

HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Council Full Council meeting held on Tuesday 28th May 2024 at 19.30 held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

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

OFFICERS: Deputy Clerk and Services Manager, Laura Cutter
Finance Officer/Deputy RFO, Jodie Smart
Head of Parks & Open Spaces, Dave Hunt
Marketing & Events Co-Ordinator, Liz Matthews

FC 001 APOLOGIES

Apologies were received and noted from Councillors J Fuller, R Ross and R Worman all due to Personal Commitments. There were no apologies received from Councillors S Fateru, G Choudhury and A Roupelis.

FC 002 DECLARATIONS OF INTEREST

None.

FC 003 PUBLIC PARTICIPATION

There were none.

FC 004 CHAIRMANS ANNOUNCEMENTS

Raised £868.60 for nominated charities over the past year which will be split between BEST Be A Better You and Kelly's Foundation. The Chairman thanked Members for supporting the sponsored run/walk which took place on Sunday 19th May 2024. Thanks to staff for supporting the event.

FC 005 MINUTES OF PREVIOUS MINUTES

Members confirmed as a true record the minutes of meeting held on Tuesday 16th April 2024.

Proposed: Councillor Jackson

Seconded: Councillor John

Vote: Agreed with 3 abstentions.

RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 16th April 2024.

FC 006 SWINDON BOROUGH WARD COUNCILLOR REPORTS

None.

FC 007 COUNCILLORS REPORTS

Cllr V Manro – Nothing to report.

Cllr S Heyes – Cut and strimming in Taw Hill is exceptional. Never seen it looking so good. Received a demonstration on how hedges are cut when walking through Abbey Meads and was impressed by the Parks & Open Spaces Team's enthusiasm.

Cllr E Baker Walker – Attended the recent Charity Quiz Night, there was lots of good feedback and a welcoming crowd. Consideration for purchasing a PA system for future events.

Cllr J Ali – Nothing to report.

Cllr R Hailstone – Chaired the Swindon Local Councils Forum Meeting on Thursday 23rd May. Cllr Jimmy and Cllr John were also in attendance. There was a presentation on the projects happening with the Town Centre and SBC Officers have offered tours. There was also an update on Parish Charter Protocol, which SBC approved it in March. Also had a discussion on transfer of services with Cllr Jim Grant which will be

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discussed later in the meeting. Members of the Forum also expressed dissatisfaction in the current service and support being received by the Wiltshire Association of Local Councils (WALC). Given the large subscription costs that Swindon's Parish & Town Councils contribute.

Cllr J Jackson – Nothing to report.

Cllr A John – During the SLCF meeting, asked Cllr J Grant about transfer of libraries, the response was that these would be reviewed further down the line. Also there is a Planning Annex included within the recently approved Protocol so has been asked to join a smaller focused working group with other parishes. Attended quiz night and marshalled sponsored run – great job done during mental health week.

Cllr O Munagala – Nothing to report.

Cllr P Park – Nothing to report.

Cllr L Stevenson – Met with Caroline from the Seven Fields Conservation Group who gave a good introduction and updated on common problems, to raise awareness and to work more collaboratively with the Parish Council and Community. Wheelchair and pushchair access is difficult due to the heavy rainfall causing muddy and flooded walkways. The wildflower area very good.

FC 008

CHIEF OFFICERS REPORT

There were none.

FC 009

SUMMER EVENT

Members noted the verbal report of the Marketing & Events Coordinator.

Venue agreed at Haydon Leigh Primary School – great level ground for easy access parking and can incorporate the skate park and multi-use game area for sporting activities. There has been a couple of working party meetings which has encouraged lots of ideas and engagement. These ideas and a formalised plan will be presented to the Community Development Committee. Security and safety costs being sought, and it is anticipated due to the later event time this may be slightly more expensive than last year. This year there will be a premises licence which allows for over 500 people. Members gave information/ideas about potential community stall holders and contacts for the Marketing & Events Co-ordinator to pursue.

Members queried the security costs and whether this would be needed for a Parish Council community event and had concerns about the licencing of serving alcohol in the hired brewery cabin, without a licenced bar tender to serve the alcohol, enquiries are still ongoing, so once responses have been received there will be more structured information to share.

The Marketing & Events Co Ordinator left meeting at 20.03pm

FC 010

GROUNDS MAINTENANCE UPDATE

Members noted the verbal report of the Head of Parks & Open Spaces who thanked for the positive feedback which is very welcomed by the team. The Grass Team has completed the second cycle and is moving on to the third cycle – areas have been very wet and overgrown due to the winter months. Also the no mow may initiative has left a lot of areas wild which will be seen to on the June cycle. The Shrub Bed Maintenance Team is working through the areas with the tractor and side arm starting in Abbey Meads, there is two seasonal operatives who are tasked with accompanying the tractor, which is working well.

The Head of Parks & Open Spaces is focusing on reviewing the services and putting together some suggestions for budget setting which will alleviate some of the issues faced. Members queried when the work on Akers Way would be completed within its entirety, the Head of Parks & Open Spaces confirmed the laurels had been attended to but there was still some areas of strimming to be completed, this is dependent on car parking and safety at the site, dates are being confirmed with Central Swindon North Parish Council to complete the boundary at the same time.

