

HAYDON WICK PARISH COUNCIL

Minutes of the Full Council of Haydon Wick Parish Council held on Tuesday 16th July 2019 at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

ATTENDENCE

MEMBERS:

Councillors L Brown (Chairman), E Baker Lee, S Callen, S Fateru, S Heyes, A John, V Manro, S McDermott, J Jackson, J Fuller, R Venkatesh, I Liddon, R Ross and R Worman

OFFICERS:

Clerk, Georgina Morgan-Denn
Administrator, Sandra Kelly

BOROUGH COUNCILLORS:

V Manro (Priory Vale), S Heyes (St Andrews)

FC 53

APOLOGIES

Apologies were received and accepted from Councillors D Rodgers (holiday), R Hailstone (holiday), K Naik (childcare) and A Roupelis (working).

FC 54

DECLARATIONS OF INTERESTS

Councillors Liddon and Ross declared an interest in Agenda Item 16: Councillor Allowances.

FC 55

PUBLIC PARTICIPATION

There were no members of the member of the public present.

FC 56

CHAIRMAN'S ANNOUNCEMENTS

Councillors were reminded to call ahead to arrange a meeting with the admin team or drop in on a Wednesday afternoon between 2pm – 4pm. A community bus volunteer sadly passed away and the Council has sent a condolence card to his family. Councillors should notify the office if they are unable to access their emails and the partition. The office sends several emails to members each week which they should be accessing. A reminder to all, of the Council's media policy which is that if Councillors are approached for comments regarding council business they must not comment themselves and should contact the Clerk and Chairman of Council.

Following on from the recent article in the Swindon Advertiser article which highlighted errors with the auditing and financial procedures at a Swindon Parish Council, the Chairman highlighted to the meeting that this Council's financial processes and controls fully meet the statutory internal and external audit requirements. This Council takes its financial responsibility very seriously and will ensure that strict financial controls of public money are adhered to so that every precaution possible is taken to ensure all our legal requirements are met.

FC 57

Wiltshire Police Crime & Commissioner (PCC) Presentation

The meeting received a presentation from Angus McPherson, PCC. He mentioned that the number of police in Wiltshire has been commented on a lot recently and confirmed that this region gets the worst proportion of

government funding. He explained the formula for calculating the policing numbers is antiquated because it is using old data and doesn't, for example, recognise cyber-crime which we are leading edge in our use of technology. He confirmed the additional police charges this year will help to fund frontline of policing but explained that it takes time to recruit, train and qualify as a police officer which is why the extra policing numbers are not realized physically on the streets.

He confirmed there has been a reorganisation of the Community Policing Team (CPT) and introduced his colleague, Keith MacDonald to the meeting. Keith is one of the CPT coordinators and it is hoped his role will help bridge a gap between the police and community liaison.

Angus brought some recent statistics to the meeting which explain the performance of the police force, the priorities in the whole area of Wiltshire, CPT updates by the local co-ordinators. These are monthly updates that the Parish Council will share on our Facebook and Website. He reiterated the importance of working with the parish councils in Swindon.

The Police Community Messaging System was discussed and he asked Councillors to share the leaflets with residents. He explained this service is specific to North Swindon and this month, for example there have been 67 alerts with local news, local CPT, crime prevention and missing people. Angus will include an article on this service for the next Haydon Wick Living magazine.

Questions from the Councillors

Q: Crime does not adhere to county boundaries is there a view of amalgamating a Southern Constabulary to reduce your back office teams to make it more cost efficient?

A: We went into an arrangement with Avon and Somerset Police and using elements of resources but found our people were travelling far afield because the threat risk further away from Wiltshire was higher. It wasn't working very well so a proposal was put forward to control the policing in Avon & Somerset but the PCC couldn't agree to it because lacked local control.

Some positive feedback was given by a councillor that the North Swindon Policing Facebook page was very engaging. Another councillor recently attended a local police independent advisory group and it was mentioned that Facebook could be used as an educational tool.

Q: Please can you clarify the statistics in the monthly report that states 50% of crime is classed as 'Other' - what is 'Other'? Additionally, it states that service delivery is 'good', but based on what exactly?

Explained that 'other' is harassment, public order etc. Informed meeting that our response times on 999 are better than the national requirement. Police cadets has been running for four years now and want to encourage those who have 'toyed with criminality' and bring them back into society's norms.

Initials: _____

Stop and Search has dropped and yet nationally we hear there's an increase. Operationally we had a different 'stop form' some members of the public don't take that so the documents aren't being processed. Indeed, there are a lot more people being 'turned over' in Swindon in view of the drug issues. It was recommended by some Councillors that we should still record the 'stop' even though they choose not to take the form at the time.

Q: What's the point of PCSOs?

A: Community and education is done by PCSOs as their skills sets are entirely different to police constables. PC and PCSOs have fundamentally very different roles and although the PCSOs don't have arrest powers they do influence the community. They fulfil the community liaison role, they integrate with the community whilst a normal police constable cannot take on that role as they simply do not have the time. The resources for PCs is stretched and PCSOs bridge the gap - it's not always law enforcement, community liaison has a part to play.

The meeting thanked Angus and Keith for their time and presentation and encourage Keith to attend future Council meeting once a quarter. They left the meeting at 20:11.

FC 58 MINUTES

Members received and approved the minutes of the Meeting held on 18th June 2019.

Proposed: Councillor V Manro Seconded: Councillor S Callen

Vote: Agreed with one (1) abstention.

RESOLVED: the minutes of the Meeting held on Tuesday 18th June 2019 be agreed and signed as a correct record.

FC 59 COMMITTEE RECOMMENDATIONS

FC 59.1 Policy & Finance Committee Meeting held on Tuesday 16th June 2019 recommended adopting the Financial Regulations and approve the Authorisation Limits.

Proposed: Councillor S Callen Seconded: Councillor S Fateru

Vote: Agreed unanimously.

RESOLVED: to adopt the Financial Regulations and approve the Authorisation Limits

FC 59.2 Policy & Finance Committee Meeting held on Tuesday 16th June 2019 recommended adopting the Procurement Policy

Proposed: Councillor S Callen Seconded: Councillor V Manro

Vote: Agreed unanimously.

RESOLVED: to adopt the Procurement Policy

FC 59.3 Policy & Finance Committee Meeting held on Tuesday 16th June 2019 recommended proceeding with the saving proposal of investing £200,000 into the Churches, Charities & Local Authorities (CCLA) PSDF short term

savings product and to review the Council's savings again in November 2019.

Proposed: Councillor S Callen Seconded: Councillor R Venkatesh
Vote: Agreed unanimously.

RESOLVED: to approve investing £200,000 in CCLA's PSDF short term savings product and to review the performance in November with the potential of investing further sums in either the short term or long-term bond.

FC 59.4 Planning & Highways Committee meeting held on 2nd July 2019 recommended all future Community Infrastructure Levy (CIL) receipts be transferred into a cost centre in the Council's accounts in order to fund additional spend on bus shelters, hard standings and play park refurbishments.

Proposed: Councillor E Baker Lee Seconded: Councillor V Manro
Vote: Agreed unanimously.

RESOLVED: to transfer all future CIL receipts into cost centres for the purpose of spending the monies on bus hard standings and bus shelters. and play park refurbishments

FC 60 Amenities & Leisure Committee meeting on 9th July 2019 recommended adopting a voluntary smoking ban in all Haydon Wick play parks and associated signage costs - to be met from playpark refurbishments.

Proposed: Councillor E Baker Lee Seconded: Councillor A John
Vote: Agreed unanimously with one (1) abstention.

RESOLVED: To adopt a voluntary smoking ban in all Haydon Wick play parks and associated signage costs. Expenditure will be taken from playpark refurbishments.

FC 61 COUNCILLOR REPORTS

Manro IT Working Party (Vinay, Rebecca and Georgina) met and discussed reviewing the website. Few starting points - what's needed statutory, what we'd like, we looked at a few other parish council's websites, discussed suppliers and some of whom are local too. No final budget set at this stage and timescales are open-ended at the moment. Actions for the other members of the working party members will be circulated and another meeting will take place next month. All members of the Council were encouraged to feedback with their ideas as well.

Fuller Has details of a pothole at The Brow for the Office to send onto SBC.

Liddon Attended an Independent Advisory Group meeting at the local police station - structure of the group nine members of the public and north Swindon had an overwhelming response. The group discussed police process, major incidents in the public domain and there was some suggestion to have a virtual

committee meeting but this posed confidentiality issues. Cllr Liddon still needs to be chosen to join. If appointed the Councillor's appointment will be report at Full Council.

Heyes Virgin fibre optic update will be progressed in November. Reported a disappointing response from the Highways team at SBC and has a meeting with them imminently - there are 90 unadopted roads in the parish and Councillor Heyes is trying to get these adopted by SBC.

Baker Lee Confirmed the Haydon Wick Festival went well and gave thanks to the Councillors and staff for coming down. The Chairman passed on word of thanks on behalf of the Church for the Council's support and grant. They also thanked our POST for doing some hedge trimming.

Jackson He is having talks with Arley Close residents in trying to tackle the illegal parking due to the school drop offs. Councillors mentioned that the only preventive measure is parking enforcement vehicles. Councillor Jackson will raise this issue with Councillor Renard

Worman Confirmed that Traffic Enforcement have taken on four new officers. Weed control gullies are coming to the parish. Commented on the new line markings. Reported that the gate closure mechanism at Brookfield play area is not working – it remains constantly open.

FC 62 SWINDON BOROUGH WARD COUNCILLOR REPORTS

Heyes Highways Officers not very effective and has a meeting with them to discuss. Motion to SBC in September to discuss road adoptions as many roads particularly in St Andrews are unadopted and parish isn't cutting the grass and looking very untidy.

Manro Food Waste Collection Trials - Abbey Meads and Taw Hill are part of the trial and includes Arley Close. In that area they'll be getting food waste bins soon. This is a trial to test the collection process, not if the recycling works it will be proceeding. As part of the new recycling scheme all Swindon residents can apply for free boxes until 1st August.

Councillor Worman queried the role and remit of the waste wardens and will be meeting with them soon. He will add this information in the next magazine.

FC 63 COMMUNITY ENGAGEMENT GROUP

Council received a verbal report and recommendations following the working party meeting on 2nd July 2019:

FC 63.1 80th Haydon Wick Celebration Afternoon Tea

Initials: _____

Provisional date: 11th September. The mayor is available on this date and has tentatively held it until further details are available. Meeting discussed how a local hotel may be able to donate items. A venue may be required and this will be investigated. A rough estimate of costs was presented and Councillors agreed to proceed on that basis.

Proposed: Councillor V Manro Seconded: Councillor E Baker Lee

Vote: Agreed unanimously.

RESOLVED: To proceed with the afternoon tea event based on a maximum budget of £564.

FC 63.2 Play Area Consultation/Rock Treasure Hunt

Meeting discussed the proposal which is to encourage residents to get out and about during the Easter holidays. It will also be an opportunity to get feedback from our residents on the play parks they've visited. Various suggestions were put forward as to who might decorate the rocks.

Proposed: Councillor E Baker Lee Seconded: Councillor S Callen

Vote: Agreed unanimously.

RESOLVED: To proceed with the event proposal to run at Easter 2020.

FC 63.3 Smoke free playground – Children's poster Competition

Meeting discussed approaching all primary schools (up to 11 years) to take part in a competition to publicise that Haydon Wick has smoke free parks. It was commented that we should use positive messaging during the competition.

Proposed: Councillor S Heyes Seconded: Councillor J Jackson

Vote: Agreed with two (2) abstentions.

RESOLVED: To hold a child's competition to promote Smoke Free Play Parks in the Parish.

Councillor R Ross left at 21.35

The meeting resolved to continue the meeting beyond two hours to 10pm (Standing Order 3x).

FC 63.4 VE Day 2020

A proposal was presented to include a magazine article in the Winter issue asking residents to collect their memories and record them for future generations. This would result in a pull-out section in the Spring 2020 issues. Councillor McDermott as Editor for the magazine welcomes assistance from all Councillors to provide future articles.

Proposed: Councillor A John Seconded: Councillor S Callen

Vote: Agreed unanimously.

RESOLVED: To include an article in the Winter issue of the magazine asking for VE memories and photos to produce a pull-out section in the Spring issue commemorating the 75th Anniversary of VE.

FC 64 Grants Working Party Recommendation

Members received a recommendation from the Grants Working Party meeting held on 16th June 2019 to award a grant to Safe Drive Stay Alive (SDSA) for £500 annually for the next three years. It was noted that if there is any surplus budget remaining in any of the next three year' budgets then more payments will be made to the group. However their total grant will not exceed the £1500 requested.

Proposed: Councillor S Callen Seconded: Councillor I Liddon

Vote: Agreed unanimously.

RESOLVED: To award £500 for the next three years or sooner if surplus budget is available. The total grant will not exceed £1500 requested.

FC 65 CLERK'S REPORT

A review of current polling places is being undertaken by SBC. Councillors are asked to consider the consultation document and come back with any comments on the current locations used as polling places with any suggestions for alternatives. Councillors have been emailed the link to the consultation and were encouraged to submit their comments by Friday 16th August 2019 directly to Electoral Services Team.

FC 66 PARKS & OPEN SPACES TEAM (POST) STATISTICS

Members noted the statistics for the first quarter of all POST enquiries received into the office.

FC 67 SWINDON AREA COMMITTEE (SAC)

Members noted that Swindon Area Committee reports and any future agenda items for SAC will be discussed at Full Council.

FC 68 COUNCILLOR ALLOWANCES

Council received a further report from the Clerk concerning the eligibility for co-opted Councillors to receive an allowance. The meeting noted the update which was provided by a Town & Parish Council Solicitor who confirmed the Parish Council has no power to pay a basic allowance to co-opted councillors. A co-opted member may be paid travel and subsistence allowance (2003 Local Authorities (Members Allowances) (England) Regulation 26).

FC 69 PARISH COUNCIL STRATEGY

This item was deferred to the Policy & Finance Committee on 23rd July.

FC 70 MEETING ETIQUETTE AND PREDETERMINATION

This item was deferred to the Policy & Finance Committee on 23rd July.

FC 71 FINANCIAL MATTERS

FC 71.1 Income & Expenditure: Noted the Income & Expenditure Statement for June 2019.

Proposed: Councillor V Manro Seconded: Councillor E Baker Lee

Vote: Agreed unanimously.

RESOLVED: to note the Income & Expenditure Statement for June 2019.

Councillors S Fateru and S Callen left at 9.50pm.

- FC 71.2 Bank Statements & Bank Reconciliations:** Noted the bank statements and bank reconciliations for June 2019. The Chairman signed the bank statements and reconciliations.

Proposed: Councillor V Manro Seconded: Councillor E Baker Lee
Vote: Agreed unanimously.
RESOLVED: to note the bank statements and bank reconciliations for June 2019.

- FC 71.3 Approval and signing the Payment Schedule** Council considered the payment schedules totalling £20,397.23 and £16,828.28 inc VAT under purchase day book references 517-560 and cashbook reference 198, totaling £32,305.88. After discussion, the Chairman signed the Schedule. Queries were raised which the Clerk and Administrator answered satisfactorily.

Proposed: Councillor V Manro Seconded: Councillor E Baker Lee
Vote: Agreed unanimously.
RESOLVED: to note the payment schedules for June 2019.

- FC 71.4 Nomination of two Councillors to spot check the Payment Schedule** Councillor E Baker-Lee and Councillor V Manro were nominated.

- FC 72 ELECTION BUDGET FUND REDISTRIBUTION**
This item was deferred to the Policy & Finance Committee on 23rd July.

- FC 73 ITEMS FOR NEXT AGENDA**
To provide to the Clerk a week before the 20th August meeting date.

- FC 74 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

- FC 75 AUTUMN SHRUB & HEDGE MAINTENANCE CONTRACT**
Recommendation from the Amenities & Leisure Committee meeting held on 9th July 2019 for 1: Awarding the Autumn/Winter Shrub and Hedge maintenance contract. 2. To use general reserves to meet the anticipated overspend in the grounds maintenance budget. 3 To start a tendering process for a 3-year hedges, shrub and bushes grounds maintenance contract. After a full discussion of the three recommendations, the meeting resolved to approve the following:

Proposed: Councillor S Heyes Seconded: Councillor E Baker Lee
Vote: Agreed unanimously.

RESOLVED: To award the contract to provide the Autumn/Winter 2019 grounds maintenance: hedges, shrubs and bushes to Countrywide at a total cost of £23,000 (excl VAT).

Proposed: Councillor S Heyes Seconded: Councillor S Callen

Vote: Agreed unanimously.

RESOLVED: To use General Reserves to meet the overspend of £6,500. Grounds Maintenance Contract [4522/307]

Proposed: Councillor S Callen Seconded: Councillor V Manro

Vote: Agreed unanimously.

RESOLVED: To undertake a full tender process for a 3-year contract to provide future Hedges, Shrubs and Bushes Grounds Maintenance (value approx. £115,000). Process to commence in September/October to feed into the budget setting timetable.

Members of the Planning Committee remained (Councillors J Fuller, A John, E Baker-Lee, S McDermott, L Brown & V Manro).

FC 76 PLANNING APPLICATIONS

FC76.1 Planning application - Lidl – Signage S/ADV/19/0908

Proposed: Councillor E Baker Lee Seconded: Councillor L Brown

RESOLVED: No objection.

FC76.2 Planning application – 38 Capesthorne Drive S/HOU/19/0860

Proposed: Councillor S McDermott Seconded: Councillor J Fuller

RESOLVED: No objection

The meeting closed at 10:00pm

Chairman: _____

Initials: _____