

**MINUTES OF THE MEETING OF THE BISLEY-WITH-LYPIATT PARISH COUNCIL  
HELD ON WEDNESDAY 2 DECEMBER 2009 AT BISLEY WI VILLAGE HALL**

<b>Present:</b>	Mr P Thorp		Chairman
	Ms L Greene	}	Bisley Ward
	Mr S Trinder	}	
	Mr R K Brooks	}	Eastcombe Ward
	Mr D Hunt	}	
	Mrs L Petch	}	
	Mr P Dawes	}	Oakridge Ward
	Mr R N Budgeon	}	
	Mr N Holliday	}	
	Mr G Newton	}	
	Mr N M MacLeod		Clerk

**In attendance:** County Councillor Mrs J Nash

One member of the public was present.

- 09.12 1. **Apologies for Absence**  
Apologies for absence were received from Councillors Mrs V Nairn and Mr P Bradley and from District Councillor Mrs P Carrick.
- 09.12 2. **Declaration of Interests**  
No declarations of interest were received.
- 09.12 3. **Housing Needs in Rural Areas**  
The Chairman welcomed Mr Martin Hutchings from GRCC to the Meeting. Mr Hutchings said that in his role as Rural Housing Enabler, he worked closely with Parishes, Towns and Districts to identify affordable housing needs in rural areas. Affordable housing needs were identified by way of Parish Surveys. Two-part questionnaires were distributed to all households in a Parish. Part One contained questions of a general nature which were designed to establish the status of the respondent in terms of present accommodation (owner or tenant), employment, income and future plans, if any. Part Two was aimed more specifically at those who were actively seeking affordable housing. Mr Hutchings said that these surveys normally produced a response from 20% to 40% of households, dependent upon the characteristics of a Parish and the age-spread of its residents. In this Parish, Mr Hutchings said that, in comparison with many other Parishes, there were more

residents in the 60+ age bracket and fewer in their 20s. Whilst affordable housing was primarily required for young families, it was also needed for older people who were seeking to 'downsize' and remain in the local area. The questionnaires were used nationally, but could be tailored to addresses specific issues and requirements within Parishes.

Central registers of those seeking affordable homes were held at both District and County level and priority is given to those on the lowest incomes. Home seekers who could afford to buy or rent in the private sector are essentially excluded. When allocating affordable housing, preference is always given to home seekers from the local area. District Councils are required to carry out Housing Needs Surveys every 5 years and the information gathered is used to inform the Local Development Plan for the area. A Rural Exemption Policy to the Development Plan exists for Parishes of less than 3000 inhabitants, whereby planning permission can be granted if there is a clear local need and available land for development.

Councillors considered that it would be timely for a Housing Needs Survey to be carried out in the Bisley-with-Lypiatt Parish and Mr Hutchings said he would be happy to produce a survey questionnaire tailored to our particular needs. This could include colour-coding of the questionnaires to differentiate between the three main villages in the Parish. A consultation questionnaire in connection with the Village Design Statement was scheduled for distribution early in the New Year and it was agreed that an 'overlap' of surveys should be avoided. In terms of timescale, Mr Hutchings said that a questionnaire could be produced by early January 2010 and that households were normally asked to respond within two weeks.

The Chairman and Councillors thanked Mr Hutchings for a most informative presentation.

09.12 4. **Public Participation**

There was no public participation at the Meeting.

09.12 5. **Minutes of Previous Meeting**

The Minutes of the previous meeting held on 4 November 2009 having been circulated to all councillors were approved subject to the following amendments:

Item 09.11 (4) - Page 60 – Line 15 – insert "Mr Utley said that" before the words "It was generally accepted".

Item 09.11 (7) – Page 62 – Line 1 – amend word "nine" to "nineteen".

Following these amendments the Chairman signed the Minute Book.

09.12 6. **Matters Arising**

(a) Adoption of Telephone Kiosk

As directed at the November PC Meeting, the Clerk had written to BT to express concern about the inclusion of the Bisley Village Telephone Kiosk in the national list of kiosks available for adoption by Parishes. In a response received from BT Parish was given assurance that there were no immediate plans to remove the kiosk from the national network and that District Council would be kept fully informed of any future developments. In the meantime, BT acknowledged the list of reasons submitted for the retention of this kiosk.

09.12 7. **District Council Matters**

District Councillor Mrs P Carrick was not present at the Meeting and no District matters were reported.

09.12 8. **County Council Matters**

County Councillor Mrs J Nash reported the following information to the Meeting:

Local Transport Plan 3 - Consultation on the new plan, which runs from 2011 to 2026, will begin soon. As a County Councillor, Mrs Nash said that she would be receiving a questionnaire about local the need to improve local transport. When this form is to hand, it will be discussed with each of the Parish Councils. The closing date for responses is the end of January 2010 so discussions will start early in the month. Funding will be limited so it is important to know the local issues on improving roads, trains, buses, parking, cycling and walking. There will be a series of "Talking Transport" workshops across the County in January 2010.

County Council Budget Pressures – In order to generate required efficiency savings, all County Council Staff aged 50+ have had a letter asking if they would be interested in Voluntary Early Retirement without redundancy. All replies will be considered and the assessment outcomes will be notified by 15<sup>th</sup> January 2010. If agreed, staff will leave County Council employment before 30<sup>th</sup> March 2010. Other cost-saving measures are being pursued across the Council.

Rail line from Kemble to Swindon - Work could start on the redoubling of the line in 2011. The funding of £50 million would come from the £20 million already committed by South West Region and the £30 million from the aborted scheme for the Westbury by-pass in Wiltshire.

Highways Winter Maintenance - Information about the Gloucestershire Highways Winter Maintenance is available on

[www.gloucestershire.gov.uk/winter](http://www.gloucestershire.gov.uk/winter). This website shares information on salting, salting routes, why we salt and how we save time-consuming telephone calls at busy times of winter and particularly during periods of adverse weather conditions. 'Love Food, Hate Waste' - 450 people in the County have signed up to reduce their food waste following the recent campaign. In the run up to Christmas, a new campaign entitled 'Don't Bin It, Bring It' will be launched. This will encourage residents to take small electrical items (hair-dryers, kettles, toasters, radios etc) to local Recycling Centres.

09.12 9. **Matters for Discussion**

a) **Parish Precept 2010/2011**

At the November Meeting of the Parish Council, Councillors were asked to consider the recommendations of the Finance Management Sub-Committee for the Parish Precept for FY 2010/2011. These recommendations had produced an overall increase in precept of £410.00 or 0.78%. One area of concern raised by Councillors was the potential cost to the Parish of contested elections in Wards in May 2010. A sum of £1,500.00 had been budgeted but the sum required could be much higher if contests were held in more than one Ward.

An important factor which determines the cost per household of the portion of Council Tax relating to the Parish is the number of 'chargeable' properties in the Parish between which the precept must be divided. In the past, this information was not available to Parishes, with the result that the final 'headline' percentage increase (or decrease) notified to households by District Council could be at variance with that publicised by the Parish Council. In order to prevent recurrence of this distortion, the Clerk had obtained from SDC the number of 'chargeable properties for the year 2010/2011.

From the information gained, it was determined that for the current FY (2009/2010) the total Parish Precept of £52,840.00 had been divided between 1051.68 households. This had produced a Parish portion of the total Council Tax bill of £50.25 for a Band 'D' house. For the coming FY (2010/2011), the number of chargeable properties will increase to 1069.7. By applying the same dividing principle against the proposed 2010/2011 Parish Precept of £53,250.00, the result would be a reduction in the Parish portion of the total Council Tax bill for a Band 'D' property from £50.25 to £49.78. Whilst this was welcome news, Councillors remained concerned about the potential costs of contested elections in May 2010 and the impact on precept. The Clerk said that if the proposed precept was raised from £53,250.00 to £53,750.00 and was divided between 1069.7 properties the resultant Band 'D' cost

would be £50.25, the same as for the current year. Such an increase in the proposed precept would allow the provision for contested elections to be increased from £1,500.00 to £2,000.00. Councillors expressed differing views on the proposal for a further increase of £500.00, with some recommending that the current provision of £1,500.00 should be maintained and any overspend recovered in subsequent years. Given the differing views, the Chairman asked Councillors to vote on a proposal to increase the precept for 2010/2011 by a further £500.00. The proposal was carried by a majority of 5 votes. It was thus agreed that the Clerk would submit to SDC a Parish Precept for 2010/2011 of £53,750.00.

**b) Transfer of Parish Banking to the Co-operative Bank**

The Clerk had obtained the documentation required to transfer the Parish Bank Accounts to the Co-operative Bank. As part of this transfer, it was necessary to nominate five Councillors, any two of whom would be required as signatories on all Parish-issued cheque payments. It was agreed that this responsibility would be vested in Mr P Thorp, Mr R K Brooks, Ms L Greene, Mr P Dawes and Mr R N Budgeon. The Clerk advised that whilst the majority of Co-operative Bank services required by the Parish could be transacted through Post Office branches, this did not extend to encashment of cheques for petty cash payments. Mr R N Budgeon said that this facility could be made available through 'The Green Shop' in Bisley.

**c) Neighbourhood Warden – Formal Participation in the Scheme**

SDC had written to the Parish Council to ask if it wished to continue participating in the Neighbourhood Warden Scheme, given that the initial 3-month free 'pilot trial' had now ended. It was agreed that SDC and the Parish Council should meet in order to discuss the findings of the trial before committing to any longer-term arrangement.

**d) Village Design Statement Update**

A questionnaire asking for comment on each of the individual 'Guidelines' contained in the draft VDS will be posted to all households in the Parish at the start of the New Year. After comments have been processed, the revised 'Guidelines' will be reviewed with SDC. It is hoped that the final VDS will be available for distribution in spring 2010.

**e) Support of Sustainable Communities Act Amendment Bill**

The Parish Council had received a request to give support to the Sustainable Communities Act. To date, 100 Local Authorities have submitted some 300 proposals to Government aimed at protecting

local sustainability, but Parish and Town Councils have not so far been party to this process.

The National Association of Local Councils and the Society of Local Council Clerks are campaigning for the Sustainable Communities Act Amendment Bill to be made law, which will ensure that Parish and Town Councils are included in the process and have the opportunity to put forward proposals for direct Government action. In the current Parliamentary session, seven MPs have been granted the opportunity to introduce legislation with the intention of it becoming enshrined in law.

It was agreed that the Clerk to the Parish Council would write and email to each of these MPs urging that they consider putting forward the Sustainable Communities Act Amendment Bill for adoption.

09.12 10. **Finance**

**Receipts November 2009**

Bank Interest	£2.64
Hay-cropping at Chestergate Allotments	£100.00
<b>Total Receipts</b>	<b>£102.64</b>

**The following payments were approved by the Parish Council**

	£	VAT	Total
J H Probert – Noticeboard Frame, Bisley	486.25	72.94	559.19
C R Signs – ‘No Golf’ Sign, Bisley	30.00	4.50	34.50
Adrian Skinner – Ground Works, Bisley	180.00	27.00	207.00
Ian Ridler Electrical – Light at Pavilion (O)	70.83	10.62	81.45
Ancient Charities, Bisley – Annual Rent	50.00		50.00
BT – Office Telephone	96.10	13.06	109.16
Clerk Salary – November 2009	742.97		742.97
HMRC – Tax/NI	325.13		325.13
GRCC – Annual Subscription	25.00		25.00
Ecoarborist – Tree Pruning - Bisley	400.00		400.00
<b>Totals</b>	<b>£2,406.28</b>	<b>£128.12</b>	<b>£2,534.40</b>

**Petty Cash Payments – November 2009** £72.29

**Cash Balance as at 30 November 2009** £27,155.40

**Bisley Lock-up Balance as at 30 November 2009** £2,137.79

**Westbury Gift Balance as at 30 November 2009-** £10,000.00

**Parish Office Reserve as at 30 November 2009** £17,000.00

**Bisley Pavilion Reserve as at 30 November 2009** £1,213.50

**Capital Projects Reserve as at 30 November 2009** £3,250.00

## 09.12 11. **Planning**

The following Planning Applications have been received during the past month and the decision of the Planning Sub-Committees are recorded.

### **Bisley Ward**

**S.09/1941/FUL** – Upfield, Van der Breen Street, Bisley – Erection of two semi-detached dwellings and ancillary work – **Comments Only** –

This development potentially brings four additional vehicles into and out of the Close. The ingress and egress to Van der Breen 'Close' (5 houses and 1 bungalow) is already dangerous (many 'near misses' with children observed) as the safety splay at the junction of the close and Van der Breen Street is regularly obscured by parked cars. The Police are powerless to act because it is a 'private' cul-de-sac. The Parish Council requests that any planning approval is conditional upon the applicant ensuring road safety before the development commences by installing an approved bollard or similar at an appropriate point at this junction/pavement area to provide better visibility and sight lines and especially to protect the numerous pedestrians – especially children – (The Children's Play Area and Sports Pavilion is further up Van der Breen Street) who use this street. Given our experience, a 'No Parking' sign will have little effect.

**S.09/1736/LBC** – The Quoin, Hayhedge Lane, Bisley – Porch construction and replacement stable door – **Comment Only** – We suggest that this development is of insufficiently high overall heritage quality to merit its 'Listed' status and recommend de-listing.

### **Eastcombe Ward**

**S.09/1874/HHOLD** – 2 Laburnum Cottages, Fidges Lane, Eastcombe – First-floor extension and replacement single garage – **No Observations**.

### **Oakridge Ward**

**S.09/1863/HHOLD** – Springbank House, Tunley, Sapperton – Retrospective application for a dormer window, conservatory and alteration to main dwelling and outbuilding – **Support**.

## 09.12 12. **Correspondence**

The following correspondence received during the past month was available for inspection by Councillors:

GRCC	'Gloucestershire History' 2009
GRCC	'Update' Newsheet for Parish and Town Councils
Society of Local Council Clerks	'The Clerk' – November 2009
Councils and Clerks Direct	November 2009 Magazine

09.12 13. **Ward Matters**

a) **Bisley Ward**

Play Area in Windyridge – Following the recent act of vandalism by children, costs were currently being sought for repairs to the play surface at the enclosed play area at Windyridge. Early indications showed that repairs would be very expensive and beyond the scope of the Ward Precept to fund. Whilst further quotations were being sought, the Ward wished to notify at this point that it may need assistance from Parish Reserve Funds.

Planning Issues – Following what was considered to be extremely poor service from the Planning Department at SDC concerning the planning application submitted for the Bisley Pavilion and for the installation of a pavement on Stroud Road, the Chairman had considered it necessary to ask the Chief Executive at SDC to investigate.

Professional Fundraiser – Councillors were provided with details of a local company which provided professional fund-raising services to organizations. It was agreed that this information would be studied by Councillors and discussed at the next PC Meeting in January.

b) **Eastcombe Ward**

Eastcombe Ward had no specific matters to report that were not covered elsewhere in the Meeting.

c) **Oakridge Ward**

Oakridge Ward said it had been necessary to write to all allotment holders following the discovery of a box of slug pellets by a child. All allotment holders have been warned that hazardous substances are not to be used or stored on the allotments site.

09.12 14. **Date and Place of Next Meeting**

The next Meeting of the Parish Council will be held in Bisley WI Village Hall on Wednesday 6 January 2010 commencing at 7.30 pm.

There being no further business the meeting closed at 21.15 hours.