

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Full Council of Haydon Wick Parish Council held on Tuesday 26<sup>th</sup> May 2020 at 7.30 pm held remotely via Microsoft Teams.

### **ATTENDENCE**

**MEMBERS:** Councillors L Brown (Chairman), E Baker Lee, S Callen, S Fateru, J Fuller, R Hailstone, S Heyes, A John, I Liddon, S McDermott, V Manro, R Ross. L Rhys-Jones, D Rodgers and R Venkatesh

**OFFICERS:** Clerk & RFO, Georgina Morgan-Denn  
Deputy Clerk, Laura Cutter  
Policy & Finance Officer/Deputy RFO, Sandra Kelly

**OTHER:** Ward Councillor David Renard

### **FC 001 APOLOGIES**

Apologies were received and accepted from Councillors K Naik and J Jackson (personal commitments).

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

There were no declarations of interest.

### **FC 003 PUBLIC PARTICIPATION**

There was one member of the public present who submitted the following questions in advance to the Clerk.

**As it a FULL council meeting a member of the public should be able to ask any question on any subject at the meeting, if unable to reply a written answer should suffice, do you agree?**

Agree, we can send a reply to the resident in writing.

**Why was the cost of the Orchard maintenance so high?**

The cost of IT Support contract with Orchard has not changed from previous year. Council agreed last year to add an out of hours IT service (before 9am and after 5pm) at a cost of an additional £400. We assessed usage and there is enough calls during these times to justify the additional cost.

**Payment schedule - where is the breakdown of these costs**

The full breakdown of retrospective payments will be uploaded onto the website following tonight's meeting. We've provided them by email for your ease of reference.

**Transparency Code 2015 this is a legal obligation, do you agree?**

We do meet the statutory elements of the 2015 Transparency Code. The Internal Auditor informed us we do meet all the mandatory elements and has advised we add additional items to our website for best practice. It was explained to the Internal Auditor that the Council's website is going to be improved this year, and during this upgrade, the additional information will be added. She was satisfied with this response.

The 2015 Local Government Transparency Code advises local councils with an annual turnover of above £200k to publish the following information online:

- Expenditure exceeding £500
- Government Procurement Card transactions
- Procurement information
- Local authority land
- Social housing assets
- Grants
- Organisation chart
- Trade union facility time
- Parking account
- Senior salaries
- Constitution
- Pay multiple
- Fraud

The Internal Auditor's report and review of actions will be discussed in detail with members of the Policy & Finance Committee during a working party discussion prior to the next Full Council meeting. A report of actions will be brought to the June's Full Council meeting.

**Asset Register, are the costs subject to depreciation?**

The accompanying report to agenda item 15c prepared by the Deputy RFO states the asset's costs are not subject to depreciation and instead record the purchase price on the register. Further to note, Council has put in place Earmarked Reserves which accrue annually to cover the cost for replacing items such as the Community Bus.

**Grass cutting - with the strimming not taking place, would the council consider a weed control method around areas such as posts, notice boards, utility boxes, large trees etc. This could be a cheaper option saving time and money as it could be a bi-monthly or even longer and provide a more attractive overall appearance to a grassed area. I note other councils adopt this method.**

This is something the Council could consider and has recently trained two more operatives in weed spraying. We'll discuss this offline and consider our resources, the environmental impact and what the parish will look like if and when we do use more weed control.

**Would any agreements taken at the Meeting be subject to additional inserts into Standing orders?**

Decisions are currently covered under the Council's existing Standing Orders, and the emergency Covid-19 Scheme of Delegation which gives the Clerk, Chairman and Vice-Chairman authority to make urgent decisions in between meetings. The meeting protocol also addresses the behaviours expected of Councillors during remote public meetings.

**How do you plan to recoup the new furniture costs?**

There was an agreed total project cost to refurbish the downstairs meeting space with new furniture, redecoration and a new carpet. The old furniture has been in

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use since 1997 and in need of being updated to present a welcoming and professional space for the Council to meet in and for venue hire. The cost will take some years to be recouped however it was agreed a refresh of our meeting space was long overdue.

**Dog bins - could an extra bin be installed at Sevenfields to support the increased usage at the park?**

Council will certainly consider this and bring to a future meeting.

**FC 004 CHAIRMAN'S ANNOUNCEMENTS**

I would like to thank everyone who has been volunteering during this pandemic. I know some of us choose to do so without any publicity, quietly helping our communities and neighbours without fuss or bother.

Thanks to everyone who contributed to the safe celebrations of VE Day on 8th May. Councillor Sarah McDermott for sourcing the selfie boards and downloadable flags etc. Deputy Clerk, Laura Cutter for working her magic on Facebook, sharing the celebrations on her day off.

Thanks to the whole office team who have been working hard at keeping us all informed as to what is going on and keeping the office fires burning, to paraphrase a well-known saying. I'd like to single out the Deputy RFO Sandra Kelly for her sterling effort in preparing the annual accounts and Governance review that we'll be covering in Item 15.

And a final thanks to our POST team for persevering through this difficult time. Although it has led to some disparaging comments from the parishioners, we have had some well-deserved praise too.

**FC 005 MINUTES**

Members received and approved the minutes of the Full Council Meeting held on Tuesday 25<sup>th</sup> February 2020.

**Proposed: Councillor L Brown**

**Seconded: Councillor R Venkatesh**

**Vote: Agreed unanimously.**

**RESOLVED: The minutes of the Full Council Meeting held on Tuesday 25<sup>th</sup> February 2020 be agreed and signed as a correct record when face to face Council meetings recommence.**

**FC 006 REMOTE MEETING PROTOCOL**

Members received and approved the Remote Meeting Protocol which has been produced by Wiltshire Association of Local Councils to reinforce that attendees should adopt the same standards of behaviour when attending remote meetings as with physical meetings. All members are bound by the Code of Conduct. The protocol has been developed for Town and Parish Councils since the introduction of The Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 on the 4<sup>th</sup> April 2020, which allows for local councils to meet remotely and held before 7<sup>th</sup> May 2021.

**Proposed: Councillor S Fateru**

**Seconded: Councillor S Heyes**

**Vote: Agreed unanimously.**

**RESOLVED: To adopt the Remote Meeting Protocol April 2020.**

**FC 007 COMMITTEE RECOMMENDATION**

Members received and noted the Council's Emergency Response to Covid-19 following an Emergency Planning meeting and Policy & Finance Committee meeting held on 17<sup>th</sup> March 2020 (PF 157 refers).

**FC 008 COUNCILLOR REPORTS**

**Councillor I Liddon**

Positive feedback on community call backs. Those identified as requiring a call were appreciative of what the Parish is doing for them.

**Councillor S Callen**

Positive feedback also for call backs. A Parishioner, via Facebook, asked for further information regarding the dismantling of Haydonleigh skatepark. This is covered in more detail further down the agenda in the Parks and Open Spaces update. Councillor Callen will respond to the resident.

**Councillor R Hailstone**

Asked if there was any update on restarting committee meetings. The reply was the decision made was to hold monthly Council meetings. Committee Working Party meetings will be held as required prior to Full Council. There will be informal meetings and recommendations to be brought to the next Full Council Meeting for approval.

Reported that quite a few trees have fallen around the Parish, but some are quite large so suspect they are SBC's responsibility. The reply was that the Office is forwarding these to SBC and POST are removing what they can. The path from Old Blunsdon Road to Elstree Way has a willow tree that has a large branch which has fallen.

**Councillor A Roupelis**

Reported a fence down around the pond at Queen Elizabeth Drive. The reply was the fence was damaged prior to the tree surgeon accessing it for tree works, hoping to repair when the works had been completed but the wood is rotten and needs more work than first expected. The Technical Officers are investigating costs.

**Councillor J Fuller**

KGV field – work being undertaken on the trees and a resident was worried about wildlife and birds nesting. The reply was we have spoken to contractor who assured us that they carried out a full risk assessment of the situation before commencing any works. The tree was dead and due to being located within the play area and near to the school, it had to be removed urgently.

