

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Haydon Wick Parish Council held on Tuesday 24<sup>th</sup> August 2021 at 7.30pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

### **ATTENDANCE**

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

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

**FC 074 APOLOGIES**  
Apologies were received and accepted from Councillor K T Naik, (personal commitments), A Roupelis and S Fateru, (work commitments).

**FC 075 DECLARATIONS OF INTEREST**  
There were none.

**FC 076 SWINDON BOROUGH WARD COUNCILLOR REPORTS**  
Councillor J Jackson - requested a survey following receipt of several complaints from residents about the speed of traffic along Thames Avenue. He is awaiting the report and will report the results at a later meeting.  
Councillor V Manro - Thames Water is carrying out works along Thamesdown Drive near the Orbital. This precedes the installation of a full traffic control system-the new system will for example detect speeding followed by the lights automatically turning red at the next set. This should make a significant difference to the overall speed of traffic in this area.

**FC 077 PUBLIC PARTICIPATION**  
The Assistant Chief Constable Smith (ACC) and local North Swindon PCSO Hare joined the meeting at 19.46 there followed a Q&A session. See minute reference FC082 below.

**FC 078 CHAIRMAN'S ANNOUNCEMENTS**  
Updated the meeting that members may have noticed an article in the Swindon Advertiser alleging the Parish Council to be taking over St Andrews Parish Council. This is a misrepresentation of our minutes and completely out of context. Has tried to contact Editor of Swindon Advertiser to correct the error but had no response. The Chairman of St Andrews Parish has also tried to contact them but without success. Councillor Manro is constructing an email to insist that a correction be made publicly as this may cause Parishioners of both Parishes some concern and alarm. Chairman reminded Councillors if there are any works that require reporting they must firstly email the Tidy-up Team or alternatively call the Office to assist. Please refrain from going direct to the Grounds Maintenance Facility.

**FC 079 CONFIRMATION OF RETURNING TO PHYSICAL MEETINGS AND UPDATED RISK ASSESSMENTS**

Members discussed amending Section 11 of the current Risk Assessment (RA). Chief Officer advised that the Health & Safety adviser had been consulted and they recommended to keep the RA the same and maintain the wearing of face masks and desk screens. Members agreed that although there is no legal reason to wear face coverings, it is an obligation of the Council to protect the more nervous and vulnerable members of the Parish. Council offices will remain unchanged in ensuring visitors wear masks and register temperatures and visits by the staff and Councillors are kept to essential visits only. Staff that are invited into work are offered the option to remove their mask.

**Proposed: Councillor R Venkatesh                      Seconded: Councillor D Rodgers**

**Vote: Agreed Unanimously**

**RESOLVED: Not to make any amendments to Section 11 of the Risk Assessment and to maintain wearing masks in meetings. To continue to review the Risk Assessment monthly at Full Council.**

**FC 080 MINUTES OF PREVIOUS MEETINGS**

Members confirmed as a true record the minutes of meeting held on 27<sup>th</sup> July 2021, subject to the corrections presented.

**Proposed: Councillor J Jackson                      Seconded: Councillor E Baker-Lee**

**Vote: Agreed with two (2) Abstentions.**

**RESOLVED: To accept and sign as a true record the minutes of meeting held on 27<sup>th</sup> July 2021 and the minutes be signed.**

**FC 081 COUNCILLOR REPORTS**

- |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Councillor R Ross      | Attended a Towns Fund-Community Panel Session on Friday 13 <sup>th</sup> August to meet and review the projects of the Carriage Works and Kimmerfields. In summary, feedback was extremely positive and next review is due to be in November or December. <ol style="list-style-type: none"><li>1. Carriage Works – Development is proceeding for the regeneration and there will be a future report.</li><li>2. Kimmerfields – Also proceeding in line with the project to encourage Economic, Social, Sustainable aspects and an update will follow at a later date.</li></ol> |
| Councillor R Hailstone | Recent working party meeting of the Swindon Local Councils Forum (previously the Swindon Area Committee) to review the new Parish Protocol - following comments from the Parishes. Draft has now been submitted to Swindon Borough Council for approval. Members will be required to vote on final version at September Full Council. Enquired if there was any feedback on recent Thames Avenue traffic study. Councillor Manro will advise as soon as possible.                                                                                                                |
| Councillor V Manro     | Reported that he has seen a copy of the draft Parish Protocol and declared an interest and will refrain from commenting at a Parish level.                                                                                                                                                                                                                                                                                                                                                                                                                                       |

Councillor S Heyes                      Reported that he has been attempting but currently failed to get the barriers installed at the entrance to Seven Fields where the car previously gained access and hoping local Councillors can assist.

*Assistant Chief Constable Smith (ACC) and PCSO Hare joined the meeting at 19.46.*

**FC082**

**Local Police Question Time**

- A. Can anything be done regarding the dangerous and illegal scooters which are causing a nuisance. Assistant Chief Constable Smith (ACC) reported that the Force is running a campaign to try and educate public with information being sent via the school system. Also, if they can identify individuals they will confiscate where necessary.
- B. Asked the ACC if in their opinion are there any benefits to an area Police Force such as 'Police Scotland'. ACC advised that there are several collaborative efforts but very unsure if there will ever be an area force and reiterated that there are strong regional collaborations.
- C. 'Dog Napping' is this an issue in our area. PCSO advised it is in fact only a perception within Wiltshire & Swindon, as it is very low and it seems that social media may have driven this perception.
- D. Are the white vans touring the streets and possibility of theft a problem, ACC responded that this type of event is very low in this area and again may be driven by social media.
- E. It was commented that there are problems with parents stopping and double-parked outside Schools causing a problem, in particular for emergency vehicles. PCSO advised that they are fully aware of the problems but are unable at present to have an Officer at every school. However, where practicable they are attending schools and moving those vehicles on.
- F. Have we seen County Lines reduce or increase during the pandemic. How can Parish Council assist? ACC advised that it did decrease considerably during the pandemic but has now very much increased. They are undertaking an enforcement project to optimise reporting now via crimestoppers and a new online portal. In September there will be a Crime Commissions meeting to assess this.
- G. There used to be an area on the Police website to report and view issues but it no longer appears. Is this expected to be re-instated? On same page as statistics and maps. If not being re-introduced what are the strategies now. ACC advised that it would looked into.

*Chairman thanked the ACC and PSCO for the attendance who left the meeting at 20.15.*

*Councillor B Patrick-Okoh left 20.14 – returned 20.16.*

**FC 083**

**CHIEF OFFICER'S REPORT**

Volunteer Bus Drivers- We have a shortage of volunteer bus drivers so if anybody knows anyone who can assist, please point them to the Office. Or if any Councillor is interested, please let the office know.

Councillor Training – recently emailed about planning training – kindly respond to email if you are interested or even if you aren't to save us re-sending the email.

Memory Café – opening is unfortunately postponed by a few weeks due to unforeseen circumstances – our publicity continues with a coming soon message.

Community & Development Committee – we have a vacancy on this committee please let me know if you are interested – the committee meets bimonthly and next meeting is October.

**FC 084 COMMUNITY DEVELOPMENT COMMITTEE 3<sup>rd</sup> AUGUST 2021  
RECOMMENDATION**

**FC084A COMMUNITY CHOICES PROJECT**

Members noted the report that residents of the parish had concluded and voted for the £12,000 participatory budget to be allocated to fund a Youth Worker to deliver youth activities. After a thorough discussion members agreed to proceed with funding a Youth Worker to deliver youth activities as soon as possible. Funding is available until 31<sup>st</sup> March 2022 using the allocated budget of £12,000. It was also noted and agreed that future, the participatory budget concept – Community Choices should be included in the budget aspiration for 2022/23.

**Proposed: Councillor B Patrick-Okoh      Seconded: Councillor R Ross**

**Vote: Agreed with two (2) Against.**

**RESOLVED: To engage a Youth Worker to deliver youth activities as soon as possible using funding until 31<sup>st</sup> March 2022 and the allocated budget of £12,000. Members also agreed to include Community Choices Project in future budget aspirations.**

**FC 085 PARKS & OPEN SPACES COMMITTEE 10<sup>th</sup> AUGUST 2021  
RECOMMENDATIONS**

**FC 085A TREE PLANTING – GREAT WESTERN COMMUNITY FOREST (GWCF)**

Members discussed items relating to Great Western Community Forest (GWCF) which was discussed at the committee meeting held on the 10<sup>th</sup> August 21. It was acknowledged that all costs are to be funded by the GWCF grant. Concerns were raised about planting 1600 tree whips and if any issues may arise in storing them if they cannot be planted all at once. Reassurance was given that soil would be purchased to cover and keep the roots from being damaged or drying. There were concerns about future maintenance and it was advised this was funded within the grant for a 5-year period, and if the Parish Council is unable to complete the works themselves funding will be available to subcontract. The meeting agreed that there should be community involvement in the project and reiteration of native species being used.

**Proposed: Councillor V Manro      Seconded: Councillor S Callen**

**Vote: Agreed Unanimously**

**RESOLVED: To progress the Great Western Community Forest (GWCF) project subject to any additional resourcing will be met by the grant funding.**

**FC 086 PARKS & OPEN SPACES GROUNDS MAINTENANCE FACILITY**

Members noted the verbal update as per the latest plans. Chief Officer is preparing the planning application for submission subject to presenting the plans

later this evening. Once permissions have been agreed, information will be put in the public domain via website and social media.

**FC 087 CHAIRS & STRATEGIC DEVELOPMENT SUB COMMITTEE 12<sup>th</sup> AUGUST 2021 RECOMMENDATIONS**

Members received a verbal update and discussed the future strategic journey for the Council and what it wants to achieve over next five years. It was noted that relevant committees are discussing what is required within their remits. The Sub Committee recommended to Full Council to use an external consultant to assist with a maximum budget of £3,500 allocated. The Chief Officer informed members that the company being proposed is a nonprofit making organisation and dedicated to the Local Town and Parish Council sector and reiterated the importance of an independent consultant being able to engage with all 18 members to assist in the future strategy. This strategic journey will include essential engagement with the local community.

**Proposed: Councillor R Ross      Seconded: Councillor S Heyes**

**Vote: Agreed with two (2) Abstentions.**

**RESOLVED: To approve the Chairs & Strategic Development Sub Committee's recommendation to engage Local Council Consultancy to support the development of a Strategic Plan up to a maximum of £3,500 using allocated funds in Capital Projects/Strategic Planning [605/4617].**

**FC 088 EMERGENCY SCHEME OF DELEGATION – COMMITTEE APPOINTMENT**

Members noted that the Scheme of Delegation was used on Tuesday 17<sup>th</sup> August 2021 and accepted Councillor S McDermott onto the Finance & Policy Committee.

**FC 089 PLANNING & HIGHWAYS COMMITTEE DELEGATED AUTHORITY**

Members fully discussed the merits of giving delegated authority to the Planning & Highways Committee to submit the Council's responses to various planning consultations. It was agreed that in view of the five consultations which are all due by the end of September and before Full Council, the Committee would be given delegated authority. The meeting also agreed that the time allocation for five significant public consultations was not sufficient. It was acknowledged that at the Borough Council it was obvious that some of the items are being rushed through.

**Proposed: Councillor S Callen      Seconded: Councillor E Baker-Lee**

**Vote: Agreed Unanimously**

**RESOLVED: To give the Planning & Highways Committee delegated authority to submit responses on behalf of the Parish Council for the five (5) public planning consultations.**

**FC 090 ITEMS FOR THE NEXT AGENDA**

Please propose any agenda items for the Full Council meeting by Tuesday 21<sup>st</sup> September 2021.

*Councillor E Baker-Lee left the meeting at 21.14 and returned at 21.16.*

**FC 091 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.**

**FC 092**

**DEMOCRATIC SERVICES & GOVERNANCE TEAM OFFICE MOVE**

Members were updated and fully discussed the current status of the office move and agreed to use Askwith Electrical Ltd for the electrical work as presented in quote QT00042 with the allowance of 15% for contingency work. The quotes for the air conditioning and the building work were ongoing and would report back at a later meeting.

**Proposed: Councillor L Brown      Seconded: Councillor E Baker-Lee**

**Vote: Agreed with two (2) Abstentions.**

**RESOLVED: To appoint Askwith Electrical Ltd for the electrical work as presented in quote QT00042 with an additional 15% contingency to a maximum of £4,581.60 + VAT. [102/4009]**

**21:30 RESOLVED: an additional 15-minute extension to the meeting.**

**FC 093**

**PARKS & OPEN SPACES GROUNDS MAINTENANCE FACILITY – DRAFT ARCHITECT’S PLAN**

Members noted the report and fully discussed draft architect’s plan for the Grounds Maintenance Facility. Chief Officer advised that we would now be submitting the application immediately.

**Proposer: Councillor J Fuller      Seconder: Councillor J Jackson**

**Vote: Agreed unanimously.**

**RESOLVED: To submit the draft architect’s plans of the Grounds Maintenance Facility to Swindon Borough Council for approval.**

**FC 094**

**GROUNDS MAINTENANCE CONTRACTOR AUTUMN WORKS – INFLATION PRICE RISE**

Members noted the Grounds Maintenance Contractor, Autumn Works price has increased by 1% in line with prevailing rate of inflation (1%) to £21,210 excl. VAT, as per the contract award’s Terms and Conditions.

**The meeting closed at 21.43**

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

Initials \_\_\_\_\_