

**BISHOPSTONE PARISH COUNCIL
MEETING OF THE PARISH COUNCIL
Held in the Village Hall, Bishopstone
Thursday 10th May 2012 at 8.00 pm.**

MINUTES

Present : Parish Councillors : Mrs L Williams (LHW), Vice Chairman
N T Barter (NTB)
E R Draper (ERD)
A Thorne (AJT)
J Lovering (JL)
G Brutton (GRB)

Parish Clerk: M R Ash (MRA)

Also present: Mrs A Stutchbury
Mr A Stutchbury
Mr M Bundy
Mr R Stockton

1. Election of Chairman

MRA said that the current Chairman, Major Thompson, was unable to attend the meeting but had indicated his willingness to be re-elected as Chairman. ERD said that it was normal for the serving Chairman to step down after two years and for the Vice Chairman to take over. He therefore proposed Mrs L Williams as Chairman. LHW said that as she had been Vice Chairman for less than a year she felt it was too early for her to serve as Chairman. She therefore indicated that she was not willing to stand for election. Instead she proposed that the existing Chairman, Major Thompson, be re-elected. This proposal was seconded by JL and agreed.

2. Election of Vice Chairman

AJT proposed that LHW be re-elected Vice Chairman. This was seconded by NTB and agreed.

3. Declarations of Acceptance of Office

In Councillor Thompson's absence it was agreed to sign these after the meeting.

4. Apologies for absence

Apologies for absence had been received from Councillor Thompson, Wiltshire Councillor Jose Green and PC P Jung.

5. Declarations of interest

There were no additional declarations of interest in items on the agenda.

6. Approve Minutes of the Meeting on 1st March 2012.

AJT proposed that the minutes of the meeting held on 1st March 2012 be approved. This was seconded by GRB. The minutes were agreed.

7. Matters Arising from the Minutes, including Action Plan.

Completed Action Points are as noted in the list attached to these minutes. Other matters are on-going. MRA reported that he was still trying to arrange a meeting with Mr M Lyons for advice on the rebuilding of the toilet block in the recreation field. He had also contacted Wiltshire Council about the issue of how to reduce speeding in Flamstone St. It was noted that, since the matter was raised in STaB, the problem of out of date posters left on telegraph poles had reduced.

8. Public Question Time.

Mr Bundy raised the problem of cars parking in the bus lay-by at the top of Pitts Lane. Builders vans were also parking half in the road on the opposite side of the road. This made it very dangerous to exit Pitts Lane and for children crossing the road to get to the bus. It was noted that there had been a problem for some time of cars parking in the bus lay-by. Consideration was given previously to introducing a no parking/waiting order in the bus lay-by, but the problem with that is one of enforcement given that the police do not deal with parking offences and there is no friendly local traffic warden. However, it was agreed that this was a serious problem and that an approach should be made to the property owner concerned to indicate the Council's concerns and to consult the Police and Wiltshire Council about what might be done.

9. Annual Accounts

- (i) MRA circulated statements of the Council's two bank accounts for the year 2011/12, together with a comparison between budgeted and actual expenditure (copies attached to the minutes). He noted that the total of expenditure had been very similar in 2011/12 to that in 2010/11. For a second year running there had been no expenditure on repairs and maintenance. GRB agreed to inspect the bus shelters to check whether any work needed to be done.
- (ii) MRA said that the Council's accounts for 2011/12 had been cleared by the internal auditors (Atkinsons) and he circulated, for approval, copies of the draft annual return to be sent to the external auditors (Mazars). No matters were raised and approval was proposed by LHW, seconded by NRB and agreed.
- (iii) GRB proposed the re-appointment of Atkinsons as the Council's internal auditors. This was seconded by NTB and agreed.
- (iv) MRA reported that the £5000 precept for 2012/13 had been received from Wiltshire Council. The balance of the accounts therefore now totaled £13,752.

10. Diamond Jubilee Celebrations

MRA had circulated a note on outstanding Diamond Jubilee Celebration issues. At the last meeting of the Council it was agreed to set aside £500 to support the "Party in the Park" – the village's main Diamond Jubilee event. As already reported to

members, the application to the South West Area Board for £750 for this event was also successful and that money will be paid to the Council and administered by MRA. Since then further discussions have taken place with regard to insurance cover, specifically with regard to the fireworks display. This is likely to involve additional, unbudgeted, expenditure of £230. Following discussion it was agreed that the Council would meet this additional cost. MRA said that the total budget now approved for spending on the Party in the Park, including the SWWAB grant, was £1480. This money would be used to meet bills as they arose. He asked that the Council should authorize expenditure up to the total, subject to ratification at the July meeting. This was proposed by LHW, seconded by JL and agreed.

MRA referred to the Jubilee Photographs Project. This project involves photographs being taken of everyone in the village outside their houses over the Jubilee weekend. The project is being organized by Anne Stutchbury and a team of photographers has already met, been given designated areas of the village to cover and provided with an introductory letter to take round. The photographs will be stored with the existing village photo archive and displayed in the Village Hall in the Autumn. It had been decided not to make an application for funding from the SWWAB for this project and to ask the Council to meet the costs. Final costings have been circulated (attached to these minutes). These are slightly higher than originally envisaged because it has been decided to store the photographs in a digital photo album as well as in hard copy. The overall cost of £316.90 may be significantly reduced if (as is likely) display boards can be borrowed at nil cost. It was proposed to pay a grant of up to £320, or the actual cost, whichever is lower. This motion was proposed by NTB, seconded by GRB and agreed.

11. Village Survey Issues

MRA said that, following discussion at the March meeting, there were various matters raised in the returns from the Village Survey that the Council needed to consider.

A paper had been circulated on how to proceed in relation to the support that had been given in the survey to the suggestion that a Parish Plan, or another form of local plan for the village, should be prepared. Paper BPC/04/12 is attached to these minutes. ERD said that he would be very concerned if the plan preparation process enabled major local landowners to put forward proposals for major developments in the village. MRA said that such proposals would not be consistent with the policy now set out in the Wiltshire Core Strategy. MRA pointed out that it was difficult to decide at this point in time which type of plan might be suitable for the village. Wiltshire Council would be issuing guidance for Parish Councils on this. He also said that it was only worth embarking on the process if there was clear support for this in the village. There would need to be a Steering Group and a willingness to undertake work, it was not a matter for the Parish Council alone. That is why paper BPC/04/12 proposed:

(a) that an article on this issue be prepared for inclusion in STaB in either June or July;

(b) that a village meeting (as supported in the Village Survey) be held early in the Autumn to discuss the way forward.

After discussion LHW proposed that this course of action be adopted. This was seconded by AJT and agreed.

As regards the remaining items in paper BPC/02/12, discussed at the meeting in March, the Council agreed the following:

- more information about the Council and Councillors can be included in the village “Welcome Pack” for new residents which is under discussion elsewhere;
- “open forum” meetings should be held in the village as and when issues arose. The next of these might be that proposed on a village plan;
- the priorities on transport issues would continue to be:
 - getting the 30mph speed limit area extended to the west beyond the Flamstone Street junction and
 - how to limit speed in the side roads outside the speed limit zones;
- the Council should encourage people to organise events that made good use of the Recreation Field. The Saturday morning football coaching sessions, organised by Marion Foster, had been a great success with up to 25 children attending. It was proposed that the current sessions be continued until the end of July and, if interest remained high, to recommence in September. MRA said that funding for this project was likely to run out at the end of June. Costs, of the qualified coach, were approximately £30 per week. Options for future funding were discussed and it was proposed that:
 - the Parish Council should meet the costs for July;
 - the scope for seeking funding from the South West Wiltshire Area Board be investigated, and
 - consideration should be given to whether parents might make a small donation (50p or £1 per child).

The position could then be considered again at the Council meeting in September. LHW proposed that the above course of action be taken. This was seconded by AJT and agreed.

12. Maintenance of roads, footpaths, ditches and trees

In a short discussion it was agreed:

- to contact Wiltshire Highways again about the dumping of material cleared from the drainage ditch in Church Lane against the churchyard wall;
- to pursue with the Wiltshire Council Rights of Way officer the scope for rebuilding the stile at the Church Lane end of the Picnic Field footpath, possibly to insert a gate;
- LHW would contact Broadchalke council to discuss the possibility of surfacing of the path from Crouchston to Stoke Farthing so that it could be used by school children as a cycle route. This scheme might be eligible for a Wiltshire Council Path Improvement Grant;
- to keep an eye on tree felling within the village to ensure that the proper consents were obtained (eg in the Conservation Area).

13. Parish Clerk’s Report

MRA reported that Wiltshire Council had now embarked on the review of C Road speed limits. The SWWAB had made the C12 a priority for the review. He had already written to Wiltshire Highways reiterating the Councils view on extension of the 30mph limit.

MRA reported on recent consultations from Wiltshire Council. These included contributions to a survey of facilities in villages and one on the capacity of burial grounds and cemeteries.

MRA said that three invoices needed to be settled:

- the annual subscription to the Wiltshire Association of Local Councils (£187.36);
- the renewal of the Council’s annual insurance policy (£593.04 – a discounted sum if it was agreed to commit for the next three years);
- the fee for the internal auditors (£72.00).

NTB proposed that these payments be made. This was seconded by GRB and agreed.

14. Planning Applications

MRA reported that Wiltshire Council had approved the use of obscuring film, rather than obscured glass, on the windows of Drove Farm, contrary to the strong objections from the Parish Council and neighbours. No objections had been made to the two planning applications which had been circulated in respect of an extension and detached garage at The Cottage, Pitts Lane.

15. Questions or statements from Councillors and any further questions from members of the public.

ERD said that he thought the new Editor of STaB was doing a very good job but there needed to be more content from villagers and information about newcomers, obituaries etc. NTB said that the Editor was trying to encourage this and he would raise the matter again with the PCC.

ERD raised, once again, the problem of dog fouling in the village. MRA pointed out that the matter had been given extensive coverage in the last STaB. He would be responding to the letter in STaB about boxes for depositing waste and this would refer to the new controls being brought in by Wiltshire Council from 1 June that will make it an offence not to clear up after a dog on all footpaths and open spaces in Wiltshire.

16. Clerk’s remuneration

MRA reminded the Council that, as agreed by the Council in May 2011, payments of a small salary to him would commence from May 2012 in accordance with the rules now imposed by HMRC. The sum of £1580 per annum was based on the National Minimum Wage for 2012/13. ERD proposed that this expenditure be made. This proposal was seconded by GRB and agreed.

Date, location and time of next meeting

There being no further business the meeting was closed at 10.00pm. The next meeting will be on Thursday 12th July 2012 at 8.00pm in the Village Hall.

Signed as an accurate record:

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**BISHOPSTONE PARISH COUNCIL
PARISH COUNCIL MEETING
Thursday 10th May 2012**

ACTION PLAN

WHAT ACTION	BY WHOM	COMPLETED ✓
Find replacement parts for post cappings on train in children's play area.	MRA/AJT	
Options for refurbishment of recreation ground toilet block to be identified for consideration.	MRA	
Discuss with Highways Dept/Parish Steward and landowner maintenance of land by bridge in Faulstone Lane.	MRA	
Flamstone St speeding to be discussed with officers of Wiltshire Council.	MRA	✓
Insert note in STAB re posters on telegraph poles.	MRA	✓
Discussions to be held with the relevant property owner, the Police and Wiltshire Council about the problem of car parking at the junction of Pitts Lane and the High Road.	LHW/MRA	
Bus shelters to be inspected to assess need for maintenance/repair.	GRB	
An article be prepared for publication in STaB in either June or July on the options for preparing a Parish Plan, or similar, for the village.	MRA	
A note about the Parish Council should be prepared for inclusion in the village "Welcome Pack".	MRA	
Wiltshire Highways be contacted again about the dumping of material cleared from the drainage ditch in Church Lane against the churchyard wall	MRA	
Wiltshire Council Rights of Way officer to be asked about the scope for rebuilding the stile at the Church Lane end of the Picnic Field footpath.	MRA	
Broadchalke Parish Council to be contacted to discuss the possibility of surfacing of the path from Crouchston to Stoke Farthing so that it could be used by school children as a cycle route.	LHW	

BISHOPSTONE PARISH COUNCIL

CURRENT ACCOUNT (Business Account) 2011/2012 Income and Expenditure starting 1st April 2011

Date	Details	Payments inc VAT	Receipts	Balance
06/04/2011	Opening balance		£236.25	£236.25
12/05/2011	WALC subscriptions	£180.25		£56.00
19/05/2011	Transfer from Deposit Account		£2,000.00	£2,056.00
19/05/2011	Community First Insurance Premium	£726.57		£1,329.43
07/06/2011	Bank Charge	£5.00		£1,324.43
25/05/2011	T. R Coombs	£45.00		£1,279.43
07/07/2011	T Long (Reimbursement)	£170.99		£1,108.44
01/09/2011	Atkinsons	£72.00		£1,036.44
01/09/2011	Mazars	£84.00		£952.44
01/09/2011	M Ash (Reimbursement)	£142.00		£810.44
03/11/2011	Transfer from Deposit Account		£2,000.00	£2,810.44
03/11/2011	WALC Course	£66.00		£2,744.44
03/11/2011	Orchard Street Furniture (bench)	£597.04		£2,147.40
03/11/2011	Playsafety	£75.60		£2,071.80
03/11/2011	Bishopstone Village Hall (room hire)	£108.00		£1,963.80
03/11/2011	Bishopstone Village Hall	£35.00		£1,928.80
03/11/2011	Cllr L Williams (expenses)	£12.00		£1,916.80
08/11/2011	Mere Development Centre	£100.00		£1,816.80
08/11/2011	Bishopstone PCC	£600.00		£1,216.80
08/11/2011	Bishopstone Village Hall	£500.00		£716.80
08/11/2011	C. V. Sports Centre	£500.00		£216.80
08/11/2011	Bishopstone PCC (STAB)	£450.00		(-) £233.20
17/11/2011	Transfer from Deposit Account		£60.00	(-) £173.20
21/11/2011	Transfer from Deposit Account		£400.00	£226.80
05/01/2012	Bobby Van Trust	£50.00		£176.80
05/01/2012	WALC Course	£30.00		£146.80
09/01/2012	Bank Charge	£15.00		£131.80
23/01/2012	Wiltshire Council R2 Payment		£668.53	£800.33
11/02/2012	Mere Development Centre	£50.00		£750.33
11/02/2012	Village Website (Toby Mills)	£47.05		£703.28
	Totals	£4,661.50	£5,364.78	£703.28

BISHOPSTONE PARISH COUNCIL

EXPENDITURE vs BUDGET for the financial year 2011/2012

Budget Heading	Budget 2011/12	Expenditure	Variance to Budget	
Hire of Village Hall	£130.00	£143.00	-£13.00	
Insurance	£650.00	£726.57	-£76.57	
Audit Commission	£150.00	£84.00	£66.00	
Internal Audit	£65.00	£72.00	-£7.00	
Playground safety inspection	£75.00	£75.60	-£0.60	
Parochial Church Council	£600.00	£600.00	£0.00	
Village Hall	£500.00	£500.00	£0.00	
WALC Subscription	£160.00	£180.25	-£20.25	
Chalke Valley Sports Centre	£500.00	£500.00	£0.00	
Donations	£50.00	£200.00	-£150.00	
Web Site domain fees	£100.00	£47.05	£52.95	
STAB Donation	£450.00	£450.00	£0.00	
Clerks Salary/Expense	£2,150.00	£440.99	£1,709.01	
Recreation Ground	£1,000.00	£642.04	£357.96	
Repairs & Maintenance	£1,000.00	£0.00	£1,000.00	
Contingency	£500.00	£0.00	£500.00	
TOTALS	£8,080.00	£4,661.50	£3,418.50	

Less reclaimable VAT:

£179.14

£3,776.27

**JUBILEE PHOTOGRAPHS PROJECT
BISHOPSTONE AND STRATFORD TONY**

Expected expenditure:

To print 530 copies 7"x5" digital photos @ £0.18p per print	£95.40
USB Memory Stick for photos	£ 7.50
Photo album slip in sleeves – for 300 7"x5" prints	£19.00
Digital photo album (estimated cost)	£100.00
Possible hire of 8 display boards @ £10 per board (may be able to borrow free)	£80.00
Velcro tape for display & miscellaneous expenditure	£15.00
	<hr/>
	£316.90

A LOCAL PLAN FOR BISHOPSTONE?

1. Several year's ago preparations began to produce a Parish Plan for Bishopstone. This did not get beyond the early stages of identifying people who might be interested in serving on a steering group and a preliminary list of issues. In the response to the 2011 Village Survey 89% of respondents thought that there would be benefits in the preparation of a Parish Plan.

2. This paper gives preliminary consideration to the options for producing some form of local plan for the village and suggests next steps.

3. There are a number of different forms of local plan that villages can prepare:

- those that are mainly concerned with physical development issues, such as how many new houses might be allowed in the village and where they might go, building design, conservation matters, protection of open spaces etc. The new Neighbourhood Plans, introduced under the Localism Act 2011, and things like Village Design Statements, are examples of this type of plan.
- those with a slightly wider remit, including the above, but setting out the things which need to change or to be improved in the area. It covers all sorts of social, economic and environmental issues. Parish Plans are an example of this type of plan.

4. The degree of influence of such plans varies. Neighbourhood Plans become part of the statutory development plan for the area and determine whether planning permission is granted for development. A Parish Plan might, for example, identify the need for faster broadband or an improved bus service but, apart from playing a role as a basis for lobbying the organisations responsible, cannot ensure delivery.

5. So far as physical development is concerned the wider context is provided by the development plan for Wiltshire (the Core Strategy). As reported at the last meeting, the final draft version of this identifies Bishopstone as a "Small Village". The policy for which is:

"At the Small Villages development will be limited to infill within the existing built area. Proposals for development will be supported where they seek to meet local housing needs and/or employment, services and facilities provided that the development accords with all policies of the development plan and:

- respects the existing character and form of the settlement
- the proposal does not elongate the village or impose development in sensitive landscape areas, and
- does not consolidate an existing sporadic loose knit areas of development related to the settlement."

6. The Wiltshire Core Strategy has yet to be submitted to the Secretary of State, following which there will be a public examination of whether it is consistent with recently issued Government planning policy (the National Planning Policy

Framework), for the consideration of objections etc. It is unlikely the Core Strategy will be formally adopted until early in 2013. If the policy for small villages remains as indicated above, there might be a need to put in place some form of local plan to indicate what the community of Bishopstone considers to be “infilling” opportunities etc. On the other hand, it might be felt that the Core Strategy policy is sufficient to guide development in the village.

7. It is unlikely that a fully-fledged Neighbourhood Plan will ever be justified in Bishopstone. It would require a great deal of work, technical advice and resources (it has been estimated that the minimum cost of preparing such a plan would be of the order of £20,000). However, some form of Village Design Statement or similar might well be worth preparing as a basis for influencing detailed decisions on where in the village any infill developments might be appropriate. A VDS does not have statutory force but can be taken into account in decision making as a “material consideration”.

8. There is much wider experience of producing Parish Plans. In Wiltshire Community First provide support for villages thinking of preparing a Parish Plan. Attached is a copy of CF’s guidance note on Parish Plans.

9. So the key questions are:

- (i) whether to prepare some form of local plan;
- (ii) if so, which type of local plan;
- (iii) how to take matters forward?

Wiltshire Council is in the process of producing guidance for Parish Councils on what type of local plan they might prepare. Preparation of a Neighbourhood Plan would be the responsibility of the Parish Council. Parish Plans are produced by a Steering Committee drawn from the community, with PC involvement.

Recommendation

10. It seems to me that, whichever course is taken, there would need to be strong support and engagement with the community in the village. I therefore recommend:

- (a) that an article on this issue be prepared for inclusion in STaB in either June or July;
- (b) that a village meeting (as supported in the Village Survey) be held early in the Autumn to discuss the way forward. Officials at Community First would be prepared to come and speak at such a meeting to explain the options and facilitate the discussion.

Mike Ash
29 April 2012