

BISHOPSTONE PARISH COUNCIL
Minutes of the Parish Council Meeting
held at 7:30 p.m.
on Monday 4th June 2018
at Bishopstone Village Hall

Those Present: Val Brodin (Vice Chair), Lesley Drewett (Clerk), Nigel Crisp, Julian Cooke, Douglas Stevens, Stuart McGuigan, Tom Green, Cllr Gary Sumner.

1. Public Question Time

No members of the public were in attendance

Cllr Thomas had given his apologies for the meeting and Vice Chair Cllr Brodin had agreed to Chair the meeting.

2. Approved Apologies

Ian Thomas (Chair), Gill May, Andy Greenhalgh.

3. Declarations of Interest

There were no declarations of interest.

- Signing of acceptance of Office
 Cllrs McGuigan and Cllr Green signed their acceptance of office forms.
Action: The Clerk is to leave this item on the agenda as Cllr May still has her form to sign.
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: The Clerk is to leave this item on the next agenda for those people that had given their apologies.

4. Minutes of Last Meeting

The Chair asked for a proposal that the minutes of the May meeting be accepted as a true record. Cllr Crisp noted that the bus service was no longer owned by GoRide as the action section of the minutes in Public Question Time showed. The Chair amended the minutes to show that the service is provided by West Berks. With this change made, Cllr Stevens proposed that the minutes of the May meeting be accepted as a true record. This was unanimously agreed. The minutes were then signed by the Chair.

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

The Clerk had received an email from Helen Viveash apologising for the delay in her reply to the enquiry about road linings at Hinton Springs, outside both village halls, the Eastern end of the village and at the school. She explained that the Lining Crew is very busy at the moment; their machine was out of action for a few weeks due to a breakdown. They are back on the road now and are doing their absolute best to catch up. She has spoken to their supervisor, Carl Read, who confirmed that the work in the parish should be completed by the end of June.

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

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Fly Tipping Cameras on and around the Ridgeway

Cllr Stevens had amended the policy but still needs to change the date for GDPR. He will do this and forward it to Cllrs before the July meeting.

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

Action: Cllr Stevens is to amend and represent the policy at the July meeting.

Defibrillator

Cllr McGuigan will take this action forward during Cllr Greenhalgh's unavailability. He will liaise with his son, who is willing to carry out training on the defibrillator, with regard to convenient dates. It was agreed that at least 4 weeks' notice ought to be provided. Cllr Crisp enquired whether the same honorarium as previously paid would be acceptable and Cllr McGuigan considered that it would be. Cllr Crisp proposed that funds be allocated accordingly. This was seconded by Cllr Cooke and unanimously agreed by all.

Action: Cllr McGuigan is to liaise with his son to arrange training for volunteers.

30 mph sign

The repair to the 30mph sign by the vehicle activated sign has not been carried out.

Action: The Clerk is to chase SBC to ascertain when the sign will be reinstated.

Report From Ward Councillor

Parking at the Wyncies

Cllr Sumner reported that Officers could not ascertain whether there were any Blue Badge holders living in the Wyncies. A parking presentation will be given by SBC at a future date.

Action: This item can be removed from the agenda.

The City

Cllr Sumner had reported that more works were to be carried out at The City.

GDPR

Action: The Clerk is to contact SBC for their advice regarding archiving. (Complete)

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.

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

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

Cllr Brodin had drafted a data retention policy and a privacy policy. These items were to be discussed later in the meeting.

Verge into Povey's Place

Cllrs were still unsure whether this had been attended to. Cllrs are to notify the Clerk if smaller waste vehicles are not being used. The issue remains a problem.

Action: Cllrs are to notify the Clerk if smaller vehicles are not being used.

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

Lengthman Work

Cllrs reported that some of the works completed by the Lengthman had not been to an acceptable standard. Cllr Cooke and Cllr Thomas have spoken with the Lengthman and councillors agreed that a watching brief should be maintained.

Verge Trimming

The Clerk had reported to SBC that the verge in Church Lane needed trimming, but the works had not yet been carried out. Cllr Stevens felt that the works will be completed on the next round of scheduled works.

Action: The Clerk is to leave this item on the agenda and Cllr Stevens will let her know if the works are not carried out.

6. Planning

- S/17/2030/AB – Change of use of land for use as holiday-letting to tourists – The Chalet, Church Row, Hinton Parva

The DRAFT letter was approved by Cllrs.

Action: The Clerk is to send the response to SBC after the meeting. (Complete)

Late Receipt of Planning Notifications

The following planning application had arrived after the agenda had been issued.

- **S/18/0882/CH** – Demolition of double garage and erection of 1no dwelling and associated works – One Acre, High Street, Bishopstone

Cllrs discussed the above planning application and agreed that their objections on the last application still stood. They asked that the Clerk forward the last letter of objection to the Chair and ask him to draft a letter for comments and submission once approved.

Action: The Clerk is to forward the last letter to the Chair for him to DRAFT a response. (Complete)

Action: The Chair is to DRAFT a response. (Complete)

Action: The Clerk is to send the response to SBC once approved.

PENDING DETERMINATION

- **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
The Clerk had received a call from the applicant with regard to the tree in her neighbours garden and she had directed her to George Reade, Arboricultural officer at SBC.
- **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**
Cllr Crisp explained that an email had been sent to Dave Dewart asking why this application was still undetermined. Mr Dewart had asked Andy Brown to respond, but regrettably his answer was inconclusive. Cllr Sumner said that officers were expecting a another new application for a different new dwelling for this site and he asked what outcome Cllrs were hoping for. Cllrs explained that this application had been awaiting a decision for several years. It is outside the settlement boundary and there are drainage issues. Cllr Sumner asked Cllrs to have an open mind when the application is represented and reiterated the potential impact of the lack of 5 year land supply.

Cllrs emphasised that their main concern was to ensure consistency of decision-making and that planning decisions are clearly explained and justified. Cllrs believed that some planning principles were sometimes given insufficient regard. In particular they were concerned that officers seemed equivocal about the meaning of the phrase “less than substantial harm”. A long discussion took place. Cllrs noted the poor quality of a number of recent planning reports, including mistakes in copy and paste and an apparent lack of proof reading; Cllr Sumner is to follow this through with his new team.

- **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

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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** – Revised Outline Planning Application for the erection of up to 370 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. At: Redlands, Eastern Villages, Swindon
[**Post-meeting update:** Outline planning consent was granted at Planning Committee on 10th April, with several conditions and reserved matters. Details to be provided in due course.]

Cllr Sumner gave a briefing on some of the planning applications that he had discussed with Andy Brown. He noted that Bishopstone Parish Council's agendas are unusually long because many applications remain listed when they are no longer relevant and suggested removal of a number of historic applications, in particular those relating to the NEV.

- The Clerk was asked to remove the Redlands application which had been granted at Planning Committee meeting on 10th April 2018 (shown in post meeting note above).
- West Hinton House dairy unit. Discussions are taking place with agents over concerns raised by the Parish Council.
- The case officer on the Swedish House application is currently on holiday and an extended period for feedback ended late June.
- That Hovel is still awaiting determination.
- As shown on the agenda 5 High Street had been refused.
- Short Drove, the revised supplication is expected to be submitted in the near future.
- Hub applications were not applications that the Parish Council would need to give an opinion on and asked that these were removed.
- Both Lotmead applications are to be decided on 14th June 2018.
- The Alfresco application will take its course.

Action: The Clerk is to remove historic applications from the next agenda. (Complete)

Cllr Green explained that he would like to attend the NEV Meetings, but they were during the day when he had work commitments. Cllr Sumner explained that he too could no longer attend these meetings owing to his new role at the Council. He had therefore extended the invitations to Parishes involved as it was important that someone was able to go, even if it was only to gather information to bring back to the Parish.

GRANTED

NONE

REFUSALS

- **S/17/1232/TB** – Erection of 1no 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

The Chair explained that the court order is yet to be received.

7. Report from Ward Councillor

Cllr Sumner informed Cllrs that the SHELAA process is still moving along. It will be complete by September at the latest. He will be speaking with cabinet colleagues, ward members and then on to Parish Councils for their views of the potential sites. Members of the public will also have an interest. He asked that when the sites come forward, the potential benefits to the village should be considered, including matters such as the future viability of the school.

Junction 15 is still being remodelled and the Air Balloon Tunnel is being considered again. Officers are doing a sense check on the funding for the Eastern Villages and what they can afford and deliver. They are looking at funding schemes for bus routes for the area. There are to be some changes to the NPPF this summer and these could affect the land supply figures again.

At Cllr Crisp's proposal, Cllrs formally congratulated Cllr Sumner in his new role as Cabinet Member for Strategic Planning.

Septic Tank

Cllr Crisp queried progress on the septic tank and was informed that SBC will not take on a never ending responsibility for the tank. SBC advised it is up to the individual residents to either do their own legal investigation if they wish to challenge this position or disconnect and install their own septic tanks. Cllr Sumner promised to share the legal team's formal response once this is available. Three residents have signed up to the scheme to date. Cllr Crisp noted it was disappointing that no compromise had been found so far.

Wyncies Parking

Cllr Brodin asked Cllr Sumner what was happening at the Wyncies with regard to parking. He had been advised that there was no housing budget available for parking changes. A note has been issued to all residents notifying them that the spaces are for use by all. The Parish Council have been advised by SBC that they are unaware of any Blue Badge holders in the Wyncies, therefore the proposed project to create disabled parking must be put on hold until such time that there are known Blue Badge holders living there.

Wyncies & City Footpaths

Cllr Thomas had met on site with Paul Page (who was not the correct person to help with the problem). Cllr Sumner has asked for a site visit at The City, which is to take place week commencing 11th June 2018. He advised that some of the holes in the Wyncies footpath have been filled. The Chair had advised Cllr Brodin before the meeting that not all of the works agreed had been carried out. Cllr Sumner and the Chair will agree a convenient date to meet and investigate both areas.

8. Reports from Sub Committees

There were no sub-committee reports.

9. GDPR

Some Cllrs expressed concern about the new email system, which seemed to be slowing down some of their computer systems. This will be reviewed in a month.

Cllr Brodin had drafted a privacy policy. Owing to the change of email addresses, not all Cllrs had read it. A paper version was circulated and discussed.

Cllr Brodin proposed that this first iteration of the privacy policy be accepted and placed on the website, this was seconded by Cllr Green and unanimously agreed. The Clerk was asked to add a link to her email signature to direct parishioners to the website for the privacy policy wording and signpost it in the Parish Times.

Cllr Brodin had drafted a document retention policy as agreed at the previous meeting. This has also been sent to Cllrs via email. It was noted that this was a 'work in progress' and would undoubtedly need to be refined. Cllr Crisp proposed that the document retention policy version 1 be accepted. This was seconded by Cllr Cooke and unanimously agreed.

Cllrs were reminded that emails from parishioners are personal data and should be deleted once the parishioner's query or problem has been dealt with. Recording of historic information should only be through the medium of the minutes and the clerk's records.

Signed:

Date:

It was further noted that although Parish Council minutes must be kept for ever, SBC do not agree that they are responsible for archiving signed minutes. The Clerk has therefore sent an email to the Society of Local Council Clerks for their guidance on the matter.

To comply with GDPR, the Clerk needed a new lockable filing cabinet as hers is broken. Cllr Crisp proposed that the Clerk purchase a new, lockable filing cabinet. This was seconded by Cllr Cooke and unanimously agreed.

Cllrs thanked Cllr Brodin for her hard work and congratulated her on the work to date.

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

Action: The Clerk to include a note about the new privacy policy in the Parish Times and as a footer to her email signature.

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

Action: Cllr Sumner is to provide his .gov.uk email to the Clerk.

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

10. Community Safety

Cllr Brodin had attended a Community Safety Forum meeting on 22nd May 2018. The Community Speed Watch manager also attended. The Chiseldon representative had asked how Speed Watch data was transferred to SBC in order to justify traffic calming, and attendees were told that this does not happen. CSW is only concerned with educating drivers and reducing speeds. The local CSW team leaders are given monthly data, which might be used to support local requests for traffic calming if appropriate. New Speed Watch volunteers had come forward from Bishopstone and have been given forms to apply for training.

Cllr Brodin advised Cllrs that if they were interested in crime statistics for the Parish they are shown on the Wiltshire police website at <https://www.wiltshire.police.uk/article/841/Crime-Map-for-Swindon-South>. It is clear that we live in a safe place with very little crime. Cllrs were asked if they had been approached with any community safety issues or crime reports: none had been.

11. The Ridgeway Access for Vehicles

There are no further updates.

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

12. The City and Wyncies Footpath

This item was discussed in Item 7.

13. Traveller on the Ridgeway

The Clerk is to write to SBC as it was felt the Traveller's notice period was up.

[Post meeting note: The Chair has contacted Cllr Sumner who has informed him that Bishopstone Traveller has been issued with Section 77, directing him to leave by the 7th July 2018.]

14. Lengthman Works

This item had been discussed as item 5.10. The Chair and Cllr Cooke have spoken with Lee who will carry out an inspection. Cllrs felt the work was currently substandard with two examples given for Hinton Parva. Lee should be allowed a month to put this right. Standards will be reviewed again at the next meeting.

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

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. Cllr Cooke proposed that the accounts were paid, this was seconded by Cllr McGuigan and agreed unanimously by those present.

16. Correspondence

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

The Clerk had received an email from Ashbury Parish Council with regard to their Neighbourhood Plan. Cllrs were asked to view this and bring any feedback to the next meeting.

Action: Cllrs are to read the Neighbourhood Plan and bring any feedback to the next meeting.

17. Parishioners Feedback/Complaints.

City Corner

Cllr Cooke reported overgrown vegetation at City Corner where trees on both sides are encroaching on the road.

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

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

18. Date of Next Meeting

The next meeting is due to take place on Monday 2nd July 2018 at Bishopstone Village Hall at 7:30 pm.

The meeting closed at 9:32 pm.

Signed:

Date: