

## BISHOPSTONE PARISH COUNCIL

### Minutes of the Parish Council Meeting held at 7:30 p.m. on Monday 13<sup>th</sup> June 2011 at Bishopstone Village Hall

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

1. **Approved Apologies**  
Karolyn Tapper (Vice Chair), Julian Cooke, Rob Selbourne, Stuart McGuigan.
2. **Liz Smith-Gibbons (LS-G) – Senior Conservation Officer SBC**  
The Chair welcomed LS-G to the meeting and explained that we would deal with this item as part of the public question time.
3. **Signing of Acceptance of Office**  
Those Councillors who had not been present at the AGM duly completed and signed the Acceptances of Office.  
**Action: The Clerk is to send the documentation to the Borough Solicitor. (Complete)**
4. **Declaration of Interests**  
Councillor Thompson declared an un-prejudicial interest in the planning application for 1 Church Row.
5. **Minutes of Last Meeting**  
The Chair asked for a proposition that the minutes of the May meeting be accepted as a true record, the proposition was put forward by Councillor Thomas, 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:
  - Community Planning Meeting  
Councillor Bennett explained that there was no listing for this meeting; however, he will forward any minutes to the Clerk once they were available.
  - Stolen Post Boxes  
The Clerk had drafted a letter for Royal Mail. However, the Chair had not approved this letter for sending as it was addressed to a lady who had been extremely helpful. He felt if anyone should be written to, it should be someone higher up in the Royal Mail.
  - Annual Churchyard Grant  
The email from SBC had been sent to Tom Cripwell, Churchwarden for St Mary's Bishopstone, who has been asked to obtain 3 quotes.

Cllr Thompson had previously circulated a note setting out the options for future funding of churchyard maintenance, noting that there was no contract currently in place (the previous arrangement having lapsed) and that there was therefore no formal basis for making payments in the current financial year. If the PC was to continue the previous arrangement whereby council funds were used to make up the difference between the SBC grant and the agreed contractual price, then it would be necessary to obtain competing quotes for the work as a matter of some urgency.

The alternative arrangement would be for the PCC to become directly responsible for the contract and for the PC to make an annual grant of a sum to be determined. In this situation,

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Date: .....

it would be for the PCC to determine whether in the interests of sound governance it wished to seek competing quotes. It would also be appropriate for the SBC grant to be paid directly to the PCC rather than via the PC as at present.

It was noted that the PCC was currently actively seeking competing quotes and this could form a sound basis for continuation of the previous arrangement as outlined above.

**Action: The Chair is to request the PCC to provide three quotes prior to the next meeting. (Complete)**

#### The Lane, Hinton Parva

Councillor Cooke had asked SBC whether he would have to pay any costs for maintaining The Lane, if it reverted to green lane status. No response had been received to date.

**Action: The Clerk is to follow this up with SBC.**

#### Constructive Spend – Horse Rider signs

SBC had sent a letter informing Councillors that the cost would be £850 + VAT. It was felt that a sign each end of Hinton Parva would be appropriate. A Councillor felt that there could already be an existing pole, which may save some expense. The Chair asked whether there was a small A4 map of the parish to mark up where the signs should be positioned.

**Action: The Chair will get a map of the parish and mark up where the signs might be and discuss this with the owner of the horse riding school to see if she was prepared to contribute and Councillors from Hinton Parva.**

#### Parishioners feedback & Complaints

**Action: The Clerk is to chase up on the site visit to inspect the verges.**

### 7. **Public Question Time**

This item was brought forward, but has been left in this part of the minutes for completeness.

The Conservation Officer thanked Councillors for inviting her to the meeting and introduced her colleague Sarah Clarke who was attending for training purposes. She explained that she is not a “planner”, her area of expertise lies as a conservation officer. She has been with SBC for 10 years and is now the only Conservation Officer in Swindon. The AONB is not in her area of expertise, but it can be relevant to a planning decision. She will not always comment on planning in a conservation area, as she is sometimes confident that the case officer can make a decision. She mentioned the recent guidance for Planning Policy Statement 5, which has come out as two documents. Some decisions have to be referred to the Secretary of State.

The Chair advised LS-G that a number of SBC decisions on planning applications in the Parish had given rise to queries; the following were discussed:

- The True Heart. Councillors were disappointed that the Conservation Officer did not support the Parish Council with regard to the True Heart. However, the Parish Council’s view had been supported by the Inspectorate. LS-G stated that she had not been involved in this application, but felt that the Inspectors decision was right. She stated that the Conservation Area Appraisal was due to be updated.
- Gails Cottage. This had been discussed with Dave Potter by the Chair with regard to the unsuitable windows allowed.  
**Action: The Chair is to forward a photograph of the property to LS-G, with a request for comment from LS-G. (Complete)**
- Sunny Cottage. The Chair stated that a representative of the owners of Sunny Cottage was in attendance. The application for planning permission had been rejected and was going to appeal. LS-G stated that she could not comment on this.
- Harlestone House. Councillors advised LS-G of the demolition of an outbuilding at Harlestone House. She stated that Building Control had inspected the property and approved demolition, but she had not been involved; this matter was currently under review by SBC legal department. The Chair had been advised by David Dewart that the owners had been told that they would be proceeding with work at their own risk. LS-G recommended that further information should be sought through David Dewart.

- Solar Panels. The Parish Council had been notified by SBC that Government guidance was awaited on the installation of solar panels in a conservation area; the Chair stressed that the Council wished to make clear the legal requirements to parishioners. He enquired whether a certificate of lawfulness may be the right approach. The Chair asked LS-G to report the Government's requirements back to the Parish Council. It was agreed that the lawful development article from David Dewart should be put into the next newsletter.

**Action: The Clerk is to add David Dewart's article to the newsletter. (Complete)**

- Satellite dishes. A question was asked regarding Council owned properties and whether planning would be needed for the installation of a satellite dish. LS-G stated that satellite dishes still require planning permission on a principle elevation. Enforcement could be contacted to ask the owners to remove it.
- Inconsistencies. Councillors were concerned about inconsistencies in the planning process, leading to bad decisions. A Councillor asked that the Conservation Officer should be more involved in the planning application process.

The Chair thanked LS-G for attending.

The Chair then asked the parishioners in attendance if they would like to discuss the planning application submitted for 1 Church Road at this point. The owner of the property stated that his previous application had been refused by SBC; he stated that this was on account of concerns that the bank was being taken away. He pointed out that the bank was not being preserved as farm vehicles were eroding it. The Chair explained that Councillors had been concerned by the scale of the original plans and the precedent it would set; the owner stated that alterations have been made to the current application taking into account the Parish Council's views.

The Chair thanked the parishioners for attending and they left the meeting.

## 8. Planning

**S/LBC/11/0668JABU** – Demolition of workshop and garden store and erection of new workshop and garden store – Spring Cottage, The City, Bishopstone

**S/11/0665JABU** – Demolition of workshop and garden store and erection of new workshop and garden store – Spring Cottage, The City, Bishopstone

Councillors objected to the above applications and were concerned about the materials to be used, they felt the size was out of keeping and the pitched roof was out of scale. It should be kept to the scale of the existing building, built in timber with a single pitched roof so that the new building does not substantially exceed the old building. The fenestrations were also considered excessive. Councillors felt the building should not be used as accommodation, even as ancillary. Councillors supported the principle of the building.

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

**S/11/0711CLMC** - Erection of a single storey rear extension with 2 no dormer windows & front porch – Shukran, Bodyhorse Hill, Hinton Parva, Swindon

There were no objections to the above planning application.

**Action: The Clerk is to write to SBC.**

**S/11/0775SASM** – Construction of a car parking/hardstanding area to front – 1 Church Row, Hinton Parva

Whilst concerned about the traffic and parking on Church Row, Councillors remained concerned at the precedent this application, even in its modified state could set in Church Row. Councillors decided to review this application on site; the Chair met with Julian Cooke and circulated a draft response to SBC, which was agreed by Councillors.

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

Signed: .....

Date: .....

The following planning application had been received after the agenda had been issued:  
**S/11/0653SASM** – Installation of 19no solar panels to roof (Retrospective) – Willow House, Church Row, Hinton Parva.

Councillors were concerned at the above planning application, in light of the current lack of certainty on the need for planning permission for the installation of solar panels in a conservation area. A draft letter to SBC was approved.

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

Sunny Cottage Appeal

Councillors did not feel it was necessary to make further comments to the Inspectorate.

**GRANTED**

**S/LBC/11/04441/CLMC** - Installation of free sat aerial dish to rear extension – Titcheners Cottage High Street, Bishopstone

**REFUSAL**

**S/LDP/11/0337/NISM** - Certificate of lawfulness (proposed) for the erection of a greenhouse – 3 Whatleys Orchard, Bishopstone

**9. Reports from Borough Councillor**

Councillor Bennett checked that the neighbourhood police newsletter had been received. The Chair asked whether Councillors had seen any police in the village since they attended the Parish Council January meeting; no-one had. He stated that he would draft a note to the Police, thanking them for attending the January meeting, when Inspector Nick John had said there should be a greater visibility in policing villages. As nothing further has been heard it was felt that parishioners should be informed if they should not expect routine visits, providing the Police attend quickly to emergency calls. Councillor Bennett advised that one of the police that had attended the meeting had now left. Councillors agreed that some certainty was desirable.

**Action: The Chair is to draft an email to the Police. (Complete)**

**Action: Councillor Bennett is to ask for information on changes within the police force with Councillor Brian Ford, as treasurer of the police authority.**

Councillor Bennett asked whether the Parish Council were intending to write to SBC with regard to the Core Strategy. The Chair informed him that Councillors were considering a draft letter later that evening which would support the Western Vale Consortium's comments.

Councillor Bennett asked whether the Parish Council were going to respond to the Boundary Review. The Chair said this was on the agenda for discussion later in the meeting. He informed Councillor Bennett that the Parish Council had put in a letter proposing a large rural ward, which had been disregarded. Councillor Bennett informed Councillors that the majority of the Borough's Councillors are unhappy at the way in which it has been managed. A member of the Boundary Commission had come to talk to members and was harassed extensively. Members had thought that by law it should be 3 member wards. However, it was confirmed that it was a presumption and not a requirement for it to be a 3 member ward. Wanborough Parish Council will be writing to state that the involvement with the urban area is not beneficial for the rural area concerns. The final response should be due by the 20<sup>th</sup> June 2011.

Councillor Bennett touched briefly on the Coate Planning application; he had asked that all Parish Councils should be kept informed of proposed changes. A letter had been received dated 1/6/11 from Pegasus, which the Clerk had not received. A Community Land Trust was being proposed, but now may be withdrawn at appeal.

There were to be changes in the managerial structure of SBC. Councillor Bennett stated that he is no longer on the health scrutiny committee.

Councillor Bennett had given the Clerk a setting position statement from the AONB, which was produced in January, one being housing and the other renewable energy. It has been

used in the West Berks Core Strategy examination appendices and was used as a material consideration. There is also a constraint document for wind generation in the AONB.

**Action: The Clerk is to scan the setting document and send it to Councillors for their information.**

#### 10. Reports from Sub Committees

##### Annual Churchyard Grant

This item had been discussed in item 6.

##### Village Highway Maintenance Works Programme – pre meeting 19/7/11

The Chair reminded Councillors of the pre meeting which was to take place on 19<sup>th</sup> July 2011.

**Action: The Clerk is to put out a reminder note for Councillors.**

#### 11. Main Points

##### Ratification of Accounts

The accounts were ratified by Councillors.

**Action: The Clerk is to forward the accounts to Mazars.**

##### Draft Core Strategy

The Chair confirmed with Councillors that they were happy with the latest drafted letter, which had been circulated for comment by email.

**Action: The Clerk is to check Phil Smith's email address and that a letter will be accepted as the Parish Council's feedback. (Complete)**

**Action: The Clerk is to send the response to SBC as drafted. (Complete)**

##### Benches

The benches are to remain in the Churchyard and there will be no cost for securing them.

##### Bobby Van

The Clerk had received a newsletter from the Bobby Van, they were seeking a donation. However, the Parish Council only support charities within the parish. The Clerk asked whether Councillors felt she should put an article into the newsletter.

**Action: The Clerk is to put an article into the newsletter.**

##### Parish Plan

The Chair advised Councillors that Liddington are putting a Parish Plan in place. Money was raised for publicity, research, etc and it has taken 6-9 months to put together. If Localism is to mean anything the Chair felt they should have some kind of plan that is recognised by the Government.

**Action: The Chair is to research the subject of Parish Plans further.**

##### Sustainable Communities Act

An email had been received from another Parish Council and forwarded to Councillors asking for their support. A discussion took place and it was agreed to support this.

**Action: The Clerk is to respond giving the Parish Councils support. (Complete)**

#### 12. Accounts to be Paid

The following cheques were presented for approval:

- L D Drewett £9.52

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

Signed: .....

Date: .....

#### Revised Standing Orders Guide

The Clerk had received the free publication from WALC that day and had forwarded it on to Councillor Thompson.

**Action: Councillor Thompson is to compare the document received with the current adopted standing orders.**

#### 13. **Correspondence**

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

The Clerk reminded Councillors of the New Residential Extensions and Alterations draft Supplementary Planning document (SPD), which needed a response by 7<sup>th</sup> July 2011. Councillors did not feel a response was necessary.

#### 14. **Parishioners Feedback/Complaints**

##### Foxhill

The Chair asked whether the Clerk had received notification of any Foxhill Motocross dates; she had not.

**Action: The Clerk is to remind the owners of the site of their agreement to provide the dates of all meetings in sufficient time for parishioners to be notified in the newsletter.**

##### 2012 Jubilee Celebrations

The Chair informed Councillors of the Diamond Jubilee celebrations and extended holidays (4 and 5 June) in 2012. He wondered whether the various communities in the Parish should get together to plan any celebrations for the 3 communities.

**Action: The Chair will take this forward in the first instance.**

##### Russley Park

The Chair had received a letter from a Russley Park parishioner stating that he felt the community would be better aligned with Baydon; the parishioner has been referred in the first instance to the Electoral Services Manager at SBC (Sally Sprason) as such a change would have far reaching implications.

##### Traveller

A Councillor informed Councillors that the traveller was still in place on the Ridgeway. Councillors felt that firmer action should be taken; Councillor Thomas has had a word with the traveller liaison officer at SBC.

#### 15. **Date of Next Meeting**

The next meeting will take place on Monday July 11<sup>th</sup> 2011 at Hinton Parva Village Hall at 19:30 pm.

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