeting closed at 9:09 pm.

Apologies for the August meeting were given by Cllr Steven and Cllr Brodin.