

HAYDON WICK PARISH COUNCIL

Minutes of the Full Council of Haydon Wick Parish Council held on Tuesday 15th December 2020 at 7.30pm held remotely via Microsoft Teams.

ATTENDENCE

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

OFFICERS: Clerk & Responsible Finance Officer, Georgina Morgan-Denn
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 Councillor L Brown (Chairman), Clerk and Deputy Clerk

FC 170 APOLOGIES

There were apologies from Councillors D Rodgers (Personal Commitments) and K T Naik (Work Commitments). Councillor S McDermott advised she may be late joining the meeting due to Personal Commitments. There were no apologies received from Councillor S Fateru.

FC 171 DECLARATIONS OF INTEREST

There were none.

FC 172 SWINDON BOROUGH WARD COUNCILLOR REPORTS

Councillor S Heyes (St Andrews): None.

Councillor V Manro (Priory Vale): Gave a positive review of the recent road works undertaken by Swindon Borough Council (SBC) along Elstree Way, Lady Lane and Oakhurst Way. Funding has been achieved for the works to be undertaken on Thamesdown Drive. Residents and Councillors are encouraged to contact Councillor V Manro with items for consideration. Already received some good suggestions from residents and motorists on the back of a recent Facebook update on the local community pages.

FC 173 PUBLIC PARTICIPATION

There were no members of the public present.

FC 174 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced the sad passing of Mr Packer, a local resident and a well-known Architectural Draftsman, whose designs featured on several of planning applications reviewed by the Planning Committee. The Chairman sent condolences to his family, on behalf of the Council. Councillor R Hailstone advised that Mr Packer was also a former member of the Council, as he was the Chairman of the Planning & Highways Committee over 40 years ago. Letters and emails of thanks from the Christmas parcel recipients were read out and it was noted an article is in the Swindon Advertiser publicising the community project.

The Chairman went on to thank the Staff & Councillors that had been involved with this year's Christmas Parcel Scheme. Specific thanks were given to:

- Lisa Weaving (Cleaner/Caretaker) for shopping for the produce, packing the bags and helping with the deliveries
- Kim Hall (Office Administrator) for processing the applications, route mapping and packing the bags
- Mark Weaving & Dave New (Technical Officers) for collecting produce and helping with the deliveries
- Sandra Kelly (Finance Officer) for keeping an eye on the budgets
- Jo Edwards (Community Development Officer) for achieving donations from local businesses, social media posts and press releases
- Georgina Morgan-Denn (Clerk) and Laura Cutter (Deputy Clerk) for the ongoing support with the project
- Councillor S Heyes for obtaining the Virgin Media donation of 160 Christmas Puddings
- Councillor S McDermott for leading the project and overseeing the produce list, from purchasing to collecting and other items that she was directly involved with.

7:36pm Councillor S McDermott joined the meeting.

FC 175

MINUTES OF THE PREVIOUS MEETINGS

Members received and approved the minutes of the Full Council Meeting held on Tuesday 24th November 2020.

Proposed: Councillor E Baker Lee Seconded: Councillor A John

Vote: Agreed unanimously.

RESOLVED: The minutes of the Full Council Meeting held on Tuesday 24th November 2020 be agreed and signed as a correct record when face to face meetings resume.

FC 176 FC 176.1

AMENITIES & LEISURE RECOMMENDATIONS – 8TH DECEMBER 2020:

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

- £10k for additional CCTV cameras
- £50k to progress Tadpole access
- £40k for Luna play park refurbishment
- £40k for Gaynor play park refurbishment
- £45k for Voyager safety resurfacing
- Additional budget will be allocated for new POST Manager to identify where an investment is needed.
- £1k for Dog Agility Park, subject to usual public consultation and planning permissions
- £5,220 for the seasonal hire of street sweeper

It was acknowledged that during budget setting these aspirations will be put in an order of priority and the maximum values had been quoted.

Proposed: Councillor R Hailstone Seconded: Councillor J Jackson

Vote: Agreed unanimously.

RESOLVED: To include the above aspirations totally £191,220 when budget setting.

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FC 177 FINANCIAL MATTERS

- FC 177.1** A) To receive the Income & Expenditure for November 2020.
B) To receive the Bank Statements and Bank Reconciliations for November 2020.
C) To approve the Payment Schedule for November/December 2020.
D) To receive notification from Swindon Borough Council regarding the estimated Council Tax Base for 2021-2022 and Council Tax Support Grant
E) To receive a verbal update on next year's budget setting arrangements.
F) To approve a direct debit for O2 for the POST Manager's hot spot internet connectivity.

FC 177.1A To receive the Income & Expenditure for November 2020.
Proposed: Councillor S Heyes Seconded: Councillor A Roupelis
Vote: Agreed unanimously.
RESOLVED: To receive the Income & Expenditure for November 2020.

FC 177.1B To receive the Bank Statements and Bank Reconciliations for November 2020.
Proposed: Councillor A John Seconded: Councillor R Ross
Vote: Agreed unanimously.
RESOLVED: To approve the Bank Statements and Bank Reconciliations for November 2020.

