

HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Council held on Tuesday 26th October 2021 at 7.30pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors V Manro (Chairman), E Baker-Lee, J Fuller, S Heyes, R Hailstone, J Jackson, A John, S McDermott, L Rhys-Jones, B Patrick-Okoh, J Fuller, K T Naik, R Ross and R Venkatesh

OFFICERS: Deputy Clerk & Services Manager, Laura Cutter
Head of Parks & Open Spaces, David Hunt

FC 113 APOLOGIES

Apologies were received and accepted from Councillors D Rodgers, S Fateru, A Roupelis (Personal Commitments) and Councillor L Brown (Work Commitments). Councillor S Callen advised in advance that she may be late to the meeting.

FC 114 DECLARATIONS OF INTEREST

Councillors S McDermott and R Ross declared a personal interest in Agenda Item 14 – Notification of Potential S106 Transfer and Councillor V Manro declared a non-pecuniary interest in the same item.

FC 115 SWINDON BOROUGH WARD COUNCILLOR REPORTS

Councillor J Jackson (Haydon Wick Ward): Attended a positive opening of Fessey House following the premises extension. Very impressed with the facility, the quality of work is good matching the existing building. No expense has been spared on the building and employees are happy with new facility. A good facility to have within Haydon Wick.

Councillor S Heyes (St Andrews Ward): Streetlights out in Haydon View Road for the last week. Swindon Borough Council has reviewed and advised that a main fuse has blown, which needs to be repaired by SSE, the target fix for 29th November 2021 – escalated with cabinet member to see why it would take 6 weeks to fix a fuse. Another streetlight in Helmsdale is still due to be repaired and the resident has waited for approx. three months. Will continue to pursue and update at a future meeting.

FC 116 PUBLIC PARTICIPATION

There were no members of the public present. A written comment received from a member of the public and given verbally by the Chairman at the meeting.

“Agenda Item 13 - I would like to comment on Item 13 Strategy, accepting that every council regardless of stature should have a strategy, but any progress and alterations should be fully transparent and visible to Haydon Wick residents. I am of the belief that a verbal presentation is not the way forward democratically. Residents have the right to comment, suggest any proposed strategy, it must not be presented as a “Fait Accompli”. The Strategy should have a long term coherent economic business operational and transformational aspects included. Additions, alterations should include the Why, Reasons, Costs, Benefits, Savings etc. This when presented, should be

communicated to residents in a way inviting comment. I cannot see any reason why there should be verbal presentations at all. So my question is, will the strategy state that all agenda items have additional papers so the public can peruse, learn, and comment, if necessary, appropriately. There are already slots available in the agenda to cover any late Stop Press items.”

The governance for the strategy consultation will sit within Standing Orders and it is the view of the Council that the comments can be reviewed in line with the public consultation which is set to run publicly throughout November for a couple of weeks. The Chairman agreed to send a response to the resident acknowledging the comments and confirming next steps. The Chief Officer had also confirmed to the resident that the Council will be undertaking a full community engagement campaign during the process of setting the future strategy.

19:39 Councillor S Callen joined the meeting.

FC 117 CHAIRMAN’S ANNOUNCEMENTS

Nothing to report.

FC 118 PHYSICAL COUNCIL MEETINGS RISK ASSESSMENTS

Members considered if any changes to current Council Meeting Risk Assessment where necessary. In view of the cases in Swindon rising and uncertainties regarding the winter Covid-19 response until the booster jab programme is underway, it was agreed to continue with the current risk assessment and review it in the Spring. Members were reminded that legislation doesn’t allow for formal Council meetings to be held remotely. Swindon Borough Council (SBC) recently informed its members and staff to work from home where possible, to wear masks when in the building and hold non-legislative meetings online. The existing risk assessment will continue to be reviewed monthly to see if any amendments need to be made during any updates from HM Government or SBC.

**Proposed: Councillor R Hailstone Seconded: Councillor J Jackson
Vote: Agreed Unanimously.**

RESOLVED: Not to make any amendments and to continue to review the Risk Assessment monthly at Full Council.

FC 119 MINUTES OF PREVIOUS MEETINGS

Members confirmed as a true record the minutes of meeting held on 28th September 2021.

**Proposed: Councillor S McDermott Seconded: Councillor E Baker Lee
Vote: Agreed with three (3) abstentions.**

RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 28th September 2021 and the Chairman signed the minutes.

FC 120 COUNCILLOR REPORTS

R Hailstone Previous meeting mentioned trees needing to be cut back by lampposts so that repairs can be carried out. Some overgrown tree canopies on Old Blunsdon road and Pond Street which SBC will need to investigate as large trees are out of the Parish Council’s remit. Will pass details to the Ward Councillors to progress.

- S McDermott** The Winter edition of Haydon Wick “Living” has gone to the printers; delivery will start this weekend.
- L Rhys-Jones** Was involved in an incident with E scooters recently which resulted in a call to North Swindon Police. Requested the contact details for the local PCSO’s to raise some concerns locally. The Chairman agreed to distribute the contact details.
- K T Naik** Any updates on the cutting back of hedges at Baxter Close/ Shepperton Way? *Head of POST received, and it is on the work list, agreement it needs to be reduced in height to improve visibility along with Emmerson Close/Village Green.*
- E Baker Lee** 1) Queried if there are any updates on the tree works required in Bluebell? *Update from SBC needed on actions required, the Head of POST will continue to chase. In the meantime, the POS Team will do what they can within winter projects. Details will be passed to Councillor J Jackson SBC Ward Councillor (Haydon Wick) to assist.*
2) Memory Café went ahead last Wednesday, excellent response, next cafe takes place tomorrow and attendance for 8 people already confirmed. Reminded Councillors they are welcome to pop in if in the area 10.30am – 12pm.
- R Venkatesh** 1) Reported low level trees on the footpath by Toby Carvery, will send the details through to tidyup@haydonwick.gov.uk
2) Attended the Indian Campus held on Saturday 23rd October 2021 at Pinetrees Community Centre to assist residents, which included Haydon Wick residents. *The Chairman confirmed further discussion on this event will be discussed later in the agenda.*
- S Callen** 1) Advised of private tree companies approaching residents on Osterley Way directly to see if they require any tree works. The trees are in the responsibility of SBC so permission would need to be sought. Will continue to monitor.
2) Request on Facebook community pages from a local resident asking for a crossing on The Brow. Has investigated but cannot see a suitable safe place. *Councillor S McDermott advised that this matter was discussed at Planning & Highways Committee last week. Details passed on to SBC Ward Councillors. Issues with parking outside the school at drop off and collection times make this issue worse. Parking attendants help with the issue. Councillor J Jackson will request parking enforcement teams to request visits to schools randomly.*
3) Mazurek Way Bus Lane/ Orbital Centre – cars revving engines in the car park and driving dangerously. Seems to be more traffic going through bus lane. *Councillor V Manro confirmed there is an enforcement camera there, so offenders will be contacted.*
4) Would like to write an article for the Spring edition of the Haydon Wick “Living” magazine about working with volunteers at the Steam Museum during the Covid vaccination programme.

There was nothing to report.

FC 122 USE OF POTENTIAL MISUSE OF THE COUNCILLOR

The Chairman presented the agenda item following reports of Haydon Wick Parish Councillors using their Councillor titles for non-parish events. The meeting was reminded that this contravenes the Council's Social Media Policy. By using Councillors' names used on publications it gives the residents the impression that the Parish Council is involved and is therefore reflective of the Parish Council. One event from weekend gave negative press against the Parish Council and the Director of Public Health (Swindon) had contacted the Chairman following the event after receiving concerns from residents over the numbers that attended the event had several concerns over numbers. Another event is currently being advertised with a different Councillor's name. Councillor V Manro and Councillor S McDermott will hold a reminder training session on the social media policy and the appropriate use of Councillor titles. There were queries about a previous events of the same nature held in early 2020 which was addressed by confirmation of FC Min Ref: 184. Councillors requested a simple guide to follow, acknowledging that they should contact the Chief Officer to Council for advice if unsure about the future use of their title.

FC 123 SKATEPARK LIGHTING

The Council has received requests for lighting at Haydonleigh Skate Park. The planning regulations for the site mean that the facility can only be opened 9am until 9pm. During the winter months, due to insufficient lighting and health & safety concerns, the skate park is closed as early as 5pm. Reports from local businesses and PCSOs inform the skaters leave the park site around 6pm and use the local pathways and car parks to practice their sport which is sometimes in the way of pedestrians and vehicles. It was acknowledged that the skate park users would like to use the facility for longer hours, especially after school/college, by the time the users are able to make use of the facility it is soon time for it to be closed. The Council has invested a lot of money in this facility, so it is positive that it is well used. Considerations were given if anti-social behaviour will come to Haydon Wick if the facility is open and lit until 9pm at night. The current lighting does not work and is expensive to repair as the surfacing will need to be dug up and the lights rewired and any repairs to the lights were carefully considered during the recent refurbishment of the skatepark.

Officers are looking at option of solar panel lights and obtaining costs to bring back to a future meeting. The Chairman also advised the meeting of some potential funding which could be used to offset some of the costs. Officers were asked to progress with findings for:

- The costs to reinstate current lights
- Enquiring to SBC if the lights to be 'daisy chained' off the streetlights
- The type of lighting and how much lighting is required
- The amount of potential grant funding for this project

Councillor B Patrick-Okoh left the meeting at 20.35 and re-joined at 20.37.

FC 124 FINANCE & POLICY 19TH OCTOBER 2021 RECOMMENDATIONS

FC 124A FUTURE INVESTMENTS

Members noted the report and received recommendations from the Finance & Policy Committee regarding the future investments. After discussion members agreed the recommendations within the report. Due to the level of experience and knowledge required to ensure that an informed decision, the most suitable solution would be to appoint a Financial Advisor to ensure that funds are invested in the correct area of the market. A small working party of three Councillors will form an Investment & Banking Working Party, comprising of Councillors R Hailstone, B Patrick-Okoh, L Rhys-Jones and S Callen (where necessary).

Proposed: Councillor S Callen Seconded: Councillor S McDermott
Vote: Agreed with (1) abstention

RESOLVED: 1. To note the report and the information pack to consider the future investments of the Council. 2. To appoint up to three Councillors to form the Investment & Banking Working Party who will progress an investment recommendation by the next Finance & Policy Committee. 3. To appoint the recommended Financial Adviser to assist the Working Party.

FC 124B PUBLIC WORKS LOAN DRAFT REPORT

Members noted the report on a draft Public Works Loan for the proposed Grounds Maintenance Facility. Final costings will be presented as the project develops. It was acknowledged that we cannot apply for loan until February 2022 so there is time to discuss and review. Council must balance a sensible approach to capital funding as there will be a big impact on the budget next year.

Councillor R Venkatesh left the meeting at 20.47 and returned at 20.49.

FC 124C POLICIES

Members agreed to adopt the updated Investments Policy, General Data Protection Policy and the Councillor Gifts & Hospitality Policy.

Proposed: Councillor A John Seconded: Councillor S McDermott
Vote: Agreed unanimously.

RESOLVED: To adopt the Investments Policy, General Data Protection Policy, and the Councillor Gifts & Hospitality Policy, as presented.

FC 125 FUTURE STRATEGY & BUDGET

The Chairman gave a verbal update on the progress of the strategy and budget to date. Key points included:

- Progress to date of the draft 5-year strategy
- Chairs of Committees have reviewed retrospective areas and where necessary have submitted some
- Sessions with Councillors & Staff, in smaller groups, off site
- Survey drafted to Members of Public

Concerns that the draft public survey may give false impression of what the Parish Council can achieve such as air quality, affordability, mental health issues, etc. Members felt that it should be made clearer that the Parish Council can only influence decisions through other bodies. Information is currently being reviewed and agreed ahead of a final public survey being created so any queries or concerns should be raised with the Chief Officer and Chairman as soon as possible.

FC 126 NOTIFICATION OF POTENTIAL S106 TRANSFER

Members accepted the S106 receipt of £8,294.50 and noted the restrictions on how it must be spent. After discussion Members agreed to allocate the S106 money to General Grounds Maintenance to support ongoing grounds maintenance. Members queried why it has taken so long for this money to come through to the Parish Council. It was explained that these areas have only recently been adopted by Swindon Borough Council from the housing developers. There are currently another 30 roads in Priory Vale Ward that are still unadopted so more S106 monies may be received in the future. Members requested due diligence to ensure that the Parish Council is receiving the correct funds for these areas. Councillors S McDermott and R Ross declared a personal interest in this item and refrained from voting. Councillor V Manro also declared an interest as the transfer funds are received from SBC.

Proposed: Councillor E Baker Lee Seconded: Councillor J Jackson

Vote: Agreed with three (3) abstentions.

