

HAYDON WICK PARISH COUNCIL

DRAFT Minutes of the Haydon Wick Parish Council held on Tuesday 27th September 2022 at 7.30pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

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

OFFICERS: Chief Officer/Clerk & RFO, Georgina Morgan-Denn
Deputy Clerk & Services Manager, Laura Cutter
Head of Parks & Open Spaces, David Hunt
Finance Officer/Deputy RFO, Jodie Smart
Senior Administrator, Jill Sharp

FC 088 PERIOD OF SILENCE

That Haydon Wick Parish Council is to observe a one-minute silence in remembrance of Her Late Majesty Queen Elizabeth II.

During this minute we will have an opportunity, in silence, to reflect on the lifetime of service which her Majesty Queen Elizabeth II devoted to the United Kingdom, to the Commonwealth and to the World.

The Queen was sure in faith and steadfast in her duty, bringing consistency through 70 years of change. We will remember her late Majesty with affection and gratitude and silently give thanks in our hearts for her unswerving devotion to us and to our country.

The minute silence concluded with God Save The King.

FC 089 APOLOGIES

Apologies were received and noted from Councillors D Rodgers, R Hailstone and (Personal Commitments) and K T Naik (Work Commitments).

FC 090 DECLARATIONS OF INTEREST

Councillors V Manro and J Jackson noted their interest in Agenda Item 15 – Haydon Wick ‘Living’ Magazine due to being Ward Councillors.

FC 091 PUBLIC PARTICIPATION

There was one (1) member of the public in attendance who made representation as follows:

a) Are there any updates on the interest rates? *Finance Officer advised that there is not and will be looking at these and possibly moving products when ongoing projects and funding applications have been completed.*

b) In view of the issues experienced this quarter with the delivery of the magazine, is there a reason why the new provider was appointed? *Chairman advised that the previous company could no longer offer the service required.*

Also, asked if the advertisers being considered for a refund? Chairman advised that this was due to be discussed under agenda item 14.

c) Any updates from SBC spraying the weeds clogging the roadside drains or are they just spraying footpaths? *Chairman advised that he investigate and report back at a later meeting.*

FC 092 CHAIRMAN'S ANNOUNCEMENTS

Wanted to thank the Head of POST for the great 'Silly Sports Day' team building event, it was a very well organised and attended by both staff and councillors, hopefully more can attend future events.

MINUTES OF PREVIOUS MEETINGS

Members confirmed as a true record the minutes of meeting held on 23rd August 2022 and the Chairman signed.

Proposed: Councillor A John **Seconded: Councillor B Patrick-Okoh**
FC 093 **Vote: Agreed with one (2) abstention.**
RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 23rd August 2022 and the Chairman signed the minutes.

FC 094 SWINDON BOROUGH WARD COUNCILLOR REPORTS

Councillor J Jackson (Haydon Wick):

Update on City Fibre – keeping in touch with supervisors and constantly checking work and all appears to be running ok at present.

Councillor V Manro (Priory Vale):

Has concerns over the 15 & 16 bus routes especially having attended the earlier Planning & Highways meeting where several residents voiced the objections. He can report that some subsidies have been received for bus 16 and this will continue to run some of the original route. It appears that there is nothing prohibiting the bus company from re-routing, and this is on a 2-year review. Will investigate and report back.

19.58 Councillor S Heyes joined the meeting.

FC 095 COUNCILLORS REPORTS

Councillor E Baker Lee:

Someone appears to be moving in to 6 High Street and on behalf of the Parish Council has approached them to politely ask for them to secure the gaps in the fencing to stop anyone entering King George V Playing Field after it has been closed.

Councillor L Brown:

Offered sincere condolences from the Parish Council to the family of a long-standing resident Mrs Barnett (widow of the late Rex Barnett).

Councillor S Heyes:

Nothing to report.

Councillor J Jackson:

Nothing to report.

Councillor A John:

Voiced concerns regarding the 15 and 16 bus routes following the earlier Planning & Highways meeting and that it is being presented as an agenda item at the next meeting. Also wanted to thank all the staff and councillors for their hard work with regards to Operation London Bridge.

Councillor S McDermott

Nothing to report.

Councillor L Rhys Jones:

Nothing to report.

Councillor B Patrick-Okoh:

Nothing to report.

Councillor S Fateru:

Nothing to report.

Initials _____

Councillor R Venkatesh:

Nothing to report.

Councillor J Fuller:

Advised that following the recent press release about non-attendance, he has contacted the Swindon Advertiser with the facts and correct statistics – still has received no apology for the misprint. St Andrews Parish Council public meeting minutes detail that the owners of the Blunsdon Abbey Stadium had offered a reduced rental income and monies towards the depo, so unsure with a generous offer, St Andrews Parish Council wishes to continue the discussions with Haydon Wick Parish Council regarding Tadpole Lane? *The Chairman acknowledged that St Andrews Parish Council had other possibilities in place and at this stage only discussions are being held. There is an agenda item to discuss next steps in the exempt section of the meeting.*

Asked if there were any further developments as regards 162 Avonmead and 1B The Brow? *Deputy Clerk forward an update email recently received from SBC Planning Department.*

Councillor R Ross:

Nothing to report.

Councillor A Roupelis:

Nothing to report.

Councillor S Callen:

- a) Advised that King George V (KGV) play area is looking a little tired and requires painting and cleaning. Also, notices a teenage boy using the swings and possibly what looked like an exchange of items. Chairman asked if this was reported to the police, if not and anything along these lines was noticed again then it would be appreciated for them to be informed.
- b) Gives apologies for not sending apologies recently due to illness.
- c) Having read the reports, is happy to take some Haydon Wick 'Living' Magazines to distribute in local area. Chief Officer advised that it had been officially decided to invite residents to view on the website or happy for them to call in the office to collect a copy as our current stocks are low.

Councillor V Manro:

Extended sincere condolences to the family of Peter Stoddard (ex-councillor) who recently passed away. Acknowledged that both he and Mrs Barnett were long standing residents of Haydon Wick.

FC 096

CHIEF OFFICER'S REPORT

Annual Return (AGAR) – received confirmation that our AGAR has been passed with only a minor comment following the No Assertion for Section 1 Assertion 9 – the Charity Annual return being returned late. The External Auditors were satisfied that we had provided our appointed auditors with an adequate explanation for the non-compliance. A formal conclusion will follow which will be added to Finance and Full Council's agenda in October.

National Lottery Grant – delighted to announced that we have been successful in winning a £10,000 lottery grant to help fund the Memory Café.

Community First Awards – more good news, excited to tell you that our Memory Café was recently nominated for the Community First Community Project award and has won! They had several nominations in this category, but Haydon Wick were the winners. There will be a special presentation at their AGM on Wednesday 12th October 2022 in Devizes.

Charity Advertising - Brighter Futures – charity for Great Western Hospital has approached the Council to allow them to advertise their Santa vs Rudolph run at Lydiard Park on Sunday 4th December. Their banner will be installed on our building's fence from 14th November to 4th December.

FINANCE REPORTS

- FC 097A** Members considered and noted the Income & Expenditure Reports for Month 5 - August 2022.
- FC 097B** Members considered and noted the Bank Statements and Bank Reconciliations for Month 5 - August 2022.
- FC 097C** Members noted the Payment Schedule for July/August 2022 totaling £67,815.80 was approved using the Scheme of Delegation on Tuesday 20th September 2022 during the period of national mourning when no formal Council business could be conducted..
- FC 097D** A payment audit was completed by Councillors E Baker Lee and V Manro on 6th September 2022. Call out for more Councillors to assist in checking the payment processing to a robust and transparent payment process.

