

HAYDON WICK PARISH COUNCIL

Minutes of the Full Council of Haydon Wick Parish Council held on Tuesday 25th February 2020 at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

ATTENDENCE

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

OFFICERS: Clerk, Georgina Morgan-Denn
Deputy Finance Officer, Sandra Kelly

FC 188 APOLOGIES
Apologies were received and accepted from Councillor K Naik (personal commitments).

FC 189 DECLARATIONS OF INTEREST
There were no declarations of interest.

FC 190 PUBLIC PARTICIPATION
There was one member of the public present who made no representation to the meeting.

Councillor A Roupelis joined the meeting at 19:40

FC 191 WILTSHIRE WILDLIFE TRUST & SWINDON BOROUGH COUNCIL PRESENTATION
The meeting welcomed Neil Pullen who gave a presentation on the Forest Meadows Project. Neil has worked for Wiltshire Wildlife Trust (WWT) for 18 years and this new role will work alongside WWT as Swindon Borough Council's Reserves Manager. Forest Meadows is a 3-year funded project through Great Western Community Forest which is along the River Ray corridor, in 12 sites around Swindon. Explained there has been an immense amount of tree planting over the past 25 years so now trying to create some meadow areas. Working with local communities, enhancing biodiversity and including health and wellbeing. Haydon Meadow, Seven Fields have great wildlife areas and meadows.

Second project: 3-year Biodiversity Offsetting Project, by Royal Society for Wildlife Trusts working with Network Rail. Trying to tackle Ash Die Back, improving the wet areas. Creating more small wildflower areas at Mouldon Forest – thinning trees to allow for more growth.

Third project: Swindon Nature Reserves, i.e. Cloutts, Hagbourne Copse, St Julians, Rushey Platt, Swindon Lagoons. S106 funding for large areas of meadows which have been set aside at Tadpole Farm. Two meadows seeded with very special wildflower seeds. Hoping to open to public in June/July this year.

Meeting asked for advice re Haydon Meadows in the Parish which has been neglected for many years and how the Council has been unable to communicate fully with the owners of the land. Council's concern is that the lack of maintenance could lead to the SSSI status being removed. Neil confirmed this would be difficult. Additionally, Council owns a 7-acre field at Tadpole Lane. The plan is to earmark some of the site to allotments, plant trees and wildflowers. Neil confirmed, time permitting, he would be happy to offer his advice on any of these issues.

Neil Pullen left the meeting at 19:53

FC 192

CHAIRMAN'S ANNOUNCEMENTS

Reminded members that their phones should be set to silent. Welcomed Councillor Fuller back after injury and all noted it was Councillor Liddon's birthday today. Received an update from PS Penny Sprawson about recent incident at Morrisons: *There is limited amount that we can tell you about the stabbing incident as it is still under investigation. However, in brief, an 18-year old male has been arrested and released under investigation. There is no risk to the wider public from this incident. In other parts of North Swindon area there have been the occasional incident of keyless car theft. Not many, thankfully. A campaign with advice will be going out from local police soon about this.*

FC 193

MINUTES

Members received and approved the minutes of the Full Council Meeting held on Tuesday 28th January 2020.

Proposed: Councillor S Heyes Seconded: Councillor S Fateru

Vote: Agreed with two (2) abstentions.

RESOLVED: The minutes of the Full Council Meeting held on Tuesday 28th January 2020 be agreed and signed as a correct record.

FC 194

COUNCILLOR REPORTS

Councillor E Baker Lee Social event for staff and councillors on Monday 23rd March 6-9pm - food and pub games. Good chance to get to know each other. £15 contribution from all Councillors is appreciated.

Councillor R Venkatesh Regarding stabbing and mugging of an elderly lady. Causing residents to feel vulnerable. Would like to suggest installing CCTV by underpass at Morrisons. Meeting clarified the Council protects own assets not public areas – this would be the responsibility of the Borough Council/Police. This Council installs CCTVs for protecting our play areas. Mentioned Penhill Carnival may want us to collaborate with us - Clerk confirmed this request should come via her to add to a future meeting for Council's consideration. Confirmed he is undertaking a March 7th litter pick. The Clerk clarified the area in question is outside of the Parish but it would be ok so long as they litter pick over the bridge (Abbey Meads) to be of benefit to the Haydon Wick Parish as well and to ask Central Swindon

North if they can also assist by loaning some litter picking equipment as well.

