

**BISHOPSTONE PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held at 7:30 p.m.**  
**on Monday 13 May 2019**  
**at Hinton Parva Village Hall**

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

The Vice Chair, Cllr Valerie Brodin opened the meeting in the Chair's absence.

**1. Public Question Time**

There was only one member of the public in attendance. He had attended to discuss the planning application on 5 High Street, Bishopstone. The size of the side extension is not shown on the drawings but looks to be the width of the house and has an impact on his amenities. He is going to object to the application and the rear extension on loss of light and overlooking his property. He also queried the deadline for the response which the Clerk confirmed was the 17<sup>th</sup> May 2019.

**2. Approved Apologies**

Ian Thomas (Chair), Andy Greenhalgh, Gill May, Cllr Gary Sumner.

**3. Election of Chair**

Cllr Brodin confirmed that Cllr Thomas wished to stand down as Chair. Cllr Crisp proposed that Cllr Brodin assume the position of Chair, this was seconded by Cllr McGuigan and unanimously agreed by those present. Cllr Brodin was willing to accept the position and Cllrs thanked her for accepting.

Cllrs extended their thanks to Cllr Thomas for his sterling services as Chair in circumstances that had at times been very challenging.

**4. Election of Vice Chair and signing of Acceptance of Office**

The Chair then asked for a proposal for the position of Vice Chair. She explained that Cllr Thomas was willing to stand as Vice Chair if no other interest was shown, which it was not. Cllr Stevens proposed that Cllr Thomas assume the position of Vice Chair, this was seconded by Cllr McGuigan and unanimously agreed by those present. The Clerk did not ask the Councillors present to sign their Acceptances of Office, she will therefore bring these to the June meeting for signing.

**Action: The Clerk is to add Acceptance of Office to the next agenda in order that Cllrs can sign their forms during their next attendance.**

**Action: The Clerk is to send the completed declaration of office forms to SBC.**

**• Sub-Committees**

The sub-committees were discussed. It was decided that the over-arching term 'sub committees' implied a process that did not in fact happen, and it was agreed to change this title to Key Responsibilities with named councillors taking a lead on each area of responsibility. Key responsibilities of Planning (leads Cllr Thomas and Cllr Green) and Website/IT (lead Cllr Crisp) were added to the published list. Cllr Green said that Cllr Greenhalgh is happy to remain as the nominee in his areas, but Cllr Green would act as deputy until Cllr Greenhalgh is able to attend.

Key Responsibility	Representative Hinton Parva	Representative Bishopstone
Finance Sub-committee	Nigel Crisp/Julian Cooke	
Footpaths and Highways	Julian Cooke	Stuart McGuigan/Ian Thomas
Pond & Island Management		Doug Stevens/Andy Greenhalgh
Hinton Parva Village Hall	Valerie Brodin	
Bishopstone Village Hall		Andy Greenhalgh/Tom Green
Hinton Parva Charities	Peter Cooke	
Bishopstone United Charities		Karolyn Tapper (Ex Cllr) Lesley Drewett (Clerk) Laurie Manktelow (Ex Cllr)
Tree Warden	Julian Cooke	Ian Thomas
Russley Park Liaison		Andy Greenhalgh/Tom Green
Responsible Financial Officer		Lesley Drewett (Clerk)
Planning		Ian Thomas/Tom Green
Website/IT	Nigel Crisp	

**Action: The Clerk is to check whether all Cllrs are happy to continue to take the lead in the areas of responsibility listed.**

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Cllr Crisp confirmed that he now has access to manage the PC website and email system. He sought Cllrs views on the focus of the website, which had originally been designed to allow many community groups to run their own sections, but required time and technical knowledge to maintain. It was noted that much of the content was now out of date and pages were frequently difficult to navigate, making it hard to find information that was posted. Cllrs also felt that the website was looking dated.

Cllrs decided that a Parish Council only website would be easier to manage and keep up to date with current news and parish information that parishioners could access more easily. It was agreed that commercial activity on the site would be inappropriate.

Cllrs concluded that the website should be taken back to basics and then grown from the bare essentials. It was proposed that it should have one owner and the content should be current PC news, information and parish business.

Cllr Crisp explained that easier management of the website could be achieved through the use of a free or paid for 'theme' to control the look and feel of a site and allow faster upload of content. Available 'free' themes were somewhat limited in functionality and appearance and a paid for theme would enable a more professional look to be achieved. Cllr Crisp proposed that a paid for theme should be purchased. This was seconded by Cllr McGuigan and unanimously agreed.

Cllrs discussed whether to embrace and incorporate Facebook, but decided to limit the PC's online communication to the website only.

**Action: Cllr Crisp will begin work on a new website to eventually replace the existing one.**  
**Action: Cllr Crisp is to check Cllr May's set up on the email system.**

- **Meeting Dates**

It was agreed to continue meeting on the first Monday of every month. The meeting dates for 2019/20 were agreed by Cllrs and are shown below:

3 June 2019 Bishopstone  
1 July 2019 Hinton Parva  
5 August 2019 Bishopstone  
2 September 2019 Hinton Parva  
7 October 2019 Bishopstone  
4 November 2019 Hinton Parva  
2 December 2019 Bishopstone  
6 January Hinton Parva  
3 February Bishopstone  
2 March Hinton Parva  
6 April Bishopstone  
11 May Bishopstone - Parish Assembly & AGM

**Action: The Clerk is to book both Village halls.**

5. **Declarations of Interest**

There were no declarations of interest.

6. **Minutes of Last Meeting**

Cllr McGuigan noted that Cllr Thomas's surname had been wrongly entered as Thompson in the minutes. With this change the Chair asked for a proposal that the April meeting be accepted as a true record. The proposal was made by Cllr Cooke and unanimously agreed by all present. The minutes were then signed by the Chair.

7. **Matters Arising**

All actions from the previous meeting had been completed except:

Community Speed Watch

Cllr Stevens and Cllr Cooke still need to carry out the online training. Cllrs noted that the speed of traffic in the parish had increased recently.

**Action: Cllr Stevens and Cllr Cooke will carry out the online training.**

**Action: Cllr Brodin will collate and book practical training thereafter. (Complete)**

[The Chair has contacted Rodger Fooks and he has offered some dates for the practical training, but Cllrs need to have done their online training before the practical training.]

The Ridgeway Access for Vehicles

Cllr Green had forwarded a report via email before the meeting. Cllr Crisp had researched the cost to the Borough of fly tipping. It ranges from £150.00 - £500.00 per load collected.

Cllr Crisp will now begin to draft a case supported by data and photographs, aiming to submit a case by the end of the summer. The case will emphasise the holistic and recreational uses of the Ridgeway. It was suggested that tourism information demonstrating usage might be available to support the case.

**Action: Cllr Crisp is to draft a case for discussion. He will also contact the Ridgeway Trail to find out whether they have useful data.**

Pond & Island

Cllrs were unaware whether the Lengthman had been contacted by Cllr Thomas. This action was therefore carried forward.

**Action: The Chair is to contact Lee of Allbuild to carry out extra work.**

Cllr McGuigan had met with the parishioner and agreed the placement of the memorial seat. The family will meet to dedicate the bench on Sunday 26 May 2019 and Cllr Stevens will join them.

**Action: The Clerk is to provide the parishioner with Cllr Stevens contact details. (Complete)**

Litter Picking

SBC had offered kits free of charge and they have been delivered to Cllr Crisp. The Clerk had therefore not ordered any extra. Another Parish's Kit was delivered to the village hall and the Clerk has been contacted by SBC with regard to retrieving them.

**Action: The Clerk is to liaise with SBC. (Complete)**

**Action: Cllr Cooke has agreed to keep the kit at the farm.**

**8. Planning**

- **S/19/0445** – Change of use of agricultural building to a single dwellinghouse (Use Class C3) and associated works – Upper Farm, Hinton Parva Lane, Hinton Parva

Cllrs had no objections to the above planning application.

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

- **S/OUT/19/0582** – Outline Planning application (means of access off Wanborough Road not reserved) for demolition and/or conversion of existing buildings and redevelopment to provide up to 2,500 homes (Use Class C3); up to 1,780 sqm of community/retail uses (Use Class D1/D2/A1/A3/A4); up to 2,500 sqm of employment use (Use Class B1); sports hub; playing pitches; 2no. 2 Form Entry primary schools; green infrastructure; indicative primary access road corridors to A420; improvements to Wanborough Road and associated works – Lotmead Site Eastern Villages

This application was discussed. It was agreed that Cllr Green would draft a response by the end of the week.

**Action: Cllr Green is to draft a response for Cllrs approval.**

**Action: The Clerk was asked to contact the case officer to ask for extra time to respond. (Complete)**

- **S/HOU/19/0456** – Erection of a garage and relocation of oil tank – 9 The Wyncies, Bishopstone
- Cllrs had no objections but supported the conservation officer's comments regarding the use of higher quality materials.

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

- **S/HOU/19/0525** – Erection of a two storey side and first floor rear extension – 5 High Street, Bishopstone
- The Clerk advised that she had emailed the case officer stating that the Parish Council would like to see the conservation officer's report. However, this was still not available. Cllrs had no objections PROVIDED that the Conservation Officer was satisfied that the proposed extension would not harm the symmetry of the existing terrace and that the proportions of the extension are considered to be in keeping.

**Action: The Clerk is to draft a letter for the Chair and Vice Chair's approval. (Complete)**

**Action: The Clerk will send the approved letter to SBC. (Complete)**

- **S/19/0703** – The construction of a new road to link the A419 Commonhead Roundabout to the proposed New Eastern Villages (NEV) development including improvements to the existing Commonhead Roundabout & Pack Hill, new junctions with Pack Hill, The Marsh & Wanborough Road, new footway/cycleway & associated earthworks, drainage works & landscaping – Land East of the A419, Between Commonhead Roundabout & Land North of Wanborough Road, Swindon

Cllr Green explained that the Parish Council had understood and accepted the Eastern Villages and the response to SBC should take this into consideration. He asked that this application should be discussed at the next meeting. Cllrs were asked to review the plans prior to the meeting.

**Action: The Clerk is to ensure that this application is discussed at the next meeting in order to generate a response.**

**PENDING DETERMINATION**

- **S/18/0520/IH - REVISED** – Demolition of existing dairy building & erection of a building to provide 4 no b&b suites with ancillary service accommodation and use of existing yard for associated car parking – Ex-Dairy Building, Rear of West Hinton House, Hinton Parva Lane, Hinton Parva
- **S/OUT/17/1990** – Outline planning application (with means of access to the A420 not reserved) for up to 1,700 homes; education provision including a 10 form entry secondary school and a 3 form entry primary school with

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attendant sports pitches; a sports hub and open space; a park and ride; a local centre up to 1,000sqm including classes A1,A2,A3,A4,A5 and D1 uses; public open space/green infrastructure; new informal and formal recreation spaces and the formation of two new accesses from the A420 – Great Stall East – Land South of the A420, South Marston, Swindon

- S/18/1663 – Change of use of barn to dog kennels (Sui Generis) – Lammy Down Farm, Russley Park, Baydon

#### **OTHER ISSUES**

NONE

#### **GRANTED**

- S/LBC/18/1710 & S/18/1709 - **REVISED**- Demolition and conversion of existing barns to create 5 no dwellings with associated garages, landscaping, ancillary development and repairs to Grade II listed wall—Prebendal Farm, Icknield Way, Bishopstone

#### **REFUSALS**

NONE

#### **9. Report from Ward Councillor**

Cllr Sumner was not in attendance. He had emailed the Clerk a briefing note which had been forward to Cllrs. With regard to the current planning applications (Lotmead) he did not think there was anything new to put in a report. He was expecting a call from Zoe Moore in Highways to discuss Nell Hill / The City that day. He has retained his Cabinet role in the new Administration.

*[Post meeting note: The Clerk has emailed Cllr Sumner to ask if he had received the call from Zoe Moore, but has not received a response.]*

Cllr Sumner had asked whether, once the date was announced for the Local Plan Review consultation, the Parish Council would wish to facilitate a ‘drop in’ for residents or whether they would they rather he booked the hall for a Saturday morning as part of his ward surgery. Cllrs discussed this and confirmed that they preferred to organise the PC’s own ‘drop in’ in July as shown in the Parish Times and Chair’s annual report.

**Action: The Clerk is to notify Cllr Sumner that the PC will organise its own ‘drop in’.**

**Action: The Clerk is to add this item to the next agenda for detailed planning of the event.**

#### **10. Reports from Sub Committees**

The Chair of the Finance sub-committee expressed his thanks to the Clerk for her meticulous financial reports and bookkeeping. He asked that this be minuted.

#### **11. Accounts Annual Governance Statement 2018-19**

This document had been emailed to Cllrs before the meeting. The Chair read the annual governance statement 2018/19 and Cllrs agreed that to the best of their knowledge and belief all of the points were in order. The statement was then signed by the Chair and the Clerk.

#### **12. Ratification of Accounts**

The 2018/19 accounts had been audited by the internal auditor, Paul Bailey. The Chair asked if Cllrs were happy for the accounts to be ratified. A proposal was put forward by Cllr Crisp that the accounts be ratified, seconded by Cllr Stevens and unanimously agreed, then signed by the Chair and the Clerk.

**Action: The audit must be advertised on the website by 16<sup>th</sup> June 2019.**

The documentation will be put onto the Parish Council’s website. The documents will be put into the July newsletter and will be posted on the notice boards for people in the parish who may not have access to a computer.

**Action: The Clerk is to send the accounts to the external auditor by 16<sup>th</sup> June 2019.**

The internal auditors report regarding PAYE was noted and Cllrs agreed that the Clerk’s basic salary could be entered onto the HMRC RTI system on a specific day in each month in order to obviate any penalties. Any extra work carried out during the month will be shown at the next meeting, ratified and paid the following month. The Clerk is to seek training on the system.

*[Post meeting note: The Blunsdon Parish Council Clerk is to provide some help and training.]*

Councillors expressed their gratitude to Paul Bailey for his ongoing voluntary support and help with auditing the accounts. Cllr Crisp proposed that the internal auditor be given an honorarium, this was seconded by Cllr Stevens and unanimously agreed. The Clerk will organise it.

#### **13. SHELAA**

This item will be planned at the next meeting.

**Action: The Clerk will leave this item on the next agenda.**

#### **14. Pond & Island**

It was agreed the completion of the Top of the Trees work should be approved by Cllr Thomas. Cllr Stevens also asked that the school allotment details should be confirmed by Cllr Thomas.

**Action: The Clerk is to check that Cllr Thomas is happy that the works have been completed.**

15. **GDPR**  
Cllr Brodin reminded those present that any personal information held on their computers that is no longer in use should be deleted. Cllr Crisp confirmed he had deleted some old information from the website.  
**Action: The Clerk is to leave this item on the agenda.**
16. **Community Safety**  
Cllr Brodin had been unable to attend the meetings recently and she asked whether there had been any problems that should be reported. Cllr Green and Cllr Stevens reported some trailers that had been stolen. Cllr Brodin confirmed that the police knew about this. Cllr Stevens reported that farmers should be aware of activist groups that are targeting farms, and explained that some organisations were providing information to activists on how to break into farms legally. Cllr Brodin will raise this at the next Community Safety Forum meeting and asked Cllr Stevens for a link to the websites mentioned.  
**Action: Cllr Stevens is to email the Chair a link to the websites.**
17. **The Ridgeway Access for Vehicles**  
This item had been discussed at item 7.2.
18. **Lengthman Works**  
Nothing to report, Cllrs were pleased with his work. Cllr Stevens reported that the lengthman had had all of his tools stolen recently and councillors expressed their sympathy.
19. **Traveller on The Ridgeway**  
The traveller has left the site and is now in Oxfordshire. Cllr McGuigan had provided Kanica Perring with a response to her last email, but no reply had been received.
20. **Parish Council Website**  
This item had been discussed at item 4.1.
21. **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 McGuigan and agreed unanimously by those present.  
[Post meeting note: On the issued agenda the Clerk had put her salary in the tax cell and the tax in her salary cell. This has been amended on the agenda for audit purposes.]
22. **Correspondence**  
The Chair asked Cllrs if they wished to view any correspondence; none did.
23. **Parishioners Feedback/Complaints.**  
Motorway Bridge  
Cllr Stevens reported problems with the expansion joint over the motorway bridge in Wanborough.  
**Action: Cllr Stevens is to report this on MY ACCOUNT.**
24. **Date of Next Meeting**  
The next meeting is due to take place on Monday 3 June 2019 at Bishopstone Village Hall.  
The meeting closed at 9:40 pm.

Signed: .....

Date: .....