

HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Council Full Council meeting held on Tuesday 25th April 2023 at 7.30pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

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

OFFICERS: Deputy Clerk & Services Manager, Laura Cutter
Finance Officer/ Deputy RFO, Jodie Smart

FC 246 APOLOGIES

Apologies were received from Councillor R Venkatesh (Personal Commitments) and Councillor K Naik (Work Commitments).

FC 247 DECLARATIONS OF INTEREST

There were none given.

FC 248 PUBLIC PARTICIPATION

There were three (3) members of the public. Two wished to observe the meeting and one submitted questions in advance:

1. Would the Council consider delaying the Grounds Maintenance Facility application until the CPI Interest rate drops to 3%? This action will save the Council +/- £38,100.00 (unconfirmed) in the long term. *The loan rate will be applied at the stage the Council draws down the funds, at present, the timescale for this is unknown. The Council will continue to monitor inflation and find the most opportune moment (within the specified timeframe) to draw down on the funds and achieve best value.*
2. Would the Council agree that monies already spent or allocated to date are valid and the building technical details agreed, thus allowing the building stages to commence later? *Delaying the loan process will incur higher costs in the materials and labour elements of the project so is unlikely to save funds overall.*
3. Would the Council agree that all Councillors have a responsibility to deliver best practice in providing duty of care to residents? *Yes, the Council has shown best practice to residents in continuing to achieve best value and follow robust procurement processes, policies, and statutory Financial Regulations.*
4. Would the Council agree that delaying the Public Works Loan to a more favourable rate and allow other aspirations to be completed in a quicker timeframe? *During budget setting, it was agreed that some aspirations should be scaled back and/or deferred whilst the Council completes on the Grounds Maintenance Facility and therefore, no budget has been assigned for other large projects.*
5. Would the Council agree if the loan application goes ahead unchanged, it would call in an Auditor to review the whole decision making process? *The next Auditor review is in a couple of weeks' time, but previous visits would have seen the minute references, emails and matters relating to the Grounds Maintenance Facility. During the initial procurement, the Council requested advice from the*

previous Internal Auditor on the best way to proceed and obtained sector specific procurement advice on a project of this scale.

6. Would the Council agree to hold a Special Committee if called by six residents? *The Finance Officer read out an extract from the Standing Orders relating to Rescinding Motions and calling Extra-Ordinary Meetings. The term 'Special Committee' is not within the Standing Orders and therefore this will be reviewed the request and respond outside of the meeting. If a meeting is called by residents, there is no obligation for the Council to rescind its original decision without a significant change of circumstances.*

FC 249

CHAIRMAN'S ANNOUNCEMENTS

Acknowledged that this was the last Full Council meeting of the current Council and thanked the Councillors for their support during the last four-year term. He did farewell to the Councillors who have decided not to re-stand and wished the best of luck for those standing in the May 2023 elections.

FC 250

MINUTES OF THE PREVIOUS MEETINGS

Members confirmed as a true record the minutes of meeting held on 21st March 2023 and the Chairman signed the minutes accordingly.

Proposed: Councillor S McDermott Seconded: Councillor A John

Vote: Agreed with three (3) abstentions.

RESOLVED: Members confirmed as a true record the minutes of meetings held on 21st March 2023.

FC 251

SWINDON BOROUGH WARD COUNCILLOR REPORTS

Councillor J Jackson (Haydon Wick): Nothing to report.

Councillor S Heyes (St Andrews): Key issues residents are raising at present are regarding Borough functions such as potholes and car parking issues. These items will be passed through to the Borough Council to review.

Councillor V Manro (Priory Vale): Thames Water is starting pipe remedial work in June and will be tunneling under Queen Elizabeth Drive, Purton Road and through the gravel cycle path that runs towards West Swindon and Shaw Country Park.

FC 252

COUNCILLORS REPORTS

Councillor L Brown: Queried with Councillor J Jackson (in his SBC Ward Councillor capacity) if there were any updates on the complaint from residents about the external lights at Fessey House? *This has been logged via SBC Members Hotline.* Queried when the grass cutting would take place on the larger play areas; especially King George V Play Area? *Officers have liaised with the Contractor about carrying out an extra contingency cut in the large open spaces ahead of the first cut scheduled to take place on Monday 10th May. A provisional date has been set for Friday 28th April subject to the Contractors resourcing.*

Councillor R Ross: Nothing to report.

Councillor L Rhys-Jones: Thank you to the Finance & Policy Committee for the support and hard work, it has been a pleasure to Chair the Committee.

Councillor S Callen: A bin has been installed at Mazurek Way and a significant improvement has been noticed, thank you to the Parks & Open Spaces Team for arranging this and regularly emptying the bin and litter picking the area to keep it tidy.

Councillor B Patrick-Okoh: Nothing to report.

Councillor J Fuller: Raised with the Ward Councillors about large potholes on the Lady Lane/Thamesdown Drive Junction; Southbound by the Toby Carvery. Also mentioned parking issues on the High Street and the Brow especially during school pick up from Haydon Wick Primary School.

Councillor S McDermott: Congratulated the Administration Assistant and the Youth & Community Co Ordinator on the successful launch of Haydon Wick Haven. Twelve residents took part and were welcomed with a Coronation themed café with tea and scones. All seemed to enjoy themselves.

Councillor S Fateru: Nothing to report.

Councillor A John: Nothing to report.

Councillor J Jackson: Has received positive feedback from the residents about the hedge cutting and shrub bed maintenance work that is being conducted by the Parks & Open Spaces Team.

Councillor R Hailstone: Advised that the new mini compact street sweeper has been delivered today and this will be an asset to the grass cutting service.

Councillor E Baker Lee: Seven Fields Conservation Group is requesting volunteers for some path clearance work at the top fields to improve access for mobility scooters and pedestrians with pushchairs or wheelchairs. Advised that Kelly's Foundation is hosting a charity dinner at a local Indian restaurant for those who may be interested in attending. Thanked the Councillors & Staff for the support since she has been Vice Chairman of the Council. Has been impressed with the growth of the Community Development Team and what the Council has been able to offer to residents in the last 18 months.

Councillor V Manro: Nothing to report.

FC 253

CHIEF OFFICER'S REPORT

Nothing to report.

FC 254

PARKS & OPEN SPACES GROUNDS MAINTENANCE FACILITY

- Planning has been approved for the additional conditions and changes to the original plans for the Grounds Maintenance Facility.
- There is a 12 to 16-week delay in new phase utility quotations with SSE and Thames Water which will delay the progress of the build phase.

FC 255

FINANCIAL REPORTS

FC 255A

Members considered and noted the Bank Statements and Bank Reconciliations for Month 12 – March 2023.

FC 255B

Members discussed and approved April 2023 expenditure under purchase daybook references 2754-2769 and the manual payment schedule. The total of payments for approval is £115,038.56.

Proposed: Councillor L Rhys-Jones Seconded: Councillor L Brown
Vote: Agreed unanimously.

RESOLVED: To approve April 2023 expenditure under purchase daybook references 2754-2769 and manual payment schedule. The total of payments for approval is £115,038.56.

- FC 255C** Members retrospectively approved payments made using the credit card and petty cash for statements dated February/March 2023.
Proposed: Councillor S Callen Seconded: Councillor E Baker Lee
Vote: Agreed unanimously.
RESOLVED: To retrospectively approve the payments made using the credit card and petty cash for statements dated February/March 2023. Payments totaled £1,850.15 and £25.14 respectively.
- FC 255D** Members were advised that the CCLA Public Sector Deposit Fund Factsheet has not been received in time for the meeting and will be deferred to note at Full Council on 23rd May 2023.
- FC 256 FINANCIAL AUTHORISATIONS**
Members considered and approved the amendments to the Financial Authorisations which give the Deputy Clerk and Finance Officer/Deputy RFO authority to authorise additional expenditure in the Chief Officer's extended absence.
Proposed: Councillor J Jackson Seconded: Councillor L Rhys-Jones
Vote: Agreed unanimously.
RESOLVED: To approve the amendments to the Financial Authorisation as detailed, to give the Deputy Clerk and Finance Officer/Deputy RFO authority to authorise additional expenditure in the event of the Chief Officer's extended absence.
- FC 257 COMMUNITY DEVELOPMENT MATTERS**
Members received an interim report from the Community Development Team giving an update on Community Development matters and requesting funds to continue with the Memory Café Sensory Garden and the Yoga Sessions under the Community Choices 2023 (Isolation and Loneliness) Project. Members noted that the Sensory Garden Project has a lot of potential for future events and activities.
Proposed: Councillor S Heyes Seconded: Councillor A John
Vote: Agreed unanimously.
RESOLVED:
1. To rerun the Yoga Sessions under another six-week programme to commence in May 2023, up to the value of £600.00 to be met from 4629/402.
2. To approve an additional £500.00 for the Sensory Garden Project to be met from 4330/402.
- FC 258 HAYDON WICK "LIVING" MAGAZINE**
FC 258A Members received a report from the Editor regarding the Summer edition of the Haydon Wick "Living" Magazine. After discussion, Members agreed to continue with a 64-page publication for the summer edition and noted that 100gsm – "FSC Mixed Recyclable Credit" paper will be used from the next edition. Member thanked Councillor S McDermott for the hard work and dedication in producing the magazine over the last eight years and for offering her continued support and training to the Officers in the production of the summer edition.
Proposed: Councillor S Callen Seconded: Councillor L Brown
Vote: Agreed unanimously.
RESOLVED: To continue with a 64-page publication for the summer edition of Haydon Wick "Living" Magazine.

