

HAYDON WICK PARISH COUNCIL

DRAFT Minutes of the Haydon Wick Parish Council held on Tuesday 25th October 2022 at 7.30pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors, V Manro (Chairman) E Baker Lee (Vice Chair), S Heyes, J Jackson, A John, L Rhys-Jones, B Patrick-Okoh, R Ross, J Fuller, S Fateru, and R Venkatesh.

OFFICERS: Chief Officer/Clerk & RFO, Georgina Morgan-Denn
Deputy Clerk & Services Manager, Laura Cutter

FC 112 APOLOGIES

Apologies were received and noted from Councillors D Rodgers, S McDermott, L Brown, A Roupelis, S Callen (Personal Commitments) and K Naik (Work Commitments).

FC 113 DECLARATIONS OF INTEREST

There were none.

FC 114 PUBLIC PARTICIPATION

There were two (2) members of public present. One to observe the meeting and the other made representation under Agenda Item 21 – Mini Compact Sweeper Hire.

1. Why is this item in exempt when the figures are already published in the draft Parks & Open Spaces Minutes? *The Chairman explained that there are still contractual elements to discuss and sign off on but is happy to discuss this out of the Exempt session on the proviso Members did not disclose any supplier information during the discussion.*
2. Cost for mini sweeper – this is a vast cost for residents, despite them liking the service. *The Council has trialed a one-year experiment and enhanced service over and above what Swindon Borough Council (SBC) provides. The service has made a good impact on the overall service that the Parish Council is able to offer its residents.*
3. Diesel or electric? *Diesel, the cost of electric was a higher cost, and the providers of electric mini compact sweepers are limited as the models are too new in the trials to know if they are as adequate as diesel machines.*
4. What is the use of the mini compact sweeper outside of the grass cutting schedule? *This can be used to clear small bits of debris from hedge cutting and tree maintenance, pathways and leaf clearance, snow, and ice clearance.*
5. Will the schedule be published and the streets within the Parish maintained at least three times per annum. *Yes, the schedule will be posted, and a schedule has taken place by following the Grass Team regularly throughout the summer months has enabled the operative to gain local knowledge and hot spots for the winter programme.*
6. Have Officers and Councillors had dialogue with Swindon Borough Council about this replacing the Borough Council's schedule? *The Chairman advised he is not aware of any requests from SBC and the item came up during the strategy consultation with residents wanting to see cleaner roads and pavements. The Parish is not taking over the Borough Council's schedule.*
7. If the lease includes maintenance and servicing, why is there an additional contingency amount being proposed? *As with grass cutting machines, the*

Initials _____

maintenance cost rise, as an unknown, it's a contingency that in year three if we wished to, we would have the funds to buy out of the lease or if maintenance costs rise.

8. Other parishes have less expensive leases. *Other parishes have short term leases arranged by their external contractors. Other parish councils have also requested to hire our mini compact sweeper on occasions which generates income for Haydon Wick Parish Council*
9. Works recently being done outside Whitworth Road cemetery, leaves not collected and needed piling up manually. *Likely to be a neighbouring parish council but capacity of the mini compact sweeper is adequate for this task, possibly gets fuller quicker with wet leaves etc. and requires more emptying.*

FC 115 CHAIRMAN'S ANNOUNCEMENTS

Delighted to have here today our award and frame certificate which the Council recently won for the Memory Café. In just one year in the Café's development, we were nominated and subsequently received won a community award for the 'Most Innovative New Project' from Community First – a charity working with service providers for communities across Wiltshire & Swindon. The award demonstrates the hard work the staff have put in and how this service is such an asset to the community of Haydon Wick. The award was received at the Charity's Annual Meeting on the 12th October 2022 and collected by the Council's Chief Officer and Memory Café Co Ordinator, accompanied by two of the café's regular volunteers – Patsy Brinkley and Keren Price. A banner will be displayed outside the front of the building promoting the award-winning service. Councillors will be invited for a photo, with the award, in front of the banner in due course. We have also received a thank you card from Uplands School for the donation of bulbs and runner beans.

FC 116 MINUTES OF PREVIOUS MEETINGS

Members confirmed as a true record the minutes of meeting held on 27th September 2022 and the Chairman signed.

Proposed: Councillor A John Seconded: Councillor L Rhys Jones

Vote: Agreed with one (1) abstention.

RESOLVED: Members confirmed as a true record the minutes of meetings held on Tuesday 27th September 2022.

FC 117 SWINDON BOROUGH WARD COUNCILLOR REPORTS

Councillor J Jackson (Haydon Wick): City Fibre at Cornflower Road; defects corrected. Primrose Close finished job and pressure washed the footpaths leaving the area tidy.

Councillor V Manro (Priory Vale): Chicory Close, Rosemary Close and nearby streets are due to receive pavement resurfacing later this month.

Councillor S Heyes (St Andrews): There is a large BT power outage in Tadpole Village. A lot of houses out for a week.

FC 118 COUNCILLORS REPORTS

Councillor E Baker Lee: The Ukrainian Café launches in November and has been well publicised. Attended the Over 60s Club with Councillor V Manro and received good feedback and some items for the Tidy Up Team to investigate. Overall, the attendees seemed very pleased with the Parish Council and will take community engagement posters, schedule of events and a handful of Haydon

Wick "Living" magazines to a future Club event. Connie the Covid Snake event at the weekend went well.

Councillor S Heyes: Taw Hill drains not flooded so Thames Water successful.

Councillor J Jackson: Congratulations and well done on the Memory Café award.

Councillor A John: Recently attended the Swindon Local Councils Forum and shared examples of recent SBC Planning Enforcement issues that Haydon Wick is experiencing and the temporary changes to the bus service affecting residents of Thursday Street and Friday Street.

Councillor L Rhys Jones: Congratulations and well done on the Memory Café award. Antisocial behaviour at Lampeter Road still seems to be an issue, asked Councillor V Manro in his Ward Councillor capacity for Priory Vale if there is any updates from North Swindon Police regarding surveillance cameras.

Councillor R Hailstone: Recently Chaired the Swindon Local Councils Forum (SLCF) meeting; hot topics included:

- **Mapping system** – SBC to investigate the options of having access to its mapping system to help with land ownership enquiries.
- **Warm spaces and Ukrainian café** - discussed what other parishes were doing locally.
- **Memory Café** – reported on the success of our memory café award, attendance, and recent lottery grant.
- **Tree Maintenance Issues** – received reports from other parish councils and agreed to distribute a template letter asking private residents to cut back any vegetation that is encroaching the public footpaths.
- **Police Meetings** – focusing on areas with higher levels of crime such as West Swindon and Central Swindon North. Most parishes had good engagement with local PCSOs who attend meetings
- **Electric vehicles** – discussed and shared experiences of electric vehicles; as well as concerns shared for residents that there are not enough electric charging points within Swindon
- **Shared prosperity** – no updates received; other parish councils present confirmed that they had applied but did not know any information either
- **Protocol – renamed Charter** - draft revised by SBC Councillor Dale Heenan. SLCF has reviewed the changes and sent back another copy. The plan is to take the document to SLCF in November and circulate to parish councils to feed in their comments ahead of the final draft being adopted by SBC at cabinet in December.

Councillor S Fateru: Would like to discuss items in Agenda 11 - Phishing Email. Apologies for missing last meeting he was held up with work commitments.

Councillor R Venkatesh: Great news about the Memory Café award. Standing for a parliamentary selection for the Labour party and might be asked questions about his role of a Parish Councillor. All will be within the Council's conduct and social media policies – if anyone has any questions, please filter them through.

Councillor J Fuller: Still no enforcement on Avonmead or the Brow – this has been going on for a year. *The Deputy Clerk advised an update has been received from Swindon Borough Council and this has been forwarded to Members last month, following actions from last week's Planning & Highways Committee meeting another chase up email has been sent.*

Councillor R Ross: Clifford's Meadow cattle escaped, but no damage done, and all was resolved within 30 minutes. Farmer is receiving good support from neighbourhood. Damage to fencing near Luna Close Play Area is being caused

by children. The Council has alerted local schools and updated social media to raise awareness of the importance of not entering Clifford's Meadow.

Councillor V Manro: Reminded members to log incidents of flooding onto SBC's website and/or Thames Water. Echoed comments from Councillor E Baker Lee regarding the recent visit to the Over 60s Club it was acknowledged that the group is not aware of how much the Parish Council does. May have some new attendees for upcoming Parish Council events and recognised a point of communications in the future. The Over 60s Club is on Mondays and Fridays. If you know of any local community groups within the parish that could be contacted to improve on communications, then please let the office know. Met with the Bowls Club yesterday about the lease renewal, and they would like to work with us more. They are also hoping to host one of our memory cafes soon as they have space to accommodate/double the amount what the Council Offices can offer.

FC 119

CHIEF OFFICER'S REPORT

Approach from CBBC production team to film at the skate park this Thursday for 'Gym Stars'. They have two gymnasts that they are filming who use the park regularly so want to catch them in their element.

Attended SBC Clerks' Forum this week. Highlights included:

- Presentation from **Richard Bell – Director of Strategic Development & Growth** who shared structure chart and talked through service areas and contacts following a recent restructure designed to make the service more streamlined and robust.
- **Planning Training** –requested a Swindon specific training session to help parishes to understand the inconsistencies of planning decisions, and why our objections, when referring to the design guidelines, are still overruled by the Planning Officers. Stephen Hay is coming to next meeting with Local Plan.
- **David Dewert – Shared Prosperity Fund** Swindon allocated £2m plus £1.2 ringfenced for adult numeracy programme. Investment Plan submitted to the Government with 12 short listed projects. Awaiting Government confirmation of the monies later this month. Note allocation to projects will have some elements that are relevant to parish councils and hopefully may see some crossover such as the Alzheimer's Society, Dog Art Trail, Youth funding. Decision making was taken through Cabinet members. UK Shared Prosperity funding will replace EU structured funds and there will be future routes of funding and will work with Parish Councils to identify local projects. Haydon Wick applications were noted as being strong and worthwhile. It was noted that Parish Councils can take a larger more strategic role when delivering these projects.
- Sharing Warm Spaces schemes across the borough in Agenda Item 12.
- Another item will be shared during the exempt session.

FC 120

ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

Members noted the completion of the limited assurance review for the year ended 31st March 2022.

FC 121

BUDGET SETING & BUDGET ASPIRATIONS

Received a verbal report of recent budget setting working party when the meeting went through the initial budget, reserves and required uplifts. Council acknowledged that the cost of the Grounds Maintenance Facility is still unknown as currently at the design stage. Members were reminded that budget aspirations are required now so that they can be investigated and considered when setting the budget.

FC 122 PHISING EMAIL

Members received and noted the content of the report. Confirmed we investigated the matter with ICO and this report is sufficient to keep on file. Members noted we are awaiting a response and costs from our IT Support company regarding an email filtering system as a preventative measure. This will come to a future Finance & Policy Committee. Also noted a National Cyber Security Centre document has been used as a training aid to prevent future phishing attacks. It was acknowledged that Councillor and Staff emails are in the public domain and therefore open to unsolicited marketing emails, so it is difficult to mitigate against this. Members acknowledged that phishing seems to be becoming more regular and the Council may need to consider some extra internal measures such as regular checks and tests.

FC 123 RISING COST OF LIVING – WARM SPACES

Members received a verbal update on the Warm Spaces Project, highlights included:

- The Haydon Wick Parish Council Warm Spaces will take place in the downstairs rooms at the Parish Council offices for two hours a day, between 11 am to 1 pm, on Mondays and Fridays. Commencing from 7th November through to 31st March.
- During the two hours, hot drinks and snacks will be available free of charge. As it evolves, we will adjust the offering on feedback.
- A rota will be drawn up with office staff and Councillors who have the availability to help prepare the refreshments and engage with the participants, if they wish.

Other Warm Spaces being held within the Parish

The GLL Haydon Centre is offering warm spaces on Mondays, Wednesdays, and Fridays from 1-3pm. No start date for the project has been provided yet. Free wi-fi, tea, coffee, and biscuits will also be available.

We have contacted North Swindon Library, the Customer Service Hub, Justin Tomlinson MP's office, Asda and other businesses at the Orbital via British Land to find out whether Warm Spaces will be offered this winter, but not received a response yet.

Registered the Haydon Wick Warm Spaces project with Swindon Borough Council. Eventually there will be a Warm Spaces directory available.

Other Parishes across the Borough

At the Swindon Clerks' Forum on Monday we received the following updates from other parishes who are providing warm and safe places for their communities:

1. **Central North Swindon** - libraries will be opening for extended hours and advertising in doctors' surgeries, and on noticeboards. They have also received a grant to address inequality in their parish. The £165,000 funding pot is to provide a range of services – e.g. feeding Swindon partnership. The funding will pay for an Officer to progress.

Initials _____

2. **Chiseldon PC**—are offering a system of anonymous residents' requests for hot water bottles etc.
3. **Wroughton PC**— are working with the library trust to open for longer hours and making use of their volunteers
4. **West Swindon PC** – contacting their grants groups to notify them of SBC's warm spaces funding. Their churches are working together to have a full week of warm spaces. They have also grant funded their library to stay open.
5. **Swindon Borough Council** - has a group of officers responsible for community funding and they are working hard to try and gain insights into how to spend their funds wisely e.g. to reach those who need it most in the community. They are also supporting the workforce and giving them training to understand if they identify a safeguarding issue – e.g., their gas fitters who go into homes. SBC will recommence their partnership group (similar to during the pandemic) and work with agencies such as the police, parish councils etc to understand our role and how best to work together. As a small gesture of thanks to community groups opening their facilities as a Warm Space there is a small pot of funding for groups to apply for. SBC may be able to share its data on households that go into council tax arrears etc to identify hot spots in the community – the GDPR implications are still being investigated.

Financial Implications

The budget for this project is £750.00 to be funded from Isolation and Loneliness 4629/402. This allows for a budget of £31.50 for each session. In addition, there will be a cost to register the council as a food business (in region of £100). The Council has received £300 sponsorship from a local business to help towards these costs. There is small SBC grant available, more a gesture to thank community groups for opening their venues, but the Council is not eligible because our sessions are less than three hours.

FC 124

HAYDON WICK 'LIVING' MAGAZINE

Members received an update from Councillor S McDermott in advance of the meeting and the Deputy Clerk reported the item in her absence. Discussion held regarding the distribution of the magazine, due to previous service failures, but the confident as the chosen company has been used before and the relevant checks are in place. A Facebook post will also be scheduled advising the magazine delivery is imminent with a poll to confirm whether the magazine has been received or not.

FC 125

SWINDON BOROUGH COUNCIL'S (SBC) REMEMBRANCE SUNDAY SERVICE

Members received SBC's invitation and agreed that Councillors R Venkatesh and S Fateru can lay the wreath at the Civic Offices on Remembrance Sunday taking place on the 13th November. Councillor V Manro will attend SBC's event as a Ward Councillor. Councillor A John will lay the wreath at Havisham Drive on Remembrance Sunday and Councillors E Baker Lee and L Brown will lay a wreath on the 11th November 2022 at the Council Offices, Haydon Wick. Councillors will purchase three wreaths and donate their own funds to cover the cost.

FC 126

PHOENIX ENTERPRISES 20TH ANNIVERSARY CELEBRATIONS – 25TH NOVEMBER 2022

Members noted the Chairman and Vice Chairman will be attending the anniversary celebrations. Phoenix Enterprise is a local charity which is assisting greatly with the Ukrainian Refugees and food banks etc.

FC 127 PARKS & OPEN SPACES TEAM GROUNDS MAINTENANCE FACILITY

- The civil engineer is planning to dig test holes on 29th October – we have asked if we need to do anything in preparation i.e. let the plot holders know of what is happening
- Sent confirmation to Affleck of final materials (block work base with timber effect cladding at the top) and the final design by the 11th November
- Reviewed pre planning considerations and sent them to the architect and appointed him to assist the Planning Application for temporary move to Ventnor Close which will leave a hard standing area for plot holders' parking when the team move out. ETA 4th November
- Appointed the architect to assist with the variations, correspondence and Section 73 planning application needed the Goodearl Site ETA 4th November
- Awaiting the first set of costings based on the design received on the 28th November
- Pencilled in the 29th November after budget setting in case we need to hold an Extraordinary Full Council to agree anything to keep the project on track
- In the background working on obtaining quotes for the temporary move and plans for Ventnor (if planning is agreed).
- Communications to plot holders will follow closer to the time when the planning application has been approved.

FC 128 LOCAL COUNCIL AWARD SCHEME (LCAS)

In July it was reported that the registration for the LCAS Award has been submitted to the National Association of Local Councils. The award scheme is designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme has a framework of standards set by the National Association of Local Councils and applications are assessed by peers in the sector. The meeting heard that Haydon Wick is applying for the Quality Gold. This level demonstrates that a council is at the forefront of best practice and achieves excellent in governance, community leadership and council development. Quality Gold councils provide leadership for their communities, bring people together, have excellent business planning processes, ensuring value for money as well as constantly seek new innovations and opportunities to improve. They highlight the very best local councils, as a sector, can achieve for their communities. An application was presented to members which included all the documentation and information needed to apply for the Gold Local Council Award Scheme. After discussion members resolved to confirm that all documentation was in place for the submission to proceed.

Proposer: Councillor J Jackson

Seconder: Councillor E Baker Lee

Vote: Agreed unanimously.

RESOLVED: To confirm that all documentation and information is in place for the Gold Local Council Award Scheme submission.

Resolved to bring forward Agenda Item 21.

**FC 129 PARKS & OPEN SPACES COMMITTEE: 11TH OCTOBER 2022
RECOMMENDATION**

Initials _____

Members received a report regarding the future provision of the mini compact sweeper. After discussion Members agreed the contingency costs of £9,000.00 were too large and suggested that £5,000.00 is allocated, allowing 20% of the contract hire costs in place in case of any unplanned maintenance or expenditure.

Proposed: Councillor R Hailstone

Seconded: Councillor J Jackson

Vote: Agreed unanimously.

RESOLVED:

- 1) A 5-year lease (including maintenance package) at a cost of £24,700 ex VAT per year.**
- 2) Allocating £5,000.00 contingency funds per year for unplanned maintenance fees.**
- 3) Increasing the Mini Compact Sweeper Hire budget aspiration for the next five years (23/24, 24/25, 25/26, 26/27, 27/28) to £29,700 per year.**
- 4) To note the £5,000.00 contingency funds will be used as an accrual per annum for repairs, funds for potential lease buy outs and/or replacement machinery.**

FC 129 ITEMS FOR THE NEXT AGENDA

Members were asked to send any items for the Full Council meeting on the 22nd November 2022.

21.10 Members of the public left the meeting

FC 130 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: Contractual.

FC 131 The Chief Officer continued her report in the exempt session

The meeting closed at 21.20

Chairman _____

Initials _____