

HAYDON WICK PARISH COUNCIL

Minutes of the Amenities & Leisure Committee of Haydon Wick Parish Council held on Tuesday 12th November 2019 at 7.30pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

ATTENDENCE

MEMBERS: Councillors R Hailstone (Chairman), L Brown, S Heyes, J Jackson, A John, V Manro, K Naik, R Venkatesh

OFFICERS: Clerk, Georgina Morgan-Denn
Administrator, Laura Cutter

AL 117 APOLOGIES

There were no apologies.

AL 118 DECLARATIONS OF INTEREST

Councillor V Manro declared an interest in Item 19 – Vehicle Trackers and due to Councillor A John's involvement in obtaining quotations; he will abstain from voting on Item 23 – Tree Survey.

AL 119 PUBLIC PARTICIPATION

There were no members of the public present.

AL 120 COMMITTEE VACANCY

Members accepted the request from Councillor R Ross to join the Committee.

AL 121 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones were switched off or on silent during the meeting.

AL 122 MINUTES

Members received and approved the minutes of the Amenities & Leisure Committee Meeting held on Tuesday 8th October 2019.

Proposed: Councillor V Manro **Seconded:** Councillor R Venkatesh
Vote: Agreed with two (2) abstentions

RESOLVED: The minutes of the Amenities & Leisure Committee Meeting held on Tuesday 8th October 2019 be agreed and signed as a correct record.

AL 123 COUNCILLOR REPORTS

Councillor J Jackson Reported damage to bus shelters in Abbey Meads which falls under SBC's remit. Councillor V Manro has reported to SBC and is awaiting their response. Continued reports of vandalism and anti-social behavior in Heaton Close play park; could the Council consider as an area to be monitored with CCTV.

Councillor V Manro Quality checks carried out on the hedge cutting in Haydon End/ Taw Hill – areas look well maintained. Ongoing issues with antisocial behaviour at Havisham Drive benches, police statistics show 35 cases of antisocial behaviour

logged this year. Have asked for hedges to be cut. Hedges on roundabout in between the parish boundaries of Haydon Wick and St Andrews, in Abbey Meads, 50% of which fall into the parish. St Andrews have cut on their schedule but in future the Council should identify these areas and work with St Andrews on an ongoing arrangement.

Councillor K Naik

Advised hedges overgrown on the Village Green side of Abbey Meads; confirmed this is outside of the parish boundary and falls under St Andrews' remit.

Councillor A John

Placed a wreath on Havisham Drive Obelisk on Remembrance Sunday with Councillor S McDermott. Received a query from a resident with regards to the overgrown hedges on Voyager Drive – *Clerk contractors are in the area and will pick up those areas in the next 2 – 3 weeks.*

Councillor R Hailstone

Displayed a recent press release from Councillor C Crilley (Stratton St Margaret Parish Council) with regards to leaf clearance on residential streets. At present the Borough only clear the main highways and parishes are left to clear side roads. Rose Walk brambles need cutting back – this will be included in the winter projects for POST. Advised that the grass cuttings are still laying at Seven Fields following the hay cutting.

AL 124

CLERK'S REPORT

Exam Success! Sandra has passed her CiLCA. This Council now has three CiLCA qualified Clerks.

Election of Parish Councillor to Haydon Wick Parish - notice for election now live and nomination papers must be delivered to the Returning Officer at SBC by no later than 4pm on Friday 15th November. If contested the poll will take place on Thursday 12th December 2019. A further update available at Full Council in the 19th November.

Dog Fouling - update received from Cllrs Manro and McDermott regarding a recent meeting with SBC about Dog Fouling Enforcement. Suggestions that SBC could employ an officer for 1 day to work in our parish (cost tbc) or we could train up our internal team and take some of the income. Consideration about how our guys will feel enforcing this locally. Another option is to use our General Power of Competence and have warranted officers but use SBC administration. Only Haydon Wick and Swindon South Parish Councils have been invited to run a trial. Agreed at this stage to monitor and add to future agenda, particularly if there is a budgetary impact. The Chair attended a similar meeting about two years ago and at that time there was talk of training on the enforcement. SBC would like to have some in place by Q3 2020.

BJ62 vehicle maintenance - £1326 for a wheel bearing and filter change, Clerk proceeded with maintenance as finding a replacement vehicle at short

notice wasn't an option. A review of vehicles is coming to next meeting. There is £15,000 allocated this year which we could utilise or carry it forward and consider replacement vehicles more strategically.

Community Bus insurance renewal - price very competitive and renewing it on that basis. We have enough budget to cover the premium.

Cages for the mowers - should be installed next week. We've waited over a year for these to be galvanised and installed with Listers. Ready for next year's grass cutting season which will enable the team to take the blower/trimmer/packed lunch out with the machines.

Abusive behaviour toward POST - our team experienced anti-social behaviour at Comfrey Close recently when discussing a large volume of green waste near the properties. SBC said they would not assist us and to treat it as fly tipping, but our team will not return to experience the behaviour again. The matter will be raised again with SBC who will be asked to send their Enforcement Officers.

Hedges hard cut with tractor will require an even bigger flail - extends into December due the extent of works needed and previous poor maintenance. If this work extends beyond two additional days, there is a chance extra costs will be quoted. Additional cost at Bayleaf Avenue as the status of work required has changed from hedge work to tree work due to lack of previous maintenance, cost £340.00.

Seven Fields – Posts on Facebook that this Council isn't prepared to help with volunteers - this is incorrect despite clear communication with the authors of the posts that HWPC hasn't adopted this area. We had provided them with accurate contact details of who could help with the maintenance.

AL 125

HAYDONLEIGH SKATE PARK

The Clerk gave a verbal update regarding the status of Haydonleigh Skate Park. Canvas Spaces Ltd had to provide additional information to SBC Planning and there is now a period for comments to be submitted. That deadline is Friday 15th November 2019 and Council will know by 24th December to progress project.

AL 126

GRASS AND HEDGE CUTTING UPDATE

The Committee noted the Officer's report which confirmed a requirement for a new chipper and to attachments for the leaf blowers (to blow and draw the leaves in). The Officer's recommendations were deferred to the next committee meeting pending further information on how the team use their existing equipment and if/why it is not fit for purpose.

AL 127

PARKS & PROJECTS UPDATE

The Committee noted the Officers' report and after discussion, resolved to approve the recommendations within the report.

Proposed: Councillor L Brown

Seconded: Councillor E Baker Lee

Vote: Agreed unanimously.

RESOLVED:

1. To order the parks maintenance equipment total of £501.94 to be coded to 4314/307 (Equipment) and 4006/307 (General Maintenance) There will be no budge remaining in both budgets.

2. To purchase play park timber for the repair of Brookfield play park equipment. Charge to code: 4305/302 (Play Equipment Repairs). This will take the budget over by £312.78.
3. To vire £312.78 from 4513/302 (New Play Equipment) to 4305/302 as this budget is only 14.4% spent as at 31.10.19

AL 128 WINTER PROJECTS

The Clerk provided a list of winter projects for POST to action. Any areas in need of maintenance over the winter should be submitted to the Clerk for inclusion.

AL 129 PARKS & OPEN SPACES TEAM (POST) STATISTICS

The Committee noted the statistics. Queries were received on the amount of brought forward items from the Grass Team. It was confirmed that as the Grass Team work on a rotation the areas are picked up on the following cycle.

Councillor K Naik left the meeting 20.55 and returned 20.56

AL 130 LEISURE GARDENS

The Committee received a verbal update on the annual plot holders meeting from Councillors S Heyes and L Brown. Topics included the Creation of Wildflower areas, POST vehicles & POST depot updates, Rose Walk car park, winter maintenance plans, the launch of a new Leisure Garden competition and the general running of the sites. The meeting included a presentation from ex Councillor Roy Worman who's gardening expertise and knowledge was well received by the attendees.

AL 131 POND STREET MAINTENANCE

The Committee noted correspondence received from a local resident with regards to the maintenance of Pond Street. Since the letter was received, the hedges have been cut by the Contractor and low-level branches cut by POST. Winter project is to clear leaves and ensure general maintenance is ongoing.

Councillor K Naik left the meeting at 21.00 and returned 21.01

Councillor R Venkatesh left the meeting at 21.02 and returned 21.03

AL 132 BUS SHELTER RELOCATION

The Committee discussed relocating the surplus bus shelter from Westfield Way to Tweed Close. After discussion, it was felt that a feasibility process should be undertaken to include consultation with residents and the bus company. Due to the proposed location, SBC highways may need to approve and potentially there may be a requirement for a bus hard standing which will impact the budget.

AL 133 OPERATIONAL BUDGET MONITORING

Members received and noted Month 6 operational income and expenditure against budget report for the Parks & Open Spaces cost centre. Queries on CCTV spends not yet allocated but this appears on Month 7 and will be reported at the following meeting; up to date figure given verbally.

AL 134

BUDGET ASPIRATIONS

Members discussed budget aspirations for the Amenities & Leisure Committee and suggested the following ideas were included in the budget or considered further for 2020/2021:

Play Parks – Refurbishment budget - will £70k be enough? As ideas are to enhance White Eagle, install an Outdoor Gym and some major wet pour resurfacing work is required at Voyager Drive and KGV.

Tadpole – £41,500 to remain the same.

Vehicles – More strategic view needed on whether to trial electric

Wildflower Creations - will require some budget allocation.

Tree Works – Increasing the budget following the actions identified in the tree survey.

Vehicle Trackers - £636 from 2021/22

Francomes - if we take over ownership Council would need a transitional fund from SBC to bring it up to standard.

Clary Road & Trent Road - Fields need land drainage improvements

Existing POST Capital Projects and EMR committed in 19/20 are still valid and will be carried forward into new financial year.

AL 135

VEHICLE TRACKERS

The Committee received and noted a report on tracking the Council's fleet of vehicles following a successful month's trial period. After discussion, the Committee resolved to the recommendations in the report. *Clerk to check if tracking the machinery can be seasonal to coincide with the usage.*

Proposed: Councillor J Jackson Councillor A John

Vote: Agreed with one (1) abstention.

RESOLVED: To proceed with tracking the Council's fleet of vehicles for a cost of £636 per year. Split the 12-month lease into 19/20 budget and 20/21 - 2 x £318 4314/307 this year and a new budget line identified next year.

Laura Cutter stepped out of the meeting 9.03pm and rejoined at 9.05pm

AL 136

TREE MAINTENANCE ISSUES

Swindon Area Committee will be holding a special meeting on Thursday 14th November to discuss a suggestion from SBC's CEO to see whether parishes wish to help fund SBC's Tree Dept and a collective response will be given at the Clerks/ Chairs meeting on 3rd December. The Committee felt that the Council could be subsidising other parishes and would be better placed to organise our own Contractors to carry out any tree works. Tree maintenance is a statutory duty of SBC. Responses from other parish councils were received. Still ongoing enquiries with SBC with regards to Gateway issues, areas have never been identified.

AL 137

ITEMS FOR THE NEXT AGENDA

To be given to the Clerk in advance of the next meeting.

AL 138 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 and Complaint.

AL 139 TREE SURVEY

The Committee received three estimates to undertake a survey of trees owned by the Parish Council and after discussion, agreed to the recommendations of the Clerk and award the contract to Countrywide at a cost of £2,995.

The Clerk confirmed there is £2,800 budget available in Arboricultural Work (307/4301) and this will take the cost code slightly over budget. The Clerk reminded Committee they are not obliged to accept the lowest quote or estimate (Financial Regulations 11.1 i). The reasons for choosing Countrywide are:

- Extensive reporting included in the quotation
- Familiarity of the Parish and combining their existing knowledge of hedging/shrub and large area grass maintenance
- Proven professionalism and confidence in their ability to deliver an excellent job.

Committee agreed to commission the survey as soon as possible and agreed that any high-risk works are undertaken immediately. Budget met from the Council's General Reserves. Committee acknowledged the 2020/21 Arboricultural Works budget may need to be adjusted following the survey findings.

To work with the supplier to draw up a comprehensive Tree Maintenance Policy.

Proposed: Councillor E Baker Lee Seconded: Councillor V Manro
VOTE: Agreed with one (1) abstention.

RESOLVED:

1. To accept Countrywide's quotation for the supply of Tree Survey services at £2,995.00 exc VAT.
2. Any high-risk works undertaken immediately and budget to come from the Council's General Reserves
3. Next year's Arboricultural Works budget may need to increase based on survey findings.
4. Work with supplier to draw up a comprehensive Tree Maintenance Policy.

AL 140 GROUNDS MAINTENANCE TENDER

The Clerk advised the Committee that the Grounds Maintenance Tender documents are now available from the Council's website and on the Public Contracts website. The tenders will be evaluated 2 – 4 December, with queries identified and addressed by 5 – 6 December. A recommendation from the evaluation panel to Amenities & Leisure on 10th December. Full Council on

17th December to agree the final quotation. The order will be placed January and the contract will commence in April.

The Clerk discussed arrangements for the grass cutting in 2020 using the hybrid approach of Contractors cutting larger areas and the Council's internal grass team cutting all other areas. Committee to receive a quotation for 2020 grass cutting at the next meeting.

The meeting closed at 9.10pm

Chairman: