

## BISHOPSTONE PARISH COUNCIL

**Minutes of the Parish Council Meeting  
held at 7:30 p.m.  
on Monday 14<sup>th</sup> November 2011  
at Hinton Parva Village Hall**

**Those Present:** Simon Jenkins (Chair), Lesley Drewett (Clerk), Ian Thomas, Julian Cooke, Stuart McGuigan.

**1. Approved Apologies**

Karolyn Tapper (Vice Chair), Ian Thompson, Sarah Paye, Rob Selbourne, Doug Stevens, Cllr. Andrew Bennett.

**2. Public Question Time**

A parishioner had attended the meeting to talk about his planning application for a single storey extension to accommodate elderly parents. He stated that the impact will be mainly on the north side and the neighbours have been consulted. The Chair asked if advice had been taken before submitting the application; the parishioner informed Councillors that his architect had been in conversation with SBC. The parishioner was happy for Councillors to visit the site if they felt it was necessary.

The Chair explained that the application was to be discussed later in the meeting and the parishioner was welcome to stay and listen to the discussion, but he would not be allowed to take part unless the meeting was closed. The parishioner then thanked Councillors for their time and left the meeting.

**Action: The Chair is to contact the parishioner with Councillors' feedback on the application. (Complete)**

Residents of Hinton Parva had attended the meeting to discuss the recent problems that have occurred within Church Row, Hinton Parva, since they had last attended. They were interested to know if the Parish Council had received a response from SBC and were asking for the Council's support with regard to parking and the rejected planning applications. The Clerk provided those attending with the email which had been sent to SBC requesting a site visit, as the Parish Council was concerned at the lack of parking spaces in that area; this had not yet happened and the Chair stated that SBC would be requested to make an urgent response. The Chair explained that the Parish Council had not supported the earlier applications owing to concerns over the impact on the Conservation Area.

Parishioners felt there was a health and safety matter owing to the recent accident, but the Chair felt it was more a matter for the insurers of those vehicles involved. After discussion the Chair recommended that those concerned should seek prior advice from SBC should another planning application be considered; the Parish Council would always be concerned at applications likely to have an adverse impact on the Conservation Area.

**Action: The Clerk is to contact SBC again to request that a site visit is carried out urgently, in light of the recent problems. (Complete)**

**3. Declaration of Interests**

No declarations of interest were expressed.

Register of Interests Changes

The Clerk asked if there were any changes in any Councillor's register of interest forms. There were none from those present.

Signed: .....

Date: .....

**4. Minutes of Last Meeting**

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

**5. Matters Arising**

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

True Heart

Councillors were interested to see the note that Councillor Bennett had responded to.

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

**Action: The Chair is to ask Councillor Bennett for a copy of the letter he had responded to.**

Builders Rubble & Spoil

The Clerk had sent an email to the parishioner giving a 7 day deadline and had not received a response. It was felt that the issue should be dealt with under fly tipping and referred to SBC.

**Action: The Clerk is to send the last email sent to the Chair for his attention. (Complete)**

**6. Planning**

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

Councillors had no objections to the above planning application.

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

- **S/11/1507SASM** – Erection of a single storey side extension and conservatory to the rear – The White House, High Street, Bishopstone

Councillors were happy with the side extension, but felt that the ridge height of any new conservatory should not extend above that of the existing conservatory as this feature will be particularly visible from New Town Lane and the footpath crossing the field from High Street to New Town Lane.

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

**Conservation Area – Section 211 Notices:**

NONE

**GRANTED**

- **S/11/1261/ROBI** - Erection of a single storey rear extension new porch, alterations & roof mounted solar panels – Parva Stud, Church Row, Hinton Parva
- **S/LBC/11/1235/CLMC** - Increasing height of two chimney stacks – Littlecot, High Street, Bishopstone
- **S/11/1236/CLMC** - Increasing height of two chimney stacks – Littlecot, High Street, Bishopstone
- **S/11/0558/SASM** - Erection of 2 No dwellings with associated parking – Land at Church Lane, Bishopstone
- **S/CAC/11/0559/SASM** Part demolition of a barn – Land at Church Lane, Bishopstone

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

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

**REFUSAL**

No refusal schedules had been received.

**7. Reports from Borough Councillor**

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

**8. Reports from Sub Committees**

Tree Maintenance on island

The Clerk had received an approval notification for the proposed tree works on the island. Councillor Thomas and Councillor Stephens are to look at carrying out the proposed hedge laying with local assistance; this cost is not known at this stage, but would be kept separate

from the quotes which are to be obtained for the tree works. Any available wood will be stacked for use by parishioners.

**Action: The Clerk is to contact Swindon Commercial Services & Richard Polatch. (Complete)**

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

**Action: The Clerk is to email Ian Thomas who will attend the site visit to discuss works. (Complete)**

#### Public meeting on 12 September 2011

It appeared that no Councillor had yet received any response to the article in the newsletter following the public meeting. The Chair was disappointed that there had not been any feedback and noted that it was too late for an entry in the December newsletter.

**Action: The Chair is to contact Mrs May who had offered some help with the social media side of the work. (Complete)**

The Chair expressed his concern at the deadline for entries into the newsletter against the timing of the monthly Parish Council meetings. He asked those present whether it would be convenient to change the meeting to the first Monday in the month, starting from the February meeting. Councillors in attendance were happy with the change.

**Action: The Clerk is to email Councillors for their feedback on the change. (Complete)**

## 9. Main Points

### Builders Rubble & Spoil

This item was covered in item 5.

### Parish Plan

The parishioner who was to lead the Parish Plan work is now unavailable owing to personal commitments. The Chair expressed that he felt that a Parish Plan was a useful commodity to have in place in the future.

**Action: The Chair is to speak with Adrian Moore.**

**Action: The Clerk is to re-send the email with the link to the Parish Plans currently in existence to Councillors. (Complete)**

**Action: Councillor Thomas is to check the Parish Plan website to see if it would be beneficial to our Parish. (Complete)**

**Action: The Chair is to draft an item for the January newsletter.**

### Follow up of Public Meeting

This item had been discussed under item 5.

### Pond & Island Management Plan

The Chair had drafted a management plan which had been circulated before the meeting for information and comments. The Chair asked for a proposition that the management plan was accepted by Councillors, the proposition was put forward by Councillor McGuigan, seconded by Councillor Thomas and unanimously agreed.

The Chair went on to explain that the drafting of a new risk assessment was in progress; he was awaiting a response to some queries from insurers. The Clerk has sent an email to SBC with regard to ownership of the pond wall, railings and dam.

**Action: The Chair is to send a copy of the approved management plan to Sue Walton. (Complete)**

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

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

Councillor Thompson had incorporated the guidance from SBC about the receipt of late agenda items such as planning into the approved standing orders and these had been re-

Signed: .....

Date: .....

circulated to Councillors before the meeting. The Chair asked for a proposition that the standing orders be accepted, the proposition was put forward by Councillor Cooke, seconded by Councillor Thomas and unanimously agreed.

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

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

A new notice board had been suggested for Hinton Parva at the October meeting and Councillors had felt this would be a worthwhile spend. The Chair asked for a proposition that the purchase of a new notice board was accepted by Councillors, the proposition was put forward by Councillor Thomas, seconded by Councillor McGuigan and unanimously agreed.

**Action: Councillor Cooke will talk to Howard Crapper regarding the new notice board and key holders and contact Councillor McGuigan with details.**

**Action: Councillor McGuigan will order the notice board.**

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

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

The following cheques were presented for approval:

- L D Drewett £78.90

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

#### **11. Correspondence**

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

#### **12. Parishioners Feedback/Complaints**

##### Potholes

A large pothole between Church Walk and West End Lane had been reported to SBC. Councillors felt it was important that SBC were notified because now that it had been reported compensation could be sought by the owner for any damage caused to cars.

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

##### White Lining at Hinton Springs

A Councillor had encountered a near miss with a bus on the bend at Hinton Springs. Complaints are regularly reported on this dangerous corner, where traffic travelling from either direction can be on the wrong side of the road when turning the corner as there is no white line marking the centre of the road.

**Action: The Clerk is to write to SBC requesting a white line in this area. (Complete)**

**Action: Councillor Cooke is happy to liaise with Rachel Ind.**

##### Queens Diamond Jubilee Beacons

The Chair stated that the Jubilee Committee were intending to organise a celebration lunch on Sunday 3<sup>rd</sup> June 2012 with games afterwards; it was thought that Monday 4<sup>th</sup> June would be beacon day and it was hoped that there might be local bonfires as beacons for the parish.

**Action: Councillor Cooke is to organise a beacon at Charlbury Tump.**

#### **13. Date of Next Meeting**

The next meeting will take place on Monday December 12<sup>th</sup> 2011 at Bishopstone Village Hall at 19:30.

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