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Minutes of the Haydon Wick Parish Council **Full Council** meeting held on **Tuesday 24th June 2025** at 19.30 held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE MEMBERS: Councillors V Manro (Chairman), S Heyes (Vice Chair), S Fateru, J Ireland, J Jackson, L Jackson, A Jimmy, A John, O Munagala, P Park, B Patrick-Okoh, R Ross, L Stevenson and R Worman.

OFFICERS: Georgina Morgan-Denn, Chief Officer/Clerk & RFO
Laura Cutter, Deputy Clerk/RFO HR & Services Manager
Julie McMorrow, Meetings & HR Administrator

ALSO IN ATTENDANCE: Swindon Borough Council Ward Councillor S Wilson

FC 021 APOLOGIES

Apologies were received and noted from Councillors J Ali, R Hailstone, J Fuller and A Roupelis (Personal Commitments).

FC 022 DECLARATIONS OF INTEREST

There were none.

FC 023 PUBLIC PARTICIPATION

There were three (3) members of public present: Reverend Patches of St Johns Church, a resident observing and J Ireland soon to be co-opted during the meeting. Reverend Patches explained that there is an area of land in front of the church on which Morrisons have a sign displaying access and opening times of the store. He would like to know who owns the land and request he needs to get planning to put his own sign there to help sign post people to the church.

Action: Meetings Administrator to contact Swindon Borough Council (SBC) and put Patches in touch with them, to progress his enquiry.

FC 024 CHAIRMAN'S ANNOUNCEMENTS

Nothing to report.

FC 025 MINUTES OF PREVIOUS MEETINGS

Members confirmed as a true record the minutes of the meeting held on Tuesday 27th May 2025.

Proposed: Councillor A John **Seconded: Councillor J Jackson**

Vote: Agreed with three (3) Abstentions.

RESOLVED: Members confirmed as a true record the minutes of the meetings held on Tuesday 27th May 2025 and the Chairman signed the minutes.

FC 026 COUNCILLOR CO-OPTION

The Chairman explained the process of co-option selection and the working party's decision to co-opt J Ireland. J Ireland was invited to sit to the table and duly signed the Acceptance of Office book. Councillors introduced themselves and warmly welcomed her to the Council. Councillor Ireland has lived in Haydon Wick for 22 years, previously at Teaching Assistant then went on to become a Deputy Head. She has done extensive work in pastoral care and has a personal interest in

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Dementia. She is very involved in the community already and is a member of St Johns Church.

FC 027

SWINDON BOROUGH WARD COUNCILLOR REPORTS

Councillor S Wilson – gave congratulations to Councillor J Ireland for joining Haydon Wick Parity Council. She reminded members that on Saturday 28th June 2025 there will be an Armed Forces Day event at Lydiard Park. She also mentioned there will be an Air Balloon festival at Lydiard Park on the 4-5 July. The event is suitable for all ages.

In terms of case work she is dealing with more complaints about car parking at Greenmeadow Primary School and has visited the School trying to establish what can be done to assist with this issue. She will provide an update in due course.

FC 028

COUNCILLORS REPORTS

Councillor L Stevenson – Attended a ‘Beavers’ session to talk to discuss Armed Forces Day.

Councillor P Park – Attended a Crime Stoppers event. Attended Haven and enjoyed the Historic England presentation.

Councillor R Ross – Ran a ‘Superheroes’ litter pick with Councillor L Stevenson, good but quiet.

Councillor A John – More work on the pub quiz for mental health day further detail to follow in due course.

Councillor S Heyes – Attended Grounds Maintenance & GMF Working Parties.

Councillor V Manro – Attended Grounds Maintenance & GMF Working Parties, the Haven and Memory Café.

Councillor R Worman – Attended Grounds Maintenance & GMF Working Parties.

Councillor L Jackson – Attended GMF Working Party.

Councillor J Jackson – Attended Grounds Maintenance Working Party.

Councillor S Fateru – Nothing to report.

Councillor A Jimmy – Noting to report.

Councillor O Munagala – Nothing to report.

Councillor J Ireland – Nothing to report.

Councillor B Patrick-Okoh – Nothing to report.

FC 029

CHIEF OFFICER’S REPORT

Items for discussion are on tonight’s agenda.

FC 030

FINANCIAL REPORTS

FC 030A

Members noted the monthly Income and Expenditure report for May 2025.

FC 030B

Members received and approved the Bank Statements and Bank Reconciliations for May 2025.

Proposed: Councillor L Stevenson **Seconded: Councillor B Patrick-Okoh**

Vote: Agreed with one (1) Abstention.

RESOLVED: Members received and approved the Bank Statements and Bank Reconciliations for May 2025.

FC 030C

Members received and approved expenditure under purchase daybook reference (4170-4221) and cashbook reference (429). The total payment is £97,142.93 for May & June 2025.

Proposed: Councillor L Jackson

Seconded: Councillor O Munagala

Vote: Agreed with one (1) Abstention.

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- FC 030D** **RESOLVED:** To approve expenditure under purchase daybook references 4170-4221 (May and June 2025) and cashbook reference 429. The total payment is £97,142.93 for May and June 2025.
- Members retrospectively approved the payments made using the credit card for payments made in April 2025. There was a discussion over the use of Amazon and could a better source be found for products. Possibly take to Finance and Policy for further debate. Chief Officer explained the items are listed to show transparency to the public.
- Proposed: Councillor A Jimmy** **Seconded: Councillor R Worman**
Vote: Agreed with one (1) Abstention.
- RESOLVED:** Members retrospectively approved the payments made using the credit card for payments made in April 2025.

8.02pm – Ward Councillor S Wilson left the meeting .

- FC 031** **COMMUNITY DEVELOPMENT COMMITTEE RECOMMENDATIONS**
FC 031A **PRESS, MEDIA & COMMUNICATIONS POLICY**
- Members discussed the updated Policy and agreed to the revisions discussed and recommended by the Committee. *Action: Meetings Administrator to update the policy with the minute reference and update the website.*
- Proposed: Councillor P Park** **Seconded: Councillor R Ross**
Vote: Agreed with one (1) Abstention.
- RESOLUTION:** Committee approved the changes to the Press, Media & Communications Policy 2025.

- FC 031B** **NATIONAL AWARENESS DAYS & PROCEDURE**
- Members discussed the promotion of national awareness days, with the overarching objective of all eighteen to engage fully with the community. A spreadsheet had previously been made available at the committee meeting. It was acknowledged that this needs to take place before 2026 Pre-Election campaigning commences in March. Once Councillor declared a possible conflict of interest because they are intending to stand as a Ward Borough Councillor in the May 2026 elections. However, after discussion, it was acknowledged that if Councillors shared an activity, and it was outside of the pre-election period, there would not be any issues. Members were reminded that this needed full engagement, if it was going to be successful. Councillors responded and assigned themselves to the events as listed:

Councillor O Munagala – Plastics and Halloween
Councillor L Jackson – Halloween
Councillor P Park – Halloween
Councillor A John – Remembrance Sunday
Councillor J Ireland – Remembrance Sunday
Councillor A Jimmy – Remembrance Sunday
Councillor S Fateru – Remembrance Sunday
Councillor J Jackson – Potholes
Councillor S Heyes – Potholes
Councillor V Manro – Dog Mess
Councillor L Stevenson – Any event
Councillor R Ross – Any event
Councillor B Patrick-Okoh – To confirm
Councillor R Worman – To confirm
Proposed: Councillor L Stevenson **Seconded: Councillor L Jackson**

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Vote: Agreed Unanimously.

RESOLVED: It was resolved to proceed with the national campaign awareness project and Councillors volunteered accordingly, as listed above.

FC 031C

CHARITY FUNDRAISING IDEAS.

Councillors discussed how they hope to raise up to £9,000.00 in funds for The Kelly Foundation in 2025/26. It was noted that Councillors are attempting to raise the funds to reduce the impact on future precepts, after The Kelly Foundation approached parishes earlier this year to help fund a North Swindon Mental Health Hub later in 2025/26. Many fundraising ideas were discussed such as paint a pebble for a pound, local walks, sunflower pledge wall (pay for a sunflower), or throw a wet sponge at a person in the stocks at events in 25/26. It was felt that £500 per Councillor is achievable in the suggested timescales. At the summer event there will be a stand where councillors can man and raise money to the cause as well. There was also a suggested to have a spin bike and the Councillors cycle around the clock for donations. All further suggestions to be sent to Councillor R Ross, who also recommended the Council looked at setting up a Just Giving/Giving Wheel site.

