

HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Annual Council meeting held on Tuesday 16th May 2023 at 7.30pm 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, G Choudhury, J Jackson, A John, O Munagala, A Ogunjimi, B Patrick-Okoh, A Roupelis and R Worman.

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

FC 001 ELECTION OF CHAIRMAN TO COUNCIL

Following one nomination for the position of Chairman to the Council, Councillor V Manro was elected.

Proposed: Councillor R Worman Seconded: Councillor R Ross

Vote: Agreed unanimously.

RESOLVED: Councillor V Manro was duly elected Chairman to the Council.

FC 002 CHAIRMAN'S DECLARATION OF ACCEPTANCE

Councillor V Manro was elected as Chairman to the Council as duly signed their Acceptance of Office.

FC 003 ELECTION OF VICE CHAIRMAN TO COUNCIL

Following one nomination for the position of Vice Chairman to the Council, Councillor S Heyes was elected.

Proposed: Councillor V Manro Seconded: Councillor J Jackson

Vote: Agreed unanimously.

RESOLVED: Councillor S Heyes was duly elected Vice Chairman to the Council.

FC 004 VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE

Councillor S Heyes was elected as Vice Chairman to the Council and duly signed their Acceptance of Office.

FC 005 ACCEPTANCE OF OFFICE

Acceptance of office was received from all members except Councillor C Flux who was unable to attend this evening due to an urgent personal commitment. The Council resolved to accept his acceptance of office on the following morning 17th May 2023.

Proposed: Councillor A John Seconded: Councillor J Jackson

Vote: Agreed unanimously.

RESOLVED: To accept Councillor C Flux's Acceptance of Office on Wednesday 17th May 2023.

FC 006 CHAIRMAN'S ANNOUNCEMENTS

Welcomed all Councillors and thanked them for their attendance at the Information Session which was held prior to the Annual Council Meeting.

FC 007 APOLOGIES

Apologies were received and accepted from Councillors R Hailstone, J Fuller, S Fateru and C Flux (Personal Commitments).

19.36 Councillor A Roupelis joined the meeting.

FC 008

DECLARATIONS OF INTEREST

There were none.

FC 009

SWINDON BOROUGH COUNCILLOR REPORTS

Councillor J Jackson (Haydon Wick): monitoring the Thames Water remedial works on Thames Avenue, it is on programme. Potholes left by Thames Water and identified two or three which have now been repaired. Good feedback for the Parks & Open Spaces Team for recent litter clearance of Moredon Park.

Councillor J Ali (West Swindon): Nothing to report today but thanked Council for the opportunity to raise items of interest to Haydon Wick at future meetings.

FC 010

PUBLIC PARTICIPATION

There were two members of the public present. One was interested in Agenda Items 15, 17 & 19 and the other was just observing the meeting.

FC 011

MINUTES OF THE PREVIOUS MEETING

Members approved the minutes of the meeting held on Tuesday 3rd May 2022 as a true record.

Proposed: Councillor A John

Seconded: Councillor J Jackson

Vote: Agreed with five (5) abstentions.

RESOLVED: To approve the minutes of the meeting held on Tuesday 3rd May 2022 as a true record.

FC 012

SCHEME OF DELEGATION

Members received an overview of the Scheme of Delegation and noted the changes within the document. After discussion Members agreed to adopt the new model of the Scheme of Delegation 2023.

Proposed: Councillor E Baker-Walker

Seconded: Councillor S Heyes

Vote: Agreed unanimously.

RESOLVED: To adopt the new model of the Scheme of Delegation 2023, as presented.

FC 013

TERMS OF REFERENCE

Members reviewed the Council meetings' Terms of References and agreed to the changes within the document.

Proposed: Councillor R Worman

Seconded: Councillor A Roupelis

Vote: Agreed unanimously.

RESOLVED: To adopt the revised Terms of References for

1. Community Development Committee
2. Parks & Open Spaces Committee
3. Planning & Highways Committee
4. Finance & Policy Committee
5. Personnel Sub Committee
6. Chairs & Strategic Development Sub Committee
7. Generic Working Party

FC 014

2023/2024 MEETING DATES

Members approved the meeting dates for 2023/2024, as presented.

Proposed: Councillor E Baker-Walker

Seconded: Councillor G Choudhury

Vote: Agreed unanimously.

RESOLVED: To approve the Council meeting calendar for 2023/24.

FC 015

NOMINATIONS OF MEMBERS OF COMMITTEES

FC 015A

Members agreed the Community Development Committee membership:

1. Junab Ali
2. Ellen Baker-Walker
3. Golam Choudhury

4. Curtis Flux
5. John Jackson
6. Ayo Jimmy
7. Vinay Manro
8. Bose Patrick-Okoh
9. Rebecca Ross

FC 015B **Members agreed the Parks & Open Spaces Committee membership:**

1. Junab Ali
2. Ellen Baker-Walker
3. Richard Hailstone
4. Steve Heyes
5. Ayo Jimmy
6. Adam John
7. Vinay Manro
8. Omkar Munagala
9. Rebecca Ross
10. Roy Worman

FC 015C **Members agreed the Planning & Highways Committee membership:**

1. Adam John
2. Golam Choudhury
3. Seyi Fateru
4. John Fuller
5. Richard Hailstone
6. Rebecca Ross
7. Alex Roupelis

FC 015D **Members agreed the Finance & Policy Committee membership:**

1. Seyi Fateru
2. Curtis Flux
3. John Fuller
4. Richard Hailstone
5. Steve Heyes
6. John Jackson
7. Vinay Manro
8. Omkar Munagala
9. Bose Patrick-Okoh
10. Alex Roupelis
11. Roy Worman

Proposed: Councillor B Patrick-Okoh Seconded: Councillor R Ross

Vote: Agreed unanimously.

RESOLVED: To approve the four standing Committee memberships.

FC 016 **NOMINATIONS OF CHAIRS OF COMMITTEES**

FC 016A Councillor R Ross was appointed as Chair of the Community Development Committee.

Proposed: Councillor E Baker-Walker Seconded: Councillor V Manro

Vote: Agreed unanimously.

RESOLVED: Councillor R Ross was appointed as Chair of the Community Development Committee.

FC 016B Councillor R Hailstone was appointed as Chair of the Parks & Open Spaces Committee.

Proposed: Councillor V Manro Seconded: Councillor E Baker-Walker

Vote: Agreed unanimously.

RESOLVED: Councillor R Hailstone was appointed as Chair of the Parks & Open Spaces Committee.

FC 016C Councillor A John was appointed as Chair of the Planning & Highways Committee.

Proposed: Councillor S Heyes

Seconded: Councillor J Jackson

Vote: Agreed unanimously.

RESOLVED: Agreed with one (1) abstention.

FC 016D

As there were no nominations for Chair of the Finance & Policy Committee, and for business continuity, Councillor V Manro was appointed as the interim Chair of the Finance & Policy Committee.

Proposed: Councillor A John

Seconded: Councillor A Jimmy

Vote: Agreed unanimously.

RESOLVED: Councillor V Manro was appointed as interim Chair of the Finance & Policy Committee.

FC 017

FC 017A

NOMINATION OF VICE CHAIRS OF COMMITTEES

Councillor B Patrick-Okoh was appointed as Vice Chair of the Community Development Committee.

Proposed: Councillor V Manro

Seconded: Councillor R Ross

Vote: Agreed unanimously.

RESOLVED: Councillor B Patrick-Okoh was appointed as Vice Chair of the Community Development Committee.

FC 017B

Councillor S Heyes was appointed as Vice Chair of the Parks & Open Spaces Committee.

Proposed: Councillor J Jackson

Seconded: Councillor V Manro

Vote: Agreed unanimously.

RESOLVED: Councillor S Heyes was appointed as Vice Chair of the Parks & Open Spaces Committee.

FC 017C

Councillor J Fuller was appointed as Vice Chair of the Planning & Highways Committee.

Proposed: Councillor E Baker-Walker

Seconded: Councillor A Roupelis

Vote: Agreed unanimously.

RESOLVED: Councillor J Fuller was appointed as Vice Chair of the Planning & Highways Committee.

FC 017D

Councillor A Roupelis was appointed as Vice Chair of the Finance & Policy Committee.

Proposed: Councillor V Manro

Seconded: Councillor O Munagala

Vote: Agreed unanimously.

RESOLVED: Councillor A Roupelis was appointed as Vice Chair of the Finance & Policy Committee.

FC 018

NOMINATION OF MEMBERS TO PERSONNEL SUB COMMITTEE

1. Junab Ali
2. Ellen Baker-Walker
3. Richard Hailstone
4. Vinay Manro (Chair)
5. Rebecca Ross
6. Roy Worman

Proposed: Councillor S Heyes

Seconded: Councillor A Roupelis

Vote: Agreed unanimously.

RESOLVED: To appoint the Councillors above as Members of the Personnel Sub Committee.

FC 019

WORKING PARTY MEMBERSHIPS

Members noted the working party memberships for the following groups:

1. Tadpole Field
2. Play Area & Accessibility
3. Wildflower, Trees & Bulbs
4. Grounds Maintenance Facility

5. Climate Change
6. Deeds/Legal Matters
7. Internal Audit
8. Budget Setting
9. Emergency Planning
10. Haydon Wick Living/Communications
11. Community Choices
12. Events

20.02 A member of the public left the meeting.

FC 020

NOMINATIONS TO EXTERNAL BODIES

The following Members were appointed to the External Bodies. It was noted that formalised reporting and actions arising from these meeting will be reported at Council meetings.

Wiltshire Association of Local Councils/National Association of Local Councils (WALC/NALC):

1. Richard Hailstone
2. Vinay Manro

Swindon Local Councils Forum:

1. Richard Hailstone
2. Adam John
3. Ayo Jimmy
4. Vinay Manro

Seven Fields Nature Reserve Liaison:

1. Ellen Baker-Walker

North Swindon Community Group:

1. Richard Hailstone
2. Steve Heyes
3. Ayo Jimmy
4. Vinay Manro
5. Bose Patrick-Okoh
6. Rebecca Ross

FC 021

STANDING ORDERS

Members agreed to adopt the revised Standing Orders, as presented.

Proposed: Councillor J Jackson Seconded: Councillor A Roupelis

Vote: Agreed unanimously.

RESOLVED: To adopt the revised Standing Orders, as presented.

FC 022

FINANCIAL REGULATIONS

Members agreed to adopt the revised Financial Regulations, as presented.

Proposed: Councillor E Baker-Walker Seconded: Councillor R Ross

Vote: Agreed unanimously.

RESOLVED: To adopt the revised Financial Regulations, as presented.

FC 023

GENERAL POWER OF COMPETENCE (GPC)

Members reviewed the report detailing what the General Power of Competence is, criteria for qualification and how it may be used. After discussion Members resolved to adopt the General Power of Competence (GPC) for the period of 2023-2027.

Proposed: Councillor R Worman Seconded: Councillor A Jimmy

Vote: Agreed unanimously.

RESOLVED: To adopt the General Power of Competence for the period of 2023-2027.

FC 024

ASSET REGISTER

Members reviewed and agreed the current Asset Register, as presented.

Proposed: Councillor E Baker-Walker Seconded: Councillor R Ross

Vote: Agreed unanimously.

RESOLVED: To agree the current Asset Register, as presented.

FC 025

INSURANCE

Members noted the insurance arrangement for Council during 2023/24. The purpose for reviewing these documents is for the self-audit to ensure the Council is operating lawfully.

FC 026

COUNCILLOR REPORTS

The Chairman reminded Members that Councillor Reports was not the forum for reporting grounds maintenance matters, stating that all operational issues should be sent to the Parks & Open Spaces Team on tidyup@haydonwick.gov.uk as soon as they arise.

Councillor S Heyes: Nothing to report.

Councillor E Baker-Walker: Seven Fields; work planned on the boundary with Central North Swindon on 16th June 2023. The Parks & Open Spaces Team is offering hand tools and manpower to help clear the paths from Penhill in to Seven Fields. There will also be 25 volunteers from Nationwide.

Councillor G Choudhury: Nothing to report.

Councillor A John: Nothing to report.

Councillor J Jackson: Nothing to report.

Councillor O Munagala: Nothing to report.

Councillor B Patrick-Okoh: Nothing to report.

Councillor R Ross: Went along to the 'Big Coronation Clean Up' which was organised by Councillor V Manro in Luna Close Play Area and Voyager Play Area. Turnout was good, but very little litter to pick up, which is a credit to the Parks & Open Spaces Team.

Councillor J Ali: Resident has requested a bin is installed on the corner of Thursday Street – will send details. Mentioned a resident reported that the play area near Lilian Close is not fit for purpose and in need of refurbishment. Queried how often the Council refurbish its play areas? *Annual cycle of play areas under refurbishment. Inspections weekly and the annual inspection which took place earlier this year stated there were no high-risk items to review at any of the 23 play parks and at the skate park. If a play area is due for refurbishment, it is because the play value isn't appealing rather than unsafe equipment. For example, static items present a risk and challenge to toddlers but once children are older, they have outgrown the equipment.*

Councillor R Worman: Play equipment from the Oasis may be sold to the neighbouring parish and placed on the area of land behind Sunningdale Road in Haydon View. As and when more information is available, he will report to Council.

Councillor A Roupelis: Nothing to report.

Councillor A Jimmy: Nothing to report.

Councillor V Manro: Nothing to report.

FC 027

CHIEF OFFICER'S REPORT

Confirmed there will be several training sessions over the next couple of weeks to introduce new Councillors to the Parish Council as well as one-to-one drop in sessions for any queries.

FC 028

POLICY REVIEW

Members resolved to adopt the following policies in line with the earlier approved Standing Orders:

A. Complaints Procedure

- B. Publication Scheme
- C. Press, Media and Communications
- D. Staff Handbook

Proposed: Councillor A Roupelis Seconded: Councillor E Baker-Walker

Vote: Agreed unanimously.

RESOLVED: To adopt the policies in line with the earlier approved Standing Orders:

- A. Complaints Procedure
- B. Publication Scheme
- C. Press, Media and Communications
- D. Staff Handbook

The meeting closed at 20.42

Chairman _____