# BISHOPSTONE PARISH COUNCIL

**Minutes of the Parish Council Meeting**

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

**on Monday 1 July 2019**

**at Hinton Parva Village Hall**

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

1. **Public Question Time**

Six members of the public were in attendance, the Chair welcomed them and started discussion with the Bishopstone residents that had attended regarding the One Acre application for a Certificate of Lawful Development (existing). Residents questioned what the application was intended to achieve. They liked the last letter from the Parish Council and were hoping that the PC was considering making the same objections or similar. They queried the “Existing” statement in the application as this work had never been done. Cllr Thomas noted that it was SBC’s responsibility to look into the legality of it, Cllrs could not comment on this aspect. He highlighted a couple of potential problems for the applicant, being:

* when access was granted at the rear, that permission might have removed a right to construct an access at the front
* if the applicant is allowed to build the “existing” access, if it is proved, it would have to be built exactly as it is on the approved plans, but this is not achievable as some of the land no longer belongs to the applicant.

Cllr Thomas believed that the Borough solicitor will need to be involved. A parishioner commented on the change in Highways regulations in the last 50 years and the visibility splays now required. Cllr Thomas explained that this would be irrelevant if prior planning permission existed. However, during discussion on the application he would be suggesting that these questions be asked. The Borough Council have to be absolutely certain that they get the facts right because of the Conservation Area impact.

A parishioner had attended to talk about the planning application that she had submitted for her property, Netherwater Cottage, City Corner, and her reasons for applying. She had attempted to mirror other nearby cottages in design to be in keeping with the normal street view. She had spoken to her neighbours, but had not sought pre-planning advice. Councillors commented that pre-application advice was always a good idea as applicants would then receive useful information about planning, highways and drainage the Council before incurring costs.

**Action: The Chair is to send copy of the PC’s letter to SBC to the applicant.**

Parishioners had attended to express their concerns over the wordings connected to the planning application for The Chalet which the Clerk had received that day. As this had only just been received the Clerk was asked to request an extension to allow Cllrs the appropriate amount of time to consider the proposal.

**Action: The Clerk is to request an extension to the deadline for feedback. (Complete)**

The parishioner explained matters he was concerned about in the design and access statement. A septic tank which belongs to the 3 nearby cottages appears to have been connected to the Chalet although the owner does not contribute to the costs and the tank has insufficient capacity for another property. The parishioner advised that there are two separate parcels of land in the application, the part on which the Chalet stands and ‘The Orchard’, where the garage is. The right of access across the parishioners drive only extends to accessing the parcel of land known as The Orchard. Access to the parcel of land in which The Chalet sits is via a footpath down the side. This was done historically to avoid development. The development being proposed broaches both plots. On submitted plans, the applicant outlines the driveway as being their land, but this is not the case. A long discussion took place. There would be the loss of trees and hedges and the development would be clearly visible to surrounding homes. Cllr Sumner advised that this was backfill development owing to the proposed access which did not sit well in the vernacular. He suggested that the Parish Council should ask that the application is called into Planning Committee should the officer be minded to approve the application. The Chair thanked parishioners for attending.

**Action: The Clerk is to send a copy of the letter to SBC to the parishioners. (Complete)**

Cllr Stevens had asked Alan Taylor to attend on behalf of the PCC to have an open discussion about the operation of the website to ensure consensus on the way forward. The Chair explained that Cllr Crisp and she had been liaising with the PCC and the newsletter editor about this and had constructed some guidelines which Councillors would be asked to agree later in the meeting (item 15).

The PCC are very keen to see the re-invention of the website as proposed, and for it to operate with appropriate governance, and will be happy to support this process. Mr Taylor explained that the PCC are the owners of the website as it is registered in the PCC’s name, which the Parish Council had not realised. The domain name is in fact registered in Cllr Greenhalgh’s name and is renewable in September when it will be changed to the Parish Council. The Parish Council will then take ownership, plus everyday management, and control input from all the various user groups including the PCC. Content will be greatly simplified and kept current.

Mr Taylor noted that the Parish Council already had an appropriate Privacy Notice, and recommended that the PC consider agreeing a Privacy Policy as well. This would make clear how the PC exercise data protection governance.

Mr Taylor made the PC aware of the potential dangers in re-publishing third-party material, such as the parish newsletter, if it were to contain inaccuracies or material that gave rise to complaints, and suggested that the Parish Council should either have editorial control of such content or reserve the right to edit it. Cllr Crisp noted that this was about risk. After discussion, it was agreed that for the benefit of the village and the value of the website, the newsletter and other similar third-party material should continue to be posted but the webmaster would edit or delete as necessary.

Mr Taylor noted that the “What’s On” section of the website was invaluable as are the links to events. He had asked for a tab for the church on the new website, and this had already been made available. He also asked that the church service information be placed on the website, which Cllrs agreed. The Chair thanked Alan Taylor for his time and input.

The Chair then re-opened the meeting.

1. **Approved Apologies**

Andy Greenhalgh, Julian Cooke.

1. **Declarations of Interest**

There were no declarations of interest.

1. **Minutes of Last Meeting**

The Chair asked for a proposal that the June 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**

Cllrs in attendance who had not signed their forms of acceptance were asked to do so.

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

**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:

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 had walked around the island with Lee and discussed the necessary works.

SHELAA **-** Drop In

It was decided that the ‘crib sheet’ for Cllrs was necessary. Unfortunately, the A1 map copies that the Clerk had received from SBC were now out of date.

**Action: Cllr Sumner is to request updated sheets. (Complete)**

Low Hanging Elders

Cllr Thomas had mentioned this to the Lengthman, but he had still not visited the site. Cllr Thomas considered that in the current climate it was fine, it only becomes a problem when it rains.

1. **Planning**
* **S/LDE/19/0773 -** Certificate of Lawful Development (Existing) for the construction of a vehicular access – One Acre, High Street, Bishopstone

Because of the deadline for a response, Cllr Thomas had drafted a letter for discussion at this meeting. After discussion including reference to our previous response, Cllrs agreed the draft.

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

* **S/19/0821 –** Erection of 1no dwelling, detached garage and associated works – Land at Netherwater, City Corner, Hinton Parva

It was noted that every time an application has been received outside of the settlement boundary or inside the Conservation Area the Parish Council has objected in priciple. This development is not inside the Conservation Area, it is outside of the settlement boundary and it is not previously developed land. Cllrs agreed that for the sake of consistency and fairness they should object to the application. Cllr Thomas is to draft a letter for approval which the Clerk will send to SBC.

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

A Cllr then queried precedent after one of the City Corner applications had been approved at Planning Committee although both outstanding applications for the site had been expected to be refused. Because it had gone to Planning Committee, which had had approved one application, did that set a precedent that other similar applications must be approved? Cllr Sumner advised that it would be cited as a reason why planners should support it, but it hasn’t changed planning policy and is not a definitive. They have used differing arguments to support that particular site. When Planning Committee make a decision to support something against officer advice, officers are there at Council to ensure that the consent is sound and it has planning policy behind it. The consent on that particular case would have used relevant planning policy which might support their decision to grant but all sites are unique. As Cllrs have stated this land has not been previously developed. Cllrs Crisp then sought clarification that Cllr Sumner’s key point was that Planning Committee doesn’t change policy. Cllr Sumner replied saying it doesn’t but it allows a precedent to be raised by a subsequent applicant on another site and it depends on the weight the Planning Committee are willing to afford that particular decision.

**Action: Cllr Thomas is to provide an article on pre-application advice for the newsletter, (Complete)**

**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 Sumner confirmed that Ainscough are moving forward and they have been encouraged to adopt design code for the site and working with them to get consent as acceptable to the Authority

* **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 Sumner confirmed that this is commencing in September.

* **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

Cllr Sumner explained that there is a lot of outstanding information needed and it is going slowly.

**OTHER ISSUES**

The following planning application was received on the day of the meeting:

* **S/19/0936 -** Demolition of The Chalet & erection of 1no dwelling & associated works – The Chalet, Church Row, Hinton Parva

Cllrs discussed the size and scale and the issue of backland development, referring to SBC design guidelines. Cllr Thomas noted the key issues as being the conservation area location and impact on amenity for the neighbours, as well as the substantial increase in height and size from what is there already. Councillors noted that residential development would result in the loss of the recently approved holiday accommodation. Councillors also questioned the status of the existing building with regard to utilities and taxes. Cllr Thomas is to draft a letter objecting to the proposal.

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

**Action: Cllr Sumner is to check if The Chalet is paying Council Tax.**

**GRANTED**

**NONE**

**REFUSALS**

**NONE**

1. **Report from Ward Councillor**

Cllr Sumner reported on the following:

**DB Symmetry Judicial Review -** Judicial Review found in SBC’s favour and against the Secretary of State and DB Symmetry – the Highway will be open to traffic and will form an integral and open part of the NEV Highways Infrastructure.

**Inlands Farm (Swindon Science Park) –** Awaiting for the applicants to supply additional information.

**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 commence 29/7 – 23/8.

**Southern Connector Road, White Hart/Gable Cross/NEV Infrastructure** – A media release is expected 2/7/19 on £72m of Highways schemes to assist in the delivery of the NEV. Consultation events for residents will be held on Saturday 20/7/19 Grange Sports Centre, Stratton, Wednesday 24/7/19 – Coleview Community Centre, Thursday 25/7/29 – Hooper’s Field, Wanborough. White Hart likely to commence October – Gable Cross Likely Jan 2020. Cllrs were concerned about the impact of the traffic through the Parish. A long discussion followed. Cllr Sumner would like The Parish Council to keep on top of any problems with traffic,

**Junction 15**: - Work due to commence later in September. Anticipating contractor engagement shortly on mitigation during construction.

**UKBN 4G (Speeds etc.) + Planning:** - Cllr Sumner has reported issues with the dishes being added to homes in the village. He asked whether speeds have slowed at all and asked that residents should report to their re-seller. Cllr Sumner was asked to put this information on his Bishopstone page.

**Action: Cllr Sumner is to add this information to his Bishopstone page.**

**Keypoint (incinerator) Appeal:** SBC lost the appeal. Inspectors comments were very reasonable.

**The City: -** A site meeting was held with Paul Page (SBC) & Cllr Thomas. It was agreed that SBC will write again to escalate the overgrown highway verge and will get minor works done at the top of the steps. Paul Page asked Cllr Sumner to contact Derek Edginton to ask him to move this forward, this has been done and the process is generally:

* Inspection by Highway Inspector and overgrown vegetation letter sent to resident. Two weeks are given before a second inspection.
* If vegetation is not cut back, a second letter is issued by the Highway Inspector. Two weeks are given before a further inspection.
* If vegetation is still not cut back, Cllr Sumner is notified by the Highway Inspector and he will issue a notice which gives the resident 28 days’ notice that the Borough are legally entitled to cut back and recharge the land owner all the Boroughs reasonable costs in cutting back vegetation.

The Clerk confirmed that the Village Hall Management Committee have been asked to cut back the vegetation on Footpath 14. Cllr Sumner confirmed that the roadside drain that had been inspected was clear. He asked that a photograph of the perceived problem area be taken and forwarded to him.

**Action: The Clerk will notify the Village Hall Management Committee. (Complete)**

**Eastern Gateway:** - Lines were refreshed earlier in the year but are wearing out again. Cllr Sumner asked whether there was any progress on the farmers cutting back the hedges and signs.

**Action: The Clerk is to contact the farmers with regard to cutting back the hedges and vegetation covering the signs.**

1. **Key responsibility Area Updates**

Footpaths & Highways

Cllr Thomas has reminded the Lengthman to keep The City path clear once all the works have been completed.

Finance

Cllr Crisp had received a call to ask why the Parish Council’s reserves were so high. He had explained that it is owing to the SBC grant for future works to be taken on by the Parish Council.

1. **SHELAA**
* Drop In

As the map has now changed there are several new actions.

**Action: Cllr Sumner to ask SBC for some revised A1 maps. (Complete)**

**Action: Cllr Thomas & Cllr Brodin to pull together some new feedback forms. (Complete)**

**Action: Cllr Thomas to send a link to Cllr Green for him to print some A1 maps.**

**Action: The Clerk to organise Tea, Coffee and Biscuits for the Drop In.**

1. **Pond & Island**

Cllr McGuigan advised that an oak had been removed from the island by persons unknown. The bench has been installed on the island.

1. **GDPR**

The Chair will draft a Privacy Policy.

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

**Action: The Chair to draft a Privacy Policy.**

1. **Community Safety**

Cllr Brodin had attended the meeting, but the police had not and so the meeting was rearranged. She will be raising the issue of vegan activists. Complaints had been reported of Drones taking pictures of properties then selling them door-to-door, raising issues of privacy and security. Cllr Brodin will raise this at the next forum. Forum members had confirmed that in the event of littering where evidence of the culprit was available, SBC were responsible for following up and should be able to provide information about outcomes. The Chair asked if any neighbourhood problems had been reported, none had.

1. **The Ridgeway Access for Vehicles**

Cllr Crisp had contacted The Friends of the Ridgeway and they are producing a document on vehicle use strategy and he is waiting for this.

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

1. **Lengthman Works**

Cllr Thomas noted that there are quality issues with regard to the Lengthman’s work and ongoing monitoring was still required. Cllrs noted that the path from the Church area to City Corner in Hinton Parva needs attention.

**Action: Cllr Thomas is to contact the Lengthman.**

1. **Parish Council Website**

Cllrs agreed the website guidelines and agreed that Cllr Crisp should switch on the new website.

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

**Action: Cllr Crisp is to switch on the website.**

**Action: The Clerk is to add Communications Policy and Website Communications Policy to the next 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 is now paying herself the basic rate on 5th Monthly. She will keep any overtime payments until the following month. Payment this month was not shown on the agenda, this was: Clerks salary **£288.34, HMRC £72.20.**

Cllr Crisp proposed that the accounts were paid, this was seconded by Cllr McGuigan 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.**

Drain at the Mission, Hinton Parva

The drain at the Mission is leaking again, the Clerk is to contact Paul Page at SBC.

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

Hedges encroaching on Highway and Obscured Traffic Signs

Hedges are encroaching onto the Highway in various parts of Hinton Parva, narrowing the lanes. Cllrs also reported a great many signs obscured by hedgerows throughout the parish. These issues had been discussed at the end of item 7 above. Councillors believed Highways should be responsible for keeping road signs clear.

**Action: Cllr Brodin will talk to owners of relevant properties in Hinton.**

**Action: The Clerk is to contact SBC with regard to the signage.**

1. **Date of Next Meeting**

The next meeting is due to take place on Monday 5 August 2019 at Bishopstone Village Hall.

The meeting closed at 10.08 pm.