

HAYDON WICK PARISH COUNCIL

Minutes of the Full Council of Haydon Wick Parish Council held on Tuesday 23rd March 2021 at 7.30pm held remotely via Microsoft Teams.

ATTENDANCE

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 223 APOLOGIES
There were apologies from Councillor K Naik (work commitments).

FC 224 DECLARATIONS OF INTEREST
There were none.

FC 225 SWINDON BOROUGH COUNCIL (SBC) WARD COUNCILLOR REPORTS
Councillor D Renard (Haydon Wick): Nothing to report but open for questions from the meeting.

Member of Public advised that road works are currently being carried out on Thames Avenue/Whitworth Road Junction with excessive amount of operatives on sites. Asked if cost to public could be reduced by using less operatives? Councillor Renard confirmed that external Contractor's tender for the works is to achieve best value of residents' money, he would investigate this with the relevant Officer.

Councillor R Hailstone noticed that some old concrete lamp columns have just received an updated top lamp - installing LEDs bulbs, however, the old columns themselves have not been replaced. He will send locations directly to Councillor Renard to investigate.

Councillor J Fuller queried about the pothole repair programme as there are big potholes on Cheney Manor Industrial estate. Councillor Renard confirmed that SBC has committed funding for potholes repairs in 2021/2022.

Councillor R Venkatesh queried verge parking on Beech Avenue and whether there would be any long-term solutions or parking enforcement. Councillor Renard advised that the legislation is being reviewed for Local Government to give further enforcement powers to Borough, County and District Councils.

Councillor V Manro (Priory Vale): None.

Councillor S Heyes (St Andrews): Gave an update on a response received from Thames Water with regards to the three instances of burst water mains on Thames Avenue in 2020-2021. Thames Water is still investigating the case but confirms this is not a generic problem with faulty pipes as there are three different pipes along this route. Will keep the Council informed on updates.

FC 226 PUBLIC PARTICIPATION

There was one member of the Public present who queried the additional costs for the Haydonleigh Skate Park fencing. It was confirmed that the fence hasn't been replaced yet and additional costs have been added on to the original quotations. The existing fence will be saved to be re-used in another location. The resident also supports the Parish Council in its decision not to return to physical meetings as he would not, as a member of the public wish to physically return until it was safe to do so. Recommends that the Parish Council lobby the MPs. Queried the grass cutting schedule and how many cuts the Parish Council hopes to achieve this year. The Chairman advised that the Council should achieve 10 cuts throughout the season on a 3-week cycle basis, but as always this is dependent on the weather conditions.

FC 227 CHAIRMAN'S ANNOUNCEMENTS

Today marks the anniversary of the first Covid lockdown and we joined the country today in the National Day of Reflection with a minute's silence to remember the 266 residents of Swindon who sadly lost their lives to Covid-19 over the past 12 months. We also planted cherry trees in our Blossom Park Memorial near Orchard Vale Care Home.

Our Deputy RFO, Sandra Kelly will be retiring this summer. Members thanked Sandra for her excellent service to the Council over the past three years, and how her sunny disposition and extensive reporting at meetings will be missed. Councillor S Callen, Chairman of Policy & Finance Committee echoed the sentiments and personally thanked Sandra for all her help and support over the past three years. Thanks were also expressed by the member of public present.

The Vice Chairman updated members of the passing of a long-standing Borough Councillor, deputy leader and Deputy Mayor, Brian Mattock. Mr Mattock had many years of Council service and as an officer in the Borough.

FC 228 PREVIOUS MINUTES

Members received and approved the minutes of the Full Council Meeting held on Tuesday 23rd February 2021.

Proposed: Councillor S Fateru Seconded: Councillor V Manro

Vote: Agreed unanimously.

RESOLVED: The minutes of the Full Council Meeting held on Tuesday 23rd February 2021 be agreed and signed as a correct record when physical meetings resume.

