# BISHOPSTONE PARISH COUNCIL

**Minutes of the Parish Council Meeting**

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

**on Monday 5 August 2019**

**at Bishopstone Village Hall**

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

Cllr Stevens had given his apologies on the agenda, but then found that he was able to attend the meeting.

1. **Public Question Time**

There were no members of the public in attendance.

1. **Approved Apologies**

Ian Thomas (Vice Chair), 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 July meeting be accepted as a true record. The proposal was made by Cllr Stevens 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)**

**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:

GDPR

The Chair will draft a Privacy Policy in time for the next meeting.

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

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

Lengthman Works

As Cllr Thomas was not in attendance the following action was carried forward. The item was also included on the agenda and was to be discussed later in the meeting.

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.**

Planning - Other Issues

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

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

Hedges encroaching on Highway and Obscured Traffic Signs

Cllr Brodin had not spoken to the owners of relevant properties in Hinton Parva as she had been waiting for feedback from SBC. The Clerk was asked to chase her recent email to Helen Viveash and also to ask for clear guidance from Highways with regard to ownership. The Clerk had emailed local farmers but did not have one address, Cllr Stevens is to talk to the farmer once guidance has been received from SBC.

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

1. **Planning**

* **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

Cllrs had no objections to the above planning applications.

**Action: The Clerk is to draft a letter to send to Cllrs for their approval. (Complete)**

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

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

Cllrs had no objections in principle, but they did have concerns with regard to the dominance of the fenestration and the frontage onto Cues Lane. Cllrs queried the function of the roof light and wanted the Clerk to ask if this should be a Conservation grade roof light.

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

* **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

As the Parish Council had responded to the original application, they did not feel it was necessary to respond to the revised application.

**PENDING DETERMINATION**

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

There had been objections from 2 neighbours, the Parish Council and also landscape had objected stating that it would cause significant harm to the character of the lane and an important group of trees. However, the Arboricultural Officer said it was OK if the trees are protected. Highways have no objections; planning policy says that although it is outside of the settlement boundary it is not on its own and there is no reason to refuse it. They also say it is inside the curtilage of existing buildings and therefore counts as previously developed land. Phil Smith then states if no harm is done to the area by virtue of the design then the planning officers would be in favour of approving. A discussion took place and it was agreed that Cllr Crisp would attend the planning committee meeting where the application is being submitted for approval. He will speak on behalf of the Parish Council.

**Action: Cllr Crisp will liaise with the Vice Chair.**

**Action: The Clerk is to book Cllr Crisp to speak at the meeting. (Complete)**

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

The Chair explained that this application should have been kept on the agenda, rather than the application for 5 High Street which had already been approved. The Chair then advised that there had been 8 neighbourhood objections including an objection with professional advice. The conservation Officer has objected regarding harm to the setting and significance of the Conservation area saying it will cause less than substantial harm if it fails to provide or make a positive contribution. He then lists several policies from the Local Plan to which it is contrary.

**Action: The Clerk is to amend the September agenda to show this. (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
* **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**

**NONE**

**GRANTED**

The following granted schedule had been received after the agenda had been issued.

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

Following a conversation with Andy Brown the Clerk had sent a briefing note to Cllrs for their information and a long discussion took place. Cllrs decided that no further action should be taken following the recent enquiry from the Clerk and answers provided by Andy Brown. Also, the owner has said that he is willing to reduce the size of the splays and will work with SBC to see what is possible. However, Cllrs asked for it to be minuted that they regret that the decision was made without further consultation and before some of their concerns had been answered.

**REFUSALS**

**NONE**

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

Cllr Sumner reported on the following:

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

**Inlands Farm (Swindon ‘Science Park’)**: Awaiting the applicants to supply additional information. Agreeing extension to end September.

**SHELAA (as part of the Local Plan Review)**: Consultation now open – I would urge residents to comment by 23/9.

**Southern Connector Road, White Hart / Gable Cross / NEV Infrastructure**: Public events well attended – over 250 people at Stratton and 77 at Hooper’s Field. Major works again will start after Christmas although preparatory / off site work on White Hart will commence October.

**Ridgeway Ward Surgery**: Next one is 7th September 9-11 at Wanborough Village Hall.

**Junction 15**: Still awaiting contractor update / engagement – major works will not start until New Year – preparatory work probably October onwards.

**Finger post signs**: I reported the sign at the start of West End Lane as being in need of repair. Highways have said they are looking at options for wooden signs as they rot and are expensive. I would suggest Parish also reinforce (as I have) that the signs are part of the village character and any replacement has to be in keeping.

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

**The Wyncies**: Overgrown area – complaint from resident passed to me by Lesley. This has been dealt with but confirmed by SBC as a Parish area to maintain – details sent to the Clerk by Matt Hines (SBC).

1. **Key responsibility Area Updates**

Finance

No report to make.

Footpaths & Highways

No report to make.

Pond & Island Management Committee

Cllr Stevens did not feel the Lengthman was carrying out the work that should be done. The Chair advised that she had some walnut saplings available to replace the oak sapling that seems to have been stolen from the island.

Hinton Parva Village Hall

The roof has been replaced over the toilet block.

Bishopstone Village hall

No report to make.

