

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Full Council of Haydon Wick Parish Council held on Tuesday 23<sup>rd</sup> February 2021 at 7.30pm held remotely via Microsoft Teams.

### **ATTENDENCE**

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

**OTHERS IN ATTENDANCE:** Ward Councillor D Renard (Haydon Wick)

**OFFICERS:** Chief Officer/Clerk & RFO, Georgina Morgan-Denn  
Deputy Clerk/Amenities & Leisure Officer, Laura Cutter  
Community Development Officer, Johanna Edwards  
Head of Parks & Open Spaces (POST), David Hunt

**FC 208 APOLOGIES**  
There were apologies from Councillor K Naik (work commitments).

**FC 209 DECLARATIONS OF INTEREST**  
Councillor Manro declared an interest in agenda item 12 – Dementia Café.

**FC 210 SWINDON BOROUGH WARD COUNCILLOR REPORTS**  
**Councillor D Renard (Haydon Wick):** Flooding at Thames Avenue has been dealt with. Waiting for a reply from Thames Water to find out how they are going to resolve the area because it has been flooded multiple times recently.

Fully aware and sympathetic to all traffic issues in the parish recently – this is due to scheduled City Fibre works upgrading broadband in the parish - it is the additional electricity and gas works that have caused the problems because they did not have to schedule their works and it came with very little notice. They do not have to serve notice on us. Councillors voiced concerns about pedestrian safety as some diversions are not clear and residents are forced to walk on the road. Councillor Renard confirmed he would investigate this further.

**Councillor V Manro (Priory Vale):** Plans for Thamesdown Drive works scheduled end of March early April – will confirm timings closer to the date.

**Councillor S Heyes (St Andrews):** Roadworks also in St Andrews.

**FC 211 CHAIRMAN'S ANNOUNCEMENTS**

Having had a sneak preview of the latest 'living' magazine, I would like to thank Councillor Sarah McDermott for yet again producing a great edition. Thanks also to all councillors who submitted articles, some for the first time, to ensure we put out a quality and informative magazine. Hopefully, the next addition will be full of the joys of freedom rather than lockdown. I would like to echo the thanks from the Internal Auditor to the Deputy RFO for her hard work on ensuring the internal audit was completed painlessly and remotely due to the information that was provided. The Chairman invited member of public to speak.

**FC 212 PUBLIC PARTICIPATION**

One member of the public attended but had no questions to the Council.

**FC 213 PREVIOUS MINUTES**

Members received and approved the minutes of the Full Council Meeting held on Tuesday 26<sup>th</sup> January 2021.

**Proposed: Councillor A John**

**Seconded: Councillor R Ross**

**Vote: Unanimously agreed.**

**RESOLVED: The minutes of the Full Council Meeting held on Tuesday 26<sup>th</sup> January 2021 be agreed and signed as a correct record when physical meetings resume.**

**FC 214 COUNCILLOR REPORTS**

- Councillor R Venkatesh** Thanks to POST who completed works in a timely manner. Queried if we had any published SLAs on resident enquiries – the Clerk confirmed that we do not as some matters take longer to investigate.
- Councillor S McDermott** Thanks to both the new designer of our brand/website and existing designer for the work they did behind the scenes to incorporate the new logos into this current edition of Haydon Living.
- Councillor A John** Pothole issues in Woodhall and bad parking across driveways. Has raised this with Swindon Area Committee. Asked for ideas. Ward Cllr Renard confirmed he is not aware of any issues but would like to know the specific roads in Woodhall as some are in Priory Vale and some Haydon Wick – Councillors to liaise.
- Councillor S Heyes** Lots of walking around the parish and very little needs doing – great to see.
- Councillor R Hailstone** King George V – asked when play park is going to be opened and will we have any press coverage. Clerk confirmed opening date coming soon and a draft press release is being circulated.
- Councillor J Fuller** Dog mess in parish continues to be a problem and what can we do about it. – Clerk suggested bringing it back to A&L with an enforcement discussion and tying up with SBC. Editor confirmed an article was in new magazine. Agreed needs an education article in the future and discuss at A&L.
- Councillor E Baker Lee** Thanks to all involved for sorting burnt out cars in Seven Fields – councillors, staff and parish councils all acted promptly. Conservation Group is planning a guided walk on the 24<sup>th</sup> June and inviting the other parishes to be involved. Email me with your ideas etc.

**FC 215 CLERK'S REPORT**

**Planning Permission** has been granted for the skatepark fencing. The works to install will now proceed and hoping by end of March.

**Training** Clerk and Officers attending the 3-day SLCC Practitioners Conference this week. Sessions so far has covered Responsible Investments, Mental Health Self-Care, and why adopting the Model Code of Conduct will have beneficial effects on the sector.

**FC 216 AMENITIES & LEISURE COMMITTEE RECOMMENDATIONS**

**FC 216.1 TO PERMIT STREET ART IN THE WESTFIELD UNDERPASS**

This item was deferred until the next meeting of Full Council.

**FC 216.2 CREATION OF COVID-19 MEMORIAL PROJECT**

The meeting noted that, subject to SBC permission, the creation of a Covid-19 memorial would be sited next to Orchid Vale Care home with the planting of cherry blossom trees, sleeper benches and flower bed. Hoping for a speedy resolution with SBC - question about whether we need to apply for a Certificate of Lawfulness because of the flowerbed and other installations – Borough Officers are discussing the legal position.

