# BISHOPSTONE PARISH COUNCIL

**Minutes of the Parish Council Meeting**

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

**on Monday 7 October 2019**

**at Bishopstone Village Hall**

**Those Present:** Val Brodin (Chair), Ian Thomas (Vice Chair), Lesley Drewett (Clerk), Nigel Crisp, Douglas Stevens, Gill May, Julian Cooke, Stuart McGuigan, Andy Greenhalgh.

1. **Public Question Time**

There was one member of the public in attendance. The Chair asked whether they had anything they wished to discuss but they had attended out of interest. The parishioner was reminded that he was welcome to stay but could not participate.

The Chair then opened the meeting

1. **Approved Apologies**

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 September meeting be accepted as a true record. The proposal was made by Cllr Greenhalgh and unanimously agreed. The minutes were then signed by the Chair.

* **Signing of Acceptance of Office**

Cllr Cooke signed his acceptance of office

**Action: The Clerk is to send the signed acceptance of office form to Vicki Yull at SBC. (Complete)**

1. **Matters Arising**

All actions from the previous meeting had been completed except:

 Public Question Time

A parishioner had asked whether a mobile field shelter erected in the field behind Church Lane should have required planning consent. The Clerk had written to SBC for advice and the query had been passed on to enforcement.

**Action: The Clerk was asked to forward the response from SBC on to the parishioner. (Complete)**

Hedges encroaching on Highway and Obscured Traffic Signs

The Clerk had chased progress on her recent emails to Helen Viveash and had been waiting for feedback from SBC. At the recent site meeting in Bishopstone, Cllr Brodin had taken the opportunity to ask SBC’s Traffic Manager who was responsible for keeping roadsides and signs clear of vegetation. She was advised that it was the landowner’s responsibility to trim back trees and hedges unless the vegetation is growing on Highway land. . Cllr Stevens will now talk with the farmer in Bishopstone. The Clerk informed the meeting that SBC had accepted some responsibility for vegetation and Leigh Pook is going to notify the team that a side arm tractor to cut the vegetation is required. Cllr Cooke advised that he had cut the hedge back near City Corner in Hinton Parva and thanks were given to him for his help

Cllr Sumner had said that he felt some Bishopstone signs were in need of cleaning, but Cllrs understood this to be Highways’ responsibility.

**Action: Cllrs were asked to make a list of dirty and obscured signs to bring to the next meeting.**

Wooden Fingerposts

Zoe Moore had written to say that the Parish would need to pay the difference in price between wooden and standard fingerposts. She provided the Clerk with a price comparison (£891 + vat compared to the standard post at a cost of £264.50). The Chair had expressed her disappointment about this to Cllr Sumner who agreed to discuss it with Highways and the Conservation Officer. Subsequently, the Clerk received an email from Zoe advising that the Head of Highways has confirmed that SBC will continue to replace broken wooden fingerposts with like for like.

Bishopstone Village hall

Cllr Greenhalgh reported that the vegetation at the village hall had not been cleared whilst the Nationwide helpers were available as the Clerk was checking whether SBC could remove it once cut back. Unfortunately, the Clerk had not received a response from SBC. However, it is now proposed to dispose of the debris in the Royal Oak bonfire. The works will therefore be completed before 5th November 2019.

**Local Plan**

The Chair explained that she had posted a Facebook message to remind parishioners of the consultation deadline and online link. Cllr Sumner had also posted a reminder adding that parishioners could simply send an email and did not have to use the complicated online format. Several parishioners in Bishopstone said that they were going to send in email feedback.

**Pond & Island**

This item was carried forward. 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.**

**Privacy Policy**

This item was complete.

**Lengthman Works**

This action was complete.

1. **Planning**
* **S/PAG2R/19/1301—**Prior Approval application for the change of use of 2 no agricultural barns to 2 no dwellings (Class C3) - Land at, Botswicky Bridge, Bourton Road, Hinton Parva

Cllrs questioned whether these were agricultural buildings, since for as long as Councillors have observed these buildings they have not been in agricultural use. Subject to officers being satisfied that these are agricultural buildings, the Parish Council would have no objections. Cllrs thought it was worth checking whether there was a single farm payment made on the land.

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

**Action: Cllr Cooke is to check whether there is a single farm payment on the land. (Complete)**

[Post meeting note: Cllr Cooke was advised to ask SBC to ask the applicant to prove that he is an active farmer as only active farmers can apply for permitted development and there are guidelines for this. Cllr Sumner has asked planning for a response.]

* **S/OUT/19/0582 REVISED–** 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, Wanborough

No response was necessary.

* **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

No response was necessary.

* **S/HOU//19/1369 –** Erection of a single storey rear extension and dormer windows to the front and rear elevations – Upper Earlscourt Farm, Earlscourt Lane, Swindon

Cllrs had no objections to the above planning application.

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

* **S/LBC/19/1365 –** Demolition of lean to, and replacement with wall with thatched top and replacement of 2 no windows – Sarsens, High Street, Bishopstone

Cllrs had no objections to the above planning application.

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

**PENDING DETERMINATION**

* **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.

* **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
* **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.

**OTHER ISSUES**

A Cllr reported that a complaint had been received regarding planning application S/HOU/18/0249/FELY – Erection of a detached garage – Swedish House, 2 The Forty, Bishopstone where 3 constraints had been breached:

* The building has not been rendered and is now occupied.  (Condition 4 in the schedule).
* The downstairs element of the building is not occupied by cars (Condition 5 in the schedule).  It appears to be being used as ancillary to the house.
* A very large window has appeared on the Southern elevation which does not appear in the plans.  (Condition 6 in the schedule).

**Action: The Clerk is to notify enforcement, copying in Cllr Sumner. (Complete)**

**Action: The Clerk will also chase progress on the flat over the garage in Hinton Parva that was with enforcement. (Complete)**

**GRANTED**

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

**REFUSALS**

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

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

**WITHDRAWN**

1. **S/PAG2R/19/1350 –** Prior approval application for the change of use of 1no agricultural barn to 1no dwelling (Class C3) – Hilltop Barn, Foxhill
2. **Report from Ward Councillor**

Cllr Sumner reported on the via email as shown in italics below:

*I also await Suzanne’s further advice following the site meeting I arranged at West End Lane (we both received her report on the meeting). Steve Jorden has written to all Parishes requesting expressions of interest in the services of SBC for Parishes wishing to carry out their own improvements. She has provided you with a link for the convex mirrors and I assume you are obtaining a quotation? Similarly, another action point was (a parishioner) cutting back his hedge?*

The Chair explained that various residents had been upset about traffic and visibility at Church Lane and a site meeting was arranged with Cllr Sumner, The Chair, Cllr Green, Suzanne Coles (Traffic Manager of SBC) and some parishioners attending. The meeting concluded that there were a number of actions that might be taken to improve safety at this junction, as listed below.

1. **Installation of convex mirror on verge opposite West End Lane.** Such mirrors are not recommended by the highway authority but have been erected on private land in many places and might improve visibility around the blind bend here. A suitable mirror would cost around £40. A long discussion took place about potential liability vs public safety priorities. Councillors agreed that they would be willing to fund and install such a mirror, subject to confirmation from insurers that this would not create problems of liability and risk for the PC. Residents should be consulted after a year to establish whether it was helpful. The landowner opposite had been approached and was potentially willing for a mirror to be erected on or near his boundary fence.

**Action: The Clerk is to check with the PC’s insurers what the insurance implications would be should the Parish Council install such a mirror. (Complete)**

1. **Cutting back of hedge on the corner of Icknield Way/West End Lane** – the homeowner was present at the site meeting and agreed to carry out work to the hedge to increase visibility.
2. **Installation of vehicle activated signs - speed limit reminder or junction warning sign, subject to feasibility of solar power.** Any such signs would have to be funded by the Parish Council. Councillors noted that the single sign in Hinton Parva cost £3,412.99 in 2010 and has been frequently out of action pending SBC maintenance. Councillors agreed that alternative measures should be tried first before considering expenditure representing such a large portion of the budget.
3. **Refresh of junction markings at junction and edge of carriageway markings on west side of junction.**
4. **Installation of 'SLOW' road markings and red strip across road adjacent to relevant warning signs**

At the site meeting, Suzanne Coles had explained that Highways works are budgeted for and carried out according to prioritised needs. Since no injury reports have been logged for this junction, the works at 4 and 5 above are unlikely to be carried out with immediate priority but she would keep the Parish and Cllr Sumner informed.

*The Local Plan Review first stage consultation has now closed and the sites and comments are being re-assessed. The next stage will be 6 weeks (likely to be mid December to commence).*

*I have noticed quite a few signs around Bishopstone which need cleaning and clearing of shrubbery obscuring them - are you having an autumn clean up day as I’d be happy to help if other wanted. I’m awaiting advice on wooden finger post signs and potential replacements - has the one in Hinton been reported as damaged?*

Councillors noted the advice received in point 5 of matters arising and agreed that relevant landowners would now be approached directly about clearing vegetation. Councillors understood that it was Highways’ responsibility to keep signs clean and legible. It was agreed that Councillors would compile a record of problem areas in the Parish to bring to the next meeting for discussion of action required. Councillors did not wish to undertake an autumn clean up, believing the regular spring clean-up is sufficient. Councillors noted that some parishioners were undertaking regular litter picking and thanked them for their superb efforts.

*Crime in car parks (Ridgeway). I’ve spoken to the police and they will be arranging to get more signs put up warning people not to leave valuables in cars. They are unlikely to be stepping up patrols, but I have made the point to Superintendent Adrian Burt that we feel under assisted! I would encourage residents to both report incidents and keep valuables out of cars.*

*Broadband: Many complaints on this but in a Skype conference with (Three) UKBN on Thursday they claimed only ten ‘complaint’ tickets from re-sellers or customers.*

*There was an issue from 5th September when the frequency used changed slightly and in areas where customers are further apart (rural) this caused a problem. They have a fix for a couple of masts next week and feel that customers speed issues have been resolved where they have contacted their re-seller. They only have 2000 customers on a network designed to take many more. David Clay from CCE Services (a re-seller from Badbury) has visited many customers and often there are internal issues (back ups swamping the usage or gaming or just cheap hardware in people’s homes. Many are doing speed tests on mobile devices which is not reliable.*

*I’m attending the AONB Council of Partners meeting in November so let me know if there are any AONB issues.*

**Action: The Clerk was asked to remind Cllr Sumner of the frequent incidences of fly tipping at White Hill and on the Ridgeway. Councillors wondered whether the AONB might have access to CCTV facilities that could be used in this area. (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

The tarmac on the frontage has been renewed, greatly improving the hall’s appearance.

Bishopstone Village hall

Cllr Greenhalgh asked if Cllrs could encourage residents to support the film night, the sound and the quality of the audio is excellent.

**Action: Cllr Greenhalgh is to write to the editor of the newsletter.**

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

Cllr Crisp reported that Microsoft had blacklisted the email provider the Parish Council uses, which was causing problems. He asked whether there was any requirement to stay with the current provider. Councillors discussed the possibility of using dedicated Gmail accounts. The Chair noted that any new provider must be compatible with GDPR and privacy considerations.

**Action: The Clerk is to ask NALC whether Gmail is acceptable to use or whether they recommend any email providers.**  **(Complete)**

Responsible Financial Officer

No report to make.

1. **West End Lane Junction**

This item had been discussed at item 7.1.

1. **Local Plan**

This item was discussed at item 7.2.

