# BISHOPSTONE PARISH COUNCIL

**Minutes of the Parish Council Meeting**

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

**on Tuesday 3 December 2019**

**at Bishopstone Village Hall**

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

1. **Public Question Time**

As the meeting had been re-arranged to take place 3 December 2019, the Chair was available to take the meeting.

Four members of the public were in attendance to discuss the planning application on number 5 High Street. Cllr Brodin opened the floor to the parishioners who felt the rear of the proposed extension was the same as the previous application which had been rejected. The residents of number 6 High Street will be objecting once again because of the overshadowing impact to their home and garden. Cllrs were asked to ensure that the Conservation Officer was involved in the decision. It was felt that the new application did not address all the concerns from previous applications, which SBC had refused on the grounds of the excessive size, the impact on number 6, and loss of symmetry to the terrace. A parishioner who works for Historic England believed the symmetry to be worth retaining.

The Chair explained that it is important for parishioners to voice their opinions to SBC. She confirmed that parishioners’ views will be taken into account by the Parish Council in their response. She then opened the meeting.

1. **Approved Apologies**

Tom Green, Gill May, Andy Greenhalgh, 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 November meeting be accepted as a true record. The proposal was made by Cllr Stevens and unanimously agreed. The minutes were then signed by the Chair.

1. **Matters Arising**

All actions from the previous meeting had been completed except:

**Pond & Island**

This item was to be discussed later in the meeting.

**Planning**

**OTHER ISSUES**

A complaint had been reported to SBC regarding planning application S/HOU/18/0249/FELY – Erection of a detached garage – Swedish House, 2 The Forty, Bishopstone, where 3 planning consent conditions appeared to have been breached. The Clerk had chased progress on this but had not yet received a response from the enforcement officer. This action is still outstanding, Cllr Sumner had informed Cllrs that there is currently only 1 enforcement officer.

**Report from Ward Councillor**

This item was carried forward to the next meeting.

The Chair reported that she understood there was fibre passing through the parish, going to Oxfordshire. Cllr Stephens thought that BT had previously denied this.

**Action: Cllr Sumner is to check with BT whether fibre passes through the parish.**

**West End Lane Junction**

The following action was carried forward.

**Action: Cllr Stevens is to talk to the parishioner about the hedge**

**Action: The Clerk is to raise the white lining issue along with the vegetation-obscured signage**

**Local Plan**

No further updates had been received.

**GDPR**

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

**Lengthman Works**

This item was carried forward.

**Action: Cllr Sumner is to chase progress with Paul Page.**

Churchyard Maintenance

Cllr Stevens has received 1 quote and is waiting for 2 others to arrive.

**Action: Cllr Stevens is to obtain 3 quotes in time for the January meeting.**

1. **Planning**

* **S/HOU/19/1651 –** Erection of a two storey side extension – 13 The Wyncies, Bishopstone

Cllrs had no objections to the above planning application.

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

* **S/OUT/17/1990** – REVISED - 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

Cllrs did not feel a response was necessary.

* **S/HOU/19/1706** - Erection of two storey/single storey side and first floor rear extensions. - 5 High Street, Bishopstone

Cllrs felt that the side extension was not symmetrical and didn’t follow SBC guidelines. The rear extension proposal seem identical to the previous application. Cllrs would expect the conservation officer to be consistent. Cllrs agreed to write endorsing the professional opinion of the conservation officer and supporting the objection of the neighbour at number 6 whose amenity will be adversely affected.

**Action: The Clerk will send a draft letter to the Chair and Vice Chair for their amendments/approval. (Complete)**

**Action: The Clerk will send the final letter to SBC. (Complete)**

* **Late Receipt of Planning Notifications**

A pre application submission had been received after the agenda had been issued. This was discussed at length and a unanimous response was agreed.

**Action: The Clerk will send a draft letter to the Chair and Vice Chair for their amendments/approval. (Complete)**

**Action: The Clerk will send the final letter to SBC. (Complete)**

* **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

Cllrs did not feel a response was necessary.

* **APP/U3935/W/19/3240061 –** Demolition of The Chalet & erection of 1no dwelling & associated works – The Chalet, Church Row, Hinton Parva

The above appeal had been received after the agenda had been issued. Cllrs wished to reiterate their previous objections and to restate the strong public objections.

**Action: The Clerk will send a draft letter to the Chair and Vice Chair for their amendments/approval. (Complete)**

**Action: The Clerk will send the final letter to SBC. (Complete)**

**TREES**

**S/TWC/19/1738/LAND -**  Re: Works to trees in a conservation area – Bishopstone At: The Hawthorns, Cues Lane, Bishopstone

**S/TWC/19/1707/LAND** - Re: Works to trees in a conservation area – St Marys Church Car Park, Church Walk, Bishopstone

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| |  | | --- | | **PENDING DETERMINATION** | |

* **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 had differing views as to whether the above application had been withdrawn or approved. The Clerk had not received any communication from SBC. Hopefully this information will be received in time for the next meeting.

**Post-meeting note: the application is listed as withdrawn on the Swindon Planning website.**

* **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/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

A GRANTED schedule had been received for this planning application in November, but the Clerk had forgotten to remove it from the December meeting agenda.

**Action: The Clerk will remove this from the January agenda.**

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

A Cllr reported that the work applied for above has been completed and a different type of brickwork appeared to have been used.

**Action: Cllr Stevens is to check the documents on the website and report back to Cllrs.**

**OTHER ISSUES**

**NONE**

**GRANTED**

**NONE**

**REFUSAL**

**NONE**

1. **Reports from Borough Councillor**

The following report had been received from Cllr Sumner who had been unable to attend owing to the change of meeting:

Southern Connector Road gained Planning Consent at the Committee last night. The £30m road is fully funded and will prevent rat running.

Local Plan Review - subject to agreement at Cabinet tomorrow and at a Special Council Meeting on Thursday the final consultation on the LP Review will commence 17/12 for 6 weeks and 3 days to 30/1/20. This will be the final opportunity to comment on sites which have so far been assessed.

For info there will be Wales & West utilities carrying out pipeline works on the road between Callas Crossroads and the New Calley Arms for a few days from 16/12 - signals will be in place.

I have chased Paul Page again regarding The City.

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 Hinton Parva annual New Year Supper will take place on Saturday 18th January 2020

Bishopstone Village Hall - No report to make.

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 Crip informed those present that the website had been hacked. He has therefore changed permissions for amendments to himself only. Cllrs gave their thanks to Nigel for making the website secure again,

Responsible Financial Officer - No report to make.

1. **Precept**

Cllr Crisp reported on the state of the Parish Council’s finances.

Reserves

Over last 12 months our reserves have increased by around a 1K to just over 37K.  The timing is slightly different to last year and there are some bills to come out such as the churchyard maintenance so at this stage it is safe to assume that income and expenses are flat. The reserve amount remains over twice the maximum recommended by NALC, but is largely comprised of funds received for taking over former SBC responsibilities in the future.

Income

Will likely increase slightly from 15.1 to 15.2 due to an increase in the number of Band D properties and an inflationary increase in the money we receive for the Wyncies upkeep.

Expenditure

Last year we predicted a spend of 18.8K. At this stage in the year we are tracking below this. This is mainly because the extra lengthman duties budgeted for have not been required. Therefore Cllr Crisp recommended reducing the budget for these next year to £1000. Giving a predicted spend of 17.8K

Annual deficit

Predicted to be around 2.6K

Recommendation

Reduce reserves by 7%

Keep the Parish Council Tax flat at £39.08 for a band D.

If agreed this would be the 7th consecutive year and give us the lowest tax of all parishes in the borough with a council.

Cllr Crisp proposed that the Parish Council Tax is kept flat at £39.08 for a band D with a precept of £12,736.17 of be accepted for 2020/2021, this was seconded by Cllr McGuigan and unanimously agreed by all those present.

**Action: Councillor Crisp is to write an article for the Parish Times.**

**Action: The Clerk is to send the Precept figures to SBC.**

1. **West End Lane Junction**

The mirror has arrived and is waiting to be installed. Speed Watch volunteers are thrilled and two parishioners have offered to keep it clean. It was agreed to install the mirror over the Christmas break. The Chair gave her thanks to Cllr Thomas and Cllr Stevens for volunteering to install the mirror, which Cllr Green had advised must be installed more than 2 metres from the edge of the road.

