

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Haydon Wick Parish Council held on Tuesday 27<sup>th</sup> July 2021 at 7.30pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

### **ATTENDANCE**

**MEMBERS:** Councillors V Manro (Chairman), E Baker Lee, L Brown, S Callen, J Fuller, R Hailstone, S Heyes, J Jackson, A John, S McDermott, K T Naik, L Rhys-Jones, A Roupelis and R Venkatesh.

**OFFICERS:** Chief Officer & RFO, Georgina Morgan-Denn  
Deputy Clerk & Services Manager, Laura Cutter  
Community Development Officer, Johanna Edwards  
Head of Parks & Open Spaces, Dave Hunt

### **FC 054 APOLOGIES**

Apologies were received and accepted from Councillors B Patrick-Okoh (personal commitments), D Rodgers (personal commitments), and R Ross (personal commitments).

### **FC 055 DECLARATIONS OF INTEREST**

Councillor S Heyes declared an interest in agenda item 13 – Community Governance Review due to being a Parish Councillor for St Andrews Parish Council.

Councillor V Manro declared an interest in agenda item 10C – Legal Matters due to being a Ward Councillor with strategic responsibility for the Legal Team at Swindon Borough Council.

### **FC 056 SWINDON BOROUGH WARD COUNCILLOR REPORTS**

Councillor J Jackson – confirmed Thamesdown Drive is complete. Whitworth Road junction near Moonrakers reopens tomorrow and Westfield Way builders rubble is being removed.

Councillor S Heyes – added Thamesdown Drive improved traffic light system will improve traffic flow and system will make Blunsdon Road junction less hazardous without putting any restrictions on the flow of traffic.

Question regarding changes to the 4-weekly recycling collections. It is not a long-term option to go to four-weekly collections. Issues with staffing due to being pinged. SBC is waiting for a letter from government that nominates waste workers are exempt when ping and there is a process to follow. Information on next collections updated on [SBC website](#). Long than 4-weeks is not on the agenda or included in the recent waste review. Councillors here this evening would not vote on an increase to the length of collection times. Continue to check SBC website as the roads have been refreshed recently.

Mead Way is due to be completed by end of the summer (2021).

### **FC 057 PUBLIC PARTICIPATION**

A member of the public was not able to be present but made the following written representation to the Council.

***In reference to Agenda Item 14:***

The importance of this Charter is paramount this must be emphasised to all. Do not let Swindon Borough Council dictate terms and conditions after all it is a 50/50 split on the contents. I suggest that H.W.P.C take the lead here informing other parishes through W.A.L.C. Our representatives should take the lead on this project, persuading other delegates will be a true test of their intent and interest.

Lines of communication need to be established, how many meetings do you need? How often and how will they be recorded? Duplication must be avoided and outcomes from the meeting should result in a roadmap, timescales, and delegation to pursue concerns.

There are lots of warm words of intent in the old Charter which sometimes without constructive dialogue and contact are meaningless. Communication is the key remembering it is two sided. As you can see from the original charter some of the service ambitions to me are a step too far. In these hard Financial Times Double Taxation must be avoided.

It is necessary to tabulate what services individual Parishes carry out, knowing this will avoid pitching one Parish against the other with the Borough being the ringmaster! Parishes being the first tier of democracy probably get more correspondence than SBC's ward councillors.

Maybe in some cases across parishes there are services which all carry out. When agreement has been made forthright parish councillors are required to negotiate with the Borough. When eventually agreement is made verification of contents should be directed back through W.A.L.C.

The resident's comments were gratefully received and will be taken into consideration when finalising the new protocol for Swindon's parishes which will help with bringing the parishes and Swindon Borough working together with clear lines of understanding of who does what.

***In reference to Agenda Item 13:***

May I take this opportunity to ask the parish council (HWPC) for their support in applying for a change in Haydon Wick WARD boundary.

November 2016 showed that the Haydon View estate were successful in moving from Penhill parish to HWPC. This reflected the residents desire to be part of an effective Parish delivering good community governance within its area. This insured the improved interests of our community, identifying better local democracy and forming a sense of belonging. Looking back over time passed this has been highly successful and residents now have a sense of belonging and of course a chance to vote for Parish councillors.

