# BISHOPSTONE PARISH COUNCIL

**Minutes of the Parish Council Meeting**

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

**on Monday 4 November 2019**

**at Hinton Parva Village Hall**

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

1. **Public Question Time**

No members of the public were in attendance.

1. **Approved Apologies**

Ian Thomas (Vice Chair), Julian Cooke, Andy Greenhalgh.

1. **Declarations of Interest**

There were no declarations of interest.

1. **Minutes of Last Meeting**

The Chair asked for a proposal that the October 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:

 Hedges encroaching on Highway and Obscured Traffic Signs

The Chair informed Councillors that she had surveyed the signs and excess vegetation in Hinton Parva. Signs were all clean and legible and she would trim back the small amount of excess vegetation herself. Cllr Green advised that excess vegetation was obscuring signs coming into Bishopstone from Hinton Parva, the flashing light for the school at West End Lane and the gateway into the village from Idstone. Cllr Stevens also reported obscured signs in New Road Bishopstone. The Clerk reminded those present that SBC had notified her in September that they require a side arm tractor to cut the vegetation and she therefore felt they had accepted responsibility for the work. Councillors agreed that the obscured signs should therefore be reported to SBC to see what their response was.

**Action: The Clerk is to contact Suzanne Coles and Helen Viveash at SBC. (Complete)**

**Pond & Island**

This item was carried forward as Cllr Thomas and Cllr Stevens had been unable to meet. They will meet and bring details to the December meeting.

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

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

**West End Lane**

The Chair reminded those present of the discussions following on from the meeting with parishioners and SBC. The Clerk had contacted the insurance company with regard to liabilities on the installation of a convex mirror at the junction of West End Lane/Icknield Way. A response had been received stating “the council would need to follow all guidance with regards to the professional installation of the mirror and keep it clean and well maintained. Depending on the scenario of a claim or incident, providing the council took all reasonable steps to avoid injury or damage to another person or their property, then the council would be covered.”

Cllr May proposed that a 60cm diameter convex mirror be purchased for installation at the end of West End Lane, this was seconded by Cllr McGuigan and unanimously agreed. Cllr Stevens had offered to install the mirror. A Cllr advised that it must be installed no closer than 2 ft from the edge of the road.

**Action: The Chair is to send the link for the convex mirror. (Complete)**

**Action: The Clerk is to purchase the mirror. (Complete)**

**Lengthman Works**

Cllr Thomas had reported that all work had been carried out immaculately. A Cllr reported that the workmen were carrying out 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 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. This item was carried forward as Cllr Thomas was not in attendance.

[Post meeting note: Cllr Thomas has informed the Clerk that he had spoken with the Lengthman, who had said he would ensure that this was addressed.]

1. **Planning**

**NONE**

**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

Councillors believed this application had been withdrawn but the Clerk had not received any notification.

* **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/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
* **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

**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.

The following item had been received after the agenda had been issued.

* **APP/|U3935/W/19/3228903 – S/LBC/18/1831 –** Erection of single storey rear & two storey side extensions – Poveys Cottage, Tuckers Lane, Hinton Parva

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

**GRANTED**

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

* **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

**REFUSALS - NONE**

**TREES**

* **S/TWC/19/1552/LAND –** Works to trees in a conservation area – 4 High Street, Bishopstone
* **S/19/0936 -** Demolition of The Chalet & erection of 1no dwelling & associated works – The Chalet, Church Row, Hinton Parva. A Cllr had heard that this refused application will be going to appeal but the Clerk has not received any notification yet.
1. **Report from Ward Councillor**

Cllr Sumner was arriving late due to other commitments, but his report has been left in this part of the minutes for continuity.

Cllr Sumner advised that SBC had been allocated £19m from the Government toward funding of the southern connector road, which was extremely welcome. The proposed road has been very carefully designed to discourage through traffic. It will probably go before planning committee in January. Junction 15 is moving very slowly and Highways England is being badgered both by SBC and the MP/ministers as the delay is causing significant concern. Robert Buckland MP has contacted the responsible minister in charge of Highways England, and is awaiting a response. The Chair asked whether there is a deadline with regard to monies. Cllr Sumner said that the deadline is in terms of planning and he went on to explain the constraints. The White Hart and Gablecross works are going ahead and these are SBC controlled.

The Chair reminded Cllr Sumner of the issues surrounding vegetation obscuring signs although she understood the budgetary pressures that SBC were under. The Clerk felt that SBC had accepted responsibility for the work when they wrote explaining that they were looking for a side arm tractor. The Clerk has chased progress but has not received a response. The Chair explained that they had received a letter from Sam Howell asking whether the Parish Council would like SBC to *“undertake additional works within the Parish, particularly in respect of traffic management and maintenance of public spaces,*

*including the public highway”*. Cllrs had responded saying they would like the contracted services parishioners are already paying for to be provided first. Cllr Sumner explained the budgetary restrictions and Cllrs responded that they perceived there was a lot of wastage e.g. using cheaper materials for white lining and filling pot-holes individually instead of full maintenance of the road. A long discussion followed.

**Action: Cllr Sumner is to chase progress on the works promised to the excess vegetation around the signs.**

**Action: Cllr Sumner is to ask for an update on progress and a definitive explanation of responsibilities regarding excess vegetation and budgetary restrictions.**

The Chair informed Cllr Sumner that the Clerk had not yet received a response to her two recent reports to planning enforcement. She had copied in Cllr Sumner who had forwarded the email to Andy Brown to ask for help. Cllr Sumner explained that there was now only one enforcement officer employed at SBC. Cllrs had been informed that The Chalet decision would be appealed, but the Clerk had not received notification of this. The Local Plan review is to go out before Christmas.

Cllr Sumner informed those present 4G Broadband has issues but there is to be an upgrade to the system at Christmas to increase capacity. Cllr Sumner asked that people report internet failures to their retailer as a priority. Improving internet availability is a priority for SBC and they are looking at whatever other options they can find. 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.**

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

The Chair informed Cllr Sumner that BT had posted a notice in the Hinton Parva phone box regarding their intention to remove it in 42 days. The Clerk had had email correspondence with Phil Smith about this, but had not yet received any consultation documents. Cllr Sumner asked the Clerk to send him an email outlining the reasons why the telephone box should remain, and he will support that.

**Action: The Clerk is to send Cllr Sumner an email with the reasons that the phone box should be kept. (Complete)**

**Action: Cllr Brodin will write an article for the newsletter once the public consultation has been received.**

1. **Key Responsibility Area Updates**

Finance

No report to make.

Footpaths & Highways

Cllr McGuigan reported that the culvert at the bottom of New Town Lane needs clearing.

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

[Post meeting note: The Clerk has received a response from Paul Page of SBC: *“Good morning Lesley.*

*Boys are coming out this afternoon to take a look.]*

Cllr Brodin reported that the roads at the City Corner entrance to Short Drove, and to the north of the Mission Hall have deep potholes making them dangerous. Cllr Crisp noted the poor condition of The Lane, but it was agreed this was not a priority.

**Action: The Clerk is to write to Helen Viveash at SBC.**

[Post meeting note: The Clerk has received a response from Dave Enstone of SBC: *“The potholes you mentioned on city corner and short drove do not meet our intervention level however I will monitor as well. We will be taking the arms off the wooden post for the church so we can get it replaced.”*

Pond & Island Management Committee

The Clerk was asked to remove the words ‘Management Committee’ from future agendas. See item 12 for further discussion.

**Action: The Clerk is to remove ‘Management Committee’.**

Hinton Parva Village Hall - No report to make.

Bishopstone Village Hall

Cllr Greenhalgh had informed the Clerk that a new gardener has been engaged and the first priority will be to cut back the vegetation adjoining the pathway.

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 had had a long conversation with the hosting company about recent problems. He advised Cllrs to send their emails via Outlook or whatever email client they use; it then works perfectly.

At a recent history evening in Bishopstone, Cllr Crisp had talked to local historian Paul Williams about potentially accessing his photographic records of the parish. Paul had subsequently provided his entire photo archive in high quality scans for posting online. Paul had written four leaflets on local history which he used to sell and is also happy for these to go onto the website. Cllr Crisp therefore proposed that an honorarium of £100 be given to Paul Williams and at his request a donation of £100 split between the 2 churches and 2 village halls, this was seconded by Cllr Green and unanimously agreed.

Responsible Financial Officer

The Clerk informed Cllrs that Paul Bailey had informed her that he is retiring as a Chartered Accountant after December and would therefore be unable to internally audit the Parish Council accounts as a Chartered professional. However, Cllrs asked the Clerk to inform Paul that they would be very grateful if he would continue to carry out the internal audit.

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

[Post meeting date: Paul is happy to carry on as an ex-Chartered Accountant.]

