

HAYDON WICK PARISH COUNCIL

Minutes of the Annual Meeting of Haydon Wick Parish Council held on Tuesday 14th May at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

ATTENDENCE

MEMBERS: Councillors L Brown (Outgoing Chairman), E Baker Lee, S Callen, J Fuller, S Heyes, A John, V Manro, S McDermott, D Rodgers, A Roupelis, K T Naik, R Venkatesh and R Worman

OFFICERS: Clerk, Georgina Morgan-Denn
Assistant Clerk, Caroline Roberts
Administrator, Sandra Kelly
Administrator, Laura Cutter

BOROUGH

COUNCILLORS: Councillor V Manro (Priory Vale) S Heyes (St Andrews)

FC 01 COUNCILLORS DECLARATIONS OF ACCEPTANCE OF OFFICE

Councillors signed their acceptance of office.

FC 02 ELECTION OF CHAIRMAN OF COUNCIL

The outgoing Chairman Councillor L Brown asked the meeting for nominations for the position of Chairman of the Parish Council for the coming year. Councillor Brown was nominated without opposition and was duly elected.

Proposed: Councillor R Worman **Seconded:** Councillor S McDermott
Vote: Unanimous

RESOLVED: that Councillor Brown be elected as Chairman of the Council for the coming year.

FC 03 DECLARATIONS OF ACCEPTANCE FROM THE NEWLY ELECTED CHAIRMAN OF COUNCIL

Councillor Brown accepted the position.

FC 04 ELECTION OF VICE-CHAIRMAN OF COUNCIL

The Chairman asked the meeting for nominations for the position of Vice-Chairman of the Parish Council for the coming year.

Councillor V Manro was proposed by Councillor A Roupelis and seconded by Councillor S Heyes. Councillor S McDermott was proposed by Councillor R Worman and seconded by Councillor L Brown. A secret ballot was carried out to determine who would be elected. Councillor V Manro received seven (7) votes and Councillor S McDermott received five (5) votes.

RESOLVED: that Councillor V Manro be elected as Vice-Chairman of the Council for the coming year.

FC 05 DECLARATION OF ACCEPTANCE OF OFFICE FROM THE NEWLY ELECTED DEPUTY VICE-CHAIRMAN OF COUNCIL

Councillor V Manro accepted the position.

Initials: _____

FC 06 APOLOGIES

Apologies were received from Councillors R Hailstone (holiday), J Jackson (holiday) and S Fateru (family commitment). All apologies were accepted.

FC 07 DECLARATIONS OF INTERESTS

The meeting noted that the Declarations of Interest forms must be returned to the Clerk within 28 days of taking office.

FC 08 PUBLIC PARTICIPATION

There was one member of the public present who made no representation.

FC 09 2019/20 MEETING DATES

A table of proposed meeting dates for Full Council and Committee Meetings 2019/20 was presented for approval.

Proposed: Councillor E Baker Lee **Seconded:** Councillor S Callen
Vote: Unanimous

RESOLVED: that the table of meeting dates for 2019/20 be adopted with a caveat to review the meetings schedule later in the year.

FC 10 NOMINATIONS OF MEMBERS TO COMMITTEES

The meeting was advised that as previously agreed the membership of the Standing Committees is nine plus the Chairman and Vice-Chairman. (quorum for each Committee is five). The position of Chair of each Committee would be determined at this meeting with the position of Vice-Chair being elected at the first meeting of each Committee. Prior to the meeting Councillors had advised of their Committee preferences to the Clerk.

Policy & Finance

There were ten (10) preferences expressed for membership of this Committee, one of which was the newly elected Vice-Chairman Councillor Manro, allowing for the automatic positions given to the Chairman and Vice-Chairman.

The following Councillors were appointed:

S Callen	R Hailstone	A Roupelis
S Fateru	S Heyes	R Venkatesh
J Fuller	D Rodgers	R Worman

Amenities & Leisure

There were nine (9) preferences expressed for membership of this Committee, one of which was the newly elected Vice-Chairman Councillor V Manro. Allowing for the automatic positions given to the Chairman and Vice-Chairman, there remains one co-option vacancy on the Committee.

The following Councillors were appointed:

E Baker Lee	R Hailstone	R Worman
R Worman	R Venkatesh	S Heyes
J Fuller	D Rodgers	Co-option vacancy

Planning & Highways

There were five (5) preferences expressed for membership of this Committee. Allowing for the automatic positions given to the Chairman and Vice-Chairman, there remains four (4) vacancies. It was agreed that two of the vacancies would be filled by the co-opted councillors when appointed.

Proposed: Councillor V Manro **Seconded:** Councillor E Baker Lee
Vote: Unanimous

RESOLVED: To fill the two co-option vacancies by the Councillors when appointed.