The Borough Council (SBC) were able within its remit change Parish councils without recourse to Parliament. The request to alter Ward Boundaries would reflect on residents being able to vote for Ward Councillors also.

Correspondence with Haydon Wick Ward Councillors has always been effective with prompt replies which has been appreciated. The Proposal would further cement the ability for Ward Councillors to further support and advise the HWPC in matters arising. It would remove the complexity of residents voting for HWPC councillors but not be able to vote for Haydon Wick Ward Councillors which has caused confusion to residents in the past.

Looking back to 2016 one realised the importance of working together, the Then Haydon View Community Association working together with HWPC Presented a combined front thus achieving its goal. It is appreciated that at this time the public have not had a chance to reflect on any proposals arising from submissions to SBC. Hopefully support from the HWPC we will be able to present a sensible change reflecting Community Togetherness.

Resident would like PC to support their area withing HW parish to become part of Haydon Wick ward at Borough Council level. The current review is parish boundary changes, not ward, but if we feel there is a substantive change we could put this forward. The Boundary Commission review is parliamentary and may trigger a review.

***Other questions received via the live Facebook feed:***

Query regarding mini roundabout which is the Borough Council's responsibility and Ward Councillor Jackson will take this up and raise awareness by adding to the next Planning & Highways Committee meeting.

Questions regarding multi numbers on street signs. Again, this is Swindon Borough Council's responsibility and Ward Councillor Jackson will this take away and sort.

**FC 058 CHAIRMAN'S ANNOUNCEMENTS**

Thanked everyone for coming to this evening's first physical meeting and being mindful of the safety measures we have in place.

*Resolved to move Agenda Item 17 – Confirmation of returning to physical meetings and updated Covid Risk Assessments.*

**FC 059 CONFIRMATION OF RETURNING TO PHYSICAL MEETINGS AND UPDATED RISK ASSESSMENTS**

The Chief Officer presented the updated Risk Assessments that had been verified by the Council's Health & Safety consultant. It was acknowledged the following most recent government guidance recommendation legally from Monday 19<sup>th</sup> July there is very little a Council must do from a Covid-19 perspective. However morally we should be cautious to ensure we have sensible procedures in place so that the more nervous or vulnerable feel comfortable or more comfortable in using returning to physical meetings. Members acknowledged that there are a lot of inconsistencies amongst various council meetings and each council will have their own individual risk assessment based upon the size of the room available, attendees' numbers and other variables. It was commented that Westminster MPs are able to continue with hybrid meetings whilst they didn't permit for Local Councils to continue and although this Parish Council has lobbied to Central Government members were encouraged to continue to lobby to our local MPs because hybrid meetings are inclusive and the more modern approach brings about more resident engagement. Members commented on how well the live streaming was being received this evening and having moderator enables us to answer any comments – however these must be valid and relating to the agenda to keep it controlled. After discussion the meeting agreed that mask wearing should take place as soon as anyone enters the building and asked for the guidance to be reviewed at every Full Council.

**Proposed: Councillor S Heyes**

**Seconded: Councillor R Hailstone**

Initials \_\_\_\_\_

**Vote Agreed Unanimously.**

**RESOLVED: To note a soft return to venue hire from August and full return from September. For the Community Bus service to recommence in August and note physical Council meetings commenced from 27<sup>th</sup> July. To proceed with all the above in line with the current Council Risk Assessments, as presented and review them monthly at Full Council in line with government guidance and trends in the pandemic.**

**FC 060 MINUTES OF PREVIOUS MEETINGS**

Members confirmed as a true record the minutes of meetings held on 9<sup>th</sup> June, 15<sup>th</sup> June and 22<sup>nd</sup> June. The Chairman also signed all previous Full Council meetings and papers from the previous Full Council meetings since the 4<sup>th</sup> May 2021.

**Proposed: Councillor J Jackson                      Seconded: Councillor A Roupelis  
Vote Agreed Unanimously.**

**RESOLVED: To accept and sign as a true record the minutes of meetings held on 9<sup>th</sup> June, 15<sup>th</sup> June and 22<sup>nd</sup> June 2021.**

**FC 061 COUNCILLOR REPORTS**

**Councillor Venkatesh**

Recently co-opted to Stratton St Margaret Parish Council and there is no conflict of meeting attendance. Members congratulated Councillor Venkatesh on his appointment.

