

**BISHOPSTONE PARISH COUNCIL  
MEETING OF THE PARISH COUNCIL  
Held in the Village Hall, Bishopstone  
Thursday 12<sup>th</sup> March 2015 at 8.15pm.**

**MINUTES**

**Present** : Parish Councillors : Major JHS Thompson (JHST) Chairman  
N Barter (NTB)  
G Brutton (GRB)  
Mrs A Smith (AS)

Parish Clerk: M R Ash (MRA)

**Also present:** C Goodfellow  
Mrs C Ash

**1. Apologies for absence**

Apologies for absence had been received from Cllr Thorne and Cllr Gibbon.

**2. Declarations of interest**

There were none.

**3. Approval of Minutes of the meeting on 8<sup>th</sup> January 2015**

No matters of accuracy were raised in relation to the minutes of the meeting on 8th January 2015. GRB proposed that they be approved, this was seconded by NTB and agreed.

**4. Matters Arising from the Minutes, including Action Plan.**

MRA said that a bid had been submitted to the South West Area Board of Wiltshire Council for studies to be undertaken on introducing 20mph speed limits on village roads. The Parish Council had now been invited to make a presentation on this at the SWWAB meeting on 25 March. This would be done.

A letter had been sent to the Police and Crime Commissioner on 5 February about the refusal to set up a Community Speed Watch in Bishopstone. Despite "chaser" e-mails no reply had yet been received.

The need for passing places in Faulston/Mill Lanes had been submitted to Wiltshire Council. The Community Area Transport Group were now considering this matter and had requested proposed locations from the Parish Council. A response would be submitted shortly.

A letter had been sent to residents in Butt Lane regarding the need not to park cars opposite the entrance to the White Hart pub. This appeared to have had some impact.

## **5. Public Question Time.**

No matters were raised.

## **6. Chairman's Items**

JHST said that all his items had been covered in the earlier Parish Meeting.

## **7. Parish Clerk's report**

MRA said that:

- (i) it was necessary to formally re-appoint Mr Reg Barrett as the Parish Council's representative on the Trustees of the Rev Augustus Montgomery Charity. This was proposed by JHST, seconded by AS and approved.
- (ii) the Government had introduced a "Transparency Code for Smaller Authorities" which would replace the requirement to send financial information to external auditors. Under the code this information would be published for scrutiny on the Village Website. *[Post meeting note: this will have to be done for 2014/15 accounts but the need to submit the information to external auditors will not end until the accounts for 2016/17.]*
- (iii) he had now purchased the basketball post, backboard, net etc. These would be delivered to Windwhistle Farm and held for installation once the hard surfacing had been provided. This expenditure had previously been approved and MRA presented for signature a cheque to re-imburse him for the cost.

## **8. Current and Future Projects**

MRA presented a short note (copy attached to these minutes) on current and future projects.

Following discussion it was proposed by GRB, seconded by AS and agreed:

- (a) to go ahead with the Train and Swing Refurbishment project and accept the quote provided.
- (b) to take final decisions on the additional equipment for the Children's Play Area and the Bus Shelter at the meeting in May 2015 when detailed costings and information on funding will be available. The Clerk would consult the Mothers and Toddlers Group on the play equipment.

## **9. Planning Matters**

MRA said that, once again, changes had been made to the proposals in relation to the proposed Annex at Bankside, at the request of the Conservation Officer, after the Parish Council had submitted its comments and without re-consultation. He thought that this was unacceptable within the Conservation Area. He would consider making further representations on the matter to Wiltshire Council.

## **10. Questions or statements from Councillors and any further questions from members of the public.**

GRB raised the matter of “pressure” techniques used by companies selling products. There were cases of elderly people in the village suffering as a result. Any resident approached, whether by “cold call” telephone contact or “door-stepping” and who is unsure whether to proceed should seek the support of a neighbour or friend before agreeing to part with money. A note on this had already been included in STaB. He agreed to discuss with AS the need for further publicity on this matter.

NTB said that the Village Hall Management Committee had agreed to provide a grant to the Mothers and Toddlers Group for equipment. The Parish Council should consider matching that. It was agreed to consider this matter at the next meeting.

**11. Date, location and time of next meeting.**

The next meeting of Bishopstone Parish Council will be in the Village Hall on Thursday 14th May 2015 beginning at 7.30pm.

The meeting closed at 9.05pm.

---

Signed as an accurate record:

.....

Chairman

.....

Date

**BISHOPSTONE PARISH COUNCIL  
PARISH COUNCIL MEETING  
Thursday 12<sup>th</sup> January 2015**

**ACTION PLAN**

WHAT ACTION	BY WHOM	COMPLETED ✓
Survey of toilets to be undertaken and estimate of likely costs to be obtained.	MRA	
Seek views on whether and how to commemorate WW1 locally through an article in a future STaB.	MRA	
Trustees of Faulston Estate to be asked again to confirm responsibility for drain clearance.	MRA	
Representations to be made to Wiltshire Council about speed limits in the village.	MRA	✓
Train in play area to be cleaned.	AJT	
Establishment of CSW in Bishopstone to be discussed with Wiltshire Police Authority.	MRA	
Need for further publicity about "pressure selling".	GRB	
Letter to be sent to Wiltshire Council about the need for transport improvements to Faulston Lane should the planning application for Faulston Barns be approved.	MRA	✓
Provision of a bus shelter opposite Meadow View to be investigated and reported to March meeting.	MRA	✓
Letter to be sent to residents in Butt Lane about the need to avoid parking opposite the pub entrance.	MRA	✓
Further work to be done on equipment for Children's Play Area and proposed Bus Shelter.	MRA	
Possible grant to Mothers and Toddlers Group.	MRA	

## BISHOPSTONE PARISH COUNCIL – PROJECTS

1. This note summarises current and proposed Bishopstone PC projects. It sets out the latest position on current projects (the Train and Swing Refurbishment and Basketball Practice Court) and lists other projects that have been put forward. It suggests that decisions on future projects be deferred until the May meeting when the funding position should be clearer.

### Current projects

#### (a) Train and Swing Refurbishment

2. Members will recall that following the vandalism to the Play Train in the Recreation Field it was agreed to seek estimates for repair and re-painting. Last October I invited tenders from 4 potential local contractors. However, despite reminders being sent, only one estimate was submitted. This totalled £538.00.
3. This estimate covered the cost of washing and rubbing down, replacing rotten ply boards, replacing missing bolts and re-painting with non-toxic paint. The quote also covered repainting of the frames of the swings. Under the Parish Council's Financial Regulations (adopted 2013) more than 3 estimates are required for contracts over £500. However, "If less than three tenders are received for contracts above £500.....the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works". If the Council wishes, further invitations to tender could be issued.
4. **I recommend that, as the works will cost only just above the £500 threshold and as no other estimates have been received, the submitted quotation should be accepted.**

#### (b) Basketball Practice Court

5. Members will recall that at the meeting on 13 November it was agreed to go ahead with the Basketball Practice Court project for a total cost of £4,500/5,000. The order for the post, backboard, ring etc has been submitted and discussions held with the installation contractor about a start of work, probably in April.
6. Funding for this project will comprise £3,952 from R2 funds, with the balance from the capital reserve (see below).

### Proposed projects

#### (c) Additional Early Years Play Equipment

7. Mothers and Toddlers Play Group members have asked whether some additional play equipment (climbing frame, slide etc) could be provided alongside the Play Train. This request has been on hold for the past 12 months whilst other matters have taken priority. A number of companies provide such equipment. More investigation is required to enable a decision to be taken on which equipment would be best. Most systems come in a variety of sizes and formats. Annex A shows two examples costing

around £5000. However, such equipment would also require safety surfacing (anything with a fall height of more than 600mm) at additional cost. Two examples are shown in Annex A. There would also be delivery and erection costs. See below for options on funding.

(d) Bus Shelter

8. At the meeting in November a number of mothers from Meadow View asked about the possibility of a bus shelter being provided for the bus stop opposite their houses. This stop is used by children travelling to school every morning.
9. Bus shelters come in a wide variety of shapes, materials and sizes. It is assumed that if one was to be provided in this location it would not need to be very large, and should be, as far as possible, vandal proof and low maintenance. The main issue is likely to be the question of appearance. Annex B contains two examples, one a metal frame shelter costing £2000, the other a wooden shelter costing £5,580. Any shelter will require a concrete base and there will be costs for delivery and erection. Future maintenance would be a cost to the Parish Council.
10. If the Council decides to pursue the Bus Shelter project then the first step is to submit proposals to the South West Area Board of Wiltshire Council. They will submit it for assessment by the Highways Department who would need to authorize construction on the highway verge. The project might also require the agreement of the adjoining land owner (assumed to be Newcastle Estates). The SWWAB would also consider any grant request (see below).

(e) Recreation Field Toilets

11. A project to reinstate the toilets on the Recreation Field has been discussed a number of times at past meetings. Whilst some investigation has been undertaken, a full assessment of the condition of the septic tank and pipework awaits a full clearance of the site. This project is included here because if it is considered a priority then most, if not all, of the resources currently available to the Council are likely to be required and none of the other projects mentioned above should be pursued until full costings of the toilets project have been obtained.

**Funding**

12. Funding for the Current Projects, mentioned in paras 2 – 6 above, is already secured.
13. All of the Proposed Projects, paras 7 – 11, can be the subject of grant applications to the South West Wiltshire Area Board. The maximum grant rate is likely to be 50%. However, it is unlikely that more than one grant will be forthcoming in any one financial year.
14. The Parish Council's reserves, following implementation of the basketball project, will be approximately £7,000. That project will also exhaust currently held R2 funds. However, it remains to be seen whether planning permission is granted for the Faulston Barns project. If permission is granted before April 2015 there is likely to be a

substantial addition to the Parish's R2 fund. If permission is not granted until after April 2015 then the project is likely to fall under the Government's new Community Infrastructure Levy (CIL) regime and any funding for local amenities would be substantially reduced. Of course, if the project is refused permission there will be no contribution at all.

### **Recommendation**

- 15. On Current Projects, that Councillors agree to go ahead with the Train and Swing Refurbishment project (para 4 above) and accept the quote provided.**
- 16. On Future Projects Councillors may wish to set out any initial views they may have as to the desirability and priority of the various projects mentioned above.**
- 17. Subject to that I recommend that, in the light of the uncertainties referred to in para 14 above, final decisions on future projects be deferred for consideration at the meeting in May 2015 when detailed costings and information on funding will be available. Hopefully all current projects will have been completed by then.**

M R Ash  
Clerk

March 2015





