

HAYDON WICK PARISH COUNCIL

Minutes of the (Remote) Full Council of Haydon Wick Parish Council held on Tuesday 25th August 2020 at 7.30 pm held remotely via Microsoft Teams.

ATTENDENCE

MEMBERS: Councillors L Brown (Chairman), S Callen, S Fateru, J Fuller, R Hailstone, S Heyes, A John, V Manro, S McDermott, R Ross, L Rhys-Jones and R Venkatesh.

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

MEETING ROOM Councillors L Brown and S Callen

PRESENCE Officers: Clerk & Deputy RFO

FC 071 APOLOGIES

Apologies were received from Councillors K Naik (working commitments), A Roupelis (personal commitments), D Rodgers (personal commitments), E Baker Lee (personal commitments), I Liddon (personal commitments) and J Jackson (personal commitments).

FC 072 DECLARATIONS OF INTEREST

There were no declarations of interest received.

FC 073 SWINDON BOROUGH WARD COUNCILLORS REPORTS

Ward Councillor V Manro (Priory Vale): Double yellow lines will be put in, in Casterbridge Road in next few weeks. Approval for additional school safety zones will follow in this financial year. Orchid Vale school safety zone will be in place in this financial year, with Oakhurst and St Francis planned in next financial year (next year's finances subject to change).

Ward Councillor S Heyes (St Andrews): Nothing to report.

FC 074 PUBLIC PARTICIPATION

One member of the public attended the meeting and sent the following questions in advance to the Clerk.

Agenda item 7.4: Tree management policy. As this is a tabled item will the public be able to see the recommendation before the meeting?

The policy has been reviewed by councillors and members of public who have previously approached the Council to advise on how we manage our trees in the parish. Their input has been considered in this final document.

Agenda item 9.3: full explanation is required on play area budget?

4316.....195.2%? & 4342.....161.6% Are these correct?

The total budget of £103,341 represents 12.3% of total Parish Budget. Will this percentage be the norm for future years?

Finance Officer gave a verbal response explaining that the Income & Expenditure Report also includes expenditure for projects that are identified to come out of Ear Marked Reserves. She explained the report then deducts these

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figures (see the final figure for that cost centre: movement to/(from) General Reserves). To conclude, the percentage is not adjusted but the nominal code is actually underspent.

Agenda 24. Government planning reports. Should this item be for the attention of the whole 18 member council to consider? I am interested in the response from members on government planning - how will this be worked out? Could this item be brought forward?

Due to the size of our Council and having dedicated members on Committees, the Planning & Highways Committee members will review the government consultations in full and report their feedback to the Clerk. If other members of Full Council wish to assist, they will advise the Clerk.

FC 074 CHAIRMAN'S ANNOUNCEMENTS

Attended the Allotment Competition presentations along with Councillor Hailstone last week, giving out prizes and trophies to the winners, in a socially distanced way. Thanks to the Manor Garden Centre for their generosity to boost the prizes with gardening goodies. Attended the Tommy figure on VJ Day with Councillor E Baker Lee and was joined by a couple of local residents.

FC 075 MINUTES

Members received and approved the minutes of the Full Council Meeting held on Tuesday 28th July 2020.

Proposed: Councillor S Callen Seconded: Councillor S Fateru

Vote: Agreed unanimously.

RESOLVED: The minutes of the Full Council Meeting held on Tuesday 28th July 2020 be agreed and signed as a correct record when face to face meetings resume.

FC 076 AMENITIES & LEISURE COMMITTEE MATTERS

FC 076.1 SHELTER AT HEATON CLOSE

To note the work to relocate the shelter and to investigate repairs will commence in September once the children have returned to school.

FC 076.2 LITTER SIGNAGE

Proposed: Councillor R Hailstone Seconded: Councillor R Ross

Vote: Agreed unanimously.

RESOLVED: To launch an Anti-Littering Campaign working with local schools to decorate posters to be made into signage and displayed across the parish.

The following agenda item was discussed with 13.2 Christmas Parcel Scheme.

FC 076.3 CHRISTMAS ILLUMINATIONS & DISCRETIONARY PARCEL SCHEME

Proposed: Councillor V Manro Seconded: Councillor R Venkatesh

Vote: Agreed unanimously.

