

Red - not started
Amber - in progress
Green - completed

Actions arising from previous Council meetings

	Date	Minute Reference	Resolution/Action to carry out	Proposer	Seconder	Vote	Abstention	Cost	Cost Code	Officer Leading	Councillor Leading	Action	Progress	Completed / Date
Full Council	27.08.24	FC 065E	Accept SBC '23 S106 Receipts £8,557.63	Richard Hallstone	Paul Park	Unanimous	None	£3,395.45 £5,162.18	Play Facilities Open Spaces	JS	Richard Hallstone	JS to inform SBC of receipt. Set up EMRs	Request sent to S Screen 10.09.24 Chased SBC 13.11.24	22.11.2024
Full Council	27.08.24	FC 065F	Publish AGAR conclusion	N/A	N/A	N/A	N/A	N/A	N/A	JS	N/A	Publish AGAR Conclusion	Complete pre meeting	23/08/24
Full Council	27.08.24	FC 065G	Circulate CCLA Bank Mandate	N/A	N/A	N/A	N/A	N/A	N/A	JS	N/A	Circulate CCLA Mandate	Printed for F&P 17.09.24	20.09.24
Full Council	27.08.24	FC 066A	Parking Ban Locations to Cllr S Adamcova	N/A	N/A	N/A	N/A	N/A	N/A	GMD/JM	Adam John	Cllrs to directly email Cllr Adamcova	None received.	16/09/2024
Full Council	27.08.24	FC 066B	20mph Traffic Calming Public Consultations to commence	N/A	N/A	N/A	N/A	N/A	N/A	GMD/JM	Adam John	To progress with P&H Committee in September	Wards to be invited to 24.09.24 P&H meeting	Sep-24
Full Council	27.08.24	FC 066C	Cold Harbour Junction	Vinay Manro	Junab Ali	Unanimous	N/A	N/A	N/A	GMD/JM	John Fuller	GMD/JM to write letter to lobby Ward Cllrs / MP North on behalf of HWPC	Letter Written with GMD to authorise 4/09/24	06/09/2024
Full Council	27.08.24	FC 067A	Weston Super Mare Coach Trip - Driver Thank You	N/A	N/A	N/A	N/A	N/A	N/A	LC/SP	N/A	Thank You Card to Bus Driver	Card hand delivered	04/09/2024
Full Council	27.08.24	FC 067B	Future provision of Memory Café	N/A	N/A	N/A	N/A	N/A	N/A	LC/JN	Rebecca Ross	To review future of Memory Café capacity etc in Feb 25		Feb-25
Full Council	27.08.24	FC 067C	NALC Star Council Award Nomination	N/A	N/A	N/A	N/A	N/A	N/A	LC	Rebecca Ross	To provide content and final nomination for award scheme by 7th September	GMD completed and submitted 6th September	06/09/2024
Full Council	27.08.24	FC 068	Give GMF WP Delegated Authority to agree PV/Solar Panel infrastructure & report at Sept FC	Roy Worman	Junab Ali	Unanimous	None	c.£40k tbc	GMF	GMD	Vinay Manro	Report final PV/Solar Infrastructure at Sept FC	WP confirming choice 16/09/24	16/09/2024
Full Council	27.08.24	FC 070	Thames Avenue Tree Issue Case Closed	N/A	N/A	N/A	N/A	N/A	N/A	LC/DH	Richard Hallstone	Email to resident confirming case is closed and to pursue with SBC	DH sent	Oct-24
Full Council	27.08.24	FC 071	To extend temporary contracts x 2 until 31.03.25. To extend hire of Mini Tractor & Flail until December 24	John Jackson	Paul Park	Unanimous	None	£31,824.28 £4,200.00	4000/307 & 328 4522/307	LC/DH (AN)	Richard Hallstone	Extend contracts & hire	AN tractor extended GMD/LC Seasonals extended	28/09/2024
Full Council	27.08.24	FC 072	Award IT Support Maintenance Contract to Microshade. Terminate existing contractor on a rolling month's notice	Junab Ali	Steve Heyes	Unanimous	None	£6,370.62	4024/101	JS	Vinay Manro	To terminate existing supplier and award new Microshade supplier	Microshade to confirmed start contract frm 01.10.24	20.09.24
Full Council	27.08.24	FC 074	Tadpole Field Legal instruction confirmed	Adam John	John Jackson	Agreed	2 Abstentions (RH & JF)	£500.00	EMR Legal Fees	GMD	Vinay Manro	To instruct Wellers Hedley to commence initial legal negotiations	GMD done	03.09.24
Full Council	27.08.24	FC 076C	Budget for Creative Cloud Suite allocated to member of staff	N/A	N/A	N/A	N/A	£785.00	401 / 4400 4401	JS	Vinay Manro	To pay software licence for staff member	To be purchased via credit card at end of Oct 24	31.10.24
Full Council	24.09.24	FC 082	20mph initiative	N/A	N/A	N/A	N/A	N/A	N/A	JM	Adam John	HWPC to set up a meeting to start working together on this initiative	Meeting took place after FC - Adamcova set up petition online. SBC deadline 31.10	31.10.24
Full Council	24.09.24	FC 083	The grass at the top of Thames Avenue road joining Whitworth Road still remains uncut	N/A	N/A	N/A	N/A	N/A	N/A	DH	Vinay Manro	Request to head of POST to have these works done asap	Request logged 24.09.2024. Completed 23.10	23.10.24
Full Council	24.09.24	FC 086	HWPC to establish when traffic surveys are taking place with regard to the 20mph initiative All policies were agreed together, social media, Freedom of Information and Play Area Inspection Policy	N/A	N/A	N/A	N/A	N/A	N/A	JM	Adam John	AJ to liaise with SBC when the traffic surveys are scheduled	Meeting took place after FC - Adamcova set up petition online. SBC deadline 31.10	31.10.24
Full Council	24.09.24	FC 088	Grass cutting at the corner of Whitworth Road remains uncut, Chair to establish when this will be dealt with.	Ellen Baker-Walker	Richard Hallstone	Agreed	Unanimous	N/A	N/A	GMD	Vinay Manro	All policies to be updated and shared on the HWPC website.	Complete	Oct-24
Full Council	22.10.24	FC 101	Remembrance Sunday arrangements agreed	N/A	N/A	N/A	N/A	N/A	N/A	VM	Vinay Manro	Chair to check the status of these works and report back to Chief Officer	Complete	Oct-24
Full Council	22.10.24	FC 102	Delays to GMF project and working party to take place asap	N/A	N/A	N/A	N/A	N/A	N/A	GMD	Vinay Manro	Chief officer to inform the Mayor's secretary of the HWPC representatives	Complete - held meeting 28.10.24. Project in progress.	25.10.24
Full Council	22.10.24	FC 103	Delays to GMF project and working party to take place asap	N/A	N/A	N/A	N/A	N/A	N/A	GMD	Vinay Manro	Chief Officer to arrange a GMF WP meeting within the next week to discuss the impact of delays to the 3-phase installation.	Complete - held meeting 28.10.24. Project in progress.	
Full Council	22.10.24	FC 104A	Hold Summer Extravaganza at Trent Road on 16th August 2025	Rebecca Ross	Ellen Baker-Walker	Agreed	Unanimous	N/A	N/A	LM	Vinay Manro	Trent Road location for Summer Event	Commence project plan. In progress	
Full Council	22.10.24	FC 104C	Virement of £1103.20 to fund £603.20 Tuesday Art Group's application and £500.00 to Swindon Big Knit	Paul Park	Ayo Jimmy	Agreed	Unanimous	£1,103.20	Vire from 4629/402 (RL&I) to 4209/402	JS	Vinay Manro	Virement	Completed	20.11.24
Full Council	22.10.24	FC 104D	Virement of £499.00 to fund Torn Curtain's application.	Paul Park	Ayo Jimmy	Agreed	Unanimous	£499.00	Vire from (Youth) to 4209/402	JS	Vinay Manro	Virement	Completed	20.11.24
Full Council	22.10.24	FC 105	Scouts Christmas Postbox	Paul Park	Rebecca Ross	Agreed	Unanimous	N/A	N/A	LC	Paul Park	Host a Post Box at the Parish Council offices. There will be minimal staff involvement other than taking the payment using a separate cash box	Completed	13.12.24
Full Council	22.10.24	FC 109	Update on legal matters in relation to Railway	N/A	N/A	N/A	N/A	N/A	N/A	GMD	Vinay Manro	Chief Officer to share the update with the railway and hold a working party meeting.	Working Party held 19.11.24.	Project ongoing
Full Council	22.10.24	FC 110A	Adopt a Stepping Up & Additional Duties Policy Deputy POS Mgrs to Step Up from 21.10.24 Chief Officer to back fill to retain service delivery	Roy Worman	Junab Ali	Agreed	Unanimous	£2,518.94 +	Existing 307 4000	GMD	Vinay Manro	Adopt Policy, update website, allocate funds for stepping up, back fill positions for service delivery	Add to website. Back filled with Seasonal.	20.11.24
Full Council	22.10.24	FC 110B	NJC Cost of Living Increase Payment	Roy Worman	Junab Ali	Agreed	Unanimous		4000 all salary budgets	GMD	Vinay Manro	Pay the COL pay offer of £1,2900.00 ahead of national agreement with caveat if it differs - pay adjusted	Back pay in November to date.	18.11.24
Full Council	26.11.24	FC 122C	Options for the Public Works Loan Drawdown Agreed	John Fuller	John Jackson	Agreed	Two Abstentions		N/A	GMD/JS	Vinay Manro	To proceed with the Finance and Policy Committees recommendation of Option Two: •Draw down a PWL of £743,324.00. •Utilise the full contingency EMR 365 of £37,621.00 to reduce the loan value. •Utilise the S106 income of £5,520.54 to reduce the loan value. •Consider allocating the estimated surplus general reserves of £58,141.00 to alternative aspirations and/or supplementing the 25/26 precept. •Supplement the 25/26 loan repayment by £37,500.00 currently held in EMR 357 from accumulated public works loan repayments budgeted for over the past 2 years, to reduce the 25/26 loan repayment as planned.	Completed	12/04/2024
Full Council	26.11.24	FC 123	Councillors allowances for 2025-26 and agreed an uplift of 4.41% on Councillor Allowances.	L Stevenson	S Heyes	Agreed	Two Abstentions	£15837.00 per annum		GMD/JS	Vinay Manro	Chief Officer to inform SBC of Councils Allowance decision and publish and include an article in the next magazine. Finance Officer and Deputy RFO to include the agreed Councillor allowances in the budget setting for 2025/26	Included in Budget for 25/26	GMD to write article
Full Council	26.11.24	FC 124	Government's Remote attendance and proxy voting consultation	N/A	N/A	N/A	N/A	N/A	N/A	GMD/VM	Vinay Manro	Chief Officer and Chairman to submit a response to the consultation in favour of implementation but only if Government gave councils the ability to implement their own terms, and to confirm the rejection of proxy voting.	Completed	19.12.24 ANON-FTSW-WR92-R.
Full Council	26.11.24	FC 125	Correspondance from Swindon North MP. Will Stone re a shortage of deflbs in North Swindon.	N/A	N/A	N/A	N/A	N/A	N/A	Various Cllrs	Vinay Manro	Cllrs Baker-Walker, Park and Stevenson to progress this and establish where the defibs are and get more statistics. Chairman to send an initial response to Swindon North MP		
Full Council	26.11.24	FC 128	Progressing Tadpole with the Cricklade Railway and Working Party update A representative from CCLA will be attending the next Full Council and or Finance and Policy to discuss investment options	N/A	N/A	N/A	N/A	N/A	N/A	Various	Vinay Manro	1. Arrange a walk-around of the site to assess potential car park expansion and entrance planning (JM/VM) 2. Improved access to the proposed car park will be made possible by removing part of the hedge to increase visibility, particularly for right-side views. (TBA) 3. Provide railway with previous entrance planning application to check what local searches may be required (JM/GMD) 4. Legal guidance on merits of a Memorandum of Understanding versus a Long-Term Lease (GMD) 5. Explore possible grant funding for generating new allotment space at Tadpole (GMD/LM) 6. Site layout to include permissible path and existing tree planting (VM/RH).	Partial - Walk of site 15.01.25	
FC	10.12.2024	FC 136		N/A	N/A	N/A	N/A	N/A	N/A	JS	Vinay Manro	Deputy RFO to confirm CCLA attendance at Full Council/ Finance & Policy to present investment options - Booked for Feb FC	Completed	11.12.24

FC	10.12.2024	FC 142C	Members were asked to look at the reports and approve the Payment Schedules for November/December 2024	Roy Worman	Omka Munagala	Agreed	Unanimous	£99,746.07	N/A	JS	Vinay Manro	It was resolved to approve the Payment Schedule for November/December 2024 for £99746.07, payment references 3785 to 3836 and cashbook payments listed on agenda item 14c	Completed	11.12.24
FC	10.12.2024	FC 142D	Members were asked to look at the payments made using the credit card for October 2024 and to retrospectively approve	Rebecca Ross	Ellen Baker-Walker	Agreed	Unanimous	£2,406.56	N/A	JS	Vinay Manro	It was resolved to retrospectively approve the payments made using the credit card for payments made in October 2024 totalling £2406.56	Completed	10.12.24
FC	10.12.2024	FC 144	Members considered that SBC response regarding Little Cope and removing it from the lease. Therefore Chief Officer to confirm the Councils instruction to the HWPC solicitors	N/A	N/A	N/A	N/A	N/A	N/A	GMD	Vinay Manro	Chief Officer to confirm the Councils decision and instruct HWPC solicitors accordingly.	Deed variation to be signed in Jan FC	
FC	10.12.2024	FC 145A	Members considered the recommendation to proceed with the Thermal Imaging Project and the decision was to join the team and advise South Swindon Parish accordingly.	Paul Park	Rebecca Ross	Agreed	One Against	N/A	N/A	GMD	Vinay Manro	Chief Officer to advise South Swindon Parish Council that HWPC are on board with the scheme	Awiating further details from South Swindon PC	
FC	10.12.2024	FC 145B	It was put to Committee that it would be an active commitment from Councillors to start engaging more with residents. Suggestion was to attend each month at Orbital Park Market and have surgeries to allow the public to discuss any concerns they may have along with any good feedback	N/A	N/A	N/A	N/A	N/A	N/A	VM	Vinay Manro	Chairman to circulate a timetable to all councillors to advise on their availability and report back at Full Council in early 2025	To be advised at FC on 21.01.25	
FC	10.12.2024	FC 148A	Members received the Sub Committees recommendation for the salary budget for the forthcoming financial year.	Ellen Baker-Walker	Paul Park	Agreed	One Abstention	£946,021	N/A	GMD	Vinay Manro	It was resolved as follows: salary budgets (4000/101,307,402) of £946,021 inclusive of oncosts for 2025-26. Increasing the professional services budget (4008/101) by £8100 for 2025-26 to procure the services of a consultant Accountant. For the Chief Officer to proceed with the recruitment for the Bookkeeper/Finance administrator and the Receptionist/Administrative Assistant in December	Added to 25/26 budget & precept	15.12.24