

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Haydon Wick Parish Council held on Tuesday 22nd February 2022 at 7.30pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

### **ATTENDANCE**

**MEMBERS:** Councillors V Manro (Chairman), S Heyes, R Hailstone, J Jackson, S McDermott, E Baker Lee, J Fuller, B Patrick-Okoh, R Ross, S Callen, A Roupelis and R Venkatesh.

**OFFICERS:** Chief Officer & RFO, Georgina Morgan-Denn  
Senior Administrator, Jill Sharp

### **FC 188 APOLOGIES**

Apologies were received and accepted from Councillors D Rodgers, K T Naik, S Fateru, L Rhys-Jones, L Brown, (Personal Commitments) and Councillor A John, (Work Commitments).

### **FC 189 DECLARATIONS OF INTEREST**

There were none.

### **FC 190 PUBLIC PARTICIPATION**

No members of the public were present and no correspondence received.

### **FC 191 CHAIRMAN'S ANNOUNCEMENTS**

There were none.

### **FC 192 MINUTES OF PREVIOUS MEETINGS**

Members confirmed as a true record the minutes of meeting held on 25<sup>th</sup> January 2022.

**Proposed: Councillor S  
McDermott**

**Seconded: Councillor B Patrick-Okah**

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

**RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 25<sup>th</sup> January 2022 and the Chairman signed the minutes.**

### **FC 193 COVID 19 RISK ASSESSMENTS**

Members, fully discussed, considered and agreed following changes to the current Covid 19 Risk Assessment. In particular to Council meetings, they agreed:

- a. Temperature Chart on entry to be aborted.
  - b. Face coverings will now be optional at all meetings.
  - c. Table Screens will now be optional at all meetings and Councillors should RSVP request on accepting the meeting invitation.
  - d. That the room continue to be ventilated at all meetings and surfaces cleaned.
- The Chief Officer will make the amendments and finalise the two versions (Office includes Room Hire & Bus Service and Parks & Open Spaces Service) before uploading to the website.

**Proposed: Councillor S  
McDermott**

**Seconded: Councillor E Baker Lee**

**Vote: Agreed Unanimously**

**RESOLVED: Members approved the following changes in line with government guidelines to the current Covid 19 Risk Assessments (Office &**

**POST).**

- a. Temperature Chart on entry to be aborted.**
- b. Face coverings will now be optional at all meetings.**
- c. Table Screens will now be optional at all meetings and Councillors should RSVP request on accepting the meeting invitation.**
- d. That the room continue to be ventilated at all meetings and surfaces cleaned.**

**FC 194 COUNCILLORS REPORTS**

Councillor V Manro	Reported that the Volunteer Tea was well attended and extended thanks to all involved in the organisation and Councillors attendees. Spoke to many and received very positive feedback.
Councillor R Ross	Thanks to Councillor Patrick-Okoh for all of her efforts at the Litter Pick on Saturday 19 <sup>th</sup> February.
Councillor R Hailstone	Commented that there was a post on social media regarding the possible theft of goods from Rose Walk allotments. <i>Action: Urgent attention required from Head of POST.</i>
Councillor J Fuller	None
Councillor S Callen	None
Councillor A Roupelis	None
Councillor R Venkatesh	None
Councillor B Patric-Okoh	None
Councillor S McDermott	None
Councillor S Heyes	None
Councillor J Jackson	None
Councillor E Baker Lee	None

**FC 195 CHIEF OFFICERS REPORT**

**Electric vehicles** - Members noted that the warranty for a leased electric vehicle Model G4-N1-04-F Goupil from Bradshaw Electric Vehicles covers the battery life during the full period of any lease. The cost of consumables such as tyres, wiper blades and any damage caused to the vehicle are not covered by warranty. The Chief Officer has proceeded with confirming a 60-month lease on two vehicles at a cost of £545.45 per month.

**Recruitment** - Confirming that we have appointed a Finance Officer who is on a 3 month notice period and therefore will join the team the beginning of May 22. Have received approximately six applications for the POST vacancies and three for the Community Development.

*19.59 Councillor S Callen left the meeting and returned at 20.00*

*20.03 Councillor B Patrick-Okoh left the meeting and returned at 20.04*

**FC 196 FINANCE & POICY COMMITTEE RECOMMENDATIONS**

**FC 196A** Members received and agreed recommendations from Finance & Policy Committee held on 15<sup>th</sup> February 2022 (FP 123) to adopt the revised Financial & Operational Risk Assessment 2022.

**Proposed: Councillor S McDermott**

**Seconded: Councillor S Callen**

**Vote: Agreed Unanimously.**

**RESOLVED: Members agreed recommendations from Finance & Policy Committee held on 15<sup>th</sup> February 2022 (FP 123) to adopt the revised Financial & Operational Risk Assessment 2022.**

**FC 196B**

Members received and noted the Internal Auditor's Interim Report and that all recommendations were completed or being processed. Next visit taking place in June 2022 to complete the Internal Audit process for the Annual Return (AGAR).

**FC 197 UNDER INSURANCE**

Members received, discussed and noted that the Parish Council office is at risk of Under insurance and agreed that the Chief Officer should obtain a current valuation to ensure the building is fully insurance. It was suggested that the building's valuation is reviewed every five (5) years and the check is included in the Financial & Operational Risk Assessment. It was also noted that an additional premium to increase Fidelity Guarantee Insurance from £1m to £2m would be negotiated at the same time as increasing the building's insurance cover.

**Proposed: Councillor S Heyes**

**Seconded: Councillor E Baker Lee**

**Vote: Agreed Unanimously.**

**RESOLVED: Members agreed to progress a building valuation to increase the insurance cover and to increase the Fidelity Guarantee insurance from £1m to £2m at the same time.**

**FC 198 REMINDER MEDIA POLICY & PRE-ELECTION PERIOD (PURDAH)**

Members noted the reminder of the Council's Media Policy as we enter the period of pre-election period (Purdah). All Councillors, Officers and staff should only comment on a personal basis and make it clear that it is not on behalf of the Parish Council.

**FC 199 GROUNDS MAINTENANCE FACILITY**

Members received and noted the report and verbal updates and agreed to the Chief Officer's Recommendations. Members also noted the there will be a further meeting of the contractors on 1<sup>st</sup> March 2022.

1. To consider and agree to the revised Architect's drawing which addresses the Planning Officer's concerns.
2. To note the turnkey contract approach which will ensure the new grounds maintenance facility is developed by a company with knowledge and expertise.
3. To agree to suspend Financial Regulations 11.1A-E and Standing Orders 18A and procure services of a specialist turnkey contractor because the Parish Council does not have the knowledge internally to develop a project of this size and scale.
4. To agree to give the Parks & Open Spaces Committee delegated authority to progress arrangements for a temporary Grounds Maintenance Facility with spending authority up to £25,000.

**FC 199A**

**Proposed: Councillor R Hailstone**

**Seconded: Councillor J Jackson**

**Vote: Agreed Unanimously.**

**RESOLVED: To approve the revised Architect's drawings for re-submission to the Planning Office, as presented.**

**FC 199B**      **Proposed: Councillor R Venkatesh      Seconded: Councillor J Jackson**

**Vote: Agreed Unanimously.**

**RESOLVED: Members approved to instruction to note the turnkey contract approach which will ensure the new grounds maintenance facility is developed by a company with knowledge and expertise.**

**To agree to suspend Financial Regulations 11.1A-E and Standing Orders 18A and procure services of a specialist turnkey contractor because the Parish Council does not have the knowledge internally to develop a project of this size and scale.**

**FC 199C**      **Proposed: Councillor S McDermott      Proposed: Councillor R Venkatesh**

**Vote: Agreed Unanimously.**

**RESOLVED: To give the Parks & Open Spaces Committee delegated authority to progress arrangements for a temporary Grounds Maintenance Facility with spending authority up to £25,000.**

**FC 200      King George V TRUST ANNUAL MEETING (KGV) AND ANNUAL PARISH MEETING (APM)**

Members received notification that the KGV & APM Trust Annual Meetings will be held on Tuesday 29<sup>th</sup> March 2022 at 6.30pm and 7.30pm respectively. *Action: Further details to follow.*

**FC 201      SWINDON BOROUGH COUNCIL (SBC)/LOCAL GOVERNMENT ASSOCIATION (LGA) PEER REVIEW**

Members received notification of an invitation for the Chief Officer and Chairman to participate in a Peer Review on the 2<sup>nd</sup> March 2022 and it was requested that if any Councillors have any input or thoughts, please email the Chief Clerk as soon as possible. *Action: Will report back at next meeting.*

**FC 202      ITEMS FOR THE NEXT AGENDA**

Members were asked to send any items for the Full Council to be held on Tuesday 22<sup>nd</sup> March 2022.

**FC 203      EXCLUSION OF THE PUBLIC AND 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: Contractual

**FC 204      GAYNOR CLOSE PLAY AREA REFURBISHMENT OUTSTANDING INVOICE**

**FC 204A**      Members considered the report on the revised invoice for the above play area refurbishment and agreed to accept the counteroffer from Playdale of £-2,072.33 to offset against 50% of the additional works. Therefore the invoice total of £23,742.32 be settled as per the already approved to at a previous Finance and Policy Committee meeting (insert F&P minute ref).

**Proposed: Councillor A Roupelis      Seconded: Councillor R Hailstone**  
**Vote: Agreed Unanimously.**

**RESOLVED: Members approved to accept the counteroffer from Playdale of £-2,072.33 to offset against 50% of the additional works. Therefore the invoice total of £23,742.32 be settled as per the already approved to at a previous Finance and Policy Committee meeting.**

**FC 204B** Members noted that this settlement is less a 5% retention has been applied (standard practice) for a 12 month period to offset against any snagging issues. Also noted is that the Chief Officer & RFO, Head of Parks and Open Spaces and the Deputy Clerk are meeting with the contractor on Wednesday 23<sup>rd</sup> February 2022 to agree next steps on actions arising from the RoSPA inspection.

**FC 205 LARGE PLAY AREA GRASS CUTTING 2022-23 CONTRACT RENEWAL**  
Members received the report and recommendation to: Suspend for a 12 month period the Financial Regulation 11.1 A-E and Standing Orders 81A to enable the Council to continue with the existing Grounds Maintenance Contractor (Countrywide) for the grass cutting of the 10 sites (large Open Spaces) in 2022-23 at a cost of £10,765.82 + VAT. This is to retain the existing contractor who continues to deliver the contract successfully.

**Proposed: Councillor S Callen      Seconded: Councillor R Venkatesh**  
**Vote: Agreed Unanimously.**

**RESOLVED: To suspend Financial Regulation 11.1 A-E and Standing Orders 18A to enable the Council to continue with the existing Grounds Maintenance Contractor (Countrywide) for the grass cutting of the 10 large open spaces in 2022-23 at a cost of £10,765.82 + VAT. With allowance of up to three contingency cuts at a cost of £828.14 per cut. Available budget £15,000 [307/4522].**

The meeting closed at 20.48

Chairman \_\_\_\_\_

Initials \_\_\_\_\_