

HAYDON WICK PARISH COUNCIL

Minutes of the informal Full Council Discussion of Haydon Wick Parish Council held on Tuesday 15th June 2021 at 7.30pm held remotely via Microsoft Teams.

ATTENDANCE

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

OFFICERS: Chief Officer & RFO, Georgina Morgan-Denn
Deputy Clerk, Laura Cutter
Deputy RFO, Sandra Kelly

FC 025 APOLOGIES

Apologies were received and accepted from L Brown (work commitments).

FC 026 DECLARATIONS OF INTEREST

There were none.

FC 027 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor B Patrick-Okoh signed her Declaration of Office form in the virtual presence of the Clerk.

FC 028 SWINDON BOROUGH WARD COUNCILLOR REPORTS

Councillor S Heyes has been working with Councillor J Jackson and both met with CityFibre on site, together with a resident, to discuss the quality of the work being undertaken by them. CityFibre confirmed they will pressure wash streets when the work is finished and have been told that Swindon Borough Council (SBC) will sweep up afterwards. However, CityFibre have experienced some problems in communicating with SBC. Councillor Heyes and Jackson were told that the marks on the footpaths will weather and disappear and were given CityFibre contact details should there be any issues arising.

FC 029 PUBLIC PARTICIPATION

A member of the public was present who made the following representations. Queried the expenditure against 4010/302 (Play Area Contractor) and 4009/307 (Maintenance Contractor) – these had a higher percentage spend than the period would suggest due to the fact that invoices relating to last year, were processed in this financial year. However, carry forwards from last financial year were made to cover these expenses but they do not appear on this report. These transactions, together with some others, explaining why some percentages are higher than the period would suggest, will also be mentioned later in this evening's meeting. It was also asked why 1176/101 (precept income) was shown as one figure, rather than being split out relating to how it is apportioned. It was explained that this is how the accounts process the receipt of monies and is the way it has always been shown.

FC 030 CHAIRMAN'S ANNOUNCEMENTS

There were none.

FC 031 MINUTES OF PREVIOUS MEETING

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Members received and approved the minutes of the Annual Council Meeting held on Tuesday 4th May 2021.

Proposed: Councillor J Jackson

Seconded: Councillor J Fuller

Vote: Agreed Unanimously.

FC 032

COUNCILLOR REPORTS

- Councillor D Rodgers Requested that the Council investigation options of raising awareness of railway safety and the importance of not trespassing on the rail lines. Recent reports of vandalism to Swindon & Cricklade Railway carriages.
- Councillor E Baker Lee Advised of an upcoming youth program with BEST: Be A Better You is now currently being advertised through the Council's social media. If Councillors can share the posts to help promote the events.
- Councillor J Fuller Confirmed the recent damage mentioned in Councillor D Rodger's reports. Thank you to the Parks & Open Spaces Team for carrying out ground maintenance works on Avonmead/The Brow, the area is looking better than it has in several years.

7:50pm Councillor K Naik and Councillor Jo Morris (Ward Councillor for Priory Vale) joined the meeting

- Councillor L Rhys-Jones Recent enquiries on Facebook about the outdoor gym being removed in North Swindon?
Confirmation that this is within the boundary of the neighbouring parish, St Andrews.
- Councillor R Venkatesh Thanked for the prompt response of the Parks & Open Spaces Team in sorting out the grass cutting.
- Councillor R Hailstone Reported a wonderful display of wildflowers (ox eyed daisies, red clover, and orchids) at Hyssop Close. There is also a display of poppies at Old Blunsdon Road – the soil may not be rich enough for the seeds to take effect, this will be reviewed at an upcoming wildflower working party.
- Councillor S Fateru Welcomed Councillor Bose Patrick-Okoh to the Council.
- Councillor B Patrick-Okoh Received a positive email back from the Officers with regards to holding a youth litter picking event for 8–12 year old's, will progress details of the event with the Youth Development Team.

FC 033

CHIEF OFFICER'S REPORT

Returning to Physical Meetings – in light of recent government announcement returning to physical meeting and reintroducing council services (venue and bus hire) is likely to be impacted. This will be an item for further discussion at next Full Council informal meeting on 27th July, where we will also review the current arrangements of the Scheme of Delegation.

Recap of June's meeting – there is a physical formal Full Council meeting next week where six Councillors (our quorum) have responded, to a request sent out to all members, that they are able to attend the physical meeting. This is a Full Council meeting dedicated to signing off the AGAR/annual return. It will be a

Initials _____

focused meeting to minimise the amount of time members and officers are sat in a room together.

WALC Executive Committee – is seeking new members. If there are any councillors that wish to join this committee to contribute to matters such as local responses to consultations, matters of business relating to the association, strategy, budget and influencing NALC please let the clerk know this week.

Councillor training – several opportunities have been emailed recently please remember to check emails regularly and kindly respond where requested.

Code of Conduct changes to complaints process – an email from SBC has been received today and will be circulated to members for their information. It was confirmed by Councilor Hailstone how the initial complaints will be assessed by the Borough Council's Monitoring Officer.

Grass cutting has been ramped up this week – an email was circulated to all Councillors to this effect to keep them informed and ahead of any resident enquiries. Regular Facebook updates are posted too.

Haydonleigh Skate Park – received a report from the security provider advising of anti-social behavior at the skate park with teenagers throwing litter, swearing, using offensive language, and smoking. The police were called to assist the security providers as there was lack of respect upon being asked to leave at closing time.

FC 034 FINANCE MATTERS

- A) To receive the Income & Expenditure Report for Month 2 - May 2021.
- B) To receive the Bank Statements and Bank Reconciliations for May 2021.
- C) To approve the Payment Schedule for May/June 2021.
- D) To approve the annual regular payments list.
- E) To receive the Internal Auditor's 2020/21 final report.
- F) To receive a verbal update regarding the Annual Return (AGAR) submission.

FC 034.1 RESOLVED: To agree the Income & Expenditure Report for Month Two (2) – May 2021.

Proposed: Councillor V Manro Seconded: Councillor D Rodgers
Vote: Agreed Unanimously.

FC 034.2 RESOLVED: To receive the Bank Statements and Bank Reconciliations for May 2021

Proposed: Councillor E Baker Lee Seconded: Councillor D Rodgers
Vote: Agreed Unanimously.

FC 034.3 Committee received the payment schedules for May/June 2021 under purchase daybook references 1523-1585 and cashbook reference 257. After amendments being notified to members, the total of £65,961.75 was approved.

RESOLVED: To approve the Payment Schedule for May/June 2021
Proposed: Councillor J Jackson Seconded: Councillor A John
Vote: Agreed Unanimously.

FC 034.4 RESOLVED: To approve the Annual Regular Payments lists with the addition of Swindon Car & Van Hire.

Proposed: Councillor E Baker-Lee

Seconded: Councillor L Rhys-Jones

Vote: Agreed Unanimously.

FC 035 INTERNAL AUDITOR'S 2020/21 FINAL REPORT

Members received and noted the final Internal Auditor's 2020/21 final report – it was received with positive feedback and concluded that the “internal control procedures in operation are adequate to meet the needs of Haydon Wick Parish Council”. Members echoed the additional comments of the Internal Auditor in congratulating and stating what a great job the Clerk, and Deputy RFO in particular, on the positive outcome of the report.

FC 036 Members noted the verbal update regarding the AGAR/Annual return. The year end visit by Rialtas Business Solutions (who support our finance software) took place, successfully, on the 13th May 2021 which enabled the Internal Auditors to complete their audit and to approve the Annual Governance and Accountability Return in preparation for the Return being brought to Full Council for signing on 22nd June 2021.

FC 037 COUNCILLOR RESPONSIBILITIES

Members received an overview of Councillor responsibilities as an elected representative of the Parish. They were reminded that they are not volunteers and elected by the community to serve the residents, how they are summoned to a meeting and not invited, and how apologies must be sent to the Clerk and not via Councillors. They were reminded the Council has adopted the principal authority's Code of Conduct and how documents referred to in the report were available on Teams to fully review. Members were also reminded that it was their requirement to keep Declaration of Interests up to date with the Borough Council's Monitoring Office, meeting etiquette and predetermination. Most importantly how members must be fully prepared for meetings to make a meaningful contribution to the discussion. The Chairman also encouraged members to consider any projects they wished to champion for the duration of their term.

FC 038 CLARIFICATION OVER ANNUAL REGULAR PAYMENTS LISTS

Deputy RFO clarified the regular payments list presented included the following organisations which had been missing from the original circulated list - Wellers Hedleys, Whitworth Windows and Zurich Municipal Insurance

RESOLVED: To accept the additional suppliers to the Annual Regular Payments list.

Proposed: Councillor E Baker-Lee

Seconded: Councillor L Rhys-Jones

Vote: Agreed Unanimously.

FC 039 ITEMS FOR THE NEXT AGENDA

Items to be presented to the Chief Officer before next meeting on 27th July 2021.

FC 040 EXCLUSION OF PUBLIC & PRESS

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: Confidential Matters.

FC 041

DATA BREACH

Members received and noted the report from the Council's Data Protection Officers. The report is held on file confidentially and Members resolved to the following recommendations. Councillor J Fuller requested that the Officers include the future actions as discussed at the meeting to be included in the report.

RESOLVED: That there is no requirement to report a data breach to the ICO due to the reasons contained within the Report. To ensure that Members delete any sensitive information that they may hold relating to this breach. The Data Breach Report to include preventative action to remedy any future occurrence.

Proposed: Councillor D Rodgers

Seconded: Councillor S Callen

Vote: Agreed Unanimously.

The meeting closed at 21.25

Chairman _____

Initials _____