

HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Council Full Council meeting held on Tuesday 21st March 2023 at 8.00pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors, V Manro (Chairman), E Baker Lee, A John, L Brown, J Fuller, R Hailstone, S Heyes, A John, B Patrick-Okoh, R Ross, L Rhys-Jones, R Venkatesh, and S McDermott

OFFICERS: Deputy Clerk & Services Manager, Laura Cutter
Finance Officer/ Deputy RFO, Jodie Smart
Head of Parks & Open Spaces, David Hunt
Community Development Officer, Caroline Hunt

FC 225 APOLOGIES

Apologies were received and noted from Councillors D Rodgers, S Callen, J Jackson (Personal Commitments), Councillors K T Naik and Councillor A Roupelis (Work Commitments). No apologies were received from Councillor S Fateru.

FC 226 DECLARATIONS OF INTEREST

There were none given.

FC 227 PUBLIC PARTICIPATION

There was one (1) member of public present who queried:

- Agenda 11 – Internal Audit Findings (3.4) – States that the Council Office rebuild cost is £370,000.00. Considering the Grounds Maintenance Facility will be in the remit of £670,000.00, the rebuild cost could be less than the amount paid for the building? *Valuation of the Council Office was completed by the insurers early in the last year. As property valuations have gone up a new valuation will be conducted later in the year.*
- Agenda 13 – Financial & Operational Risk Assessment – who conducted the risk assessment? *The Finance Officer reviewed and amended the original risk assessment.*
- Agenda 9 – Grounds Maintenance Facility Consultation – If most of the consultees do not want to pay accept the 3.8% additional precept amount, how will the Council build up reserves to pay for the project? *This is an agenda item for Members to discuss and consider the next steps later in the meeting.*

FC 228 CHAIRMAN'S ANNOUNCEMENTS

Some floral tributes have been placed against the Haydonleigh Skate Park fencing on Westfield Way. After enquiries with North Swindon Police, it is apparent that a young local skate park user has sadly passed away and their friends chose to remember them there. Condolences are with the family and friends of the young person.

FC 229 MINUTES OF THE PREVIOUS MEETINGS

Members confirmed as a true record the minutes of meeting held on 28th February 2023 and the Chairman signed the minutes accordingly.

Proposed: Councillor A John Seconded: Councillor L Brown

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Vote: Agreed with (1) abstention.

RESOLVED: Members confirmed as a true record the minutes of meetings held on 28th February 2023.

FC 230

SWINDON BOROUGH WARD COUNCILLOR REPORTS

Councillor S Heyes (St Andrews) – Last weekend the new accessible outdoor gym was opened in St Andrews. Good feedback has been received.

Traffic lights at the junction of Toby Carvery/Blunsdon Arms, recently had two sensors fail but this is now working correctly and being monitored. Members queried about an indication light when turning off to Haydon Wick at the Toby Carvery/Thamesdown Drive Junction. Can the filter light be on longer for traffic turning left to Haydon Wick? Not aware of any plans for this location but will investigate with the SBC Highways Team and report back.

Councillor V Manro (Priory Vale) – The Garsington/Queen Elizabeth Drive junction which has opposing right turns will have the same traffic light changes to stop opposing right turns and promote a single filter turning out both ways. Similar with the Elstree Way/Ashbrake junction on Thamesdown Drive.

FC 231

COUNCILLORS REPORTS

Councillor E Baker Lee: Mentioned at a recent Parks & Open Spaces Committee that some posts had appeared at Seven Fields. It transpires that the neighbouring parish has put markers in as part of its footpath signage.

Councillor L Rhys-Jones: Nothing to report.

Councillor L Brown: Nothing to report.

Councillor R Hailstone: The Planning & Highways Committee is collecting sites where there are fading and erased road markings or potholes to submit to Swindon Borough Council next week. Please can members send through any examples for the office to collate.

Councillor B Patrick-Okoh: Nothing to report.

Councillor R Ross: Nothing to report.

Councillor S McDermott: Nothing to report.

Councillor A John: Reiterated the need for a list of potholes and faded road markings to forward to Swindon Borough Council as there is a new budget assigned from the new financial year and several locations Borough wide that need to be addressed.

Councillor J Fuller: Recently observed the current process of filling potholes, these measures are temporary and will cause further issues next winter.

