**BISHOPSTONE PARISH COUNCIL 574**

**Minutes of the Parish Council Meeting**

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

**on Monday 11th May 2020**

**Those Present:** Jaine Blackman (Clerk), Val Brodin (Chair), Ian Thomas (Vice Chair), Nigel Crisp, Tom Green, Julian Cooke, Douglas Stevens, Gill May, Cllr Gary Sumner

1. **Public Question Time**

No questions had been submitted to the Clerk and no members of the public were in attendance.

The Chair opened the meeting.

1. **Approved Apologies** - Andy Greenhalgh
2. **Declarations of Interest**

Cllr Stevens with regard to items 11 and 14 on the agenda, as a member of the PCC.

1. **Minutes of Last Meeting** (6th April)

The Chair asked for a proposal that the April meeting be accepted as a true record. The proposal was made by Cllr Cooke and unanimously agreed. The minutes were then signed by the Chair.

1. **Matters Arising**

All actions from the previous meeting had been completed except:

Casual Vacancy on the Parish Council

The Clerk had investigated the procedure for co-opting someone to replace Cllr McGuigan, and the required formal notices about the vacancy had been placed on the Parish Noticeboards. If ten electors do not call for an election, the Parish Council may fill the vacancy by co-option, if it wishes to do so, after 22nd May.

S/PRE/19/1584 – Beech Place, Newtown Lane, Bishopstone

The Clerk had contacted the relevant officer to ask whether pre-application advice had been given, and if so to request a copy. The officer had replied that advice had been given, but was confidential. The Clerk had requested that the officer ask the applicant whether they would allow the Parish Council to have sight of the pre-app advice, but no reply had yet been received. The Chair had asked Cllr Sumner whether pre-application advice is indeed confidential, as this seems contrary to the Freedom of Information Act and best practice planning guidelines. Cllr Sumner confirmed that he was seeking legal opinion on whether the pre-planning advice could be shared with the parish council.

Churchyard Maintenance

Chair reported that Parish Council and PCC archives had been searched but no formal agreement regarding Churchyard Maintenance appeared to exist, though the Parish Council and PCC had regularly debated the matter since 1942.

Covid-19 Arrangements and Annual Parish Meeting

Although the annual Parish Meeting could not take place at this time, the Chair’s Annual Report and the Financial Report had been submitted in advance of the meeting by email and were unanimously accepted. The report and a brief financial statement will be published in the Parish Times.

1. **Planning**

**S/OUT/17/1990** Outline planning application (with means of access to the A420 not reserved) for up to 1,550 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, the formation of a new permanent access from the A420 and a temporary construction access from the A420. Great Stall East - Land South Of The A420, South Marston Swindon. **NO COMMENTS TO BE SUBMITTED**

**S/LDP/20/0401/EMMI -** Certificate of Lawful Development (Proposed) for the conversion of garage into habitable space and relocation of entrance. Hillcrest, Hinton Parva Lane, Hinton Parva. **NO COMMENTS TO BE SUBMITTED**

**S/20/0339/CHHO -** Variation of condition 6 from previous permission S/HOU/18/0249 concerning an additional window at ground floor level. Swedish House, 2 The Forty, Bishopstone. **NO COMMENTS TO BE SUBMITTED**

**S/20/0415** - Erection of 1no. dwelling. Former That Hovel, Oxon Place Bishopstone Swindon.

**Action: Cllr Thomas to draft a response and Clerk to circulate for councillors’ comments**

**Late Receipt of Planning Notifications**

**S/OUT/19/0582** Outline planning application for 2,500 homes at Lotmead site.

**See Borough Councillor’s report, agenda item 7**

**S/OUT/18/1943** Hybrid planning application for science park and associated works at Inlands Farm, Wanborough.

**See Borough Councillor’s report, agenda item 7**

**S/HOU/20/0499** Erection of two storey front extension and replacement porch at Swedish House, Bishopstone.

**Action: Clerk to ask SBC for more time for Councillors to discuss and comment on the application**

**PENDING DETERMINATION**

**S/OUT/20/0160** - Outline application for up to 370no dwellings and a mixed use local centre of up to 1,500sqm floor space (use classes A1/A2/A3/A4/A5 and D1- Access not reserved – Land at Foxbridge Village, New Eastern Villages, Wanborough Road, Wanborough. **Action: keep on agenda**

**OTHER ISSUES**

**S/TWC/20/0224/LAND –** Work to trees in a Conservation Area – Harlestone House, Mount Pleasant, Bishopstone

**S/PRE/19/1584** - Beech Place, New Town Lane pre-application – discussed in Matters Arising item 5 above

**GRANTED**

**S/20/0263 -** Erection of Garage – Barn To Rear of Upper Farm, Hinton Parva Lane, Swindon

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

**S/LBC/20/0223/SASM** - Installation of replacement windows - Titcheners Cottage , High Street Bishopstone

**REFUSAL - NONE**

**APPEAL - NONE**

1. **Report from Ward Cllr Gary Sumner**
2. The City, Bishopstone. Cllr Sumner will arrange a meeting with Tim Price (Service Manager for Highway Asset Management) to discuss with Parish Council a possible arrangement to get some works carried out in conjunction with the Parish for a longer term solution about the path. Cllr Stevens brought up a separate issue about a broken fence which posed a Health and Safety risk to pedestrians on the footpath.

**Actions: Cllr Sumner to arrange meeting with Tim Price;**

**Cllr Stevens to draft a letter for the Clerk to send to the residents asking them to repair fence and Cllr Sumner will put through to SBC as an urgent report.**

1. Fly tipping. SBC are unable to remove from private land – will continue to remove from Highways land.
2. After the last meeting SBC agreed the final funding with the LEP (Swindon & Wiltshire Local Enterprise Partnership) for £3m and the project is going ahead. Notifications go out on the 15th May for a ‘Prohibition of Traffic Order’ on Day House Lane.
3. Revised application now submitted for ‘Swindon Science Park’ at Inlands Farm – we have until 5th June to comment.
4. Applications submitted for Foxbridge North, revised application for Lotmead and revised on Symmetry Park. Lotmead, Great Stall East and Symmetry Park all likely to go to June Planning Committee.

**Action: Cllr Green to draft letters reiterating concerns over lack of primary school provision at Foxbridge and access to Wanborough Road at Lotmead.**

1. Broadband. Following an initial meeting with BT on 24th April they are going to come back to me with detail on fibre rollout and then we can work on a mechanism village by village to cost any acceleration. The 4G system remains overloaded and I suspect without a big drop off in users it will not improve.

Cllr Sumner was asked about the issue of maintenance of the grounds around the Hinton Parva septic tank and said he was chasing it up with Mike Ash, head of housing at SBC.

1. **Key Responsibility Area Updates**

Finance - Cllr Crisp proposed the gratuity of £2,770.10 be paid to retired clerk, Lesley Drewett. The motion was seconded by Cllr Green and passed unanimously.

**Action: Payment to be made**

Footpaths and Highways

· The City path maintenance: discussed under Borough Councillor’s report.

· Dingle Path hedge: Cllr Thomas explained that an overgrown hedge causing problems for residents in Thatchers View was in “no man’s land” but the Parish Council had, in the past, accepted some responsibility for it. It was agreed that as it was part of his works schedule but had not previously needed much maintenance, the Lengthman would be paid £150 to cut it back, taking on any additional cost himself.

**Action: Cllr Thomas to request Lengthman to cut back hedge**

· Hinton Parva Septic tank land maintenance: discussed under borough councillor’s report.

* Fly tipping: ways for residents to be encouraged to report instances of fly-tipping were discussed including using SBC’s My Account, Fix My Street and What Three Words.
* **Action: Cllr Stevens to ask regular litter-picking volunteer to report to SBC any fly tipping that she spots.**

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 - No report to make.

Russley Park Liaison - No report to make.

Planning - No report to make.

Website/IT – No report to make.

Responsible Financial Officer – owing to Covid-19 restrictions it had taken longer than expected for all aspects to be transferred over to the new Clerk, but good progress was being made.

1. **Annual Governance Statement 2019-2020** This document had been emailed to Councillors before the meeting. The Clerk read the Annual Governance Statement. Councillors unanimously agreed that to the best of their knowledge and belief all of the points were in order. The statement was then signed by the Chair, who will take it to the Clerk for signature observing all necessary social distancing rules.
2. **Ratification of Accounts and Certificate of Exemption from Audit**

These documents had been emailed to Councillors before the meeting. The accounts for 2019/20 had been audited by the internal auditor, Paul Bailey. Cllr Crisp proposed that the accounts and audit exemption certificate be ratified, this was seconded by Cllr Cooke and carried unanimously. The documents were then signed by the Chair, who will take them to the Clerk for signature as above. Councillors expressed their gratitude to Paul Bailey for his ongoing voluntary support and help with auditing the accounts.

**Action: The accounts must be advertised on the website by 1 July 2020**

**The Certificate of Exemption must be sent to the external auditors before 30 June 2020**

###### **Graveyard maintenance**

###### Cllr Stevens had declared an interest as a member of the PCC and did not take part in the discussion or vote. Cllr Crisp gave a presentation outlining the history and financial implications of the PCC’s request for an increased contribution from the Parish Council. He summarised the PCC’s financial position, thanking the PCC for making the information available. Cllr Crisp recommended that:

###### the PCC’s request for funds should be paid as requested this year (£4,150);

###### notice should be issued to the PCC that the topic remains under debate, may change and should not be relied on;

###### the issue should be discussed by councillors over the coming months;

###### the Parish Council should aim to vote on a resolution by the autumn.

###### After discussion, Cllr May proposed that this year’s funding remain the same as last year’s (£3,700) and the rest of the recommendations be followed. The proposal was seconded by Cllr Crisp and passed unanimously.

###### **Action: The Clerk to write to the PCC accordingly – Chair will assist with drafting**

###### **Clerk to pay the PC’s contribution of £3,700** in installments as previously

###### **Co-opting new councillor**

###### The Chair explained the process and asked Councillors to prepare for the possibility of co-option after the deadline for an election being called has passed (22nd May). Cllr Stevens reported that a resident who had expressed an interest found the council’s reply “too corporate”. Cllr Crisp reported an approach had been made to encourage applications from Russley Park. After debate, Councillors agreed that greater diversity would benefit the Parish.

###### **Action: Chair to post information on Facebook; Chair to phone resident mentioned above.**

###### **Councillors to approach potential co-optees who might help broaden the diversity of the team.**

###### **Local Plan** Nothing to report

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###### 14. **Newsletter**

###### Cllr Crisp reported that the PC’s yearly grant of £450 had not covered the printing cost of the Parish Times (£502) and proposed an extra donation of £200 to cover the printing shortfall and contribute to production and distribution. Cllr Thomas queried why the PC was paying more than the £52 shortfall. Cllr Stevens had declared an interest and did not vote. The motion was seconded by Cllr May and carried with one abstention.

###### **Action: Clerk to write to the PCC and send an additional donation of £200**

###### 15. **GDPR** The Chair reminded councillors that they should continue to be careful not to share personal details that might identify someone without their express consent.

###### 16. **Community Safety** Community Safety Forum meetings are on hold due to the Covid-19 lockdown. Several residents have expressed an interest in Community Speed Watch training.

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#### 17. **Lengthman** Cllr Crisp reported that an invoice (£413.50) from 2018 had remained unpaid. A motion to pay it was carried unanimously.

#### **Action: Clerk to pay invoice.**

#### 18. **Accounts to be paid:** Pre-approved .

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

20. **Parishioners Feedback/Complaints** Cllr Green had answered a resident’s query regarding fingerposts and Cllr Cooke had been informed of a fallen tree, which Cllr Crisp said had now been cleared.

21. **Date of Next Meeting**

The next meeting date is 1st June 2020 to take place in Bishopstone Village Hall or online.

**Action: Cllr Green to set up a meeting on Microsoft Teams** Apologies to the Clerk before the meeting please.

**The meeting closed at 10.09pm**

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