

HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Council Full Council meeting held on Tuesday 23rd July 2024 at 19.30 held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors V Manro (Chairman), S Heyes (Vice Chairman), E Baker-Walker, J Fuller, R Hailstone, J Jackson, A Jimmy, A John, O Munagala, B Patrick-Okoh, P Park, L Stevenson, R Ross and R Worman

OFFICERS: Chief Officer & RFO, Georgina Morgan-Denn
Deputy Clerk and Services Manager, Laura Cutter
Finance Officer and Deputy RFO, Jodie Smart
Marketing & Events Co-Ordinator, Liz Matthews
Meetings Administrator, Julie McMorro

ALSO IN ATTENDANCE: Haydon Wick Ward Borough Councillor, Cllr Stanka Adamcova

FC 039 APOLOGIES
Apologies were received and noted from Councillors A Roupelis and J Ali (Personal Commitments). There were no apologies received from Councillors G Choudhury and S Fateru.

FC 040 DECLARATIONS OF INTEREST
There were none.

FC 041 PUBLIC PARTICIPATION
There were none.

FC 042 CHAIRMANS ANNOUNCEMENTS
Summer events need more volunteers please all members were encouraged to volunteer and bring their families and friends along. Reminder this Thursday 25th July 2024 is the Memory Café Tea Dance and any help would be appreciated.

FC 043 MINUTES OF PREVIOUS MINUTES
FC 043A Members confirmed as a true record the minutes of the meeting held on Tuesday 25th June 2024.
Proposed: Councillor S Heyes **Seconded: Councillor A John**
Vote: Agreed with four (4) Abstentions.
RESOLVED: Members confirmed as a true record the minutes of the meeting held on Tuesday 25th June 2024.

FC 044 HAYDON WICK SUMMER EXTRAVAGANZA '24 AND 20-DAY PROGRAMME
Marketing Co-ordinator advised the meeting how it just twenty-five days to go until the event programme kicks off and gave a brief breakdown of the financials to date: income £2,500 of sponsorship and stalls at £390 and all expenditure is within the budget allocated.

Community Fun Day: 17th August

Attractions for the event continue to be confirmed and to date we have the following:

- working farm
- circus workshop
- science workshop
- live music
- brass band
- open mic session
- alcohol and mocktails bars – all priced at £5.

Initials _____

- sports events - Olympics style
- skate park competitions
- Memory Café crafts
- Inflatables and tea cups
- Food stalls
- Dog show

Most risk assessments have now been completed and there is a meeting at the school this week to walk the site, check the Wi-Fi and plan (where we can) for any potential problems on the day. The music licences are being investigated, there are two temporary events notices being applied for and the security arrangements are also in hand. The event is going 'cash less' however there will be a small float in the event we have customers with only cash and the stall holders can choose their own payment choices.

20-day Re-Discover Your Community Programme: 29th July – 17th August

The challenge (like Beat the Street) is in progress too. 40 balloon markers will be stationed across the parish, each balloon contains a QR code and takes the children/adults to our website to register for the challenge. The balloons will be in play areas and will allow for data collection of where people have scanned the QR code which is useful to see use of parks etc.

More operational details will be discussed at the next Event Working Party on 6th August prior to Community Development Committee.

Magazine

The latest magazine deliveries should be completed by 24th July 2024 please advise if you have not received.

Marketing Co-ordinator left the meeting at 7.50pm.

FC 045

SWINDON BOROUGH WARD COUNCILLOR REPORTS

Cllr S Adamcova (Haydon Wick)

Explained the Borough Council's new plan for a Better, Greener and Fairer Swindon.

School safety environment scheme for Haydon Wick Primary School and Haydonleigh Primary School has started. Cllr Adamcova and the Traffic Officer met with the School representatives and identified potential improvement measures ranging from zig zag lines to the installation of bollards.

1 The High Street has been agreed by the planning committee, residents are upset and disappointed, but it has now been agreed. Cllr Adamcova thanked the Parish Council's Planning & Highways Committee for their support.

There have been complaints from residents regarding Greenmeadow Car Wash about the volume of noise when the cars are being washed. It was reported that the owner needs to apply for a change of use planning permission. Cllr Adamcova has visited the Car Wash and could not establish a definitive answer with reference to the planning issue and will continue to look into this. In the meantime the business has been asked to consider reducing the volume of noise that negatively impacts residents.

The parking on pavements project (previously discussed at Planning & Highways Committee) will have a trial order of up to 18 months to see how this progresses, Cllr Adamcova will update the parish council as it moves forward.

Gave thanks for the Parks & Open Spaces Team for cutting the shrubs in Abbeymeads.

Initials _____

FC 046

COUNCILLOR REPORTS

Cllr J Fuller – Leading on a highways meeting to discuss issues with the Cold Harbour junction.

Cllr L Stevenson – Developing a community garden project with local Brownies, Scouts etc.

Cllr P Park – Reported there will be a food bank collection at the Seven Fields Park Run this Saturday, 3rd August 2024.

Cllr B Patrick-Okoh – Attended a community litter pick.

Cllr R Worman – Asked for clarity on SBC's response to repairs of vehicles on the public highways as he is being approached by residents – *the process was explained at the meeting.*

Cllr A John - Attended SBC's Planning Committee meeting to raise the Parish Council's concerns relating to the HMO on The High Street.

Cllr E Baker-Walker – Attended several school assemblies and some school fetes to promote the Summer Extravaganza programme of events from July – August. Encouraged more Councillors to help with attending school fetes and fayres in the future.

Cllr R Ross – Attended some community litter picks, Oakhurst school fete and usual Haven.

Cllr R Hailstone – Attended the GMF working party site visit and the construction is coming along well

Cllr S Heyes – Arranged for a pop-up mobile gym for two weeks in Abbey Meads in Burdon Close (although strictly not a Haydon Wick PC project, residents could take advantage of the equipment).

Cllr V Manro – Attended various community events including Memory Café and Haven.

Cllr Munagala – Has not attended any events or updated on any projects and therefore had nothing to report.

Cllr J Jackson – Has not attended any events or updated on any projects and therefore had nothing to report.

FC 047

CHIEF OFFICER'S REPORT

There was a SBC/Swindon Parishes Clerks Forum this week but nothing sizeable to report as there has been very little progress from the Borough on the potential Transfer of Services. The Swindon Local Councils Forum (SLCF) has arranged a Transfer of Services Working Party with SBC on the 5th August 2024 and there will follow an update at the next Full Council meeting. The Deputy Clerk (as the Secretary to SLCF) and Cllr Hailstone (as Chair of SLCF) are due to meet with the new Advisor of Wiltshire Association of Local Councils.

Councillor A Jimmy joined the meeting at 8.07pm.

FC 048

GROUNDS MAINTENANCE UPDATE

Grass: good progression especially now that the weather conditions have been stable, and the team is averaging a round in approximately 3.5 weeks per cycle. The team is currently on its fifth of the season and working in Greenmeadow and will be moving on to Moredon, Haydon End, Mouldon Hill and Oakhurst. Soon the team will be conducting its own blowing but will still have the back-up (strimming) operatives following them. The larger areas continue to be cut fortnightly by the contractor; next cut scheduled for 22nd July.

Shrub Bed Maintenance: Tractor and Flail lease has been extended until the end of August. The focus will be on the Oakhurst area. Elstree Way communication has been distributed to Councillors and on social media.

Initials _____

Mini Compact Sweeper: Was off the road due to mechanical breakdown but is now working within the areas that are being mowed, focusing on the side streets and main footpaths.

Parks & Projects: Parks & Projects Team is cutting back the shrubs around the play areas, doing repair jobs to the equipment and repainting and replacing the perspex on the two Parish Council owned bus shelters on Westfield Way and Thames Avenue.

Tidy Up Team: Continues to empty the public litter and dog waste bins. In the afternoons, the team litter pick, water the planters, newly planted trees and hanging baskets.

FC 049

GROUND'S MAINTENANCE FACILITY (GMF)

The Facility is progressing well, and the steel structure is up and most of the block work, roofing panels are on site ready to be installed. A GMF fixtures and fittings working party is taking place on the 13th August 2024.

FC 050

FINANCE & POLICY COMMITTEE 16TH JULY 2024 RECOMMENDATIONIS

FC 050A

GROUND'S MAINTENANCE FACILITY CASH FLOW

Members received and agreed the Committee's recommendation. It was reported the projection will go below three months reserve by the end of August due to salaries, but this will be reinstated within one week when the second instalment of the precept is received from Swindon Borough Council.

Proposed: Councillor A John

Seconded: Councillor P Park

Agreed: Agreed with one (1) Abstention.

RESOLVED:

1. To approve that the General Reserves will temporarily fall below the three-month net revenue expenditure target during the months of August and September 2024.
2. To approve the transfer of funds of up to £59,279.40 and £53,29.66 respectively from the two HSBC savings accounts to the HSBC current account.
3. To approve the transfer of funds of up to £100,000.00 from the CCLA investment account to the HSBC current account as a contingent measure to cover payments leaving the account in September, prior to the receipt of the precept instalment.
4. To approve the transfer of funds of up to £100,000.00 from the HSBC current account to the CCLA investment account in September 2024 after the receipt of the precept instalment.

FC 050B

FINANCIAL REGULATIONS

Members agreed to approve the amended Financial Regulations in accordance with the new model regulations supplied by the National Association of Local Councils.

Proposed: Councillor S Heyes

Seconded: Councillor V Manro

Vote: Agreed unanimously.

RESOLVED: To approve the amended revised Financial Regulations.

FC 050C

FINANCIAL AUTHORISATIONS

Members agreed to approve the amended Financial Authorisations.

Proposed: Councillor E Baker- Walker

Seconded: Councillor L Stevenson

Vote: Agreed unanimously.

RESOLVED: To approve the amended Financial Authorisations.

Initials _____

- FC 050D FIRE EVACUATION PLAN & PERSONAL EMERGENCY EVACUATION PLAN**
Committee received and adopted the Fire Evacuation Plan and Personal Emergency Evacuation Plan.
Proposed: Councillor J Jackson **Seconded: Councillor A Jimmy**
Vote: Agreed unanimously.
RESOLVED: To adopt the Fire Evacuation Plan and Personal Emergency Evacuation Plan.
- FC 051 COMMUNITY LED ACTION PLAN – COUNCILLOR UPDATE**
Cllr V Manro – Climate change - the Parish Council is looking at ways to reduce its carbon footprint and would like the Council to be carbon neutral. Progression on this has been helped by Finance being paperless and this will continue to be rolled out across the rest of the Council, where practicably possible.
- It was noted that all Councillors who have their names assigned to an objective should work with the Officers to champion it as there will be regular reports at future Full Council meetings.
- FC 052 NALC'S SUPER COUNCIL ELIGILITY**
It was noted that the Council is now eligible for NALC's Super Council Network (largest local parish and town councils who have an annual precept of over £1m or an annual turnover of £1.5m). Meetings are held quarterly and will be attended by the Chief Officer and/or the Chairman of the Council.
- FC 053 ELECTORAL REVIEW OF SWINDON BOROUGH COUNCIL**
Meeting reviewed the Boundary Commission's draft report that details draft recommendations for future boundary changes. This has been prompted by the Boundary Commission because some Electoral Wards in Swindon Borough are too large. The meeting heard that there are very minor changes to Haydon Wick Ward and Priory Vale and the number of Councillors on each of the wards (currently 3) are proposed to remain the same. Members agreed to reiterate their initial submission. It was noted the Boundary Commission's draft recommendation is to support the proposals submitted by the Conservative Group and Haydon Wick Parish Council.
Proposed: Councillor V Manro **Seconded: Councillor J Jackson**
Vote: Agreed unanimously.
RESOLVED: To reiterate the Parish Council's previous submission: "For two three-member wards mostly aligning to the existing three-member wards of Haydon Wick and Priory Vale. Slight alterations to align these wards with the parish's full boundaries, namely including a residential area comprising Eastville Road, Haydon View Road, Mendip Close, Orchid Close and Sunningdale Road at the eastern end of Haydon Wick and including a small number of properties at Tadpole Lane in Priory Vale".
- FC 054 EXCLUSION OF PRESS AND PUBLIC**
There were none.
- Julie McMorrow left the meeting 20.50pm.*
- FC 055 PERSONNEL SUB COMMITTEE 15TH JULY 2024 RECOMMENDATIONS**
RESOLVED:
A) To increase the contractual hours of the Memory Cafe Co Ordinator using available salary budget.
Proposed: Councillor R Ross **Seconded: Councillor P Park**
Vote: Agreed unanimously.
- B) To increase three members of staff salary by one additional SCP point.**
To be met from existing budgets.

Initials _____

**Proposed: Councillor B Patrick-Okoh Seconded: Councillor R Ross
Vote: Agreed unanimously.**

C) To note the Chief Officer is assessing two flexible working requests and will determine the outcome based on the Council's business needs.

**Proposed: Councillor O Munagala Seconded: Councillor A John
Vote: Agreed unanimously.**

D) To adopt the revised Staff Handbook, as presented.

**Proposed: Councillor R Ross Seconded: Councillor P Park
Vote: Agreed unanimously.**

The meeting closed at 9.05pm

Chairman _____

Initials _____