

BISHOPSTONE PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7:30 p.m. on Monday 10th October 2011 at Bishopstone Village Hall

Those Present: Simon Jenkins (Chair), Lesley Drewett (Clerk), Karolyn Tapper (Vice Chair), Sarah Paye, Ian Thompson, Julian Cooke, Rob Selbourne, Stuart McGuigan.

1. **Parish Plan – Belinda Fowler**

The Chair welcomed Belinda Fowler, who had attended to talk about Parish Plans and inform Councillors of the process for putting a plan in place. He informed Belinda that it was thought there was a volunteer to take the project forward, should this be agreed.

Belinda thanked Councillors for inviting her to attend the meeting. She explained that she works for a charity called Community First which does a lot of work for rural areas, including supporting groups who want to put in place a Parish Plan. A Parish Plan can be seen as a business plan for the parish. It should contain a lot of information on how and why the plan has been put together and it should show how the community sees itself developing over the next 5/10 years. It can include any matters which parishioners think are important. It is an advantage that it involves consulting widely within the community, including with the Local Authority, the Police and other public sector bodies.

The Parish Council has a major role to play as the representative of the local community; a Parish Plan is a useful tool for the Parish Council to understand the wants and needs of the parish. It can influence strategic documents and is also useful for managing changes and obtaining grants. It can influence neighbourhood and development planning and can be used as evidence when trying to influence other providers. The action plan is a critical part of the Parish Plan and Community First report these back to National Government.

Belinda suggested that a steering group should be formed to draw up a parish plan, which would include one or two Parish Councillors. Community First can support the project and have developed a toolkit of best practice over the last 10 years. Parish Plans can be in booklet form, but they are increasingly nowadays produced electronically. On completion, the Parish Council would adopt the plan as a parish document.

Parishioners can offer their skills by becoming involved in various topics and aspects of the Parish Plan. The process of completing the plan is as important as the plan itself. The plan can take around 18 months to 2 years to complete and costs can vary from £500 - £2,000; small grants may be available.

Action: Belinda is to provide a plan from a smaller parish and also information on how Parish Plans have worked out.

After note: Belinda's follow up e-mail, including links to relevant local Parish Plans, was circulated to all Councillors on 11 October 2011.

The Chair thanked Belinda for attending.

2. **Approved Apologies**

Ian Thomas, Doug Stevens, Cllr. Andrew Bennett.

3. **Public Question Time**

The Chair welcomed four parishioners from Hinton Parva to the meeting. A parishioner had spoken with the Chair with regard to the difficulties being experienced with parking her car on Church Row, Hinton Parva, owing to lack of parking spaces for the increasing number of cars. The road is narrow and access must be maintained for large lorries and emergency vehicles. This problem was supported by parishioners from the village and it was reported

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that the problem had existed for some 60 years. A lay-by is in existence for tradesmen and Councillors wondered if this could be extended.

The Chair explained that the Local Authority and the Parish Council were keen to conserve the current aspect of the gardens of 1 to 4 Church Row, which are within the Conservation area. After a short discussion it was agreed to write to the Highways Department of Swindon Borough Council to see if they could think of a solution to the problem.

The Chair thanked the parishioners for attending and stated that the Parish Council was pleased to see parishioners attending meetings to discuss their problems.

Action: The Chair will send a draft email to the Clerk for onward distribution.

(Complete)

Action: The Clerk will keep the parishioner informed of the outcome.

4. Declaration of Interests

No declarations of interest were expressed.

5. Minutes of Last Meeting

The Chair asked for a proposition that the minutes of the September meeting be accepted as a true record, the proposition was put forward by Councillor Tapper, unanimously agreed and the minutes were then signed by the Chair.

6. Matters Arising

All actions from the previous meeting had been completed except for the following:

Royal Oak

The Clerk is to ask Councillor Bennett whether he has managed to speak with Rachel Ind since her return from holiday.

Action: Councillor Bennett is to ask Rachel Ind to send an email to the Chair on her return stating what is required. (Complete)

True Heart

The Clerk checked that Councillors had seen the email from Andrew Bennett, regarding the appeal from the applicant against the True Heart appeal decision and Andrew's response to Robert Buckland MP and Claire Perry MP; as some Councillors did not think they had received the email, the Clerk was asked to resend it.

Action: The Clerk is to resend Councillor Bennett's email to Councillors. (Complete)

7. Planning

- **S/11/1261ROBI**– Erection of a single storey rear extension, new porch, alterations and roof mounted solar panels – Parva Stud, Church Row, Hinton Parva

There were no objections to the above planning application.

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

- **S/11/1370KICO** - Erection of 2 no dormer windows – Boxwood House, Hinton Parva Lane

There were no objections to the above planning application.

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

The following planning applications had been received after the agenda had been issued:

GRANTED

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

- **S/11/1102/CLMC** – Erection of a single storey rear extension – Old Farmhouse, West End Lane, Bishopstone

REFUSAL

No refusal schedules had been received.

The Chair informed Councillors that he had been notified by the owner of Sunny Cottage that his appeal against the refusal of planning permission had been upheld.

