

FULL COUNCIL

17th June 2020

To: All members of Haydon Wick Parish Council

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

Dear Councillor,

You are summoned to a remote meeting of Haydon Wick Parish Council on **Tuesday 23rd June 2020** at 7.30pm. Link: <http://tiny.cc/spyxqz>.

Members are politely asked to forward any questions or queries relating to items on the agenda to the Clerk at least 48 hours prior to the meeting.

Swindon Borough Council Ward Members, the public and press are also invited. Any questions for the public participation must be sent to clerk@haydonwick.gov.uk no later than 12.00pm on Monday 22nd June 2020.

Yours sincerely

Georgina Morgan-Denn

Georgina Morgan-Denn BA (Hons), FSLCC
Clerk to Council/RFO

AGENDA

- 1. Apologies**
To receive and approve.
- 2. Declarations of Interest**
To receive any Declarations of Interest.
- 3. Public Participation**
Public questions must be sent to clerk@haydonwick.gov.uk no later than 12.00pm on Monday 22nd June 2020.
- 4. Chairman's Announcements (if any)**
- 5. Minutes of the Previous Meetings**
To confirm as a true record the minutes of the meeting held on Tuesday 26th May 2020 (attached).

6. Amenities & Leisure Matters

- 6.1 Greenmeadow Waste:** To note the waste management issue at Greenmeadow shops where residents are not storing their litter correctly. This has caused continuing issues such as animals getting into the bags and litter strewn everywhere. The case has been escalated to the Borough Council's Enforcement Team to manage.
- 6.2 Grass Cutting Schedule:** To note the grass cutting schedule is averaging a 4-5 week cycle. Council members are reminded that at the outset of the pandemic it was acknowledged that the Parish may look untidy whilst the Council works through the obvious challenges. Members should be unified in the Council's message when speaking to residents and on social media.
- 6.3 Reinstall a bin:** To consider reinstalling the bin at Jason Close after receiving public comments (attached).
- 6.4 Community Resourcing:** To note the Parish Council will continue to supply staff and resources to Swindon Borough Council to assist with the borough-wide community response. This will be monitored and may change as demand dictates.
- 6.5 Shed request at Goodearl:** To consider a shed request at Goodearl which exceeds the current permitted dimensions. To amend the Leisure Garden and Allotment rental agreement to incorporate the standard shed dimensions (attached).
- 6.6 Hedge height reduction at Hyssop Close:** To consider consulting with the residents at Hyssop Close before reducing the hedge height.
- 6.7 Heaton Close Pebbles Snake:** To consider and agree in principal to making a permanent installation of the snake at Heaton Close play area, subject to researching the practicalities and receiving approval from Swindon Borough Council.
- 6.8 Open Spaces Spring/Summer consultation:** To note the open spaces spring/summer consultation has already received over 200 responses and it will be extended into July to include an article in the Parish magazine to generate interest from residents who do not have access to the internet.

7. Policy & Finance Matters

- 7.1 Grant Application:** To approve the Grant Working Party's recommendation to award Phoenix Enterprises at grant of £1,000 towards an assistance dog to support people with autism.
- 7.2 Covid-19 PPE Budget:** To consider using General Reserves to fund the additional expenditure in order to comply with Health & Safety requirements relating to Covid-19.

- 7.3 Financial Year 2019/20 End of Year Report:** To note the final outturn for 2019/20 showing the grand total of income and expenditure and the net income over expenditure (attached)
- 7.4 Financial Year 2020/21 Month 2:** To note the Income and Expenditure (attached).
- 7.5 Earmarked Reserves 2019/20 and 2020/21:** To note the breakdown of last year and this year's Earmarked Reserves (attached).
- 7.6 Annual confirmation of bank signatories:** To consider and reappoint the following six signatories
1. Ellen Baker Lee
 2. Linda Brown
 3. John Fuller
 4. Richard Hailstone
 5. Vinay Manro
 6. Sarah McDermott
- 7.7 Approval of Payments:** To note the payments as per the attached schedule have been made under the current Covid-19 scheme of delegation.
- 7.8 Policy Update - Investment Policy:** To re-adopt the Investment Policy as required annually consistent with Financial Regulations point 8.5 (attached).
- 7.9 Covid-19 Risk Assessments:** To note the risk assessments introduced to work within the Covid-19 health and safety measures (tabled).
- 7.10 Internal Auditor Recommendations:** To note the report detailing the last two years of Internal Auditor recommendations and delivery of actions (attached).
- 7.11 Internal Auditor 2020/21 appointment:** To consider and approve the appointment of Bridget Bowen at the Council's Internal Auditor for 2020/21 (attached).
- 8. HWPC Living Magazine Summer 2020 Update**
To receive an update from the Editor, Councillor S McDermott (attached).
- 9. Swindon Area Committee (SAC)**
To receive an update from Councillors A John and R Hailstone following the recent SAC meeting held on the 18th June 2020.
- To nominate two representatives to sit on the Swindon Area Committee 2020/21.
- 10. Councillor Reports**
To receive reports from Councillors. For information only.
- 11. Swindon Borough Ward Councillor Reports**
To receive reports from and raise questions to Swindon Borough Ward Councillors. For information only.