**FC 217 POLICY & FINANCE COMMITTEE RECOMMENDATIONS**

**FC 217.1 VIREMENT FROM COMMUNITY GRANTS BUDGET**

Members noted the virement of £7,500 from Community Grants [202/4209] to Dementia Café [402/1152]. This virement of the surplus community grant budget is to enable the Dementia Café project to get started.

**FC 217.2 INTERNAL AUDITOR'S INTERIM REPORT**

Members noted the Internal Auditor's interim report which contained two recommendations – one on the agenda this evening and another which the Officers had in hand, which is to look at future investment options for the Council's reserves. Thanks was noted by the Internal Auditors to Deputy RFO for her hard work and organised approach to this year's remote audit - enabling an efficient audit process.

**FC 217.3 FIRE, HEALTH AND SAFETY POLICY**

**Proposed: Councillor S Callen                      Seconded: Councillor D Rodgers**

**Vote: Agreed unanimously.**

**RESOLVED: Members agreed to adopt the Fire, Health and Safety policy as presented.**

**FC 217.4 SWINDON BOROUGH/PARISHES CHARTER**

Members discussed the need to update the existing Parish Charter, which includes the Planning Protocol. Councillors agreed to give Councillor R Hailstone delegated authority to review and submit the Council's revisions to be presented at the next Swindon Area Committee. Councillors thanked Mr Roy Worman for his feedback. Send comments to Councillor Hailstone by 12<sup>th</sup> March 2021

**Proposed: Councillor L Brown                      Seconded: Councillor S Callen**

**Vote: Agreed unanimously.**

**RESOLVED: Members agreed to give Councillor R Hailstone delegated authority to submit their revisions to the Parish Charter to be presented at the Swindon Area Committee on the 18<sup>th</sup> March 2021.**

**FC 217.5 GENERAL DATA PROTECTION REGULATION (GDPR) POLICY**

**Proposed: Councillor S Callen                      Seconded: Councillor E Baker Lee**

**Vote: Agreed unanimously.**

**RESOLVED: Members agreed to adopt the GDPR Policy as presented.**

**FC 218 OPERATIONAL & FINANCIAL RISK ASSESSMENT**

**Proposed: Councillor V Manro                      Seconded: Councillor A Roupelis**

**Vote: Agreed with one (1) abstention.**

**RESOLVED: Members agreed to re-adopt the Operational & Financial Risk Assessment revised by Policy & Finance Committee in June 2020.**

**FC 219 COMMUNITY DEVELOPMENT WORKING PARTY RECOMMENDATIONS**

**FC 219.1 MEMORIAL BENCH POLICY & COSTS**

**Proposed: Councillor S McDermott                      Seconded: Councillor D Rodgers**

**Vote: Agreed unanimously.**

**RESOLVED: Members agreed to adopt the Memorial Bench Policy and Pricing Structure as presented.**

**FC 219.2 MEDIA POLICY REMINDERS**

Members received and noted the report reminding members of the Council's Media Policy. Key points highlighted were for members to be careful about what they may do as a Councillor and how it is reported, to be careful about their roles if they are a dual hatted and to ensure all media and articles go through the office before publication. To be fair to all potential candidates, please tag and mention all Ward councillors. There is additional information for anyone intending to stand as a candidate for a Borough Ward vacancy, please speak to the Clerk if you are intending to stand.

**FC 220 DEMENTIA CAFÉ PROJECT FUNDING**

The meeting was updated on the progress of the Dementia Café project and was informed that a bid to the National Lottery - Community Fund - Local Connections for £2,500 was successful which will be used as a deposit towards the full purchase price of a table. This funding must be spent by the end of the financial year and spent as per the conditions of the funding. A further grant application is in process with Wiltshire Community Foundation for the balance of £4,395. The Community Development Officer's Report includes recommendations that £4,000 is allocated from the Discretionary Coronavirus grant, to enable the project to run for an initial 18 months and for the Clerk to be given delegated authority to spend up to the value of the grant applied for with the Community Foundation [£4,395] to pay the balance of a table. Members agreed to the recommendations contained in the report.

**Proposed: Councillor E Baker Lee                      Seconded: Councillor R Ross**

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

**RESOLVED:**

- 1. To allocate £4,000 from the Discretionary Coronavirus grant to enable the project to run for an initial 18 months.**
- 2. To give the Clerk delegated authority to spend up to the value of £4,395.00 on the most suitable mobile sensory magic table identified to ensure a sustainable Dementia Café service for the community.**

**FC 221 PUBLICISING PLANNING ENFORCEMENT ISSUES**

Members agreed to take this discussion back to the Planning & Highways Committee meeting. There were examples of other parishes using local media to raise awareness of planning enforcement issues. Members were concerned that

this approach with recent examples being cited which have shown the residents to be vilified as a result. It was also recognised that Council should not unilaterally go to the press without consulting with those who will be impacted.

**FC 222      NEXT AGENDA ITEMS**

To be passed to the Clerk in advance of the next meeting on 23<sup>rd</sup> March 2021.

**The meeting closed at 20.55**

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

Initials \_\_\_\_\_