**FC 009 SWINDON WARD COUNCILLOR REPORTS**

**Councillor D Renard**

Few issues at present – mainly concerns about grass cutting which have been fed back to the Office. Consultations taking place on safety of the junction at Brookdene/Haydonleigh Drive. Rely was this is being taken to P&H Committee and will send out to Members if required.

**Councillor S Heyes**

Waste collection comments have been received. However, only a few are now being missed and this is mainly due to the crew's unfamiliarity of the area.

**FC 010 CLERK'S REPORT**

Grass Team is approximately 1-2 days behind on the schedule. They are cutting Chicory, Thamesdown Drive (near Stones), Mouldon Hill and then Westfield Way.

Look out for the Allotment Competition that will be launched later this week and will run throughout June for judging to be done in mid-July.

Giant Hogweed (GHW) has been potentially spotted at the entrance to Seven Fields, a specialist invasive weed company is coming out today to identify the weed and if it is GHW the areas will be cordoned off with warning signs to protect the public as the risk of burns/reactions to this weed are quite bad.

Cutting at Tadpole Field to commence next week by contactors. The Technical Officers are preparing the site ready for their visit.

Received a complaint regarding recent tree works at King George V – noise and habitation disruption. Confirmed the tree was dead and needed to be removed from a safety perspective. Contractor confirmed verbally they conducted a full risk assessment of the tree before works commenced. Council has requested written confirmation and a copy of their risk assessments for the files.

Queen Elizabeth Drive recent tree works has resulted in damage to a fence and concerns about disturbing the habitat. Awaiting written confirmation about how the works were conducted and further details of their risk assessments.

Recent engagement on Facebook shows some of our posts reaching 3,500 residents. We are running a campaign to increase our followers to over 1,000 this month, please assist us by sharing and encouraging your networks to 'Like and Follow' our page. However more recently, there was an incorrect Facebook post on a community site which has misinformed residents about a Council Operative's PPE. Contrary to what the community post stated, the Parks and Open Spaces Team Operative had been given full PPE and we had implemented revised risk assessments since the outbreak of Covid-19. The member of staff highlighted in the post, and all members of the Team, will have a refresher on the importance of using the all PPE provided. For their own safety, continued failure to follow the risk assessment and use the correct PPE which is provided may lead to staff disciplinary action.

The shielded list from SBC has nearly 300 calls to be made. 10 volunteers, 6+ councillors and 4 members of staff have been making a dent in the wellbeing calls.

Future of Council meetings: National Association of Local Councils has set up a working group of County Officers to look into both the opportunities and pitfalls of “blended” (i.e. those who are physically present alongside those who are remotely present) meetings so that some sort of guidance can be produced. This may be useful if things change in the future as well (i.e. regulations are extended beyond May next year). Guidance/information to follow.

#### **FC 011 GRANTS WORKING PARTY RECOMMENDATIONS: 21<sup>ST</sup> MAY 2020**

A grant of £500.00 for Swindon Scrapstore was recently considered by the working party. They are recommending to Full Council awarding £500.00 to the charity to meet the project aims funding of other activities provided to the Council’s residents by the organisation, during the Covid-19 pandemic. Also to consider additional funding at the next round of grants after 30<sup>th</sup> September 2020 – conditional upon receiving statistics to support the increased level of support provided to Haydon Wick Parish residents.

**Proposed: Councillor S Callen**

**Seconded: Councillor E Baker Lee**

**Vote: Agreed unanimously.**

**RESOLVED: To award £500.00 grant to Swindon Scrapstore and to consider additional funding at the next round of grants after 30<sup>th</sup> September 2020 – conditional upon receiving statistics to support the increased level of support provided to Haydon Wick Parish residents.**

#### **FC 012 PLANNING & HIGHWAYS COMMITTEE: PLANNING APPLICATIONS**

To note the comments submitted to Swindon Borough Council’s Planning Department in April and May 2020.

**Sent:** 01 April 2020 12:33

**To:** SBC Development Control <SDevelopmentControl@swindon.gov.uk>

<b>1.1</b> <a href="#">S/HOU/20/0248</a>	45 Southwold Close, Oakhurst	Erection of a single storey rear extension and conversion of garage into living accommodation.	<b>HWPC Comments:</b> No objection
<b>1.2</b> <a href="#">S/HOU/20/0279</a>	25 Ramsthorn Close, Woodhall Park	Erection of a first floor side extension.	<b>HWPC Comments:</b> No objection
<b>1.3</b> <a href="#">S/HOU/20/0303</a>	11 Sherford Road, Haydon Wick	Erection of single story side and rear extensions.	<b>HWPC Comments:</b> No objection

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<p>1.4 <a href="#">S/HOU/20/0362</a></p>	<p>14 Basil Close, Woodhall Park</p>	<p>Erection of a single storey rear extension.</p>	<p><b>HWPC Comments:</b> Committee has objections to this application because it contravenes the 45° rule sections 2.1.6 and 2.1.7 of the Swindon Borough Council's (SBC) Housing Design Guidelines. The design of a residential extension must comply to ensure there is no material detracting of light to a neighbouring property and the extension must not impinge on the 45° line or area formed in front of it.</p>
<p>1.5 <a href="#">S/HOU/20/0368</a></p>	<p>88 Tweed Close, Haydon Wick</p>	<p>Erection of a single storey rear/side extension and garage.</p>	<p><b>HWPC Comments:</b> Committee has objections to this application because there could be overdevelopment of the site. The proposed extension fails to comply with section 2.23 in character with existing dwelling' as per SBC's (2011) Residential Extensions &amp; Alterations SPD - the extension is overbearing and an incongruous addition to the site. The Committee would also like to give support to the comments submitted by the Arboricultural Officer to ensure the tree line is protected prior to any onsite works prior to the implementation of any forthcoming planning approval.</p>

Sent: 06 May 2020 11:31

To: SBC Development Control <SDevelopmentControl@swindon.gov.uk>

<p>1.1 <a href="#">S/HOU/20/0493</a></p>	<p>36 Thames Avenue, Haydon Wick</p>	<p>Erection of a detached double garage and associated works.</p>
<p><b>HWPC Comments: Committee has objections to this application because there could be overdevelopment of the site. The proposed extension fails to comply with section 2.23 in character with existing dwelling' as per SBC's (2011) Residential Extensions &amp; Alterations SPD - the extension is overbearing and an incongruous addition to the site. There may also be loss of light to the neighbouring property.</b></p>		

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1.2 <a href="#">S/HOU/20/0412</a>	71 Avonmead, Haydon Wick	Erection of a two storey rear extension, front porch and detached outbuilding.
<b>HWPC Comments: No objection.</b>		
1.3 <a href="#">S/HOU/20/0269</a>	1 Hamble Road, Haydon Wick	Erection of a single storey extension to rear.
<b>HWPC Comments: No objection.</b>		
1.4 <a href="#">S/HOU/20/0469</a>	30 Phoebe Way, Oakhurst	Erection of a 2m high boundary fence
<b>HWPC Comments: No objection if the Planning Officer does not have any objections with the fencing being slightly different to the rest of the street scene (low level iron fences). Councillor V Manro abstained from commenting.</b>		

### FC 013 COVID SCHEME OF DELEGATION DECISIONS

Council gave delegated authority to its Clerk, Chairman and Vice Chairman to make decisions during Covid-19 outbreak. Many decisions were reported Council for their information before or after, in of the fortnightly informal discussions held remotely. Members noted the following decisions and timeline of activities made by the Clerk, Chairman and Vice Chairman, using Covid-19 Scheme of Delegation, during March, April and May 2020:

#### 17<sup>th</sup> March 2020

- Covid-19 Emergency Action Planning Commenced.
- Scheme of delegation introduced - see P&F minute reference 157

#### 24<sup>th</sup> March 2020

- Parks Closed, secured and photos taken for insurance purposes
- Security Provider stood down
- Allotment sites remain open, deemed part of daily exercise, strict social distancing measures
- Office 365 upgraded to Business 365 (c £200)

#### 31<sup>st</sup> March 2020

##### *Informal Council discussion held on Zoom*

#### 3<sup>rd</sup> April 2020

- POST resources - some staff stood down
- Community Response Work
- No to additional fencing on all play parks (c£10k for 4 weeks)
- Dropped Kerb Quotation for Skatepark (£3,050)
- Forestry Commission submission
- Proceed with social distanced Easter Egg competition with deliveries

#### 14<sup>th</sup> April 2020

##### *Informal Council discussion held on Zoom*

- No bonfires at Ventnor - self policing
- Forestry Commission Urban Tree Challenge application

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- Extended Covid-19 Emergency Plan & Scheme of Delegation:
  - Not to hold an Annual Council Meeting until the social distancing ban has lifted and the majority of Council can meet face-to-face.
  - A schedule of Ordinary Full Council Meetings to take place on the fourth Tuesday each month
  - These can be supplemented with committee discussions, held informally and clerked by the Deputies and bring items for discussion at Full Council for decisions/budgetary spends
  - Monthly at 7.30pm on 25<sup>th</sup> May, 26<sup>th</sup> June, 28<sup>th</sup> July, 25<sup>th</sup> August or until face-to-face meetings can be resumed
  - Annual Parish Meeting is currently postponed
  - To continue having fortnightly Council updates, next one at 7pm on 28<sup>th</sup> April 2020.
  - To retain current Scheme of delegation (Clerk/Chair/Vice Chair) to allow for urgent decisions to be made outside of the monthly meetings schedule

#### **15<sup>th</sup> April 2020**

- Tree Works awarded to Cotswold Tree Surgeons (£2,350)
- Ventnor Plot Allocation Compensation (£50-75)
- Orchard Maintenance Contract Renewal (£2,800)
- Parish Office Driveway Lighting (£265)

#### **28<sup>th</sup> April 2020**

##### ***Informal Council meeting held on Zoom***

#### **12<sup>th</sup> May 2020**

##### ***Informal Council discussion held on Zoom***

- Relaxing Leisure Garden inspections
- Multi-Use Games Areas (6) re-opened, with strict social distancing signage
- Leisure Gardens competition to go ahead
- CIL receipt received (£3,167.47)
- Magazine reduced hard copy to 16 printed pages, same print run 10,250
- June Skatepark installation to proceed with

#### **18<sup>th</sup> May 2020**

- Tuc Tuc replace head gasket awarded to Absolute Motor Care (£932.47)
- Thames Avenue Oak Tree - to progress with SBC on the agreement an updated structural survey is commissioned prior to any works.

*Councillor L Brown left meeting at 20.25 and returned at 20.34.*

*Councillor D Rodgers left meeting at 20.28 and returned at 20.35.*

#### **FC 014 HWPC LIVING MAGAZINE SUMMER 2020**

Members noted a report from Councillor S McDermott as Editor for Haydon Wick "Living" magazine and after discussion, agreed to the recommendations within the report.

**Proposed: Councillor S McDermott**

**Seconded: Councillor D Rodgers**

**Vote: Agreed unanimously.**

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**RESOLVED: To give delegated authority to the Editor to implement the recommendations presented in the document: 16-page hardcopy for delivery, an extended version for on-line publication (no more that 64-page), suitable re-imbursement for current advertisers, provide free adverting for local businesses and make alternative distribution arrangements if delivery is not possible.**

**FC 015 FINANCIAL MATTERS**

- A) Members noted the payments approved, using the Covid-19 Scheme of Delegation during March, April and May 2020.
- B) Members noted the Internal Auditor’s Report and action arising. The Clerk confirmed the report and its recommendations would be discussed in detail at a future working party and any remedial actions brought to June’s Full Council meeting.
- C) Members considered and resolved to approve the method for recording assets on the Council’s Asset Register. Council received a report from the Deputy RFO detailing a recommendation from Internal Auditor that Council should make a formal decision as to how it values its assets on the asset register for inclusion on the AGAR and keep a detailed asset register using the simplest basis of valuation as the purchase cost. If cost is used as the basis to record assets, but cost is unknown, an insurance value at a single point in time can be used as a proxy for cost. This value is then not changed until the asset is disposed of. It is recommended that the date on which assets are acquired and the current insurance value of assets is also recorded in the register.

**Proposed: Councillor S Heyes                      Seconded: Councillor A John**  
**Vote: Agreed unanimously.**

**RESOLVED: To record the purchase price at time of purchase on the Council’s Asset Register and use the value of £899,156 in Box 9 of the 2019/20 AGAR.**

- D) Members considered and resolved to approve the regular payments list for financial year 2020/21 (Financial Regulation 5.7 refers).

Heydon Wick Parish Council Regular payments (DD) list	20/21
SUPPLIER	SUPPLY
Allstar	Fuel cards
Amazon	Various
Barclaycard	Various
Bowak	Sanitary disposal
Blue Mountain	Water machine (lease only - additional charges apply)
Brewers	Maintenance supplies
Bridget C Bowen	Internal Auditor
Cannon	Fire Alarm/System
Castle Water	Water charges
Chubb	Fire Alarm/System
Countrywide	Grounds Maintenance
Crown Gas & Power	Gas
Haven Power	Electricity
HMRC	Tax & NI payments
Hills	Waste collection & Duty of Care charge
Information Commissioners Office	As required by the General Data Protection Regulations
Kubota/BNP Paribas	Ride on Mower leases (x2)
Local Government Pension Scheme	Pension contributions
Mainstream	Telephone system line rental only
Neopost	Franking machine rental
Orchard Computers	IT support
O2	Mobile phones (renew date for all except Dave/Terry/Data)
One Fruit Ltd	Hand dryer lease
PKF Littlejohn	External Auditor
Quadiant	Franking machine rental
Quartix	Vehicle tracking
Rialtas Business Solutions	Finance system maintenance and support
Ricoh	Photocopier rental and charges
Salaries & Councillor allowances	Salaries/allowances
SLOC/WALC/NALC/SAC	Professional body memberships and support services
Somerset web services	Web support
Southern Electric	Electricity charges

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**Proposed: Councillor A Roupelis                      Seconded: Councillor S Callen**  
**Vote: Agreed unanimously.**

**RESOLVED: To approve the regular payments list for financial year 2020/21.**

**FC 016 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31<sup>ST</sup> MARCH 2020: GOVERNANCE STATEMENT**

Members considered the Governance Statement and resolved for the Chairman and the Clerk/RFO to sign the Governance Statement for the AGAR year ending 31<sup>st</sup> March 2020.

**Proposed: Councillor L Brown                      Seconded: Councillor V Manro**

**Vote: Agreed unanimously.**

**RESOLVED: For the Chairman and the Clerk/RFO to sign the Governance Statement for the AGAR year ending 31<sup>st</sup> March 2020.**

*Councillor D Rodgers left the meeting at 21.13.*

**FC 017 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31<sup>ST</sup> MARCH 2020: ACCOUNTING STATEMENT**

Members considered the Accounting Statement and resolved for the Chairman and the Clerk/RFO to sign the Accounting Statement for the AGAR year ending 31<sup>st</sup> March 2020.

**Proposed: Councillor S Callen                      Seconded: Councillor R Ross**

**Vote: Agreed unanimously.**

**RESOLVED: For the Chairman and the Clerk/RFO to sign the Accounting Statement for the AGAR year ending 31<sup>st</sup> March 2020.**

**FC 018 PARKS & OPEN SPACES UPDATE**

Members received and noted the Parks and Open Spaces Update.

**FC 019 FINANCE UPDATE**

Members received and noted the Finance Update.

**FC 020 FORTHCOMING MEETINGS**

Until further notice future remote meetings of Full Council will be held on the fourth Tuesday of the month at 7.30pm.

**FC 021 ITEMS FOR NEXT AGENDA**

To provide to the Clerk at least a week in advance of the June Full Council meeting on 23<sup>rd</sup> June 2020.

The meeting closed at 21.29

**Chairman:**

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