The following Councillors were appointed:

E Baker Lee	S McDermott	Co-option Vacancy
J Fuller	A Roupelis	Vacancy
A John	Co-option Vacancy	Vacancy

FC 11

NOMINATIONS OF CHAIR TO COMMITTEES

Policy & Finance: Councillor S Callen was proposed as Chair by Councillor L Brown and seconded by Councillor V Manro. As no other nomination was made, Councillor S Callen was appointed as Chair.

Amenities & Leisure: Councillor R Hailstone was proposed as Chair by Councillor L Brown and seconded by Councillor R Worman. As no other nomination was made, Councillor R Hailstone was appointed as Chair.

Planning & Highways: Councillor J Fuller was proposed as Chair by Councillor L Brown and seconded by Councillor E Baker Lee. As no other nomination was made, Councillor J Fuller was appointed as Chair.

FC 12

NOMINATIONS OF MEMBERS TO SUB-COMMITTEES (3 positions, quorum 5)

Councillor L Brown proposed that 2.1 of the Sub-Committees respective membership terms of reference is suspended, thus enabling all Councillors who had put themselves forward to sit on the Sub Committees below:

Grants: Sue Callen, Sarah McDermott, Richard Hailstone, Ellen Baker Lee, D Rodgers

Community Engagement: Vinay Manro, Sarah McDermott, Adam John, Ellen Baker Lee

Community Transport: Richard Hailstone, Alex Roupelis

Initials: _____

Christmas Parcels: Seyi Fateru, Sarah McDermott, Roy Worman, Ravi Venkatesh, Adam John

Proposed: Councillor L Brown **Seconded:** Councillor A John
Vote: Unanimous

RESOLVED: to suspend item 2.1 on the above Sub-Committees respective membership terms of reference, to allow Councillors to take part in each Committee.

It was agreed to defer the Emergency Planning Sub-Committee membership until Swindon Borough Council's model had been brought to the Council, and terms of reference had been reviewed, including an invitation to outside representatives to take part in the Committee.

Proposed: Councillor L Brown **Seconded:** Councillor E Baker Lee
Vote: Unanimous

RESOLVED: to defer the Emergency Planning Sub-Committee membership pending further information from Swindon Borough Council Civil Protection and a review of the terms of reference.

FC 13 COMMITTEE & SUB COMMITTEE TERMS OF REFERENCE

The meeting was asked to consider defer reviewing the terms of reference until the first meeting of each committee, with recommendations to Full Council in June.

Proposed: Councillor S McDermott **Seconded:** Councillor S Heyes
Vote: Unanimous

RESOLVED: that the review of Committee and Sub-Committee terms of reference are deferred until the first meeting of each Committee, with recommendations to Full Council in June.

FC 14 COUNCIL MEETINGS START TIME

The meeting was asked to consider a request to change the start time of all Council meetings to 7.00pm and the majority of members opted to keep the start time of Council meetings at 7.30pm so no vote was taken

FC 15 NOMINATIONS TO OUTSIDE BODIES (Two representatives)

The following members were chosen to represent the Council externally:

- Wiltshire Association of Local Councils (WALC) / National Association of Local Councils (NALC) - Councillor R Worman
- Swindon Area Committee of (SAC) of WALC - Councillors R Hailstone, A John and R Worman
- Liaison Officer with Seven Fields Conservation Areas - No longer meets and remove from future list.
- North Swindon Community Group (working title) - was agreed to defer the membership to a future Full Council meeting as the terms of reference for this community group were yet to be clarified.

FC 16 GENERAL POWER OF COMPETENCE

The meeting received a briefing note on the General Power of Competence (GPC) by the Clerk. It was confirmed that the Council met the legal requirements and it was agreed to adopt the General Power of Competence.

Proposed: Councillor S McDermott **Seconded:** Councillor E Baker Lee
Vote: Unanimous

RESOLVED: that the Council adopts the General Power of Competence.

FC 17 COUNCILLOR ALLOWANCES

The meeting noted the Councillors receiving an allowance. It was agreed to present to the June Full Council meeting a briefing note on co-opted Councillors' eligibility to receive a Councillor allowance.

FC 18 COUNCILLOR MEETINGS SUMMONS PREFERENCE

The meeting noted the Councillors Summons Preference. Due to a delay by IT support in verifying new Councillor email addresses, it was agreed that, on this occasion, the Amenities & Leisure Agenda and papers would be sent electronically to Councillors personal email addresses, if they had opted for an electronic copy.

FC 19 MINUTES

Members received and approved the minutes of the Full Council Meeting held on Tuesday 16th April 2019.

Proposed: Councillor D Rodgers **Seconded:** Councillor S Callen
Vote: Agreed with four (4) abstentions

RESOLVED: the minutes of the Full Council Meeting held on Tuesday 16th April 2019 be agreed and signed as a correct record.

FC 20 COMMITTEE REPORTS

Members received and noted the minutes of the Planning & Highways Committee Meeting held on Tuesday 2nd April 2019.

Proposed: Councillor J Fuller **Seconded:** Councillor E Baker Lee
Vote: Agreed

RESOLVED: to receive and note the minutes.

FC 21 COUNCILLOR REPORTS

McDermott: Received a hedge cutting enquiry in Tracy Close. Emailed resident and forwarded to Office.

S Callen: Reported Police posts on Facebook relating to speeding on Thamesdown Drive which she has posted on to Priory Vale and Haydon Wick Community sites and will continue to review. A speed test has been carried out on Thamesdown Drive and average speed is 43 mph. Also highlighted speeding issues along Westfield Way and

Greenmeadow, in particular by the junction at Westfield Way and Bryony Way.

It was suggested this is included on the Planning & Highways Agenda in June to further discuss the need for repeater signs if above 30 mph and speed strips, in areas where speeding is an issue.

V Manro: Provided an update on Bus Hard Standings. One has been completed in Oakhurst Way. Bus Company is currently re-timetabling so that the bus is not at the layover for so long. Pricing is still to be confirmed for the hard standing at Friday Street and Queen Elizabeth Drive. The invoice received into the Office for £3k (last year was £1k) has been retracted.

Reported that a planning application for the development of 12 dwellings at Haydon End Farm has been submitted. This is due to be considered at the Planning & Highways meeting on 4th June.

FC 22 SWINDON BOROUGH WARD COUNCILLOR REPORTS

S Heyes: Confirmed he is due to meet with the Highways Cabinet member in order to work together on the progress of un-adopted roads and aspirations relating to electric car charging.

V Manro: Confirmed the Borough Council's working parties and committees will be agreed at Borough Full Council this Friday and will report back to the Parish Council.

FC 23 COMMUNITY ENGAGEMENT

Councillor S McDermott provided reports on the following items:

(a) Christmas Parcel Scheme 2019

Proposal 1. Haydon wick Parish Council runs the Parcel Scheme for Christmas 2019. It was noted that the times will be: application forms in the winter issue of the magazine, applications by Wednesday 4th December, food collection Thursday 12th, packing Friday 13th and delivery Saturday 14th December.

Proposed: Councillor S Heyes **Seconded:** Councillor R Worman
Vote: Unanimous

RESOLVED: that the Parish Council run the Christmas Parcel Scheme for Christmas 2019.

Proposal 2. The Parish, through the Parish magazine and facebook, seek third parties to collaborate with to help provide the contents of the Christmas parcels.

Proposed: Councillor V Manro **Seconded:** Councillor S Callen

Vote: Unanimous

RESOLVED: that the Parish Council seek third parties to assist with providing contents for the Christmas parcels.

(b) Christmas Card Competition

A proposal was put forward that Haydon Wick Parish Council holds a “Design a Christmas Card” competition for junior school age children.

Proposed: Councillor E Baker Lee **Seconded:** Councillor D Rodgers
Vote: Agreed with one (1) objection.

RESOLVED: that the Parish Council holds a “Design a Christmas Card” competition for junior school age children.

(c) Haydon Wick Magazine

Councillor S McDermott outlined the timetable for the Summer Magazine: 29th May - final proof, 17th June and hi-res copy by 19th June, to printers by 21st June and return week later for distribution. Councillor E Baker Lee and new Councillors were encouraged to send in some community related articles. Various photographs of Officers, group and individual Councillors will be included in the summer edition of the magazine. It was noted that Chairs will not be asked to write a report for this edition, but will use the Annual Parish Meeting reports.

MUGA opening event at Heaton Close cost £50.00 to run and the Chairman gave thanks to all those who helped organise the event.

FC 24 MEMORIAL TREE

The meeting considered a request from a local resident to plant a memorial tree in Haydon End. After a discussion, it was agreed that Council give permission to this request and to ask Countrywide to source a suitable specimen tree, for example a flowering cherry. All costs and ongoing maintenance will be provided by the family.

Proposed: Councillor R Worman **Seconded:** Councillor A Roupelis
Vote: Agreed with two (2) abstentions

RESOLVED: to agree to the request from a local resident to plant a memorial tree in Haydon End.

FC 25 CLERK’S REPORT

SBC/Parishes Clerk’s Forum – attended an all-Swindon Parishes Clerk’s Forum yesterday. This meeting was chaired by Steve Jordan - SBC’s Corporate Director Communities and Housing (responsible for Parish Council liaison). Supplied questions in advance of the meeting on a number of issues we have raised with recently. Namely:

- **Transfer of Services** - when asset is handed back to SBC or retained by them, who is paying the upkeep? *Response - this would depend on the*

agreement struck between SBC and the Parish - wider point concerning services will be raised at the joint Borough/Chairs & Clerks meeting on the 4th June.

- **Flytipping income** - do the Parishes receive the income from a fine when we've removed the waste? *Response - Any monies received as a result of fines incurred due to fly tipping would not be allocated to the Parish. Any income received of this nature would help towards the cost of the EnvironCrime team who job is to carry out investigative work robust enough to issue the fine. This income contributes to the cost of the team; the team is not self-funded through income from fines [at the meeting it was commented that coming to a point of prosecution is very rare....]*
- **Lack of SBC Officer Support** – lack of progress on the bus hard standings to highlight the issues we have in tracking down who is responsible for what at the Borough now. She asked for an organisation chart, point of department heads, contact details and suggested there be agreed turnaround times for projects. *Response - their response ignored my request for an organisation chart and went over old ground to do the bus hard standing issues. Pushed for this organisation charts and backed up by fellow clerks, and Steve Jorden agreed to send out an updated organisation chart with a caveat that they are restructuring a number of the departments.*
- **Councillor Code of Conduct** - asked when the new Monitoring Officer was joining SBC and confirmation that they would work with Parishes to support any code of conduct breaches. *Response - new Chief Legal Officer - Lisa Hall is due to start mid-June. Once settled in she will be invited to meet Clerks and Chairs. At the meeting it was discussed the importance of this and SBC training all Councillors in the Code of Conduct. It was further noted that many Parish Council's (PCs) (this one included) have adopted the Borough's Code of Conduct Policy rather than National Association of Local Councils (NALC) model. Vicki Yull who supports the interim point of contact - Steven Gerrard commented that they would do what she can to support PCs in the interim.*

Other issues raised by Clerks were generally to do with the poor levels of Customer Services and unfriendly online 'My Account' logging. Virtually all Clerks, on behalf of their communities flagged that they are not getting any response from SBC - despite emailing and leaving phone messages. The Clerk's considered this issue was a priority for the Borough Council. To address this we were asked to list the top 5 issues we're asked by our residents and the names of the managers not responding to issues. Timetable of SBC training that our Councillors can attend - this will be circulated to you and you should inform Caroline of your intention to attend or not. She will liaise with SBC on the Council's behalf.

SBC Planning Statement of Community Involvement - we have been notified that SBC has reviewed the 2013 version of the Statement of Community Involvement in Planning which sets out how the Council will engage with the community in the planning progress. At first look there are

no major changes to the original document. The revised SCI will be included on the Planning & Highways Committee June agenda when the committee will have the opportunity to review the document in more detail. It is an informative document for new (and experienced) members of the committee on how to get involved in the planning process within Swindon Borough, in respect of plan making, planning application and Neighbourhood planning.

Community Bus Review - as reported as last meeting, as part of my Community Governance degree I am conducting a review of the community bus service. A questionnaire has gone to existing users and targeted groups in the parish - to date 25 surveys has been returned. The survey will be advertised in the Haydon Wick magazine too.

Bus Hard Standing Update - Councillor Manro may wish to update Council or take this to Planning & Highways in June.

FC 26 COUNCILLOR VACANCIES – CO-OPTION PANEL

The meeting agreed to select five Councillors randomly to sit on the co-option panel (a maximum of three will be required). Co-opted candidates to be recommended by the panel and join the Council from June 2019.

FC 27 FINANCIAL MATTERS

FC 27.1 Income & Expenditure: Noted deferring the Income & Expenditure Statement for April 2019, to the Policy & Finance Meeting on 28th May 2019.

FC 27.2 Bank Statements & Bank Reconciliations Noted deferring the bank statements and bank reconciliations for April 2019 to Policy & Finance Meeting on 28th May 2019.

FC 27.3 Councillors to attend the office to check and sign the Payment Schedule Councillors discussed the schedule of payments. Councillors E Baker Lee and R Venkatesh were nominated to check and sign the payment schedule. It was confirmed that the payment to the Security Contractor had been temporarily suspended and adjusted owing to a number of occasions when KGV field has not been opened/closed. A review of play area security to be taken to Amenities & Leisure Committee.

The end of year accounts was due to be finalised on Friday. It was suggested that the office recycling collection could be reviewed.

FC 27.4 Direct Debit Mandate Approved the direct debit mandate for the electricity supply for the office. (Haven Power Limited).

Proposed: Councillor E Baker Lee **Seconded:** Councillor R Worman
Vote: Unanimous

RESOLVED:

1. to accept that the income & expenditure statement for April 2019 and the bank statements and bank reconciliations are deferred to the Policy & Finance meeting on 28th May 2019.

Initials: _____

2. to approve the schedule of payments.
3. to approve the direct debit mandate for Haven Power Limited.

FC 28 ITEMS FOR NEXT AGENDA

To propose agenda items for meeting on 18th June 2019.
Community Engagement Report

The meeting closed at 9.05pm

Chairman: