

## HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Council held on Tuesday 14<sup>th</sup> December 2021 at 7.00pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

### ATTENDANCE

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

**OFFICERS:** Chief Officer & RFO, Georgina Morgan-Denn  
Community Development Officer, Johanna Edwards  
Head of Parks & Open Spaces, David Hunt  
Senior Administrator, Jill Sharp

### FC 153 APOLOGIES

Apologies were received and accepted from Councillors S Callen, D Rodgers and B Patrick-Okoh, (Personal Commitments), Councillor J Jackson (SBC commitments) and A Roupelis (Work Commitments).

*19.04 Councillor Rhys-Jones and Head of POST D Hunt arrived.*

### FC 154 DECLARATIONS OF INTEREST

Councillor L Brown for Planning Application S/20/1705 12A High Street, Haydon Wick. Councillor V Manro Parish Deed.

### FC 155 SWINDON BOROUGH WARD COUNCILLOR REPORTS

**Councillor J Jackson (Haydon Wick Ward):** None

**Councillor S Heyes (St Andrews Ward):** advised that even though more relevant to St Andrews, have been successful in obtaining approval for Gripping on both sides of footbridge over Thamesdown Drive and they have confirmed that it will also be gritted on icy days.

**Councillor V Manro (Priory Vale):** Although the streetlights work at Thamesdown Drive has been completed, there are a couple flickering, SSE are aware of issue. Also, if anyone wanted to volunteer for COVID injection centers email [Volunteer@swindon.gov.uk](mailto:Volunteer@swindon.gov.uk). Confirmed that to date there are no known plans to close The Steam Centre at least up until July 2022 and currently the Vaccination Centre opening hours have been extended to 10.00pm from 6.00pm.

### FC 156 PUBLIC PARTICIPATION

There were no members of the public present.

### FC 157 CHAIRMAN'S ANNOUNCEMENTS

Read out a Thank You to the Council from a Christmas parcel recipient.

### FC 158 PHYSICAL COUNCIL MEETINGS RISK ASSESSMENTS

Members considered and discussed the Risk Assessment and concluded that no changes are to be made at this meeting and to continue to review monthly to consider if any amendments need to be made following any updates from Central Government or SBC.

### FC 159 MINUTES OF PREVIOUS MEETINGS

Members confirmed as a true record the minutes of meeting held on 23rd November 2021.

**Proposed: Councillor A John            Seconded: Councillor R Venkatesh**

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

**RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 23<sup>rd</sup> November 2021 and the Chairman signed the minutes.**

**FC 160**

**COUNCILLOR REPORTS**

The Chairman had contacted Councillors in the week preceding the meeting to ask Councillors to give an update on what they had been working on for their parishioners during 2021 and more currently this week.

Councillors S Fateru	Nothing to report
Councillor R Venkatesh	Nothing to report
Councillor J Fuller	Nothing to report
Councillor A John	Thanked Councillor McDermott for the organisation of the Christmas food parcels and how good it was to see many volunteers. Also, thanks to Councillor McDermott again for the wildflower scheme. Felt that the skatepark celebration and opening went well and delighted with the year and progress being made on the Planning committee and considers the Parish ready for the future.
Councillor E Baker Lee	Thanked Councillor McDermott for all amazing hard work. Have had contact with a mother of a young person who uses the skatepark and is complaining about some bad behavior and will report back when more is known.
Councillor L Brown	Has been driving the community bus this year and during the parcel's deliveries. Has some suggestions for next parcel deliveries and putting a parcel poster in the bus for the regular users.
Councillor S McDermott	<b>Friday 10th December</b> - Thanks to Dave N. & Mark W. for collecting the parcel contents. And Lisa W. & Mark W. for laying out the room. <b>Friday 10th December</b> , we packed 150 parcels. Thanks to Cllr Ellen Baker Lee Cllr Rebecca Ross. And our wonderful volunteers, Karen K. Martyn A. Lisa H and Bob K. <b>Saturday 11th December</b> , the parcels were delivered. Thanks to Cllr Adam John, Cllr Ellen Baker-Lee, Cllr John Jackson, Councillor Linda Brown, Councillor Richard Hailstone and Councillor Rebecca Ross. Staff Georgina Morgan-Denn, Darry New and Kate New. And our wonderful volunteers, Cheryl S., Martyn A., Leigh J. & Mr Ross.

- And behind the scenes Darry for processing all the applications, Jill and Finance. Jo for publicity on Facebook, creating on-line application form & sourcing donations. And finally, the Georgina Chief Officer & Laura Deputy Clerk, in supporting the staff in helping.
- Councillor R Hailstone Planted some more bulbs at Rex Barnett which may come up a little later - POST to check when grass cutting begins. Attended the SBC/Chairs & Clerks Forum and noted one main item of concern following recent Waste Audit at Waterside. The waste being tipped by Parish Councils will not be charged to the Parishes. Represented the Parish Council at the Christmas light display at the Town Gardens and very impressed, well worth a visit.
- Councillor R Ross Helped with the packing and delivering the Christmas Parcels and extended many thanks to Councillor McDermott for all the hard work in bringing the whole project together. Cliffords Field – has been asked when the fencing can be expected from Natural England. Als if a resident can display a poster about the field. *Action: Head of POST will investigate & report back.*
- Councillor S Heyes There are some streetlights still out in Helmsdale and SSE is fully aware but are having difficulty locating cables in the road. This is being escalated as it been a long while. Pushing the issue regarding all the amber lights awaiting to be converted to LED.
- Councillor L Rhys-Jones Thanked everyone on the Finance and Policy Committee and particularly to the Chief Officer and the Parish Chairman for their work on the budget. Extended thanks to the previous Finance Officer who is assisting the Council currently.
- Councillor V Manro Thanked everyone and is impressed with how the Parish Council has progressed so positively this year during difficult times. Advised that the Police have asked about the Skatepark and Orbital Centre car park. There are discussions with British Land about sponsoring the lights.

**FC 161**

**CHIEF OFFICER'S REPORT**

Each Councillor has been left some @Haydon Wick Community Matters leaflets whereby residents are invited to respond to the Council's further community plan/strategy survey which is currently live. Asked members to pass these to any residents or contacts. Implored the importance of encouraging residents to participate in the consultation as this will set the priorities for the

community for the next few years. These will be sent out in the New Year together with the Memory Café leaflets. There are hard copies of the surveys from community collection points and from the office for any residents who prefer to complete a hard copy survey. Interviews are taking place for the position of Finance Officer this week.

**FC 162            PARISH DEED**

Councillor Manro declared a non-pecuniary interest as a Ward Councillor. Councillor Rhys-Jones gave a verbal update that the Working Party revisions are in progress and will report back at the next meeting. Confirmed that SBC has given an extension for our comments to the end of January 2022.

**FC 163            BRIDLEWOOD PRIMARY SCHOOL – PROPOSED ACADEMISATION**

Members noted a letter received from the Bridlewood Primary School advising of the proposed academisation. Despite being outside the Parish, there may be some children who attend from within the Parish. All questions or queries should be directed to the School.

**FC 164            PARKS & OPEN SPACES COMMITTEE MATTERS**

**FC 164A          Grounds Maintenance Facility**

Head of POST advised that last week a presentation was made to three companies who were pitching for the opportunity to provide turnkey project manager services for the Grounds Maintenance Facility. It was a positive meeting and we are now awaiting clarification questions before their quotations are submitted. The companies have been asked to provide any questions to us by the 7<sup>th</sup> January 2022 on a full turn-key basis. Of course, any contractual or budgetary issues will come to Full Council. Councillor Hailstone advised that it certainly appeared that these companies had the knowledge and experience to carry out the type of contract being offered.

**FC 164B          Security Arrangements & iPad for CCTV Equipment:**

Members noted the report and agreed to the recommendations. Concerns were expressed regarding anti-social behaviour at the skatepark. Reassurance was given that the PCSOs and POST will visit the park during the festive period

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

**Vote: Agreed Unanimously.**

**RESOLVED:**

**1. To proceed with the purchase of an iPad and case for the CCTV and Office doorbell system at a total cost of £422.90 [4628/605].**

**2. To note the Christmas skate park opening hours are being amended between 24th December 2021 – Tuesday 4th January 2022.**

**FC 164C          Street Sweeper Hire Period Extension & Head of POST Report**

Members noted the report and agreed to the recommendations. Concerns were discussed as when this proposal was first aired there was no mention of an additional operative being required. The Chief Officer confirmed that this would create an overspend for this financial year. Members also noted that this particular machine does seem to be the best for the Parish's requirements and has some capability to deal with fresh laid snow so any potential inclement weather downtime would be minimal. Members would like to see the footpaths being swept too.

**Proposed: Councillor A John                      Seconded: Councillor S Heyes**

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

**RESOLVED: 1. To continue with the hire of a mini compact sweeper at a cost of £8,190 from 4th January 2022 – 31st March 2022.**

**2. To recruit for a 'seasonal operative' to help in other areas of the team for the period of extended hire (as above) for a period of 13 weeks at a cost of £6,034 (with on costs).**

*20.05 Councillor K Naik arrived and offered apologies for being late.*

*20.08 Councillor E Baker Lee left the meeting and returned at 20.10*

**FC 165                      FINANCE & POLICY COMMITTEE MATTERS**

**FC 165A                      Income & Expenditure Report for Month 8 – November 2021**

Members noted the report.

**FC 165B                      Bank Statements and Bank Reconciliations for November 2021**

Members noted the report.

**FC 165C                      Payment Schedule November/December 2021**

Members considered and approved the November/December 2021 expenditure. The total payments for approval were £26,732.05. However, members were advised that the salaries were not included in this as the meeting is earlier this month and these will be retrospectively presented in January 2022.

**Proposed: Councillor L Brown                      Seconded: Councillor R Venkatesh**

**Vote: Agreed Unanimously.**

**RESOLVED: Members approved November/December 2021 expenditure under purchase daybook references 1873-1913 and cashbook reference 265. The total payments for approval were £26,732.05.**

**FC 165D                      Rialtas Year End Cleardown & Annual Return Services Order**

Members noted an order has been placed to use Rialtas Year End Cleardown and Annual Return Services at a cost of £600 + VAT.

**FC 165E                      2022-23 Parish Precept Tax Base & Community Tax Support Grant**

Members noted the arrangements for the 2022-23 Parish Precept Tax Base & Community Tax Support Grant. Council Tax Base is 9029.8 equivalent band D dwellings the corresponding figure for 2021-22 was 9005.9 – a change of 0.3%. There are no changes to the Council Tax Support Grant (CTSG) and subject to SBC formal approval on the 17<sup>th</sup> February the CTSG due will be £16,598.

**FC 166                      COMMUNITY DEVELOPMENT COMMITTEE MATTERS**

**FC 166A                      Future Budget Aspirations**

Members noted and agreed to the Community Development Committee's budget aspirations, as presented.

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

**Vote: Agreed Unanimously**

**RESOLVED:** Members noted and agreed Community Development Committee's budget aspirations, as presented.

Cost Centre	Description	2021-22	2022-23	Notes
402/1005	Grants Income	£7,000	£15,000	Based on successful grant bids this year.
402/4402	Marketing & Events	£3,600	£5,250	Queen Jubilee (Beacon etc. £2000) Remembrance £0, Easter £500, Winter £500, Volunteer Thank you £750. Monarchy passing £0.
605/4621	Ear Marked Reserve (EMR) Community Bus Replacement Accrual	£12,000	£0	Remove accrual in 22/23, replace all funds with an additional £4,000 accrual (total £16,000) in 23/24.
402/400New 402/100New	Memorial Benches Income & Expenditure Code	£0	£3,462	Added income & expenditure codes for potential purchase of up to 2 benches 22/23.

**FC 166B****Christmas Parcels Donation**

Members noted the donation of £350 has been received from The Redeemed Christian Church of God. *Action: Councillor Manro requested a letter of thanks be arranged.*

*20.20 Community Development Officer, Johanna Edwards left the meeting.*

**FC 167  
FC 167A****PLANNING & HIGHWAYS COMMITTEE MATTERS****Installation of crossing Thames Avenue/Pen Close**

Members noted that SBC Ward Council D Renard has confirmed there is no budget to fund new patrols and that the school may fund one if they wish and to work with the relevant SBC Officer.