8. Reports from Borough Councillor

Councillor Bennett had another commitment and was unable to attend the meeting; a letter had been sent which constituted his report.

9. Reports from Sub Committees

Budget & Forecast Out-turn

Councillor Thompson briefed Councillors on the email sent before the meeting; he said that there was currently an underspend against the forecast out-turn.

Councillors felt the development of a Neighbourhood Development plan could be beneficial and some of the reserve could be spent on developing this. A new noticeboard for Hinton Parva was also suggested by the Clerk.

Councillors accepted Councillor Thompson's report and the Chair thanked him for the work he had put into it.

Annual Grant for Churchyard Maintenance

The Chair reiterated that a letter to the PCC had been agreed and sent. The PCC had accepted a shortfall of £560 this year from the Parish Council. The Parish Council will attempt to meet the contract agreed between the PCC and Mr Stone in the precept next year, but no guarantee has been given.

The PCC had been informed that the Parish Council would need their recommendations and bids for FY 2013/14 by December 2012; the PCC now understands the systems of bidding for funds and it is anticipated that proper procedures will be followed in the future.

Tree Maintenance on the Island

This item was discussed under 10.5 on the main agenda.

10. Main Points

Builders Rubble & Spoil

The parishioner in question had been sent another letter and a site visit has been agreed by SBC.

Constructive Spend – Horse Rider warning Signs

After a long discussion around the reasons for these signs, it was agreed that the Parish Council should not purchase them. Councillors agreed that the parishioner who had requested the signs should be informed.

Action: Councillor Cooke is to speak with the parishioner.

It was agreed to speak with SBC to see if signs could be attached to existing signs. If that were permitted, the Parish Council could then purchase its own signs.

Action: The Clerk is to contact SBC. (Complete)

The Clerk suggested that a new noticeboard at Hinton Parva would be a good investment and this was agreed.

Action: The Clerk is to add this item to the next agenda for approval. (Complete)

Parish Plan

Councillors felt the Parish Plan was a good idea, but there was concern as to how many parishioners would get involved in it; there had to be reasonable anticipation of a valuable outcome for the parish. A parishioner has offered to take the project forward. It was agreed that the Parish Council should endorse the initiative, subject to review of the information awaited from Belinda Fowler.

Standing Orders – wording for “Late Receipt of Planning Notifications” for future agenda’s

Councillor Thompson explained that Ian Willcox of SBC had covered the problems and possible solutions to the receipt of late agenda items such as planning; he would build these

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into the approved standing orders, which were approved to allow any adjustment in the August minutes, and then re-circulate the amended orders.

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

Action: The Clerk will add the wording “Late Receipt of Planning Notifications” to future agendas. (Pending)

Follow up of Public Meeting

The Chair had prepared a paper which had been emailed to Councillors before the meeting. This documented the actions needed to move on from the meeting. Councillors were happy with the paper and it was decided that the Chair would draft an article for the newsletter.

Action: The Chair is to draft an article for the newsletter and circulate it to Councillors for their approval. (Complete)

Action: The Clerk is to add the article into the newsletter for parishioners’ information. (Complete)

It was agreed that the Parish Council should re-write the old management plan which was compiled by the Pond & Island Management Committee. Discussions took place around a tenancy agreement and peppercorn rent for the allotment.

Action: The Clerk is to send the original management plan to the parishioner who requested it at the meeting. (Complete)

Councillor Thomas and Councillor Stevens had met with the arboricultural officer to discuss the possibility of opening up the island by thinning the trees as suggested at the public meeting. The possibility of cutting and laying a hedge was discussed.

Action: The Clerk is to send the detailed email to Councillors for their information. (Complete)

The village clean up which is to take place on 23/10/11 was discussed. It was agreed that the streams running into the Pond should be cleared during the Bishopstone clean-up. It was suggested that team leaders should take charge of a team of people to complete individual tasks.

Action: The Chair is to draft flyers for distribution around both villages. (Complete)

Action: The Clerk is to ask Sue Walton to send a reminder to parents. (Complete)

Action: The Clerk is to email PC Rory Draper and PC Mark Cook to ask them to attend. (Complete)

11. Accounts to be Paid

The following cheques were presented for approval:

- L D Drewett £2.20

The above expenses were approved for payment by Councillor Paye, seconded by Councillor Tapper and unanimously agreed.

12. Correspondence

Queens Diamond Jubilee Beacons

The Chair took the brochure for information for the working party.

The Chair then asked if Councillors wished to view any of the other correspondence; none did.

13. Parishioners Feedback/Complaints

Redirection of Mail

The Clerk informed Councillors that her redirection of mail was due to finish in November. She is still receiving a few re-directed letters for the Parish Council, but responds immediately to the sender to notify them of her change of address. It was agreed that the Clerk should write to the current owners of Brigadoon with an alternative solution for collection of any post for the Parish Council.

Action: The Clerk is to write to the current owners of Brigadoon. (Complete)

No feedback or complaints had been received.

14. Date of Next Meeting

The next meeting will take place on Monday November 14th 2011 at Hinton Parva Village Hall at 19:30.

Action: Apologies to the Clerk before the meeting.