

HAYDON WICK PARISH COUNCIL

DRAFT Minutes of the Parks & Open Spaces Committee meeting of Haydon Wick Parish Council held on Tuesday 11th October 2022 at 7.30pm.

ATTENDANCE

MEMBERS: Councillors: R Hailstone (Chairman), S Heyes (Vice Chair), V Manro, S McDermott, A John, K Naik and L Brown

OFFICERS: Chief Officer/Clerk & RFO, Georgina Morgan-Denn
Deputy Clerk & Services Manager, Laura Cutter
Head of Parks & Open Spaces, Dave Hunt
Senior Administrator, Jill Sharp

POS 123 APOLOGIES
Apologies were received and noted from Councillors D Rodgers, R Ross, E Baker-Lee, (Personal Commitments) and J Jackson (Swindon Borough Council Commitments).

POS 124 DECLARATIONS OF INTEREST
None declared.

POS 125 PUBLIC PARTICIPATION
Three (3) members of the public were present. Two (2) made representation under Agenda Item 6 – Cliffords Meadow SSSI. They updated the members that a tenant farmer is now on site with two young calves and anticipates a further 20 calves in the future. The meadow is now padlocked and the tenant is carrying out repair work generally but in particular the issues by the play area where some have been gaining access to the field. The residents still have some concerns but will observe and report back to the Council. Councillor R Hailstone shared the concerns and thanked the visitors for their time to attend the meeting.
One (1) member of the public would also like to make representation under Agenda 6 and asked if the Standing Orders could be suspended. Also, asked if there is any update on the gully spraying from Swindon Borough Council , advised that SBC had agreed to carry some gully spraying on main roads, but not side streets, some has taken place the main issue is due to SBC's current resources.

POS 126 CHAIRMAN'S ANNOUNCEMENTS
Nothing to report.

POS 127 MINUTES OF THE PREVIOUS MEETING
Members approved the minutes of the Parks & Open Spaces Committee Meeting held on Tuesday 26th September 2022 and signed by the Chairman.
Proposed: Councillor A John Seconded: Councillor S Heyes
Vote: Agreed with (2) abstentions.
RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 26th September 2022 and signed by the Chairman.

Members agreed to suspend Standing Order 3e to allow the Members of Public to be actively involved with the discussion.

POS 128
POS 128A

CLIFFORDS MEADOW SSSI

Members received the report discussed and noted the September 2000 Haydon III from the North Swindon Development Company regarding Oakhurst and Redhouse.

One (1) member of the public who provided some background information in 2019 asked:

- a) *Who was the current owner of the meadow?* Advised to best of our knowledge it remains in the estate of the Clifford family.
- b) *Who is the current land agent-* Advised we can only lobby through Natural England as we have no power and only act on residents behalf.
- c) *Does the North Swindon Development Company still exist and if so do they have any involvement:* Advised unsure. *Public advised that the company are still registered at Companies House. Advised they have no responsibility or involvement in the meadow.*
- d) *Does SBC have any role in the maintaining or support for the site?* Advised they had no input or responsibility.
- e) *Why has it not been possible to arrange a meeting to include all interested parties to resolve any issues.?* Advised Parish Council has no legal involvement but any invitations to the Land Agent have been declined.
- f) *Who is the public body responsible?* Advised believe it remains responsibility of Clifford family.

Members then received and noted the report. Raised an error in the report that in and noted a 2021 grazing had been cut. Highlights included:

- The enforcement/complaint has been submitted to Natural England for the damaged stock fencing and lack of maintenance.
- there are cattle grazing and the stock fencing has been repaired,
- hay cut has taken place
- communications with the land agent remain difficult

19.51 – Two (2) members of the public left the meeting.

POS 129

COUNCILLORS REPORTS

Councillor V Manro:

Impressed with the quality of the hedge cutting work conducted by the new contractors in Abbey Meads recently. Requested works schedule is posted on social media with before and after photographs for promoting services and transparency.

