

HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Annual Council meeting held on Tuesday 7th May 2024 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, J Fuller, R Hailstone, J Jackson, A Jimmy, A John, O Munagala, P Park, B Patrick-Okoh, R Ross, A Roupelis, L Stevenson and R Worman

OFFICERS:

Laura Cutter, Deputy Clerk & Services Manager
Jodie Smart, Finance Officer/Deputy RFO
Dave Hunt, Head of Parks and Open Spaces

AFC 001

ELECTION OF CHAIRMAN TO COUNCIL

Following one nomination for the position of Chairman to the Council, Councillor V Manro was elected.

Proposed: Councillor S Heyes

Seconded: Councillor J Jackson

Vote: Agreed unanimously

RESOLVED: To elect Councillor V Manro as Chairman to the Council for municipal year 2024/25.

Councillors A Roupelis and G Choudhury entered the meeting at 7.31pm.

AFC 002

CHAIRMAN'S DECLARATION OF ACCEPTANCE

Councillor V Manro was elected as Chairman to the Council as duly signed their Acceptance of Office.

AFC 003

ELECTION OF VICE CHAIRMAN TO COUNCIL

Following two nominations for the position of Vice Chairman to the Council, Councillor S Heyes and Councillor E Baker-Walker were proposed as follows:

Proposed for Councillor S Heyes: Councillor V Manro

Seconded for Councillor S Heyes: Councillor J Jackson

Proposed for Councillor E Baker-Walker: Councillor R Hailstone

Seconded for Councillor R Baker-Walker: Councillor J Fuller

Vote: For Cllr Heyes 8, For Cllr Baker-Walker 7, 1 Abstention

RESOLVED: Councillor S Heyes was duly elected Vice Chairman to the Council.

AFC 004

VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE

Councillor S Heyes was elected as Vice Chairman to the Council and duly signed their Acceptance of Office.

AFC 005

CHAIRMAN'S ANNOUNCEMENTS

- Gave thanks to John Bowron for the framing of the stained glass windows in the Parish Council meeting room.
- Noted the new photograph of King Charles III hanging in meeting room.
- Reminded Members to review their declarations of interest.

AFC 006

APOLOGIES

None received.

AFC 007

DECLARATIONS OF INTEREST

None received.

AFC 008

SWINDON BOROUGH COUNCILLOR REPORTS

None present.

The Chairman thanked Cllr J Jackson for being a local Ward Councillor up until his recent retirement.

AFC 009 PUBLIC PARTICIPATION

None present.

AFC 010 MINUTES OF THE PREVIOUS MEETING

Members approved the minutes of the meeting held on Tuesday 16th May 2023 as a true record with the following amendment:

Apologies to be noted for Cllr R Hailstone and Cllr J Fuller.

Proposed: Councillor A John

Seconded: Councillor J Jackson

Vote: Agreed with 5 abstentions.

RESOLVED: To approve the minutes of the meeting held on Tuesday 16th May 2023 as a true record.

The Chairman moved agenda item 12 up the meeting.

AFC 011 Chief Officer's Report

None.

AFC 012 Councillor Reports

Cllr S Heyes – Nothing to report.

Cllr J Ali – Nothing to report.

Cllr E Baker Walker – Thanked all present for their recent condolences.

Cllr G Choudhury – Nothing to report.

Cllr J Fuller – Nothing to report.

Cllr R Hailstone – Had recently been interviewed for a radio segment on no mow May.

Cllr J Jackson – Nothing to report.

Cllr A Jimmy – Nothing to report.

Cllr A John – Nothing to report.

Cllr O Munagala – Nothing to report.

Cllr P Park – Nothing to report.

Cllr B Patrick-Okoh – Nothing to report.

Cllr R Ross – Asked Members to please confirm their attendance at the upcoming charity run which is taking place on Sunday 19th May 2024, Members could participate in the event with a runner or a marshall.

Cllr A Roupelis – Nothing to report.

Cllr L Stevenson – Nothing to report.

Cllr R Worman – Noted a halfhearted attempt to do some weed spraying in the local area by Swindon Borough Council.

Councillor J Ali entered the meeting at 7.44pm

AFC 013 2024-2025 Meeting Dates

Members approved the meeting dates for 2024/2025 as presented.

Some members noted a concern that the Parks and Open Spaces Committee is not frequent enough. The Chairman confirmed that any issues could be added to Full Council in the interim and explained that there are new working parties to ease the Committee workload. There were concerns that if Members are not in working parties they might miss some of the issues. The Chairman responded that the revised meeting calendar is trying to balance the meeting frequency with what was trialed previously and that the bulletin going out will be more comprehensive. The Chairman confirmed that the meeting frequency for Parks & Open Spaces Committee can be reviewed in a few months' time if there is still a concern.

Proposed: Councillor Park

Seconded: Councillor Heyes

Vote: Agreed with 1 against and 2 abstentions

RESOLVED: To approve the Council meeting calendar for 2024/25.

AFC 014

TERMS OF REFERENCE

Members reviewed the Council meetings' Terms of References. Noting no proposed changes have been made.

Terms of References for

1. Community Development Committee
2. Parks & Open Spaces Committee
3. Planning & Highways Committee
4. Finance & Policy Committee
5. Personnel Sub Committee
6. Chairs & Strategic Development Sub Committee
7. Generic Working Party

NB. Refer to minute reference FC018A for a later amendment to the Personnel Sub Committee terms of reference.

AFC 015

NOMINATIONS OF MEMBERS OF COMMITTEES

AFC 015A

Members agreed the Community Development Committee membership:

1. Cllr J Ali
2. Cllr E Baker-Walker
3. Cllr G Choudhury
4. Cllr J Jackson
5. Cllr A Jimmy
6. Cllr A John
7. Cllr P Park
8. Cllr B Patrick-Okoh
9. Cllr R Ross
10. Cllr A Roupelis
11. Cllr L Stevenson

AFC 015B

Members agreed the Parks & Open Spaces Committee membership:

1. Cllr J Ali
2. Cllr E Baker-Walker
3. Cllr R Hailstone
4. Cllr S Heyes
5. Cllr J Jackson
6. Cllr A John
7. Cllr V Manro
8. Cllr O Munagala
9. Cllr Ross
10. Cllr L Stevenson
11. Cllr R Worman

AFC 015C

Members agreed the Planning & Highways Committee membership:

1. Cllr G Choudhury
2. Cllr S Fateru
3. Cllr J Fuller
4. Cllr R Hailstone
5. Cllr A John
6. Cllr P Park
7. Cllr R Ross
- Cllr E Baker-Walker

AFC 015D

Members agreed the Finance & Policy Committee membership:

1. Cllr S Fateru

2. Cllr J Fuller
3. Cllr R Hailstone
4. Cllr S Heyes
5. Cllr J Jackson
6. Cllr A Jimmy
7. Cllr V Manro
8. Cllr O Munagala
9. Cllr B Patrick-Okoh
10. Cllr A Roupelis
11. Cllr R Worman

Proposed: Councillor S Heyes

Seconded: Councillor J Jackson

Vote: Agreed unanimously.

RESOLVED: To approve the four standing Committee memberships.

**AFC 016
AFC 016A**

NOMINATIONS OF CHAIRS OF COMMITTEES

Councillor R Ross was appointed as Chair of the Community Development Committee.

Proposed: Councillor J Jackson

Seconded: Councillor L Stevenson

Vote: Agreed unanimously.

RESOLVED: Councillor R Ross was appointed as Chair of the Community Development Committee.

AFC 016B

Councillor R Hailstone was appointed as Chair of the Parks & Open Spaces Committee.

Proposed: Councillor S Heyes

Seconded: Councillor R Worman

Vote: Agreed unanimously.

RESOLVED: Councillor R Hailstone was appointed as Chair of the Parks & Open Spaces Committee.

AFC 016C

Councillor A John was appointed as Chair of the Planning & Highways Committee.

Proposed: Councillor A Jimmy

Seconded: Councillor R Hailstone

Vote: Agreed unanimously.

RESOLVED: Councillor A John was appointed as Chair of the Planning & Highways Committee.

AFC 016D

Councillor V Manro was appointed as Chair of the Finance and Policy Committee.

Proposed: Councillor A Roupelis

Seconded: Councillor O Munagala

Vote: Agreed unanimously.

RESOLVED: Councillor V Manro was appointed as Chair of the Finance & Policy Committee.

**AFC 017
AFC 017A**

NOMINATION OF VICE CHAIRS OF COMMITTEES

Councillor B Patrick-Okoh was appointed as Vice Chair of the Community Development Committee.

Proposed: Councillor A Jimmy

Seconded: Councillor R Ross

Vote: Agreed unanimously.

RESOLVED: Councillor B Patrick-Okoh was appointed as Vice Chair of the Community Development Committee.

AFC 017B

Councillor S Heyes was appointed as Vice Chair of the Parks & Open Spaces Committee.

Proposed: Councillor J Jackson

Seconded: Councillor J Fuller

Vote: Agreed unanimously.

RESOLVED: Councillor S Heyes was appointed as Vice Chair of the Parks & Open Spaces Committee.

AFC 017C

Councillor P Park was appointed as Vice Chair of the Planning & Highways Committee.

Proposed: Councillor A John

Seconded: Councillor A Jimmy

Vote: Agreed unanimously.

RESOLVED: Councillor P Park was appointed as Vice Chair of the Planning & Highways Committee.

AFC 017D

Councillor A Roupelis was appointed as Vice Chair of the Finance & Policy Committee.

Proposed: Councillor S Heyes

Seconded: Councillor R Hailstone

Vote: Agreed unanimously.

RESOLVED: Councillor A Roupelis was appointed as Vice Chair of the Finance & Policy Committee.

AFC 018

AFC 018A

NOMINATION OF MEMBERS TO PERSONNEL SUB COMMITTEE

Cllr E Baker-Walker proposed an amendment to the Personnel Sub Committee terms of reference to raise the membership from 6 to 7.

Proposed: Councillor E Baker-Walker **Seconded: Councillor A John**

Vote: Agreed unanimously.

RESOLVED: To amend the terms of reference for the Personnel Sub Committee to increase the membership from 6 to 7.

AFC 018B

1. Cllr V Manro
2. Cllr J Ali
3. Cllr E Baker-Walker
4. Cllr R Hailstone
5. Cllr S Heyes
6. Cllr A Roupelis
7. Cllr R Worman

AFC 018B

Proposed: Councillor R Ross

Seconded: Councillor A Jimmy

Vote: Agreed unanimously.

RESOLVED: To appoint the Councillors above as Members of the Personnel Sub Committee.

AFC 019

WORKING PARTY MEMBERSHIPS

Members noted the working party memberships for the following groups:

1. **Internal Audit**
Cllr E Baker-Walker
Cllr G Choudhury
Cllr V Manro
Cllr B Patrick-Okoh
Cllr A Roupelis
2. **Budget Setting**
Cllr R Hailstone
Cllr S Heyes
Cllr A John
Cllr V Manro
Cllr A Roupelis
Cllr R Ross
Cllr R Worman
3. **Community Emergency Plan**
Cllr E Baker-Walker
Cllr R Hailstone
Cllr A John
Cllr R Ross
Cllr A Roupelis

Cllr R Worman

4. Grounds Maintenance Facility*

**Cllr J Ali
Cllr R Hailstone
Cllr S Heyes
Cllr V Manro
Cllr P Park
Cllr L Stevenson
Cllr R Worman**

5. Play Areas & Accessibility

**Cllr R Hailstone
Cllr S Heyes
Cllr J Jackson
Cllr A Jimmy
Cllr V Manro
Cllr R Worman**

6. Wildflower, Tree, Bulb Planting and Climate Change

**Cllr Baker-Walker
Cllr R Hailstone
Cllr A John**

7. Tadpole Lane Development

**Cllr R Hailstone
Cllr S Heyes
Cllr A John
Cllr V Manro
Cllr P Park
Cllr L Stevenson
Cllr R Worman**

8. Planning Consultations

**Cllr A Jimmy
Cllr A John
Cllr P Park**

9. Haydon Wick Living/Comms

**Cllr A John
Cllr V Manro
Cllr R Ross**

10. Community Choices

**Cllr E Baker-Walker
Cllr A Jimmy
Cllr V Manro
Cllr P Park
Cllr Patrick-Okoh
Cllr R Ross**

11. Events/Summer Event

**Cllr J Ali
Cllr E Baker-Walker
Cllr A John
Cllr O Munagala
Cllr R Ross**

12. Grounds Maintenance

Cllr J Ali

Cllr Hailstone
Cllr S Heyes
Cllr P Park
Cllr R Worman

13. Transfer of Services

Cllr R Hailstone
Cllr S Heyes
Cllr J Jackson
Cllr A John
Cllr V Manro
Cllr A Roupelis
Cllr R Worman

14. Deeds and legal matters

Cllr A Jimmy
Cllr R Hailstone
Cllr V Manro
Cllr P Park

**The Chairman noted that visits to GMF site need to be by appointment only.*

Proposed: Councillor O Munagala Seconded: Councillor A Roupelis

Vote: Agreed unanimously.

AFC 020

NOMINATIONS TO EXTERNAL BODIES

The following Members were appointed to the External Bodies. It was noted that formalised reporting and actions arising from these meetings will be reported at Council meetings.

Wiltshire Association of Local Councils/National Association of Local Councils (WALC/NALC):

1. Cllr S Heyes
2. Cllr V Manro

Swindon Local Councils Forum:

1. Cllr R Hailstone
2. Cllr S Heyes
3. Cllr A Jimmy
4. Cllr A John
5. Cllr V Manro

Seven Fields Nature Reserve Liaison:

1. Cllr E Baker-Walker
2. Cllr L Stevenson

North Swindon Community Safety Group:

1. Cllr R Hailstone
2. Cllr A Jimmy
3. Cllr V Manro
4. Cllr P Park
5. Cllr A Roupelis

Proposed: Councillor E Baker-Walker Seconded: Councillor R Ross

Vote: Agreed unanimously

AFC 021

STANDING ORDERS

Members agreed to adopt the revised Standing Orders, as presented.

Proposed: Councillor J John

Seconded: Councillor A Roupelis

Vote: Agreed unanimously

RESOLVED: To adopt the revised Standing Orders, as presented.

AFC 022

FINANCIAL REGULATIONS

Members agreed to adopt the revised Financial Regulations, as presented.

Proposed: Councillor O Munagala Seconded: Councillor R Hailstone

Vote: Agreed unanimously

RESOLVED: To adopt the revised Financial Regulations, as presented.

AFC 023

ASSET REGISTER

Members reviewed and agreed on the current Asset Register, as presented.

There were some queries raised around land valuation which will be reviewed at next Finance & Policy Committee meeting.

Proposed: Councillor P Park

Seconded: Councillor J Jackson

Vote: Agreed unanimously.

RESOLVED: To agree the current Asset Register, as presented.

AFC 024

INSURANCE

Members noted the insurance arrangement for Council during 2024/25. The purpose for reviewing these documents is for the self-audit to ensure the Council is operating lawfully.

AFC 025

POLICY REVIEW

Members noted the following policies in line with the earlier approved Standing Orders:

A. Complaints Procedure

B. GDPR

Members noted that the following policies will be brought to the June meeting for review:

A. Press, Media and Communications

B. Staff Handbook

AFC 026

Council's Chosen Charities

Members considered charities for Council to support in 2024-25.

The Chairman suggested choosing just one charity as there had not been many funds to split.

Cllr E Baker-Walker proposed to keep both Kelly Foundation and BEST again.

Cllr A John proposed Kelly Foundation which Cllr Ali seconded.

Cllr V Manro proposed the Well Church/underground project which Cllr John seconded.

Proposed for Kelly Foundation:	Seconded for Kelly Foundation:
Councillor A John	Councillor J Ali

Proposed for Well	Seconded for Well
Church/Underground Project:	Church/Underground Project:

Councillor V Manro	Councillor J Jackson
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Vote:

For Kelly Foundation 10 with 7 abstentions.

For Well Church/Underground Project 6 with 11 abstentions.

RESOLVED: To adopt the Kelly Foundation as the Charity for Council to support in 2024-25.

The meeting closed at 8.39pm

Chairman _____