

HAYDON WICK PARISH COUNCIL

Minutes of the Parks & Open Spaces Committee meeting of Haydon Wick Parish Council held on Tuesday 7th January 2025.

ATTENDANCE

MEMBERS: Councillors R Hailstone (Chair), S Heyes (Vice Chair), J Ali, E Baker-Walker, A John, V Manro, R Ross, L Stevenson and R Worman

OFFICERS: Georgina Morgan-Denn, Chief Officer/Clerk & RFO
Laura Cutter, Deputy Clerk, HR and Services Manager
Andy Nickols, Head Groundsman
Jason Watts, Facility Manager
Julie McMorrow, Meetings Administrator

POS 079 APOLOGIES

Apologies were received and noted from Councillors E Baker-Walker, J Jackson and O Munagala (Personal Reasons).

POS 080 DECLARATIONS OF INTEREST

There were none.

POS 081 PUBLIC PARTICIPATION

There were none.

POS 082 CHAIRMAN'S ANNOUNCEMENTS

There were none.

POS 083 MINUTES OF THE PREVIOUS MEETING

Members reviewed the minutes of the Parks and Open Spaces Committee meeting held on Tuesday 5th November 2024 as a true record.

Councillor R Worman requested an amendment to the wording of Councillors' Report POS 063 which stated '*no representation at parish activities, meetings or events this month*'. He confirmed that he has been actively engaged despite not verbally reporting it at the meeting. Members requested that future minutes revert to stating 'nothing to report'. However, the Chief Officer explained the rationale behind the wording change, which was based on feedback from several Councillors. They had asked for the minutes to clearly indicate when Councillors were not engaged in any activities, to ensure transparency and accountability.

Proposed: Councillor S Heyes Seconded: Councillor V Manro

Vote: Agreed with one (1) abstention.

RESOLVED: Members confirmed as a true record the minutes held on Tuesday 5th November 2024 and they were signed by the Chairman.

POS 084 SEVEN FIELDS

A quiet December period with nothing to report. A working party meeting is to be arranged in due course and the Committee will be updated at the next meeting.

POS 085 DEPUTY CLERK & SERVICES MANAGER'S REPORT

Gave thanks to Head Groundsman and Facility Manager for stepping up to cover the vacant Head of Parks & Open Spaces role. Recognised their hard work and the improvements made within the team.

POS 086 COUNCILLOR REPORTS

Cllr S Heyes – working on budgets, particularly the costs of weed spraying.

Cllr V Manro – attended a lot of community events in December and has received good resident feedback on the hedges in the area. Attended a site visit with a

resident of Trent Road with Councillor E Baker Walker to discuss some construction rubble – the construction work has now ended so the matter should be resolved.

Cllr R Ross – attended the Christmas Carnival, Youth Christmas Party and the Haven as well as helping to pack and deliver the Christmas Parcels.

Cllr A John – Attended the Christmas Carnival and is working with committees on budget setting.

Cllr L Stevenson – Attended the Christmas Youth Party and is conducting walks in the community to get inspiration for Tadpole Field.

Cllr J Ali – Nothing to report.

Cllr R Worman – Footpath at Penhill playing field has been resurfaced, it looks great. Some fly tipping sighted at the top Thames Avenue into Whitworth Road, the boundary needs to be checked as believe it is in Central Swindon North. Requested that the POS Managers conduct a site visit and establish what we are responsible for. There are also trees touching a property at this location which also needs looking at. *Action: POS Managers to do a site visit and assess and report back.*

Cllr R Hailstone – Helped with Christmas parcels and attended several working party meetings.

POS 087

PARKS & OPEN SPACES MAINTENANCE SCHEDULES

Committee noted the revised schedule. No major changes, however, there is now a more efficient working approach. The Facility Manager gave a thorough overview of the report covering the work of the Tidy Up Team including hot spot litter picking, bin survey and vehicle maintenance. The Facility Manager also gave an update on the tractor & flail schedule and the new reporting system which is working well, allowing more data collection of tickets raised and completed.

Members acknowledged the need for a chipper for reactive works and winter works outside of the tractor & flail schedule, as currently the team is doing as many as five (5) trips to the local tip daily. There is a suggestion to hire one for short periods of three (3) months which could also be used for the permissive pathway at Tadpole Field. A suggestion was made by Councillor Stevenson that the community could assist with collecting and clearing wood chips at Tadpole Field.

It was agreed by the Committee to approve the amended Hedge Cutting Specification. *Action: Deputy Clerk to ensure POS team briefings are undertaken and website is updated. Also to add the Winter Projects schedule onto Teams.*

Proposed: Councillor A John

Seconded: Councillor L Stevenson

Vote: Agreed Unanimously.

RESOLVED: To approve the amended Hedge Cutting Specification.

POS 088

NOTICEBOARD REPLACEMENT

Members approved the cost of a replacement noticeboard at Moredon Shops at a cost of £450.00. However, they suggested deferring it until April to go into the new financial year to aid budget setting. *Action: Deputy Clerk to confirm expenditure with the Finance Officer - financial year (FY) 25/26 £450.00 to come from Noticeboard Replacement budget code.*

POS 089

BUS SHELTER ON TORUN WAY

Members received an update on the agreed bus shelter. The specification was verbally confirmed it has a mesh shelter with perspex so that bus users don't get wet in rainy conditions. It was agreed to put any existing budget in FY 24/25 into an Ear Marked Reserve to go towards the purchase in the new FY. This will be fed back to the resident who put in the request to the Chairman.

Action Chairman to feedback to the residents that put in this request. Deputy Clerk to liaise with Finance Officer for accurate EMR and committed expenditure for 25/26.

Proposed: Councillor V Manro

Seconded: Councillor L Stevenson

Vote: Agreed Unanimously.

Resolution: Committee agreed to defer the procurement of a Bus Shelter until Financial Year 2025/26.

Initials _____

POS 090 REQUEST FOR A DOG'S PLAY AREA

A resident requested a small, fenced dogs play area locally and obtained some signatures for a petition. Committee acknowledged that the conditions of the petition's policy were not met, as there were not 350 signatures, to warrant a full debate. However, as it was of community interest and this idea had previously been suggested by Officers as a budget aspiration the item had been added to tonight's agenda. It was acknowledged the proposed site is owned by Swindon Borough Council and therefore permission would need to be sought. It was also suggested to liaise with local companies who may wish to sponsor the dog play area. *Action: Deputy Clerk to continue progressing the project, finding sponsorship opportunities, and liaising with the resident.*

POS 091 PARKS & PROJECTS TEAM UPDATE

The Committee noted the report. The Facility Manager gave an overview of works and updated on all areas and the achievements completed to date. A schedule has been drawn up throughout January/February 2025 to allow the Officers to progress with their priorities to put the team in good stead for the projects to be conducted in 2025/2026.

POS 092 GROUNDS MAINTENANCE FACILITY

Latest information is that electrical installation is likely to take place at the end of February 2025. Once they are completed, the remaining building and internal work are then approximately ten (10) working days. An estimated move in date is the middle of April 2025. There are also some additional costs that need to be confirmed which will be reviewed in detail and reported to a future meeting. *Action: Chief Officer to liaise with Team and confirm when to give SBC notice on the rental at Waterside.*

POS 093 BUDGET ASPIRATIONS

Committee received a new report concerning the battery power for the electric Tidy Up vans (Goupils). Five options were discussed:

1. Use the same vehicle and replace with lithium batteries
2. Replace current 2 x Goupil vehicles with lithium type
3. Adjust bin routes to balance returns and distance management
4. Start three rounds on peak days for example Monday/Wednesday/Friday
5. Use the caged vehicle and Goupil

An updated document with vehicle requirements and costs will be discussed at prior to setting the budget.

POS 094 OPERATIONAL BUDGET MONITORING

Members noted the income and expenditure.

POS 095 POS ACTION REVIEW SUMMARY

Members noted the review summary.

POS 096 ITEMS FOR THE NEXT AGENDA

To be received prior to the next meeting on 4th March 2025.

POS 097 EXCLUSION OF PUBLIC & PRESS

There were none.

POS 098 WEED SPRAYING

To be agreed in budget setting and brought back to Committee accordingly.

POS 099 TREE SURVEY 2025-2030

Members noted the survey will take place on the 26th February 2025, and will be reported back at the next committee meeting in March 2025.

POS 100

TADPOLE LANE – IMPROVEMENTS TO ACCESS/PROPOSED PLANS

Permissive path signs have been put up by the team and access is much improved.

POS 101

VEHICLE INSURANCE RENEWAL

The Chief Officer gave an overview and explained the costs have gone up due to claims. The Deputy RFO has not been able to find an insurer that can compete with the current provider's quote. Committee approved the documented quote at £5,440.57 per annum. *Action: Deputy Clerk to inform Finance Officer to renew the vehicle insurance.*

Proposed: Councillor A John

Seconded: Councillor S Heyes

Vote: Agreed Unanimously.

Resolution: To approve the vehicle insurance renewal at £5,440.57 per annum to be allocated to 4507/307 (vehicle insurance) and 4500/501 (Community Bus Insurance).

Meeting Closed at: 9.08pm

Signed by Chairman: _____