

**BISHOPSTONE PARISH COUNCIL**

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

**Those Present:** Simon Jenkins (Chair), Lesley Drewett (Clerk), Karolyn Tapper (Vice Chair), Sarah Paye, Ian Thomas, Doug Stevens, Cllr. Andrew Bennett.

A public meeting had been called with its own agenda, commencing at 7.00 pm; the minutes of this are included here.

The Chair thanked all present for attending the meeting, which had been called to discuss the following:

1. How to prevent any more vandalism in Bishopstone
2. The future of the Island
3. Improving communications between parishioners and the Parish Council.

He emphasised that the Parish Council could not take responsibility for resolving recent problems; they were matters for the whole community to address and become involved in. The Parish Council had limited powers and funds to act on its own.

The Chair thanked PCSO Mark Cook for attending and for his contributions to the discussions. PCSO Cook emphasised that the Police should be kept informed of all crime and other anti-social behaviour. He suggested that they were prepared to assist with youth activities and were in direct contact with Ridgeway School.

In the wide ranging debate which took place the following suggestions were made:

**Youth activities**

- Consider with Village Hall committees (both villages) how more use may be made of the village halls and other appropriate locations to provide some youth activities
- Funding to be sought through the precept, by approaching SBC, and/or other sources for grants
- Involve parishioners, parents, children and Bishopstone School in the discussions
- Use the web site, newsletter and social media for consultation purposes

**Pond and Island**

- The Pond/Island Management Plan of 2007 should be brought forward and reviewed
- The Island should be locked at night
- Increasing vegetation on the Island should be cut back
- Provision for further allotments should be made on the Island

**Other**

- Re-introduce a Neighbourhood Watch Scheme
- Closer liaison with Wanborough
- Progress Parish Plan and Neighbourhood Plan (different things)

All the above will be considered by the Parish Council in coming months.

Signed: .....

Date: .....

The public meeting closed and the Parish Council meeting then began.

**1. Approved Apologies**

Ian Thompson, Stuart McGuigan, Julian Cooke, Rob Selbourne.

**2. Public Question Time**

One parishioner remained after the public meeting.

**3. Declaration of Interests**

Councillor Karolyn Tapper declared a prejudicial interest in any discussions concerning Harlestone House.

Councillor Ian Thomas declared a prejudicial interest in any discussions concerning Littlecot. He also declared a non prejudicial interest in any discussions concerning the Old Farmhouse, West End Lane, Bishopstone.

**4. Minutes of Last Meeting**

The Chair asked for a proposition that the minutes of the August 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.

**5. Matters Arising**

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

Annual Churchyard Grant

The summary note had been forwarded to the Parochial Church Council for discussion. It was understood that it has been accepted that the grant was £500 short for 2010/11, and that the contract year should switch to a financial year basis with effect from 1 April 2013, so that the next tenders should cover the period 1/4/13 – 31/3/14.

Constructive Spend – Horse Rider signs

Councillor Thompson had produced a detailed note which had been sent to Councillors before the meeting. Councillors were still split in their decision to purchase the horse rider signs and it was agreed to carry this item over to the next meeting owing to the non attendance of 4 Councillors. It was felt this would enable a fairer debate to take place.

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

**Action: The Clerk is to include an article in a future newsletter.**

Harlestone House

Councillor Tapper left the room whilst this application was being discussed.

The Chair had spoken with the previous owner, who was satisfied with the current position; this had been explained in an email had been sent to Councillors. However, it was pointed out that if the apparent boundary line on the application was wrong, this should be brought to SBC's attention in order to regularise the planning application.

**Action: The Chair is to notify the previous owner of the Council's intentions and forward the Clerk an email to send to SBC. (Complete)**

Fly Tipping at 2 Thatchers View

This item is still ongoing and the Clerk is awaiting a reply from David Bristow.

[Post meeting note: The Clerk has received a response from David Bristow and has asked whether he is to write a letter to the owner. No response to this email has been received to date. The Parish Council is to write to the owner while waiting for a response.]

**Action: The Clerk was asked to leave this item on the next agenda. (Complete)**

Village Clean Up

**Action: The Clerk is to remind SBC of their offer to help with equipment on Sunday 23/10/11. (Complete)**

**Action: The Clerk is to put a reminder of the clean up in the next newsletter. (Complete)**

Septic Tank – Hinton Parva

Councillor Bennett has asked the housing officer to take a look at the tank and at the properties that it services as it is now serving more users than it was designed to do. It is

therefore breaching regulations. He went on to explain to Councillors that the regulations are currently undergoing changes. It is hoped that the revision will be in place in the next 6 months, but this is not definitive. Andrew informed Councillors that a 5 year record of maintenance of Septic tanks should be kept and he wondered how many owners knew this. Housing has paid a site visit to the Hinton Parva site as they still own one property. Currently, likely users are being approached to see if they use the septic tank to assess whether or not it is fit for purpose. It may need updating, expanding or removing. It was felt worthwhile to put an article in a future newsletter regarding the changing regulations.

**Action: Councillor Bennett is to provide the Clerk with an article for a future newsletter.**

#### Royal Oak

The Chair had copied Councillor Bennett in on Rachel Ind's email to Tim Finney. Tim felt he should have had some correspondence, however Rachel is waiting for his formal paperwork, she felt that she had provided everything that was needed. Councillor Bennett explained that Rachel is currently on holiday.

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

#### Parish Plan

The Chair is to attend the Community First AGM where he hopes to meet a representative who might be invited to attend a future meeting to discuss a Parish Plan. He explained that a parishioner was interested in taking the project through. Councillor Bennett informed the Chair that it would be useful for the representative to talk to Adrian Moore of Liddington and Tessa Lanstein who are currently working on the Wanborough and Liddington Parish Plans.

#### Standing Orders

The Clerk was seeking wording for the agenda, which would allow late planning applications to be considered at a meeting where notification had been received after the agenda had been issued. The Chair asked the Clerk to leave this item on the agenda until Councillor Thompson was in attendance.

**Action: The Clerk is to forward Councillor Thompson's email to Councillors again. (Complete)**

**Action: The Clerk is to leave this item on the agenda. (Complete)**

#### Hedge at 3 Thatcher's View

The owner of 3 Thatcher's View had requested that the hedge between 3 Thatcher's View and the footpath from Cues Farm to the Dingle should be cut back. The Clerk has contacted James Garrad, who advised that the hedge has been trimmed and further work is not the responsibility of SBC. A Councillor has suggested that the hedge may be the responsibility of the Parish Council and that it may be a job for the lengthman; if any reduction in height was deemed necessary, then consent from SBC Tree Officer would be required. The ownership position should first be confirmed with the owners.

## 6. **Planning**

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

Councillor Thomas did not take part in the discussions concerning this planning application.

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:

- **S/LBC/11/1235CLMC** – increasing height of two chimney stacks – Littlecot, High Street Bishopstone
- **S/11/1236CLMC** – increasing height of two chimney stacks – Littlecot, High Street Bishopstone

Signed: .....

Date: .....

Councillor Thomas left the room whilst this application was being discussed.

There were no objections to the above planning application. The Clerk was asked to include a note showing that this was an insurance requirement.

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

### **GRANTED**

The following granted schedules had been received:

- **S/11/0862/HECO** – Erection of a conservatory – Summer Cottage, West End Lane, Bishopstone
- **S/11/0782ROBU** – Installation of an underground dirty water lagoon, Land North of Eastbrook Farm, Icknield Way, Bishopstone
- **S/LBC/11 0957KICO** – Application of Lime Wash to exposed chalk walls – Winton Cottage, High Street, Bishopstone

### **REFUSAL**

The following refusal schedule had been left on the September agenda by mistake; it had been received during August:

**S/11/0755/SASM** – Construction of a car parking/hardstanding area to front – 1 Church Row, Hinton Parva

## **7. Reports from Borough Councillor**

### Draft Planning Framework

The Borough Councillor had informed Councillors of the DRAFT National Planning Policy Framework Consultation at the last meeting and advised them to make comments before the deadline 17/10/11. As some of the planning requirements are reducing (the Government wish to simplify the planning system) Andrew explained the significant issues around this; the Government wants planning decisions to be based on up to date local plans, based on adequate evidence. It is currently intended that there will be a presumption in favour of sustainable development.

The Chair had forwarded the Communities and Local Government media summary on this policy. He informed those present of the areas that are provided protection under this policy; Councillor Thomas felt that protection for conservation areas should be clarified. Councillor Bennett gave the Chair a summary of the policy.

Councillor Bennett had provided the Chair with the Acre Briefing, which is a briefing on neighbourhood planning processes. Sylvia Brown of Stratton Parish Council and the Chief Executive of ACRE could be a useful contact.

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

### Community Planning Forum

The Community Planning Forum meeting is to take place on 19/9/11 at 18:30 pm at the Civic Offices.

**Action: The Clerk is to notify Julie O'Rourke that the Chair will attend the meeting. (Complete)**

### Rural Commission

This is the rural entity of the Local Government Association. Councillor Bennett had attended a 2 day conference recently where he learnt that a new rural statement is to be issued shortly. This will be the first of an annual series. When TCLG, in its former role, was first set up, it ensured that planning considerations allowed for the impact on rural areas. This will make it clearer whether the appropriate consideration has been given.

**Action: Councillor Bennett is to supply a copy of the statement once it becomes available.**

### Anti-Social behaviour in Bishopstone

Councillor Bennett suggested that it may be useful to invite Inspector Roger Bull to a meeting.

**Action: Councillor Bennett will send Inspector Bull's email address to the Clerk.**

**Action: The Clerk will invite Inspector Bull to a Parish Council meeting. (Complete)**

Andrew suggested that a working group involving parents may be useful. The Chair said that he was encouraged by the response to the meeting and the amount of ideas suggested by parishioners. These are listed as bullet points in the minutes.

**Action: The Clerk is to put a short article into the newsletter thanking parishioners for attending. (Complete)**

A discussion followed regarding suggestions made at the meeting. Several parishioners had referred to the Parish Council owning the island during the meeting. Councillor Bennett felt that parishioners should be made aware that the island is publicly owned.

**Action: Councillor Stevens is to source a copy of the Management Plan for the Chair. The Clerk will forward this to Adrian Dent and Councillors for their information. (Complete)**

## 8. Reports from Sub Committees

### Annual Churchyard Grant

This item was discussed under 5.1.

### Tree Maintenance on the Island

Work has to be carried out annually on the island according to the report supplied by the arboricultural officer. The Chair mentioned the 2 Beech trees which are entangled with the telephone wires.

As it had been suggested at the public meeting that the island should be opened up more, it was agreed that a site visit should be made by Richard Hyett in conjunction with his report. The Clerk is to obtain a quote for the work agreed at the site

**Action: The Clerk is to email Richard Hyett to ask for a site visit. (Complete)**

**Action: The Clerk is to forward Richard Hyett's report of September 2009 to Councillors for their information. (Complete)**

**Action: The Chair and Councillors Thomas and Stevens will meet with Richard Hyett on site. (Complete)**

**Action: The Clerk will obtain 3 quotes for the work. (Pending November meeting)**

## 9. Main Points

### Constructive Spend

This item was discussed at item 5.4

### Parish Plan

This item was discussed at item 5.8

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

This item was discussed at item 5.9

### The Island

This item was discussed at item 7.4

### Swindon Borough Council Housing Land Availability Assessment 2011

Councillors felt no feedback was necessary. The Parish Council only need to feedback if land is put forward. Councillor Thomas is to contact SBC to ascertain when the consultation is to take place.

**Action: Councillor Thomas is to contact SBC planning department.**

### Proposed Streamlining of Swindon Borough Council Planning Processes

Councillors felt that no feedback was necessary.

**Action: The Clerk is to put a short article into the newsletter for parishioners' information. (Complete)**

Signed: .....

Date: .....

**10. Accounts to be Paid**

The following cheques were presented for approval:

- L D Drewett £42.89

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

**11. Correspondence**

Royal Horticultural Society – great opportunity to benefit local people and businesses

This letter had been scanned and forwarded to Councillors for their information. It had in turn been passed to the gardening club. No further action was deemed necessary.

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

**12. Parishioners Feedback/Complaints**

Himalayan Balsam

A Councillor reported an infestation of the plant along the footpath which runs alongside Nell Hill, leading to the kissing gate.

**Action: The Clerk is to ask the Lengthman to strim this area from time to time to control the infestation, as this is the only treatment. (Complete)**

Rubbish at Thatcher's View

A complaint had been received from another parishioner. This had been discussed at item 5.4 and an action plan had been agreed.

2012 Jubilee Celebrations

The Chair informed Councillors of a meeting which is scheduled to take place on 27/9/2011; representatives from the school, village hall committee, PCC and gardening club are meeting to discuss a plan to celebrate the 2012 Diamond Jubilee.

**Action: Councillor Doug Stevens is to attend the meeting.**

**13. Date of Next Meeting**

The next meeting will take place on Monday October 10<sup>th</sup> 2011 at Bishopstone Village Hall at 19:30.

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