FC 031D

KNIFE AMNESTY BIN & BLEED KIT LOCATION

Members discussed and agreed to site the Knife Bin and Bleed Kit at the front of the Parish Council building adjacent to the defibrillator. The Bleed Kit was donated by a local Rotary Club & Owen's World who would like to do some publicity once the kit is installed.

Proposed: Councillor J Jackson

Seconded: Councillor S Fateru

Vote: Agreed Unanimously.

RESOLVED: To agree to site the knife bin and bleed kit adjacent to the defibrillator at the front of the HWPC building.

Action: Deputy Clerk to draft a press release and progress with the installation.

FC 032

PARKS & OPEN SPACES/GROUNDS MAINTENANCE WORKING PARTY

Meeting heard a Working Party meeting took place on the 18th June 2025. There is some urgent work to be done at Elstree Way which could cost in the region of £5,000-£15,000. However, is there no budget available and so further investigation needs to be done before it will be formally reported with quotations at the Parks & Open Spaces Committee meeting on the 8th July 2025. It was acknowledged that residents are very unhappy with the state of the roundabout off Elstree Way in Abbey Meads.

Action: Deputy Clerk to update on budgets and obtain more quotes and present Committee in July 2025.

Reverend Patches left the meeting at 8.29pm.

FC 033

ACTIONS FROM PREVIOUS MEETINGS

Noted.

FC 034

SWINDON LOCAL COUNCILS FORUM UPDATES

Members noted the minutes of a previous meeting in March 2025. The minutes explain what the Forum and SBC are currently working on. The meeting heard that the Transfer of Services discussion has stalled, and progress with a joint Protocol has gone quiet and with SBC currently to progress. The next meeting is on Thursday 26th June 2025 and a further update will be given at the next Full Council meeting in July 2025.

FC 035

EXCLUSION OF PUBLIC & PRESS

The remaining member of the public left the meeting.

FC 036

GROUND'S MAINTENANCE FACILITY (GMF) WORKING PARTY

Members received an update on the GMF working party meeting held on the 18th June 2025.

- **Temporary Location at Waterside:** Rent rising to £1,150/month; downsizing under review. Exit by August post-meter install.
- **EDF Install:** Three-phase meter set for 7 July. Compensation statement in draft.
- **Construction:** Completion early June; snagging underway. Handover planned mid-July. Tree planting pending.
- **SBC Fine:** £300 penalty challenged; awaiting SBC response. Corrections to groundworks will be finished within 6 months.
- **Workshop Move:** Prepping for safe equipment transfer.
- **Landscaping:** Budget-dependent. POST leading simplified design.
- **Engagement:** Internal BBQ and external opening planned. Staff morale positive; parking confirmed.
- **Project Manager (PM):** Site walkthrough and cost discussion. Latest payment claim received 23 June; full review due by 25 June. No major financial concerns identified verbally.
- **Financials:** c£275k invoicing remains. Cost increases due to delays. Final tracker pending; billing issues being resolved.
- **Snagging:** PM inspects post-completion, compiles defect list. Urgent issues fixed pre-occupation. Practical Completion issued once major snags resolved. Triggers handover and 50% retention release. Rectification Period: 12 months. Final inspection at end; remaining 2.5% retention released after any final fixes.

Summary:

- Confirmed: EDF date, site visit, H&S contact.
- Pending: Fridge order, billing resolution, final landscaping plan.
- Next: Prepare for handover, resolve finances, maintain team engagement.
- Financials: final account review ongoing; no major financial issues flagged.

Proposed: Councillor L Stevenson

Seconded: Councillor A John

Vote: Agreed with two (2) Abstentions.

RESOLVED:

1. To note the reports and snagging process.
2. To authorise Affleck's invoice for outstanding works to date. Claim No. 7 - £178,769.52 exc. VAT. Invoice Total - £203,797.28 - subject to confirmation of the Project Manager's review.
3. To approve the transfer of funds from CCLA to cover this month's payment schedule (£97,142.93) + the above invoice (£203,797.28) = £300,940.21 plus £10,000 contingency.

The meeting closed at: 21.00

Chairman _____

Initials _____