Councillor S McDermott Community engagement projects: magazine gone to printers Friday, come back 28th and will then be distributed. Version will then go onto the website. Will be shared on the Councillor partition to view. This Friday closing date for poster competition. Next Monday afternoon it will be judged and calling on any Councillors to help with the judging. Easter stone hunt taking place over the Easter holidays. Prizes will be Easter Eggs. Stones distributed around the playparks. When stone found, bring to the office to swap for an Easter Egg. Taking place 4,5,6 April. Hoping to get residents out and about in the Parish and ask them to complete a questionnaire. Painting of stones take place next week in the afternoon. Any volunteers gratefully received. Selfie frame is a work in progress. VE day plans ongoing.

Councillor D Rodgers Trading Standards looking into door to door trading practices. Need to report any incidents to Trading Standards or check with SBC.

Councillor R Hailstone Suggested a statement on Facebook and Website regarding safety of residents in light of the recent stabbing.
Councillor E Baker Lee Mental Health Awareness with Clerk and bring ideas to Community Engagement working group. Social evening planned for Monday 23 March @ Fox & Hounds [£15 per head] staff and councillors.

Councillor J Jackson Some lighting at the underpass by Morrisons still out.

Councillor I Liddon People parking on grass verges causing damage. Meeting heard this was a SBC matter and being looked into at a borough-wide.

Councillor L Brown Mead Way due to be closed 5 March for 6 weeks for major roadworks which will cause traffic problems and no prior preparation or notification has taken place. Requested office to put it on Facebook to forewarn residents. Suggesting taking to Community Engagement group working with and supporting local groups and charities following the grant award meeting.

FC 195

SWINDON WARD COUNCILLOR REPORTS

Councillor Steve Heyes: Continuing to follow up with Highways Department regarding cars driving through Penhill to Abbey Meads.

FC 196

CLERK'S REPORT

Annual Parish Meeting

Held on Tuesday 31st March at 7.30pm - to remind members of the difference. This the residents meeting, it is the opportunity for the residents to hear what this council has done over the past 12 months, how we've spent their precept. It's the Council's AGM and a chance to showcase what we've done for the community, celebrate all the great work going on. We have a very special APM as we're holding our first civic awards ceremony. The Haydon Wick Heroes awards will hopefully

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encourage attendance. There will be some displays of forthcoming open spaces projects - a chance for residents to give their feedback on what we're planning. We hope to have a few presentations from recent grant recipients, plus the usual annual reports from the chairs of committees.

Although not mandatory to attend, it would be good to see as many of the Councillors present at this meeting. If anyone has any further details to draw the community in to our meeting, please can you send to Clerk asap. Invitations to the speakers will be going out this week.

Councillors' Code of Conduct/Purdah

As a reminder to anyone who is standing as a candidate for the Borough election to clarify it is acceptable to mention their status as a Parish Councillors in their election publicity as this will help to evidence their experience and suitability for the role. As a general reminder as we come into the election period unless there must be not personal credit or responsibility for any particular actions of the parish council. If anyone is standing as a candidate the Clerk would be happy to check the working to ensure that line hasn't been crossed at all.

Finally, just to reiterate the Code of Conduct states that unless there is an official resolution has been passed, a councillor is not permitted to represent this parish council.

Haydon Wick Heroes

Deadline for nominations is 20th March, all Councillors have been sent a letter asking for any suggestions for the awards - pass your nominations to the Deputy Clerk. This letter has also gone to local schools and our grant recipients. There will be a judging panel drawn up to review the nominations on the 20th March. Please let me know if you would like to be considered on the panel by end of this week.

VE Event

Friday 8th May - time of the event to run from 2pm until 7.30pm. Programme is being drawn up, if anyone knows of any local groups who perform please feed them to myself or Councillor R Ross the sooner the better.

Easter Egg Competition over the Easter break

Sarah needs volunteers to a paint rocks and hide them around the parish - please see her with a firm commitment if you can help.

Staff Exam Success

Both Mark Weaving and Dave New, the Council's Technical Assistants have recently passed their IOSH Working Safely assessments. The course introduces working safely in the environment, identifying hazards/risks and taking steps to address them through risk assessments and safe systems of work. As well as guidance on appropriate PPE, reporting and investigating accidents.

Moonrakers Junction - public drop in event 12th March

Message on behalf of SBC: As part of creating a North Swindon Quality Bus Corridor, Tadpole Garden Village to town centre, the Moonrakers

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junction on Cricklade Road, junction with Whitworth Rd and Beechcroft Road, is to be improved from a double roundabout into a signalised junction. The major benefits are that it will improve journey time reliability through the junction, and along the corridor, and upgrading the crossings for pedestrians, which will improve the safety and reduce the difficulty in crossing the junction. The scheme will start on site June 2020 to complete by March 2021. The project team for the Moonrakers junction improvement scheme are holding a public drop in event on the 12th March at the Pinetrees Community Centre from 15:00 to 19:00.

Finally, a resident at Hartington Road has offered to replant a verge caused by damage from a lorry parking outside her house. Meeting had concerns with replanting without advice from SBC. Clerk explained SBC has passed query to us. To discuss at A&L on 10th March 2020.

FC 197

GRANTS WORKING PARTY RECOMMENDATIONS: 18TH FEBRUARY 2020

- a) Grant £460 The Tuesday Art Group and a dispensation to allocate the group their remaining £180 of the total they requested into the next round of grant funding.
- b) Grant £280 Friends of Twigs
- c) Grant £500 Swindon Inter-Active Arts Service
- d) Grant £300 Swindon SEND Families Voice
- e) Grant £500 Swindon Parkinsons

Proposed: Councillor I Liddon Seconded: Councillor L Brown
Vote: Agreed unanimously.

RESOLVED: To award grants A-E totally £2,040 and giving the Tuesday Art Group a dispensation to receive £180 in the next round of grant funding.

FC 198

COMMITTEE RECOMMENDATIONS: POLICY & FINANCE 18TH FEBRUARY 2020

- A) **Interim Internal Auditor's Report Recommendations** - To note the report and to ratify Council's decision not to obtain three quotes for the hedge cutting contract in July 2019 for £23,000. A well-reasoned argument was put forward at the time and agreed by the Council as to why this was the best course of action and retrospectively suspend Financial Regulation 11.1b:

When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

Proposed: Councillor S Callen Seconded: Councillor J Jackson
Vote: Agreed unanimously.

RESOLVED: To note the report and to ratify Council's decision not to obtain three quotes for the hedge cutting contract in July 2019 for £23,000 and retrospectively suspending Financial Regulation 11.1b.

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Swindon Borough Council's Codes & Protocols: Meeting gave thanks to Mr R Worman who looked through the documents and recommended amendments and additions. A query was raised that if the Parish Council adopts a different Code of Conduct would it be out of sync with SBC who many of Parish Councils have service levels, contracts and agreements. It was noted that these recommendations were just suggestions for consideration. After discussion, councillors agreed the Recommendations contained in the Officer's report.

Proposed: Councillor E Baker Lee **Seconded:** Councillor
A Roupelis

Vote: Agreed with 2 (two) abstentions.

RESOLVED:

To submit the tracked change documents and general comments to SBC for consideration in their review.

For SBC to provide clearer guidance to the Parish and Town Councils on how Twin and Triple hatted councillors interpret Members' interests.

To improve Haydon Wick's media policy to include social media guidance which is easy to understand.

To put a motion to Swindon Area Committee to consider if all Swindon parishes work together on their own Code of Conduct.

To regularly review of Councillors personal interests and include this as part of the policy review table to ensure they always remain up to date.

B) CCTV Operational Guidelines & Policies: To adopt the guidelines & policies as presented.

Proposed: Councillor I Liddon **Seconded:** Councillor R
Hailstone

Vote: Agreed unanimously.

RESOLVED: To adopt the guidelines and policies as presented.

FC 199

FINANCIAL MATTERS

The additional payment schedule since Policy & Finance held on the 18th February 2020 was approved.

