

HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Council Full Council meeting held on Tuesday 27th June 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, S Fateru, S Heyes, J Jackson, A John, O Munagala, A Jimmy, R Ross, R Worman and P Park
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 Meetings Administrator, Julie Coe Administration Assistant, Darry New
FC 049	APOLOGIES
	Apologies were received and noted from Councillors R Hailstone, J Fuller, C Flux and B Patrick-Okoh (Personal Commitments). No apologies were received from Councillors A Roupelis and G Choudhury.
FC 050	CO-OPTION VACANCY
	Members received an update from the co-option panel who met last week having interviewed three potential councillors. The panel gave their recommendation to co-opt Paul Park to fill the vacancy on Haydon End Ward.
	Proposed: Councillor E Baker-Walker
	Seconded: Councillor J Ali
	Vote: Agreed with one (1) Abstention.
	RESOLVED: To co-opt Councillor Paul Park to fill the Haydon End Ward vacancy.
FC 051	ACCEPTANCE OF OFFICE
	Councillor P Park signed the Acceptance of Office form and duly took a seat at the meeting table.
FC 052	CO-OPTED COUNCILLOR'S COMMITTEE AND WORKING PARTY POSITIONS
	Councillor P Park will be assigned a minimum of two Committee seats and other Working Parties following his meeting with the Chief Officer.
FC 053	DECLARATION OF INTEREST
	There were none.
FC 054	PUBLIC PARTICIPATION
	There were none.
FC 055	CHAIRMAN'S ANNOUNCEMENTS
	The Chairman introduced Julie Coe (Meetings Administrator) and Darry New (Administration Assistant) to the new Council and advised of their roles.

FC 056	MINUTES OF PREVIOUS MEETINGS
	Members confirmed as a true record the minutes of meetings held on Tuesday 23 rd May 2023 and the Annual Council Meeting held on 16 th May 2023.
	Proposed: Councillor A John Seconded: Councillor E Baker-Walker
	Vote: Agreed with two (2) Abstentions
	RESOLVED: That the minutes of the meetings held on Tuesday 16th May 2023 and Tuesday 23rd May 2023 are signed as a true record.
	<i>20.05 The Administrator left the meeting.</i>
FC 057	PLANNING & HIGHWAYS COMMITTEE 20TH JUNE 2023 RECOMMENDATION - PLANNING APPLICATION S/TC/23/0621
	Members discussed the siting of the proposed Thames Water mast on Old Blunsdon Road. Several residents have expressed concern over the mast obstructing the view in Pond Street and have a preference it is sited in an alternative location. Councillor A John (Chair of the Planning & Highways Committee) presented four nearby locations that could be considered by Thames Water instead of the current proposed location. The four nearby locations are: 1. On the open space/junction between Old Blunsdon Road and Pond Street 2. In Rose Walk Leisure Garden (Site 1) subject to consultation with plot holders 3. In Goodearl Leisure Garden (Site 2) subject to consultation with plot holders 4. Thames Waters Treatment Site in Pond Street. Swindon Borough Ward Councillors J Jackson (Haydon Wick) and S Adamcova (Haydon Wick) have met on site to discuss resident concerns and support the options that the Council is proposing. Given the deadline for comments is the 28th June 2023, the sites will to be put forward by the Chief Officer to Swindon Borough Council for discussion with Thames Water. Members would like to ascertain whether a rental income stream or a one off payment will be given to the Council for supplying the land for the proposed mast. The Chief Officer will discuss this further if the locations are suitable and provide an update at a future meeting.
	Proposed: Councillor J Jackson Seconded: Councillor A John
	Vote: Agreed with two (2) Abstentions.
	RESOLVED: Chief Officer to submit the following comments to Swindon Borough Council's Planning Department: Four alternative locations for the Thames Water mast: 1. Pond Street – we understand that SBC Highways have no objection to this site 2. HWPC Rose Walk Allotment site* 3. HWPC Goodearl Allotment site* 4. Thames Waters' own treatment site at Greenmeadow

	*Note - the allotment sites would be subject to plot holder consultation and possibly a nominal rental fee.
FC 058	SWINDON BOROUGH WARD COUNCILLOR REPORTS
	Councillor S Adamcova (Haydon Wick): was unable to attend and sent in a written update to note. Planning training for Parish Councils has been set up for Councillors on 19th September in the Civic Offices. Councillor J Jackson (Haydon Wick): had nothing to report. Councillor J Ali (West Swindon): had nothing further to report except for the Thames Water Mast which was covered in detail under reference FC 057.
FC 059	SWINDON LOCAL COUNCIL FORUM
	Councillor A John attended the meeting on 15th June 2023 which included a presentation from the Head of Strategic Transport Economy and Development, Swindon Borough Council about plans for enhancing the bus services and rail services. A presentation was circulated with the reports. Councillor A John gave the example of the re-routed bus service through Thursday Street and Friday Street and the Borough Officer agreed communications need to be improved, however, there is no legal duty for the bus companies to consult with residents ahead of proposing a new route. The Borough Officer is also managing the Drainage Team so was able to help with queries from individual parishes regarding flood alleviation. The Forum also discussed recent outstanding issues such as the Borough & Local Councils Protocol – which has been delayed due to changes in administration at Swindon Borough Council following the recent elections and Planning Enforcement Issues. Once the minutes of the meeting are available, these will be distributed to the Council to note. The next meeting is in September 2023.
FC 060	COUNCILLORS REPORTS
	Councillor S Heyes noted City Fibre whilst conducting work in the area recently had blocked several private driveways which may lead to the Parish Council receiving complaints. Councillor E Baker-Walker advised that sponsorship had been secured by Emerald Windows for the stage at the Summer Spectacular Event on 15th July 2023 and requested posters are distributed to help with the advertisement for those that are not on social media platforms. Councillor R Worman attended a Swindon Borough Council Standards meeting and advised that currently Unitary Councillors and above are to be DBS checked every six months due to visits to vulnerable members of the public. This currently does not apply to Parish Councillors but may be rolled out in the future. Councillor V Manro – nothing to report. Councillor G Choudhury – nothing to report. Councillor S Fateru - nothing to report. Councillor O Munagala – nothing to report. Councillor A Jimmy – nothing to report. Councillor R Ross – nothing to report. Councillor R Worman – nothing to report. Councillor P Park – nothing to report.

FC 061	CHIEF OFFICER'S REPORT	
	Recently attended the Clerks Forum where newly appointed Councillor for Organisational Excellence Jim Grant updated on the Borough Council's priorities for the next twelve months. It was clear that communication and relationships between Swindon Borough Council and Parish/Town Councils needed improvement and working on trust is a priority. Swindon Borough Council is taking the time to recruit a Parish Liaison Officer to work on services, deeds, and other areas of importance. Councillor J Grant is planning to visit each individual parish and town councils within the Borough to understand issues that need addressing, the Chief Officer will send Councillor J Grant the upcoming Full Council or Finance & Policy Committee dates. The Clerks Forums are every three months, so the Chief Officer reminded Members that if they have any issues to raise to forward the details through to her to request an item on the agenda.	
	FINANCE AND POLICY COMMITTEE 20TH JUNE 2023 RECOMMENDATIONS	
FC 062	ACCOUNTING STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN	
	The Finance Officer/Deputy RFO presented the Accounting Statements, Annual Governance and the Accountability return and supporting documents.	
FC 063	ACCOUNTING STATEMENTS 2022/23	
	Members had no further questions and Members approved the Accounting statements	
	Proposed: Councillor J Jackson.	Seconded: Councillor R Worman
	Vote: Agreed with one (1) Abstention.	
	RESOLVED: To approve the 2022/23 Accounting Statements.	
FC 064	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/23: ANNUAL GOVERNANCE STATEMENT	
	Members agreed to approve the Annual Governance Statement assertions 1-8.	
	Proposed: Councillor E Baker-Walker	Seconded: Councillor S Heyes
	Vote: Agreed with one (1) Abstention.	
	RESOLVED: To approve the Annual Governance Statement (AGAR) 2022/23.	
FC 065	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/23: ANNUAL STATEMENT	
	Agreed to approve.	
	Proposed: Councillor E Baker-Walker	Seconded: Councillor S Heyes
	Vote: Agreed with one (1) Abstention.	
	RESOLVED: To approve the Annual Statement (AGAR) 2022/23.	
FC 066	COMMUNITY GRANT POLICY	
	Members agreed to the recommendation and resolved to adopt this policy, as amended.	

	Proposed: Councillor R Ross	Seconded: Councillor E Baker-Walker
	Vote: Agreed with one (1) Abstention.	
	RESOLVED: To approve the amendments to the Community Grant policy as presented.	
FC 067	INTERNAL AUDITOR APPOINTMENT	
	The Finance Officer/Deputy RFO presented the report recommending that Council appoint supplier A as the Internal Auditor for 3 years from 2023-2026.	
	Proposed: - Councillor R Ross	Seconded: Councillor S Heyes
	Vote: Agreed one (1) Abstention.	
	RESOLVED: To appoint Darkin Miller Limited at £943.31 per annum for three visits annually to be completed remotely for the next three years as the Council's independent Internal Auditor.	
FC 068	BANK SIGNATORIES	
	The Chief Officer presented the report recommending changes in bank signatory following the election as some signatories were no longer on the Council..	
	Proposed: Councillor E Baker-Walker	Seconded: Councillor A John
	Vote: Agreed with one (1) Abstention.	
	RESOLVED: 1. To remove L Rhys-Jones, D Rodgers, and S Callen as signatories. 2. To set up Councillors J Fuller, S Heyes and A Roupelis as new signatories. 3. For the six bank signatories to be: V Manro (Chair F&P/Chairman of Council) A Roupelis (Vice Chair F&P) S Heyes (F&P Committee Member) R Hailstone (F&P Committee Member) J Fuller (F&P Committee Member) Georgina Morgan-Denn, Chief Officer/Clerk 4. For the emergency approver to be: Councillor V Manro.	
FC 069	GROUND'S MAINTENANCE FACILITY	
	Councillor Heyes gave a thorough overview of the new Grounds Maintenance Facility for the benefit of the new Councillors. Architect drawings were on display and available for scrutiny. He commented that better facilities were needed for the team and security of the equipment. The Facility would also be adopting a 'green' attitude where possible, for example with the collection of rainwater. The new Facility will have wood cladding to complement the existing surroundings and extra parking for the allotment plot holders. The Head of Parks and Open Spaces advised the Parks & Open Spaces Team will move to Waterside depot circa 24th July 2023. Councillor Worman asked for it to be minuted that he does support the new Facility but has had long-term concerns over the finances and length of time the team could be at Waterside, with increasing rent costs etc. Members heard that the build is scheduled to commence in August pending contractual negotiations, and the finances will be drawn down in stages once the start date is confirmed. The meeting also heard that other finance options are being investigated.	

