

HAYDON WICK PARISH COUNCIL

Minutes of the Full Council of Haydon Wick Parish Council held on Tuesday 24th November 2020 at 7.30 pm held remotely via Microsoft Teams.

ATTENDENCE

MEMBERS: Councillors L Brown (Chairman), E Baker Lee, S Callen, S Fateru, J Fuller, J Jackson, R Hailstone, S Heyes, A John, V Manro, S McDermott, K T Naik, R Ross, L Rhys-Jones, A Roupelis and R Venkatesh.

OFFICERS: Deputy Clerk/Amenities & Leisure Officer, Laura Cutter
Deputy RFO/ Policy & Finance Officer, Sandra Kelly
Community Development Officer, Johanna Edwards
Head of Parks & Open Spaces, David Hunt

MEETING ROOM PRESENCE Officers: Deputy Clerk and Deputy RFO

FC 145 APOLOGIES

There were no apologies from Councillor D Rodgers.

FC 146 DECLARATIONS OF INTEREST

None.

FC 147 SWINDON BOROUGH WARD COUNCILLOR REPORTS

Councillor V Manro (Priory Vale): Advised that the resurfacing works in Oakhurst have now been completed with the exception of the line marking between Garsington Drive and Thamesdown Drive which is due for completion shortly. The resurfacing work near the Blunsdon Arms/Thamesdown Drive towards Elstree Way has begun. Some queries raised by the local schools due to the traffic diversions. Councillor V Manro will raise this with the Highways Dept at SBC.

Councillor S Heyes (St Andrews): Recently met with Virgin for the installation of their broadband services in Haydon End, Taw Hill and Oakhurst towards the end of December. Virgin has kindly given a donation towards the Christmas Parcels.

FC 148 PUBLIC PARTICIPATION

There were two members of the public present, who made no representation.

FC 149 CHAIRMAN'S ANNOUNCEMENTS

The Chairman introduced the newly appointed Head of Parks & Open Spaces (POST), David Hunt. David gave a brief update to Council and expressed his gratitude for being chosen for this position and the wealth of experience he can bring to this role. The Chairman welcomed David to Haydon Wick Parish Council.

On Remembrance Sunday a few Councillors and some members of the public attended the memorial garden outside the front of the office to pay their

respects to those that had fallen. A local bagpiper also arrived to perform which was a welcome surprise. Social distancing measures were observed.

FC 150 MINUTES OF THE PREVIOUS MEETINGS

Members received and approved the minutes, with amendments, of the Full Council Meeting held on Tuesday 27th October 2020.

Proposed: Councillor S Heyes Seconded: Councillor J Jackson

Vote: Agreed with two (2) abstentions.

RESOLVED: The minutes of the Full Council Meeting held on Tuesday 27th October 2020 be agreed and signed as a correct record when face to face meetings resume.

FC 151 Members received and approved the minutes of the Extraordinary Full Council meeting held on Tuesday 3rd November 2020.

Proposed: Councillor E Baker Lee Seconded: Councillor A John

Vote: Agreed with two (2) abstentions.

RESOLVED: The minutes of the Extraordinary Full Council Meeting held on Tuesday 3rd November 2020 be agreed and signed as a correct record when face to face meetings resume.

FC 152 AMENITIES & LEISURE RECOMMENDATIONS – 10TH NOVEMBER 2020

FC 152.1 Covid Oak – Meeting considered planting the donated Covid Oak in Haydon End (away from properties), to replace a fallen tree which was 170 years old. The exact location is between Torun Way Junction and Zakopane Road near to Orchid Vale School. Councillor V Manro advised that the current oak has not been completely felled yet so the area is not ready for immediate planting but will advise Head of POST when it is.

Proposed: Councillor V Manro Seconded: Councillor S Heyes

Vote: Agreed unanimously.

RESOLVED: To plant the donated oak tree in Haydon End replacing the previous old oak tree.

FC 152.2 Bench installation - To note a bench has been installed at Rex Barnett Walk.

FC 152.3 Budget Aspirations - To note the following items identified as aspirations to be put forward for consideration in next year's budget plans:

- Depot
- Play Areas to include CCTV installations
- Refurbishment of two play areas
- Works to progress Tadpole Lane

FC 152.4 Skate Park Fencing – to note Planning Application to erect 3m fencing around the skate park has been submitted and the fencing supplier has been informed of the delay in completing the order and obtaining the installation date.

FC 153 POLICY & FINANCE COMMITTEE RECOMMENDATIONS – 17th November 2020

- FC 153.1 Standing Orders** – clarification was provided that the EU clauses have been checked and are in line with National guidelines.
Proposed: Councillor S Callen Seconded: Councillor R Venkatesh
Vote: Agreed unanimously.
RESOLVED: To adopt the amended Standing Orders.
- FC 153.2 Travel & Subsistence** – To adopt a Travel & Subsistence Policy
Proposed: Councillor V Manro Seconded: Councillor L Rhys-Jones
Vote: Agreed unanimously.
RESOLVED: To adopt the Travel & Subsistence Policy.
- FC 153.3 Working from Home Allowance** – To adopt a temporary Working from Home Allowance Policy during Covid-19 pandemic.
Proposed: Councillor A Roupelis Seconded: Councillor A John
Vote: Agreed unanimously.
RESOLVED: To adopt the temporary Working from Home Allowance Policy for the duration of the Covid-19 pandemic.
- FC 153.4 Flood Fund** – Council discussed the donations received from the emergency Flood Fund, which currently stands at £300.00. It was suggested the funds provide a Christmas/Welcome Home hamper to the affected residents. These funds and parcels will be kept separate from the usual Christmas Parcel Scheme.
Proposed: Councillor S Callen Seconded: Councillor R Venkatesh
Vote: Agreed with one (1) abstention.
RESOLVED: To provide a Christmas/Welcome Home hamper to affected residents using the flood fund donations.
- FC 153.5 Budget Aspirations** - To note there were no budget aspirations put forward for consideration for next year.
- FC 154 EMERGENCY PLAN REVIEW**
Councillor V Manro gave a verbal update on the 18 homes that had been affected at Haydon Court due to the recent burst water main causing flooding. Concerns will be raised with Sanctuary Housing about their lack of response during the emergency. It was suggested a review of our current Emergency Plan is undertaken to assess what went well and what could be amended. Current members of the Emergency Plan Working Party are Councillors Brown, Roupelis, Hailstone and Heyes and ex-Councillor Eagle. Councillors Manro, Callen, Naik and Baker Lee expressed an interest in joining the working party to observe and offer support where necessary. A meeting will be scheduled for early in the New Year.
- FC 155 S106 AND CIL RECEIPTS**
Members discussed and confirmed allocating CIL and S106 receipts to fund additional bus hard standings and/or bus shelters within the Parish. It was noted that areas in Priory Vale and Oakhurst have now received several hard standings but do not have many bus shelters. Previously play area refurbishments were noted as a potential spend for the receipts, although it was noted play areas already receive significant investment from the annual budget.
Proposed: Councillor R Hailstone Seconded: Councillor A Roupelis

Vote: Agreed unanimously.

RESOLVED: To allocate £191.15 (CIL) and £8,294.50 (S106) receipts to fund additional bus hard standings and bus shelters within the parish.

FC 156 TELECOMMUNICATIONS

The transfer is nearly complete on the phone system and broadband and there have been no impact on the business to date. Thanks were given to Councillor V Manro for assisting with the technical queries and the Deputy RFO for overseeing the complex changeover.

FC 157 WEBSITE DESIGN, DEVELOPMENT AND REBRAND

The content, creation, and mapping of the new website is well underway. Awaiting final approval of the stationery and marketing communications for the rebrand and anticipating a launch in December but this is dependent of the other project deadlines such as the Christmas Parcel Scheme.