RESOLVED: To supplement the existing Christmas Parcel Scheme by using funds up to allocated from the Parks & Open Spaces (307) Festive Enhancement to provide food parcels to those residents who reached out the Council during the lockdown. Delegated authority to be given to the Clerk, working with the Working Party, to confirm the contents of the

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parcel and the final financial impact. A virement of the final cost from 307/4604 – Festive Enhancements to 402/4212 – Christmas Activities will be brought to Full Council for noting.

FC 076.4 TREE MANAGEMENT POLICY

Members received and agreed to adopt the Tree Management Policy as recommended by the A&L Committee.

Proposed: Councillor L Brown Seconded: Councillor R Hailstone

Vote: Agreed unanimously.

RESOLVED: To adopt the Tree Management Policy.

FC 076.5 WILDFLOWER UPDATE

To note the wildflower areas that were left unmown need to be cut, collected, and raked by the Grass Team on the next cut in order to ensure good growth and display for next year. The saplings at Hyssop Close will also be removed. Scheduling in a time for them to cultivate the two seeded areas and plant the seeds in October. Now is the time to consider where to plant bulbs in September and October for next year's showing. *To be added to the A&L Discussion next month.*

FC 077 SKATE PARK REFURBISHMENT BUDGET UPDATE

To note the total cost of the skate park refurbishment to include CCTVs, shelters, graffiti wall, artists and committed staff costs to monitor the skate park in the first few weeks of opening is a grand total of £89,467. Discussed and agreed to consider including the cost of a CCTV kit (£1,364) every time a play area is refurbished.

Proposed: Councillor V Manro Seconded: Councillor R Hailstone

Vote: Agreed unanimously.

RESOLVED: To consider including the cost of a CCTV kit (£1,364) every time a play area is refurbished.

FC 077.1 VEXATIOUS COMPLAINANT

Members received a recommendation from the P&F Committee to apply the Council's Habitual and Vexatious Complainant Policy to a resident who continues to complain, despite assurances from the Council the issues are being dealt with.

Proposed: Councillor S Callen Seconded: Councillor L Brown

Vote: Agreed unanimously.

RESOLVED: To apply the Council's Habitual & Vexatious Complainant Policy to a resident who continues to complain, despite assurances from the Councils the issues are being dealt with.

FC 077.2 SWINDON BOROUGH COUNCIL'S (SBC) COVID-19 EMERGENCY PLAN

Proposed: Councillor S Callen Seconded: Councillor L Brown

Vote: Agreed unanimously.

RESOLVED: To append SBC's Covid-19 Emergency Plan to the Parish Council's existing Emergency Plan.

Councillor A John joined the meeting

FC 077.3 FINANCIAL YEAR 2020/21 MONTH 4 REPORTS

Members noted the Income and Expenditure Report for Month 4 and the Bank Balance Report

FC 078 APPROVAL OF PAYMENTS

Proposed: Councillor S Callen **Seconded: Councillor S Fateru**

Vote: Agreed with one (1) abstention.

RESOLVED: To approve the payments totalling £91,478.43 under reference numbers 1069-1111 and cash book number 234.

FC 079 BANK RECONCILIATIONS

Members noted the Bank Statements and Bank Reconciliations for March to July 2020.

FC 080 VIREMENT

Proposed: Councillor R Ross **Seconded: Councillor V Manro**

Vote: Agreed unanimously.

RESOLVED: To vire the sum of £17,039 from Capital Projects/Community Engagement Role [605/4003] to [102/4000, 4004, 4005] Administration/Salaries - PAYE & NI Payments - Pensions Contributions.

FC 081 COMMUNITY ENGAGEMENT WORKING PARTY MATTERS ARISING FROM 11 AUGUST 2020

FC 081.1 HAYDON WICK LIVING MAGAZINE – WINTER

Members noted Councillor S McDermott will contact regular contributors and Councillors for content. Deadline for content is 30th September 2020, and any intention for submission to be highlighted to Councillor McDermott as soon as possible.

FC 081.2 CHRISTMAS CARD COMPETITION

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

Vote: Agreed unanimously.

RESOLVED: To repeat the Christmas Card competition with local schools but to reduce the entrance categories to primary age only.

FC 081.3 REMEMBRANCE DAY

It was noted Ward Councillors Manro and Heyes will attend the Swindon Borough Council service and will lay a wreath on behalf of the Parish Council. If any other Parish Councillors would like to attend, please inform Councillor Manro or Heyes.

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

Vote: Agreed unanimously.

RESOLVED: To retain the Remembrance activity at Parish level and to hold it at Havisham Park where social distancing is possible. Subject to government guidelines at the time.

FC 082 DEMENTIA FRIENDLY COMMUNITIES: MEMORY CAFÉ FUNDING

Proposed: Councillor S McDermott **Proposed: Councillor S Callen**

Vote: Agreed unanimously.

RESOLVED: To agree in principle for the Community Development Officer to continue to research the development of a memory café for Haydon Wick Parish Council (run by volunteers and a temporary contracted co-ordinator for project development) to address the needs of isolated, vulnerable and dementia patients within the community. To include running public consultations. To approach other successful memory cafes within the area to fact find for a robust grant application. To use the Council's community bus to transport the attendees.

FC 083 HEALTH & SAFETY AND FIRE RISK ASSESSMENT – RETAINED H&S ADVISOR

Proposed: Councillor V Manro **Proposed:** Councillor R Venkatesh
Vote: Agreed unanimously.

RESOLVED: To proceed ABR Safety Ltd for the cost of £1060 + VAT for Year 1 with a reduced rate with continued support at £760 + VAT for Year 2. In 2020/21 vire £1,000 from 307/4009 to a new 102 Office Expenditure Health & Safety code. To consider a budget £1,500 in 2021/22 to fund Year 2 of a Retained Health & Safety Advisor. To consider offering NEBOSSH training for a member of staff.

FC 084 COUNCILLOR REPORTS

Councillor S Callen Has been approached by Project Manager from Prospect Hospice enquiring if we could advise on additional drop off points for items donated from residents. Any suggestions, please to Councillor Callen.

Councillor R Venkatesh Been looking into a query re parking by a Shop/house in The Street. It is not on public highway. Councillor Renard has responded and has assisted. Any information or comments please to Councillor Venkatesh so that he can report back.

Councillor R Hailstone Trees and branches have brought down by the wind and there is debris in several locations around the Abbey Meads/Taw Hill areas. Wondering if it is our Team that are leaving this. Unlikely as our Team do clear up after themselves but we will reiterate this. Regarding the vandalism at Brookfield play park – if we contact Zurich, they have funds to distribute which could cover this.

Councillor J Fuller Informed that North Swindon Community Safety group sent out a communication to say they are reforming. The Clerk is reporting this in the Clerk's report and an update will feature on the Council's facebook page.

Councillor L Rhys-Jones Business vehicles parking at Redhouse by the shops is limiting usage by residents. Can anyone advise if there is a solution to this problem. Councillor Heyes

stated that St Andrews PC is buying land which will allow more parking and alleviate the situation. There are currently no restrictions so nothing can be done to prevent it.

Councillor L Brown

Received a comment from a resident regarding how good the parish and Pond Lane is looking and pleased with how well our team are keeping on top of things – especially during difficult these times.

FC 085

CLERK'S REPORT

North Swindon Policing Update –email from Policing team has been circulated to members. Confirms the police team deployed in Haydon Wick and St Andrews parish areas. Plans in progress to reinvigorate a Community Safety Group (CSG) to build better working relationships dealing with local issues which are prevalent. Their update will be published on Facebook and Website. They have also offered to attend future Full Council meetings too – invites will be sent out.

Accident – to report a member of Tidy Up Team was recently bitten on their round. Operative is up to date with tetanus.

Skatepark – any councillors unable to help with monitoring the numbers when the park opens may be interested in helping the with painting tomorrow (26th). This will help the team achieving their deadline of completion by Friday.

Councillor Training – session on the fundamentals of being a councillor is being offered remotely by Wiltshire Association of Local Councils (WALC). Limited to two places only. Please let me know asap if you'd like a place.

Payments – two additional payments (previously agreed and a recurring supplier) will be paid tomorrow. One for newspaper distribution (£450) and second for puzzle in the magazine (£7.20).

Community Bus – Finance Officer met with bus drivers and has been in touch with passengers and all are keen to recommence the service. The service will re-start on Tuesday 1st September. Haydon Wick Club Monday afternoon session is not running currently. Awaiting confirmation regarding the Thursday and Friday Clubs. From September services will be: Tuesday and Thursday morning shopping trips. Wednesday (once or twice per month – to be confirmed) organised by The Over 60's Club. Will review how the service is running in these changing times and to prepare for an increased service when the time comes. Only one trip will be made in any one day in order for the bus to be deep cleaned by the Cleaner – as an extra expense to the Council.

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Invitation to Tender now live for our Website Design, Development & Rebrand project. Deadline for tender is 4th September 2020. Advertised on our website and Facebook. Councillors acknowledged the speed and quality of the ITT document. Thanking the Community Development Officer and Office for progressing the project so quickly.

FC 086 LEISURE GARDEN 2020 RATES

Members received and noted the tabled report and after discussion resolved to the following.

Proposed: Councillor L Rhys-Jones Proposed: Councillor R Ross

Vote: Agreed unanimously.

RESOLVED:

- 1. To approve the rents for 2020/2021 with a 1.1% increase consistent with the July RPI figure.**
- 2. To approach a 'cashless' payment method for rent renewals for this and future years**
- 3. To not round the payments up to the nearest 50p and apply the correct discount using the allotment package**
- 4. To keep the minimum payment at £10.00**
- 5. To hold a virtual annual plot holder meeting this year.**

FC 087 ITEMS FOR NEXT AGENDA

To provide to the Clerk at least a week before the next Full Council meeting on 23rd September 2020.

FC 088 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: Commercially sensitive.

20.48 The member of the public and Community Development Officer left the meeting.

FC 089 AMENITIES & LESIURE COMMITTEE RECOMMENDATION

Members received a presentation from the Clerk and Councillor S Heyes concerning the Depot Feasibility project. It was acknowledged from the outset the proposals were in principle only and any decision made this evening is not the final decision as there would need to be further investigations and full costs, which would be brought back to Full Council in November. Councillor Rhys-Jones offered to assist in this regard. Councillor Fuller requested more time to review the presentation and so it was agreed that any member wishing to receive a hard copy of the presentation should contact the Clerk as soon as possible and to let her know if they wish to join the next Depot Feasibility Working Party, where further questioning would be possible. After more discussion, an acknowledgement of the late hour, and reiteration from the Chairman that decision this evening was to progress the feasibility proposals in principle only, the meeting agreed to proceed with the recommendations presented. The Clerk clarified with the meeting if there was a point of order that any member wished to make known and none were presented.

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Proposed: Councillor V Manro **Proposed: Councillor L Rhys-Jones**
Vote: Agreed with six (6) For and six (6) Objections with the Chairman using her casting vote For the recommendations to proceed.

RESOLVED: Agreed in principle to the recommendations contained in the confidential report giving delegated authority to the Depot Feasibility Working Party [Members: Hailstone, Heyes, McDermott, Baker Lee, Manro & Jackson] to work with Officers to present more accurate costing for Full Council consideration by November 2020.

To commence the recruitment process immediately for a Head of Parks & Open Spaces – permanent position, full time 37 hours per week. Salary from £26,317-£30,507 per annum.

To use of an independent external consultant to run the recruitment process – costs in region of £3,000.

FC 090 COMMUNITY ENGAGEMENT WORKING PARTY RECOMMENDATIONS

Proposed: Councillor J Fuller **Proposed: Councillor S Heyes**
Vote: Agreed unanimously.

RESOLVED: To support local businesses during this difficult time the Council will provide free advertising in the Winter issue of Haydon Wick Living. This will be for one issue only and offered only to those advertisers that appeared in the Summer online issue. There will be a maximum of 14.5 pages given over to advertising resulting 23% of the 64 pages of content. This will result in the loss of up to £600 advertising income.

The meeting closed at 21:35 deciding to defer the Planning & Highways matters until Tuesday 1st September 2020.

The meeting closed at 21:35

Chairman _____

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