

**BISHOPSTONE PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held online at 7:30 p.m.**  
**on Monday 6th April 2020**

**Those Present:** Lesley Drewett (outgoing Clerk), Jaine Blackman (Clerk), Val Brodin (Chair), Ian Thomas (Cice Chair), Nigel Crisp, Tom Green, Julian Cooke, Douglas Stevens, Cllr Gary Sumner, Alan Taylor (PCC ) (by invitation for first item only)

Alan Taylor, representing the Parochial Church Council (PCC), addressed the meeting with regards to the Parish Council's grant for the maintenance of St Mary's (Bishopstone), and St Swithun's (Hinton Parva) graveyards. He explained the grant was made an agreement under the Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970 (clause 1 and 2 of the Act) sometime between 1975-1978 but no paperwork relating to it could be found. He said it was an agreement rather than a duty of the Parish Council. He declined to share the as-yet unaudited PCC accounts but confirmed they would be available after the PCC's annual meeting next month. He was thanked for attending.

**1. Public Question Time**

The Chair opened the meeting. No questions had been submitted to the Clerk.

**2. Approved Apologies**

Andy Greenhalgh, Stuart McGuigan, Gill May.

The Chair proposed that Andy Greenhalgh continues as a Parish Councillor and the motion was passed unanimously. Thanks were expressed to Stuart McGuigan, who is resigning at the end of April, for his 12 years of service to the community.

**Action:** The Clerk is to report on the procedure for co-opting a replacement Councillor and put discussion of possible candidates on next month's agenda.

**3. Declarations of Interest**

Cllr Stevens with regard to item 10 on the agenda, as a member of the PCC.

**4. Minutes of Last Meeting**

The Chair asked for a proposal that the March 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.

**5. Matters Arising**

All actions from the previous meeting had been completed.

**6. Planning**

**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; no 2 Form Entry primary schools; green infrastructure; indicative primary access road corridors to A420; improvements to Wanborough Road and associated works. At: Lotmead Site, New Eastern Villages, Wanborough Swindon **NO UPDATE**

**S/20/0263** - Erection of Garage – Barn To Rear of Upper Farm, Hinton Parva Lane, Swindon **NO OBJECTION**

**S/20/0308** - Installation of 2 no. Air Source Heat Pump Units – Upper Farm at Rear, Hinton Parva Lane, Hinton Parva **NO OBJECTION**

**Action: The Clerk is to inform SBC that the PC has no objection to the above two items**

**PENDING DETERMINATION - NONE**

**OTHER ISSUES**

**S/PRE/19/1584** – Cllr Thomas asked whether the Clerk had received any update from SBC regarding this pre-application advice request. The PC was keen to have sight of any advice given.

**Action: The Clerk is to contact the relevant officer and ask whether advice has been given and if so request a copy**

**GRANTED - NONE**

**REFUSAL -NONE**

#### 7. **Report from Ward Cllr Gary Sumner**

- 1) Highways drainage team completed works on the ditch in The Lane by Hinton Woods and Short Drove.
- 2) The City, Bishopstone – drainage pipe jetted through and running well but Paul Page accepts it is the soil and vegetation from the bank which is causing an impact on the drainage of the path. I have approached Dave Enstone to take on following up those letters and copied in Zoe Moore (Service Manager – Highways Operations).
- 3) Refuse collections – you will be aware Green waste collections paused – I’ve now chased missed recycling collections for New Town Lane, Cues Lane, The City – hopefully to be done Monday or Tuesday. Note to Parish is that if residents spot a complete street missed I need to know (or Jaine) so we can report as the SBC reporting for missed recycling has been removed from the website options for now as they will not be collecting individual missed collections.
- 4) Fly Tipping: I’ve spoken to my fellow Cabinet Member for Highways and she is attempting to get colleagues to address those areas of fly tipping identified in Bishopstone and Hinton Parva. Ask residents to be vigilant as this will increase.
- 5) Still awaiting final confirmation but Junction 15 works should begin June 2020 – (Covid permitting). Will know by Thursday April 9.
- 6) Local Plan: Delayed due to current situation – will be reviewing progress towards the summer.
- 7) All works at SBC are being done remotely as far as possible. Planning applications will be validated but slightly delayed although work started on them before validation.

Councillor Sumner was asked what had happened about the quote provided for maintenance of the grounds around the Hinton Parva septic tank and said he was chasing it up.

#### 8. **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 - No report to make.

Hinton Parva Charities - No report to make.

