

HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Council Full Council meeting held on Tuesday 25th February 2025 at 20.00 held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

- ATTENDANCE MEMBERS:** Councillors V Manro (Chairman), S Heyes (Vice Chair), E Baker-Walker, S Fateru, J Fuller, R Hailstone, J Jackson, L Jackson, A Jimmy, A John, O Munagala, P Park, B Patrick-Okoh, R Ross, A Roupelis and L Stevenson
- OFFICERS:** Georgina Morgan-Denn, Chief Officer/Clerk & RFO
Laura Cutter, Deputy Clerk/RFO HR & Services Manager
Julie McMorro, Meetings & HR Administrator
- FC 166** Apologies were received and noted from Councillor R Worman (Personal Commitments).
- FC 167** **DECLARATIONS OF INTEREST**
There were none.
- FC 168** **COUNCILLOR CO-OPTION**
Leigh Jackson gave an introduction and an overview of interests and where he works. He has lived in HWPC (Haydon Wick Parish Council) for 39 years and is keen to help and start working with all the Councillors and residents of Haydon Wick. He officially signed the Acceptance of Office book and therefore became Councillor Leigh Jackson.
- FC 169** **PUBLIC PARTICIPATION**
There were none.
- FC 170** **CCLA INVESTMENT PRODUCTS PRESENTATION**
Kelly Watson, Head of Public Sector Relationships, CCLA joined the meeting by Teams and introduced herself. She gave Full Council an overview of CCLA and their investment products. CCLA has been around since the 1950's and worked with the public sector since 1961. CCLA's legacy is to support organisations regardless of size and are highly skilled in the public sector. CCLA is owned by churches, charities and local authorities. A lot of town and parish councils invest with CCLA. Haydon Wick Parish Council has already invested in their short-term product and the yield is very competitive. The rate on the current fund is around 4.5% and this is the most popular fund. An overview was given of other funds some of which are more long term, with a slightly higher risk, much like investing in property. Multi asset funds and stocks and share fund options were also discussed; this again is a higher risk. CCLA do tailor, where possible, for the public sector, to suit Parish Council needs. Banks and building societies have much more limited options than CCLA.

Councillor J Ali joined the meeting at 7.45pm.

There followed a few Q&As from the Councillors. Including confirmation that there are no penalties when withdrawing funds. CCLA only invests in the highest rated organisations in the market that are financially stable and without debt. The product fact sheets have five years of data, but they can offer more if required. There are monthly updates that give valuations, and their website has daily updates showing where every penny of public sector money is invested. An annual in-depth credit rating assessment is carried out each year, should the rating drop then the Parish Council could take a decision to redeem funds. However currently CCLA is a triple AAA rating and the Council's Investment Policy has a threshold of single 'A' rating. CCLA don't hold any money as it is invested with other organisations and should CCLA go bankrupt they have a custodian in place with HSBC Bank. Should that

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ever occur, HSBC would ring fence all monies and take over ownership and management of monies.

FC 170

MINUTES OF PREVIOUS MINUTES

Members confirmed as a true record the minutes of the meeting held on Tuesday 21st January 2025.

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

Vote: Agreed with five (5) Abstentions.

RESOLVED: Members confirmed as a true record the minutes of the meeting held on Tuesday 21st January 2025 and the Chairman signed the minutes.

FC 171

SWINDON BOROUGH WARD COUNCILLOR REPORTS

Councillor Stanka Adamcova (unable to attend but provided in writing in advance) – Wished to give thanks to Councillors for their comments in relation to the PCC's precept consultation. She shared the feedback in the February Police and Crime Panel meeting and the PCC acknowledged the issue about how the consultation introduction was worded.

FC 172

COUNCILLOR REPORTS

Councillor R Worman (unable to attend but provided in writing in advance) – Observed the gully drains had been cleared around his home and surrounding properties by SBC (Swindon Borough Council) two weeks ago.

Councillor P Park – Invited to host and judge the Grove Learning Trust Academy (Haydon Leigh Primary School) debating group and discuss good practises.

Councillor J Fuller – Any update on enforcements, Chief Officer confirmed SBC have not responded to the chase for update. Ongoing issue.

Councillor R Hailstone – Attended the Tuesday Art Group exhibition and the tree planting at Heaton Close where they managed to plant 130 trees.

Councillor B Patrick-Okoh – Issues with dog waste in Sherwood Road and confirmed she is consulting with POST and the resident.

Councillor E Baker-Walker – The homeless gentleman in Seven Fields has now moved on, SBC will hold his tent for seven days and will deal with the issue of clearing any waste left by the individual. Parking on The Brow is still an issue and passed to Councillor S Adamcova to get an Enforcement Agent on site, peak times are during school pick up/drop offs. Attended Skate Jam which was well attended despite the chilly weather. Has had residents logging problems with sewers in the High Street, and Thames Water who have been out on several occasions. Asked if the Parish Council can assist and escalate this issue. *Action - Meetings Administrator to draft a letter to go to Thames Water for the Chief Officer to send.*

Councillor R Ross – Attended the Volunteer's Afternoon Tea and The Haven.