Councillor R Venkatesh: Explained that there is a traffic issues on daily routes from St Andrews to Haydon Wick which is causing a delay of up to 7 minutes.

Councillor V Manro: Nothing to report.

FC 232

CHIEF OFFICER'S REPORT

The Finance & Policy meeting scheduled for April has been cancelled due to preparations for Year End and all business will be added to the Full Council meeting on 25th April 2023.

FC 233

PARKS & OPEN SPACES GROUNDS MAINTENANCE FACILITY

Members noted the outcome of the Public Works Loan consultation which closed on Friday 17th March 2023. The results show most responses are in favour of the project but not in favour of paying this via parish precept. Members queried if the consultation gets submitted as part of the application and the Finance Officer explained that the consultation does not have to be in favour for the loan to be approved but the evidence of the consultation methods need

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to be apparent. The number of responses is relatively low for a parish of this size. The next steps are to submit the application pack to the Wiltshire Association of Local Councils to obtain borrowing approval for drawing down the funds. The interest rates will be monitored during the application stages. Members acknowledged that despite the fluctuating interest rates, delaying the project to wait for the interest rates to reduce could result in the costs of materials and other factors rising. The effect of inflation will reduce the value of the loan over the term.

Members noted the Grounds Maintenance Facility update presented to Parks & Open Spaces Committee on 14th March 2023. The Head of Property Services has stated that Swindon Borough Council would not support a sub-let but would be willing to do a pro-rata lease for six months as opposed to the twelve-month lease period which will reduce the costs to £6,666.66 (for six months). The lease can end with one month's notice. The move is expected to take a few days but there will be minimal service disruption as most of the team can still be deployed.

FC 234
FC 234A

FINANCIAL REPORTS

Members considered and noted the Income & Expenditure Reports for Month 11 – February 2023.

FC 234B

Members considered and noted the Bank Statements and Bank Reconciliations for Month 11 – February 2023.

FC 234C

Members discussed and approved March 2023 expenditure under purchase daybook references 2714-2753 and cashbook reference 314. The total of payments for approval is £78,400.03.

Proposed: Councillor A John

Seconded: Councillor E Baker Lee

Vote: Agreed unanimously.

RESOLVED: To approve March 2023 expenditure under purchase daybook references 2714-2753 and cashbook reference 314. The total of payments for approval is £78,400.03.

FC 234D

Members approved a further payment run to be completed at the end of March, for retrospective approval in April 2023, to enable invoices to be processed prior to financial year end where possible.

Proposed: Councillor R Ross

Seconded: Councillor B Patrick-Okoh

Vote: Agreed unanimously.

RESOLVED: To approve a further payment run in March 2023, for retrospective approval in April 2023, to enable invoices to be processed prior to financial year end where possible.

FC 234E

Members retrospectively approved payments made using the credit card and petty cash for statements dated February 2023.

Proposed: Councillor R Ross

Seconded: Councillor L RJ

Vote: Agreed unanimously.

RESOLVED: To retrospectively approve the payments made using the credit card and petty cash for statements dated February 2023.

Payments totaled £51.72 and £2,057.33 respectively.

FC 234F
FC 234G

Members noted the CCLA Public Sector Deposit Fund Factsheet.

Members noted that the Chief Officer has written off a bad debt in the sum of £64.00 in accordance with Financial Regulation 9.4.