12. Clerk's Report

To update on issues and actions since the last meeting that do not appear on the agenda. For information only.

13. Covid-19 Scheme of Delegation Decisions

To note urgent decisions made using Covid-19 Scheme of Delegation prior to June's Full Council meeting.

Home Working Technology: To note a work mobile contract has been agreed for the Deputy Clerk to enable her to access work related emails and do updates to Facebook from a dedicated work mobile. Phone contract is our standard business charge of £10 per month (£120 pa) and £35 for the handset. The Clerk also had to bolt on some additional data usage due to Wi-Fi issues (£15). To note two laptops for the Clerk and Finance Officer have been ordered (£1,916 exc VAT). This cost has been allocated in this year's budget.

14. Microsoft Teams or Zoom for remote meetings

To consider a proposal from Councillor R Hailstone to revert back to Zoom for future remote meetings.

15. Planning & Highways Matters

To note the comments submitted to Swindon Borough Council on 2nd June 2020:

S/ADV/20/0478	McDonald's Restaurant, Orbital Centre	Installation of 4no. new digital freestanding signs and 1no. digital booth screen.
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HWPC Comments: No Objection, providing the illuminations do not result in light pollution for the neighbouring residential properties.

S/20/0472	Morrisons, Thames Avenue, Haydon Wick	Change of use of part of car-park to car valeting operation, including the siting of an office and canopy.
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HWPC Comments: No Objection. However concerns were cited and given the proximity to residential properties, the operation will cause increased noise and traffic. To mitigate these concerns an alternative location was suggested – moving the proposed operation to the north west corner of the car park, next to Westfield Way.

S/ADV/20/0473	Morrisons, Thames Avenue, Haydon Wick	Display of various signs
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HWPC Comments: No Objection. However please consider Committee's comments to S/20/0472.

S/20/0546	Land At Ventnor Close Haydon Wick Swindon	Erection of 8no. single storey dwellings (Site 1) and parking area (Site 2).
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HWPC Comments: Committee Objects to this proposal. The proposed plans will obstruct the vehicle access to the Ventnor Allotments. Committee request that this application is called in to SBC Planning Committee, if the Planning Officer is minded to grant it. (Cllr Manro abstained).

Traffic Calming Measures

VO 5 Haydonleigh Drive 2020 TRO

Committee supports the introduction of parking restrictions on and around the junction of Brookdene and Haydonleigh Drive. (Cllr Manro abstained).

VO7 Casterbridge Road 2020 TRO

Committee supports the introduction of parking restrictions on Casterbridge Road (Cllr Manro abstained).

Future Planning Meetings

Agreed to add Planning & Highways business to end of the monthly remote Full Council meeting agenda, held on the third Tuesday of every month.

16. Town Fund Community Engagement Panel

To note Councillor R Ross and the Clerk are assisting the Town Community Engagement panel following a request from Robert Buckland MP for town and parish councils to be involved with shaping the Town Investment Plan. During June and July, they will assess project requests that are received to give the views of the wider Swindon community.

17. Model Member Code of Conduct Consultation

To note the Local Government Association (LGA) has launched a [consultation](#) on a new [model member code of conduct](#). Local Councils are encouraged to consider the proposed new code and respond to the consultation by 17th August 2020.

18. Councillors Devices

To consider and approve the purchase of councillor devices (tabled).

19. Items for next agenda

To propose agenda items for the Full Council meeting on 20th July 2020.

20. 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: Staffing Matters.

21. Personnel Sub-Committee Recommendations

To consider and approve the recommendations arising from the Personnel Sub-Committee meeting held on Monday 22nd June 2020.

22. Planning & Highways Applications

Members of the Planning & Highways Committee are asked to stay on the meeting to comment on the following planning applications.

14.1	<u>S/HOU/20/0303</u>	11 Sherford Road, Haydon Wick	Erection of single storey side and rear extensions.
14.2	<u>S/HOU/20/0565</u>	45 Larchmore Close, Haydon Wick	Conversion of garage into habitable space and replacement of flat garage roof with pitched roof.
14.3	<u>S/HOU/20/0581</u>	26 Tracy Close, Abbey Meads	Erection of a single storey side/rear extension.
14.4	<u>S/HOU/20/0582</u>	15 Meadowsweet Close, Haydon Wick	Erection of a single storey rear extension.
14.5	<u>S/HOU/20/0585</u>	30 Basil Close, Woodhall Park	Erection of a single storey rear extension.

Grants, Refusals, Withdrawals, Lawful Developments and Prior Approvals

S/HOU/20/0478	McDonald's Restaurant, Orbital Centre	Installation of 4no. new digital freestanding signs and 1no digital booth screen.	Granted
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HWPC Comments: No objection.

S/HOU/20/0412	71 Avonmead Haydon Wick	Erection of a two storey rear extension, front porch/canopy and detached outbuilding.	Granted
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HWPC Comments: No objection.

S/LDE/20/0026	19 Pennycress Close, Haydon Wick	Certificate of lawfulness (Existing) for the conversion of garage into habitable space.	Granted
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HWPC Comments: For information - not required to comment.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

Recording including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public – however, anyone wishing to do so must speak to the Clerk prior to the meeting as there are rules which must be followed.

Any person who may find difficulty accessing the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.