

HAYDON WICK PARISH COUNCIL

Minutes of the Amenities & Leisure Committee of Haydon Wick Parish Council held on Tuesday 21st May at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

ATTENDENCE

MEMBERS: Councillors R Hailstone (Chairman), E Baker Lee, L Brown, S Heyes, J Jackson, A John, V Manro, K T Naik, R Venkatesh and R Worman.

OFFICERS: Clerk, Georgina Morgan-Denn
Administrator, Laura Cutter

OBSERVING: Councillor S Fateru

AL 01 APOLOGIES

There were no apologies.

AL 02 DECLARATIONS OF INTEREST

There were no Declarations of Interest

AL 03 PUBLIC PARTICIPATION

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

AL 04 MINUTES

Members received and approved the minutes of the Amenities & Leisure Committee Meeting held on Tuesday 9th April 2019.

Proposed: Councillor L Brown Seconded: Councillor E Baker Lee

Vote: Agreed with four (4) abstentions.

RESOLVED: the minutes of the Amenities & Leisure Committee Meeting held on Tuesday 9th April 2019 be agreed and signed as a correct record.

AL 05 ELECTION OF VICE-CHAIRMAN OF COUNCIL

The Chair asked for nominations for the position of Vice-Chair. Councillor S Heyes was proposed by Councillor L Brown and seconded by Councillor V Manro. No other nominations were made Councillor S Heyes was elected.

Proposed: Councillor L Brown Seconded: Councillor V Manro

Vote: Unanimously agreed.

RESOLVED: Councillor S Heyes be nominated as Vice-Chair of the Committee.

AL 06 TADPOLE LANE WORKING PARTY

Committee noted the following Councillors had put themselves forward to the working party: R Hailstone, S Heyes, R Worman, V Manro, A John, S Fateru, K Naik and J Jackson.

The Chairman reported the seven-acre site has been identified for allotment space and other uses are being considered. It was confirmed that 25 names are already on the waiting list already for this area. Committee agreed to do a site visit before the next A&L meeting at 7pm and delay the start of the committee meeting to 8pm.

AL 07 COUNCILLOR REPORTS

- HEYES:** Commended the standard of our grass cutting compared to other parishes close by.
- JACKSON:** Hedgerows are looking much better than last year and the new contractors are making a very tidy job of it.

AL 08 CLERK'S REPORT

Over the weekend it was reported on Facebook that there was fly tipping at Basil Close. The Tidy Up Team Supervisor spotted the posts and came in on her day off to clear the site off the waste. We later discovered this wasn't actually fly tipping but a couple of teenagers doing some fantastic community work. We'd love to find out who these young chaps were and say thanks in person - a shout out on Facebook will appear soon.

Our Assistant Clerk has tendered her resignation. She's worked with the Council for over 13 years so she will be greatly missed. Her last day with the Council will be Friday 14th June and I'll be working on a review of the office team structure to identify what the replacement role could be.

All Councillors are invited to Orchid Care Home - Open Day events on 29th May and 8th June. Share a coffee and cakes with the residents. More details from the Office.

The Smoke Free Play Park presentation has been deferred until the June meeting in view of tonight's full agenda.

Message from Swindon Borough Elections Team - deadline for election expenses for parish candidates is Thursday 30th May. If a candidate has been elected but the spending return and/or declaration has not been submitted by the deadline they are barred from sitting or voting. The returns need to be completed even if it is a nil return as all forms are available for public inspection for two years. The elections team will notify Clerk of any non-responses after the 30th May. An email has been sent to all members.

Pond Street path was swept with a road sweeper on 17th May 2019.

Reports of an attack at a bench on Avonmead. This bench has previously been reported to the Parish Council but we agreed not to move it because the claims had not been substantiated by the police and no police reports had been forthcoming. Committee heard that the police has received two calls to incidents so far this year. Nothing else has been reported. It was suggested to move bench away from the edge of the park but the meeting noted that may simply move the issue around. Comments were discussed that the benches don't actually cause the problems just the people using them and how other groups in the parish need them to take a rest when out walking. It was recognised that we need to cater for everybody in the Parish and the Police also need to take responsibility. It was reported a new North Swindon Group is being put together to try to tackle this type of issue but being mindful that it does not take on the police's role. It was suggested re-opening the Youth Centre but that itself had issues with anti-social behaviour. Councillors Brown

and Baker Lee offered to review the location and report back to a future committee meeting.

AL 09 GRASS & HEDGE CUTTING

The Committee noted the report and after discussion resolved to agree to four recommendations in the report. Committee also noted the internal grass team is required to cut from 68 Whitworth Road towards Haydon View Road, turning right at Eastville Road onto Sunningdale Road. Continuing down on to Whitworth Road verges in front of Claremount Court and Whitworth Road cemetery then on to the top of Thames Avenue. There is not grass in Orchard Close and Mendip Close.

Councillors Manro, Jackson, Adam, Brown and Baker Lee offered to assist with checking the quality of our internal and external teams to ensure the work is completed is of the required standard. This Quality Assurance (QA) team will be notified when a 'zone' in the parish has been completed and they go commence their checks. They will send their feedback to the Tidy Up email address. The Office will ensure the master grounds maintenance maps are kept up to date to reduce repeated issues in the same area.

Councillor Worman raised issues to do the quality of the grass cutting and queried work that may have been undertaken in error by our Council. The Clerk confirmed she would take this forward.

Proposed: Councillor V Manro Seconded: Councillor J Jackson

Vote: Agreed unanimously.

RESOLVED: To agree to the following recommendations:

- (a) Create a working party of quality checkers to inspect work of our internal and external teams, reporting back to the Tidy Up email address (tidyup@haydonwick.gov.uk).**
- (b) To permit to weed killing instead of strimming near busy road at Akers Way/Purton Road**
- (c) Arrange a site visit with hedge contractors to progress the hedge removal project. Councillors V Manro and J Jackson offered to attend.**
- (d) New Machinery Purchases:**
 - **Single sided hedge cutter (£376.60)**
 - **2 Pedestrian mowers (£599.99 each)**
 - **4 new tyres (£257.98)**

Budget code 4615/605 (Capital Projects / New Machinery £5,000 available)

AL 10 LEISURE GARDENS

The Committee noted the report and after discussion agreed to distribute the work amongst the Parks & Open Spaces Team.

AL 11 BEST KEPT ALLOTMENTS COMPETITION

Councillor Worman presented an outline of a new competition to run similar to others in Swindon which prove to be very successful in engaging the community and raising the standard of the allotment sites because every plot is judged. Various criterion can be identified after further discussion and who

will do the judging etc. as they need to have some sort of knowledge. It was agreed to discuss this proposal with the Community Engagement working group to develop in more detail and bring back to agree. The proposal will be introduced to plot holders at the 2019 October meeting for the forthcoming 19/20 growing season. An article will also be included in the summer magazine.

AL 12 PARKS & PROJECTS

The Committee noted the report and after discussion resolved to agree to recommendations in the report.

Proposed: Councillor E Baker Seconded: Councillor V Manro

Vote: Agreed unanimously.

RESOLVED: To agree to the following recommendations:

- (a) **To form the Play Area working party. Councillors S Fateru, R Hailstone, R Venkatesh, S Heyes, V Manro, A John, J Jackson and E Baker Lee.**
- (b) **To meet with Technical Assistants and discuss priority of works for the Parks.**
- (c) **To prioritise the Skatepark refurbishment and recommend a budget for the project at June's committee meeting.**
- (d) **To remove the see saw at Gaynor Close and give considerations to replacing it with Outdoor Gym equipment.**
- (e) **To build two double sleeper benches for Pond Street (£158)
Budget code 4308/307 (POST / Notice Boards, Seats and Bins £1,000 available)**

AL 13 ALLOTMENT PACKAGE SUPPORT RENEWAL

The Committee noted the report and after discussion asked the Office to explore negotiating a reduction in software support fees in exchange for helping the supplier to develop the allotment package. If no reduction in the fee is achieved then it was agreed not to renew the allotment support package. Committee also agreed to consider implementing flat fees to be discussed in September ready for the plot renewal letters in October.

Proposed: Councillor V Manro Seconded: Councillor E Baker Lee

Vote: Agreed unanimously.

RESOLVED: To agree to the following recommendations:

- (a) **Do not renew the allotment support package if a discount cannot be achieved.**
- (b) **Review the allotment fees in September - giving consideration to using flat fees which are required with this software.**

AL 14 COMMITTEE TERMS OF REFERENCE

The committee considered the revised Terms of Reference (TOR) presented by the Clerk. The recommendation is to amend the current TOR to give delegated power to the committees to be able to make decisions and give delegated responsibility to the Clerk. Section 101 of the LGA 1972 gives a parish council the power to delegate decisions to a committee, subcommittee reporting to a committee or the Clerk, being the Council's proper officer.

The Clerk explained that a committee membership of 15 councillors was large enough to support the proposed delegated structure. The amended TOR mean

that each committee will agree their minutes at the next meeting and will no longer need to note them at Full Council. It was noted that this has proven to be unnecessary administrative work and causes confusion at most meetings. It was further noted that all Councillors are sent agendas to every meeting and can read the previous minutes accessible from the councillor partition. The amended TOR further proposed the A&L Committee will be given delegated authority to sign off up to a set budget limit - £25,000 in view of the Public Contracts Regulations 2015 act.

The Clerk also confirmed a full Scheme of Delegation will be presented at the Full Council in June. Following a thorough discussion, the committee resolved to recommend the revised Terms of Reference for Full Council in June.

Proposed: Councillor L Brown Seconded: Councillor S Heyes
Vote: Agreed with one against.

RESOLVED: To recommend to Full Council the amended Terms of Reference to include delegated authority to sign off expenditure up to £25k. Revised TOR and Scheme of Delegation will be considered by Full Council on 18th June 2019.

AL 15 CCTV

The Committee considered the location of the CCTV camera and agreed to investigate if the Avonmead/Lyddon Way site would be suitable for the solar powered CCTV camera. To add to the next agenda.

AL 16 ITEMS FOR NEXT AGENDA

To propose agenda items for meeting on 11th June 2019. Items suggested include: CCTV, Skatepark, Security Contract and any working party updates.

AL 17 EXCLUSION OF PUBLIC & PRESS

RESOLVED: In accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw'. Reason: Contractual & Complaint.

AL 18 SECURITY CONTRACT REVIEW

The Clerk reported it was necessary to review the existing security contractor due to inconsistency performance. Councillor L Brown asked for the new contract to include a clause stipulating that if any member of the public is accidentally locked-in following an inadequate security sweep, that all subsequent insurance claims are to be met by the contractor. It was also noted that the selection criteria for the new contractor must not be based on price alone.

AL 19 WASTE COMPLAINT

Committee noted the confidential report and actions arising.

The meeting closed at 9.25pm

Chairman:

Initials: _____