

HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Council Full Council meeting held on Tuesday 27th August 2024 at 19.30 held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE MEMBERS: Councillors V Manro (Chairman), S Heyes (Vice Chair). J Ali, G Choudhury, J Fuller, R Hailstone, J Jackson, A John, P Park, B Patrick-Okoh, R Ross, L Stevenson, and R Worman.

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

ALSO IN ATTENDANCE: SBC Ward Councillor, S Adamcova

The meeting started at 7.36pm due to Planning & Highways over running by a few minutes.

FC 056 APOLOGIES
Apologies were received and noted from Councillors A Roupelis and S Fateru (Work Commitments), Councillors A Jimmy, O Munagala, and E Baker-Walker (Personal Commitments).

FC 057 DECLARATIONS OF INTEREST
There were none.

FC 058 PUBLIC PARTICIPATION
There were no members of public present.

FC 059 CHAIRMAN'S ANNOUNCEMENTS
Nothing to report.

FC 060 MINUTES OF PREVIOUS MINUTES
FC 060A Members confirmed as a true record the minutes of the meeting held on Tuesday 23rd July 2024.
Proposed: Councillor L Stevenson **Seconded: Councillor R Ross**
Vote: Agreed with two (2) Abstentions.
RESOLVED: Members confirmed as a true record the minutes of the meeting held on Tuesday 23rd July 2024 subject to adding Councillor Ross as attending.

FC 061 SWINDON BOROUGH WARD COUNCILLOR REPORTS
Cllr S Adamcova gave thanks to the Council for organising such a fantastic Summer Event. Reminded the meeting that Swindon Borough Council (SBC) is running their annual service feedback survey and asked Members to take part and share with residents. The survey is available online and residents can telephone to request a paper copy or they can go into their nearest Library if they don't have access to the internet.

FC 062 COUNCILLOR REPORTS
Cllr S Heyes – Attended the Summer Event it was very good and enjoyed the day.
Cllr P Park – Attended the Summer Event and agreed it was an excellent event.
Cllr R Ross – Attended the Summer Event thanks to the Marketing & Events Co-ordinator and all those involved staff and volunteers. 7th Swindon Cubs have been in contact to do a litter pick, more detail to follow. Suggested they may want to apply for a Community Grant.

Initials _____

Cllr R Worman – Weed spraying is going well in his area. Thames Water also been in the vicinity working on the sewer drainage.

Cllr L Stevenson – Attended the Vintage Tea Dance which was very good. Assisted with the Leisure Gardens Competition on one of the hottest days this year so it was held over two days - the winners have been selected. Joined the Seven Fields Walk as part of the Council's Summer 20-day Discovery programme and a very pleasant event. Went along to 'Pop along and Plant' event, another in the summer programme and all the children were engaged. Helped at the Summer Event which was excellent. And finally, attended the recent Companions Café which was wonderful and passed on her thanks to the Memory Café Co-Ordinator for the content and organisation.

Cllr B Patrick-Okoh – Attended the Summer Event and it was enjoyable.

Cllr A John – Concurs with the other comments on the Summer Event – a fantastic time was had by everyone.

Councillor J Jackson – assisted with the Summer Event marquee building.

Cllr R Hailstone – Attended the Summer Event which was wonderful. There was a site visit to the GMF this week and its looking good and progressing well. An enquiry about use of land in Primrose Way has been passed to the Office to investigate as this is causing maintenance access issues for the ride on mowers.

Cllr V Manro – Attended many of the above events along with other Councillors but wanted to mention the Companions Café in particular which was very heart-warming and the Memory Café Co Ordinator has done an excellent job.

Cllr J Fuller – Ran a highways meeting with neighbouring parish, Blunsdon and there is an agenda item later for Council to discuss.

No representation at parish activities meetings or events this month:

Cllr Golam Choudhury

Cllr Junab Ali

FC 063

CHIEF OFFICER'S REPORT

Nothing to report.

Resolved to bring forward Agenda Items 11 E & F.

FC 064A

COMMUNITY DEVELOPMENT COMMITTEE

Summer Extravaganza - A presentation was received on the Summer Extravaganza ahead of the official audit to be taken to September Full Council. As part of the 20-Day Summer Event programme, featuring 13 individual events, the headline figures include:

- **59** parishioners took part in the three organised sports events
- **50** parishioners enjoyed a trip to Weston Super Mare
- **38** took part in the paint a pebble
- **12** residents enjoyed a minibus trip to Cirencester
- **25** families took part in the 20-Day QR Coded Challenge
- **16** residents discovered biodiversity in our nature reserve and country park.
- **34** parishioners took wildflower seed packets with **9** children staying to plant peas at the pop by and plant event
- **4** team members discovered the parkrun and finally...
- at 3.30pm on Saturday 17th August **560** residents were clicked by security as attending the Community Fun Day
- Event feedback from **26 people** has been reviewed and further analysis will follow in September.

FC 064B

Christmas Extravaganza – It was agreed to hold this year's event on Friday 6th December 2024. Resourcing was discussed and it was noted that next magazine will be worked on in late September/October so there is capacity to work toward this Christmas Event.

Marketing Co-Ordinator left the meeting at 8.05pm.

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- FC 065** **FINANCIAL MATTERS**
FC 065A **Income and Expenditure Report for July 2024** –Members noted the income and expenditure for month 4.
FC 065B **Bank Statements and Bank Reconciliation for July 2024** – Noted by members.
FC 065C **Payment schedule for July/August 2024**
Proposed: Councillor A John **Seconded: Councillor S Heyes**
Vote: Agreed Unanimously.
RESOLVED: Members discussed and approved July & August 2024 expenditure under purchase daybook reference 3558-3634 and cashbook 381. The total for approval is £210,004.38.
FC 065D **Credit Card Payments**
Proposed: Councillor R Ross **Seconded: Councillor R Worman**
Vote: Agreed Unanimously.
RESOLUTION: To retrospectively approve the payments made using the credit card in July 2024 totalling £829.17.
FC 065E **SBC S106 Receipts**
Proposed: Councillor R Hailstone **Seconded: Councillor P Park**
Vote: Agreed Unanimously.
RESOLVED: To accept from Swindon Borough Council the 2023 S106 Receipts - value of £8,557.63 The amount will be moved to an Earmarked Reserves held according to their specific usage e.g. £3,395.45 for Play Facilities and £5,162.18 for Open Space Enhancements. It was noted that there is no deadline on the spending. The Finance Officer to inform SBC of its intention to accept the funds.
FC 065F **Conclusion of the 2023/24 AGAR (Annual Audit)** - Members noted the conclusion was received with no comments from the External Auditor. Praise was given to the Finance Officer for the clean audit and thanks for their hard work in achieving this. *The Finance Officer to publish the conclusion this week.*
FC 065G **CCLA Bank Mandate** - Members noted changes to the CCLA bank mandate are being undertaken as per the Council's Financial Regulations. *The Finance Officer to circulate the mandate following the meeting.*
FC 066 **PLANNING & HIGHWAYS COMMITTEE**
FC 066A **SBC's Parking Ban Trial** – SBC is commencing a Pavement Parking Ban trial this Autumn. Councillors to submit areas in Haydon Wick to Councillor S Adamcova. It was noted that Priory Vale residents were canvassed, and they strongly objected to any areas being included. Deadline 31st August.
FC 066B **SBC's 20mph traffic calming initiative** – areas have been suggested and submitted to Councillor Adamcova, but they require local community support. The deadline for submissions is the 31st October and residents need to be consulted as part of the evidence being submitted. Parish Council to work with Councillor Adamcova to commence consultations.
FC 066C **Cold Harbour Junction** - Members received an update on the recent Cold Harbour Junction meeting with Blunsdon Parish Council. The meeting was convened to consider peak time congestion at the junction and what mitigation works the Highways Authority has planned. Due to increasing development in the area the junction is already at maximum capacity. It was reported there are some mitigation plans but they were somewhat vague and concerns over the single lanes onto A419 slip road will simply move the congestion. It was suggested that dualling the B4534 (Old Ermin Street) onto the A419 strip road may assist with the congestion. The meeting agreed they would like to lobby SBC Ward Councillors and the Swindon North MP to get them onside with concerns and highway issues despite agreeing it was a futile exercise but felt it must be taken on.
Proposed: Councillor V Manro **Seconded: Councillor J Ali**
Vote: Agreed Unanimously.
RESOLVED: To continue to pursue the concerns of traffic at Cold Harbour Junction by lobbying the Swindon Ward Councillors and North Swindon MP.

- FC 067**
FC 067A **COMMUNITY DEVELOPMENT COMMITTEE**
Weston Super Mare Coach Trip Audit – Members noted an audit of the recent coach trip which took place on 6th August 2024. Fifty (50) parishioners joined a full coach for a fun day out. The aim for this was to provide low-income families with the chance to have a day out and take their children who made not have otherwise been anywhere during the Summer Holidays. Feedback was very heartwarming and next year there could potentially be more trips during the summer holidays. It was acknowledged that the volunteer driver generously donated his time and a thank you card would be presented to him.
- FC 067B** **Future Provision of the Memory Café** – Members noted the Café continues to grow in popularity which has meant that larger venues are being looked in to. Alternatively additional cafes could be held each week or fortnightly to cap the size of the café to a manageable number. It was noted that there is always a waiting list so all options are actively being explored and will be reported in the next review due in February 2025.
- FC 067C** **NALC's Star Councils Award Scheme** – a verbal update was received and Councillors Ross, Baker-Walker and Stevenson continue to finalise the submission which is restricted to 150 words. Deadline is the 7th September 2024. If any Councillors have anything they wish to submit, please let Councillor Ross know asap.
- FC 067D** **Warm & Welcome Partnership** – it was noted there is a new partnership with SBC's Warm & Welcome Team. Community & Youth Co-Ordinator is holding a first event with Ukrainian games at Trent Road, this is a trial to be held on 28th August 2024. Should this be a success the Council could look at future events and charging them for staff costs etc. Ten attendees are confirmed to date and all Councillors were invited to attend. It was queried why SBC hadn't added their logo to the publicity materials as this was evidently a SBC event. It was confirmed by a dual hatted Ward/Parish Councillor that this is not normal SBC practice and would need to be looked at.
- FC 068** **GROUNDS MAINTENANCE FACILITY UPDATE (GMF)**
A site visit took place on the 23rd September and the project seems to be going well and on schedule. The roof is on and the cladding colour has been confirmed. There was a discussion about the PV requirements and the general view was to maximise the number of solar panels with the inclusion of a battery and, in case of power failure, having additional Island Mode. The final cost is due to come from the Contractor, but early estimates inform us that thirty-two (32) panels with battery storage comes in at £40k and hopefully a grant may off-set some of the cost. There is an outstanding legal matter that SBC are delaying with, and despite several chases, and their lack response may start to cause delays with the project. The next site visit is the 23rd September and all were invited to join the GMP Working Party. Finally, it was noted there will be an official building opening ceremony, and Council shall be extending the invitation to all plot holders who have been patient with the Council during the build.
Proposed: Councillor R Worman **Seconded: Councillor J Ali**
Vote: Agreed Unanimously.
RESOLVED: To give delegated authority to the GMF Working Party to make decisions on the PV/Solar Panels infrastructure and report the final specification to Full Council.
- FC 069** **EXCLUSION OF PUBLIC & PRESS**
There were none present.
- FC 070** **THAMES AVENUE TREE MAINTENANCE ISSUES**
Meeting received a report regarding an overgrown tree near a property on Thames Avenue. The tree is on Parish Council land that is leased from SBC. The tree is not owned by the Parish Council and ultimately the tree is the responsibility of SBC. It was reported that SBC is not willing to remove the tree owing to a risk of heave and

Initials _____

damage to the resident's property. However, the residents inform the Parish Council that they cannot sell the property as new owners cannot get insurance on the house due to the issue. Members were adamant that this is not the Parish Council's remit and is for SBC to resolve with the residents. The residents have informed the Parish Council that they cannot commission a structural engineers report because it is too costly at c.£25,000. However, during the meeting an online estimate was found to be in the region of £5,000. Members stated that no further action can be taken by the Parish Council and the case is now closed. The residents will be informed that it is their responsibility to pursue the matter with SBC.