Councillor S McDermott:

Also requested works schedule and the photos be put on the website.

Councillor L Brown:

An item to discuss at the end of meeting.

Councillor R Ross:

Nothing to report.

Councillor S Heyes:

Impressed with the quality of the hedge cutting work as per the enhanced specification that the contractor is working towards.

Councillor A John:

Nothing to report.

Councillor J Jackson:

Initials _____

Nothing to report.

Councillor R Hailstone:

Attended Plot Holders meeting and will discuss under agenda item.

Councillor E Baker Lee:

Nothing to report.

Councillor K Naik:

Nothing to report.

POS 130

DEPUTY CLERK AND SERVICE MANAGER'S REPORT

Advised that her email account had been attacked and a spam email was sent to numerous contacts. Council's IT company dealing with it and will be cleared by Wednesday (12th) morning. If anybody has received this, please just delete. Echoed the comments that very positive feedback had been received about the new hedge cutting work.

POS 131

HEAD OF PARKS AND OPEN SPACES' REPORT

Members noted the report and noted items on the Daily Work Sheets were reducing each month and new electric vehicles are carrying out all tasks successfully.

POS 132

END OF SEASON GRASS CUTTING REPORT

Members noted the report and how successful the season had been. This was following the introduction of a dedicated follow up team, hot dry weather contributing to the slower growth resulting in very little service queries. The new machines should be received in time for next season beginning in April 2023 and that there are now five mower trained operatives. Members re-emphasised the importance of taking before/after pictures of all maintenance cases and rotating newer trained mower operatives in order to practice their new skills.

POS 133

AUTUMN/WINTER SHRUB AND HEDGE MAINTENANCE

Members received a brief verbal update and the new contractors are working well. There is a meeting with them on 17th October 2022.

POS 134

WINTER PROJECTS

Members received a verbal update as report was not shared prior to the meeting. Usual tasks this year will include:

- a. tree crown lifting,
- b. removal of ivy from trees,
- c. street sweeping,
- d. weed clearance
- e. and other seasonal tasks

And encouraged Members to flag any items they would like to see added to the schedule.

POS 135

ANNUAL PLOT HOLDERS MEETING

Members received a verbal update on the previous evenings meeting and considered it a very successful evening with good attendance. The allotment competition winners were presented with their trophies and prizes.

Hot topics discussed in the open question session included:

- a. reconsider the categories for the allotment competition and making entry non-mandatory.
- b. Regular grass cutting at Ventnor.
- c. Ventnor Close rail by the steps to be secured.

Initials _____

d. more water troughs be available at Rose Walk and Goodearl sites. The meeting was informed the items will be given due consideration and discussed at future committee meetings.

20.18 Councillor K Naik left the meeting and returned at 20.22.

POS 136

WILDFLOWERS, BULBS AND TREES

Members received an update advising that less bulbs were ordered this year as there was an excess in previous years. Most of the primary schools have signed up and the Community Development Officer is liaising with them. Some members of the public have also declared an interest. Continuing to work with the Community Development Team to publicise the project.

POS 137

PARKS AND PROJECTS REPORT

Members received and noted the report. The team will arrange a Play Area Working Party to discuss the remaining budget for 22/23 and aspirations for 23/24.

POS 138

PARKS AND OPEN SPACES GROUNDS MAINTENANCE FACILITY

Members received a brief verbal update who advised that the project is progressing to the final stages of design, with specifications for both internal and external materials. Some of the non-material changes need to be submitted to SBC's Planning Department to either amend the current plans or clear some of the previous conditions.

SBC's Preplanning advice has also been received for a temporary relocation to Ventnor Close Allotments. A planning application will be submitted within the next few weeks. Timescales are still unknown due to several external factors. Aiming to have costings, with tolerances, very soon to enable a final specification to go out to retendering to the companies previously.

Once we have a better idea of the costs the Finance Officer can begin plans applying for a Public Works Loan and commencing the public consultation.

POS 139

OPERATIONAL BUDGET MONITORING

Members received and noted the Income and Expenditure for Month 6 (September 22). It was suggested that the Water Rates be reviewed as it has been in excess of approximately 5 years since this was done. Officers will investigate and advise at a future meeting.

POS 140

BUDGET SETTING

Members received a verbal report about 23/24's budget setting process. It was acknowledged that the current timescales of the Grounds Maintenance Facility may affect next year's projects which will have an impact on the budget. It was noted that as well as receiving aspirations from members they should consider cost savings too. It was suggested the bin sponsorship is revisited. The Committee will receive budget aspirations from the Play Area Working Party at the next meeting.

20.46 Member of the public left.

POS 141

ITEMS FOR THE NEXT AGENDA

To be sent to the Chief Officer in advance of the next meeting on 8th November 2022.

- POS 142** **EXCLUSION OF PUBLIC & PRESS**
RESOLVED: 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.
- POS 143** **COMPACT MINI STREET SWEEPER**
Members received the report and approved the recommendations.
Proposed: Councillor A John **Seconded: Councillor V Manro**
Vote: Agreed Unanimously.
RESOLVED: Members approved recommendations to Full Council as follows:
- 1) To recommend a 5-year lease (including maintenance package) at a cost of £24,700 ex VAT per year.
 - 2) To recommend allocating £9,000.00 contingency funds per year for unplanned maintenance fees.
 - 3) To recommend to increasing the Mini Compact Sweeper Hire budget aspiration for the next five years (23/24, 24/25, 25/26, 26/27, 27/28) to £33,800 per year.
 - 4) To note the £9,000.00 contingency will be used as an accrual per annum for repairs, funds for potential lease buy outs and/or replacement machinery.
- POS 144** **TRENT ROAD PLAYING FIELD**
Members discussed the email and noted the comments. Members agreed that no further action should be taken unless more communications are received.
- POS 145** **DOYLE CLOSE & FRANCOMES PLAY AREAS**
Members noted the email confirming that this play area has not yet been transferred into Swindon Borough Council's ownership which means they are not in a position to consider transfer the lease to the Parish Council. It was acknowledged the Francomes play area location on the email was incorrect. A reply to SBC to be sent with the correct location, to establish if the situation is still the same. It was suggested that if ownership and funding to take over the play areas was not available then residents should be updated that both play areas are not the responsibility of the Parish Council.
- POS 146** **SHORT TERM HIRE OF ADDITIONAL SEASONAL VEHICLE**
Members discussed and agreed the Recommendations.
- POS 146A** **Proposed: Councillor S** **Seconded: Councillor S Heyes**
McDermott
Vote: Agreed with one (1) abstention.
RESOLVED:
- A) To proceed with hiring a van from Swindon Car & Van from 24th October 2022 at a cost of £250.00 per week + VAT for 23 weeks £5,750.00 + VAT to be met from EMR 337 – Vehicles.
 - B) To proceed with fuel costs of £780.00 (£130.00 per month) to be taken from the EMR 337 – Vehicles for the 23 week period.
- POS 146B** **Proposed: Councillor V Manro** **Seconded: Councillor K Naik**
Vote: Agreed with one (1) abstention
RESOLVED:

1. To submit a budget aspiration for £7,200.00 towards the hire of an electric vehicle (£600.00 per month) for the next three years.
2. To submit a budget aspiration for £946.00 per year for the next three years:
 - a) 4509/307 Servicing & Maintenance - £450.00
 - b) 4511/307 Tracking - £64.00
 - c) 4507/307 – Insurance - £432.00
 - d) Note tax and fuel is not necessary for an electric vehicle. The cost of electricity is currently being monitored and will form part of utility bills at the Grounds Maintenance Facility.

The Chairman advised that a held over item from Councillor's Report can be heard. However, the Chief Officer explained that due to the nature should be raised at the next Personnel Sub Committee meeting in December 2022.

The meeting closed at 21.15

Chairman_____

Initials _____