

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Haydon Wick Parish Council held on Tuesday 24th May 2022 at 7.30pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

### **ATTENDANCE**

**MEMBERS:** Councillors V Manro (Chairman), E Baker Lee (Vice Chairman) S Heyes, R Hailstone, J Jackson, A John, S McDermott, L Rhys-Jones, B Patrick-Okoh, R Ross, L Brown, S Fateru, A Roupelis, J Fuller, K T Naik and R Venkatesh

**OFFICERS:** Chief Officer & RFO, Georgina Morgan-Denn  
Deputy Clerk & Services Manager, Laura Cutter  
Head of Parks & Open Spaces, Dave Hunt  
Jodie Smart, Incoming Finance Officer/Deputy RFO  
Community Development Officer, Johanna Edwards  
Senior Administrator, Jill Sharp

**ALSO IN ATTENDANCE** Swindon Borough Council (SBC) Ward Councillors, M Lodge and R Heath  
Steve Milton – Society of Local Council Clerks (SLCC)

*19.32 Councillor L Rhys-Jones joined meeting*

### **FC 001 APOLOGIES**

Apologies were received and accepted from Councillor S Callen and D Rodgers (Personal Commitments)

### **FC 002 DECLARATIONS OF INTEREST**

Councillor S Heyes interest in Agenda Item 21 and will leave the meeting prior to discussion.

### **FC 003 PUBLIC PARTICIPATION**

There was one (1) member of the public present who presented interest in Agenda Item 7, how is the colour coding noted? The Chairman advised that it is normal traffic light system but would be reported in more detail in the review to be published at a later date. Also, any indication of staffing levels & services required. The Chairman advised that over a 5 year strategy, this will be calculated on an individual basis. Item 11 – Confirmation that the Standing Orders remain virtually the same as previous years, the Chief Officer also confirmed that the Terms of Reference had also changed very little.

### **FC 004 CHAIRMAN'S ANNOUNCEMENTS**

Welcomed the SBC Ward Councillors, very pleased to see them attending. Noted that this meeting would be the Community Development Officer's final meeting with the Council as she is leaving on the 31<sup>st</sup> May. The Chairman wished her the very best of luck in the future from all the members.

### **FC 005 MINUTES OF PREVIOUS MEETINGS**

Members confirmed as a true record the minutes of meeting held on 26<sup>th</sup> April 2022 and Chairman signed.

**Proposed: Councillor A Roupelis**

**Seconded: Councillor R Venkatesh**

**Vote: Agreed with two (2) abstentions.**

**RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 26<sup>th</sup> April 2022 and the Chairman signed the minutes.**

**FC 006 SWINDON BOROUGH WARD COUNCILLOR REPORTS**

**Councillor V Manro:**

Nothing to report

**Councillor J Jackson:**

Nothing to report

**Councillor S Heyes:**

Nothing to report

**Councillor M Lodge:**

Thanked the Committee for extending an invitation and introduced himself as a new member of the Swindon Borough Council is keen to understand primary role and to reflect the Parish Councils views and aspirations.

**Councillor R Heath:**

Also thanked the Committee for extending an invitation and gave a brief synopsis of himself. As a resident of the Parish, he is particularly interested in the Parks, Projects, Skate Park and in many of the wider ventures.

*Item 7 delayed as Steve Milton was unable to join the meeting at this time.*

**FC 007 COUNCILLORS REPORTS**

**Councillor E Baker Lee:**

Nothing to report

**Councillor L Brown:**

Advised that she had been one of the members who attended the SBC & Parish Deed meeting recently and would like any information as to the whereabouts of any ponds within the parish. Need detailed location information in order for these can be included into the Deeds for SBC to be properly maintained.

**Councillor R Hailstone:**

Also advised that he had attended the SBC & Parish Deeds meeting which he felt had been very positive and productive. SBC seemed keen for the parish to adopt Mouldon Hill in the future. The working party is now awaiting information from SBC and will report back accordingly.

**Councillor J Jackson:**

Advised that BT are also working in the same areas, sometimes directly across the road.

**Councillor A John:**

Nothing to report

**Councillor S McDermott:**

Nothing to report

**Councillor L Rhys Jones:**

Nothing to report

**Councillor B Patrick-Okoh:**

Nothing to report

**Councillor R Ross:**

Advised that she had attended her first radio interview, it was to promote the Queens Platinum Jubilee Event on 2<sup>nd</sup> June at KGV Field. Councillor V Manro advised that he had listened to the interview and thought she represented herself and the Parish Council very well and thanked her for all her efforts.

**Councillor S Fateru:**

Nothing to report

**Councillor A Roupelis:**

Nothing to report

**Councillor J Fuller:**

Nothing to report

**Councillor K Naik:**

Nothing to report

**Councillor R Venkatesh:**

Nothing to report

**Councillor V Manro:**

Nothing to report

**FC 008 CHIEF OFFICERS REPORT**

The Chief Officer passed the report to Community Development Officer.

The Community Development Officer thanked everyone for their kind wishes since announcing her leaving and gave a brief overview of the event plan for the Queens Platinum Jubilee Event. Fly-past time is approximately 1.36pm which will be confirmed 3 days before the event. Bunting and balloons will be displayed to indicate the entrance as it is now always visible.

*19.56 Steve Milton, SLCC joined the meeting.*

*19.57 Community Development Officer left the meeting.*

**FC 009 COMMITTEE, SUB COMMITTEE & WORKING PARTY TERMS OF REFERENCE**

Members received, discussed and agreed to adopt the Council meetings' Terms of Reference as presented.

A) Community Development Committee

B) Parks & Open Spaces Committee

C) Planning & Highways Committee

D) Finance & Policy Committee

E) Chairs & Strategic Development Sub Committee

F) Personnel Sub Committee

G) Generic Working Party

**Proposed: Councillor E Baker Lee      Seconded: Councillor A John**

**Vote: Agreed Unanimously**

**RESOLVED: Agreed to adopt the Council meetings' Terms of Reference' as presented.**

**A) Community Development Committee**

**B) Parks & Open Spaces Committee**

**C) Planning & Highways Committee**

**D) Finance & Policy Committee**

**E) Chairs & Strategic Development Sub Committee**

**F) Personnel Sub Committee**

**G) Generic Working Party**

**FC 010 YOUR COMMUNITY MATTERS - COMMUNITY LED PLAN**

Members received the reports and a PowerPoint presentation of the draft Community Action Plan report outlining the criteria and importance and the ensuring the continuation of the residents requirements and targets for the strategy at Haydon Wick. As the plan is community led, the Chairman was keen to hear from the members of public present at the meeting. Members agreed to suspend standing order 3(e) to allow the public to participate in the discussions. The members of the public were impressed by the amount of content and data gathered within the community survey and confirmed interests in items such as Play Areas, the Skate

Park and Outdoor Gyms. One Member of public asked how the Council would assist in areas which are within SBC's remit. After discussion, Members agreed to reword some of the items for clarity on what the Parish Council is able to do and what the Parish Council will be able to influence third parties to do. The document will be within the remit of the Finance & Policy Committee to review and amend as necessary.

**Proposed: Councillor J Jackson**

**Seconded: Councillor L Brown**

**Vote: Agreed Unanimously**

**RESOLVED: Members agreed to reword some of the items for clarity on what the Parish Council is able to do and what the Parish Council will be able to influence third parties to do. The document will be within the remit of the Finance & Policy Committee to review and amend as necessary.**

*20.28 Steve Milton, SLCC left the meeting*

#### **FC 011 STANDING ORDERS**

The Chief Officer advised that there were some minor amendments on A) Rules of debate from 2021 which needs to reflect the Committee's opinion and uniformity on how flexible to allow the debate. Members discussed and agreed that a slightly more liberal attitude be adopted to A) Rules of debate but ultimately must be at the Chairman's discretion. Items B) to F) were discussed and members agreed to readopt the Council's Standing Orders as presented and highlight the following:

A) Rules of debate at meetings 1a-t

B) To debate a mock item following the Standing Orders

C) Motions for a meeting that require written notice to be given to the Proper Officer 9a-l

D) Code of conduct and dispensations 13 a-g

E) Code of conduct complaints 14 a-d

F) Restrictions on Councillor activities 25a

**Proposed: Councillor L Brown**

**Seconded: Councillor J Jackson**

**Vote: Agreed Unanimously**

**RESOLVED: Regarding A) 'Rules of debate at meetings 1a-t' members agreed that a slightly more liberal attitude be adopted to but ultimately must be at the Chairman's discretion. Members noted and agreed to readopt the Council's Standing Orders as presented.**

#### **FC 012 COUNCILLOR INFORMATION**

Members received, discussed the reports and Councillor Brown requested that with reference to document C) 'Meeting Etiquette and Predetermination policy that if an apology for personal commitments was given then a valid reason must be declared to the Clerk or Deputy Clerk in confidence, but not to be recorded. It was discussed that perhaps the 6 month rule would account for this but the Chairman then recommended that the articles require checking to ensure that this does not appear elsewhere and this should then be referred back to the Finance and Policy Committee for discussion and agreement. All other documents were noted as presented.

A) Declarations of Interest & SBC's Register of Interest Form

B) Member/Officer Protocol

C) Meeting Etiquette and Predetermination Policy

D) Press Media and Communications Policy

E) The Good Councillors Guide 2018 – Rules for Councillors p.19

HWPC Organisational Structure 2022

*20.54 Ward Councillor M Lodge left the meeting. 20.55 Returned.*

**FC 013 CHAIRMAN ATTENDANCE - HAYDONLEIGH PRIMARY SCHOOL**

Advised members that he will be representing the Council at the Queen's Platinum Jubilee Celebration Picnic at Haydonleigh Primary School on Friday 27<sup>th</sup> May 2022 at 12.00pm.

*20.58 Councillor S McDermott and Councillor Naik left the meeting.*

*20.59 Councillor S McDermott returned*

**FC 014 CCTV AT BROOKFIELD PLAY AREA**

Members received, discussed and agreed to relocate the second/back up CCTV camera currently located at Haydonleigh Skatepark to Brookfield Play Area to attempt to reduce the current vandalism being experienced.

**Proposed: Councillor E Baker Lee      Seconded: Councillor R Hailstone**

**Vote: Agreed Unanimously**

**RESOLVED: Agreed to relocate the second/back up CCTV camera at Haydonleigh Skatepark to Brookfield Play Area.**

*21.02 Councillor B Patrick-Okoh left the meeting; 21.04 Returned*

**FC 015 EMERGENCY PLAN: WORKING PARTY MEMBERSHIP & SBC REQUEST TO USE THE PAISH HALLS AS S REST CENTRE**

Members noted the request from Swindon Borough Council to use the Council's meeting room as an emergency rest centre. Members will arrange a working party to develop and add any assistance that may be required. Councillor L Brown advised that all are very welcome to join and participate. Insurance requires checking to ensure cover is not compromised if people are required to stay on site overnight, although the request from Swindon Borough Council does state it will be temporary until overnight accommodation has been arranged. *Action: Insurance to be checked for continuity of cover for overnight occupation.*

**FC 016 ARTICLES FOR HAYDON WICH "LIVING" MAGAZINE**

Councillor S McDermott reminded all that the deadline was 25<sup>th</sup> May 22 and she would keep the Committee up to date with printing and distribution.

*21.13 Councillor A Roupelis left the meeting; 21.16 Returned*

**FC 017 COUNCILLOR ALLOWANCES PRO-RATA**

Members received the report, discussed and agreed to note the NALC legal topic about Councillor allowances, which makes no provision for anything other than a basic allowance and a Chair's allowance. There are no longer attendance-related payments - this is to recognise Councillors for their community role, not just when they are in meetings as reflected in the 2003 Regulations.

**FC 018 ITEMS FOR THE NEXT AGENDA**

Members were asked to send any items for the Full Council meeting on the 28<sup>th</sup> June 2022 to the Chief Officer as soon as possible.

**FC 019 EXCLUSION OF PUBLIC & PRESS**

To resolve 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: Sensitive.

*21.18 Member of Public, SBC Ward Councillors Lodge and Heath left the meeting.*

*21.19 Councillor E Baker Lee left the meeting: 21.21 Returned.*

*Resolved to suspend Standing Orders 4X to enable the meeting to be extended for a further 30 minutes.*

**FC 020 PARKS AND OPEN SPACES TEAM GROUNDS MAINTENANCE FACILITY (GMF) CONTRACTOR**

Councillor S Heyes advised that the working party had now started a range of meetings with three contractors to discover what is required and if there was any way to reduce the quotations. It has transpired that until the full specification design drawings and a ground survey needs to be completed. The proposal of the working party is to draw down £25,000.00 of the existing budget to enable the next steps to be completed. Councillor R Hailstone suggested that the Council also start looking for a soil disposal site to save thousands from the project cost, subject to the outcome of the soil contamination report. The search for a temporary facility whilst the permanent facility is being built is still ongoing.

**Proposed: Councillor R Hailstone      Seconded: Councillor S Heyes**

**Vote: Agreed Unanimously**

**RESOLVED: Members agreed to authorise the Chief Officer to arrange payments of up to £25,000 from the original budget to enable to arrange the Full Design drawings and 2 ground surveys a) structure b) contamination but only following successful granting of planning permission has been confirmed which is now by 10<sup>th</sup> June 2022.**

*21.30 Councillor S Heyes left the meeting.*

**FC 021 TADPOLE FIELD**

Members received, discussed and considered the legal advice for Tadpole Field and agreed for the working party to discuss options with third parties.

**Proposed: Councillor A John      Seconded: Councillor L Rhys Jones**

**Vote: Agreed with three (3) abstentions.**

**RESOLVED: Agreed for the working party to discuss options with third parties.**

The meeting closed at 21.49.

Chairman \_\_\_\_\_

Initials \_\_\_\_\_