

BISHOPSTONE PARISH COUNCIL
Minutes of the Parish Council Meeting
held at 7:30 p.m.
on Monday 3 September 2018
at Bishopstone Village Hall

Those Present: Val Brodin (Vice Chair), Lesley Drewett (Clerk), Nigel Crisp, Gill May, Stuart McGuigan, Andy Greenhalgh, Douglas Stevens, Julian Cooke,.

1. Public Question Time

As the Chair was unable to attend Vice Chair, Cllr Brodin, conducted the meeting. There were three members of the public in attendance. They were invited to speak. Two were new parishioners to the village who had come along to introduce themselves.

The owner of Sayers Bank had attended to discuss the amendment to The Old Mill planning application. He explained that the conservation officer is quite strongly opposing the application. He had written to the Clerk via email to advise on some of the points that the Conservation Officer had not picked up on, and this email had been forwarded to Cllrs for their information before the meeting. The parishioner advised that although the lighting plan was included in the application there was no reference to it in the Conservation Officer's report. It had not been noted that the veranda to the side will overlook his property which is higher than street level. It would also be visible from Cues Lane. The tree management to allow for the car port had also not been included. This would have a real impact on his property. Cllr Brodin enquired whether the resident had written to SBC and he confirmed that he had.

Cllr Brodin explained that the application would be discussed under item 6 and his views would be taken into account, although the decision would ultimately be made by SBC. She then opened the meeting.

Action: The Clerk will copy their letter to SBC to the parishioner for his information. (Complete)

2. Approved Apologies

Ian Thomas (Chair), Tom Green, Cllr Gary Sumner.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of Last Meeting

The Chair asked for a proposal that the minutes of the August meeting be accepted as a true record. The proposal was made by Cllr McGuigan and unanimously agreed by all present. The minutes were then signed by the Chair.

5. Matters Arising

All actions from the previous meeting had been completed except:

Lengthman – Lee Wells

Cllr Crisp confirmed that the outstanding works had been carried out, but he had not met with Lee. The Clerk was asked to keep the item on the agenda until further notice.

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

Bus

Cllr Greenhalgh has sent an email thanking West Berks for an excellent service. The Clerk had used the service recently and confirmed that the service was excellent.

White Lines – Hinton Springs and Eastern Gateway

The Clerk is to follow up on the outstanding work which was promised in June.

Action: The Clerk is to chase the works. (Complete)

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

Signed:

Date:

Fly Tipping Cameras on and around the Ridgeway

Cllr Stevens had forwarded the final draft CCTV policy for approval by email before the meeting. There are a few incomplete parts which will be completed once the cameras have been bought and installed. With these additions and the removal of DRAFT the policy was proposed by Cllr Greenhalgh, seconded by Cllr Cooke and unanimously agreed. Cllr Brodin thanked Cllr May and Cllr Stevens for their hard work.

Defibrillator

Cllr Greenhalgh will contact Cllr McGuigan's son to arrange some convenient date.

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

GDPR

The Clerk had received a response from SLCC that day and she had contacted the local archivist who is delighted to take the old minutes and agendas, plus the account sheets (not receipts). They would also store any interesting correspondence. The office is in Chippenham. The remaining actions were still outstanding.

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

Action: The Clerk is to send the CCTC and Privacy policies to Cllr Greenhalgh for installation on the website.

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.

Cllr Greenhalgh informed those present of some old photographs of the village that had been given to him by a relation of an old parishioner. He asked where they should be placed. Cllrs advised that they should be offered to Paul Williams.

Verge into Povey's Place

It was believed that the smaller vehicles were being used, but the Clerk is to keep this item on the October agenda for confirmation.

Action: Cllr Stevens and Cllr Greenhalgh are to confirm that smaller vehicles are being used to collect the waste.

Action: The Clerk should keep this item on the agenda awaiting confirmation that smaller lorries are being used.

Verge Trimming in Church Lane

The verge has been trimmed.

Pond & Island

This item is to be included on the October agenda.

Action: The Clerk is to circulate the Risk Management and Pond & Island Management Plan before the October meeting.

Action: The Chair is to invite the interested parishioners to the meeting.

Action: Cllr Brodin is to pull together a file from the documentation she is currently holding.

6. Planning

- **S/18/1302** – Erection of 1no dwelling – Land off Short Drove, Hinton Parva
Cllr Brodin reminded those present that this application was still outside the village settlement boundary. Cllrs agreed that this was black and white. Cllrs felt very strongly that the policy of not building in open countryside should be upheld. Cllr Brodin then read a letter that had been drafted by the Chair for Cllrs approval/amendments. Cllrs agreed this was an excellent letter which should be sent along with the legal appeal decision from a similar application. Cllr Crisp informed Cllrs that the stream into which it was proposed to discharge the sewage treatment plant dries up in the summer. Cllr Cooke pointed out that the stream is on a neighbouring property, not public land. Several other issues were mentioned and it was agreed to amend the letter accordingly. Councillors expressed their thanks to Ian for an excellent letter.
Action: Cllr Brodin is to amend the letter and forward it to the Clerk to send to SBC via email. (Complete)
Action: Clerk is to write to SBC. (Complete)
- **S/HOU/18/1316** – Addition of an exterior terrace at entrance level with two new openings within the main building, and reinstatement of a window at attic level – The Old Mill, Hockerbench, Bishopstone
- **S/LBC/18/1317** – Addition of an exterior terrace at entrance level with two new openings within the main building, and reinstatement of a window at attic level – The Old Mill, Hockerbench, **Action: The**

The Chair had drafted a letter for Cllrs approval/amendments. Cllrs noted the strong local objection and that there is opportunity within the grounds of The Old Mill to create parking spaces that are not visible to the neighbours or from the Conservation Area

Action: Cllr Brodin is to amend the letter and forward it to the Clerk to send to SBC via email. (Complete)

Clerk is to write to SBC. (Complete)

Late Receipt of Planning Notifications

No late planning applications had arrived since the agenda had been issued, but the Clerk had received notification of an Environmental Impact Assessment which had not been uploaded but needed a response by 24th September 2018:

- **S/EIA/18/1472** – Request for Environmental Impact Assessment (EIA) Scoping opinion for proposed development – At: Inlands Farm, The Marsh, Wanborough
Action: The Clerk is to write to SBC to ask for the deadline to be extended to allow Cllrs to discuss it at their next meeting. (Complete)
Action: The Clerk is to add this item to the next agenda. (Complete)

The application is for a “Science Park” but appears to consist of Warehousing and Distribution facilities. Cllrs agreed that the Clerk should request an extension to the deadline for a response. There is to be a presentation by the applicants at the Holiday Inn on 5th September 2018.

[Post meeting note: The Clerk has received a response from Edward Snook that the deadline will be extended to allow for their feedback by 2nd October. The Clerk has agreed to send feedback via email immediately after the meeting.]

PENDING DETERMINATION

- **S/HOU/18/1198** – Hill Manor House, Hatchet Hill, Hinton Parva- erection of a shed
- **S/LBC/18/1162** – Erection of a single storey rear extension – Finch Hill Cottage, The City, Bishopstone
- **S/HOU/18/1161** – Erection of a single storey rear extension – Finch Hill Cottage, The City, Bishopstone
- **S/HOU/18/0862/SASM** – Partial conversion of first floor of existing barn to ancillary residential accommodation/annexe – Old Farm Barn, Church Lane, 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. A Cllr informed those present that the Architect has submitted a letter questioning the Conservation Officers report.
- **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/15/1701/RM** – Erection of 1 dwelling – Land off Short Drove, Hinton Parva, Swindon – **REVISED**

Cllr Sumner had asked the Clerk to remove the Lotmead applications which had been dismissed on appeal.

Action: The Clerk is to remove the two Lotmead applications from the agenda. (Complete)

GRANTED

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

- **S/HOU/18/0249/FL - REVISED** - Erection of a detached garage – Swedish House, 2 The Forty, Bishopstone

Signed:

Date:

REFUSALS
NONE

OTHER ISSUES

- **S/17/1826/HC** – erection of 2 no dwellings & associated works - land at Alfresco Childcare, Newtown Lane, Bishopstone
Ongoing.
- **S/17/2012** – Erection of 1 no dwelling – Former That Hovel, Oxon Place, Bishopstone
As requested, the Clerk had requested the delegated report which had been forwarded to Cllrs via email.

Cllr Brodin reminded Cllrs that David Dewart and Andy Brown from SBC are to attend the October meeting to discuss planning. She suggested that Cllrs write down some notes to run past them whilst they are in attendance as this is their opportunity to ask questions.

Action: Cllrs were asked to prepare any questions they might like to ask.

7. Report from Ward Councillor

The Ward Councillor was unable to attend, the Clerk had requested a briefing note which Cllr Sumner had sent. It had been forwarded to Cllrs before the meeting and is shown below:

Bishopstone PC Ward Update:

NEV: No new updates – Rowborough and Redlands still finalising S.106 and minor details.

Traveller on the Ridgeway:

Awaiting an update from Kanica Perring at SBC who said she would visit him in August to monitor the situation and feedback.

Cllrs were surprised to see that the traveller was still there as another month has passed, which is a further breach of the section 77 order.

Action: The Clerk is to follow this up with Cllr Sumner. (Complete)

Swindon ‘Science Park’:

Consultation on a huge industrial development at Pack Hill/The Marsh, Wanborough which would have a considerable effect on Highways (Commonhead). It is being promoted as a ‘Science park’ but as a first phase is actually industrial packaging & distribution plants. Drop in session from promoters at Holiday Inn 5th September 3-7.30pm

New Town Lane: Update from officer – I will update you once I know if we have been successful. ‘We hold a programming meeting on a Monday, to discuss future works. I will table the repairs for New Town Lane and report back’.

Cllrs noted that the road conditions were getting worse by the day. The Clerk was asked to respond to Cllr Sumner and remind him that it is New Rd and not New Town Lane.

Action: The Clerk is to write to Cllr Sumner. (Complete)

[Post meeting note: Cllr Sumner has replied stating that they do know that it is New Road.]

SHELAA (as part of the Local Plan Review): SHELAA sites will go live end of September on SBC website and officers will be arranging for them and I to visit at your next meeting to discuss detail. Clerks will attend a Clerks Forum on the process (not the sites). Comments from start of October but a statutory consultation on the ‘Local Plan Review’ preferred sites for 6 weeks (Jan 2019).

Planning: I believe training sessions with SBC Planning have been booked?

Short Drove: A revised (further revised) design is forthcoming.

8. Reports from Sub Committees

There were no sub-committee reports.

9. GDPR

Cllr Brodin is happy to carry on sorting through the old archiving on site. The Clerk and Cllrs thanked her for her hard work.

Action: Cllr Brodin will dispose of sorted documents until further notice.

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

10. Community Safety

Cllr Brodin informed those present that no meeting of the Community Safety Forum had taken place. She asked Cllrs to report any issues to her for onward circulation. Cllr Cooke reported some fly tipping on the field in The Lane, Hinton Parva.

Community Speed Watch

Cllr Brodin had received communication the co-ordinator stating that Cllrs Stevens and Cooke are not insured as they have not been trained, they must therefore not participate in the Speedwatch.

The training programme is being revised and there are 2 interested parishioners in Bishopstone. There is going to be an online practical training programme with a practical session with the local police and the team leader (Cllr Brodin). Cllr Crisp expressed his interest in joining the scheme.

Action: Cllr Stevens and Cllr Cooke are to send their vetting forms to Cllr Brodin.

Action: Cllr Brodin is to send application information to Cllr Crisp

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

Cllrs will keep a watching brief on these areas. The Clerk had sent an email to Cllr Greenhalgh with regard to vegetation at the village hall.

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

Action: The Clerk is to re-send the email to Cllr Greenhalgh regarding vegetation around Bishopstone village hall. (Complete)

13. Lengthman Works

This item had been discussed at item 7.

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

14. Traveller

This item had been discussed at item 7.

15. 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. The Lengthman had sent his monthly invoice of £413.50 after the agenda had been issued and the Clerk asked that this be ratified. Cllr Stevens proposed that the accounts were paid, this was seconded by Cllr Crisp and agreed unanimously by those present.

The Lengthman's invoice had arrived after the agenda had been issued and Cllrs agreed this should be brought to the October meeting for approval as it contained extra works on the invoice.

Action: The Clerk is to present the Lengthman's invoice at the October meeting.

16. Correspondence

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

17. Parishioners Feedback/Complaints.Village Hall Parking

The Chair received an email from a parishioner with regard to parking in Bishopstone Village Hall car park and damage to verges from parking. A long discussion took place. It was agreed that the Clerk should respond to the email on behalf of the Parish Council. However, the response should be approved by the Chair before sending.

Signed:

Date:

**Action: The Clerk is to respond to the email after it has been approved by the Chair.
(Complete)**

Rubbish Bin on the Telegraph Pole near former True Hart

The Clerk had received an email from a parishioner asking if the Parish Council was responsible for emptying the bin. A discussion took place and councillors wondered whether this bin was owned by The True Heart. Cllr Greenhalgh is to talk to Tim Finney to ask whether it belongs to the pub, and if so ask that the pub empties it regularly or removes it.

Action: Cllr Greenhalgh is to speak with Tim Finney.

Saltbins

The Clerk is to request that the salt bins in Bishopstone are replenished before the increment weather sets in.

Action: Cllr Stevens is to send the Clerk a list of the locations of the bins.

Action: The Clerk is to request that the salt bins are replenished.

18. Date of Next Meeting

The next meeting is due to take place on Monday 1 October 2018 at Hinton Parva Village Hall at 7:30 pm. The meeting closed at 8:52 pm.