FC 098 BUDGET SETTING TIMETABLE AND WORKING PARTY ARRANGEMENTS

FC 098A Members noted the budget timetable will commence in October with monthly meetings of the Budget Setting Working Party, and reviews at each committee meeting until the budget is agreed in January 2023

FC 098B Members noted the Budget Setting Working Party membership as follows:

1. Councillor V Manro (Chairman of Council)
2. Councillor E Baker Lee (Vice Chairman of Council)
3. Councillor S Callen (Vice Chair Finance & Policy Committee)
4. Councillor J Fuller (Vice Chair Planning & Highways Committee)
5. Councillor R Hailstone (Chair of Parks & Open Spaces Committee)
6. Councillor S Heyes (Vice Chair of Parks & Open Spaces Committee)
7. Councillor A John (Chair of Planning & Highways Committee)
8. Councillor B Patrick-Okoh (Vice Chair of Community Development Committee)
9. Councillor R Ross (Chair of Community Development Committee)
10. Councillor L Rhys-Jones (Chair of Finance & Policy Committee)

FC 099 CCLA INTEREST INFORMATION

Members received and noted the reports and information. In particular that there are no penalty withdrawal terms, it is a sterling account only and at present it is a 1.5796% daily interest. Councillor R Venkatesh wondered when a review of this would take place. The Finance Officer advised that it is prudent as previously advised to await the outcome of ongoing projects and it will of course be revisited at a future finance meeting.

FC 100 PAYROLL SOFTWARE

Members received, discussed and agreed the Officer's Recommendation:

1. To upgrade to the Connect version of the Brightpay payroll software at an additional cost of £12.56 per month.
2. Members noted the three-year financial impact of the upgrade:

Financial Year	Budget Code	Additional expenditure for payroll upgrade	Increase in precept %	Increase in precept £ (per annum)

Initials _____

2023/24	IT Support (4024/101)	£151.70	0.01%	£0.02
	Cumulative Budget impact of all additions/a mendments in 2022/23	£368.00	0.03%	£0.04
2024/25	IT Support (4023/101)	£151.70	0.01%	£0.02
	Cumulative Budget impact of all additions/a mendments in 2022/23	£368.00	0.03%	£0.04

Proposed: Councillor A Roupelis Seconded: Councillor J Jackson
Vote: Agreed with one (1) abstention.

RESOLVED: Members approved to upgrade to the Connect version of the Brightpay payroll software at an additional cost of £12.56 per month or £151.70 per annum. This has a 0.01% increase on the precept or an additional £0.02. Budget code (4024/101).

FC 101

HAYDON WICK 'LIVING' MAGAZINE

Members received a verbal update that the deadline for articles was Wednesday 28th September and the Editor would appreciate any additions to be emailed as soon as possible. Councillor A John advised that in view of the timescale he would enter an article regarding the current bus route issues in the next edition.

20.26 Deputy Clerk left the meeting: Returned 20.28.

FC 102

HAYDON WICK 'LIVING' MAGAZINE FORMAT CHANGE

Councillors V Manro and J Jackson and S Heyes declared an interest as Ward Councillors and took no part in the discussion or vote. Members received the report, considered alternative options and after discussion agreed to keep the current format of the magazine for the Borough Councillor Ward Reports of two pages; one page for each Ward; two pages in all; equating to 1/3 page per Ward Councillor. Additionally to swap the order of the Wards e.g. PV on the left facing page and HW on the right facing page) and the order of the Councillors every edition.

Proposed: Councillor L Brown Seconded: Councillor J Fuller
Vote: Agreed with three (3) abstentions.

RESOLVED: Agreed to keep the current format of the magazine for the Borough Councillor Ward Reports of two pages; one page for each Ward; two pages in all; equating to 1/3 page per Ward Councillor. To swap the

order of the Wards e.g. PV on the left facing page and HW on the right facing page) and the order of Councillors every edition.

20.39 Councillors Baker Lee, McDermott and Callen left the meeting: Returned 20.40.

20.39 Member of the Public and Finance Officer left the meeting.

FC 103 ITEMS FOR THE NEXT AGENDA

Members were asked to send any items for the Full Council meeting on the 25th October 2022 to the Chief Officer as soon as possible.