FC 177.1C To receive the Payment Schedule for November/December 2020. Payment reference numbers 1253-1268 and cashbook reference number 246, totalling £49,261.38.
Proposed: Councillor V Manro Seconded: Councillor A Roupelis
Vote: Agreed unanimously.
RESOLVED: To approve the Payment Schedule for November/December 2020 included in payment reference numbers 1253-1268 and cashbook reference number 246, totalling £49,261.38.

FC 177.1D Council Tax Base & Support Grant 2021-22
Members noted the update from Swindon Borough Council confirming this year's precept arrangements - the estimated Council Tax Base has reduced by 0.01% so this should not have an overall impact on the precept and the Support Grant remains the same as the previous year £16,598.

FC 177.1E Budget Setting Arrangements 2021-22
Members received a verbal update from the Clerk on the arrangements for setting next year's budget. Due to the complex nature of budget setting a working party with representatives from various Committees will meet regularly from 18th December 2020. The working party consists of Councillors S Heyes, S Callen, S McDermott, V Manro, Clerk and Deputy RFO. The Deputy Clerk will be involved in some of the meetings to obtain some training and exposure to budget setting.

FC 177.1F To approve a direct debit for O2 for the Head of POST's hot spot internet connectivity ay £13 per month.
Proposed: Councillor R Hailstone Seconded: R Venkatesh
Vote: Agreed unanimously.
RESOLVED: To approve a direct debit for O2 for the Head of POST's hot spot internet connectivity at £13 per month.

FC 178 MINUTE (FC 155) AMENDMENT

Members noted an amendment to minute reference FC 155 – S106 monies to be received (£8,294.50) for Haydon 3 Open Space Transfer Phase 10b Land at Southwold Close are only permitted to be used for the maintenance of the open space and this money cannot be used for bus shelters or bus hard standings as previously stated. The income will be included in the Parks & Open Spaces 2021-22 budget for the purpose as stated.

FC 179 KING GEORGE V FIELD TRUST – ANNUAL MEETING OF THE TRUSTEES AND TERMS OF REFERENCE

Full Council heard how the Annual Meeting for the KGV Field Trust took place prior to Full Council this evening. The trustees agreed the Terms of Reference and it was reiterated that all Parish Councillors are collectively the Trustees, so whilst the Parish Council maintains the Field, it is the Trustees who manage the Trust.

FC 180 WEBSITE DESIGN, DEVELOPMENT AND REBRAND

Members received a verbal update from the Community Development Officer and a request for volunteers to assist with testing the website before the launch on Friday 8th January 2021. Members were advised to email the officer if they can assist.

FC 181 COMMUNITY DEVELOPMENT

Members received recommendations and budget aspirations arising from the Community Development Working Party that took place on 11th December 2020. Members noted that the expenditure budget has been reduced from £18,450 to £11,600 due to the website project being completed this year and setting an income target of £7,000 for funding and donations. It was acknowledged that this year has been exceptional due to COVID-19 with businesses giving more generously. It was agreed to continue to build on the positive engagements and partnership working. Further updates included how the Youth Worker re-opened the Skate Park on 12th and 13th December 2020, and following a feedback meeting with Officers, some immediate changes were made to the way future sessions are organised. The Officer updated members on a successful £2,500 grant application with the Haydon Wick Community Fund. The funds can be used to give additional hours at the Skate Park or to consider running other youth engagement projects in 2021. Members congratulated the Officer on the grant.
Proposed: Councillor S Callen Seconded: Councillor E Baker Lee
Vote: Agreed unanimously.
RESOLVED: To allocate £11,600 towards various aspirational Community Development projects when budget setting.

Time Community Development Officer left the meeting.

FC 182 COUNCILLOR REPORTS
Councillor E Baker Lee

Has received good feedback with regards to the new bench installed at Rex Barnett Walk.
Thanked the office for getting a Christmas parcel to a resident who had been unable to apply before the deadline.

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Councillor J Fuller

Updated on a material breach of planning on a large dormer extension being constructed on the property at The Brow. The extension has been put at the rear of the property and contravenes the original plans. The Planning Enforcement Officer is reviewing, and the building works have ceased, pending permitted development and further planning applications.

Councillor R Hailstone

Gave a brief update on the recent SBC Clerks & Chairs meetings and items raised via Swindon Area Committee on behalf of the parishes, for example, communication issues with SBC. SBC confirmed the appointment of a new Parish Liaison Officer (Sam Mowbray) and Parish Liaison Councillor (Cllr Robert Jandy) which should mitigate the issues and create better communications moving forwards. The Parish & Town Charter (2015) will be reviewed by Swindon Area Committee and Swindon Borough Council. Members of the Area Committee will be asked to review the document and submit comments. As the Parish Council is a Member of Swindon Area Committee, this should be a consideration for the Policy & Finance Committee on 19th January 2021. SBC will be reviewing a request for a Community Governance Review following requests from South Marston Parish Council and Wanborough who are both hugely impacted by the New Eastern Villages.

Councillor S Heyes

Advised that Lavinia Walk has been resurfaced and is looking much tidier. The other side is due to be done shortly.

Councillor A John

Observed that social distancing measures were not being controlled as ASDA Walmart. It appeared the store was overcrowded. Suggested that Councillor D Renard could write to ASDA again to request they introduce tougher measures. *Councillors E Baker Lee, R Hailstone and L Rhys-Jones confirmed similar issues at ASDA but have received correspondence to suggest additional measures, such as installing electronic counting systems and reintroducing queuing systems, are being put in place to ensure customers feel safe throughout the festive period.*

Acknowledged that whilst this has been a difficult year, the Parish Council should be proud of their achievements. Gave thanks to the Staff and

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Councillors for all their efforts this year and wished everyone a Merry Christmas.

Councillor S McDermott Gave brief thanks to those involved in this year's Christmas Parcel Scheme. Acknowledged formal thanks given during the Chairman's announcement.

Councillor L Rhys-Jones Echoed the thanks to everyone involved in the Christmas Parcel Scheme, it has been acknowledged that these have been greatly received by residents. Has recently been aware of issues with Royal Mail post going astray and this could have an effect on letters being sent out regarding the COVID-19 vaccination programme. This has caused some confusion amongst those eligible.

Councillor S Callen Advised that the COVID-19 Testing Station at SBC will remain open and operational over the Christmas and New Year period.

FC 183

CLERK'S REPORT

The Clerk gave additional updates following attendance at the recent SBC/Clerks & Chairs meeting:

- Confirmation that SBC's Streetsmart Team will not be disbanded, and the service will continue as normal. A new Director of Operations (Brian Pinchbeck) is working on improving operation services. There will be a restructure but not intention to change any of the front facing service delivery.
- Inconsistencies with the Transfer of Services Deed arrangements between the Borough and Parish and Town Councils will be reviewed to ensure that Parish & Town Councils have clarity and get to a point when all parties are comfortable with the how the services are delivered and who is responsible for what.
- The Local Plan 2026 timeline has been reviewed and the new timeline will be circulated in May 2021. Neighbourhood Plans for Stratton St Margaret and Blunsdon are currently at referenda stage.
- The Chief Executive of SBC confirmed that SBC is committed to reviewing a Community Governance Review in June 2021 following the various May elections. A Community Governance Review of the whole of the Borough could take several years to complete.

The Clerk confirmed that this was a positive meeting and that many parishes attending came away feeling that SBC were committed more than ever to better communicate with the parishes. The next meeting will be in June 2021.

FC 184

NEXT AGENDA ITEMS

To be passed to the Clerk in advance of the next meeting on 26th January 2021.

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FC 185 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 & Insurance Matters.

It was resolved to move the Insurance Matter and Depot Feasibility forward in the agenda to allow the Officers to report and then leave the meeting prior to the Personnel Sub Committee agenda item.

FC 186 INSURANCE MATTER – STOLEN VEHICLE

Members were advised that an offer has been received from the insurance company. The Head of Parks & Open Spaces has considered the offer and advised it seems fair. Further items need to be added to the claim so members suggested asking the insurance company to increase their offer and gave the Clerk delegated authority to negotiate a final settlement no less than the original offer.

Proposed: Councillor R Hailstone Seconded: Councillor S Callen
Vote: Agreed unanimously.

RESOLVED: To give delegated authority for the Clerk to negotiate a final settlement no less than the original offer.

FC 187 POST DEPOT FEASIBILITY UPDATE

Councillor S Heyes advised that there have been some developments since the Extraordinary Full Council meeting at the beginning of November. A recent site visit to another Parish Council’s Depot was undertaken and it confirmed there will be substantial expenditure to fit out a leased facility. It also transpires that there is now no immediate possibility of sharing services with neighbouring parishes. As such the new depot facility will need to last longer than five years. It was confirmed that further costings will be brought to the January meeting for consideration and these will include a longer term option of a capital investment to build a new depot.

20.46 Deputy Clerk, Deputy RFO and Head of POST left the meeting.

FC 188 PERSONNEL SUB COMMITTEE RECOMMENDATIONS – 14th DECEMBER 2020

Councillor V Manro updated members on the Personnel Sub Committee meeting held on the 14th December. The following recommendations were presented for Full Council approval:

- A) Successful probationary period for an Officer ending February 2021 with an increase of two salary points affecting the current financial year and uses funds allocated.
- B) Increase the Community Development Officer’s weekly hours to 30 from April 2021.
- C) A Deputy Parks & Open Spaces Manager role will be established in 2021.
- D) Reconfirming recruitment for an Apprentice will take place in 2021 - this is an existing commitment which had not been progressed in 19/20 due to the pandemic.
- E) Taking into consideration the above the salary budget for 2021/22, using maximum figures to allow for contingencies, is £473,732.81.

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mentioned the enforcement issue The Brow and the committee discussed the plans which had come in from Wiltshire Council for Purton Road, it is close to the border of the Parish and there may be items to consider, the plans will be discussed further at January's meeting.

The meeting closed at 21.27

Chairman _____

Initials _____