

HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Council held on Tuesday 13th December 2022 at 7.00pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors, V Manro (Chairman), S Heyes, R Hailstone, S McDermott, L Rhys-Jones, B Patrick-Okoh, R Ross, J Fuller, L Brown, S Callen, and K Naik

OFFICERS: Chief Officer/Clerk & RFO, Georgina Morgan-Denn
Deputy Clerk & Services Manager, Laura Cutter
Finance Officer/ Deputy RFO, Jodie Smart
Head of Parks & Open Spaces, David Hunt
Community Development Officer, Caroline Hunt
Senior Administrator, Jill Sharp

FC 153 APOLOGIES

Apologies were received and noted from Councillor D Rodgers, E Baker Lee, A John, S Fateru, and R Venkatesh (Personal Commitments) and Councillor A Roupelis (Work Commitments) and Councillor J Jackson (SBC Ward Councillor commitments).

FC 154 DECLARATIONS OF INTEREST

None given

The Chairman updated the meeting that a member of public was recording the meeting.

FC 155 PUBLIC PARTICIPATION

One (1) member of public submitted some questions in advance of the meeting which were answered as below:

1. Any refurbishment on play areas should confirm and if necessary, ensure accessibility for disabled children? Within new play area tendering documents, the Council does stipulate that any new equipment should be accessible for all.

2. That every play area should have at least one piece of suitable equipment for either disabled or wheelchair users? The Council will try to continue with its accessibility refurbishment programme and work with various charities to ensure the play equipment is suitable for the needs of the children to make the play areas suitable for all. The Council adopted several play areas, so it is impossible to say that every play area could have this type of equipment due to the existing footprints, but some smaller sensory panels, etc, could be considered. Where possible on the smaller play areas, the Council (after consultation with the public) may amalgamate the smaller play areas into the larger play areas that are within proximity. Some equipment for disabled users is a real possibility for all refurbishment programs, equipment for wheelchair users as part of any refurbishment is less likely. Wheelchair user friendly play equipment is limited to mainly swinging or spinning. Swinging is generally for wheelchair users only, spinning equipment is more likely to incorporate all users and less likely to isolate disabled users.

3. Would the council complete an inventory on the present stock of equipment therefore analysing what equipment they have and what equipment they have which is suitable for disabled users? The inventory is completed within the Play Area inspections which are done fortnightly, and the annual play area inspection conducted in Feb/March, also the equipment is

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included on the asset register – which captures the status, procurement date, location, price, depreciation, and the current value overall of each asset – this is helpful for insurance purposes. Analysing equipment suitable for disabled users is hard to achieve as disabilities do vary vastly, there is no one size suits all when it comes to assessing disabled users.

4. Will the Council benchmark in future finance to ensure progress is made to provide an environment which disabled users can enjoy, this could be in participation with able bodied users? All future parish functions from footpaths to memory café considers the impact on disabled users.

5. Will the council consider setting up a think tank or working party to come up with a comprehensive plan and goal for the future? The Council already has a play area working party which has successfully seen the installation of three accessible refurbishments such as KGV, Luna Close and Gaynor Close.

6. Would the council agree now is the time for consideration as aspirations are being received, also look at the possible incorporation of outdoor gymnasium equipment to achieve this goal? This has been an aspiration of the Council to be achieved via grant funding but there has not been anything suitable to apply for, the Community Development Officer continues to search for funding and the Council will investigate options of the refurbishment at Trent Road Play Area to incorporate some gym equipment.

FC 156

CHAIRMAN'S ANNOUNCEMENTS

Gave an update on the very tragic incident of a stabbing in the Parish last week and advised that the Police are retaining a higher visibility and are continuing a thorough investigation, particularly in supporting local residents that this was not an issue of the location but something that had manifested elsewhere and spread. Advised that he will of course report any updates back at future meetings. Announced that this is the Senior Administrator's last meeting as she is leaving for pastures new and wishes all the best for the future. Also a big thank you to Councillor Hailstone for being Santa at the Memory Café Christmas event on Wednesday 14th December.

FC 157

MINUTES OF PREVIOUS MEETINGS

Members confirmed as a true record the minutes of meeting held on 22nd November 2022 and the Chairman signed the minutes accordingly noting the amendments to the Councillors attending and amendment to FC 140A Councillors' Allowances to read *This would mean allowances would stay at £74.97 per month for Councillors and £139.40 for the Chairman's role.*

Proposed: Councillor R Ross

Seconded: Councillor L Rhys Jones

Vote: Agreed with two (2) abstentions.

RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 22nd November 2022. Noting the amendments to the Councillors attending and amendment to FC 140A Councillors' Allowances to read 'This would mean allowances would stay at £74.97 per month (not annum) for Councillors and £139.40 for the Chairman's role.

FC 158

SWINDON BOROUGH WARD (SBC) COUNCILLOR REPORTS

Councillor S Heyes (Haydon End):

Following the tragic event alluded to in the Chairman's announcement, would like to stress that it is important to take stock of the situation and to react in a rational manner.

Councillor V Manro (Priory Vale):

Nothing to report

19.21 Councillor B Patrick-Okoh joined the meeting

FC 159

COUNCILLORS REPORTS

Councillor S Heyes: Nothing to report.

Councillor S Callen: Wanted to acknowledge historic accident which took place on Ackers Way, albeit outside the parish boundary. The road is an issue and should be addressed at a future meeting.

Councillor L Rhys Jones: Wanted to know if the Police were still interested in any local intelligence information and was advised by Councillor Manro that there is a link on Wiltshire Police website where anything can be reported.

Councillor R Hailstone: Reported that he attended the SBC Chairs & Clerks Forum and advised that the outstanding payments (from October 21) for CIL are remaining a priority but only one officer to deal with them. Also that some monies are being released from S106 funds. Also, the transfer of services by SBC for 2024-2025 financial year to be discussed and if any parishes would like to volunteer to take a specific service, then to please get in touch.

Concerning Akers Way, under the planning conditions it was understood that an additional road was to be built to take some of the volume of traffic as was only built for a couple of developments. The matter should be referred back to the SBC Highways Department. Councillor Manro confirmed that he would include this in his enquiry and report back.

Councillor S McDermott: Wanted to thank Darry and Kate for all their work on the Christmas Parcel project.

Councillor J Fuller: Wanted it noted that the road marking within the parish is very faint if visible at all, particularly on the major roadways which could be the cause of an accident, and this should again be raised with the Highways department. Councillor V Manro advised that he can confirm the Thamesdown Drive is outlined in SBC's work schedule but unsure for when but it will be looked into and reported back.

Councillor R Ross: Reported that attended with Kate New, Youth & Community Coordinator attended an assembly at Catherine Wayte School where the prize for the Christmas Card Competition winner was presented and received by a shocked Finley.

Councillor V Manro: Nothing to report.

Councillor B Patrick-Ohoh: Apologies for lateness.

Councillor K Naik: Wanted it noted that he is working in London and unsure of how many meetings he will be able to attend.

Councillor L Brown: Nothing to report.

FC 160

CHIEF OFFICER'S REPORT

There is still a requirement for volunteers for the Christmas Parcel packing and delivery if anyone would like to help, please contact the office. Also, to note that Wiltshire Pension Employers' contribution will rise 1% from 18.7% to 19.7% in 23/24.

FC 161

FINANCE MATTERS

FC 161A

Members considered and noted the **Income & Expenditure Reports** for Month 8 - November 2022.

FC 161B

Members considered and noted the **Bank Statements and Bank Reconciliations** for Month 8 - November 2022.