FC 229 COUNCILLOR REPORTS

- Councillor D Rodgers** Enquired whether an old Priory Vale noticeboard with an old map that is in a state of disrepair could either be removed or replenished. To provide exact location to Head of POST.
- Councillor R Hailstone** Advised that he attended a Standards Committee Meeting at the Borough as one of the Parish reps. They are changing the way in which they operate Code of Conduct complaints and the Monitoring Officer will filter complaints and any not resolvable will go to a Sub Committee. Respondents will now be told the name of their Complainant. Cllr Hailstone queried if the Parishes had been informed of the changes and SBC confirmed they had not – but they will now – and a communication from SBC will come in due course. A parish representative will still sit on the Sub Committee.
- Councillor S Callen** Queried whether branches and vegetation overhanging properties that is cut by residents down Haydon End Lane will be collected by the Parks & Open Spaces Team. Head of Parks & Open Spaces confirmed it is within residents' rights to cut back anything encroaching their properties and that the debris will be collected if the Parish Council is notified. This case had recently been investigated and resolved, however, will check whether more debris has been created on the back of this.
- Councillor E Baker Lee** Advised that there have been several reports on dog knapping within the Parish. Police confirmed that there are no cases where the dogs have been stolen and social media reports, whilst raising awareness, seem to be scaremongering.

FC 230 SWINDON AREA COMMITTEE (SAC)

Councillor A John had submitted a report in advance of the meeting but was not able to join Full Council until later. Councillor R Hailstone updated the Council on the topics discussed at Swindon Area Committee on Thursday 18th March 2021:

- Dog Fouling Issues on the rise throughout Swindon. South Swindon Parish Council gave an example of their research with taking on own enforcement in main open spaces however did not receive the support from SBC.
- CEO of SBC keen to engage with parishes on various issues and work being done via Councillor Jandy and SBC Officer Mowbray to get communications back on track.
- Discussions regarding Fly Tipping and the Waterside Depot Waste Audit. Freedom of Information request submitted by South Swindon Parish Council suggests that Parish Council's should be reporting fly tipping cases to DEFRA (Department for Environment Food and Rural Affairs).
- Borough, Town & Parish Charter to be reviewed and simplified.
- Update on the Town Deal Board confirmation of allocated budget for Swindon of £45,000,000.00. Funding pulled from project at David Murray Tower and the Swindon Tent Market.
- The committee noted the sad passing of the Deputy Mayor of Swindon, Cllr Brian Mattock.

FC 231 SWINDON TOWN DEAL INVESTMENT

Members received notification from SBC on the successful Town Deal application funding of £19.5m from Ministry of Housing, Communities and Local Government. The Parish Council took part in the consultation and scrutiny process of the funding applications.

FC 232 CLERK'S REPORT

Virtual Annual Parish Meeting – has been taking place today on our social media channels and will continue for the next couple of days with a series of speeches, videos and updates. Sincere thanks to the Deputy Clerk and Community Development Officer for coordinating this special event and to those Councillors who were brave enough to record a video. We hope our residents enjoy hearing what the Council has managed to achieve, despite the pandemic, and exciting plans are coming in future months. #HaydonWickVirtualAPM21.

Property Dispute & Legal Proceedings - Council has received a Solicitor's letter to inform us of a dispute with their client and the Borough Council. We have appropriately notified our insurers and hopefully our legal expenses cover will extend to solicitors being appointed to respond to the letter. Otherwise, we will have to engage solicitors to act and respond to the letter. It is not clear yet what our involvement is.

Grant Funding Success – Council has been awarded two cycle racks which we hope can be installed at the skate park.

SBC/CMAG – Clerk has attended two SBC Cabinet Member Advisory Group (CMAG) meetings designed to work with the parishes and improve communications and relations. A presentation has been shared with members already which shows the top five issues they will be trying resolve are:

1. Fly Tipping – raised by 90% of parishes
2. Contact with SBC Officers being difficult – raised by 65%
3. No notification of changes to staff and policy – raised by 40%
4. Case management system (Jadu) – raised by 40%
5. Involvement in planning decisions – raised by 40%.

By improving the above, it should eventually improve our residents' experience of liaising with the Borough Council and the Parish Councils in Swindon.

FC 233 AMENITIES & LEISURE COMMITTEE RECOMMENDATIONS

FC 233.1 TO PERMIT STREET ART IN THE THAMESDOWN DRIVE UNDERPASS

Members received a recommendation to permit street art in the Thamesdown Drive underpass. It would be subject to SBC permission, to allow street art in the underpass on Thamesdown Drive heading towards Mouldon Hill in line with an updated version of the graffiti policy and staging street art workshops to facilitate the artwork

Proposed: Councillor S Heyes

Seconded: Councillor E Baker Lee

Vote: Agreed with one (1) objection.

RESOLVED: To permit street art in the Thamesdown Drive underpass, subject to SBC permission.

FC 234 SKATEPARK RE-OPENING

Members received an update to confirm the most recent Government and Skateboard England advice is that the skate park can reopen from 29th March 2021. The skate park will be left unsupervised with occasional visits during peak times (evenings and weekends) from the Youth Worker to establish the relationship with the skaters, the younger community and the parents overseeing the activity. Councillors are asked to visit sporadically to spread the messaging about social distancing measures and to ensure the skate park is being used responsibly. The Youth Worker will then be able to work on other projects such as small sporting events, workshops, and competitions for late spring/early summer (May-June).

FC 235 POLICY & FINANCE COMMITTEE POLICY RECOMMENDATIONS

FC 235.1 MEDIA POLICY

Proposed: Councillor R Hailstone Seconded: Councillor S Fateru

Vote: Agreed unanimously.

RESOLVED: Members agreed to adopt the Media Policy as presented.

FC 235.2 PETITIONS POLICY

Proposed: Councillor R Ross Seconded: Councillor A Roupelis

Vote: Agreed unanimously.

RESOLVED: Members agreed to adopt the Petitions Policy as presented.

FC 235.3 WEBSITE ACCESSIBILITY POLICY

Proposed: Councillor L Rhys Seconded: Councillor R Venkatesh Jones

Vote: Agreed unanimously.

RESOLVED: Members agreed to adopt the Website Accessibility Policy as presented.

FC 236 FINANCIAL MATTERS – PAYMENT SCHEDULE

Proposed: Councillor D Rodgers Seconded: Councillor S Callen

Vote: Agreed unanimously.

RESOLVED: to approve the payment schedule for £7,574.81 against reference numbers 1429-1441 for £7,469.28 and cashbook transactions for £105.53.

FC 237 PLANNING & HIGHWAYS COMMITTEE RECOMMENDATIONS

Members received a recommendation from the committee to give delegated authority to the Chairman or Vice Chairman of the Planning & Highways Committee to submit all future responses to public planning consultations. Where time permits the Committee will approve the submission.

Proposed: Councillor E Baker Lee Seconded: Councillor V Manro

Vote: Agreed unanimously.

RESOLVED: To give delegated authority to the Chairman or Vice Chairman of the Planning & Highways Committee to submit all future responses to public planning consultations.

FC 238 RETURNING TO PHYSICAL COUNCIL MEETINGS FROM 7TH MAY 2021

Members received a report and after discussion agreed to the Clerk's recommendations.

Proposed: Councillor A Roupelis Seconded: Councillor R Ross

Vote: Agreed unanimously.

RESOLVED TO:

- 1. Hold the Annual Council Meeting on 4th May 2021**
- 2. Implement a temporary Scheme of Delegation from 7th May 2021**
- 3. Reintroduce a cycle of Informal Virtual Committee Discussions to include members of the public to the meetings**
- 4. Review the Scheme of Delegation in July 2021 or sooner depending upon the Government's guidance**
- 5. Agree to lobby to Government via Swindon Area Committee and directly on behalf the Parish Council to permit Council meetings to take place virtually.**

FC 239 NEXT AGENDA ITEMS

To be passed to the Clerk in advance of the next meeting on 20th April 2021.

The member of the public and Ward Councillor Renard left the meeting at 20.42

FC 240 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: Commercially Sensitive & Confidential

FC 241 POST DEPOT FEASIBILITY

Members received an update on the POST Depot Feasibility project and resolved to release funds from the 2021/22 Depot Feasibility budget for:

1. Engage a solicitor for initial legal fees to negotiate lease variations, covenants estimate £3,000
2. Temporary POST facility enhancement – estimate £10,000
3. Sign off depot specification and bring back to a future Full Council meeting
4. Engage architect to draw design – estimate £15,000 on the assumption of 8% of build cost
5. Review design within Working Party and bring back to a future Full Council meeting
6. Pre-planning service at SBC to gain SBC agreement in principle - £500.
7. Contingency of 10% - £2,850.

Total - £31,350 with £74,341 available funds [605/4626].

Proposed: Councillor S Heyes Seconded: Councillor J Jackson

Vote: Agreed unanimously.

RESOLVED TO: To support the next steps to progress the Depot project and release £31,350 from £74,341 available funds in the POST Feasibility Budget [605/4626] to progress items 1-7 listed above.

FC 242 HAYDONLEIGH SKATE PARK FENCING

Members received a report and agreed to proceed with the Officer's recommendation.

Proposed: Councillor V Manro Seconded: Councillor E Baker Lee

Initials _____

Vote: Agreed unanimously.

RESOLVED TO: To award the supply of the skate park fencing to A&R Contractors Ltd at a cost of £11,484.10 + VAT on a 3-4 week turnaround and a five day installation period, using available budget in 302/4010 (Security) and 307/4009 (Maintenance Contractor).

FC 243 PLAY AREA SECURITY: SKATEPARK & KGV

Members received a report and agreed to proceed with the Officer's recommendation.

Proposed: Councillor L Rhys-Jones Seconded: Councillor S Heyes

Vote: Agreed unanimously.

RESOLVED TO:

- 1. To suspend Financial Regulations 11.1A, 11.1E and Standing Orders 18A to enable the Council to continue with the existing contractor (Crocsec) for the security provision at Haydonleigh Skatepark and King George V Play Area. The reason for the suspension is to maintain the current suppliers during the pandemic who have continued to support the Council during the lockdowns, and for the relationship they have with the community and North Swindon police team.**
- 2. To award the security contract to Crocsec at a total cost £12,367.50 + VAT per annum. Additional emergency call outs to be charged at £35.00 for the first hour and £25.00 thereafter.**
- 3. To use budget allocated in financial year 2021/22 £10,000 and remaining funds from financial year 2020/21 of £1,149.38 to offset the additional cost [302/4010].**
- 4. To note the short fall of £1,218.12, plus any emergency call out fees, will be met from the General Reserves.**

All Officers except the Clerk left the meeting at 20.59

FC 244 PERSONNEL SUB-COMMITTEE RECOMMENDATIONS

Members received a report from the Chairman of Personnel Sub-Committee following a meeting held remotely on 11th March 2021. A staffing report is held confidentially on file. The following recommendations were agreed.

**FC 244.1 Proposed: Councillor R Hailstone Seconded: Councillor E Baker Lee
Vote: Agreed unanimously.**

RESOLVED TO: Uplift the Deputy Grass Team Leader by an additional +2 salary points from 1st April 2021 with the temporary position of Grass Team Leader. The uplift to be assessed at the end of October 2021.

**FC 244.2 Proposed: Councillor R Ross Seconded: Councillor S Fateru
Vote: Agreed unanimously.**

RESOLVED TO: Uplift the Hybrid and Grass/Hedges Operatives by an additional +1 salary point from 1st April 2021 in recognition of the successful completion of Chainsaw and Bush cutting course undertaken in December 2020.

FC 244.3 STAFF REVIEW

**Proposed: Councillor S Callen Seconded: Councillor E Baker Lee
Vote: Agreed unanimously.**

Initials _____

RESOLVED TO: To give the Clerk delegated authority to progress a staff review using the services of a specialist local council consultancy using funds from unused Professional Fees budget in financial year 2020/21 and remaining cost to be met from Professional Fees 2021/22 budget.

*The Clerk left the meeting at 21.05
Councillor A John joined the meeting 21.05*

FC 244.4 CLERK'S APPRAISAL

Proposed: Councillor V Manro Seconded: Councillor S Callen

Vote: Agreed with one (1) abstention.

RESOLVED TO: To note the Clerk's appraisal was conducted on Monday 22nd March 2021 by the Chairman and Vice Chairman of the Council. To award the Clerk with a salary increment of +1 salary point.

FC 244.5 PERSONNEL SUB COMMITTEE RESIGNATION

Members noted that Councillor S McDermott is stepping down from the Personnel Sub-Committee In view of the timing being so close to the end of the municipal year the Sub Committee will keep the seat vacant until the new committee members are confirmed in May.

The meeting closed at 21.45

Chairman _____

Initials _____