FC 071

GROUNDS MAINTENANCE UPDATE

Meeting was informed that the season is coming to an end. The Working Party has proposed extending the hire of the tractor and side arm and keep the two (2) seasonal operatives. The staff members have been extremely productive and proved to be an asset to the team. After discussion Members agreed with the Officer's recommendations.

Proposed: Councillor J Jackson

Seconded: Councillor P Park

Vote: Agreed Unanimously.

RESOLVED: To extend the temporary contracts for two (2) POST seasonal staff members to 31st March 2025. Cost up to £31,824.28 to be met from the existing Parks and Open Spaces salary budget (4000/307) and Arboricultural EMR (328) of £9,671.26 - dependant on NJC pay increase for 2024/25 and other employee decisions. To extend the hire of the Mini Tractor and Side Arm for an additional three (3) months from October to December 2024 at a cost of £4,200.00 to be met from the Grounds Maintenance Contractor budget (4522/307).

FC 072

IT SUPPORT MAINTENANCE CONTRACT

Full Council acknowledged and agreed with the recommendation to proceed with appointing Microshade at annual cost of £6,370.62. The existing supplier will be informed and the rolling monthly contract will be terminated.

Proposed: Councillor J Ali

Seconded: Councillor S Heyes

VOTE: Agreed Unanimously.

RESOLVED: To progress and proceed with the recommendation to award the IT Support and Maintenance Contract to Microshade and all Microsoft licences and antivirus software be migrated. Cost is £6,370.62 to be met from the IT Budget – 4024 / 101.

Councillor R Worman left the meeting at 9.23pm

FC 073

FC 073A

SWINDON LOCAL COUNCILS' FORUM (SLCF) & TRANSFER OF SERVICES

The minutes were received and noted from the previous SLCF meeting held on 23rd May 2024.

FC 073B

A verbal update was received from Councillor R Hailstone, Chair of the SLCF following recent Transfer of Services Working Party meetings. The meeting heard that there have been two recent working parties but the level of detail needed from SBC has not been sufficient to help parishes understand the full extent of any potential transfer. Parishes have been waiting for this information for nearly a year as they need to know the details of the services, the distinction between statutory services versus discretionary ones, the number of staff potentially being TUPE'd over etc. It was noted that all parishes in Swindon will be commencing their budget setting period from September and without the detailed information from SBC it was impossible to budget accurately. In general parishes have been receptive and want to improve the working relationship with Swindon Borough Council however as time continues with not enough information to form a business case to take on these services it remains unclear if parishes will agree to it. It was acknowledged that residents' view will also need to be sought on whether they believe the services are ones they wish to pay additional precept for. The next Forum meeting will be held on

the 19th September and there will be more working party meetings before then to hopefully come to a collective proposal to bring back to the Parish Council.

Resolved to extend the meeting by another 15 minutes.

Finance Officer/Deputy RFO and Meetings Administrator left the Meeting at 9.36pm.

FC 074

TADPOLE FIELD LEGAL FEES

Members received a report and agreed to instruct a Solicitor to commence initial legal negotiations with the original seller of Tadpole Field.

Proposed: Councillor A John Seconded: Councillor J John

Vote: Agreed with two (2) Abstentions.

RESOLVED: To instruct a Solicitor to commence initial legal negotiations with the original seller of Tadpole Field. Initial fee is capped at £500.00 plus VAT and to respond directly with the original seller would be an additional fee.

FC 075

SWINDON BOROUGH COUNCILS CLERKS FORUM

Meeting received and noted the minutes of the meeting held on 22nd July 2024.

FC 076

PERSONNEL MATTERS

FC 076A

Internal Vacancy for a Tools, Machinery & Site Manager (Facility Manager) - an update was received and the member of staff will start their promotion on the 1st September 2024.

FC 076B

Trade Union Industrial Action Ballot – noted the communication.

FC 076C

Budget for Creative Cloud Suite - Members noted that budget has been allocated to purchase the suite of design software to enable the magazine design to be completed in-house. It was also noted there are cost savings for the magazine production in the region of £4,807.00 per annum (without contingencies) due to it being designed in-house and it being more cleverly designed has resulted in a reduction in the number of pages. The cost of £750 per annum will be met from 401 / 4404 – Newsletter Design.

The meeting closed at 9.47pm

Chairman _____

Initials _____