

## HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Council held on Tuesday 28<sup>th</sup> September 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, R Hailstone, J Jackson, A John, S McDermott, L Rhys-Jones, B Patrick-Okoh, J Fuller, K T Naik and S Fateru.

**OFFICERS:** Deputy Clerk & Services Manager, Laura Cutter

### FC 095 APOLOGIES

Apologies were received and accepted from Councillors S Callen, R Venkatesh and S Heyes due to personal commitments and Councillors R Roupelis and R Ross due to work commitments.

### FC 096 DECLARATIONS OF INTEREST

Councillor L Brown declared an interest in Item 18 – Future Parks & Open Spaces Team Resourcing. Councillor Brown will leave the meeting and not take part in the vote.

### FC 097 SWINDON BOROUGH WARD COUNCILLOR REPORTS

**Councillor J Jackson (Haydon Wick):** Seven Fields has now been cut and is looking very neat. Thanked the Parish Councillors & Staff and Borough Councillors & Staff in their involvement in getting the queries sorted.

### FC 098 PUBLIC PARTICIPATION

None.

### FC 099 CHAIRMAN'S ANNOUNCEMENTS

Councillor V Manro advised that he would be sending out an email to all Councillors and Staff inviting them to participate in a short survey to help with the strategy, this will be discussed further in Item 14 – Future Strategy.

### FC 100 PHYSICAL COUNCIL MEETINGS RISK ASSESSMENTS

Members considered if any changes to current Council Meeting Risk Assessment where necessary.

**Proposed: Councillor A John**                      **Seconded: Councillor V Manro**

**Vote: Agreed Unanimously.**

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

### FC 101 MINUTES OF PREVIOUS MEETINGS

Members confirmed as a true record the minutes of meeting held on 24<sup>th</sup> August 2021.

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

**Vote: Agreed with one (1) abstention.**

**RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 24th August 2021 and the Chairman signed the minutes.**

**FC 102**

**COUNCILLOR REPORTS**

**Councillor B  
Patrick-Okoh**

1. Attended hosted by Swindon Connecting People Network on behalf of the Community Development Committee, the meeting discussed conflicts, poverty, equality, and the effects of Covid-19 globally.
2. Attended a meeting with the previous Community Champion from Morrisons regarding the Red Flag for Racism event that they are hosting at King George V Play Area with participation from three local primary schools (Greenmeadow, Haydon Wick and Haydonleigh). Councillor attendance would be welcomed. The event will be discussed in more detail at the Community Development Committee on the 5<sup>th</sup> October 21

**Councillor L  
Rhys-Jones**

Commented on the appearance of Seven Fields since the recent hay cut, the area looks well maintained.

**Councillor S  
McDermott**

Thanked Councillors who responded to a recent email regarding potential advertising in the Haydon Wick "Living" Magazine.

**Councillor D  
Rodgers**

Worked with local Councillors to ensure that the hay cut took place at Seven Fields, the Borough Council has now fixed the gate way and repaired the fence. Enquiries sent to internal Parks & Open Spaces Team to ensure that they have the correct keys needed.

**FC 103**

**CHIEF OFFICER'S REPORT**

**Budget Setting** – The Council is embarking on the budget setting season – this process takes several meetings with the working party who meet in October, November, December and beginning of January. Please let me know if you would like to on the working party – don't sign up if you can't attend meetings! We will try to arrange the meetings during daytime and early evening to accommodate as many as possible. Invites to the meetings will be sent this week – respond by return with your availability.

**Strategy** - The Chairman and Chief Officer met with strategy consultant last week. The process of developing the strategy will run consecutively with our budget setting. To assist in keeping momentum of this project, kindly respond immediately emails and any invitations which will help us inform the future of this Council.

**Forthcoming meetings** -To recap on recent changes to the meeting calendar as agreed in meetings last week:

- From October – Planning & Highways to take place from 7-8pm. Trial period until January 22. Finance & Policy 8-9.30pm. Same trial period applies.
- Please note in December Council meetings will be as follow:

Week 1 – Community Development 7<sup>th</sup>

Week 2 – Full Council 14<sup>th</sup> – this will incorporate Parks & Open Spaces, Finance & Policy and Full Council business. The meeting will be followed by a festive drink and nibbles.

Week 3 & 4 – No meetings.

To help with your diary management, the Senior Administrator will be sending invitations out to all future Council meetings, up to end of January. If anyone is not clear what committees, they serve on please refer to the information sheet on Teams [Full Council / Councillor Information 2021].

**Fuel Shortage** – The Parks & Open Spaces Team is monitoring fuel levels, filling up when necessary (allowing time for queues) and where possible buddying up on rounds to save the stop/start of vehicles and using keeping battery tools charged up. There has been no impact on services yet.

#### FC 104

#### **SWINDON LOCAL COUNCILS' FORUM**

Councillors R Hailstone and A John gave a verbal update on items discussed at a recent Swindon Local Councils Forum meeting. Key points included:

- The meeting included the AGM whereby Councillor R Hailstone (Haydon Wick) was re-elected as Chairman and Councillor I Jankinson (Blunsdon) was elected as Vice Chairman.
- Updated on correspondence with Justin Tomlinson about remote meeting legislation.
- 20mph zones, consultation ends at the end of the month for bids to be considered during budget setting in Autumn 2021 to be completed in 2022/2023.
- Discussed NET zero communities and would like to invite Cllr Keith Williams, SBC Cabinet Member for climate change, to discuss suggestions of working together.
- Changes to Standards, have been emailed out to the Council via the Chief Officer. Up to parishes whether to adopt SBC model or look to adopt NALC model.
- Updated on bids submitted by the Swindon Town Deal Board, some projects will be delivered as soon as March 2022.
- Extension to Local Plan 2036 to 7<sup>th</sup> October due to mistake on forwarding address.
- No response received with regards to protocol which was submitted to Swindon Borough Council for preliminary feedback ahead of the meeting.
- Discussed the recent planning consultation comments submitted and feedback on the style of document making it difficult to understand.

#### FC 105

#### **SWINDON BOROUGH COUNCIL (SBC) & HAYDON WICK PARISH COUNCIL'S REMEMBRANCE SUNDAY SERVICE/EVENT**

To note an invitation to all Parish Councillors to attend SBC's Remembrance Sunday Event. Members wished to continue to do low key events locally at the Council Offices (Haydon Wick) and at Havisham Drive Obelisk (Haydon End) but also felt that representing the community in the Town Centre will also be of benefit. Councillors D Rodgers and S Fateru will attend the Town Centre event and Councillor V Manro will be there in his capacity as SBC Ward Councillor. The cost of the wreaths can be raised by Councillors

donating towards the cost. Further discussions will take place at the upcoming Community Development meeting.

**FC 106**

**COMMUNITY CHOICES 2022 BUDGET ASPIRATION**

Councillor S McDermott presented a report on the Community Choices 2022 budget aspiration. To meet communication deadlines in line with the Haydon Wick "Living" editions, information will be shared in the upcoming autumn edition due for delivery in December. A further article in the spring edition, delivered in April 2022 and third article, with residents' choice confirmed in the summer edition, delivered in July 2022. Members agreed to the recommendations within the report.

**Proposed: Councillor E Baker Lee    Seconded: Councillor J Jackson  
Vote: Agreed unanimously.**

**RESOLVED: To submit an article in the magazine introducing the Community Choices for 2022/23 with a short list of suggestions and criteria.**

**FC 107**

**BUSINESS CONTINUITY PLAN**

Members considered the Business Continuity Plan and agreed to the recommendation within the report with an amendment to the wording to state that the Chief Officer will have delegated authority in consultation with the Chairman and/or Vice Chairman of the Council. The Business Continuity Plan will be an appendix to the Council's Emergency Plan and define what is meant by an emergency and when this plan should be implemented.

**Proposed: Councillor R Hailstone    Seconded: Councillor L Brown  
Vote: Agreed unanimously.**

**RESOLVED: To append the Business Continuity Plan to the Council's Emergency Plan with delegated authority to the Chief Officer to implement the plan in an emergency, in consultation with the Chairman and/or Vice Chairman of the Council.**

**FC 108**

**FUTURE STRATEGY**

The Chairman gave an update on the progress of the strategy, key points included:

- Councillors Baker Lee and Hailstone have drafted strategies for the Committees that they Chair.
- The Council agreed to work with a consultant to assist in the writing of the strategy taking into consideration a wider view and different perspective. The consultant is sector specific so has previous experience and knowledge of a strategy for this size of Council.
- A short survey will be emailed to all Councillors and Staff asking for them to participate and share views.
- The Senior Management Team have had a meeting to discuss the strategy and further meetings will take place with the Governance & Democratic Services Team and the Parks & Open Spaces Team.
- Councillor Baker Lee will be attending the Parks & Open Spaces Team session to deliver some team building exercises.

*20.21 Councillor S Fateru left the meeting and returned at 20.23*

**FC 109 ITEMS FOR THE NEXT AGENDA**

Please propose any agenda items for the Full Council meeting by Tuesday 26<sup>th</sup> October 2021.

*20.29 Councillor L Brown left the meeting.*

**FC 110 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 111 DEMOCRATIC SERVICES & GOVERNANCE TEAM OFFICE MOVE**

There were no quotes to consider. The Deputy Clerk advised that due to the supply and demand of construction in the current economic situation, quotation turnarounds are taking longer than expected and some contractors do not have the capacity to take on more work at present. Some costs were approved at the recent Finance & Policy meeting so things are progressing, and any future costs will be submitted to the nearest relevant meeting for approval.

**FC 112 PARKS & OPEN SPACES COMMITTEE 14<sup>TH</sup> SEPTEMBER 2021  
RECOMMENDATION: GROUNDS MAINTENANCE SERVICE**

Members received a presentation from the Parks & Open Spaces Committee with regards to delivering an enhanced grounds maintenance service next season. Suggestions were given to consult the residents to ensure this is a model that they would be happy to pay for as the enhanced service will be an additional cost. After discussion, Members agreed to the recommendation within the report and to add the project cost as a budget aspiration during budget setting for 2022/2023.

**Proposer: Councillor R Hailstone      Seconder: Councillor J Jackson  
Vote: Agreed with one (1) Objection.**

**RESOLVED:** For Haydon Wick Parish Council to deliver a Parks & Open Spaces Grounds Maintenance Service using an enhanced hybrid model of grass, hedge and shrub cutting using both internal and external contractors. Total budget to resource this model is £551,500 per annum. Members requested a public consultation also takes place to ask the residents if they would pay for the enhanced services.

The meeting closed at 21:21

Chairman \_\_\_\_\_

Initials \_\_\_\_\_