

BISHOPSTONE PARISH COUNCIL
Minutes of the Parish Council Meeting
held at 7:30 p.m.
on Monday 9th April 2018
at Bishopstone Village Hall

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

1. Public Question Time

Eight members of the public were in attendance to discuss the 5 High Street planning application. They felt that the revised application was largely unchanged from the last one. The only differences being the porch and the loss of a dormer window. Variations in scale had also been noted. The height of the development will take light from numbers 4, 6 and Winton Cottage. Access to the property is considered a problem. The Chair reminded those present that the Conservation Officer's comments had stated all the facts when the last submission was made and agreed there was little change. He hoped the case officer would not ignore these comments. Cllr Sumner felt that the response should ask that the application be taken before the planning committee in the unlikely event of a decision being made to grant. The highways issues, especially around access, were discussed. Parishioners then left and the Chair opened the meeting.

2. Approved Apologies

Douglas Stevens, Andy Greenhalgh.

3. Declarations of Interest

Cllr Cooke declared a non-prejudicial interest in Planning Application **S/17/1232/TB**, item 6.5, and took no part in the discussion.

4. Minutes of Last Meeting

The Chair asked for a proposal that the minutes of the March meeting be accepted as a true record. The proposal was made by Cllr Brodin 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:

White Lines

The white lining at the junctions was complete, except for the work requested at Hinton Springs.

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

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

[**Post meeting note:** Cllr Sumner has notified the Clerk that Roger Mead, Environmental Inspector has already raised an order to refresh the lining through Hinton Springs and it is down to Operations to plan the work in. He has passed his enquiry to Carl Reed the Operations supervisor in charge of the lining crew.]

Fly Tipping Cameras on and around the Ridgeway

Cllr Stevens was not in attendance. Cllr Stevens will update the policy and re-circulate for approval at the May meeting.

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

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

Defibrillator

Cllr Stevens was not in attendance and this item was carried forward. Cllr McGuigan's son is willing to carry out training on the defibrillator. Cllrs McGuigan and Greenhalgh will liaise with regard to dates. This action was to be carried forward to the next meeting.

Action: Cllrs Greenhalgh and McGuigan to liaise to arrange training for volunteers.

Signed:

Date:

Hinton Parva Village Hall Lease

Cllr Brodin explained that some further amendments had been sent through and therefore this action is to be carried forward. The Clerk was asked to leave this item on the agenda.

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

[**Post meeting note:** Cllr Brodin notified the Clerk that the final draft of the lease has been agreed. The Chair of the Village Hall Trust has been advised to contact the Clerk to arrange for the Parish Council's signature.]

Short Drove

S/15/1701/RM – Erection of 1 dwelling – Land off Short Drove, Hinton Parva, Swindon – **REVISED**

Cllr Crisp had asked the parishioners who had complained to report their concerns to the case officer.

Action: Cllr Crisp is to ascertain whether the parishioners who had complained have reported their concerns to SBC

[**Post meeting note:** The Clerk has heard from Cllr Sumner, who had contacted the case officer. The case officer has heard from the agent that the applicants wish to submit another scheme. She will let Cllr Sumner know the details in due course, if it proceeds]

Steps to the Dingle

This work is complete.

30 mph sign

A Cllr reported that the 30mph sign opposite the village hall in Bishopstone has been hit. The verge has been re-instated, but the sign is now in the village hall car park.

Action: The Clerk is to notify SBC that the sign needs to be re-instated. (Complete)

[**Post meeting note:** Cllr Sumner has been notified by SBC that with reference to the missing post & sign in Icknield Way Bishopstone, opposite the village hall, they have already raised an order to replace them and it is down to Operations to plan the work in. Roger Mead, Environmental Inspector has passed the enquiry to Carl Reed the Operations supervisor in charge of replacing post & signs.]

6. **Planning**

- **REVISED - S/LBC/17/1987/TO'C & S/HOU/17/1986/TO'C** – Internal remodelling of layout, improvements to garden area & erection of conservatory – The Old Mill, Hockerbench, Bishopstone

The Clerk had asked for an extension on the deadline for the above 2 planning applications but this was not granted by the case officer. The Clerk requested the revisions from the case officer. Cllrs were happy with the conservation officer's amendments and there had been no objections to the original applications Cllrs agreed that the Clerk could respond showing no objections to the revised plans.

