# BISHOPSTONE PARISH COUNCIL

**Minutes of the Parish Council Meeting**

**held at 7:30 p.m.**

**on Monday 3 June 2019**

**at Bishopstone Village Hall**

**Those Present:** Val Brodin (Chair), Lesley Drewett (Clerk), Ian Thomas (Vice Chair), Andy Greenhalgh, Gill May, Tom Green.

1. **Public Question Time**

No members of the public were in attendance.

1. **Approved Apologies**

Nigel Crisp, Julian Cooke, Stuart McGuigan, Douglas Stevens, Cllr Gary Sumner.

1. **Declarations of Interest**

There were no declarations of interest.

1. **Minutes of Last Meeting**

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

* **Signing of Acceptance of Office**

The Clerk apologised for omitting to ask the Cllrs to sign their acceptance of office forms at the AGM. Those present were asked to sign their forms.

**Action: The Clerk is to add Acceptance of Office to the next agenda in order that Cllrs not in attendance could sign their forms.**

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

1. **Matters Arising**

All actions from the previous meeting had been completed except:

Community Speed Watch

The Chair advised those present that all volunteer Cllrs had now been trained. There are now six community speed watch volunteers between the two villages. The police are trying to be more active in support of community volunteers. When team leaders log into the online duty roster with the dates they intend to carry out speed watch, the local police will be able to see this and when possible turn out in support. The speed monitoring device will be back in the parish week commencing 10 June 2019.

The Ridgeway Access for Vehicles

Cllr Crisp has started working on the case for discussion.

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

Pond & Island

Cllr Thomas was to check whether the Lengthman’s duties should be increased. Cllr Stevens had reported that it did not look as though the Lengthman had visited to date. The Clerk had contacted Top of the Trees and the work that had not been done is to be started towards the end of June.

**Action: Cllr Thomas is to contact Lee of Allbuild with regard to carrying out extra work.**

Litter Picking

SBC had been chasing the Clerk to retrieve the wrongly-delivered kits, which have now been collected from the Clerk. However, SBC thought some rings were missing. The Clerk will check the village hall on her next visit.

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

**Action: The Clerk will check the village hall on her next visit.**

PENDING DETERMINATION

* **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

Cllr Green had sent a draft to the Clerk before the meeting. The Clerk is to forward this to Cllrs for any amendments/approval.

**Action: The Clerk is to forward the response for Cllrs approval. (Complete)**

**Action: The Clerk is to write to SBC once the DRAFT has been approved. (Complete)**

* **S/HOU/19/0525 –** Erection of a two storey side and first floor rear extension – 5 High Street, Bishopstone

The Chair explained that she had received two complaints about the Parish Council’s initial letter to SBC. However, the Clerk had chased up the Conservation Officer’s report and when it was received a follow-up letter was sent confirming the PC’s objection to the plans. The Conservation Officer’s report was only uploaded to the website this afternoon and there had been no explanation for the delay.

**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

This item was discussed and it was agreed that Cllr Green would draft a letter for Cllrs approval.

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

**Action: The Clerk is to write to SBC once the draft has been approved. (Complete)**

Community Safety

Cllr Stevens reported that farmers should be aware of animal rights 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 and asked Cllr Stevens for a link to the websites mentioned.

**Action: Cllr Stevens is to email the Chair a link to the websites for the Chair to raise at the next Forum meeting. (Complete)**

**Action: The Chair is to raise this item at the next Forum meeting. (Complete)**

Ratification of Accounts

The Clerk is to ensure that the audit is advertised on the website by 16th June. The signed-off documents have been sent to the external auditor.

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

1. **Planning**

No planning applications had been received. The Chair had been contacted by a parishioner with regard to an application being submitted but this had not been received and was not yet on the SBC website.

**PENDING DETERMINATION**

* **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
* **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
* **S/HOU/19/0525 –** Erection of a two-storey side and first floor rear extension – 5 High Street, Bishopstone
* **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
* **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 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

**OTHER ISSUES**

* **S/LBC/18/0520/IH –** Demolition of existing dairy building - Ex-Dairy Building, Rear of West Hinton House, Hinton Parva Lane, Hinton Parva had been **WITHDRAWN** as it had been found not to be listed.

**GRANTED**

* **S/HOU/19/0456 –** Erection of a garage and relocation of oil tank – 9 The Wyncies, Bishopstone
* **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 exiting yard for associated car parking – Ex-Dairy Building, Rear of West Hinton House, Hinton Parva Lane, Hinton Parva
* **S/18/1663 –** Change of use of barn to dog kennels (Sui Generis) – Lammy Down Farm, Russley Park, Baydon

The **GRANTED** schedule for the above planning application had been received after the agenda had been issued.

**REFUSALS**

**NONE**

1. **Report from Ward Councillor**

Cllr Sumner was not in attendance. He had emailed the Clerk a briefing note which had been forward to Cllrs and is shown below:

* Inlands Farm (Swindon ‘Science Park’): Due to outstanding details they have been granted an Extension of Time to 30/8. Outstanding matters include Heritage (archaeology – only Phase 1 was trenched so the remainder has to be done), Ecology and Highways matters also outstanding. I have asked how this will be dealt with during the summer holidays and the Planning Officer accepts we will need to review in later July.
* SHELAA (as part of the Local Plan Review): Due to time taken assessing sites and comments the Reg18 Statutory Consultation on the Local Plan Review will be likely to commence later July but due to the holidays extended to the end of September (so 8 weeks rather than 6).
* Southern Connector Road: Comments by 4/6 – we need clarity on the junction with Wanborough Road as to how ‘through traffic’ will be deterred.
* Junction 15: Work due to commence September. Anticipating contractor engagement shortly on mitigation during construction/
* White Hart / Gable Cross: Consultation events confirmed times are Saturday 20th July, 9am to 12.30pm at Grange Leisure Centre, and Wednesday 24th July 1.30pm to 6.30pm at Coleview Community Centre. All presentation material will be sent to Councillors for information on Friday 12th July. This will inform residents about the construction programme likely to commence October 2019.

A Cllr was querying whether it was the same contractor working at White Hart and Junction 15.

**Action: Cllr Green is to seek clarity on this point from Cllr Sumner.**

* Keypoint (incinerator) Appeal: Keypoint decision is now anticipated to be on or before 11th June. This is 2 weeks later than we were advised last week and is due to the Inspector being ill.
* The City: You may be aware that residents have received letters from Amanda Brown in Highways to request that owners of land up to the path keep their vegetation and soil clear from the path. This was requested by Bishopstone PC and SBC have said in the letter that they will do any work not on private land.

A discussion took place about the way this issue had been managed. Councillors considered that the letter need only have been sent to one household which was the main problem area. Cllrs would have appreciated an opportunity to review the letters before they were sent, which could have avoided unnecessary upset to Parishioners. Cllrs also noted the vegetation at the village hall was encroaching on the path and required management.

**Action: The Clerk will write to SBC.**

**Action: The Clerk will write to the village hall.**

1. **Key responsibility Area Updates**

The Chair advised Cllrs that the Hinton Parva Village Hall is currently having a new roof installed over the toilet block. The Clerk informed Cllrs that she delivers the Parish Times to Russley Park monthly.

**Action: The Clerk was asked to change ‘Tree Warden’ to ‘Trees’ on the chart. (Complete)**

1. **SHELAA**

* Drop In

This item was discussed, and it was agreed that the date should be Saturday 13th July 2019 from

11:00 am – 13:00 pm. It was agreed that all Cllrs that can be available, should attend. Tea & biscuits will be supplied.

**Action: The Clerk is to ask SBC for some A1 maps. (Complete)**

**Action: Cllr Thomas will supply an announcement for the Parish Times. (Complete)**

**Action: Cllr Thomas is to pull together some feedback forms.**

**Action: The Clerk is to check the village hall is available. (Complete)**

**Action: Cllr Green is to create a crib sheet for Cllrs.**

1. **Pond & Island**

This item was discussed at item 5.3.

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

1. **GDPR**

There were no updates.

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

1. **Community Safety**

This item was discussed at item 5.6. Cllr Brodin will attend the next meeting on 6th June 2019. The Chair asked if any neighbourhood problems had been reported, none had.

1. **The Ridgeway Access for Vehicles**

This item had been discussed at item 5.2 and is ongoing.

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

1. **Lengthman Works**

This item had been discussed at item 5.3. The Clerk has asked the Lengthman for a new insurance certificate as the one she holds ran out of date at the end of May.

1. **Traveller on The Ridgeway**

The Clerk had received an email from CPRE explaining that Ashbury were happy with the traveller in residence.

**Action: The Clerk is to remove this item from the agenda.**

1. **Parish Council Website**

Cllr Crisp is continuing to work on creating an updated website.

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

1. **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 Clerk advised Cllrs about the payment to HMRC of £27.15 for employers NIC. She explained that she had now received some training on the HMRC RTI software from the Blunsdon Responsible Officer and hopefully this problem should now be resolved. Part of the problem identified was owing to the irregularity of salary payments to the Clerk due to meeting dates.

**Action: Cllr Crisp & the Clerk are to liaise.**

The Clerk had also received an invoice from WALC – SAC for £15.00 for their annual subscription after the agenda had been issued. After a short discussion, Cllrs agreed that it was worthwhile remaining a member of this association.

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

1. **Correspondence**

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

1. **Parishioners Feedback/Complaints.**

Parking Church Row Hinton Parva

The Clerk had received an email from a parishioner regarding parking in Church Row Hinton Parva. Unfortunately, this had not been discussed at the May meeting, but had been forwarded to Cllrs for their information. It was agreed that the Parish Council could not get involved in private parking matters.

**Action: The Clerk is to draft a response for Cllrs amendments/approval and then respond to the parishioner. (Complete)**

Low Hanging Elders

A Cllr reported that there were low hanging elders in the Dingle.

**Action: Cllr Thomas is to pay a site visit and contact the Lengthman.**

Vegetation at the Village Hall

Cllrs noted that the vegetation at the village hall was encroaching onto the path.

**Action: The Clerk will write to the village hall management committee. (Complete)**

Cues Lane Sign

A Cllr reported the “unsuitable for HGV’s” sign at each end of Cues Lane. A problem had been encountered when having a delivery, the lorry would not attend. Cllrs had requested these signs many years ago and felt they were still relevant owing to the narrowness of the lane.

Loft conversion over Garage

A Cllr had received a report that Boxwood House, Hinton Parva, had converted space over their garage into a flat, seemingly without planning consent. It was being advertised for rent. The Clerk was asked to contact SBC.

**Action: The Clerk is to contact the enforcement officer.**

1. **Date of Next Meeting**

The next meeting is due to take place on Monday 1 July 2019 at Hinton Parva Village Hall.

The meeting closed at 8:55 pm.