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- FC 011**
FC 011.1
- PLANNING APPLICATIONS**
S/HOU/24/0485 33 Darius Way, Abbey Meads, Swindon, SN25 4XT Erection of a first-floor extension and front and rear dormers.
- HWPC COMMENTS: Object based on overdevelopment and not enough parking.**
- FC 011.2**
- S/HOU/24/0546** 98 Whitworth Road, Swindon, SN25 3BH Conversion of garage into annexe – for ancillary use.
- HWPC COMMENTS: Object based on lack of parking/ report as being used as Houses of Multiple Occupation (HMO).**
- FC 011.3**
- S/HOU/24/0546** 36 Thames Avenue, Haydon Wick, Swindon, SN25 3NP Erection of a single storey side/rear extension.
- HWPC COMMENTS: No objection.**
- FC 011.4**
- S/HOU/24/0557** 26 Haydon View Road, Swindon, SN25 3NP Erection of a single storey side/rear extension.
- HWPC COMMENTS: No objection.**
- FC 011.5**
- S/24/0475** Land Lying South Of Purton Road, Akers Way, Swindon, SN2 2NE Proposed siting of a hot food van.
- HWPC COMMENTS: Members noted retrospectively that the Planning & Highways Committee submitted Objections given concerns regarding customers parking at the site.**
- FC 012**
- ACCOUNTING STATEMENTS**
Members noted the Accounting Statements for 2023-2024 and agreed that these be approved.
Proposed: Councillor S Heyes **Seconded: Councillor A Jimmy**
Vote: Agreed unanimously.
RESOLVED: That the Accounting Statements for 2023-24 are approved.
- FC 013**
- ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24: ANNUAL GOVERNANCE STATEMENT**
Full Council approved that the Annual Governance Statement assertions be affirmed.
Proposed: Councillor L Stevenson **Seconded: Councillor E Baker-Walker**
Vote: Agreed unanimously.
RESOLVED: That the Annual Governance Statement Assertions for the Annual Governance and Accountability Return 2023/24 are affirmed and approved.
- FC 014**
- ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24: ANNUAL STATEMENT**
Members approved the Annual Statement. opening balance this year. Members noted that some of the Ear Marked Reserves had been used to fund the Trent Road Play Area Refurbishment and towards a subsidy for the precept for 2025/26.
Proposed: Councillor R Hailstone **Seconded: Councillor P Park**
Vote: Agreed unanimously.
RESOLVED: That the Annual Statement for the Annual Governance and Accountability Return 2023/24 be approved.
- FC 015**
FC015A
FC015B
- 2023/24 BUDGET ANALYSIS AND RESERVE LEVELS**
Members noted the 2023/24 budget analysis.
Members considered the report of the Finance Officer and Deputy RFO, and the recommendation of the Finance & Policy Committee and agreed to allocate the

additional reserve of £37,621.00 to the Grounds Maintenance Facility contingency for the term of the build. Members acknowledged the closing amount represents a generally good overview and good budget management.

Proposed: Councillor L Stevenson Seconded: Councillor A John

Vote: Agreed unanimously.

RESOLVED: To allocate the additional reserve of £37,621.00 to the Grounds Maintenance Facility contingency for the term of the build.

FC 016

INTERNAL AUDITOR 2024/2025

Members noted that Darkin Miller Ltd. Was appointed as the Internal Auditor for a three-year period in June 2023 (Min Ref. FC067) from April 2023 to March 2026. Members thanked the Deputy RFO for the hard work on finalising the accounts throughout the year and appreciate the frequent internal audits are time consuming.

FC 017

COMMUNITY LED ACTION PLAN

The Chairman reminded the meeting that the Community Led Action Plan needs to continue progressing and the aspirations need to be met. Members were reminded of areas that they have agreed to lead on, as per Min Ref FC234. The plan is to relaunch the consultation and obtain new objectives from March 2025, the current plan is until March 2026 but due to the level of deliverables and things already being done in the parish needing only to be promoted wider, some of the aspirations are already complete.

FC 018

GROUND'S MAINTENANCE FACILITY

Site visit arranged for 4pm on Thursday 30th May 2024 with Project Manager and Site Manager to discuss current progress and next steps. One question from SSE regarding the location of the electric installation point, which SSE believe is owned by Persimmon Homes. The Chairman has gone back to query this with Affleck.

FC 019

EXCLUSION OF PUBLIC & PRESS

There were none.

FC 020

TRANSFER OF PUBLIC OPEN SPACES

The transfer of public open spaces lease document had not been received from the Solicitor in time for the meeting, so the item is therefore deferred to another meeting.

FC 021

TRANSFER OF SERVICES/POTENTIAL DEVOLUTION

Members noted an update from Councillor R Hailstone in his capacity as Chairman of the Swindon Local Councils Forum who has been working closely with Swindon Borough Council on this topic. During the Forum meeting on 23rd May 2024, Members discussed the Transfer of Services; the main issues were changes in personnel at Swindon Borough Council causing slower communications, lack of financial detail and lack of plan for the Town Centre. Members agreed to have conversations about which services could be devolved, the costs of these and review the impact to residents. The Forum is awaiting dates from SBC Officers and Councillor J Grant to discuss this in further detail with a wider group of parishes. Once information is received a Working Party meeting will be called to discuss detail ahead of reporting back to Full Council.

FC 023

HR MATTERS

Members received a verbal report from the Chairman on the recent Personnel Sub Committee held 5th May 2024.

Proposed: Councillor J Jackson

Seconded: Councillor A John

Vote: Agreed unanimously.

RESOLVED:

- 1. To note contract variations for change of hours for two Parks & Open Spaces Operatives who have swapped, giving an annual cost saving of £597.49.**

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2. To approve a new internal vacancy for a Tools, Machinery & Site Manager within the Parks & Open Spaces Team from 2nd September 2024. Based on a SCP 15 – 20 range and starting at a SCP17 (currently £28,770.00 per annum* pay award pending).
3. To increase one operative part time operative from a SCP7 to a SCP9 with effect from 1st June 2024 in line with other staff doing the same duties, the cost of this per annum is £509.32.

The meeting closed at 9.08pm

Chairman _____

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