FC 158 COMMUNITY DEVELOPMENT

Members received an update on various project, highlights included, Dementia Café, Youth Engagement Survey and radio/media coverage. It was confirmed to date £800 of generous donations have been received for the parcel scheme from Reedemed Christian Church of God, Morrisons, ASDA, Virginmedia and Bookers. Other community support funding has been received from McDonalds, Orbital to cover the cost of the community Christmas tree.

External grant funding applications are ongoing, four out of the five have been unsuccessful and until they are achieved progress cannot be made with the Dementia Cafe. It was acknowledged that more data is required to support any future bids to be able to demonstrate the potential impact on the community - hence a need for more public surveys and consultations.

FC 159 COUNCILLOR REPORTS

Councillor J Fuller

Advised that he has been made aware of a potential rat infestation at Fessey House. The building works may have caused the rats to resurface. A reminder to clear up under bird feeders as this may be a food source. *Ward Councillor D Renard has been informed about this.*

Councillor E Baker Lee

Advised of a potential Facebook 'troll' that is currently being investigated as may be a fake profile.

Councillor R Hailstone

A persistent complainant has been reporting further issues to the Swindon Advertiser and on Facebook but there has been public support for the Council.

Councillor A John

Report circulated prior to the meeting giving a brief update on the recent Swindon Area Committee meeting. Topics included 20mph zones, communications SBC Department and Ward Councillors, potential for a Community Governance Review for the New Eastern Villages

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Councillor R Ross

and confirmed the items raised by Swindon Area Committee for the upcoming SBC Clerks & Chairs meeting.

Verbal update on the recent Swindon Town Fund Community Engagement meeting that she recently attended. Swindon was chosen to be able to bid for up to £25,000,000.00 as part of the Governments Town Fund. The purpose of the fund is to regenerate the Town to make Swindon a welcoming place for all to enjoy. Unable to confirm potential projects until they are in the public domain, which is likely to be in 2021.

Councillor L Brown

Thanks to Councillor V Manro for taking on the closure of Haydon Meadow pre-school due to the Community Centre not being open during the lockdown. The pre-school was unable to get a refund on premises fees so Councillor V Manro managed to reach out to the appropriate contacts to get the pre-school reopened and achieve additional funding.

FC 160

CLERK'S REPORT

Thursday Street - Request from BT to cut a small section of the hedges outside 144-156 due to not knowing the exact location for repair of a manhole. Advised agreement down to SBC if they are happy with the works taking place as Parish Council maintain the hedges on their behalf, if not we could deploy an internal team to do the works – have not heard back.

Mazurek Way - Accident at Mazurek Way play area. Immediate site visit was conducted to check site and any other similar gates. The Council's insurance company have been informed.

Van Hire - Research undertaken and transit tipper vans are rare to find as they are specific, and most are on lease to other Councils. Current supplier sourced a suitable caged transit tipper and will be able to lease this to us within the next couple of weeks. The costs for the hire vehicle will remain the same for the next few weeks at £34.00 per day but will increase when we have the tipper to £59.00 per day (charged for 5 days) but due to the increase in cost will come to the December Amenities & Leisure Committee for final approval.

Subject Access and Freedom of Information Request - received, acknowledged and response required by 23rd December 2020. However, due to COVID pandemic this may be extended.

NALC – COVID-19 Brief – updated guidelines for COVID-19 risk assessments released - no items for us to consider at this time as our risk assessments, method statements and policies are up to date in line with the most recent government advice.

Thames Water - £1,032.00 received from Thames Water to reimburse the Council for hire of premises during the crisis when the Offices were used as the Incident Flood Centre and for the deep cleaning of the offices. This will be coded to room hire to compensate for the loss of hires during the pandemic.

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Insurance Matters - further information requested by the insurance company for BD58 ZLZ (the stolen vehicle) has been collated and will be sent to our insurance. A subsidence claim has been received and is being investigated by the Office and has been forwarded to our insurance company. Insurance provider has been notified of the recent incident at Mazurek Way play area.

FC 161 COUNCILLOR VACANCY

Following the notice of a causal vacancy for Haydon End Ward, 10 electors have requested an election be called. Members noted that the election cannot take place until 6th May 2021 because of the current pandemic and the necessity for Coronavirus Act 2020 and 2020 Regulations. It was acknowledged that if there was a contested election the cost in this ward could be region of £26k. However it was further acknowledged that these are known costs to the Council and feature in the budget, and the final financial impact may be reduced if next year's Borough Council Ward election is contested because running costs could be shared. An election update will be posted on our website and on social media to this effect.

FC 162 DECEMBER COUNCIL MEETINGS

Members noted the Council meetings taking place in December are Amenities & Leisure on the 8th and Full Council (to include Policy & Finance items) on the 15th and no meeting on the 22nd.

FC 163 CHRISTMAS OPERATING HOURS

Members noted the Council Office will be closed from 12.00pm on Thursday 24th December 2020 to 9.00am on Monday 4th January 2021, with the Parks & Open Spaces Team being operational during the holidays with a reduced service daily except for Christmas Day and New Year's Day. Residents can report litter issues by leaving a message on 0773840065.

FC 164 NEXT AGENDA ITEMS

To be passed to the Clerk in advance of the next meeting on 15th December 2020.

FC 165 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 & staff matters.

FC 166 AMENITIES AND LEISURE RECOMMENDATIONS – 10TH NOVEMBER 2020
FC 166.1 KING GEORGE V SAFETY SURFACING CONTRACT

Members received a recommendation to award the contract for the King George V Field Play Area Safety Surfacing to Vitaplay for a maximum cost of £33,915.00 + VAT. This was following a working party scored three tenders submitted during the tender process which was published for 4 weeks on our website and on the public contracts .gov finder website from 28th September to 28th October 2020. The reasons for their selection are the innovative design and the quality of the overall specification. There are also potential cost savings.

Proposed: Councillor R Hailstone

Seconded: Councillor S Heyes

Vote: Agreed unanimously.

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RESOLVED: Members approved awarding the contract for the King George V Field Play Area Safety Surfacing to Vitaplay for a maximum cost of £33,915.00 + VAT. The reasons for their selection are the innovative design and the quality of the overall specification. There are also potential cost savings.

FC 167 PERSONNEL MATTERS

FC 167.1 Staff Disciplinary - Members received a verbal update from the Chair of the Disciplinary Panel, Councillor V Manro.

FC 167.2 Youth Engagement Vacancy - Members received a verbal update as the Clerk, Deputy Clerk and Community Development Officer held interviews on Friday 20th November 2020 and met with three very strong candidates. An offer has been made and it is anticipated their arrival means the skate park sessions can commence as early as the first weekend in December. Events will be listed on Eventbrite to avoid incurring administration costs for organising bookings.

Members of Planning & Highways Committee remained, with exception of Councillor V Manro.

FC 168 PLANNING APPLICATIONS

FC 168.1 S/HOU/20/1348 17 Deben Crescent, Erection of a two storey side and single storey rear extension
Haydon Wick

HWPC Comments: Committee has objections to this application as it contravenes Section 4.13 and Section 7.1 of the Residential Extensions & Alternations Supplementary Planning Document (2011). Applicants may be able to mitigate issues by referring to the guidelines.

FC 168.2 S/HOU/20/1429 27 Pathfinder Way, Erection of a two storey side extension.
Oakhurst

HWPC Comments: Committee has objections to this application as it contravenes Section 4.13 and Section 7.1 of the Residential Extensions & Alternations Supplementary Planning Document (2011). Applicants may be able to mitigate issues by referring to the guidelines.

FC 169 GRANTS, REFUSALS, WITHDRAWALS, LAWFUL DEVELOPMENTS AND PRIOR APPROVALS

Members noted the grants, refusals and prior approvals.

Members requested that the Planning & Highway Committee meetings are reviewed as at present, the meeting commences when Full Council ends, which often does not give enough time for full discussion of the applications received. A suggestion was to make the applications an agenda item of Full Council.

The meeting closed at 21:11 Chairman _____

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