- **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

Cllr Sumner advised that this was not a good application and he briefed those present on developments. The site is to the south of the A420 between the railway bridges and The Hub. The application is for more homes than allocated. He felt the Parish Council should respond along the lines of saying that the development should come forward in accordance with the master plan and this includes the delivery of the infrastructure, including the Park & Ride and housing at the appropriate time and place. No link has been made to the Lotmead site.

- **S/LBC/18/0349/RM** - Erection of a single storey rear extension with a flat roof and skylight – Finch Hill Cottage, The City, Bishopstone
- **S/HOU/18/0348/RM** - Erection of a single storey rear extension with a flat roof and skylight – Finch Hill Cottage, The City, Bishopstone

The Chair explained that he had bumped into the owner of the cottage recently and she had informed him that her Architect had advised her to withdraw the application as the Conservation Officer is not happy with the scale of the development and materials. He felt that the Parish Council should support the advice of the Conservation Officer and the Clerk is to write to this effect.

Action: The Clerk is to write to SBC.

[Post meeting note: the applications have been withdrawn and therefore the letter was not sent.]

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

This item had been discussed and it was agreed that the previous objection still stood. The Chair asked Cllr Green to correct the Highways Officers comments. The Conservation Officers comments should be supported.

Action: The Clerk is to send the original letter of objection to the Chair and Cllr Green for amendment. (Complete)

Action: The Clerk will send a letter to SBC. (Complete)

Late Receipt of Planning Notifications

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

PENDING DETERMINATION

- **S/HOU/18/0249/FL** – Erection of a two-storey front extension & detached garage – Swedish House, 2 The Forty, Bishopstone
The Clerk had forgotten to move this application to ‘pending determination’ on the agenda. She had received a call from the owners of the property with regard to the Parish Council’s response and other queries around the tree and stream. The Clerk had contacted the case officer and asked her to contact the property owner and perhaps arrange a site visit.
- **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
- **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**
This item had been discussed under matters arising,
- **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

Signed:

Date:

The Chair had looked online at the Lotmead application. He felt there should be two applications listed, Phase 1 and Phase 2 which have both been appealed together and called in by the Secretary of State. The determination date for this is 9th May 2018.

Action: The Chair asked the Clerk to add the 2nd phase application to the agenda and minutes. (Complete)

- **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

The Chair advised that the last correspondence for the Redlands application was February 2017 but it is on the agenda for planning committee on 10th April 2018. Cllr Sumner advised that officers' recommendation is to approve. However, there were still many issues outstanding, about which he is awaiting answers. Traffic increases are a particular worry for our villages, and the traffic projections for Redlands contradict those postulated for the proposed Lotmead development.

Action: Cllr Sumner is to notify Councillors of the outcome.

[**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.]

GRANTED

- **S/HOU/18/0213/FL** – Erection of two storey side and single storey rear extension – Chestnut Cottage, City Corner, Hinton Parva
- **S/18/0259/HC** – Change of use of land for purposes ancillary to forestry, construction of a track & hardstanding, storage bay & associated works without compliance with condition 1 of Planning Permission S/16/1459 – Land Adjoining Green Banks, Hinton Parva Lane, Hinton Parva
- **S/17/1897/IH** - Starveall Farm, Bishopstone

REFUSALS

NONE

OTHER ISSUES

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

The Chair explained that a legal challenge has been lodged against SBC. SBC accepted all of the mistakes but said that the case officer had discussed this with Andy Brown and they were all taken into account in the decision. The Parish Council have submitted the challenge into court and SBC have until 18th April 2018 to respond. The Chair explained to Cllr Sumner that Cllrs felt very strongly about the decision. The Chair had visited the applicants again to keep them informed.

7. Report from Ward Councillor

Septic Tank

Cllr Sumner advised those present that a meeting had taken place between SBC and residents. Cllr Sumner had also attended a pre-meeting with Mr Richard Cooke. Cllr Sumner was disappointed to find that no 'homework' had been carried out on the deeds prior to the meeting. All the deeds are different and need to be looked at by the Legal Department. Three parishioners (owing to house sales) have taken on responsibility for the septic tank and therefore have also taken on responsibility for shared replacement. Cllr Sumner promised SBC will respond to residents within two months. He explained they now have email addresses so contact will be easier and faster. Cllr Crisp expressed the view that SBC need holding to two months for a result.

Parking at The Wyncies

Cllr Sumner had met on-site with officers and Highways. He explained that it is not easy to provide parking owing to limited space. They have considered several options, on which he briefed Cllrs, and work is continuing to find a solution. Cllrs enquired about Blue Badges, as they had asked how many residents hold these. Cllr Sumner did not think there were any Blue Badge owners in the Wyncies, but he is to look into this. Cllrs expressed the view that there is a need to provide parking if this type of housing is provided by the Local Authority. Cllr Sumner stated there was a possibility that some of the houses could be given

off road parking in their front gardens, but this would result in a need to increase the rent. However, this could be delayed until a property has a new tenant. They would not expect existing residents to be charged. **Action: Cllr Sumner is to find out how many Blue Badge holders live in The Wyncies.**

The City

Cllr Sumner had emailed the Clerk before the meeting to inform her that the path leading from The City had been cleaned. Also the mud had been cleared from the steps near the pond. SBC will also block the top of the steps with concrete filled sand bags, to prevent the soil from being washed down. The Chair advised Gary that the work on the steps is very helpful, but the work done had not solved the problem. There is still a lot of earth to be stripped back and if this could be done he felt that the Parish Council could look after it in the future. Cllr Sumner has emailed the team to request the works.

Action: Cllr Sumner is to follow up on his request for works.

New Road

Cllr Sumner read an email to those present and explained that there is to be a meeting with Highways and Streetscene on 10th April 2018 to see what options are available to make the road safe. He went on to say the road is sinking and therefore something has to be done to rectify it.

Body Horse Hill

Cllr Sumner reported that the potholes on Body Horse Hill had been patched. Cllrs reported that it was a shoddy job.

Southern Connector Road

A long discussion took place with regard to the problems around the Southern Connector Road.

8. Reports from Sub Committees

There were no sub-committee reports.

9. Lengthman Work- Contract Tender

The Chair explained that the deadline for renewal of the contract has passed. One other quote had been received, plus a reply to say the contractor could not undertake the work. Cllrs agreed that whoever submitted the lowest bid should receive the contract. This was Allbuild. The brief provided had been more extensive this year and included maintenance of The City path once it has been cleaned. The Wyncies and Cues Lane tarmac footpath is in a disgusting state and is on SBC’s list for resurfacing. Cllr Sumner is chasing progress on this. The Chair proposed that the Lengthman should tidy the area, the Parish Council owns the hedges and shrubbery.

Cllr Crisp, Chair of the Finance Committee, explained that Allbuild’s contract had been amended from a process orientated contract, where the team had been expected to turn up twice a month, to a results based contract for a fixed monthly fee of 12 equal instalments. Bins will still be emptied fortnightly and hedge cutting at the Wyncies will take place in the spring and autumn. Work on the paths will be carried out on an adhoc basis at an hourly rate. Cllr Crisp proposed that the lowest available quote for the Lengthman’s contract (Allbuild) be accepted. This was seconded by Cllr Brodin and unanimously agreed. The Clerk will send a new contract to Allbuild for signature.

Action: The Clerk is to send the new contract to Allbuild for signature. (Complete)

The Chair then reminded Cllrs of the work needed on the bank at Nell Hill. The Lengthman had suggested putting a membrane to stabilise the bank with ivy planted in it. A quote of £350.00 + VAT had been discussed. The Chair proposed that the Lengthman carries out the netting and planting of the ivy at Nell Hill. This was seconded by Cllr McGuigan with 5 Cllrs in favour of the proposition and 1 against.