**Action: Cllr Thomas and Cllr Stevens are to install the mirror.**

1. **Hinton Parva Red Phone Box**

The Chair reminded Cllrs that BT proposed to remove the red phone box in Hinton Parva because of lack of use and SBC was asking for local opinions about this. The Clerk and 2 parishioners have written to SBC to object to the removal for safety reasons and owing to the lack of a mobile signal, which were the only factors in the Ofcom guidance that might apply in this case. If BT decides to go ahead and remove the phone box, the Chair asked whether Cllrs might want the Parish to adopt it. The Chair informed Cllrs of the requirements around keeping the box. The only real benefit for keeping it would be for its historical value as the phone would be removed. It was decided to wait for the result of the consultation before making a decision.

1. **Local Plan**

The Local Plan is currently in the next level of consultation.

1. **Pond & Island**

* Island tidying Event

The two main jobs to be completed are the post and rail fence, which should be taken down, and the area formerly used by the school should be levelled. It would be a suitable location to plant trees, for example in memory of parishioners. Cllr Thomas advised that gardening club would like to plant a tree in memory of Joan Gibbs, who died recently. The scrub on the water’s edge needs moving onto the other scrub pile. The self-sown whips are 2/3 feet high and need strimming and the seating is all rotten. Cllrs Thomas and Stevens wondered whether there might be interest in obtaining new seating and tables when the area is opened up. It was decided that the clean up should take place on Sunday 26 January 2020 at 10:00 am. This project will not be Parish Council led owing to health & safety rules. An article will be put into the newsletter informing parishioners of the date and asking them to bring garden gloves, forks, loppers, spades and rakes. Parishioners who can help with heavy lifting will be particularly welcome.

**Action: The Chair is to write an article for the newsletter.** (Complete)

**Action: Cllr Crisp will put an article on the website.**

1. **GDPR**

The Chair reminded everyone that they should delete anything that identifies an individual where the work has been completed.

1. **Community Safety**

The Chair had attended the Community Safety Forum and reported complaints which the Parish Council had received. Five new volunteers had been trained on the Community Speedwatch scheme and they had been out twice with the Chair to use the equipment. Cllrs were informed that the new volunteers have set up a “Whats App” group which is working well to organise sessions at short notice. Speed Watch monitoring sessions can only take place in a limited number of previously risk assessed locations.

**Action: Cllr Brodin is to ask the WhatsApp admin to re-send the link to Cllr Stevens.** (Complete)

1. **The Ridgeway Access for Vehicles**

Cllr Crisp had received a response from Friends of the Ridgeway, recommending that he speak with Swindon Council. Cllrs agreed to abandon the project as it is proving to be far more complicated than they had expected. The Chair thanked Cllr Crisp for his hard work to date.

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

1. **Lengthman Works**

There was nothing new to report. Cllr Thomas had asked the Lengthman to move the leaves at the Wyncies which were a slip hazard.

1. **Accounts to be paid:**

* See Appendix 1

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 Lengthman had presented his invoice on the day of the meeting but this has already been agreed by Cllrs as a monthly payment.

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

1. **Correspondence**

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

The Clerk and the Chair had received an email from the Clerk of Wanborough Parish Council regarding a celebration event for the 75th anniversary of V E Day on 8 May 2020.

**Action: The Clerk is to add this item to the January agenda for discussion.**

1. **Parishioners Feedback/Complaints**

Cllr Crisp reported severe potholes on Body Horse Hill and also that the edge of the road is disintegrating again.

**Action: The Clerk is to report the problems to SBC.**

Cllr Thomas informed those present of a compliment he had received from a parishioner regarding the speed at which SBC had attended to deal with the drain at the Mission. The Clerk was asked to write to Paul Page to let him know that his team’s help had been noted and appreciated.

**Action: The Clerk is to email thanks to Paul Page of SBC.**

Cllr Stevens reported the removal of the arms on the fingerpost at the Church and was informed that these are currently being repaired. He reported a broken fingerpost at the bottom of Church Walk.

**Action: The Clerk is to report the broken fingerpost to SBC.**

The Chair advised Cllrs of SBC’s decision to try to pass responsibility for tree works on to Parish Councils. All the Chairs had agreed this was not feasible. This was fed back to SBC and they are looking at other ways of managing the tree works.

1. **Date of Next Meeting**

The next meeting is due to take place on Monday 6th January 2020 at Hinton Parva Village Hall.

The meeting closed at 10:00 pm.