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- FC 161C** Members discussed and approved November/December 2022 expenditure under purchase daybook references 2546-2597 and cashbook reference 303. The total of payments for approval is £76,726.07
Proposed: Councillor L Rhys Jones Seconded: Councillor S Heyes
Vote: Agreed with one (1) Abstention.
RESOLVED: Approved November/December 2022 expenditure under purchase daybook references 2546-2597 and cashbook reference 303. The total of payments for approval is £76,726.07
- FC 161D** Members noted discussed and approved payments retrospectively Credit Card and petty cash for November 2022.
Proposed: Councillor L Brown Seconded: Councillor R Ross
Vote: Agreed with one (1) Abstention.
RESOLVED: Approved payments retrospectively Credit Card and petty cash for November 2022.
- FC 161E** Members discussed and noted the Bus Service Operators Grant (BSOG) has been submitted for the Operator's License. The permit has been received but the funds have not yet been received.
- FC 161F** Members received, discussed, approved Councillors L Rhys Jones and V Manro to sign the payment mandate for Hako (Compact Mini Sweeper)
Proposed: Councillor S Heyes Seconded: Councillor V Manro
Vote: Agreed with one (1) Abstentions.
RESOLVED: Approved and signed the payment mandate for Hako (Compact Mini Sweeper)
- FC 161G** Members discussed and approved the suspension of Standing Orders and Item 6.16 of the Financial Regulations to enable the DD mandate to be signed electronically for Brightpay Connect. Also, that the Financial Regulations and Standing Orders policies be reviewed in order to ensure that all such document requests can be completed electronically instead of a signed hard copy.
Proposed: Councillor S Callen Seconded: Councillor L Brown
Vote: Agreed Unanimously.
RESOLVED: Approved the suspension of Standing Orders and Item 6.16 of the Financial Regulations to enable the DD mandate to be signed electronically for Brightpay Connect. Also, that the Financial Regulations and Standing Orders policies be reviewed in order to ensure that all such document requests can be completed electronically instead of a signed hard copy.
- FC 161H** Members approved the daily BACs limit on the current account being increased to £35,0000.
Proposed: Councillor L Rhys Jones Seconded: Councillor S Heyes
Vote: Agreed with one (1) Abstention.
RESOLVED: Approved the daily BACs limit on the current account being increased to £35,0000.
- FC 161I** Members noted the Information Commissioner's Office (ICO) annual renewal from 22nd December and £35 annual fee.
- FC 161J** Members noted an insurance settlement for a stolen pole saw in the sum of £550.
- FC 161K** Members noted the External Auditor appointment for 2022-23 for a 5-year period until 2026-27. Fees having increased from £1,600.00 to £2,100.00 due to the size of the Council's finances. It was acknowledged that this appointment is selected by the Smaller Authorities' Audit Appointment (SAAA) - an independent, not for profit, limited company established to procure external audit services and appoint external auditors for smaller authorities – and the Parish Council is not involved in the appointment.

- FC 161L** Members received and noted a statement from CCLA regarding investment in Qatar Banks.
- FC 161M** Members received, discussed and approved the recommendation for Vehicle Insurance renewal. It was agreed to sign up for a 3-year agreement with Zurich Insurance. The insurance covers all motor vehicles currently under the ownership and lease hire of the Parish Council.
Proposed: Councillor R Hailstone Seconded: Councillor S Callen
Vote: Agreed Unanimously
RESOLVED: To sign up a 3-year vehicle insurance agreement with Zurich Insurance to cover all motor vehicles currently under the ownership and lease hire of the Parish Council. Cost is £2,871.86 per annum index-linked.
- FC 162 PUBLIC OPEN SPACES (POS) LEASE RENEWALS**
Members received an updated regarding the POS lease renewals which will be brought back at a future meeting for ratification.
- FC 163 BUDGET SETTING 2023/24**
Members received, fully discussed and approved the recommendation from Parks & Open Spaces Committee for a £70,000 budget aspiration for Trent Road Play Area Refurbishment & Resurfacing. There was no vote as the Councillors agreed this will be voted upon during final Budget Setting.
- FC 164 COMMUNITY-LED ACTION PLAN UPDATE**
Members received, discussed and noted the report on the updated 2022-2025 Action plan. Chief Officer requested that moving forward it would be great if councillors volunteered to lead and champion any action points to ensure the best possible service is given to residents.
- FC 165 COMMUNITY DEVELOPMENT MATTERS**
Members received, discussed the report as presented.
Proposed: Councillor R Ross Seconded: Councillor B Patrick-Okoh
Vote: Agreed Unanimously.
RESOLVED: To approve the proposed date of 15th July 2023 for the summer fayre. To the formation of an Events Working Party Nominations from Councillors to join the Working Party.
- FC 166 COMMUNICATIONS UPDATE**
Members received, discussed the report as presented:
Proposed: Councillor R Ross Seconded: Councillor L Rhys Jones
Vote: Agreed Unanimously.
RESOLVED: To agree to send an electronic Christmas Card and donate the budgeted funds charity. To agree to donate £200 to Swindon Foodbank.
- FC 167 LOCAL COUNCIL AWARD SCHEME**
Chief Officer advised that this was ongoing as they required a couple of additional items and hopefully will hear in the new year.
- FC 168 HAYDON WICK "LIVING" MAGAZINE**
Members received, discussed and approved the adoption of Option 1 of the recommendations. Also that the deadlines be issued to the calendars of all Councillors and Officers.
Proposed: Councillor S Callen Seconded: Councillor R Hailstone
Vote: Agreed with one (1) Abstention.

RESOLVED: Approved the adoption of Option 1 of the recommendations in that the Spring Issue of the magazine be reduced in size to 48-pages and will be published in line with the timeline included within the report. The deadline for articles is 25th January 2023 with the magazine going to the printers on 22nd February 2023 for delivery to begin the beginning of March.

FC 169 WILTSHIRE ASSOCIATION OF LOCAL COUNCILS (WALC) MEMBERSHIP
Members received and noted the contents of the report and Councillor V Manro volunteered to attend the meeting and if any other Councillor wished to attend to advise the office.

FC 170 PARKS & OPEN SPACES GROUNDS MAINTENANCE FACILITY
Members received a verbal update from Councillor S Heyes:

- Final specification and budget costings have been received and (following approval tonight) will go to tender this week and await prices from the companies who previously expressed an interest in the contract following a tendering process last year.
- The temporary relocation planning application for Ventnor Close is due to be submitted on Friday 16th December, as the costs of commercial leases and discussions took place over two years ago, these have been revisited just to ensure Council is achieving best value and this is the best solution operationally. Swindon Borough Council has confirmed it may have some temporary space at Waterside and a site visit is due to take place in January.
- Members also received an update on the legal matters and agreed to the revised Supplemental Lease to add land to the area currently let and the Deed of Variation to add an additional permitted use, so that the Grounds Maintenance Facility Council has obtained planning permission for, can be made.

Proposed: Councillor R Hailstone Seconded: Councillor L Brown
Vote: Agreed unanimously.

RESOLVED: Members approved the revised Supplemental Lease to add land to the area currently let and the Deed of Variation to add an additional permitted use, so that the Grounds Maintenance Facility Council has obtained planning permission for, can be made.

FC 171 POLICY CRIME & COMMISSIONER (PCC) QUARTERLY PERFORMANCE REPORT
Members received and noted the PCC's Quarterly Performance Report as presented.

FC 172 ITEMS FOR THE NEXT AGENDA
Members were asked to send any items for the Full Council meeting on the 24th January 2023.

FC 173 EXCLUSION OF PUBLIC & PRESS
To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded, and they be instructed to withdraw'. Reason: Contractual.

FC 174 GROUNDS MAINTENANCE FACILITY

Members received a further confidential update regarding the Grounds Maintenance Facility, namely:

- A) The Working Party will continue to investigate temporary relocation options subject to costs. A formal recommendation will come to a future Parks & Open Spaces Committee meeting.
- B) To continue with the plans at Ventnor Close (vehicle gate, new car park and improvements to top car park).
- C) The negotiations regarding potential permanent space in Swindon.
- D) The costs of the proposed Grounds Maintenance Facility at Goodearl.
- E) The costs to date of the Grounds Maintenance Facility project to date.
- F) The key dates associated with the project.
- G) To proceed with an in-house service delivery model of Autumn/Winter hedge and shrub bed maintenance for 2023/2024.

Proposed: Councillor S Callen Seconded: Councillor R Hailstone

Vote: Agreed with one (1) Abstention.

RESOLVED: To proceed with an in-house service delivery model of Autumn/Winter hedge and shrub bed maintenance for 2023/2024.

FC 175

PERSONNEL MATTERS

Members noted the verbal update from Personnel Sub Committee meeting held on 23rd November 2022 namely:

- A) Cost of Living Support Measures implemented by the Council in October 2022 being well received and utilised by staff members.
- B) Note the National Joint Council's Cost of Living Pay Offer was recently agreed by the Unions and the £1,925 was confirmed. Additionally, an extra day's annual leave was agreed and will be applied to all employees from 1st April 2023.
- C) Note from the 1st December 2022 the Council will treat Covid cases as a general illness.
- D) Note a flexi time request to reduce hours from 35 to 21 per week has been agreed and will be implemented from 1st December 2022 until 31st March 2023.
- E) Note the outcome of an internal investigation following an anonymous complaint received on 27th October 2022.
- F) Note the ongoing usage of a Council van for commuting to and from work.
- G) Note the changes to the appraisal process will be implemented from December 2022.
- H) Resolved to agree to the recommendation to an earlier payroll date for December 2022 from Tuesday 20th to Friday 16th December 2022.
- I) Members noted the Emergency Scheme of Delegation was used to agree to pay the Seasonal Contractors fortnightly for the duration of their contracts.

Proposed: Councillor S Callen Seconded: Councillor B Patrick-Okoh

Vote: Agreed unanimously.

RESOLVED: To agree to the recommendation to an earlier payroll date for December 2022 from Tuesday 20th to Friday 16th December 2022. Noted the Emergency Scheme of Delegation was used to agree to pay the Seasonal Contractors fortnightly for the duration of their contracts.

The meeting closed at 20.53

Chairman _____

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