- FC 258B** Members also received a request from a local school who would like to advertise in the magazine on a preferential rate due to reduced budgets and upcoming community events which residents may attend. As to not set a precedent, Members agreed that all should be offered the same rate for advertising events in four of the magazine editions for the price of advertising in three.
Proposed: Councillor R Hailstone Seconded: Councillor E Baker Lee
Vote: Agreed unanimously.
RESOLVED: To offer local primary schools a rate for advertising in four editions of the magazine for the price of three.
- FC 259** **ITEMS FOR THE NEXT AGENDA**
To be passed to the Chief Officer in advance of the next meeting on Tuesday 23rd May 2023.

20:31 Members of the Public and the Finance Officer left the meeting.
- FC 260** **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 261** **PARKS & OPEN SPACES GROUNDS MAINTENANCE FACILITY**
Members received an update that the contract is due to be issued by the selected contractor (Affleck Group) shortly and this will be passed on to the Council’s appointed Solicitor. The civils package within the specification for the Grounds Maintenance Facility will be reviewed to see where cost savings could be made. There has been no update from the Wiltshire Association of Local Councils (WALC) regarding the approval for borrowing, the Finance Officer will continue to chase. The Head of Parks & Open Spaces is liaising with Swindon Borough Council regarding the temporary relocation to Waterside Depot. Members received feedback and quotations from Project Management Companies to act on the Council’s behalf and after discussion agreed to the recommendations within the report.
Proposed: Councillor R Hailstone Seconded: Councillor B Patrick-Okoh
Vote: Agreed with (2) abstentions.
RESOLVED: To appoint AL Associates to provide the Council with a Project Management Service for the Grounds Maintenance Facility construction programme. Budget required is £18,000.00 to be met from 4705/605.
- FC 262** **PERSONNEL SUB-COMMITTEE RECOMMENDATIONS**
Members received an update from the Personnel Sub-Committee and after discussion agreed to the recommendations.
- FC 262A** **Proposed: Councillor E Baker Lee Seconded: Councillor R Ross**
Vote: Agreed with one (1) abstention.
RESOLVED: To approve reintroducing the Staff Larder and Staff Lunches for a 6-month period from October 2023 using the existing budgets 4040/102 and 4040/307.

- FC 262B** **Proposed: Councillor E Baker Lee Seconded: Councillor S Callen**
Vote: Agreed unanimously.
RESOLVED: To enroll the Council into the Wiltshire & Swindon Credit Union Savings Scheme at no cost to the Council.
- FC 262C** **Proposed: Councillor R Ross Seconded: Councillor V Manro**
Vote: Agreed with two (2) abstentions.
RESOLVED: To agree the allocation of the previously agreed SPOT bonuses to some members of the Parks & Open Spaces Team in the April 2023 payroll, as detailed in the confidential report. The costs have been factored into the 23/24 salaries budget [4000/307].
- FC 262D** **Proposed: Councillor R Hailstone Seconded: Councillor S Heyes**
Vote: Agreed with two (2) abstentions.
RESOLVED:
1. To approve the Chief Officer's use of the Compassionate Leave and Bereavement Leave.
2. To approve the proposal for the Chief Officer to repay 25 days of hours to the Council, as detailed in the confidential report.
3. To agree to award the previously agreed SPOT bonuses to the Deputy Clerk & Services Manager and the Deputy RFO in the May 2023 payroll, as detailed in the confidential report. The costs have been factored into the 23/24 salaries budget [4000/101].

The meeting closed at 20.55.

Chairman _____