FC 104 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: Confidential & Contractual.

FC 105 ROOM HIRE TERMS AND CONDITIONS

Members received the report and fully discussed the room letting terms and conditions. Members noted that the Chief Officer will be rejecting a room hire request from SBC Ward Councillors M Lodge and R Heath for the following reasons 1) risk of the Council appearing to have a political affiliation to a specific party and 2) potential confusion for residents between the levels of local government tiers.

Proposed: Councillor L Brown Seconded: Councillor S Callen

Vote: Agreed with four (4) abstentions.

RESOLVED: To note the Chief Officer will be rejecting a room hire request from SBC Ward Councillors M Lodge and R Heath for the following reasons 1) risk of the Council appearing to have a political affiliation to a specific party and 2) potential confusion for residents between the levels of local government tiers. To amend the Room Hire booking Terms & Conditions to include: 'The Council will not allow use of the room where it is to be used for Swindon Borough Council Ward Surgeries or political campaigning'.

FC 106 TRENT ROAD HIRE TERMS AND CONDITIONS

Members discussed the report in depth and agreed to amend the terms and conditions as follows:

- i) Amend point 2.
- ii) All activities will be restricted to times between 09.00 – 19.00 Monday to Friday and 09.00 – 18.00 Saturday and Sunday.
- iii) Delete point 3.

Proposed: Councillor E Baker Lee Seconded: Councillor J Jackson

Vote: Agreed with one (1) abstention.

RESOLVED: agreed to amend the terms and conditions as follows:

- i) Amend point 2.
- ii) All activities will be restricted to times between 09.00 – 19.00 Monday to Friday and 09.00 – 18.00 Saturday and Sunday.
- iii) Delete point 3.

FC 107 HAYDON WICK 'LIVING' DISTRIBUTIONS

Members noted the update on the previous edition's magazine distribution. It was noted that the Community Development Committee reluctantly agreed to close

the complaint with a 50% refund of delivery costs equating to £350. A further refund had already been received for the lack of GPS Tracking (despite it being ordered). After discussion they also agreed to re-run the adverts free of charge from the last edition at a cost of approximately £350 loss of income.

Proposed: Councillor L Rhys-Jones Seconded: Councillor R Ross

Vote: Agreed with one (1) abstention.

RESOLVED: Agreed to re-run the adverts from the last edition at a cost of approximately £350 loss of income.

21.10 Senior Administrator Jill Sharp left the meeting.

FC 108

CLIFFORD MEADOW

Members discussed and approved to proceed with an Enforcement Order for Natural England to investigate the potential breaches arising from lack of maintenance and potential failure to protect the SSSI status at Cliffords Meadow.

Proposed: Councillor E Baker Lee Seconded: Councillor A Roupelis

Vote: Agreed Unanimously.

RESOLVED: to proceed with an Enforcement Order for Natural England to investigate the potential breaches arising from lack of maintenance and potential failure to protect the SSSI status at Cliffords Meadow.

FC 109

PARK AND OPEN SPACES TEAM GROUNDS MAINTENANCE FACILITY

Members received a verbal update highlighting the council's architect had flagged an issue to do with the new facility being too close to the sagging power lines. Various options were discussed with the working party and a final design was chosen which would impact the length of the building from 24m to 23m length with 5m covered vehicle hard standing (28m in length total). The ridge height of the building from proposed 5m to 5.3m which increases the internal head space considerably. The proposed design also accommodates 10 parking spaces but there was a query regarding the availability of accessible parking spaces, which would be queried with the architect. Also advised the planning permission for the temporary relocation to Ventnor Close is still ongoing and actively being chased. SBC Property has also advised that they have not received any public objections to the land disposal notices. The matter can now proceed to Legal to draft and issue a Supplementary Lease & Deed of Variation to the existing lease.

21.20 Deputy Clerk & Head of Parks & Open Spaces left the meeting.

21.30 Agreed to suspend Standing Orders and extend the meeting by 15 minutes

FC 110

**PERSONNEL SUB COMMITTEE 21st SEPTEMBER 2022:
RECOMMENDATIONS**

The Chief Officer presented a staffing report which is held confidentially. After discussion the following items were agreed:

FC 110A

Cost of Living Crisis: Staff Support Package:

Members were appreciative of the support package, and several offered to donate their allowances to help pay towards the Staff Larder Scheme. The Chief Officer will email members separately to progress this.

Proposed: Councillor S Callen

Seconded: Councillor B Patrick-Okoh

Vote: Agreed with one (1) abstention.

RESOLVED: To Implement the National Joint Councils (NJC) Cost of Living Pay Offer for all employees from 1st October 2022. The overbudget impact of the pay award is an additional £15,210.00.

RESOLVED: To adopt the Financial Assistance Policy with the introduction of a Hardship Fund scheme. There will be no impact on annual budgets.

RESOLVED: To introduce of a short-term Staff Larder Scheme to run from October to March using budget available from £1,000 101 / 4040 and £1,000 307 / 4040.

- FC 110B Contracted Hours Reduction 35 instead of 37**
Members discussed and agreed to reduce the working week from 37 hours to 35 hours, on the proviso the core office opening hours and grounds maintenance service is maintained, as presented. The Chief Officer to issue contract variations, working hour variations and changes to the staff handbook on overtime and time off in lieu (17.1, 28.1, 28.4).
Proposed: Councillor E Baker Lee Seconded: Councillor R Ross
Vote: Agreed with one (1) objection and six (6) abstentions.
RESOLVED: agreed to reduce the working week from 37 hours to 35 hours, on the proviso the core office opening hours and grounds maintenance service is maintained as presented. The Chief Officer to issue contract variations, working hour variations and changes to the staff handbook on overtime and time off in lieu (17.1, 28.1, 28.4).
- FC 110C Memory Café Co Ordinator Contract**
Members approved to use EMRs to extend the Memory Café Co Ordinator's contract until March 2023. Budget required is £10,908.83 from £15,353.25 funds available
Proposed: Councillor S Callen Seconded: Councillor S Fateru
Vote: Agreed Unanimously.
RESOLVED: to use EMRs to extend the Memory Café Co Ordinator's contract until March 2023. Budget required is £10,908.83 from £15,353.25 funds available.
- FC 110D Chief Officer's Current Working Arrangement**
Members received an update on the Chief Officer's current working arrangement and noted the Chairman and Vice Chairman are kept informed of her hours which may be changed due to a family emergency.
- FC 110E Chief Officer Absence – Contingency Plan**
It was noted that the Chief Officer may need to go on prolonged leave and a contingency plan was discussed. It was noted that the Deputy Clerk and Deputy RFO would cover the Chief Officer's role in her absence.
- FC 110F Occupational Health Referral**
Members noted the outcome of a recent Occupational Health Referral and supportive measures that the Council has put in place.
- FC 110G Youth & Community Co-ordinator Flexible Working Arrangement**
Members noted a Flexible Working Request has been formally submitted and authorised by the Chief Officer to amend the hours for the Youth & Community Co-Ordinator. This will be reviewed at the end of January 2023.

FC 110H Absence Monitoring Cases

Members noted that there are some absence monitoring cases ongoing due to staff sickness.

21.45 Agreed to suspend Standing Orders and extend the meeting by further 15 minutes.

21.50 Councillor S Heyes left the meeting.

22.00 Councillor L Brown left the meeting.

FC 111 TADPOLE FIELD

Members received a verbal update, discussed and agreed to continue with St. Andrews Parish Council based on the draft terms and conditions held confidentially.

Proposed: Councillor A John Seconded: Councillor R Ross

Vote: Agreed with one (1) objection and six (6) abstentions.

RESOLVED: Agreed to continue discussions with St Andrews Parish Council based on the draft terms and conditions held confidentially.

The meeting closed at 22.05

Chairman _____

Initials _____