Proposed: Councillor I Liddon **Seconded:** Councillor John

Vote: Agreed unanimously.

RESOLVED: To approve the additional payment schedule totaling £3,276.42.

FC 200

SWINDON BOROUGH PARISH & TOWN CLERKS FORUM

Members noted the minutes from the recent Swindon Borough Parish & Town Clerks Forum. To Clerk know if there are any items that members would like clarified or raised at future meetings.

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FC 201 WILTSHIRE COMMUNITY FOUNDATION (WCF) SWINDON CONNECTIONS NETWORK

Members noted the Clerk and Chairman of the Council will attend the WCF event on the 17th March 2020 to speak about the Parish Council's Community Transport Scheme. Councillor E Baker Lee will also attend.

FC 202 WILTSHIRE BRANCH LOCAL COUNCIL CLERKS (WALC) TRAINING & NETWORKING EVENT

Members noted the Clerk has been invited to attend the WALC events on 21st March 2020 (check) to run a training session on Grant Funding. The Deputy Clerk and Deputy RFO will also attend.

FC 203 NATIONAL ASSOCIATION LOCAL COUNCIL (NALC) LOBBY DAY

Members noted NALC's Lobby Day will be on the 10th March and any subjected for WALC's chairman to consider will be sent via the Clerk. Please let the Clerk know of any generic issues that Members would like to raise. One suggestion was the removal of the Council Tax Support grant.

FC 204 LOCAL COUNCIL AWARD SCHEME

Members noted the Clerk's report to consider approving the Council's registration into the Local Council Award Scheme and agreed to the £50 registration fee and commitment to meeting the criteria stated.

**Proposed: Councillor I Liddon Seconded: Councillor A Roupelis
Vote: Agreed with 3 (three) abstentions**

RESOLVED: To approve the Council's registration into the Local Council Award Scheme, the £50 registration fee and commitment to meeting the award criteria.

FC 205 SKATEPARK EQUIPMENT RECYCLING

Members considered the report to recycle the old skatepark equipment and agreed to run a general consultation with a variety of locations. Consultation should be inclusive for a minimum of one month from 1st April. The results will be considered at a future A&L meeting. Some concerns were voiced by members querying how many requests for this idea have been received? Would our residents prefer the Council's resources to go on young children with physical disabilities or an outdoor gym? Has the relocation option been fully investigated? Would ideally need to have a project such as this planned in the budget as an aspiration. Conversely members voiced this project would serve a proportion of the community that may not already be served. A consultation will engage and inform any future budgetary decisions. Reassurance was given that any future budgetary spend would be considered at a future meeting.

Proposed: Councillor V Manro Seconded: Councillor E Baker Lee

Vote: Agreed with five (5) against.

RESOLVED: To run a consultation from the beginning of April for a minimum of one month using a variety of methods offering a choice of sites and ideas.

Councillor Rodgers left the meeting @ 21:29

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FC 206 ITEMS FOR THE NEXT AGENDA

To provide to the Clerk at least a week before the meeting.

FC 207 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 208 SECURITY PROVIDER

The meeting received an update from the Clerk concerning the Council's current security providers. Advice has been sought from Police and their advice is to continue to lock the sites as they fear there would be an increase in anti-social behaviour if left unlocked. Three quotations were presented and an explanation the future financial impact may take the security cost centre over budget - requiring funds to be released from the General Reserves. It was confirmed the current providers' rates are under the market rates. After a discussion, Council asked for a revised quotation, with reduced opening hours needed, resourcing confirmed, a 24 hours emergency call out service confirmed and for an initial period of three months. It was agreed to review the revised quotations at A&L on 10th March 2020 who will appoint the new providers with delegated authority to value of £3,000. Council noted that there was no guarantee the parks would be locked/unlocked in the meanwhile as this was currently being undertaken as a gesture of goodwill.

Proposed: Councillor L Brown Seconded: Councillor V Manro

VOTE: Agreed unanimously.

RESOLVED: To give delegated authority to the Amenities & Leisure Committee to appoint a new security provider for an initial period of three months, up to the value of £3,000.

The meeting closed at 21.38

Chairman: