

HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Council Full Council meeting held on Tuesday 12th December 2023 at 7.00pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

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

OFFICERS: Chief Officer/Clerk & RFO, Georgina Morgan-Denn
Deputy Clerk & Services Manager, Laura Cutter
Finance Officer, Jodie Smart
Meetings Administrator, Julie Coe

FC 140 APOLOGIES

Apologies were received and noted from Councillors A Jimmy and G Choudhury (Personal Commitments). No apologies were received from Councillor C Flux.

FC 141 DECLARATIONS OF INTEREST

Councillors J Fuller and R Hailstone declared an interest in Agenda Item 26 – Tadpole Field Development as they are involved with the organisation.

FC 142 PUBLIC PARTICIPATION

There were none.

FC 143 CHAIRMAN'S ANNOUNCEMENTS

Thanks were given from the Chairman for the support from the Councillors during December Warm & Welcome Spaces and Haven programmes. Continued support is still required throughout the coming winter months, Councillors were asked to confirm their availability to support the sessions in the new year.

FC 144 MINUTES OF PREVIOUS MEETINGS

Members confirmed as a true record the minutes of meetings held on Tuesday 26th September 2023.

Proposed: Councillor A John

Seconded: Councillor P Park

Vote: Agreed with one (1) Abstention.

RESOLVED: Members confirmed as a true record the minutes of meetings held on 26th September 2023.

FC 145 SWINDON BOROUGH WARD COUNCILLORS' REPORTS

Ward Councillor Stanka Adamcova - written report received and circulated as she unable to attend the meeting. Report covered household waste and recycling collections – residents can use their black boxes for overflow plastics. A Seven Fields/Parkrun initiative with Swindon GP practices and a Planning update on a change of use application into a 9-bed multiple use occupancy (S/23/0696) – despite work having started, the planning authority is yet to approve it.

Ward Councillor J Jackson – nothing to report.

FC 146 COUNCILLORS' REPORTS

Councillor S Heyes – Advised that several white plastic waste bags had been noted around the Parish and as of yet they had not been removed by Swindon Borough Council's Waste Collection Team.

Councillor J Jackson – Concurred with Councillor S Heyes comments and is requesting updates from SBC Officers in his capacity as a Ward Councillor for Haydon Wick.

Councillor R Worman – Nothing to report.

Councillor R Hailstone – Bulb planting will continue on Wednesday 13th December 2023, would appreciate any help from Councillors if available, there are still 750 bulbs to plant.

Councillor R Ross – Nothing to report.

Councillor E Baker-Walker – Enjoyed a lovely visit to St Francis Primary School to deliver the prize to the winning Christmas card entry with Councillor V Manro. The winning student was delighted to win and receive her prize.

Councillor J Fuller – Advised that the shrubs and overgrown hedges that were obscuring the speed limits signs on Tadpole Lane have now been cut back and are in clear view for motorists. No. 1 High Street are undertaking works at their own risk as no planning decision has been made.

Councillor A John – Advised that he has been in contact with Swindon Borough Council regarding No. 1 High Street and has been advised that there are no breaches of any planning conditions, but there are also no pending planning applications. Contact has been made with Councillor J Chandler and SBC Officers to get this addressed as quickly as possible. Also attended an army engagement alongside SBC and gave a verbal update recently to the Community Development Committee.

Councillor R Hailstone – Recently attended the Welcome Spaces and took part in the Seated Exercise class.

Councillor S Fateru – Nothing to report.

Councillor O Munagala – Nothing to report.

Councillor P Park – Nothing to report.

Councillor B Patrick-Okoh – Reported whilst in attendance at a Welcome Spaces session a lady in attendance needed help due to vulnerability and loneliness. The Welcome Space is very important to the lady as is sometimes the only interaction she'll have for several weeks.

Councillor A Roupelis – Nothing to report.

Councillor V Manro - Reminder to all of upcoming Christmas events with the Memory Café on the 13th December 2023, Haven Christmas Buffet on 18th December 2023 and the Memory Café Live Nativity on 20th December 2023.

FC 147

CHIEF OFFICER'S REPORT

Meeting heard that this year the Parish Council will be donating £200.00 to Swindon Food Bank Collective, in lieu of Corporate Christmas Cards and will be therefore funded from the Christmas activities budget.

Swindon Borough Council has reported that they will not be collecting discarded Christmas Trees this year. Members noted there may be an increase in fly tipping due to this, but in the meantime, will share SBC communications which has advised Prospect Charity will be accepting donations to collect the trees.

The Council Tax Support Grant paid by SBC (Swindon Borough Council) may not be paid which could impact local councils setting their budgets. The Swindon Local Councils Forum is collating information from parishes and WALC. Some parishes only receive a negligible amount, so this does not have an impact. Typically, the Council receives £16,000.00. The Chief Officer will endeavour to contact NALC to get legal advice to confirm that Swindon Borough Council is able to withhold these payments.

FC 148	PLANNING APPLICATIONS & HIGHWAYS MATTERS		
FC 148.1	S/23/1231	Rusland Cottage, 4 Pond Street, Haydon Wick, Swindon, SN25 3JE	Erection of a detached Annex.
	HWPC COMMENTS: No objection but concerns if there is sufficient footprint for the proposed application.		

FC 148.2	S/HOU/23/1276	1 Severn Avenue, Jaydon Wick, Swindon, SN25 3LF	Erection of single storey front and rear extensions, detached garage and solar panels. ALREADY SUBMITTED TO SBC 20.11.23: Objection as previously submitted under S/HOU/23/0908. The application is in breach of several sections of the SBC Residential extensions and alterations supplementary planning document.
	HWPC COMMENTS: Granted however the conditions raised by HWPC have been written in the conditions of this granted planning.		
FC 148.3	S/HOU/23/1323	94 Chatsworth Road, Abbey Meads, Swindon, SN25 4UJ	Erection of a single storey rear extension. ALREADY SUBMITTED TO SBC 20.11.23: No Objection.
FC 149	GRANTS, REFUSALS, WITHDRAWALS, LAWFUL DEVELOPMENTS AND PRIOR APPROVALS.		
FC 149.1	SC/HOU/23/0986/NICL	20 Newson Road, Taw Hill, Swindon, SN25 1AD	Installation of a heat pump. HWPC: No objection SBC: Granted
FC 149.2	S/HOU/23/1010/JA AB	17 Honeylight View, Abbeymeads, Swindon, SN25 4XS	Conversion of garage into habitable space. HWPC: No objection SBC: Granted
FC 149.3	S/HOU/23/1086/NICL	10 Tamar Close, Haydon Wick, Swindon, SN25 3LE	Demolition of garage and erection of a single storey side extension. HWPC: No objection SBC: Granted
FC 149.4	S/PHOU/23/1107	16 Haydon View Road, Swindon, SN25 3AU	Prior Approval Notification for the erection of a single storey rear extension measuring 5.50m (from original rear wall), 3.80m (maximum height) and 2.40m (height to eaves). HWPC: Not required to comment. SBC: Prior approval is not required.
FC 149.5	S/23/1163	Unit B4b1, North Swindon District Centre, Abbey Meads, Swindon, SN25 4AN	External Alterations to the front elevation. HWPC: No objection SBC: Granted

FC 149.6	S/HOU/23/1236/NI CL	7 Avenue, Haydon Wick, Swindon, SN25 3LF	Erection of a single storey rear extension.	HWPC: No objection SBC: Granted
FC 149.7	S/LDP/23/1301/NI CL	24 Eastville Road, Haydon Wick, Swindon, SN25 3BA	Certificate of Lawfulness (Proposed) for the conversion of garage into a habitable space.	HWPC: Not required to comment SBC: Granted
FC 149.8	S/LDP/23/1365/NI CL	12 Larchmore Close, Haydon Wick, Swindon, SN25 3QG	Certificate of Lawfulness (Proposed) for the erection of a single storey rear extension.	HWPC: Not required to comment SBC: Granted
FC 149.9	S/HOU/23/1178/JA AB	29 The Brow. Haydon Wick, Swindon, SN25 1HT	Erection of two storey garage/store.	HWPC: Requested extension to 12.12.23 SBC: Refused

FC 150**TRAFFIC ORDERS**

Traffic Orders were noted for Elstree Way and Pioneer Road.

19:20 Councillor J Ali joined the meeting.

FC 151**PLANNING ENFORCEMENT**

Full Council received a verbal report from SBC regarding outstanding planning enforcements from January 2021. It was reported that:

- **1 High Street** – planning app S/23/0696 is pending a decision from the Development Management Team. If works are continuing, then the owner is doing these at their own risk. Planning Enforcement wouldn't take any action until a decision on the planning application is made. Formal Planning Enforcement action would only be taken on a development which would have been refused or has been refused planning permission.
- **162 Avonmead** – the Planning Enforcement Team are preparing this case for the next formal step.
- **1B The Brow** - Unfortunately, our records do not show any recent planning enforcement investigations for this address. The last thing showing on the planning enforcement records is a technical breach regarding the timing of work for dormer window. This appeared to have resulted in a retrospective planning application - S/20/1614 | Erection of 1no. dwelling without compliance with condition 12 (Drawings) from previous permission S/19/1161. This application is under consideration.

These are ongoing and further updates will be made available when received.

FC 152**BUS SHELTER IMPROVEMENTS**

Two of the Council's owned bus shelters need to be refurbished due to graffiti and general maintenance requirements. One shelter is opposite the skate park and the other by GLL on Thames Avenue. Both shelters will have the Perspex replaced and be cleaned and tidied, the new Perspex has an estimated life span of approximately five years. The cost of this is approximately £900.00 and can be met from using existing budgets 4200/307 and EMR 319 assigned to bus shelter maintenance.

FC 153 FINANCE MATTERS

FC 153A It was noted and agreed the monthly Income and Expenditure Report for November 2023.

FC 153B It was noted and agreed - the Bank Statements and Bank Reconciliations for November 2023.

FC 153C It was agreed to approve the Payment Schedule for November/December 2023.
Proposed: Councillor E Baker-Walker Seconded: Councillor J Jackson
Vote: Agreed unanimously.
RESOLVED: To approve the Payment Schedule for November/December 2023 for purchase daybooks page 549 – 551 and cashbook page 347 totalling £96,827.01

FC 153D It was agreed to retrospectively approve the payments using the credit card and petty cash for payments made in October and November retrospectively.
Proposed: Councillor P Park Seconded: Councillor R Ross
Vote: Agreed unanimously.
RESOLVED: To agree to retrospectively approve the payments using the credit card of £1571.98 and petty cash of £4.33 for payments made in October and November retrospectively.

FC 153E It was agreed to approve a payment run in first week of January 2024 to be retrospectively approved at the Finance and Policy Committee Meeting on 23rd January 2024.
Proposed: Councillor O Munagala Seconded: Councillor A Roupelis
Vote: Agreed unanimously.
RESOLVED: To agree to approve a payment run in first week of January 2024 to be retrospectively approved at the Finance and Policy Committee Meeting on 23rd January 2024.

FC 154 FINANCE AND POLICY COMMITTEE RECOMMENDATIONS

Members agreed to approve the recommendations and adopt the following policies:

Tree Management Policy
Financial and Operations Risk Assessment
Petitions Policy
Procurement Policy

Proposed: Councillor B Patrick-Okoh Seconded: Councillor J Jackson
Vote: Agreed with one (1) Abstention.
RESOLVED: To approve the recommendations and adopt the following policies:

Tree Management Policy
Financial and Operations Risk Assessment
Petitions Policy
Procurement Policy

FC 155 POLLING DISTRICTS AND POLLING PLACES

Members noted that the Parish Council did not submit any comments to the Polling Districts & Polling Places consultation.

FC 156

PARISH ELECTION CYCLE

After reviewing the report, the Finance & Policy Committee is recommending that the Council fall in line with SBC's election cycle. After discussion, Members agreed to be included within the cycle and to bring the next parish elections forward to 2026 rather than 2027. Existing Councillors will therefore serve for three years instead of four.

Proposed: Councillor O Munagala

Seconded: Councillor B Patrick-Okoh

Vote: Agreed with four (4) Abstentions

RESOLVED: That Haydon Wick Parish Council will fall in line with SBC's Election Cycle, with the next Parish election taking place in 2026 and four yearly thereafter.

FC 157

PARISH COUNCILLOR ALLOWANCES 2023-2024

Members noted the report and discussed the potential options.

One recommendation was that the Parish Council delays the decision and falls in line with what Swindon Borough Council agree in January. This option was not practical due to budget setting and the precept being submitted by the end of January. This proposal was subsequently withdrawn.

A second recommendation was received to freeze the Councillor allowances for 2023/2024 and 2024/2025.

A third recommendation and the Officer's Recommendation was to consider recommending to Full Council an uplift on Councillors' Allowances in 23-24 by 8.46% - aligned with the average staff cost of living pay rise. This equates to a new rate of £81.31 per month for Councillors (additional £6.34 on the existing rate of £74.97 per month) and £151.19 per month for the Chairman (additional £11.93 on the existing rate of £139.40 per month). Back pay to be applied from April 2023. This proposal was subsequently withdrawn.

After consideration it was favoured to freeze allowances for the current and next financial year ending March 2025.

Proposed: Councillor R Worman

Seconded: Councillor P Park

Vote: Agreed with six (6) Abstentions

RESOLVED: To freeze current Councillor Allowances for the current and next financial year ending March 2025 at £74.97 per month for Councillors and £139.40 per month for the Chair.

FC 158

HEDGE CUTTING AND SHRUB BED MAINTENANCE

Quality checks had taken place with several Councillors who all reported back hedges and shrub beds were looking good. The extension for the tractor over three further months had been signed off and a further proposal for an extended hire in May being prepared for budget setting. General feedback from residents has been positive and the tools have allowed the Parks & Open Spaces Team to accelerate the schedule to get it back on track. Councillors now have access to the maintenance maps which the team is working towards so this should make on the ground site visits easier to establish

FC 159

SWINDON & WILTSHIRE LARGER COUNCILS FORUM

Members noted a Swindon & Wiltshire Larger Councils Forum is being created and as the Council's precept is just about to rise over the >£1m precept criteria the Parish Council would be eligible to join this. At present there is no membership fee required. The Larger Councils Forum will assist in similar size parishes share best practices with similar aspirations and upcoming projects. Members felt if there is another Forum then the minutes need to be made available so that information can be shared.

FC 160 SWINDON LOCAL COUNCILS FORUM

Councillor R Hailstone updated members that the Swindon Local Councils Forum took place on 23rd November 2023. The draft protocol has been reverted to the previous version, which is a more concise working document, this was submitted back to SBC for comment and once feedback received it will be distributed to parishes in January. Mr Jon Harris (SBC Head of Drainage & Transport) was also in attendance to give an update on the recent flooding and the need to do a new flood risk assessment. Examples with photographs need to be sent in so that these can be captured within the review. The minutes of the meeting will be shared with the Council once they have been completed.

FC 161 ITEMS FOR NEXT AGENDA

1. Planning on Junction 16 M4. 'HWPC emergency plan' – working party

FC 162 EXCLUSION OF PUBLIC & PRESS

There were none present.

FC 163 PERSONNEL SUB COMMITTEE 2024/25

Members noted some general staffing matters and then considered the salary budget for 2024/2025. The Community and Development Officer has recently resigned, and workload cover will be temporarily split between the Office Team during the interim period until the Chief Officer and Deputy Clerk & Services Manager review the staffing structure early in the new year. Members agreed to approve the total salary budget (including contractual uplifts) for 2024/2025 which is £870,642.00.

Proposed: Councillor R Hailstone Seconded: Councillor E Baker Walker

Vote: Agreed unanimously.

RESOLVED: To approve the staffing budget for 2024/2025 which is £870,642.00.

FC 164 GROUNDS MAINTENANCE FACILITY

The report was received, and it was noted the update on the application for permission. After discussion Members resolved the following.

Proposed: Councillor S Heyes Seconded: Councillor R Hailstone

Vote: Agreed with two (2) Abstentions.

RESOLVED:

1. To note the update on the application for permission to borrow from the Department for Levelling Up, Housing & Communities (DLUHC).
2. To agree the recommendation from the GMF Working party that the application to borrow be reverted to the annuity repayment method for 30 years.
3. To agree the recommendation from the GMF Working party that the application amount remain unchanged.

FC 165 TADPOLE FIELD DEVELOPMENT

It was agreed that discussions need to continue with the third party to consider the options. The Council would like to support the organisation as much as possible, but it was noted THAT it should not come at any cost to the parish in doing so.

Proposed: Councillor S Heyes Seconded: Councillor E Baker-Walker

Vote: Agreed with two (2) Abstentions

RESOLVED: To continue talks with the third party.