RESOLVED: To accept the receipt of £8,294.50 S106 money and apply it to the General Grounds Maintenance budget for ongoing maintenance of the streets and surrounding areas.

Councillor E Baker Lee left the meeting at 20.56 and returned at 20.58.

FC 127 ITEMS FOR THE NEXT AGENDA

Members were asked to propose any agenda items for the Full Council meeting by Tuesday 23rd November 2021. Suggestion to recap on Councillors' personal safety following the sad events of a passing of an MP due to a personal attack.

FC 128 FESTIVE MATTERS

FC 128A

Members noted the hours of which the Parks & Open Spaces Team will be working over the Christmas period:

- Monday 27th (Bank Holiday in lieu of Christmas) – one operative in to empty the busiest bins for example outside shops
- Wednesday 29th December 2021 7.30am – 4.00pm – three operatives
- Thursday 30th December 2021 7.30am – 4.00pm – three operatives
- Friday 31st December 2021 7.30am – 4.00pm – three operatives

For urgent enquiries please use the out of hours number 07703 840065 or email tidyup@haydonwick.gov.uk or contact the Head of Parks & Open Spaces directly who will be working throughout. Information is in the centre of Haydon Wick "Living" Magazine.

The office will close at 4pm on Thursday 23rd December 2021 and reopen on Tuesday 4th January 2022.

FC 128B CORPORATE CHRISTMAS CARDS

Members discussed giving a donation to charity this year, instead of sending out corporate Christmas cards to frequent suppliers, Ward Councillors and organisations that have worked closely with the Parish Council throughout the year. Members agreed that a donation of the amount usually spent on

Christmas Cards & Postage (circa £200.00) should be donated to a local charity. National charities not to be considered as this is public money it should be spent on something that would prove to benefit more residents locally. Some local charities will have received money from the Parish Council under the Community Grants Scheme so will not be considered. Officers asked to research and circulate a few local charities for Members to vote upon and explain to usual card recipients the plan for this year asking for their votes on the charity too.

FC 128C DECEMBER MEETING

Members noted the Full Council meeting on Tuesday 14th December 2021 will be followed by a festive reception. Donations to cover the cost of food and drinks are encouraged. List to be sent asking for donations.

FC 129 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 130 STAFF TRAINING

Members received a report on staff training to date and noted upcoming team building events. Members requested that a Councillor training matrix is also shared at a future meeting. It was noted that Councillors B Patrick-Okoh and E Baker Lee recently attended a course run by Voluntary Action Swindon on Equality Diversity & Inclusion and highly recommended members to attend if the course is rerun.

FC 131 CCTV TECHNICAL SUPPORT SERVICES

Members noted the report regarding the current CCTV set up and acknowledged that technical assistance, specialist IT support and a maintenance plan needs to be drawn up so that the CCTV cameras can run effectively by the trained Officers. A site visit with the manufacturer is planned for Friday 29th October 2021 so that they can scope out the works required. It is unlikely that the full CCTV budget will be spent for 2021/2022 so any support costs can be offset against the CCTV budget.

It was suggested that future maintenance and technical support costs need to be factored into future budgets. An update and any associated costs will be reported to back to an upcoming relevant meeting.

**Proposed: Councillor J Jackson Seconded: Councillor R Hailstone
Vote: Agreed unanimously.**

RESOLVED: To purchase three new CCTV cameras to protect Luna Close, Gaynor Close and Voyager Drive Play Areas at a total cost of £3,360.00 to be coded to the CCTV budget [4628/605]

RESOLVED: 21.30 to extend the meeting by another 15 minutes.

FC 132 DEMOCRATIC SERVICES & GOVERNANCE TEAM OFFICE MOVE

No updates to report.

FC 133 GROUNDS MAINTENANCE FACILITY (GMF)

Members received an update from Councillor S Heyes (Chair of the Grounds Maintenance Facility Working Party). The meeting heard that comments on the planning application from SBC Drainage Engineer had requested more information and without this information the planning application could be declined - so an extension is being requested of approx. 6 weeks. If extension is not agreed the application may need to be withdrawn and resubmitted. Awaiting quotations and timescales. Some expenditure has already been budgeted for this financial year and will be offset against any additional running costs for this project.

The meeting closed at 21.33.

Chairman _____

Initials _____