FC 070	SUMMER SPECTACULAR
	Members received a verbal update on the Summer Spectacular which will be held on Saturday 15 th July. There will be a wide range of activities including a fun dog show, majorettes, and live music. A bubble entertainer will be onsite all afternoon keeping children entertained as well as funfair, crafts, face painting ice cream and food stalls. There will also be an Elvis act, jazz band and a gospel choir. There will be a Working Party site visit next week and the expectation is to exceed last year's footfall of approximately 1,000. In addition, some stalls will be providing a proportion of their profits made on the day to be donated to the Council's chosen charities BEST Be a Better You and The Kelly Foundation.
FC 071	FUN FAIR ON LAND ADJACENT TO ORBITAL PARK
	Members noted that a Funfair will be erected on the land adjacent to Orbital Park during the period of 9 – 16 th July, previously there have been no issues or damage to the land. Swindon Borough Council owns the land, but Haydon Wick Parish Council maintains it. Swindon Borough Council has approved the use of the land and secured income and a bond for any damage. Any costs for damage reinstatement work can be claimed by Haydon Wick Parish Council or the works could be conducted by Swindon Borough Council.
FC 072	SINGLE USE PLASTICS FROM 1ST OCTOBER 2023
	Councillor V Manro presented a report referencing the use of single use plastic from October 2023. The Parish Council is doing an in-house audit to phase out plastics and is already using alternative eco-friendly options for upcoming events. After discussion Members agreed to the recommendations presented.
	Proposed: Councillor V Manro
	Seconded: Councillor S Heyes
	Vote: Agreed with one (1) Abstention.
	RESOLVED: 1. To phase out the use of single use plastics at Parish Council owned facilities and Council run events by the end of 2023, where practical. 2. To act as an advocate for a plastic free Haydon Wick by encouraging residents, local businesses, and organisations to phase out the use of single use plastics by encouraging the use of environmentally friendly alternatives across the Parish. 3. To run a campaign and engagement with the residents using refill.org.uk's framework for communities.
FC 073	WILTSHIRE PENSION FUNDS CESSATION POLICY
	Members noted the policy.
FC 074	ITEMS FOR THE NEXT AGENDA
	Any items to be forwarded to the Chief Officer by 19 th July 2023.
FC 075	EXCLUSION OF PRESS AND PUBLIC
	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.

	21.30 The Meetings Administrator left the meeting.	
FC 076	AFC HAYDONVALE RENEWAL – TRENT ROAD	
	Members received a report and discussed the previous twelve-month lease. They noted a recent complaint from a resident regarding footballs encroaching in public gardens and causing damage and inconvenience by trespassing to collect lost footballs. Members requested that AFC Haydon Vale erects goal nets to mitigate this issue, especially as the age of the young persons has increased from under 14's to under 17's. Goal net installation will be subject to public consultation and should be removable at the end of each season. Council was also keen to resolve the issues experienced by residents but also continue to promote youth sports and provide a facility for them to play. After more discussion the following was resolved. The potential to work with the Football Club in the future to develop football in the parish was not discussed and deferred to a future meeting.	
	Proposed: Ellen Baker Walker	Seconded: Councillor A John
	Vote: Agreed with one (1) Abstention and one (1) Objection.	
	RESOLVED: 1. To note the formal complaint from a resident. 2. To note the potential impact of older age groups. 3. To renew the lease with additional age groups but with conditions. Under 17s girls and Under 15s boys would be allowed but with the Football Club installing temporary nets during the football season. Cost to be met by the Football Club and subject to public consultation. 4. To increase the hire cost from £10.00 per week to £15.00 per week. From £540.00 per annum to £780.00. 5. To issue a key to Haydon Vale for use for emergency vehicle access only to the open space with conditions, as presented. 6. To consider placing a shipping container on the open space managed by HWPC (subject to planning permission / permission from Swindon Borough Council and following a resident consultation).	

The Meeting closed at:

Chairman Signed _____