- FC 234H** Members noted that HMRC have recently conceded that charges for Council sports facilities are treated as 'non-business' activities. The Finance Officer will track back over the last four years.
- FC 235** **INTERNAL AUDIT**
Members noted the second Internal Audit Report for 2022/23. There are five key points from the Auditor to consider, mainly surrounding administration items such as minute references and page numbers. Also, a higher-level insurance matter relating to the levels of insurance due to the Insurer implementing an indexing system for insured values. Full reports regarding mitigation of the audit findings will go to April's Full Council and relevant committees.
- FC 236** **Ear Marked Reserves**
Members considered the recommended year end movements to and from Ear Marked Reserves. Most items were discussed during budget setting.
Proposed: Councillor E Baker Lee Seconded: Councillor L Rhys Jones
Vote: Agreed Unanimously.
RESOLVED: To approve year-end movements from General Reserves to Ear Marked Reserves as follows:
a) The balance of the Arboriculture budget (4301/307) to 328 Arboriculture work
b) £10,000 to 346 Memory Café Staffing
c) £200 to Defib Maintenance (new code)
d) The balance of the Leisure Gardens Cost Centre to Leisure Gardens (new code)
e) £12,500 to PWLB Repayments (new code)
f) £5,000 to Hybrid Meeting Tech (new code)
- FC 237** **FINANCIAL AND OPERATIONAL RISK ASSESSMENT**
Members considered the recommended amendments to the Financial & Operational Risk Assessment.
Proposed: Councillor R Hailstone Seconded: Councillor A John
Vote: Agreed unanimously.
RESOLVED: To approve the amendments to the Financial & Operational Risk Assessment.
- FC 238** **INSTALLATION OF DEFIBRILLATOR**
Members received an update about installing the community defibrillator. Installation of the electricity supply is required to keep the defibrillator at or above 5°C. This will be mainly in the colder months November through to March. The RCCG Church donated the community defibrillator, has agreed to pay £300.00 towards the installation and has agreed to cover 50% of the future maintenance costs. There are some in-house labour costs for installing the defibrillator box once the electric supply has been installed. The defibrillator will be registered with a unique code on the British Heart Foundation database. An official letter of thanks to the church will be drafted for the Chairman to sign.
Proposed: Councillor L Rhys-Jones Seconded: Councillor B Patrick-Okoh
Vote: Agreed unanimously.
RESOLVED:
1. To approve Whites Electrical Ltd to proceed with the electrical aspect of the defibrillator cabinet installation and invoice The Redeemed Christian Church of God for £261.69.

2. To approve the in-house costs of installation of up to £100.00 to be met by budget 4102/102.

FC 239

COMMUNITY DEVELOPMENT MATTERS

Members received an update on the Swimming activity at the Hydrotherapy Pool. The Council's insurers would not be willing to cover this activity and the Care Home offering the sessions were unable to cover the Council's participants under the Care Home's insurance. A legal disclaimer could be drawn up, but the anticipated cost for legal advice could be in the region of £2,500.00. Members suggested contacting the National Association of Local Councils for free impartial legal advice. Patients can also be referred to the Hydrotherapy Pool via General Practitioners and Health Care Professionals at a rate of £8.00 per visit.

FC 240

ANNUAL PARISH MEETING AND COMMUNITY NETWORKING EVENT

The Deputy Clerk & Services Manager updated on the plans for the Annual Parish Meeting and Community Networking Event. The event will be held at the GLL Haydon Centre on Tuesday 28th March 2023 between 6pm – 8pm. The agenda is available to view on the website and all speakers have been informed of their timeslots.

FC 241

ITEMS FOR THE NEXT AGENDA

To be passed to the Chief Officer in advance of the next meeting on Tuesday 25th April 2023.

FC 242

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: Staffing/Contractual.

FC 243

PARKS & OPEN SPACES GROUNDS MAINTENANCE FACILITY

There were no contractual updates to give.

FC 244

INSURANCE MATTERS

Members received an update on a recent insurance matter to remove some hedges from outside a residential property. A soil test has been done at the site and it appears there is a small species of hedges maintained by the Parish Council and tree roots within the local primary school's which is the responsibility of Swindon Borough Council to maintain. Members agreed to progress with the insurer's recommendations of removing the hedgerow.

Proposed: Councillor L Brown

Seconded: Councillors L Rhys-Jones

Vote: Agreed with two (2) abstentions.

RESOLVED: To remove the hedge at a cost of £1,000.00 to be coded to 4301/307.

FC 245

LEGAL MATTERS

Members received an updated draft copy of the Haydon Wick Bowls Club lease. The Council's Solicitor has advised due to the longevity of the contract, best practice would be to include a break clause which will be of mutual benefit to both parties. An additional clause is required for accessing the bowls green and the club house. The break clause could cause further delay in signing the documents and as the Parish Council is the freeholder, in the event of future

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issues with the Bowls Club, the lease would be reverted to the Council. Members agreed to proceed with the draft document, excluding the breakout clause and to have an informal conversation with the Bowls Club regarding this.

Proposed: Councillor V Manro Seconded: Councillor L Rhys-Jones

Vote: Agreed with two (2) abstentions.

RESOLVED: To proceed with the current draft lease, excluding the breakout clause and to arrange an informal discussion with the Bowls Club.

The meeting closed at 21.40.

Chairman _____

Initials _____