**Councillor S McDermott**

Several items to report to members, namely:

1. delivery of magazine delayed by the adverse weather the other week
2. due to a couple of incidents our magazine delivery agent, is uncomfortable delivering to certain streets. Plans will need to be put in place for delivery to those streets for this issue, and futures issues
3. work has begun on the next issue of the magazine; a file has been shared on teams detailing deadlines for the next four issues
4. uploaded to Teams a document containing magazine layout templates and indicating regular contents.
5. Reminder about SBC traffic survey
6. Reminder about Boundary Commission review for 2023.

**Councillor S Callen**

Recently attended SBC's How to use videos effectively training session and was very impressed with the content.

**Councillor L Brown**

Parkrun restarted and 66 attended at Seven Fields and the layout means it naturally allows for distancing.

**FC 062 CHIEF OFFICER'S REPORT**

**Local Plan Consultation** - Members are notified that Swindon Borough Council is consulting on the Draft Swindon Borough Local Plan for the period to 2036. The Swindon Local Plan Review (2036) sets out the development strategy and

policy framework for Swindon and once adopted, will be used to guide decisions on planning applications up to 2036. Public consultation commences from Thursday 29<sup>th</sup> July until 1700 on 16<sup>th</sup> September 2021 – a period of seven-week. Parish Councillors are encouraged to invite parishioners to get involved. Promotional material will be provided which we will share across all promotional channels.

The Planning & Highways Committee will review the documents for comments at their August meeting. Any member of the Council interested in assisting in this review should let the Chief Officer know.

**FC 063      PARKS & OPEN SPACES COMMITTEE RECOMMENDATIONS**

**FC 063A      KING GEORGE V PLAY AREA**

**Proposed: Councillor R Hailstone      Seconded: Councillor R Venkatesh  
Vote: Agreed Unanimously.**

**RESOLVED: To trial moving the double set of goal posts to the open space behind the Fox & Houses and to keep an existing single set of goal posts on the mound as overflow area.**

**FC 063B      HAYDONLEIGH SKATE PARK**

**Proposed: Councillor S Heyes      Seconded: Councillor J Jackson  
Vote: Agreed Unanimously.**

**RESOLVED: To give access to the Council's CCTV system with the Security Contractors to monitor the skate park, at no extra cost to the Council. The Council's policy to be update accordingly and agreed at a future Finance & Policy Committee.**

**FC 063C      LEGAL MATTERS**

Councillor Manro declared an interest in this item as he has a strategic role in the legal team at Swindon Borough Council. After discussion it was suggested that more clarification is needed regarding Clarify Road Field before including it at this stage as it may delay the progress of the legal matters.

**Proposed: Councillor E Baker Lee      Seconded: Councillor L Brown  
Vote: Agreed with one abstention.**

**RESOLVED:**

**To present a bundle of legal matters to Swindon Borough Council to cut down on staff time and costs for both parties. The following matters to be progressed with the Borough's Legal Team:**

- 1. Enquire about Trent Road Field to see if the deed can be transferred permanently at no cost to the Parish Council.**
- 2. To discuss the aspiration for a building extension during budget setting in 2022/2023 during strategic sessions in August and September.**
- 3. To enquire about the costs associated with purchasing the land that the office is situated on.**
- 4. To continue with the existing lease at Goodearl to make arrangements for the permanent Grounds Maintenance Facility at the site.**
- 5. To get clarification, as is the assumption from the transfer deeds, that the Parish Council has responsibility for the five play areas listed (Voyager, Havisham, Mazurek, Luna, White Eagle).**
- 6. To investigate whether there is any available transitional funding to repair Francomes Play Area, or whether SBC would consider closing**

or whether the Parish Council can give notice on the maintenance of the park so that SBC will maintain.

7. To investigate whether the Parish Council can lease Doyle Close Play Area fully rather than a maintenance agreement.

**FC 063D WASTE BAGS**

The Head of Parks & Open Spaces explained the rationale behind changing the stock of the current waste bags due to a significant price increase which, if swapped, could potentially save the Council £3,500pa. It was confirmed that the new waste bags were not biodegradable, and the weight of the bag was not being compromised in the price reduction.

**Proposed: Councillor R Hailstone                      Seconded: Councillor S Callen**

**Vote: Agreed Unanimously.**

**RESOLVED: For the Parks & Open Spaces Team to use black bags for public litter and dog waste bins due to a significant price increase. Green bags will continue to be used for the volunteer litter pickers. Switching to black bags will save the Council £3,500 per year.**

**FC 064 FINANCE & POLICY COMMITTEE FINANCIAL MATTERS RECOMMENDATIONS**

- FC 064A RESOLVED: To agree the Income and Expenditure Reports for Month 3 – June 2021.**

**Proposed: Councillor A Roupelis                      Seconded: Councillor S Callen**

**Vote: Agreed Unanimously.**

- FC 064B RESOLVED: To agree the Bank Statements and Bank Reconciliation for May 2021.**

**Proposed: Councillor K Naik    Seconded: Councillor S Fateru**

**Vote: Agreed Unanimously.**

- FC 064C RESOLVED: To approve the payment schedules for June/July 2021 under purchase/daybook references 1586-1651 and cashbook reference 259. The total of £67,860.81 was approved.**

**Proposed: Councillor E Baker Lee                      Seconded: Councillor R Venkatesh**

**Vote: Agreed Unanimously.**

**FC 065 2021 SCHEME OF DELEGATION DECISIONS RATIFICATION**

**RESOLVED: To note and ratify the decisions made under the 2021 Scheme of Delegation relating to Council meetings held on 18<sup>th</sup> May (F&P), 9<sup>th</sup> June (EO FC), 8<sup>th</sup> June (POS) AND 15<sup>th</sup> June (FC), as presented.**

**Proposed: Councillor J Jackson                      Seconded: A Roupelis**

**Vote: Agreed Unanimously.**

*Councillor R Hailstone – left 2111 and returned 2112.*

*Councillor A Roupelis – left at 2103 and returned 2118. Then left the meeting at 2120.*

**FC 066 COMMUNITY GOVERNANCE REVIEW**

Councillor S Heyes abstained from voting and taking part in the discussion due to being a Parish Councillor for St Andrews Parish Council.

**Proposed: Councillor L Brown                      Seconded: Councillor K Naik**

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

**RESOLVED: To submit the following areas in the forthcoming Community Governance Review to Swindon Borough Council's CEO by 31<sup>st</sup> July 2021:**

**1. Tadpole Bridge**

The Council wishes for a minor adjustment to the boundary be considered regarding the boundary line at Tadpole Bridge to bring it into Haydon Wick and not Wiltshire.

**2. Abbey Meads**

The Council proposes that the section of Abbey Meads currently in divided into two parishes (St Andrews and Haydon Wick) is moved into the Parish of Haydon Wick. This will remove the operational issues which currently arise with two parishes providing services in the area and the confusion for residents over which parish serves Abbey Meads. The proposed move will meet the stated criteria of the CGR which is to ensure community cohesion

**3. Seven Fields**

The Council wishes to have a boundary line clarified in Seven Fields as it believes there is a discrepancy which causes uncertainty amongst residents. The Council considers the boundary should be redrawn to include the ancient woodland copse within the parish of Haydon Wick, if it is not already.

**4. Old Ray Ward**

The Council would like to request that Haydon End Ward within Haydon Wick Parish matches Priory Vale Ward, and that Haydon Wick Ward within Haydon Wick Parish, matches the Haydon Wick Ward. The discrepancy lies with part of the old Ray Ward and means the boundary does not follow Westfield Way.