Hinton Parva Charities

Have announced the availability of this year’s bursaries and are co-ordinating with Alan Taylor of Bishopstone charities to avoid duplication of funding.

Bishopstone United Charities

No meeting had taken place.

Trees

No report to make.

Russley Park Liaison

No report to make. The Clerk does take the Parish newsletter to a parishioner in Russley Park who delivers it to residents.

Planning

The representative was not in attendance.

Website/IT

This item was to be discussed later in the meeting.

Responsible Financial Officer

No report to make.

1. **SHELAA**

The Chair had pulled together the analysis from the questionnaires and these had been sent to Cllrs before the meeting for their information. There had been 18 responses on the day with 3 following after the drop-in session. It was agreed that the Parish Council should respond to the Local Plan by

23 September 2019.

**Action: The Clerk is to ask Cllr Thomas t****o formulate a response from the analysis provided. (Complete)**

1. **Pond & Island**

This item had been discussed earlier.

1. **GDPR**

The Chair will draft a Privacy Policy in time for the next meeting.

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

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

1. **Communications Policy**

The Chair explained that this policy should have been reviewed in August 2018 but unfortunately this had been overlooked. The Chair had updated the policy, and this had been sent to Cllrs for their information before the meeting. She felt the wording should be amended with regard to the website which she read to Cllrs in attendance. Cllr Crisp advised that HTTPS should be added to the website address. Social Media Communications were discussed. In 2017 the Parish Council had agreed that they did not want to use this route. A Cllr advised that a village Facebook site within the parish was used significantly. The Chair agreed it was useful for short term communications, but she was reluctant to have a Parish Council Facebook page as Cllrs need to keep control of it owing to GDPR. Cllr Stevens suggested that the policy should say that timely, agreed bulletins will go out by the Bishopstone and Hinton Community Facebook webpage. This will be done by the website controller or the Chair. The Chair should add to the policy that Cllrs agreed Facebook was a useful mechanism for short term communication and the Chair is authorised to post relevant information which has been agreed at meetings.

**Action: The Chair is to amend the policy and re-send to Cllrs.**

Cllr Crisp now has control of a village email list. This never started its life as a Parish Council activity, has never been a Parish Council activity and he suggested it should not become a Parish Council activity. Rather, all communications should be carried out by a resident i.e. himself. If parishioners wish to sign up or withdraw, they can through Mail Chimp and via Cllr Crisp. Councillors welcomed this approach.

1. **Community Safety**

No meeting had taken place. The Chair asked if any neighbourhood problems had been reported, none had. Cllr Crisp had reported another fly tipping event on White Hill. Cllr Crisp reported that, unusually, he had not seen any fly tipping on the Ridgeway last weekend.

1. **The Ridgeway Access for Vehicles**

This item was still ongoing. Cllr Greenhalgh had raised this 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 the Parish’s.

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

The Chair and Clerk asked Cllr Greenhalgh for the Parish Online password.

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

1. **Lengthman Works**

Cllrs are dissatisfied with the quality of work:

* The footpath alongside Prebendal Farm from Church Walk to West End Lane, which should be kept to 1.2m wide and is virtually impassable.
* No work carried out on the island.
* There is vegetation at head height in the Dingle and this should be cleared.
* The path between the Wyncies and the pub.
* The path across the field from the Mission to Short Drove/City Corner.
* The path from Batts Farm to the Mission one side is completely uncut.

Cllrs asked that Cllr Thomas remind the Lengthman about the previously discussed area in the Wyncies that is our responsibility.

**Action: The Clerk is to notify Cllr Thomas for his help in contacting the Lengthman as the representative. (Complete)**

1. **Parish Council Website**

The Chair explained that they had been informed at the last meeting that the PCC owned the website, even though the Parish Council pay for it, and that the PCC had asked Cllr Greenhalgh to set it up for them. However, Cllr Greenhalgh confirmed that this was incorrect. Cllr Greenhalgh advised that Simon Jenkins, the then PC Chair, had asked him to set it up for the Parish Council with space to enable the other village entities to have an online presence that they could manage themselves. The only village entity that had made use of this facility was the newsletter. The Clerk was asked to minute that Cllr Greenhalgh has clarified that the site was generated for and on behalf of the village including the PCC, but it was never owned by the PCC.

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

**Action: Cllr Greenhalgh is to contact Alan Taylor to clarify the situation. (Complete)**

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 Stevens 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.**

Bonfires

Cllr McGuigan had received a complaint from parishioners regarding bonfires.

**Action: Cllr McGuigan is to generate an article for the newsletter. (Complete)**

Pothole on the Dingle

Cllr Stevens reported a pothole that is forming in the Dingle halfway down from the Dingle towards Church Lane. The Clerk also reported the top step leading down into the Dingle which has come away and could cause someone to trip. This had been reported to her by a parishioner.

**Action: The Clerk is to contact the Lengthman to ask him if he can carry out the work. (Complete)**

[Post meeting note: The Lengthman has promised to quote for the work by Friday 16th August at the latest.]

One Acre

The Clerk had received several complaints from parishioners regarding the granting of the Certificate of Lawfulness for One Acre.

1. **Date of Next Meeting**

The next meeting is due to take place on Monday 2nd September 2019 at Hinton Parva Village Hall.

The meeting closed at 8.56 pm.