

## BISHOPSTONE PARISH COUNCIL

### Minutes of the Parish Council Meeting held at 7:30 p.m. on Monday 12<sup>th</sup> December 2011 at Bishopstone Village Hall

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

**1. Approved Apologies**

Ian Thomas, Doug Stevens.

**2. Public Question Time**

Several parishioners were in attendance and the Chair welcomed them to the meeting and moved this item forward before the approved apologies. However, it has been left in this part of the minutes for continuity. The Parish Council had been asked by a Russley Park parishioner to discuss a development which had apparently taken place without planning permission. The owner of the property had installed floodlights around his manege for security reasons after a recent theft and attended the meeting to explain that he had not realised that planning consent was required. The Chair asked whether Swindon Borough Council had been contacted since the complaint and the parishioner explained that he had wanted to attend the Parish Council meeting first. However, he had received a letter from the Enforcement Officer (David Bristow).

The parishioner stated there was no one in the close proximity of the lighting that would be affected by it; it is also switched off by 19:00 hrs. The parishioner had brought with him 6 letters of support for the installation, and explained that he hoped to install a security alarm and lighting at the tack barn to act as a deterrent. Councillors had no further queries.

**Action: The Clerk is to scan the letters electronically and send them to David Bristow for his information. (Complete)**

The Borough Councillor asked whether the Chair had received a copy of the letter from David Bristow. This had not been received at the time of the meeting.

**Action: Councillor Andrew Bennett is to talk to David Bristow.**

[Post meeting Note: The letter from Mr Bristow has now been received.]

The Chair asked if the parishioner wished to leave the meeting at this point, which he did.

Another parishioner had attended the meeting to discuss the application and informed Councillors that he would support an application once submitted. He explained that he would like to install floodlights around his own manege, but felt there would be a problem owing to the AONB.

The Chair asked if the parishioner wished to leave the meeting at this point, but he chose to stay.

Residents of Hinton Parva once again attended the meeting to ask for any updates with regard to the car parking situation on Church Row since they had last attended. The Chair explained that an email had been sent to the owner of no 2 Church Row on 4<sup>th</sup> December 2011, which had asked her to notify the owner of no 1 Church Row, that SBC could not see a viable option for extending the existing bay and that funds were not available for this. The Clerk had reiterated that parishioners should approach SBC Planning Department to discuss whether they would support any improvements to the existing parking arrangements on Church Row at private expense, as this would probably be the only viable route to follow at this stage – two planning applications for a car park within the garden of No 1 having been

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rejected. The Chair explained that the Parish Council had carried out its promise and the parishioners should now contact SBC.

The Borough Councillor suggested that the Highways department were contacted directly, if the parishioners were happy to meet the cost involved in any improvements. However, this would have to meet with the necessary criteria required by SBC, owing to it being an adopted road and in a Conservation Area. The Conservation Area appraisal states how best this should be maintained. He went on to explain that this would be an appropriate course of action.

Parishioners asked whether the Parish Council would support an application; the Chair stated that they would always support parishioners in a worthwhile cause, but they also had to uphold the law. In principle they would support the extension of the existing lay-by at private expense, if SBC were happy with the application.

A long debate followed, in which the Chair reiterated the available routes for the parishioners to take. The Chair then offered that the Clerk should contact Highways again to ask whether an extension of the present lay-by with a new privately funded lay-by would be possible. He also asked for a contact email address, which was provided.

**Action: The Clerk is to contact the Highways department. (Complete)**

Once this process has been started the Borough Councillor suggested a site visit; parishioners asked to be present at this meeting.

At this point the Chair reminded the parishioner that had stayed to hear the rest of the meeting that he would not be able to speak, unless the meeting was closed and then re-opened.

### 3. Declaration of Interests

Councillor Sarah Paye declared a non prejudicial interest in the Russley Park planning discussions.

#### Register of Interests Changes

The Clerk asked those who were not present at the November meeting if there were any changes in any Councillor's register of interest forms. There were none.

### 4. Minutes of Last Meeting

Councillor Cooke noted that the Vice Chair had not attended the meeting; the Chair duly altered this on the minutes. The Chair then asked for a proposition that the minutes of the November meeting be accepted as a true record, the proposition was put forward by Councillor Cooke, unanimously agreed and the minutes were then signed by the Chair.

**Action: The Clerk is to amend the minutes for the website to show that Councillor Tapper had given her apologies. (Complete)**

### 5. Matters Arising

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

#### True Heart

Councillor Bennett had brought the letter to the meeting which had been requested, but this was not in the public domain.

**Action: The Clerk was asked to re-send Councillor Bennett's original letter to Councillor Thompson. (Complete)**

#### Tree Maintenance on island

A site visit should have taken place between Councillor Thomas and a tree surgeon. However, Councillor Thomas was not in attendance.

**Action: Councillor McGuigan is to email the details of another tree surgeon to the Clerk. (Complete)**

#### Constructive Spend – New Notice Board for Hinton Parva

A response from Mr Howard Crapper had been circulated by Councillor Thompson.

**Action: Councillor McGuigan will order the notice board to be situated to the left of the door. (Complete)**

**Action: Once the notice board is in place, the Clerk will put an article in the newsletter advising parishioners of key holders. (Pending erection)**

White Lining at Hinton Springs

**Action: The Clerk is to chase SBC for a response. (Complete)**

**Action: Councillor Cooke is happy to liaise with Rachel Ind. (Pending a response)**

## 6. Planning

No planning applications had been received.

**Conservation Area – Section 211 Notices:**

NONE

### GRANTED

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

- **S/11/1421/CLMC** – Variation and alterations to previous planning permission S/10/1022 for the erection of a two storey rear extension linking with garage building and two storey garage extension, conversion of existing garage and construction of chimney – Harlestone House, Mount Pleasant, Bishopstone SN6 8PN

### REFUSAL

No refusal schedules had been received.

Planning Issue at Russley Park

This item had been discussed in Public Question Time. The Chair asked if Councillors had any further comments; none did.

## 7. Reports from Borough Councillor

Councillor Bennett informed Councillors of Street Watch, the alternative to Neighbourhood Watch, where communities look out for each other and handed a leaflet to the Clerk. Local elections are due to take place on 3<sup>rd</sup> May 2012.

The Boundary Commission process is complete and Ridgeway Ward is to remain as it stands, as a single member ward. Councillor Bennett had worked hard to ensure that it would not be integrated with Lawn and Chiseldon; the Chair thanked him for his help.

Councillor Bennett reminded Councillors of the Neighbourhood Planning initiative, which is part of the Localism Act; it will not become active for another 2 years. When the process starts, it may be worth considering whether with any Borough-owned property assets should be transferred to be maintained locally.

A leaflet on the Rural Economy Growth Review was handed to Councillors. This was announced by the Government on 29 November 2011 and is a package of new measures designed to stimulate sustainable growth in the rural economy and help rural businesses to reach their full potential.

Councillor Bennett had also brought along some local Parish Plans. A discussion followed around Neighbourhood Planning and the difference to a Parish Plan, which is much more inclusive of parishioners' views. He advised Councillors of useful toolkits available on the internet for use.

**Action: Councillor Bennett is to copy the Parish Plans and the Planning system for Councillors.**

Councillor Bennett gave the Clerk the House of Commons Autumn Statement 2011 – How it will help rural communities.

**Action: The Clerk is to scan the document and circulate it to Councillors. (Complete)**

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8. **Reports from Sub Committees**

Tree Maintenance on the Island

No response has yet been received from SBC.

**Action: The Clerk is to contact Swindon Commercial Services again. (Complete)**

The Chair asked Councillors whether they felt the duck houses were useful; a Councillor had seen ducks in them.

**Action: The Clerk is to contact the School to ask whether the children would wish to monitor their use. (Complete)**

9. **Main Points**

Parish Plan

This item was discussed under item 7, but has been left in this part of the minutes for continuity.

The Chair had circulated his thoughts on the advantages and disadvantages of embarking on a Parish Plan to Councillors prior to the meeting. He had spoken to Adrian Moore (Liddington) and to Gary Sumner (Wanborough); the latter had been initially sceptical but was now convinced of the value of a Parish Plan. The Chair believed that it would be good for the parish, subject to Councillors' views.

Councillor Bennett advised Councillors on the route to take. Councillors were concerned on finding a Steering Group to take the project on and the amount of time it would take to produce a Parish Plan. The Chair had drafted a notice for the Parish Times asking interested parishioners to attend the next 2 meetings, to establish whether there was support to take this project forward.

**Action: Councillors are to notify the Clerk of any changes by the evening of 13 December. (Complete)**

**Action: The Clerk is to put the article into the Parish Times. (Complete)**

**Action: The Clerk is to scan the Gateshead Neighbourhood Survey to Councillors. (Complete)**

Russley Park

The Chair had received a Freedom of Information request from a parishioner at Russley Park; he had requested information on the amount of money from the Precept spent directly on the infrastructure at Russley Park. The Chair stated it was very little and explained that the Parish Council's funds were generally for the collective benefit of parishioners. It was noted that the offer of a notice board had been refused by residents.

**Action: The Chair is to draft a reply, for forwarding to the parishioner, and circulation to Councillors. (Complete)**

The Chair had understood that the parishioner believed that it would be more logical if Russley Park were to be aligned to Baydon and Wiltshire, rather than Bishopstone and SBC. The Chair had some support for this view, but had mentioned to the parishioner previously that it would have far reaching implications, possibly including the parliamentary constituency boundaries. The Borough Councillor informed the parishioner that there is a Freedom of Information office at SBC and he felt that would be the appropriate place to address the council tax part of the query and explained the reasoning behind this.

**Action: Councillor Bennett is to email the Clerk with details of the FOI officer at SBC.**

**Action: The Clerk is to forward the parishioners letter to the officer.**

The Chair closed the meeting at this point to allow the parishioner to speak.

The parishioner explained that he had wanted to know what Russley Park contributed through council tax as a whole per annum to the precept of Bishopstone Parish. The Finance Committee Chair quoted an approximate figure of £1,000 per annum. The parishioner explained that in his view there was no logical connection to Bishopstone and this was his reasoning for seeking a boundary change; he was not unhappy with the efforts made by the Parish Council.

The Chair repeated that contact with the Electoral Services Manager at SBC could be helpful. The Borough Councillor informed the parishioner that constituency boundaries had only just been reviewed and these do not happen frequently. Parish boundaries are due for a

Government review next year and this would be the appropriate time to make representations. However, this would not address parliamentary constituency boundaries.

The parishioner mentioned some development that had taken place just a few hundred yards away, but as it is in Wiltshire, parishioners had not been consulted. Councillor Bennett advised that Neighbourhood planning will include the right to consider planning on a cross boundary issue, but this is not in place yet.

The parishioner would like to see some monies spent in Russley Park. The Finance Chair asked for suggestions for constructive spends before the next meeting, in order that these can be added into the precept for consideration by Councillors, to be presented to SBC in January.

The Chair stated that it had been a benefit to the Parish Council when Councillor Paye joined it as a representative from Russley Park; councillors welcome input from all areas of the Parish.

The meeting was re-opened by the Chair.

#### Pond & Island Management Plan

The Chair had circulated the approved management plan via email; this had been agreed by Sue Walton, who had confirmed the School's intention to maintain the allotment on the island for 2012. The reply from SBC regarding maintenance responsibilities for those parts of the pond which are part of the highway had not been adequate, and the Borough Councillor had been asked to help.

**Action: The Chair will circulate the updated risk assessment once responses have been received from SBC.**

The Chair asked Councillors for their approval to increase the public liability insurance cover that the Parish Council holds from £6m to £10m to provide greater comfort and to be consistent with the employer's liability section; he noted that the policy also covers the Parish Council against any allegations under the Corporate Manslaughter Act. The Chair then asked for a proposition that insurance cover be increased as described at a cost of £30 per annum; the proposition was put forward by Councillor Tapper, seconded by Councillor McGuigan and unanimously agreed.

**Action: The Clerk is to respond to Jessica Emery. (Complete)**

#### Follow up of Public Meeting

An article has been placed in the Parish Times. Councillors were surprised and disappointed at the lack of response from parishioners.

#### Builders Rubble & Spoil – No 2 Thatcher's View

The Chair explained that this problem has been going on since July, when builders had deposited a large amount of rubble into the Dingle. SBC were not interested in the situation. The Chair is seeking to have a meeting on site with the owner of the property to try to agree a solution to the problem. A Councillor suggested contact with the Environment Agency if a resolution is not reached.

**Action: The Chair is to discuss the matter on site with the parishioner concerned. (Complete).**

[Post Meeting Note: This took place on 17 December 2011 and feedback is awaited.]

#### 10. **Accounts to be Paid**

There were no cheques presented for approval.

#### 11. **Correspondence**

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

**Action: The Clerk is to add the Precept to the January meeting. (Complete)**

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**12. Parishioners Feedback/Complaints**

Benches on Green in Wyncies

A Councillor suggested that some benches be placed on the green in the centre of the Wyncies. Councillors felt this was an excellent idea.

**Action: The Clerk is to ask for a Tansley Teak catalogue. (Complete)**

Signage in Cues Lane

**Action: The Clerk is to chase SBC with regard to signage about large vehicles. (Complete)**

Lights in the Village

A Councillor asked whether the article on lights could be included as a permanent article in the newsletter.

**Action: The Clerk is to include the old article into the next newsletter. (Complete)**

Dangerous Pothole

The large pothole on the Icknield Way which has been reported to SBC has not been repaired.

**Action: The Clerk is to contact SBC again to advise that the pothole has not been repaired. (Complete)**

**Action: The Clerk is to provide a direct telephone number to Councillor Selbourne.**

Police

**Action: The Clerk is to confirm with Inspector Bull when he will be able to attend a Parish Council meeting. (Complete)**

The Grove, Hinton Parva

A reply is still outstanding regarding planning at Grove Cottages; the Clerk has sent a reminder email.

**Post Meeting Note:** A response has been received and circulated to Councillors; the Chair has provided a copy to the occupants of The Grove, Hinton Parva.

Diamond Jubilee Coin

The Clerk had received an email regarding mugs as a present for the children of the Parish to celebrate the Diamond Jubilee. However, Councillors felt a coin would be more appropriate.

**Action: The Clerk is to cost out coins to celebrate the Diamond Jubilee. (Complete)**

Change of Meeting

It was agreed that the Parish Council meeting should change to the first Monday of the Month from March 2012.

**Action: The Clerk is to check the village halls for availability. (Complete)**

**Action: The Clerk is to ensure that an article is placed in the next Parish Times. (Complete)**

**13. Date of Next Meeting**

The next meeting will take place on Monday January 10<sup>th</sup> 2012 at Hinton Parva Village Hall at 19:30.

**Action: Apologies to the Clerk before the meeting.**