1. **Wooden Finger Posts**

This item was discussed under item 5.3.

1. **Pond & Island**

It was decided that the tidying event should take place at the end of February.

**Action: Cllr Thomas and Cllr Stevens are to bring proposals for the event to the next meeting.**

1. **GDPR**

Cllr Brodin reminded Cllrs and the Clerk to delete emails containing personal details of individuals if the case is closed or they are no longer using them.

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

1. **Community Safety**

The Chair had attended a meeting and briefed Cllrs on Swindon crime statistics which are down. SBC are holding training sessions in schools on child exploitation, themed “Save a Friend”. There had been two recent burglaries in the parish. The Bobby Van had attended one of the affected parishioners to talk about ways to protect the property and the parishioner was extremely complimentary about the service.

**Action: Cllr Brodin is to write an article on Bobby Vans for the newsletter.**

Councillors Crisp and Brodin had carried out a number of Community Speed Watch sessions in the past month. Thanks to the problem at West End Lane, the team has gained five more volunteers. They have carried out their online training and are just awaiting the onsite training.

1. **The Ridgeway Access for Vehicles**

This item was still ongoing.

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

1. **Lengthman Works**

Cllr Thomas said that all work had been carried out immaculately. A Cllr reported that the workmen were carrying out the grass cutting alongside a parishioner’s house into the Dingle on a sit on mower. They are not mowing the side of the path which needs doing and scalping the grass on the path, allowing the nettles to fall onto the path. Cllrs agreed that this is a job for strimming. The path leading from Church Lane has not been cleared.

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

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.

An invoice had been received for Geoxphere invoice for £45.00 which had arrived after the agenda had been issued. Cllr Crisp asked whether Cllrs felt that this software was needed and used. A long discussion took place. Cllr Brodin proposed that the subscription should be renewed, and Cllrs should make an effort to use and evaluate the facility and reassess when the invoice is produced for payment at the September meeting 2020. This proposal was seconded and unanimously agreed by those present.

**Action: Parish Online should be added to the next agenda.**

**Action: The Clerk is to send Cllr Greenhalgh’s email containing logon details to Cllrs. (Complete)**

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

1. **Correspondence**

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

A letter had been sent from the North Wessex Downs Landscape Trust asking for a donation. The Chair asked whether Cllrs wanted to make a donation: none did.

A letter had also been received from Steve Jorden, Corporate Director – Communities and Housing, SBC concerning Parish Maintenance: Future opportunities. The Chair explained that the Clerk had been waiting for a letter from Steve Jorden consulting about a proposal to hire a Highway Technician to work with Parish Councils to plan parish-funded road improvements. The letter received asks what sort of works Parish Councils may wish the Council to undertake on their behalf over the next 12-18-month period. The response deadline is 31st October 2019. The Clerk was asked to reply stating that Cllrs would prefer to see potholes repaired, signs maintained and line painting done before considering the purchase of additional highway services from SBC.

**Action: The Clerk is to send a draft letter to the Chair for amendment/approval. (Complete)**

**Action: The Clerk is to respond to Samantha Howell, Head of Highways and Transport by 31.10.19. (Complete)**

1. **Parishioners Feedback/Complaints.**

Dog Bins

Cllr Stevens has received several complaints about dog mess and it was suggested that more dog bins were needed around Bishopstone. A bin would be needed in the Church car park and at the end of the Drove to ensure all the main dog walking routes are covered. The cost of installing and emptying the bins was discussed. Cllr Stevens proposed that two bins be purchased and installed, this was seconded by Cllr Greenhalgh. Five Cllrs were in favour and the proposal was carried by a majority. When the bins are in place, announcements will be made in the newsletter and on Facebook.

**Action: Cllr Stevens is to purchase and install the dog bins.**

1. **Date of Next Meeting**

The next meeting is due to take place on Monday 4th November 2019 at Hinton Parva Village Hall.

The meeting closed at 9:16 pm.