

HAYDON WICK PARISH COUNCIL

Minutes of the Full Council of Haydon Wick Parish Council held on Tuesday 17th December 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, J Fuller, R Hailstone, S Heyes, J Jackson, A John, I Liddon, S McDermott, V Manro, K Naik, R Ross, L Rhys-Jones and R Venkatesh
- OFFICERS:** Clerk, Georgina Morgan-Denn
Deputy Clerk, Laura Cutter
Deputy Finance Officer, Sandra Kelly

The meeting commenced at 19:37.

FC 155 ACCEPTANCE OF OFFICE

Councillor L Rhys-Jones signed the Acceptance of Office.

FC 156 APOLOGIES

Apologies were received and accepted from Councillors D Rodgers (personal commitment) and A Roupelis (work commitment).

FC 157 DECLARATIONS OF INTEREST

Councillor Manro declared an interest in Item 11G Quartix Direct Debit approval.

FC 158 PUBLIC PARTICIPATION

There were no members of the public present.

FC 159 CHAIRMAN'S ANNOUNCEMENTS

Attended Des Moffat's funeral earlier today and words of remembrance were shared with the meeting. Letters of thanks received from recent Afternoon Tea and the Christmas Parcel Scheme. Chairman gave thanks to Councillor McDermott for putting the effort in to parcels and sorting all arrangements. Flowers given in acknowledgment of her hard work. Volunteer Bus Drivers given vouchers to thank them for all their help this year. Well done to the Clerk and Councillor E Baker Lee for passing their Mental Health first aid course - acknowledgment that it's a tough course to take but will benefit the Council incredibly.

FC 160 MINUTES

Members received and approved the minutes of the Full Council Meeting held on Tuesday 19th November 2019.

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

Vote: Agreed with (2) abstentions.

RESOLVED: The minutes of the Full Council Meeting held on Tuesday 19th November 2019 be agreed and signed as a correct record.

FC 161 COUNCILLOR REPORTS

Councillor S Callen Approached by local resident to say thank you for the parcel, as she was recognised from the photograph on Facebook.

Councillor S Heyes SBC recycling arrangements for the Christmas period have been changed and published, excess recycling will be collected if properly packed, so may help with fly tipping issues throughout January.

Councillor E Baker Lee Rose Cottage thanked for the Christmas flower arrangement gifted to them under the Christmas Parcel Scheme.

Councillor A John Enjoyed the recent media savvy training course.
Councillor I Liddon Thanked for the opportunity to attend the media savvy training course, it was very useful.

Councillor S McDermott Apologies to Cllr Rodgers – In the information given to the Swindon Advertiser, it was acknowledged that Cllr Rodgers had made the original suggestion to run a Christmas Card competition to design the Cards for the Parcels. This detail did not make the final article.

141 parcels were requested this year – up 8 parcels from 2018. We have come in just under budget (budget value £1800) – this was only achieved because of the generous donation of contents from the church which would have a monetary value of about £560 and the donation of bags from Kellaway which would have a monetary value of approximately £140.

Christmas Card Competition – though we didn't have a huge amount of entries, it was a way of publicising the Christmas parcel scheme.

Christmas Parcels Scheme – “thank you” to the Office Staff for sorting the applications, Technical Assistants for doing the shopping and the Grass Team for unloading items from the car. To Councillors Callen, Baker Lee, Hailstone, Fuller and local resident and volunteer Sue Cannons for help packing the parcels.

Thank you to Georgina for opening and staffing the office on Saturday and to Councillors Hailstone and Venkatesh and his daughter, Pragna. Volunteer bus driver Bob and volunteers from the Church Bunmi, Banjo, Esther, Tosin, Rachael, Aileen & Reece.

Note – for a future date: a meeting of the Christmas Parcel working group to discuss Christmas Parcels for 2020 – time frame February/March.

Note – for a future date: a meeting of the Community Engagement Group – Christmas Card Competition for 2020 – time frame March/April

Note – Could we start compiling a list of volunteers, and potential volunteers, for all projects so that we know the pool of people we can draw from and also if we have another thank you tea, we have their contact details to ensure that no-one is missed out.

Councillor L Brown

Thanks to office team for volunteer day arrangements.

Councillor R Hailstone

Gave a verbal update from Swindon Area Committee meeting – main issue discussed was the tree issues, still feel SBC responsible but SBC Officers are denying this. Decided to approach WALC and try to settle. If cannot get a definitive answer they can go to NALC's legal officers. Issues regarding the Gateways maintenance – still need definitive list of responsibilities. Central Swindon North have a grants officer who would be able to assist other parishes with funding on collective projects.

Councillor J Fuller

Raised issues with the No.5 bus services' regularity and unreliability. Recently walked 10 mins and found three buses pass within that period towards Haydonleigh Drive. Problem may be from Rodbourne. Will write to the bus service to discuss issues and what could be done to resolve the issues. Blackthorne Lane – approached by a resident to advise that the paths have been concreted over and installed streetlights – lights have been replaced in Kennet Avenue with LED downlighters. Salt bin at the top of The Brow lid has blown off and blowing away, please can it be repaired and refilled.

Councillor V Manro

Draft local plan consultation now begins, if anyone would wish to make or comment submit the short survey it will be live for the next 6 weeks.

FC 162

SWINDON WARD COUNCILLOR REPORTS

Covered by Councillors S Heyes and V Manro in their Councillor reports.

FC 163 CLERK'S REPORT

Local Plan consultation period - now for general public to make comments. We'll review the draft plan in January's Planning to see if our comments were taken on board. Comments needed by 31 January 2020. Draft Local Plan can be found at: www.swindon.gov.uk/localplan and people can submit their comments via: <https://swindon-consult.objective.co.uk/portal/> or by e-mail to forwardplanning@swindon.gov.uk.

Tadpole Lane - Blunsdon have enough allotment space and do not need to work with us. Purton and St Andrews have confirmed they are taking to a future meeting. Will update at a future meeting.

Submitted a response to Wiltshire Council for the Purton/ Haydon Wick parish boundary to be tidied up. Not received an acknowledgement as yet.

FC 164 COMMITTEE RECOMMENDATIONS

Members considered the following policies and recommendations for approval from November's Policy & Finance Committee meeting:

- A) To resolve to adopt the Publication Scheme
- B) To resolve to adopt the revised Financial Regulations
- C) To resolve to adopt the Policy Review table
- D) To resolve to adopt the revised Scheme of Delegation
- E) To resolve to adopt the Community Grant Policy
- F) To consider increasing the Community Grant budget to £9,000 per year which is to be split evenly between three rounds with the ability to carry forward any remaining funds to next round and to vire any left-over funds into another budget as required.
- G) To consider changing the monthly Policy & Finance Committee meetings to take place in week 3 and Full Council in week 4 from January 2020.
- H) To adopt the revised Standing Orders to reflect that Full Council will take place in week 4 of the month from January 2020 (tabled).

FC 164A **Proposed:** Councillor S Callen **Seconded:** Councillor J Fuller
Vote: Agreed unanimously.
RESOLVED: To resolve to adopt the Publication Scheme

FC 164B **Proposed:** Councillor S Callen **Seconded:** Councillor I Liddon
Vote: Agreed unanimously.
RESOLVED: To resolve to adopt the revised Financial Regulations

FC 164C **Proposed:** Councillor S Callen **Seconded:** Councillor R Venkatesh
Vote: Agreed unanimously.
RESOLVED: To resolve to adopt the Policy Review table

FC 164D **Proposed:** Councillor S Callen **Seconded:** Councillor S Fateru
Vote: Agreed unanimously.
RESOLVED: To resolve to adopt the Scheme of Delegation

FC 164E **Proposed:** Councillor S Callen **Seconded:** Councillor J Jackson
Vote: Agreed unanimously.

RESOLVED: To resolve adopt the Community Grant Policy

FC 164F **Proposed:** Councillor V Manro **Seconded:** Councillor S McDermott
Vote: Agreed unanimously.

RESOLVED: To amend the proposal for the Community Grant budget as a £9k budget aspiration to review when setting the final budget.

FC 164G **Proposed:** Councillor S Callen **Seconded:** Councillor A John
Vote: Agreed unanimously.

RESOLVED: To change the monthly cycle of meetings so that Policy & Finance Committee will take place in week 3 and Full Council in week 4. There was no requirement to amend the Standing Order (Agenda item 10H)

In view of there being no public present the meeting resolved to move forward Item 15 Amenities & Leisure Committee Recommendations.

Amenities & Leisure Recommendations

Members considered the following policies and recommendations for approval from November's Amenities & Leisure Committee meeting:

- A) Grounds Maintenance Tender (Shrubs, Bushes, Hedges, Low-Level Trees) 2020-23
- B) Grass Cutting (Playparks) Contract.

FC 165A **Proposed:** Councillor K Naik **Seconded:** Councillor J Jackson
Vote: Agreed unanimously.

RESOLVED: To award the Three Year 2020-2023 Grounds Maintenance Bushes/Shrubs/Hedges/Low-Level Tree Works to Countrywide Grounds Maintenance Ltd. Total value for three years at a maximum of £109,418 excluding VAT. 2020/21 Year 1 will £35,400 excluding VAT with incremental rises in Years 2 & 3 to a maximum of 3% per year (or lower if prevailing published CPI inflation rate is lower than 3%). This selection is based on Countrywide Grounds Maintenance's thorough and well thought through tender response with competitive pricing structure.

Laura Cutter stepped out of the meeting at 20:23 and returned at 20:25

FC 165B **Proposed:** Councillor K Naik **Seconded:** Councillor J Jackson
Vote: Agreed unanimously.

RESOLVED: To note Countrywide Grounds Maintenance Ltd has been awarded the Grass Cutting contract for the larger play areas in 2020/2021 for £11,587.00 per annum. Increase of 3% on last year's costs.

Note: Amenities & Leisure Committee has delegated authority to approve budget up to £25k.

FC 166 FINANCIAL MATTERS

- A) To receive and approve the Income & Expenditure Statement for November 2019.
- B) To receive the Bank Statements and Bank Reconciliations for November 2019).
- C) To approve the Payment Schedule for November/December 2019 (tabled).
- D) To nominate two Councillors to attend the office to check and sign the Payment Schedule.
- E) To approve the amended bank signatory list.
- F) To approve telephone banking for HSBC current accounts.
- G) To approve signing Direct Debit for Quartix (*Vehicle Trackers previously approved A&L 135*).

FC 166A **Proposed:** Councillor S Callen **Seconded:** Councillor A John
Vote: Agreed unanimously.
RESOLVED: To approve the Income & Expenditure Statement for November 2019.

FC 166B **Proposed:** Councillor K Naik **Seconded:** Councillor V Manro
Vote: Agreed unanimously.
RESOLVED: To approve the Bank Statements and Bank Reconciliations for November 2019.

FC 166C **Proposed:** Councillor R Hailstone **Seconded:** Councillor S Fateru
Vote: Agreed unanimously.
RESOLVED: To approve the Payment Schedule for November/December 2019.

FC 166D **Proposed:** Councillor E Baker Lee **Seconded:** Councillor S McDermott
Vote: Agreed unanimously.
RESOLVED: To nominate two Councillors to attend the office to check and sign the Payment Schedule.

FC 166E **Proposed:** R Ross **Seconded:** Councillor S McDermott
Vote: Agreed unanimously.
RESOLVED: To approve the amended bank signatory list to remove R Worman.

FC 166F **Proposed:** R Ross **Seconded:** Councillor S McDermott
Vote: Agreed unanimously.
RESOLVED: To approve the use of HSBC telephone banking.

FC 166G **Proposed:** Councillor E Baker Lee **Seconded:** Councillor R Hailstone
Vote: Agreed with three (3) abstentions.
RESOLVED: To approve the Direct Debit for Quartix (*Vehicle Trackers approved A&L 135*).

FC 167 **BULB PLANTING**
Councillor K Naik presented a proposal for the Council to consider planting bulbs in trial areas across the parish to enhance the local area. Areas to include: Elsham Way, Shepperton Way, Heaton Close, Elborough

Road/Purton Road raised banks and along Akers Way to enhance the local area and discourage parking. Advice received during Councillor Naik's research is to plant bulbs in January. Price comparisons have been carried out for daffodils, tulips and bluebells. Clerk confirmed there is an available budget for this project to begin in January and an aspiration could be set for 2020/21 so that the project can continue. Also, a suggestion to plant flowers on bus stop roofs for bees and to add a bit of colour. Grass team to make sure areas are protected and to be involved in the project for their expert advice.

Councillor I Liddon stepped out of the meeting at 20.37 and returned at 20.43.

Proposed: Councillor K Naik

Seconded: Councillor J Jackson

Vote: Agreed unanimously.

RESOLVED: To proceed with spending up to £750.00 on the Bulb Planting project using Horticultural Budget [307/4309].

FC 168 ITEMS FOR THE NEXT AGENDA

Christmas Parcels - February and Christmas Card Competition - March.

FC 169 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: Staffing.

G Morgan-Denn, S Kelly and L Cutter left the meeting at 20.50.

FC 170 PERSONNEL SUB-COMMITTEE

Committee considered the recommendations received from the Personnel Sub-Committee meeting held on 17th December 2019. A confidential report is held on file.

Proposed: Councillor S Callen

Seconded: Councillor R Hailstone

VOTE: Agreed unanimously.

RESOLVED: To approve a salary budget for 2020/21 of £405,944.

G Morgan-Denn, S Kelly and L Cutter returned at 21.00.

The meeting closed at 21.05

Chairman: