

BISHOPSTONE PARISH COUNCIL

**Minutes of the Parish Council Meeting
held at 7:30 p.m.
on Monday 8th August 2011
at Bishopstone Village Hall**

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

1. Approved Apologies

Ian Thomas, Julian Cooke, Rob Selbourne.

2. Public Question Time

A parishioner from Wanborough and their architect attended the meeting to discuss a planning application before it is submitted to SBC. The parishioner explained that he wanted to develop a parcel of land at City Corner, Hinton Parva, where a derelict garage is situated, in order that his son can live there. The application is for a modest 3 bedroom cottage style property with dormer windows. A landscaped setting is planned with a hedge surrounding the property, which the parishioner thought was outside the “planning envelope” for Hinton Parva. The Local Authority had asked him to contact the ward member and the Parish Council. The applicant has asked for a site visit for a detailed application rather than outline permission. A formal response is expected in the next 6-8 weeks.

The parishioner thanked Councillors for letting him speak; Councillors stated that they appreciated the fact that they had been consulted. A copy of the proposed plans was given to the Chair and will be kept on file.

3. Declaration of Interests

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

4. Minutes of Last Meeting

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

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

The Chair asked for a proposition that the Extraordinary Meeting minutes 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. This meeting took place on 22nd July 2011 at the Old Vicarage to discuss a response to the letter dated 12 July from Bishopstone School, and the following planning applications received shortly after the July meeting, which needed a response before the next meeting:

- **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
- **S/11/0858** – New Dormer Window to Southern elevation – The Hawthorns, Cues Lane, Bishopstone

A response to the letter from Bishopstone School was agreed.

Signed:

Date:

5. **Matters Arising**

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

Annual Churchyard Grant

A copy of the quote from AJ Stone Cemetery Services for 2011 (calendar year) had now been received. A long discussion took place regarding the reasons for the quote not having been received in time for budget discussions. It was agreed that more formal arrangements need to be put in place to ensure that the proper competitive tendering process, usually in place, is in place again for 2013.

Action: The Chair is to inform the Church Warden that the correct procedures must be carried out. (Complete).

A shortfall currently exists against the Parish Council's grant for 2011 and discussions took place regarding the Council's responsibility for this. Councillors were accepting the quote as presented for 2011 & 2012 exceptionally, but it was agreed that the work should be re-tendered next year, for the year commencing April 2013. It was also felt that it would be useful to move to a financial year for payments. A summary note should be sent to the PCC.

Action: The Chair and the Chair of the Finance Committee are to meet to discuss a summary note for the PCC. (Complete).

Action: The Chair is to draft a letter. (Complete).

The Lane, Hinton Parva

The Clerk was asked to contact Councillor Cooke for his response to the email received from Derek Edginton.

Action: The Clerk is to respond to SBC once a reply has been received from Councillor Cooke. (Complete)

Gails Cottage

The Chair had sent an email to David Dewart regarding the windows at Gails Cottage saying that we were disappointed with the response from SBC. However, this e-mail had been ignored.

Constructive Spend – Horse Rider signs

The owner of the riding school is happy to contribute towards the cost of the signs and an email had been sent to Councillors confirming this. The Clerk had written to SBC confirming that the Parish Council would like to purchase the signs. No response had been received.

Councillor Bennett informed Councillors that Wanborough was having signs erected at no cost for safety reasons. The Clerk was asked to write asking for the signs at no cost to parishioners in Bishopstone on the grounds of safety. A draft note should be sent to Councillors for their approval.

[Post meeting note: A response was received from SBC the day after the meeting and this has been responded to.]

Action: The Clerk is to draft a letter for Councillors approval and write to SBC asking them to pay for the signs. (Complete)

Spring Cottage Planning - S/LBC/11/0668JABU & S/11/0665JABU – Demolition of workshop and garden store and erection of new workshop and garden store – Spring Cottage, The City, Bishopstone

Councillor Bennett informed those present that as officers felt the application should be granted, the committee agreed with their decision.

Solar Panels

Councillors felt it was right to send the draft letter composed by the Chair to Robert Buckland M.P. Councillor Bennett advised Councillors of the Governments Planning Portal where revisions on micro generation were being looked at currently. Owing to this the Chair is to re-circulate a fresh draft. Councillors felt that Robert Buckland should be invited to attend a future meeting to address the queries.

Action: The Chair is to circulate a fresh draft to Councillors, which will be sent to Robert Buckland M.P. once approved. (Complete)

Harlestone House

Councillor Tapper left the room whilst this item was discussed.

A photograph of the property had been circulated on the day of the meeting, which showed the construction of the new building. The plans were reviewed by Councillors, who were of the opinion that the building does not appear to have been built according to the approved plans.

Action : The Clerk is to draft a letter to Councillors for their approval and send it to David Dewart, once approved, to ask for a site visit as soon as possible. (Complete)

Councillor Tapper was invited to join the meeting once the discussions had finished.

Village Highway Maintenance

An email has been received since the meeting, stating that no resurfacing is to be carried out on the road to the Ridgeway.

Fly Tipping at 2 Thatchers View

The soil tipping has increased since the letter had been sent to SBC even though promises had been made that this was to be removed.

Action: The Clerk is to notify SBC asking for action to be taken. (Complete)

Village Clean Up

The Clerk had contacted SBC requesting help with equipment (bags, hi-visibility vests etc), for the village clean up and the collection of rubbish. It was agreed that this should take place on Sunday 23/10/11.