10. GDPR

Cllr Brodin had kindly offered to take the lead on the General Data Protection Regulation, (GDPR) which comes into force on 25th May 2018. She had prepared an excellent presentation and went over the key points:

- What GDPR is and how it will affect the Parish Council

Signed:

Date:

- Key terms and their meanings in GDPR
- Appointing a Data Protection Officer
- First steps towards compliance with GDPR.

Cllr Brodin offered to coordinate a data audit as the first step towards ensuring compliance with GDPR. She shared a spreadsheet model of the types of data to be captured. Councillors were asked to review the model, use it to help them identify what Parish Council data they hold, and let her know what data they hold and why, so that she can start to prepare our own spreadsheet.

Action: The Clerk and Cllrs are to make notes on what data they hold, and let Cllr Brodin know so that she can begin to develop a spreadsheet record.

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

The Clerk and Cllr Brodin are to attend the WALC-SAC meeting on GDPR at Haydon Wick Parish Council on 23rd April 2018. Cllrs thanked Val for her hard work.

11. **Community Safety**

Cllr Brodin had attended the last Community Safety Forum. The local police do wish to receive reports about cannabis waste. Cllrs should email any reports to Cllr Brodin who will forward this on to the local police contact as it is not relevant to use the 101 number. She went on to explain that the police are keen to use social media more effectively, but it will take time for all officers to come on board and understand how best to use it. North Swindon are already making good use of social media, and South Swindon will increasingly follow suit.

12. **Main Points**

Church Commissioners

The Chair has received no further updates and no application has been put in on Prebendal Farm. There had been no further information on the SHELAA, the Chair felt this should go out to consultation in June.

13. **The Ridgeway Access for Vehicles**

The Clerk had received 10 responses supporting closure of the Ridgeway to vehicles and 1 against. There had been an offer to set up a petition, but Cllrs felt this was not necessary.

Action: The Clerk is to leave the original article in the next Parish Times. (Complete)

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

14. **The City and Wyncies Footpath**

This item had been discussed under item 7.

15. **Accounts to be Paid**

The Clerk had been unable to complete the HMRC RTI paperwork owing to the end of the financial year and therefore the total pay to the Inland Revenue and the Clerk had been listed as To Be Advised. The Clerks tax payment for 9/4/18 was £73.60 and the Clerks salary was £294.68. Once entered onto the HMRC site, the paperwork had been forwarded to Cllr Crisp for his approval. This had been received by the Clerk 8/4/18.

The Chair of the Finance Committee asked whether Cllrs felt it was necessary to pay the subscription for the WALC-SAC. It was agreed that this is a valuable source particularly with GDPR looming.

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. Cllr Crisp 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.

17. **Parishioners Feedback/Complaints.**

Drain at the Mission

The drain at the Mission is in full flood again.

Action: The Clerk is to report the problem to SBC. (Complete)

[Post meeting note: The Clerk has received a response from Paul Paige Environmental Inspector (Drainage) to say that he had sent a team out to jet the drain. He will also CCTV this at some point to see if there is a permanent fix he can do.]

Parking on Church Row

Cllr Cooke reported that there is still a problem with parking on Church Road. Cllrs agreed there is no solution available.

Cllrs details in the Parish Times

Cllr May reported that her details are not listed in the Parish Times.

Action: The Clerk is to add Cllr May’s details to the Parish Times. (Complete)

Dog Excrement

Following many complaints, The Clerk was asked to put an article in the Parish Times.

Verge into Povey’s Place

It had been reported that the large refuse vehicles are damaging the verge at Povey’s Place. The Clerk is to ask that the small vehicle that collects refuse from the Wyncies also collects it from Povey’s Place.

Action: The Clerk is to ask for a small vehicle to collect refuse from Povey’s Place. (Complete)

[**Post meeting note:** The Clerk had reported this to the wrong person and Cllr Sumner has kindly referred the problem on through the members hotline.]

18. Date of Next Meeting

The next meeting is due to take place on Monday 14th May 2018 at Bishopstone Village Hall. **The Parish Assembly will start at 7:00 pm followed by the AGM at 7:30 pm.**

The meeting closed at 9:45 pm.

Apologies: Cllr May gave her apologies for the May meeting.

Signed:

Date: