

SHRIVENHAM PARISH COUNCIL

Minutes of meeting held on Tuesday 8th May at 7pm

Present: Cllr Richard Bartle, Chair (RB), Cllr David Pratt (DP), Cllr Julia Jones (JJ), Cllr Chris Hand (CH), Cllr John Lloyd (JL), Cllr Peter Saunders (PS), Cllr Penny Hockley (PH), Cllr Bjorn Watson (BW)

In Attendance: Julia Evans

County Councillor:

District Councillor:

Public:

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| 18/82 | TO ELECT A CHAIRMAN Cllr Pratt proposed Cllr Bartle. Cllr Saunders seconded. Agreed unanimously. RESOLVED. Cllr Bartle signed the declaration of acceptance of office. | Action: |
| 18/83 | TO ELECT A VICE-CHAIRMAN Cllr Bartle proposed Cllr Hand. Cllr Pratt seconded. Agreed unanimously. RESOLVED. Cllr Hand signed the declaration of acceptance of office. | |
| 18/84 | APOLOGIES FOR ABSENCE Cllrs Church, Jenkins and Clements sent their apologies. District Councillors Ware and Howell also sent their apologies. | |
| 18/85 | APPOINTMENT OF COUNCILLOR WITH SPECIAL RESPONSIBILITY FOR FINANCE Cllr Lloyd proposed Cllr Bartle. Cllr Pratt seconded. RESOLVED. | |
| 18/86 | APPOINTMENT OF COUNCILLOR WITH SPECIAL RESPONSIBILITY FOR ENVIRONMENTAL MATTERS Cllr Pratt proposed Cllr Lloyd. Cllr Bartle seconded. RESOLVED. | |
| 18/87 | APPOINTMENT OF COUNCILLORS TO SIT ON THE PLANNING WORKING GROUP Cllrs Bartle, Pratt, Jones, Watson and Saunders. Proposed: Cllr Bartle; Seconded: Cllr Hockley. RESOLVED. | |
| 18/88 | APPOINTMENT OF COUNCILLORS TO SIT ON THE NEIGHBOURHOOD PLAN STEERING GROUP Cllrs Jones, Watson, Clements and Hockley. Proposed: Cllr Bartle; Seconded: Cllr Pratt. RESOLVED. | |
| 18/89 | APPOINTMENT OF COUNCILLORS TO SIT ON THE PERSONNEL COMMITTEE Cllrs Bartle, Pratt, Jones and Hand. Proposed: Cllr Hockley; Seconded: Cllr Watson. RESOLVED. | |
| 18/90 | APPOINTMENT OF COUNCILLORS TO SIT ON THE DISCIPLINARY AND GRIEVANCE COMMITTEE Cllrs Saunders, Jones, Hand and Pratt. Proposed: Cllr Bartle; Seconded: Cllr Watson. RESOLVED. | |
| 18/91 | APPOINTMENT OF COUNCILLORS TO SIT ON THE ORGANISATION AND FINANCE WORKING GROUP Cllrs Lloyd, Pratt, Watson, Saunders and Bartle. Proposed: Cllr Hockley; Seconded: Cllr Jones. RESOLVED. | |
| 18/92 | MINUTES OF THE MEETINGS HELD ON 3rd APRIL 2018 Cllr Pratt proposed approving the minutes. Cllr Lloyd seconded. RESOLVED. The minutes were signed. | |

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| 18/93 | <p>MATTERS ARISING FROM LAST MEETING NOT ITEMISED ON THE AGENDA</p> <p>a) 18/65 (8/24 -18/4 - 17/226 - 17/205 -17/186 - 17/166 - 17/146 -17/125 - 17/106 - 17/71 – 17/50 – 17/28 – 17/4 & 17/8 – 16/283) – Parking in the High Street. Cllr Pratt sought permission to develop a questionnaire for bus users. Proposed: Cllr Pratt; Seconded: Cllr Saunders. Cllr Pratt to work on this.</p> <p>Cllr Saunders proposed investigating agency agreements to enable the issuing of parking permits. Proposed: Cllr Hockley; Seconded: Cllr Lloyd. Clerk to investigate.</p> <p>b) 18/65 (18/45 -18/26) - Potholes. Cllr Bartle read out the response received from Cllr Constance and also the response sent to a resident on this matter. Cllr Bartle to follow this up.</p> <p>c) 18/65 (18/49) – Shrivenham Primary School. Contact with the head has been postponed. A meeting was held with L&G who are keen to build the new school. Cllrs Bartle and Ware have contacted OCC about this. Plans have now been sent to L&G to enable them to cost the building.</p> <p>d) 18/70 – Website advertising policy. Cllr Jones presented a draft policy. All Councillors to give consideration to the proposed advertising charges.</p> | <p>DP</p> <p>Clerk</p> <p>RB</p> <p>RB/LJ</p> <p>All Councillors</p> |
| 18/94 | <p>PUBLIC REPRESENTATION</p> <p>None.</p> | |
| 18/95 | <p>COUNTY COUNCILLORS REPORT</p> <p>None. Clerk to ask Cllr Constance to attend the June meeting.</p> | Clerk |
| 18/96 | <p>DISTRICT COUNCILLORS REPORT</p> <p>Cllr Ware reported by email:</p> <p>Vale Leader stands down – Councillor Matthew Barber will stand down as Leader of the Vale of White Horse District Council on Wednesday 16 May. He will be taking on the position of Thames Valley Deputy Police and Crime Commissioner on a full-time basis from 21 May. A new Leader will be elected by the Conservative Group on Tuesday 8 May and the decision will be ratified by full Council at the Annual General Meeting on 16 May. Councillor Barber will continue as Ward member for Steventon and The Hanneys.</p> <p>Gladman – Gladman have submitted an outline application for up to 85 dwellings on Townsend Road. Details on the Vale website.</p> <p>NPPF – The revised National Planning Policy Framework has been published and is currently being consulted on. The consultation deadline is Thursday 10 May.</p> <p>Oxford-Cambridge Expressway – The Vale has written to the Secretary of State for Transport requesting that there be more public engagement to ensure that all impacts are considered and any decision made openly and publicly.</p> <p>Local Plan Part 2 was submitted to the Secretary of State for independent examination inspection on 23 February. David Reed has been nominated by the Planning Inspectorate to independently examine the Plan and await confirmation of the dates and venue when this will take place. In the meantime the Inspector has raised a number of issues which the Vale are addressing.</p> <p>Appeals Five appeals in the Ward were registered to be considered by the Planning Inspectorate. Four of these have been dismissed. The appeal for the Badbury Hill (Great Coxwell) site will be held on Wednesday 30 May at Shrivenham Memorial Hall commencing at 10 am.</p> <p>Legal & General – The Reserved Matters application for Phase 1 has</p> | |

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| | <p>been submitted with a target decision date of 12 July. The Reserved Matters application for Phase 2 is expected towards the end of this year.</p> <p>Bovis – Townsend Road – Bovis revised RM application has been approved and a number of applications for the discharge of conditions have been submitted for approval.</p> <p>Taylor Wimpey - Longcot Road – The Vale Enforcement Team and OCC Highways are continuing to deal with the numerous issues relating to this development.</p> <p>Land South of Steeds Farm Gt. Coxwell – An Outline application for a further 125 dwellings has been submitted to the Vale. This application is in addition to the 200 that are already being constructed on part of this strategic site. This application will be considered by the full Planning Committee.</p> <p>Swindon Eastern Villages – An application is to be considered by Swindon Borough Council for 370 homes on the Redland Airfield Site. This application is in addition to the 2380 for Rowborough and South Marston and the 1800 at Great Stall.</p> <p>Thames Water Reservoir Plans – The Vale has responded to Thames Water’s proposed draft Water Resources Management Plan recommending a public inquiry is held to examine the draft plan and to ensure that the water company has correctly followed procedures.</p> <p>Fly Tipping and Dog Fouling – The Vale has had another successful prosecution for fly-tipping. A resident of Harwell has been prosecuted under the Dogs (Fouling of Land) Act 1996 for allowing her dog to foul on public land.</p> <p>Food Safety – The owners of the Busy Bees Nursery in Shellingford have been fined more than £60,000 for five offences under food safety legislation. One of the offences included a dead mouse in the kitchen. The owners pleaded to the offences. This is the largest fine to date for a prosecution by the Vale for this type of case.</p> <p>Public Realm Team – Included in the Vale’s budget is an allocation of £250,000 pa over the next three years for delivering improvements throughout the district. The project is in its initial development stage and it is anticipated that more details will be published in the next couple of months.</p> <p>Cllr Bartle noted that he had written to CPRE about the Gladman application. The letter has been passed on to the Vale representative. Cllr Bartle to chase for an update.</p> <p>Cllr Saunders reported that a resident had noted that the situation in Longcot Road had improved.</p> | RB |
| 18/97 | <p>CHAIRMAN’S ANNOUNCEMENTS:</p> <p>The late Don Allen – Cllr Bartle reported that Mr Allen’s funeral is being held on 22nd May at 11.15am with the wake being held at the bowls club. Members of the Parish Council will attend. The family have requested donations to Prospect Hospice rather than flowers. Cllr Pratt proposed a donation of £50 in memory of Mr Allen. Cllr Hockley seconded.</p> <p>RESOLVED. The funding will come from the S137 grant budget. Clerk to arrange the donation.</p> <p>Burke & Hare – Cllr Bartle asked for assistance in clearing up after the performance tomorrow.</p> | Clerk |
| 18/98 | <p>TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND WORKING GROUPS</p> <p>a) Personnel Committee Meeting. An overview of the confidential Personnel Committee meeting was given. The meeting discussed staff</p> | |

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| | <p>appraisals, job descriptions and pay rates. Cllr Bartle proposed accepting the minutes of the meeting; Cllr Lloyd seconded. RESOLVED.</p> <p>b) Minutes of the O&F Working Group – The meeting scheduled for 24th April was inquorate. All the matters that were to be discussed are on the agenda for this meeting.</p> | |
| 18/99 | <p>TO RECEIVE SUCH COMMUNICATIONS AS THE PERSON PRESIDING MAY WISH TO LAY BEFORE THE COUNCIL</p> <p>a) Consideration of a bus shelter by the allotments. A letter has been received from a resident and Cllrs Hockley and Lloyd have email proposals for a bus shelter by the allotments. Cllr Lloyd has investigated the installation and funding. There is no funding available from the Parish Precept in this financial year. The cost of the project will be between £6000 and £7000. Cllr Lloyd requested that the project be given consideration in the next financial year. It was pointed out that OCC Highways will need to review and approve the proposals. Cllr Hand reported that there may be some S106 funding available from the Highworth Road developments. Cllr Hand to look into this. It was noted that Cllr Constance has a fund available for Community projects. It was suggested that Cllr Lloyd contact Cllr Constance and also David Bellchamber at OCC. Cllr Bartle asked that the a project plan, complete with three quotes be made available in time for next year's budget setting. Cllr Bartle proposed that Cllr Lloyd run the project. Cllr Hockley seconded. RESOLVED.</p> <p>b) Request for permission to park a camper van in Martens Road car park. Concerns were raised about long term parking of such vehicles in the car park which serves a number of village facilities. Cllr Bartle proposed that permission be denied. Cllr Lloyd seconded. Agreed unanimously. RESOLVED. Clerk to write suggesting alternative parking options for caravan and camper parking.</p> <p>c) Reply to letter to Cllr Barber. Cllr Bartle reported that the Vale is treating the letter as a complaint which is being investigated by Adrian Duffield, Head of Planning. A copy of the letter has been sent to residents of Vicarage Lane.</p> | <p>CH</p> <p>JL</p> <p>Clerk</p> |
| 18/100 | <p>TO RECEIVE REPORTS FROM COUNCILLORS ATTENDING MEETINGS ON BEHALF OF THE COUNCIL</p> <p>None.</p> | |
| 18/101 | <p>FINANCIAL MATTERS</p> <p>a) Finance Reports – March 2018 – The reports were presented. The reports were approved. Proposed: Cllr Pratt, Seconded: Cllr Saunders. RESOLVED. The reports were signed.</p> <p>b) April Payments – Cllr Hand proposed approving the payments. Cllr Hockley seconded. RESOLVED.</p> | |
| 18/102 | <p>PLANNING MATTERS - NEW APPLICATIONS</p> <p>Deadline 10th May – Consultation on revised NPPF. It was noted that the consultation was difficult to read. Cllr Lloyd has used the CPRE website to send a letter to Ed Vaizey MP. Cllr Lloyd to circulate this to all Councillors, who may respond if they wish. Any response must be made by 10th May.</p> <p>Deadline 4th May – P18/V0342/HH and P18/V0343/LB – 29 High Street. Single storey rear extension. There were no objections to this application. Proposed: Cllr Pratt; Seconded: Cllr Hockley. RESOLVED.</p> <p>Deadline 10th May – P18/V0878/HH – 7 Curtis Close. Single Storey rear extension. There were no objections to this application. Proposed: Cllr Pratt; Seconded: Cllr Hockley. RESOLVED.</p> | <p>JL</p> |

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| | <p>Deadline tbc – P18/V0862/RM – Land at Highworth Road. Reserved Matters application for the development of up to 240 dwellings and a site for a primary school along with associated public open space and highways works. A meeting has been held with L&G. A further meeting is to be held to discuss healthcare provision. Cllr Hand to attend. The Planning Working Group to consider the response to this application.</p> <p>PLANNING MATTERS – DECISIONS</p> <p>Deadline 12th April 2018 – P17/V0800/RM – Land off Townsend Road. Amended plans have been reviewed. A meeting with residents has been held. The Planning Group recommends approval and the withdrawal of previous objections. Permission Granted.</p> <p>Deadline 5th April 2018 – P18/V0597/HH – 13 The Green. Single storey rear extension and new ground floor side window. The Planning Group recommended no objections. Permission Granted.</p> <p>Deadline 17th April 2018 – P18/V0393/HH – 4 Youghal Close. Single storey side extension. Permission Granted.</p> <p>Deadline 5th January - S/OUT/17/1990 - Great Stall East, Eastern Villages Swindon. Outline Planning Application for up to 1,800 homes; 10 form entry secondary school and a 2 form entry primary school with sports pitches; a sports hub, green infrastructure; a local centre up to 1000sqm (use classes A1, A2, A3, A4, A5 and D1 and associated works. Awaiting determination</p> <p>PLANNING MATTERS – MAJOR DEVELOPMENTS</p> <p>Issues at the Longcot Road site Issues are ongoing and reports continue to be sent to the Vale.</p> <p>Issue with fencing adjacent to the Football Club. The fence is to be installed but has not yet been completed.</p> | <p>Planning group</p> |
| <p>18/103</p> | <p>GDPR</p> <p>Cllr Bartle reported that we are looking at the way Councillors deal with data. He proposed that all Councillors be issued with a small tablet for emails and council documents. This will enable Council data to be compartmentalised. All Councillors will be allocated Council email addresses. The tablet will be password protected. There is money in the budget for office equipment. The Lenovo Tab 7 costs just under £60 per unit and 12 units would be required. Proposed: Cllr Bartle; Seconded: Cllr Jones. Agreed unanimously. RESOLVED. Clerk to place order.</p> | <p>Clerk</p> |
| <p>18/104</p> | <p>NEIGHBOURHOOD PLAN UPDATE</p> <p>Cllr Watson reported that a meeting was held with the Vale’s Neighbourhood Plan advisor who has reviewed the latest draft. There are a number of minor issues to be corrected. A draft pre-consultation copy is to be sent to the Parish Council for review. A graphic designer has been approached to convert the document into a publishable format. Each Parish Councillor must review and agree the document, especially the policies. An extraordinary meeting of the Parish Council will be held to discuss the Councillors comments. Any changes will need to be made by the Parish Council. Mrs Berridge plans to stand down and the Steering Group will be dissolved at the end of this week. After the Parish Council review there needs to be a public consultation which must run for a minimum of 6 weeks. This must extend beyond the village. Cllr Watson has a list of statutory consultees. After this a consultation statement will be produced and the plan will be sent to the Vale. The Vale will hold another consultation of at least 6 weeks and after this the Vale will send the plan to an external examiner who will be selected by a tender</p> | |

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| | <p>process. After this a final version of the plan will be produced. This will be printed and sent to every household. This will be done at the Vale's expense. Once this is complete there will be a referendum. Cllr Watson estimates that this process will take a minimum of 6 months. The Councillors currently on the Steering Group will take the lead on this. Cllr Bartle thanked all the Councillors who were involved in the Neighbourhood Plan. He will also write to Mrs Berridge thanking her for her efforts. A note of thanks will also be put in The News. Cllr Lloyd suggested sending a bouquet of flowers to Mrs Berridge as a token of thanks. Cllr Bartle seconded. RESOLVED. Cllr Bartle to email suggested dates for an extraordinary meeting during week commencing 21st May.</p> | <p>BW</p> <p>RB</p> |
| 18/105 | <p>S106 FUNDING</p> <p>Cllr Hand reported that £25000 has been received for the design process. There had been a query about CIL; Cllr Hand reported that the project will not attract CIL. The architects have been appointed and the first meeting held. A project plan has been produced; the timeline is approx. 18 months. The concept design is due by early June after which there will be another pre-app. It is expected that the planning application will be submitted by mid August. The architect has recommended QS advice to get an early indication of cost. This is vital for fundraising. Cllr Watson presented two options; a basic service at £200 and a comprehensive service at £1000. Cllr Watson recommended the latter. Cllr Pratt proposed accepting the recommendation; Cllr Bartle seconded. RESOLVED.</p> <p>A request for a deed of variation has been submitted for Highworth Road Phase 1 in order to allow the S106 funding to be released early for the development of the pavilion. Legal and General have stated that they are happy to do this provided that the legal wording is correct. Cllr Hand to chase.</p> <p>The S106 officer at the Vale has left. Awaiting notification of the new officer.</p> <p>Cllr Hand has been speaking the local clubs regarding usage of the Sports Pavilion.</p> | <p>BW</p> <p>CH</p> |
| 18/106 | <p>REPORT ON ENVIRONMENTAL MATTERS</p> <p>a) Cllr Lloyd presented two quotes for work to trees in the cemetery. He proposed accepting the lower of the two at £260. Cllr Bartle seconded. RESOLVED. Cllr Lloyd suggested appointing Oakley as the preferred supplier for tree work. It was agreed that Oakley could be used as the preferred supplier for emergency tree work for the remainder of the year. Proposed: Cllr Lloyd; Seconded: Cllr Pratt. RESOLVED.</p> <p>b) Cllr Lloyd reported that OCC will not permit wooden bollards on Bus Stop Island. They prefer rubber bell bollards. Cllr Lloyd is awaiting quotes.</p> <p>c) Camper Van – covered in minute 18/99 above.</p> <p>d) Recycling bins in Martens Road car park – these have been removed following Cllr Lloyds email.</p> <p>e) Allotments are looking good. 7 plot holders have been reminded about their plots. The handy man to strim the 6 vacant plots.</p> | <p>JL</p> <p>CLOSED</p> <p>CLOSED</p> |
| 18/107 | <p>COMMUNITY EMERGENCY PLAN</p> <p>The plan has been circulate to all Councillors. It has been approved by the Vale and OCC. Cllr Lloyd plans to test the plan. Cllr Pratt proposed approving the plan; Cllr Bartle seconded. RESOLVED. Cllr Lloyd is applying to SSE for a grant for emergency equipment. The</p> | <p>JL</p> |

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| | total cost is £1540 + VAT. It was agreed that the Parish Council contribute the VAT element. Proposed: Cllr Saunders; Seconded: Cllr Hockley. RESOLVED. | |
| 18/108 | ANY OTHER BUSINESS TO BE ADDED TO NEXT MONTHS AGENDA. Cllr Lloyd thanked the organisers of Party on the Park, which was a great success. Cllr Hockley raised the issue of the maintenance of St Andrew's Churchyard. To be put on the agenda for the June meeting. | Clerk (agenda) |
| 18/109 | DATE OF NEXT MEETING Monday 4 th June May 2018 at 7pm. | |

The meeting closed at 9.05pm