1. **West End Lane Junction**

This item had been discussed at item 5.3, but the Chair informed those present that five new volunteers would be trained by the police for the Community Speed Watch programme on 18 November 2019. She was pleased to say that the parish will now have a strong team to monitor village traffic, which will hopefully have a beneficial impact on speed and perceptions of speeding. Cllrs congratulated the Chair on converting complaints into positive action. Suzanne Coles had agreed that road markings and white lining are needed but are not a top priority as there are no recorded accidents in this area. Cllr Green reminded those present that a parishioner had agreed to trim his hedge near this junction. Although grateful that some work had been done Cllrs felt a little more was needed. Cllr Green reported on the poor state of white lining in the village. Village gateway markings were reported to have disappeared.

**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**

[Post meeting note: The Clerk has received a response from Dave Enstone of SBC: I have been out to Bishopstone to have a look at the white lines on the village gates and they have not disappeared I will continue to monitor them.]

[Post meeting note: councillors have taken photographs of the sections where lining is worst, including areas that are virtually obliterated, which the Clerk has forwarded to SBC.]

1. **Local Plan**

No further updates had been received.

1. **Parish Online Mapping Tool**

The Chair asked whether Cllrs had tried to use the Mapping tool. She had used it to print a map to record the road signs in Hinton and their condition, but she felt transferring the data might be a challenge. Another Cllr could not get signed in. Councillors were urged to try to make use of this facility when appropriate, to inform a decision on whether to continue to subscribe.

**Action: The Clerk is to remove this item from the agenda. The Clerk should add this again to the February agenda.**

1. **Pond & Island**

It had previously been decided that the tidying event would take place at the end of February. The Clerk will ensure this item is on the December agenda.

**Action: The Clerk is to add this item to the next agenda.**

**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 will be attending a Community Safety Forum meeting on 7 November 2019. She asked whether Cllrs had anything she should take to the meeting and one issue of a potentially unsafe/illegal vehicle was raised. Councillors Crisp and Brodin had carried out a number of Community Speed Watch sessions last month. As a result of the problem at West End Lane, the team has gained five new volunteers, who have carried out their online training and will soon be doing the onsite training.

1. **The Ridgeway Access for Vehicles**

Cllr Crisp had contacted Friends of the Ridgeway who had said they would be delighted to help, but they have not been back in touch. He went on to explain the extraordinary amount of work involved in formulating an effective case for closure. Cllr Green proposed that if FOTR did not get back in touch within a month with support, a decision should be made as to whether Cllr Crisp should carry on with the work needed or not pursue further, this was seconded by Cllr Stevens and unanimously agreed.

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

1. **Lengthman Works**

Cllr Crisp reported blocked drains in the lane from Church Row to Short Drove which the Lengthman is contracted to keep clear. The Clerk was asked to contact the Lengthman. The drains on footpath 14 were discussed. The Chair asked Cllr Sumner, who had just arrived, if he had any news regarding the letter that had been sent from SBC to the owner of the Lynchetts.

**Action: The Clerk is to report the blocked drains to the Lengthman. (Complete)**

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

[Post meeting note: The Lengthman has cleared the drains and sent photographs to the Clerk which have been forwarded to Cllrs.]

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 had ordered 2 dog bins and had received an invoice from Glasdon for £207.65 after the agenda had been issued.

Cllr May 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 Chair advised that she would be attending the Remembrance Day Service at Swindon’s Cenotaph on behalf of the Parish Council. Cllrs thanked her for representing them.

The Clerk had received an email from WALC – SAC asking for a donation towards tree works provided by SBC which had been forwarded to Cllrs before the meeting. The Chair read the email and asked for Councillors’ opinions. Whilst Councillors applauded the work of the tree team, it was agreed that the Parish is unable to contribute funds toward this service.

**Action: The Clerk is to write to the Clerk of WALC-SAC. (Complete)**

1. **Parishioners Feedback/Complaints.**

Churchyard Maintenance

Cllr Stevens asked the Clerk when the new contract for Churchyard Maintenance was due as the PCC will have to seek 3 quotes in time for the December meeting and precept discussions.

**Action: The Clerk is to send the date to Cllr Stevens. (Complete)**

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

1. **Date of Next Meeting**

The next meeting is due to take place on Monday 2nd December 2019 at Bishopstone Village Hall.

The meeting closed at 9:36 pm.

**Apologies for the December meeting were given by Gill May and Valerie Brodin.**