Councillor Leigh Jackson – Attended the Skate Jam.

Councillor L Stevenson – Attended a Swindon Welcomes Ukraine event and an update to follow. Attended Tree Planting at Heaton Close. Attended Skate Jam and the Volunteer's Afternoon Tea.

Councillor S Fateru – Nothing to report, however gave thanks to Chief Officer for checking on him, during a difficult time for him personally.

Councillor A John – Attended the Tree Planting at St Andrews.

Councillor S Heyes – Helping to progress the trial Weed Spraying contract, possibly working with St Andrews Parish Council, to achieve best value. A proposal will follow at a future meeting.

Councillor V Manro – Reported on the homeless same person at Seven Fields. Recent incident at Mouldon Hill where a dog was tragically a trapped in storm drain. He is consulting with SBC as they have overall responsibility of the Country Park. Attended the various Tree Planting events, the Skate J and Afternoon Tea Party - all good, well organised, and very well received by all.

Councillor O Munagala – Nothing to report.

Councillor A Jimmy – Nothing to report.

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Councillor A John – Nothing to report.
Councillor A Roupelis – Nothing to report.
Councillor J Ali – Nothing to report.

FC 173

CHIEF OFFICER'S REPORT

The Chief Officer advised the meeting that during the Tea Party attendees had given some lovely feedback about the Parish Council staff team and wished to pass on their gratitude to the Council for all the great work they are doing in the Parish.

Haydon Vale FC has renewed their lease at Trent Road for another year.

Finance Officer/Deputy RFO leaving celebrations over a coffee and some cake is on 28th February 2025 at 11.30am please attend if able.

Annual Parish Meeting will be on 29th April 2025 at the GLL Centre from 6pm – 8pm. Please try and attend to engage with residents and discuss any concerns they may have.

Deputy Clerk explained that the Tree Survey is taking place this week undertaken by John O Connor Contractor Services. The local Cubs will be using KGV field to hold their annual event on the 22nd April. And the NSPCC will be delivering training event taking place at the Parish Council Offices on Thursday 27th February from 6.30pm - 7.30pm.

FC 174

ACTIONS ARISING FROM PREVIOUS FULL COUNCIL MEETINGS

Members noted the actions arising report.

FC 175

FINANCE MATTERS

FC 175A

Members noted the income and expenditure to January 2025.

FC 175B

Members received the Bank Statements and Bank Reconciliation for January 2025.

FC 175C

Payments Schedule - The report was not ready for tonight's meeting and so this item is deferred until the Extraordinary Full Council on Tuesday 4th March 2025.

FC 175D

Members retrospectively approved the payments made using the credit card for payments made in December 2024.

Proposed: Councillor P Park

Seconded: Councillor J Jackson

Vote: Agreed Unanimously.

RESOLVED: To retrospectively approve the payments made using the credit card for payments made in December 2024.

FC 175E

Scheme of Delegation Decisions (Installation of Security lights & Intercom / Vehicles) Reports

Members noted the reports provided by the Officers. Councillor R Worman who was unable to attend had provided feedback in writing. He requested that it be recorded that he was unhappy that the Parish Council had chosen the Scheme of Delegation route in favour of a full procurement exercise. He stated that he fully understands the timing issues and impact on business delivery however he could not balance this with what he considered to be circumnavigating the rules.

The Chief Officer stated that the Council would not normally advocate such practices, but her Officers had stated they must purchase the vehicles now or would have to wait several months before more vans would become available. If the team did not have the sufficient resources, there would be a serious impact on business delivery.

Members acknowledged that three companies were approached for quotations and the Deputy Clerk confirmed they contacted the three existing suppliers and three more were found via Google. They also asked other Parish Councils who confirmed they use the same three existing suppliers. It was stated the supply of the tipper vans was limited because they are in popular demand across the construction and local

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authority sector and as such, there is not a massive pool to choose from. There were several short-term hire companies, but they charge double the price for the flexibility of short-term contracts.

Proposed: Councillor A Roupelis

Seconded: Councillor O Munagala

Vote: Agreed with two (2) Abstentions.

RESOLVED:

1. To suspend Financial Regulations 5.5 and 5.6 and Standing Orders 18c and 18d due to the potential detrimental impact on the Parks & Open Spaces service delivery. The rationale being the lack of tipper vehicles available in the market, achieving best value and deals available at the time, with the quickest fulfilment deadline of 1st March 2025.
2. To note a Scheme of Delegation decision made by the Chief Officer/Clerk & RFO, Chairman and Vice Chairman on the 11th February 2025, which was to proceed with a contract to lease two Ford Transit 350 vehicles from Supplier B (Rabbits). The contract includes a service plan, roadside assistance, and pre-installed trackers. Total cost is £19,080.00 per annum or £57,240.00 over the three years.
3. To note that the first payment under this contract will take place in the current financial year (24/25 - March) and will be met from existing budgets 4610/307.
4. To note that the contract value per annum is £11,920.00 less than the allocated budgeted for 25/26.

**FC 176
FC 176A**

CASHFLOWS AND INVESTMENTS

Council considered the Officer's report to consider future investments especially as the Grounds Maintenance Facility is nearing completion. It was approved to proceed with the monthly transfer of funds as detailed in the report and to approve the amendments to the Investment Strategy and Financial Authorisations as detailed in the Officer's report.

The Chief Officer explained the transparency method which would be implemented in the authorisation process each month as funds are transferred from the Council's current account into the CCLA investment product. This would be authorised by Finance & Policy Committee or Full Council each month. It was noted that the amount to transfer would be analysed and provided by the Council's Accounting Consultant based on the cashflow of income/expenditure that month.

Action: Meetings Administrator to update Investment Policy, Financial Regulations and Financial Authorisation documents with the resolution minute references and upload the updated documents to the Council's website.

Proposed: Councillor P Park

Seconded: Councillor A Jimmy

Vote: Agreed with one (1) Abstention.

RESOLVED:

1. To note the presentation from the CCLA.
2. To approve a monthly transfer of funds will be undertaken, as presented.
3. To approve the amendments to the Investment Policy, as presented.

FC 176B

Members considered and approved the amendments to the Investment Policy, as presented.

Proposed: Councillor A Roupelis

Seconded: Councillor J Jackson

Vote: Agreed Unanimously.

RESOLVED: Members approved the amendments of the Investment Policy, as presented.

FC 177

FINANCIAL REGULATIONS

Proposed: Councillor E Baker- Walker

Seconded: Councillor R Ross

Vote: Agreed Unanimously.

RESOLVED: Members approved the amendments of the Financial Regulations, as presented.

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- FC 178** **FINANCIAL AUTHORISATIONS**
Proposed: Councillor R Ross **Seconded: Councillor E Baker Walker**
Vote: Agreed Unanimously.
RESOLVED: To agree amendments to the financial authorisations, as presented.
- FC 179** **GROUNDS MAINTENANCE FACILITY**
A verbal update was received. The contractors are on track to complete the project for the Parish Council to take the building over in April. Contractors are waiting on City Fibre to put in the Broadband however to avoid losing time, a duct will be installed to retro fit the Broadband. Noted a smoking shelter will be installed at the rear of the building which raised several concerns and queries regarding the compliance of smoking area location in case of any insurance issues. *Action: Chief Officer to investigate the final location and its proximity to facility for H&S/Insurance purposes.* The Council is still waiting for confirmation on the size of Rainwater Harvesting tanks which are needed to comply with the Planning Officer's Grant. Currently there is an overspend but most of these costs were due to late variations in the project after the initial design was agreed i.e. making use of the first floor. Another GMF site visit will be organised for the GMF Working Party. *Action: Chief Officer to organise and invite GMF Working Party to a site visit in March.*
- FC 180** **COMMUNITY DEVELOPMENT EVENTS 2025**
Councillors noted the report of events taking place in 2025/26. It is busy year of events with a focus on biodiversity, arts and 'celebrating community.' Councillor attendance is encouraged, wherever possible. Half Term programme was remarkably successful and if Councillors want to add anything further to the events programme, they should speak with the Officers, who will discuss resourcing and bring it back to a relevant Committee meeting.
- FC 181** **MENTAL HEALTH WEEK 11-15 MAY 2025 – COUNCILLOR EVENTS**
Councillors B Patrick-Okoh, A John, J Jackson, and L Stevenson gave an update on the status of various events and activities to be held during the week.

Councillor L Stevenson will host the Orbital event, litter pick in different areas of the parish along with the Kelly Foundation and put green ribbons around the Parish. Purpose of Sunday 18th at Orbital is to interact with residents and all people from all areas of life from 10am until midday. It is hoped the police and Kelly Foundation will also support and share concerns and experiences. The aim is to speak with children and adults, people of all ages. Remind all people that 'Mental Health Matters' 'Positive Thinking' and 'Check in with your Neighbour'.
Councillor A John – would like to run a quiz in honour of mental health week at the Working Men's Club along with Kelly Foundation, more information to follow.
Councillor J Jackson and Patrick-Bose will conduct a litter pick.

The Chairman reiterated It was noted that these activities need to be confirmed as soon as possible. Councillor V Manro reminded the meeting that these are Councillor-led events and as such, require minimal Officer/Office resourcing.
- FC 182** **ELECTORAL REVIEW OF SWINDON BOROUGH COUNCIL**
Members noted the report.

Meetings Administrator left the meeting at 9.30pm.
- FC 183** **SAFETY OF LITHIUM BATTERIES CAMPAIGN**
Members noted the campaign and agreed to raise awareness through their social media channels. *Action: Chief Officer to liaise with Marketing & Events Officer to share their campaign.*

FC 184 EXCLUSION OF PUBLIC & PRESS

There were none.

FC 185 SBC & PARISHES SHARED LEADERSHIP FORUM

Members noted the noted from the recent meeting.

The meeting closed at: 9.35pm

Chairman _____

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