Bishopstone United Charities - No report to make.

Trees – Doug Stevens was commended for removing a branch that had been threatening to cut off a 94-year-old’s telephone line. Julian Cooke confirmed the diseased ash tree previously identified off Body Horse Hill, Hinton Parva, had been safely removed.

Russley Park Liaison - No report to make.

Planning - No report to make.

Website/IT – No report to make.

Responsible Financial Officer (RFO) – Lesley Drewett confirmed she was dealing with the year end accounts and audit.

9. **Covid-19 Arrangements**

The Chair reported that all elections had been pushed back till next year. NALC had advised that the annual Parish Meeting need not go ahead but the Chair would write a report of the past 12 months for the website and newsletter. NALC advised that PC meetings could continue online but the public and press must have the opportunity to attend. The Chair proposed this could be achieved if prospective attendees contacted the Clerk for an invitation. The Clerk was asked to include this information on the next agenda.

Cllr Green was thanked for setting up the Skype meetings, and he agreed to continue doing so.

The Chair outlined the community voluntary efforts being implemented to support villagers during the lockdown.

A vote of thanks was given for all the volunteers who have stepped up to the plate to help those affected by the crisis.

SBC has set up an organisation to assist Borough residents in need of help during the crisis.

The Chair has given her contact details to SBC and NHS coordinators as a 'single point of contact' for the Parish, and is passing on any requests for help to the network of village volunteers.

The Chair praised the arrangements speedily put in place by local food businesses to ensure basic food supplies were available to residents, notably The Royal Oak's car park food shop and takeaway in Bishopstone, Hinton Marsh Farm's new shop in Shrevenham, Bloomfields of Shrevenham's home delivery service and Jojo's Dairy in Wanborough providing 'contactless' fresh milk and eggs daily from their farm.

**Action: Cllr Green to set up Skype meeting for 11<sup>th</sup> May Parish Council meeting (complete)**

10. **Churchyard Maintenance**

Cllr Stevens was asked not to participate. At the previous meeting, Councillors had agreed to pass on the money from SBC to the PCC. Councillors wanted to understand more about the PCC's finances before agreeing to contribute further funds and agreed to wait until the PCC's accounts were available for inspection before discussing further. The Chair will also look in the archives for any original paperwork relating to the purported historical agreement to pay.

**Action: Chair to search archives for history of PC's contribution to PCC re graveyards**

11. **Land at Corner of Icknield Way and Nell Hill**

A developer had written asking for the Parish Council's feedback and advice about a potential building plot prior to applying for planning permission. Development on this land was strongly opposed and Cllr Thomas was asked to draft a reply accordingly.

**Action: Cllr Thomas to draft a response**

**Action: The Clerk to send the draft to Councillors for comment before replying to the correspondent**

12. **The Pond Railings**

The railing has been repaired free of charge by the builder working opposite. Councillors expressed their gratitude.

13. **Hinton Parva Red Phone Box**

To be taken off the agenda until a decision is made by BT.

14. **Local Plan**

On hold due to Covid-19.

15. **Pond and Island**

Nothing to report.

16. **GDPR**

The Chair reminded Councillors that personal data security remains essential during the crisis, and all Councillors should continue to be careful not to identify anyone without their consent.

17. **Community Safety**

Community Safety Forum meetings are on hold due to the Covid-19 lockdown. The Chair reported cyber security is a big problem at this time and requested a warning about scams and phishing be put on the website by Cllr Crisp.

**Action: Cllr Crisp to source an official warning notice about cyber security and upload to the website**

**18. Lengthman Works**

No issues. Cllr Crisp noted that a very good job had been done in Hinton Parva last week.

**19. Accounts to be paid:**

The amounts shown in Appendix 1 of the Agenda were presented for approval.

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

The outgoing Clerk noted that cheque payments were a problem because of the current health situation and Councillors agreed she should make BACS payments where possible instead of the traditional cheques.

Because of Covid-19 lockdown, it had not been possible to change the signature arrangements for cheques to empower the new Clerk. The outgoing Clerk would continue to assist when necessary until this could be resolved with the bank.

**20. Correspondence**

The Chair asked Councillors whether they wished to view any correspondence; none did.

**21. Parishioners Feedback/Complaints**

None.

**22. Date of Next Meeting**

The next meeting is due to take place online on Monday 11<sup>th</sup> May 2020

Apologies to the Clerk before the meeting please.

The meeting closed at 9:24 pm.