# BISHOPSTONE PARISH COUNCIL

**Minutes of the Parish Council Meeting**

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

**on Monday 2 September 2019**

**at Hinton Parva Village Hall**

**Those Present:** Val Brodin (Chair), Ian Thomas (Vice Chair), Lesley Drewett (Clerk), Nigel Crisp, Stuart McGuigan, Andy Greenhalgh.

1. **Public Question Time**

There were three members of the public in attendance to discuss the erection of a stable block in the field behind Church Lane. One parishioner wanted to know why he had not received notification from the Parish Council and felt it would have been nice for residents who back onto the field to have been informed. He also wanted to know whether planning permission was needed. The Chair explained that the Parish Council had not notified anyone as councillors were not aware of it because there had been no planning application. The Chair explained that the field was agricultural property and it is her understanding that if animal shelters are mobile and intended for grazing livestock, planning permission is not needed.

The owner of the stable was in attendance as was the owner of the field. They apologised for not letting this parishioner know. They had spent a lot of time selecting a location that would be discreet, and had consulted neighbours near to and directly overlooking the shelter to ensure they were not upset. They confirmed that the shelter is on skids and has 4 towing points and is therefore mobile. The Chair reported that she had received representations from neighbours in West End Lane who look directly out onto the shelter: they had no objections and felt it was in keeping with the agricultural nature of the area.

The parishioner said that he had no concern with the appearance of the stable but wished to know whether it required planning. He had read up on the subject on the internet and would like a definitive explanation. He was advised by the Chair that different Local Authorities have different rules and how they were enforced would also vary; in this instance Swindon Borough Council was the deciding authority. The Chair explained that Parish Councillors are not experts they are consultees when a planning application is submitted, and she recommended that the parishioner should address any planning concerns with SBC’s planning department.

After further discussion the Clerk was asked to contact Swindon Borough Council Planning Department for clarification and to share their advice with the parishioner once received.

**Action: The Clerk is to contact the Planning Department and share the response once received.**

The Chair then opened the meeting.

1. **Approved Apologies**

Douglas Stevens, Gill May, Julian Cooke, Tom Green, 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 August meeting be accepted as a true record. The proposal was made by Cllr Greenhalgh and unanimously agreed by all present. The minutes were then signed by the Chair.

* **Signing of Acceptance of Office**

**Action: The Clerk is to add Acceptance of Office to the next agenda in order that Cllr Cooke could sign his form. (Complete)**

* **Members Disclosable Pecuniary Interests**

Councillors did not have any changes to their disclosable pecuniary interests.

1. **Matters Arising**

All actions from the previous meeting had been completed except:

Lengthman Works

This item was to be discussed later in the meeting.

Planning - Other Issues

**Action: The Clerk is to remind Cllr Sumner that he was to check if The Chalet is paying Council Tax. (Complete)**

Hedges encroaching on Highway and Obscured Traffic Signs

The Clerk had chased progress on her recent email to Helen Viveash and had been waiting for feedback from SBC. As Cllr Stevens was not in attendance his action was carried forward. Cllr Thomas felt hedges should be cut back responsibly.

**Action: Cllr Brodin will talk to owner of relevant property in Hinton Parva once the Clerk has received feedback from SBC and Cllr Stevens will talk with the farmer in Bishopstone once feedback has been received.**

**Action: The Clerk is to contact SBC again with regard to clear guidance to ownership of the works needed to keep signage clear. (Complete)**

Communications Policy

The Chair had amended the policy wording as agreed and re-sent it to Cllrs for their records.

1. **The Ridgeway Access for Vehicles**

This item was still ongoing. Cllr Greenhalgh had raised the problem with The Friends of the Ridgeway. Avebury has managed to extend its TRO from being just damage through the winter to damage during the summer also for this year and to be extended at a later date if they can. This is because the traffic is damaging what is below the Ridgeway archaeologically. The only portion of the Ridgeway that does not have restrictions is in our Parish.

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

**Action: Cllr Greenhalgh is to email the password for Parish Online to the Chair and the Clerk.**

1. **Planning**

* **S/LBC/19/1234** ­– Demolition of cavity wall to previous extension & erection of replacement wall – The Old Mill, Hockerbench, Bishopstone

Cllrs had no objections to the above planning application.

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

**PENDING DETERMINATION**

* **S/HOU/19/1072 –** Erection of a single storey side extension & associated works – Lavenders, 3 Cues Lane, Bishopstone
* **S/19/0703 – Revised -** 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/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/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**

* New stable block – Church Lane

This item had been discussed in public question time.

The following appeal notification had been received after the agenda had been issued:

* **APP/|U3935/D/19/3228903 – S/HOU/18/1830 –** Erection of single storey rear & two storey side extensions – Poveys Cottage, Tuckers Lane, Hinton Parva

Councillors had no objections in principle to the application, subject to the requirements of the Conservation Officer being satisfied, and therefore would not be sending further representations.

* **S/AMEND/19/1105/SASM -**  Upper Farm, Hinton Parva Lane, Hinton Parva – Non Material Amendment to Planning Permission S/19/0445 – Change of use of agricultural building to a single dwelling house (Use Class C3), and associated works.

The Clerk had noticed in the weekly bulletin that there was to be an amendment to the Upper Farm Planning Application and she had written to the case officer enquiring why no official notification had been received. She had received a response explaining that “*Due to this being a minor amendment application we only have 4 weeks to make the decision and don’t normally consult. However we do have concerns about elements of the application (the balcony extensions and flue) and have relayed these to the agent. We have therefore agreed an extension of time until Friday 6th September with the agent and are likely to receive revised plans in that time. If I receive them I will send them directly to you. Therefore there may be time for the Parish to respond with any comments.”*

[Post meeting note: The information arrived on 4 September 2019 and was forwarded to Councillors immediately. However a decision in favour was made before a response could be sent.]

**GRANTED**

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

**REFUSALS**

The following refused schedule had been received after the agenda had been issued:

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

**WITHDRAWN**

* **S/LBC/19/0856 -** Erection of a single storey side extension – Glebe Cottage, High Street, Bishopstone
* **S/HOU/19/0855 -** Erection of a single storey side extension – Glebe Cottage, High Street, Bishopstone

1. **Report from Ward Councillor – July 2019**

Cllr Sumner reported on the following:

**Bishopstone PC Ward Update – September 2019:**

**Inlands Farm (Swindon ‘Science Park’)**: Extension agreed to end February 2020 – awaiting more detailed archaeological reports for the whole site and transport modelling.

**SHELAA (as part of the Local Plan Review)**: Residents have until the 23rd September to comment.

Southern Connector Road, White Hart / Gable Cross / NEV Infrastructure: No changes anticipated following public engagement.

**Ridgeway Ward Surgery**: Next one is 7th September 9-11 at Wanborough Village Hall with another on the 28th 9-11 and from 12-1.30 in Liddington with Robert Buckland MP. I plan to get another organised in Bishopstone once the booking person is available.

**Junction 15**: Works will now not start until at least December 2019.

**Finger post signs**: Highways are considering alternatives to the wooden signs – presumably Parish Council would disagree as I do?

The Clerk had already requested wooden finger posts from SBC following the August meeting. Cllr Crisp reported that the sign at the bottom of White Hill has lost a post.

**Action: The Clerk is to report the broken sign to Martin Fry. (Complete)**

1. **Key responsibility Area Updates**

Finance

No report to make.

Footpaths & Highways

No report to make.

Pond & Island Management Committee

No report to make.

Hinton Parva Village Hall

No report to make.

Bishopstone Village hall

Cllr Greenhalgh reported that the village hall is being re-decorated. The village hall has produced a very good recipe book as part of their fundraising scheme, this costs £5. Cllr Thomas queried when the works needed to the Hebe bushes obstructing the path would be carried out. Cllr Greenhalgh explained that Nationwide were currently carrying out works to the village hall under their CSR scheme, it is his understanding that there is some contingency for them to carry out the work on the Hebe bushes. He will add this as an agenda item for the village hall meeting to check.

**Action: Cllr Greenhalgh is to place the Hebe bush work on the Village Hall agenda.**

Hinton Parva Charities

No meeting had taken place.

Bishopstone United Charities

No meeting had taken place.

Trees

No report to make.

Russley Park Liaison

No report to make.

Planning

No report to make.

Website/IT

The website was working well. Cllr Crisp advised that he had not yet received the information that the PCC wished to have uploaded. The Clerk is still having problems sending some messages: she explained that some of the messages from SBC are included in the “bulletin” and she therefore doesn’t forward these duplicates. The email system had a few issues, but was workable with patience. It was agreed that should it become more of a problem it would be added to the agenda for discussion.

Responsible Financial Officer

No report to make.

1. **Local Plan**

Cllr Thomas thanked the Chair for her excellent summary of the questionnaires completed at the recent drop in session. He had drafted a response from this for the consultation which had been forwarded to Cllrs before the meeting for their comments. Cllrs were happy with the draft and the Clerk was asked to complete the questionnaire online. Cllr Thomas felt it was important that parishioners also completed the questionnaire on the online portal but there was no time for another article in the Parish Times. The Chair was requested to inform parishioners via Facebook as a reminder following on from the article in the September Parish Times.

**Action: The Clerk is to** **complete the online portal. (Complete)**

**Action: The Chair is to send a Facebook message to parishioners as a reminder following on from the article in the Parish Times.**

1. **Pond & Island**

After the August meeting The Clerk had forwarded Cllr Thomas the complaints regarding the lack of works carried out by the Lengthman. He had visited the area and could not see anything wrong with what Lee had been asked to do. Currently, all Lee is required to do on a regular basis is keep a swath path mown around the island. It was agreed that the island could do with a good clear up. It was agreed that organising an island tidying event should be an agenda item for the October meeting.

**Action: Cllr Thomas is to liaise with Cllr Stevens.**

1. **GDPR**

This is ongoing.

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

1. **Privacy Policy**

The Chair explained that a parishioner with legal expertise had advised that as well as a Privacy Notice the Parish Council would benefit from a Privacy Policy. A Privacy Notice is externally focused, telling people what the PC will do with their data, and a Privacy Policy is internally focussed, setting out how councillors and staff should handle personal data.

The Chair had drafted a Privacy Policy based on a template from NALC, removing the parts that did not relate to this Parish Council. The draft had been circulated to Cllrs before the meeting for their comments. Cllrs voted to adopt it. Cllr Crisp is to add it to the website.

**Action: Cllr Crisp is to add the Privacy Policy to the website, and he is to check that the Privacy Notice is on the updated website.**

1. **Community Safety**

No forum meeting had taken place.

1. **The Ridgeway Access for Vehicles**

This item was still ongoing. Cllr Greenhalgh had raised this problem with The Friends of the Ridgeway, and he would ask them to provide Cllr Crisp with some help. A discussion took place with regard to the traveller and his detritus. As he is now in Ashbury, it was agreed it is not an issue for this Parish Council.

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

1. **Lengthman Works**

Cllr Thomas said some remarkable work had been carried out since his talk with the Lengthman and everything is now looking good in both villages. Cllr Crisp had received an email about grass left on the path outside a parishioner’s house and also about overgrown hedges along the footpath between the Wyncies and Povey’s Place. Cllr Thomas explained that hedges are cut back twice a year: he will make a site visit to check, and if this hedge needs cutting he will talk to the Lengthman. He will mention the grass cuttings at the same time.

**Action: Cllr Thomas is to visit the site to inspect the hedge.**

**Action: The Clerk is to respond to the parishioner.**

1. **Village Broadband**

Cllr Greenhalgh advised that parishioners have been having problems with broadband whilst the children have been on their school holidays. He advised this is a long-term generic issue as greater use of streaming services uses up existing capacity. He believed the issue ought to be addressed in the upgrade plans for UK Broadband. Availability of effective broadband is a Parish issue and Cllr Greenhalgh is happy to monitor and drive this forward as necessary. Recent problems are expected to abate somewhat when the children return to school.

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

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

The Clerk informed Cllrs that she had paid the TSO Host bill of £59.99 online as Cllr Crisp had informed her she was able to pay it without ratification.

1. **Correspondence**

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

1. **Parishioners Feedback/Complaints.**

Vehicle Activated Sign

Cllr Crisp informed the Clerk that the Vehicle Activated Sign in Hinton Parva is still not working. The Clerk had reported this to Suzanne Cole at SBC and will chase progress.

**Action: The Clerk is to chase progress. (Complete)**

1. **Date of Next Meeting**

The next meeting is due to take place on Monday 7th October 2019 at Bishopstone Village Hall.

The meeting closed at 8.40 pm.

Cllr Greenhalgh gave his apologies for the October meeting; Cllr Thomas hopes to attend.

**Action: The Vice Chair was asked to Chair the December meeting for Cllr Brodin, who cannot attend.**