

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Full Council of Haydon Wick Parish Council held on Tuesday 19<sup>th</sup> November 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, D Rodgers, R Ross and R Venkatesh.

#### **OFFICERS:**

Clerk, Georgina Morgan-Denn  
Administrator, Sandra Kelly

#### **BOROUGH COUNCILLORS:**

Councillors S Heyes & V Manro

### **FC 132 APOLOGIES**

Apologies were received and accepted from Councillors A Roupelis (work commitments) and S Callen (personal commitments).

**Proposed: Councillor V Manro                      Secoded: Councillor E Baker Lee**

**Vote: Agreed unanimously.**

**Resolved:** To accept the apologies.

### **FC 133 DECLARATIONS OF INTERESTS**

Councillors V Manro, A John and S Heyes in Library agenda item 16: North Swindon Library. Councillors R Hailstone, J Fuller and V Manro in agenda item 20: Wiltshire Council Community Governance Review.

### **FC 134 PUBLIC PARTICIPATION**

There were no members of the public present.

### **FC 135 CHAIRMAN'S ANNOUNCEMENTS**

Advised if anyone is on call to let the meeting know. Announced informal gathering following December's Full Council and donations to the buffet would be appreciated. The Office will circulate a list. Donations towards the cost of the wreaths, gratefully received too. Read out a Thank You from Bobby Van Trust who advised they have a roadshow presentation relating to online safety which could be delivered any community groups. Please let Clerk know of anyone who may be interested. Another thank you - from Tuesday Art Group for their grant to put on their annual exhibition and for purchase of materials. Thanks also, from the group, to staff for their support over the year.

### **FC 136 MINUTES**

Members received and approved the minutes of the Meeting held on 15<sup>th</sup> October 2019.

**Proposed: Councillor A John                      Secoded: Councillor S Heyes**

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

**RESOLVED:** the minutes of the Meeting held on Tuesday 15<sup>th</sup> October 2019 be agreed and signed as a correct record.

**FC 137 COMMUNITY GRANT RECIPIENT PRESENTATION**

Members received a presentation from the 5<sup>th</sup> Swindon Guides & Ranger Unit following their first international trip to visit Paris and Disneyland. The trip was organised through PGL and was undertaken to celebrate the Unit's 100<sup>th</sup> birthday. An application for a grant was made to HWPC and the group were awarded £1,000. Their total fundraising effort raised £5,068. The funding met travel costs, uniform, lunch boxes, water bottles, goodie bags and meals. Four of the Guides gave their perspective on the trip. The Chairman thanked the Guides for their excellent presentation.

**FC 138 COUNCILLOR REPORTS**

- Manro Received some queries in Oakhurst regarding bins removals. Technical Assistants have produced a map to identify where the next available bin is sited. Map available to all Councillors to help with any resident queries.
- Baker Lee Social media provided by the Office has been great this week.
- McDermott Concerned recent media, promoting Seven Fields Park Run does not mention HWPC's financial and resource commitment.
- Venkatesh Assisted with the first TCS STEM program at University Technical College for Year 10 students with interactive and engaging activities.
- Hailstone Swindon Advertiser article in which PC Keith MacDonald has mentioned that Parish Councils offer funding for youth groups. Concerned this funding has not been discussed or agreed with the Council.
- Heyes Slow progress with St Andrews on hedge cutting and joint working.
- Liddon Attended Independent Advisory Group for Wiltshire Police as a resident. It is an interesting committee to be part of and will continue to update us.
- Brown Re Park Run: Councillor Brown will contact Phil Jefferies to make sure this Council's input is recognised publicly. Reported the Park Run Director had passed on a thank you. Informed members that Sandra Kelly has now passed her CILCA.

**FC 139 SWINDON BOROUGH WARD COUNCILLOR REPORTS**

- Renard Lots of resident contact but a lot of national issues rather than local ones. Tracy Close anti-social behaviour taking place and is liaising with the local police on this matter.

**FC 140 CLERK'S REPORT**

Council is taking part in 24-hour social media marathon today called '#OurDay'. The Local Government's Association's initiative that gives councils, councillors, clerks and county association the opportunity to share their stories of how they improve the quality of life of residents.

Training - Media Savvy Saturday 7<sup>th</sup> December. Anyone wishing to attend should contact Shirley Ludford directly.

Training – Developing Chaining Skills £65 per person. Date Friday 17<sup>th</sup> January 9-4pm in Royal Wootton Bassett. Please let Clerk know this week if you'd like to attend.

Training – Equalities & Inclusion session at SBC on 15 January 2020. 6pm – 8pm. All Councillors invited to this. Iain and Sarah confirmed to date. Any more takers please let Clerk know.

Statement received from National Association of Local Councils regarding Purdah. Local councils should not issue any publicity or allow potential MPs to speak at council meetings which would seek to influence voters during the period between the notice of an election and the election itself. Local councils should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members. Publicity relating to individuals involved directly in the election should not be published by local councils during this period. It is permissible for local councils to publish factual information which identifies the names, wards and parties of candidates at elections. The Clerk advised members the Haydon Wick newsletter (containing local MP information) had already been produced and was out for delivery before the election was called.

#### **FC 141 COMMUNITY ENGAGEMENT WORKING PARTY**

Updated Full Council following a recent Working Party on the following:

*Volunteer Event 30 November 2019* - drop in session in the morning for anyone interested in volunteering and in the afternoon a thank you event for existing volunteers. Appreciate support from Councillors – let Clerk know.

*Christmas Parcel Scheme* - Sarah is co-ordinating this and requires support from Councillors on Friday 13<sup>th</sup> December for packing from 10am onwards and Saturday 14<sup>th</sup> for delivery the parcels. Contact directly or via Clerk.

*Christmas Cards* - have been printed for the parcels following the competition.

*VE day celebrations May 2020* - advice being received from an event organiser who is helping with a budget for this event. Councillors are encouraged to send any suggestions on entertainment, groups, charities who should be included in this event. Current plans are for it to take place at King George V playing field.

*Remembrance Sunday* - wreaths were laid in commemoration this year. In 2020 it is planned to extend the event by inviting residents to join Council at both of the sites in the parish, either in the week before, or on Remembrance Sunday.

*Haydon Wick Festival* - Council hopes to have more involvement in this event in the future.

*North Swindon Fun Day* - to investigate further this Council's involvement.

*Smoke Free posters* – plans to install signage and have a competition running over Christmas period. Aiming to finish this project within this financial year.

*Community Development Officer* - proposal for a new salaried role for the Parish Council will be presented in the salary budget as part of the 20/21 budget/precept proposal.

*Haydon Wick Heroes* - Our own Pride of Parish scheme is being launched at the Volunteer event on 30th November. Aim is to acknowledge community and voluntary work taking place across the parish. There is a budget impact which will be provided for in the 20/21 budget/precept proposal.

**FC 142 TREE MAINTENANCE – SWINDON AREA COMMITTEE (SAC) UPDATE**

The meeting received a verbal update from Councillor R Hailstone. Following SAC's Extraordinary Meeting to discuss the tree maintenance issues within the Borough and the possibility of parish's funding SBC's tree department, the meeting was unanimous in the decision that parish councils did not wish to support this suggestion and that this service should remain within the Borough Council as it is a statutory duty. A letter to this to effect, including responses from all parish councils is going to the CEO of SBC. The matter will then be discussed at the Clerks & Chairs meeting on Tuesday 3<sup>rd</sup> December 2019. This Council maintains its own trees so is reluctant to contribute to a central fund as it cannot be assured that the money contributed will be spent in our Parish.

**Proposer:** Councillor R Hailstone      **Seconded:** Councillor J Jackson

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

**RESOLVED:** to support the collective Swindon Area Committee's statement not to support Swindon Borough's suggestion to contribute towards a Tree Maintenance fund.

**FC 143 FINANCIAL MATTERS**

**FC 143.1 Income & Expenditure:** Noted the Income & Expenditure Statement for October 2019.

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

**Vote: Agreed unanimously.**

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

**FC 143.2 Bank Statements & Bank Reconciliations:** Noted the bank statements and bank reconciliations for October 2019. The Chairman signed the bank statements and reconciliations.

**Proposed: Councillor I Liddon      Seconded: Councillor V Manro**

**Vote: Agreed unanimously.**

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

**FC 143.3 Approval and signing the Payment Schedule** Council considered the payment schedules totaling £15,897.77 and £338.67 inc VAT under purchase daybook references 682-727 and cashbook reference 212, totaling £32,141.85.

**Proposed: Councillor D Rodgers      Seconded: Councillor E Baker Lee**  
**Vote: Agreed unanimously.**

**RESOLVED:** to note the payment schedule for October/November 2019.

**FC 143.4      Nomination of two Councillors to spot check the Payment Schedule**      Councillor D Rodgers and R Hailstone were nominated.

**FC 144      ELECTION UPDATE**

The meeting was informed Swindon Borough Council had notified the Clerk that there had been an uncontested election for the Haydon Wick Parish Ward. The new Councillor will attend Full Council meeting on the 17<sup>th</sup> December 2019.

**FC 145      FUTURE ELECTION POLLING CARDS**

Clerk requested clarification if Council wants to include Polling Cards in future elections. As a General Election had been called, the Haydon Wick Parish Election was due to take place at the same time. This meant shorter timescales than usual to arrange the election and the SBC Election Team needed an immediate decision about using polling cards. As this Council had previously stated no Polling Cards the Office proceeded on the same basis. The Clerk informed Full Council of the potential impacts of not having polling cards, which may result in a low turnout and could cause confusion over which polling station residents should use. The cost for polling cards is up to an additional £3,500 depending on the size of electorate in that ward. After discussion, members decided polling cards would be considered on a case by case basis and may require an Extraordinary Full Council to be held to make the final decision.

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

**RESOLVED:** To consider using Polling Cards on a case by case basis and call an Extraordinary Full Council meeting to make the final decision.

**FC 146      OUTSTANDING ROUNDABOUT ADVERTISING INCOME**

Following several months of chasing, the Clerk has received an update email from SBC Officers detailing how and when outstanding income from roundabout advertising was due. Confirmation has been given that the 2018/19 payment would be received to value of £506.50, in 2019/20 £379 would be expected and a further £106.25 is due in 2020/21.

**FC 147      NORTH SWINDON LIBRARY**

SBC has requested the Parish Council fund extra staff hours at the North Swindon Library. This request has been made in previous years but each time the Council has declined it. Members agreed to maintain the stance which is not to fund additional staff hours at the North Swindon Library.

**Proposed: Councillor J Fuller      Seconded: Councillor I Liddon**  
**Voted: Agreed with seven (7) abstentions**

**RESOLVED:** To maintain the previous stance of this Council which is not to fund additional staff hours at the North Swindon Library.

*Councillor D Rodgers and Ward Councillor D Renard left at 9.00pm.*

**FC 148 TADPOLE ALLOTMENTS**

Recent Amenities & Leisure Committee discussion concerning future budget aspirations suggested approaching neighbouring parishes (St Andrews, Blunsdon and Purton) to ask if they would be interested in collaborating with the project. Some members were concerned about the legal implications as Haydon Wick owned the land and how the partnership would work. It was established this proposal was simply to see if any of the councils be interested and then the detail would be developed. A proposal was put to the meeting to formally invite neighbouring parishes if they would be interested in collaborating in this project.

**Proposed: Councillor R Hailstone      Seconded: Councillor J Jackson**

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

**RESOLVED:** To formally invite neighbouring parishes if they would be interested in collaborating in the Tadpole Allotment project

**FC 149 BUDGET ASPIRATIONS**

Councillors were reminded to let the Clerk know of any suggestions or come to a committee meeting to discuss an idea which may have a budgetary impact. There was a discussion about the future of the council's building and purchasing the land and revisiting building extension plans.

**FC 150 CCTV LOCATIONS**

Members noted there is a Scheme of Delegation in place which gives the Policy & Finance Committee the authority to oversee Community Safety. CCTV locations will be agreed at this meeting in liaison with the Amenities & Leisure Committee.

**FC 151 WILTSHIRE COUNCIL COMMUNITY GOVERNANCE REVIEW**

Chairman proposed to ask Wiltshire Council to move Haydon Wick's boundary in line with the stream and generally to align the parish. Clerk has researched this matter and Wiltshire Council is legally bound to contact the parish council if there was a case but no such approach has been made so it seems unlikely that the request will be viewed favourably. It was noted if Council should also inform SBC because this request may impact on other Swindon wards. Councillor Manro as Priory Vale Ward Councillor was not aware of an approach. There followed a proposal to send a letter to Wiltshire Council to ask if they would consider moving boundary.

**Proposed: Councillor L Brown      Seconded: Councillor K Naik**

**Voted: Agreed with seven (7) abstentions.**

**RESOLVED:** To write to Wiltshire Council to ask if they would consider moving the boundary in line with the stream and generally to align the parish.

**FC 152 ITEMS FOR NEXT AGENDA**

To inform the Clerk at least a week before the next Full Council.

**FC 153 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

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

public interest, that the press and public be temporarily excluded and they be instructed to withdraw'. Reason: Staff matters.

*The Clerk & Officer left the room at 9.24pm*

**FC 154 PERSONNEL SUB-COMMITTEE REPORT**

The meeting received a verbal update from Councillor S Callen as Chair of Personnel Sub-Committee. A confidential report is held on file. The following recommendations were discussed and resolved:

**FC 154.1 *Office Team Structure***

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

**RESOLVED:** To accept the Office Structure proposals as detailed in a confidential report, revising the existing roles and responsibilities with commensurate pay scales to encourage retention and development.

**FC 154.2 *Clerk's Desk***

**Proposed: Councillor E Baker Lee      Seconded: Councillor I Liddon**  
**Vote: Agreed unanimously.**

**RESOLVED:** To purchase a stand-up desk and allocate up to £800.

**FC 154.3 *Office Team Training***

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

**RESOLVED:** To support the Clerk to study the Masters in Community Governance and earmark the required funds in 20/21 budget and additional funds in the 21/22 budget, on the condition an extended learning agreement is drawn up.

**FC 154.4 *Parks & Open Spaces Team Contract Variation & Working Hours***

**Proposed: Councillor Hailstone      Seconded: Councillor Liddon**  
**Vote: Agreed unanimously**

**RESOLVED:** To amend the Parks & Open Spaces Team employment contracts to provide greater flexibility to vary working hours. To note some members of the Tidy Up Team would continue on the summer working hours with regular reviews to ensure the hours remain suitable.

The meeting closed at 9.45pm

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

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