

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Full Council of Haydon Wick Parish Council held on Tuesday 15<sup>th</sup> October 2019 at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

### **ATTENDENCE**

#### **MEMBERS:**

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

#### **OFFICERS:**

Clerk, Georgina Morgan-Denn  
Administrator, Sandra Kelly  
Administrator, Laura Cutter

#### **BOROUGH COUNCILLORS:**

Councillors S Heyes & V Manro

### **FC 111 APOLOGIES**

Apologies were received and accepted from Councillors J Fuller, R Hailstone and D Rodgers (holiday), K Naik, A Roupelis (work commitments).

**Proposed: Councillor S Callen**

**Seconded: Councillor E Baker Lee**

**Vote: Agreed unanimously.**

**Resolved:** To accept the apologies.

### **FC 112 DECLARATIONS OF INTERESTS**

Councillors S Heyes & V Manro declared an interest in Item 11 – Swindon Borough Council Borough/ Parish Election Cycle Consultation.

### **FC 113 PUBLIC PARTICIPATION**

There were no members of the public present.

### **FC 114 CHAIRMAN'S ANNOUNCEMENTS**

Reminded all members that if anyone is on call to inform the Chairman. Informed that Councillor R Worman has resigned and read out a letter of thanks. Two wreaths have been purchased in preparation for Remembrance Sunday. Anyone wishing to contribute, please leave a donation with the Office. Wildflower areas are currently being created so inform residents that this is work in progress via the web site. A proposed site is outside Catherine Wayte school so office to contact the school to make them and the parents aware. The Guides are going on their Paris trip which Haydon Wick Parish Council gave them funding for. They will feedback to the Council, on the trip, at the November Council meeting.

### **FC 115 MINUTES**

Members received and approved the minutes of the Meeting held on 17<sup>th</sup> September 2019.

**Proposed: Councillor I Liddon**

**Seconded: Councillor A John**

**Vote: Agreed unanimously.**

**RESOLVED:** the minutes of the Meeting held on Tuesday 17<sup>th</sup> September 2019 be agreed and signed as a correct record.

Initials: \_\_\_\_\_

**FC 116 SWINDON BOROUGH COUNCIL BOROUGH/PARISH ELECTION CYCLES CONSULTATION**

The meeting received a presentation from Swindon Borough Council (SBC) Officers concerning changes to the Borough & Parish Council election cycles whereby the proposal is to move from elections “in thirds” (every three years), to whole Council elections every four years (when the whole Council would be up for election). Parish Councils have been asked if they wish to adopt this new model also and then the Borough and Parish elections would take place at the same time, making a cost saving. The presentation included costings for both options.

Council requested that the Officers consider the possibility of having fewer polling stations and the implications thereof. The meeting was informed that this would require a review of the ward boundaries via a Community Governance Review. Officer to check with the Returning Officer, the feasibility of this request.

One of the issues moving to a four yearly cycle would be that on implementation, Haydon Wick Councillors would have a seven year term by the time elections came around again in 2026 and the Officer to check if this extended term of office would be acceptable with the Electoral Commission. SBC have requested the Parish Councils give their view on the proposal by 22 November 2019.

*Councillor Liddon left the meeting at 8:05pm. Returned at 8:08pm.*

**FC 117 COUNCILLOR REPORTS**

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|------------------------|--|
| Councillor S Callen    | Took the opportunity whilst attending Macmillan Coffee morning to discuss local issues with residents and to promote services such as the Community Bus and Christmas Parcel Scheme. Displayed a walking route map created by Swindon Borough Council that shows routes to the Town Centre from North Swindon. Office to get further copies.   |
| Councillor S McDermott | Gave a brief update on the Christmas Parcel Scheme to be included in the Community Engagement item. Christmas Card competition has been held and a winning design has been chosen which will accompany the Christmas parcels only. Another style of Christmas card will be used for sending out to business and service users/volunteers.  |
| Councillor I Liddon    | Recently attended an open evening for the Police Independent Advisory Group and was invited to join the Swindon North Committee at his first meeting next week. Councillor Liddon will be advised as to what Council information he can share with Committee. Observed that the smoke free initiative promotes vaping. However, Council should not consider promoting this (vaping) as |

- recent studies suggest vaping is not a safe alternative to smoking.
- Councillor S Heyes Haydon Wick upgraded to fibre broadband up to 1GB speed – many roads have not been adopted plus pavements won't be dug up. HW Exchange – Priory Vale is served by Blunsdon.
- Councillor R Ross Recently attended North Swindon Fun Day (NSFD) meeting. St Andrews Parish has expressed an interest in taking this event over and the NSFD committee is favourable to this idea.
- Councillor R Venkatesh Gave feedback on a survey that raised opportunities for tourism for Swindon. Will forward to Clerk – closing date TBC.

**FC 118 SWINDON BOROUGH WARD COUNCILLOR REPORTS**

None.

**FC 119 SWINDON AREA COMMITTEE**

Councillor A John updated the Council on the recent SAC meeting held on 19<sup>th</sup> September 2019. Re-elected Councillor M Compton (Blunsdon) as Chairman and Councillor R Hailstone (Haydon Wick) as Vice Chairman.

Key points included discussions about wildflowers, gateways and tree maintenance issues, which have been raised directly with SBC and will be reported back at a future meeting.

**FC 120 CLERK'S REPORT**

None.

**FC 121 SWINDON BOROUGH COUNCIL/ PARISH ELECTION CYCLES CONSULTATION**

The meeting discussed how fundamentally proposed change to all out election cycle is logical from a financial point of view. Should the Parish Council adopt the proposal it could mean a seven year term for Councillors which could be too long a term. After a through discussion, the Council resolved to fall in line with the proposed all-out SBC election cycle, with effect from 2026 election, to provide continuity of service to the electorate and assuming that the Electoral Commission will allow for a seven-year term for Parish Councillors. If this is not possible, and a change is imposed upon the Council, then this Council will fall in line from 2022.

**Proposed: Councillor S Callen                      Seconded: Councillor I Liddon**

**Vote: Agreed with four (4) abstentions.**

**RESOLVED:** The Council will fall in line with the proposed all-out SBC election cycle, with effect from the 2026 election, to provide continuity of service to our electorate. This assumes that the Electoral Commission will allow for a seven-year term for Parish Councillors. If this is not possible, and a change is imposed upon us, then we will fall in line from 2022.

**FC 122 SWINDON BOROUGH COUNCIL LOCAL PLAN REVIEW**

The meeting noted the final submission sent to SBC in response to the Local Plan Review Consultation – delegated authority given to Councillor J Fuller at

the previous Full Council Meeting [FC 101]. Councillors acknowledged the hard work of the working party for reviewing and thanks to Councillor J Fuller for pulling together a suitable document for submission.

**FC 123 COMMITTEE RECOMMENDATIONS**

**FC 123.1 Policy & Finance – 27<sup>th</sup> August 2019:**

- A) To resolve to adopt the Document Retention Policy
- B) To resolve to adopt the Financial/Operational Risk Assessment
- C) To resolve to adopt the Flyposting Policy

All policies are acknowledged to be on going, work in progress so it is recommended that they are accepted and adopted, with minor amendments where necessary. Any major amendments, updates and regular reviews will be brought back to Council to approve. Discussion took place regarding flyposting relating to carnivals and fairgrounds as these have their own legislation.

**Proposed: Councillor S Callen                      Seconded: Councillor J Jackson**

**Vote: Agreed with one (1) objection.**

**RESOLVED: To adopt the following three policies:**

- A) To resolve to adopt the Document Retention Policy
- B) To resolve to adopt the Financial/Operational Risk Assessment
- C) To resolve to adopt the Flyposting Policy

**FC 123.2 Amenities & Leisure Committee - 8<sup>th</sup> October 2019:**

the meeting discussed purchasing a Skate Park Shelter and to give delegated authority to the Clerk to spend up to £4200.00 from the General Reserves – unless a grant is secured.

**Proposed: Councillor S Heyes                      Seconded: Councillor E Baker Lee**

**Vote: Agreed with one (1) abstention.**

**RESOLVED:** To resolve to purchase a Skate Park Shelter and give delegated authority to the Clerk to spend up to £4200.00 from the General Reserves – unless a grant is secured.

**FC 124 CHAIRS CO-ORDINATING / FUTURE COUNCIL STRATEGY WORKING PARTY**

The meeting heard from the working party following a recent meeting. Council should commit to a strategy and make sure working practices are adhered to. Clerk has some contacts that can assist in drawing up SWOT/PEST analyses. Consideration should be given for the period the document will cover, bearing in mind electoral changes and should be robust enough to achieve the aims of the Council. Future discussions including community consultations will be required as part of the strategic development process.

Various suggestions for future strategy were discussed including:

- Clary Road and a query was raised on the length of the lease - Officers to locate the deeds and leases to clarify.
- Climate control/carbon neutral strategy and a recommendation that policies need to be put in place to ensure and mitigate against these issues.
- Reviewing the Parish Office extension by implementing a business plan to decide on the feasibility of the project.

- Confirmation how a business plan/strategy would also help to prepare for any S106 or CIL monies that may become available which would make the case for funding stronger
- Expansion of Tadpole (Oakhurst).

**FC 125 COMMUNITY ENGAGEMENT WORKING PARTY**

The meeting noted the recommendations from the Working Party and after discussion agreed to the recommendations within the report:

- Reserve one page in all magazines for meeting dates/parish events.
- To hire an event consultant to assist with VE Day initial budget preparation, event format and logistics - max £250 allocated.
- To hire an event publicity and podcaster/coordinator.
- Events list for Councillors to volunteer and attend.

The meeting also received updates on:

**Xmas parcels:** Bags have been donated by Kellaway's Building Supplies for delivering the Christmas parcels. A lot of interest has been received in advance of it being advertised in the magazine which indicates that there will likely be more demand this year. The local sheltered housing associations also always show an interest in the scheme.

**Xmas card competition:** Lots of entries were received but some had to be discounted because they didn't meet the criteria. The card will now be printed and included in with the Christmas parcels only. A separate card will be sent to suppliers and other service users.

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

**Vote: Agreed unanimously**

**RESOLVED:** To accept recommendations (1-4) within the report:

- Reserve one page in all magazines for meeting dates/parish events.
- To hire an event consultant to assist with VE Day initial budget preparation, event format and logistics. £250 allocated.
- To hire an event publicity and podcaster/coordinator.
- Proceed with volunteer/thank you event and obtain a list of Councillors to volunteer/attend.

**FC 126 COUNCILLOR EXTERNAL REPRESENTATION**

The Chairman reminded that Councillors must be authorised to attend meetings as a representative of and to speak on behalf of the Council. Every year the Parish Council will stipulate what external representations they wish to make for the year at its Annual Meeting in May however as new groups are formed consideration will be brought to future Council meetings.

*As the meeting had reached two hours (Standing Orders 2x). The Chairman suspended standing orders to extend the meeting by 15 minutes.*

**FC 127 FINANCIAL MATTERS**

**FC 127.1 Income & Expenditure:** Noted the Income & Expenditure Statement for September 2019.

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

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

**FC 127.2 Bank Statements & Bank Reconciliations:** Noted the bank statements and bank reconciliations for September 2019. The Chairman signed the bank statements and reconciliations.

**Proposed: Councillor S Callen                      Seconded: Councillor J Jackson**  
**Vote: Agreed unanimously.**

**RESOLVED:** to note the bank statements and bank reconciliations for September 2019.

**FC 127.3 Approval and signing the Payment Schedule** Council considered the payment schedules totaling £11,494.12; £8,388.08; £500.29 inc VAT under purchase daybook references 643-681 and cashbook reference 207, totaling £32,364.79.

**Proposed: Councillor S Fateru                      Seconded: Councillor S McDermott**  
**Vote: Agreed unanimously.**

**RESOLVED:** to note the payment schedule for August/September 2019 with the addition of a late invoice (number 0101) received requiring urgent payment the printing of Haydon Wick 'Living' magazine for £465.00.

**FC 127.4 Nomination of two Councillors to spot check the Payment Schedule** Councillor S McDermott and Councillor V Manro were nominated.

**FC 127.5 EXTERNAL AUDITOR'S RESPONSE TO AGAR**

Members noted the final External Auditor's comments in relation to the review of Annual Governance Accountability Return (AGAR Part 3). Due to a risk assessment not being implemented during the financial year and trustee responsibilities not being met, 'other' matters will be raised by the external auditor. There is now a risk assessment policy in place and the trustee responsibilities are being addressed.

**FC 127.6 REPORT ON CIL NEIGHBOURHOOD PROPORTION FOR 2018/19**

Contents of the report were noted and after discussion the meeting approved submission of the report to SBC and for publication on websites.

**Proposed: Councillor S Callen                      Seconded: Councillor S McDermott**  
**Vote: Agreed unanimously.**

**RESOLVED:** To approve submission of the report to SBC and for publication on websites.

**FC 128 COUNCILLOR 'CHECKING IN'**

Members discussed progress and understanding of the role since joining the Council in May and asked if any further support is needed. If so, please contact the Clerk or another Councillor.

**FC 129 SBC PARISH MAINTENANCE: FUTURE OPPORTUNITIES**

The meeting noted SBC's offer to undertake additional works, particularly in respect of traffic management and maintenance of public spaces, including the public highway. The meeting considered any projects suitable for SBC to do over the next 12 to 18 month period. Items to be discussed at Planning & Highways and Amenities & Leisure.

**FC 130 PLANNING APPLICATION**

The meeting received feedback from SBC on Haydon Wick Parish Council's objection to planning application S/HOU/10/1256PK. It was discussed and decided that due to the reasons given by SBC, the Parish Council will withdraw its objection to the application.

**FC 131 ITEMS FOR THE NEXT AGENDA**

To be passed to the Clerk at least a week prior to the Full Council meeting on 19<sup>th</sup> November 2019.

The meeting closed at 9.42pm

**Chairman:** \_\_\_\_\_

**Initials:** \_\_\_\_\_