**FC 067**

**SWINDON LOCAL COUNCILS' FORUM CONSULTATION**

Councillor Hailstone presented the Swindon Local Councils' Forum (the 'Forum') consultation document. The Forum was previously known as the Swindon Area Committee and the name change better reflects its purpose, which is to share best practice, experience and be united in an approach to Swindon Borough Council on any matters arising. The Forum will still be a subsidiary of the Wiltshire Association of Local Councils, but any new correspondence will come with the new name. Members were sent the first redraft of the revised Borough, Parish & Town Charter (2015), now to be known as the Swindon Local Councils Protocol (2021) (the 'Protocol') in their agenda packs. The new Protocol will govern relationships between Swindon Borough Council and Local Swindon Councils.

All local councils are currently consulting on this document and Members were asked to send their comments on the Protocol before the 6<sup>th</sup> August to Councillor Hailstone. The draft document is also being circulated for consultation to Officers at Swindon Borough Council.

**FC 068**

**PARKS & OPEN SPACES GROUND MAINTENANCE FACILITY**

Councillor S Heyes presented an update on the Parks & Open Spaces Team Ground Maintenance Facility. Members agreed to the following recommendations presented.

**Proposed: Councillor J Jackson**

**Seconded: Councillor R Hailstone**

**Vote: Agreed unanimously.**

**RESOLVED:**

1. To appoint a second architect to produce the building specification ahead of the tendering process at a cost of £2,500.00 + VAT
2. To proceed straight to the full planning application rather than pre-planning, at a cost of £693.00 + VAT
3. To proceed with moving a shipping container from Goodearl site to Rose Walk site at a cost of £150.00 + VAT, once a shipping container becomes available.
4. To investigate using City Fibre for telecoms services to the facility.

**FC 069**

**DEMOCRATIC SERVICES & GOVERNANCE TEAM OFFICE MOVE**

The Chief Officer presented a report to give delegated authority to proceed with moving the Democratic Services & Governance Team to the upstairs meeting room in view of new staff members joining in September and the current office being at full capacity. Members asked several questions and suggested air conditioning quotations were sought for the entire building, and not just limited to the upstairs meeting room.

**Proposed: Councillor L Rhys-Jones**    **Seconded: Councillor S Callen**

**Voted: Agreed with two (2) abstentions.**

**RESOLVED: To give the Chief Officer delegated authority to proceed with moving the Democratic Services & Governance Team to the upstairs meeting room. To reconfigure the existing downstairs office to allow for storage and a breakout space. To allocate a budget of £15,000 to be funded from General Reserves (approx. £435,000 available). To receive quotations to install air conditioning in the entire building and not just upstairs.**

**FC 070**

**ITEMS FOR THE NEXT AGENDA**

Members to send items to be presented to the Chief Officer before the next meeting on 24<sup>th</sup> August 2021.

*2138 Resolved to extend the meeting by another 15 minutes.*

*Councillor S Callen left the meeting at 2139.*

**FC 071**

**EXCLUSION** 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: Commercially Sensitive.

**FC 072**

**PARKS & OPEN SPACES COMMITTEE RECOMMENDATIONS**

**FC 072A**

**LUNA CLOSE & GAYNOR CLOSE PLAY AREAS REFURBISHMENT TENDER AWARDS**

Members discussed the Officers' report and agreed the awards as detailed below.

**Proposed: Councillor R Hailstone**

**Seconded: Councillor S Heyes**

**Vote: Agreed unanimously.**

**RESOLVED:**

1. Using budget allocated to award the contract for Luna Close Play Area refurbishment to Playdale at a cost of £28,591.40 plus VAT (4316/302).

Initials \_\_\_\_\_

2. Using budget allocated to award contract for Gaynor Close Play Area refurbishment to Playdale at a cost of £44,011.66 plus VAT (4316/302).
3. To recommend that a budget of £3,000.00 is allocated for contingencies with both projects in case of matters arising (4316/302).
4. To remain within the allocated budget for Play Area Refurbishment that the CCTV cameras will be purchased out of the CCTV budget (Min Ref: AL063) - which allows for 10 cameras. The cost of two cameras, inclusive of posts and data sims for the remainder of the financial year will be approximately £3,000 (4628/605).

**FC 073**

**TADPOLE LANE, SN25 2DZ**

Members confirmed the area in question was not on land which the Parish Council has responsibility for.

The meeting closed at 21:53      Chairman \_\_\_\_\_

Initials \_\_\_\_\_