**FC 167B****Haydonleigh Drive to service the Brow**

Members noted the request for a crossing on the Brow and has been on the list of possible sites for the last two (2) years. There is an annual assessment of all the requests across the Borough and the two (2) deemed to be the highest priority are implemented. Councillor Renard continues to lobby for the crossing at this location. *Action: Ward Councillors to find out where this proposal was on the list and if they can influence the priority.*

**FC 167C****PLANNING APPLICATIONS**

The following applications were agreed on:

**FC 167C.1****S/ADV/21/1000**

Starbucks, North Swindon District Centre, Abbey Meads SN25 4AN

Revised Consultation for display of various illuminated signage

**HWPC Comments: Objection to site 16 as it is on Thamesdown Drive, see previous comments. See Minutes October 2021 PH 069.1 (The**

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Committee request this application is called in if the Planning Officer is minded to pass the application. Objections to the positioning of 9m mono pole in the worst case eventuality that it falls and blocks the access road. No issues with signs. Sign 16 has been positioned in correctly and should be set back from the road. Request the Enforcement look into this and get it positioned correctly. It should be set back from Thamesdown Drive.)

- |            |   |   |  |
|------------|---|---|--|
| FC 167C.2  | <u><a href="#">S/HOU/21/1672</a></u>  | 66 Clary Road,<br>Haydon Wick, SN2<br>2ST   | Erection of a two-storey side and single storey side extensions.             |
|            | HWPC Comments: <b>No Objection.</b>   |   |  |
| FC 167C.3  | <u><a href="#">S/HOU/21/1712</a></u>  | 5 Calstock Road, Oakhurst,<br>SN25 2BG      | Erection of single storey side extension and 1 no. rear Dormer window.       |
|            | HWPC Comments: <b>Going from 4 to 6 beds, not indication of whether sufficient parking – Object until clarified.</b>  |   |  |
| FC 167C.4  | <u><a href="#">S/HOU/21/1771</a></u>  | 5 Exmoor Close, Taw Hill,<br>SN25 1FDV      | Erection of a first floor/two storey side extension.                         |
|            | HWPC Comments: <b>No Objection.</b>   |   |  |
| FC 167C.5  | <u><a href="#">S/HOU/21/1798</a></u>  | 8 Angelica Close,<br>Woodhall Park, SN2 2TS | Erection of a two-storey side extension with Dormers to rear.                |
|            | HWPC Comments <b>Objection until some clarification. This appears to be a very large extension pushing against the 50% guideline. The number of bedrooms is 5/6. There is no indication on the plan of parking provision for 3 spaces.</b>  |   |  |
| FC 167C.6  | <u><a href="#">S/HOU/21/1804</a></u>  | 25 Daruis Way, Abbey<br>Meads, SN25 4XT     | Erection of a single storey rear extension.                                  |
|            | HWPC Comments: <b>No Objection.</b>   |   |  |
| FC 167C.7  | <u><a href="#">S/HOU/21/1817</a></u>  | 63 Ulysses Road,<br>Oakhurst, SN25 2JN      | Erection of a two-storey rear extension.                                     |
|            | HWPC Comments: <b>Objection – looks like they are creating two separate flats, more than just an extension. Clarification required.</b>   |   |  |
| FC 167C.8  | <u><a href="#">S/HOU/21/1821</a></u>  | 11 Coppice Close,<br>Woodhall Park SN2 2RB  | Erection of single storey side extension                                     |
|            | HWPC Comments: <b>No Objection.</b>   |   |  |
| FC 167C.9  | <u><a href="#">S/HOU/21/1887</a></u>  | 3 Foxglove Road,<br>Haydon Wick SN25 1SG    | Erection of two storey side/rear extension and single storey rear extension. |
|            | HWPC Comments: <b>No Objection.</b>   |   |  |
| FC 167C.10 | <u><a href="#">S/20/1705</a></u>  | 12A High Street Haydon<br>Wick              | Revised Application  |
|            | HWPC Comments: <b>Objection - Previous Comments Still Stand. See minutes dated 16<sup>th</sup> February 21 Ref - PH 020</b> (Objections to this application and has requested it be called into the Planning Committee. Two emails detailed the reasons that have been raised both to this application and the previous application, relating to the same address.) |   |  |
|            | <b>Proposed: Councillor S McDermott    Seconded: Councillor L Rhys Jones</b>  |   |  |
|            | <b>Vote: Agree Unanimously.</b>   |   |  |

**RESOLVED: To submit the comments to SBC Development Control, as presented.**

**FC 168 ITEMS FOR THE NEXT AGENDA**

Members were asked to send any items for the Full Council meeting on the Tuesday 25<sup>th</sup> January 2022 to the Chief Officer as soon as possible.

**FC 169 EXCLUSION OF PUBLIC & PRESS**

**RESOLVED: To resolve 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 & Staffing.**

**FC 170 GROUNDS MAINTENANCE FACILITY (GMF) CONTRACTS**

Members noted there were no contractual recommendations for Full Council to consider this evening.

**FC 171 PLAY AREA TENDERS: TENDER AWARD AND OVERSPEND**

Members noted the report and agreed to the recommendations presented.

**A) Voyager Drive Play Area Resurfacing Tender Award**

**Proposed: Councillor R Hailstone      Seconded: Councillor E Baker Lee  
Vote: Agreed Unanimously.**

**RESOLVED: Members agreed to award the tender contract from Vitaplay at a cost of £50,000 excluding VAT. The contractors were chosen for their design and have proven previous experience in delivering play area surfaces. To resolve to allocate a total of £55,000 excl. VAT, to include project contingency of £5,000, from budget code 302/4518.**

**B) Gaynor Close Overspend**

**Proposed: Councillor R Ross      Seconded: Councillor K Naik  
Vote: Agreed Unanimously.**

**RESOLVED: Members resolved to increase the contingency fund by £500 to £3,500, using funds from budget code 302/4316.**

**FC 172 INSURANCE MATTERS**

A confidential insurance matter was noted. A settlement payment without admission of liability has been paid to the claimant. The settlement is covered by the Council's insurance and will have pay the £250 excess [101/4013]. It was noted that Members were dissatisfied with the outcome.

*20.48 Head of Parks & Open Spaces, David Hunt and Senior Administrator, Jill Sharp left the meeting.*

**FC 173 PERSONEL SUB COMMITTEE RECOMMENDATIONS–8<sup>TH</sup> DECEMBER 2021**

**FC 173A A) Salary Budget 2022-23**

Members thoroughly discussed the proposed total salary budget being presented. It was noted that the budget includes:

- regraded roles from the Staff Review as agreed in June FC024.1-9.
- proposed three (3) new roles in Parks & Open Spaces Team to deliver an enhanced Grounds Maintenance service from the beginning of the new financial year – as agreed in September 2021 FC112.
- the annual Cost of Living increase (+1.75% for the current financial year and +2% for next year)
- increased National Insurance contribution rates (+1.25%).
- Proposed one (1) new role in Community Development to continue to deliver the youth and community programme.

Members considered the budget aspiration being presented by the Community Development Committee for an additional permanent position to resource ongoing community development activities such as the Memory Café and Youth programme. It was acknowledged that current resourcing levels are grant funded and from July 2022 there is no funding to deliver the services resulting in the threat to the halting the services until grants are achieved.

Members discussed the importance of communicating fully with residents on all the reasons behind the need to increase the Council's resources. It was noted the proposals to increase resources have come because of discussions with residents – as they have been telling Councillors what they want to see enhancements in eg grounds maintenance service and the benefits of the Council's youth and community programme. It was also noted that to withdraw these services, at this time when the community is still vulnerable from the ongoing pandemic, could have a negative impact on the youth and more vulnerable in the community.

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

**Vote: Agreed with Four (4) Abstentions**

**RESOLVED: Members agreed a total salary budget for 2022/23 at £658,000, as presented.**

**FC 173B    B) Staff Handbook Version 2**

Members thoroughly discussed and agreed to the revisions in the Staff Handbook, as presented.

**Proposed: Councillor S McDermott    Seconded: Councillor R Hailstone**

**Vote: Agreed Unanimously.**

**RESOLVED: Members agreed to adopt the revised Staff Handbook, as presented.**

**The meeting closed at 21.15.**

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

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