Action: The Chair is to draft an article for the newsletter. (Complete)

6. Planning

- **S/11/1032KICO** – Erection of a first floor link between house and garage and the erection of 2no dormer windows – Boxwood House, Hinton Parva

There were no objections to the above planning application.

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

- **S/11/0558/SASM** – Erection of 2no dwellings with associated parking – Land at Church Lane, Bishopstone
 - **S/CAC/11/0559/SASM** – Part demolition of a barn - Land at Church Lane, Bishopstone
- Councillors felt the time for response was inadequate owing to holidays on the part of parishioners and Councillors. They felt their earlier comments on the planning application had been disregarded.

Action: The Clerk was asked to contact SBC to ask for an extension of the deadline to 26/8/11. (Complete)

GRANTED

The following granted schedules had been received:

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

S/LDP/11/0657/SASM – certificate of lawfulness (proposed) for the erection of a single storey rear extension – 5 Whatleys Orchard, Bishopstone

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

REFUSAL

The following granted schedule had been received:

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

Signed:

Date:

7. **Reports from Borough Councillor**

The Borough Councillor informed Councillors of the DRAFT National Planning Policy Framework Consultation and advised them to make comments before the deadline 17/10/11. He ran through the various headings which could be commented on.

Action: Councillor Bennett is to forward the document to the Clerk for onward distribution. (Complete)

At the Conservative Group meeting recently it was agreed overwhelmingly not to abolish Parishes. Rather, they should seek to improve relationships with Town and Parish Councils. A conference will be organised later in the year and there is an understanding that the leader of the Council will be writing to Parish Councils.

The Boundary Review visit went well; feedback to date had been modest.

The Coate planning application has gone to appeal.

Andrew advised Councillors of "Swindon Together" which went through Council recently. This is a re-vamp of One Swindon, etc. One part of their agenda concerns restructuring in order to have a flatter management structure. They will be working with localities rather than clusters. Councillors asked what level of management this would be.

PP04 which covers things such as sewage and waste are carrying out a consultation and they appear to be tightening up on the registration process for septic systems.

Action: Councillor Bennett is to keep Councillors informed as more information is received.

A Councillor advised of the septic tank in Hinton Parva which had originally serviced 1-4 Church Row. However, more houses have been allowed to tap into the tank and there is not enough capacity and it continuously overflows. The Clerk had informed SBC of the overflow recently and this had been cleared. However, it appears it is overflowing into the fields again and is a health hazard. It was recommended that an engineering review of the facility was required.

Action: Andrew Bennett is to follow this problem up with SBC.

Rachel Ind had been in touch with Councillor Bennett with regard to the Royal Oak stopping up order, which needs to be dealt with as soon as possible.

Action: The Chair is to speak with Tim Finney. (Complete).

8. **Reports from Sub Committees**

Annual Churchyard Grant

This item was discussed under 5.1.

9. **Main Points**

Constructive Spend

This item was discussed at item 5.4

Parish Plan

The Chair had circulated a document on Parish Plans to Councillors before the meeting. He explained that Community First had been helpful and he currently had a file from a member of the Liddington Parish Plan Steering Group. He asked Councillors if they were interested in looking further into this, which should be taken forward by a steering group with backing from the Parish Council.

Action: The Chair is to talk to a parishioner with regard to taking this forward. (Complete).

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

Standing Orders

Councillor Thompson had emailed a draft version of the standing orders to Councillors for their consideration. He had asked the Clerk to contact Ian Wilcox for some advice regarding meetings called at short notice. Ian briefed Councillors that the way in which he had produced them was as a concise guidance. The Chair thanked Councillor Thompson for all the work he had put into the standing orders to date. Subject to this addition and amendment the proposal was put forward by Councillor Stephens, seconded by Councillor Paye and unanimously agreed by all.

[Post meeting note: Ian Wilcox had responded to the Clerk’s email and this will be added to the standing orders.]

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

The Island

The Chair thanked Councillors for the approval of the response letter to the signatories from Bishopstone School. The Chair was disappointed to find that this had not yet been circulated to the signatories as requested.

Action: The Chair is to forward the letter to Sue Walton electronically and request that it is circulated asap. (Complete).

The Chair informed Councillors that the hut was currently padlocked with an “Out of Bounds” notice on it. After a long discussion it was agreed to remove the hut on Thursday 11/8/11.

Action: Councillor Stephens is to obtain 3 quotes and arrange for the placement of the skip. (Complete)

[Post meeting note: The hut has been removed. The Clerk has been asked to raise a cheque for £145 for Councillor Stephens. This was proposed by Councillor Jenkins, seconded by Councillor Paye. This had been unanimously agreed at the meeting.]

10. Accounts to be Paid

The following cheques were presented for approval:

- L D Drewett £5.13

The above expenses were approved for payment by Councillor Tapper, seconded by Councillor Paye 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

Fly Tipping

A large amount of old kitchen units have been left at the T junction of New Road.

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

[Post meeting note: This has now been removed by SBC.]

13. Date of Next Meeting

The next meeting will take place on Monday September 12th 2011 at Bishopstone Village Hall at 19:00 pm in order to accommodate the public meeting regarding problems on the island.

Action: Apologies to the Clerk before the meeting.

Signed:

Date: