

Minute Book: Page 1

Minutes of the Haydon Wick Parish Council **Full Council** meeting held on **Tuesday 27th May 2025** at 19.45 held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE MEMBERS: Councillors V Manro (Chairman), S Heyes (Vice Chair), J Ali, R Hailstone, L Jackson, A John, B Patrick-Okoh, P Park, R Ross, A Roupelis 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 Councillor S Wilson (Nee Adamcova)

FC 001 APOLOGIES

Apologies were received and noted from Councillors Fuller, Stevenson, Jackson, (Personal Commitments) and Councillor A Jimmy (Work Commitments). No apologies were received from Councillors S Fateru and O Munagala.

FC 002 DECLARATIONS OF INTEREST

Councillor L Jackson declared an interest in Agenda Item 14A – Ventnor Leisure Garden oversized shed request.

FC 003 PUBLIC PARTICIPATION

There was one (1) member of the public present who observed the meeting.

FC 004 CHAIRMAN'S ANNOUNCEMENTS

A lovely letter has been received from a resident congratulating the Parks & Open Spaces team reference the recent clearance of some steps. The resident wished to report an excellent job and very good response from reporting to completion.

FC 005 MINUTES OF PREVIOUS MEETINGS

Members confirmed as a true record the minutes of the meeting held on Tuesday 22nd April 2025.

Proposed: Councillor S Heyes Seconded: Councillor A John

Vote: Agreed with three (3) Abstentions.

RESOLVED: Members confirmed as a true record the minutes of the meetings held on Tuesday 22nd April 2025 and the Chairman signed the minutes.

FC 006 SWINDON BOROUGH WARD COUNCILLOR REPORTS

Councillor S Wilson nee Adamcova shared her wonderful personal news that she has recently got married and is now Councillor S Wilson. Her email will be changed in due course. In April SBC Full Council, she proposed a Longevity motion and encouraged everyone at the Parish Council to get involved in the 'Longevity Games' - which is all about health, fitness and general wellbeing. She also reported the 'croc' in Swindon Museum has been unveiled and would encourage children and adults to visit.

FC 007 COUNCILLORS REPORTS

Councillor A John – Attended the litter pick at Taw Hill, good effort by residents and the Mental Health event at Orbital Park.

Initials _____

Minute Book: Page 2

Councillor R Hailstone – Weed spraying has begun and looking good, well done to the Parks and Open Spaces.

Councillor L Jackson – Attended the mental health litter pick, collected four bags. Also attended at the Orbital Mental Health event which had a good engagement from the public.

Councillor S Heyes – Attended Orbital Market this past weekend, not overly busy but some positive engagement from residents.

Councillor Worman – Delighted to report that the Parish is looking good, very well kept and has no complaints to pass on.

Councillor B Patrick-Okoh – Attended the litter pick and Orbital over the Mental Awareness weekend, gave thanks to the HWPC office for helping with the logistics of the litter picking events.

Councillor R Ross – Led a litter pick with Councillors P Park and L Stevenson. Thanks to everyone who volunteered. Attended Orbital stand for Mental Health week along with the other Councillors.

Councillor P Park – Attended both Mental Health Events and thanks to the Tidy Up team for addressing Oakhurst Way - good feedback has been received.

Councillor V Manro – Attended Mental Health events at Orbital Park, well received by the public and litter picking events.

Councillor J Ali – Nothing to report.

Councillor A Roupelis – Nothing to report.

FC 008

CHIEF OFFICER'S REPORT

Chief Officer advised Members that the Public Works Loan repayment will go out via Direct Debit on the 11th June – this will be reported at the next Full Council.

FC 009

ACCOUNTING STATEMENTS

A recommendation from the Finance & Policy Committee was put to Full Council to approve the Accounting Statements for 2024/25. The Chief Officer gave an overview of the year end accounts.

Proposed: Councillor L Jackson

Seconded: Councillor B Patrick-Okoh

Vote: Agreed Unanimously.

RESOLVED: To approve the Accounting Statements for 2024/25.

FC 010

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2024/25: ANNUAL GOVERNANCE STATEMENT

A recommendation from the Finance & Policy Committee was put to Full Council to approve that the Annual Governance Statement Assertions are affirmed.

Proposed: Councillor R Hailstone

Seconded: Councillor R Worman

Vote: Agreed Unanimously.

RESOLVED: To agree approve the Assertions in the Annual Governance Statement in the AGAR for 2024/25 - except for C "this authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these". It was noted that the 24/25 was not carried out until 22nd April 2025. This means no review happened during the 24/25 financial year.

FC 011

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2024/25: ANNUAL STATEMENT

Full Council reviewed the Annual Statement and duly approved the findings. The Council received a summary explaining, precept income, staff costs and all expenditure.

Initials _____

Proposed: Councillor A Roupelis Seconded: Councillor A John
Vote: Agreed Unanimously.
RESOLVED: To approve the Annual Statement in the AGAR 2024/25.

FC 012

2024/25 BUDGET ANALYSIS AND RESERVE LEVELS

FC 012A

Council noted the 2024/25 budget analysis report.

FC 012B

Following the recommendation from the Finance and Policy Committee, Council considered the report regarding Reserve levels at year ended 31st March 2025. A further explanation was given by the Chief Officer about the level of Reserves this year and how they will be closely monitored.

Proposed: Councillor R Ross Seconded: Councillor B Patrick - Bose
Vote: Agreed Unanimously.

RESOLVED:

1.To approve the recommendation which is to retrospectively approve the movement of the balance of the Public Works Loan, £253,936.20 to an Ear Marked Reserve at year end.

2. To approve the recommendation which is to retrospectively approve the movement of the balance of the Trent Road Retention EMR, £537.67 to the general fund.

FC 013

INTERNAL AUDIT 2024/25

Members noted the final Internal Auditor's report completed for the year ending 31st March 2025. It was noted the Council will conduct its own quarterly internal quality checks on finance processes.

FC 014

PARKS AND OPEN SPACES MATTERS

Councillor L Jackson declared an interest as he has a plot at Ventnor and as such did not take part in the discussion or the vote.

FC 014A

Leisure Garden (Ventnor) oversized structure request

Members noted the report showing a Plot Holder has built a Green House which is slightly over the required height. After discussion members had no objection and approved it. *Action: Deputy Clerk to notify the Plot Holder.*

Proposed: Councillor R Ross Seconded: Councillor S Heyes

Vote: Agreed with three (3) Abstentions.

RESOLUTION: It was agreed to allow the structure to remain on the Ventnor Leisure Garden plot.

FC 014B

Removal of Bench at Queen Elizabeth Drive

Members noted the report, a member of the public advised that there is some anti-social behaviour going on in this area, however no other reports have been received. The Police advised there have been some issues whilst on patrol but there have been no formal complaints from the public to them. Police suggested to move the bench closer to the play area and pathways. Members concluded that more information, such as Police and Crime official reports and statistics are required before they will consider moving the bench.

Proposed: Councillor P Park Seconded: Councillor S Heyes

Vote: Agreed with two (2) Abstentions.

RESOLVED: For the bench on QED to remain where it is unless further complaints and statistics relating to anti-social behaviour are received.

FC 014C

Play Inspection Virement

Members agreed to the Parks & Open Spaces Committee's recommendation to Vire the funds for a new Play Inspection App (£525.00) and Support Package (£62.00pa) from Play Area Repairs 4305/302 into the Play Area Inspections budget 4306/302.

Proposed: Councillor P Park

Seconded: Councillor L Jackson

Vote: Agreed Unanimously.

RESOLVED: To Vire the funds for a new Play Inspection App (£525.00) and Support Package (£62.00pa) from Play Area Repairs 4305/302 into the Play Area Inspections budget 4306/302.

FC 014D

Grounds Maintenance Facility

There has been no update from EDF or the via our Contractor regarding the installation of the electricity meter. The ongoing delay caused by EDF is costing the Council over £1,000 each month. Members want the delay caused by EDF's inability to schedule the installation date to be made public. *Action: Chief Officer to write a letter of complaint and publish/circulate widely.*

FC 015

HYBRID MEETING POLICY AND PROCEDURES

Members received and discussed this new policy, including the ongoing need for transparency, principles and protocols to be met during these meetings. It was agreed to adopt the new Hybrid/Remote Meeting Policy & Procedures Policy for implementation from June/July 2025. *Action: For the Meetings Administrator, Chairman and Chief Officer to configure the system and do some test runs. The Meetings Administrator to update policy for the website.*

Proposed: Councillor P Park

Seconded: Councillor J Ali

Vote: Agreed Unanimously.

RESOLVED: To adopt the Remote Meeting Policy & Procedures, as presented to be implemented in June/July 2025.

FC 016

COUNCILLOR CO-OPTION VACANCY

FC 016A

Members noted the Co-option vacancy is live and the position will be co-opted on the 24th June Full Council.

FC 016B

Council considered and agreed to selecting a maximum of three (3) interviewees from the Personnel Sub Committee. Three volunteers agreed to conduct the interviews.

Proposed: Councillor A Roupelis

Seconded: Councillor R Ross

Vote: Agreed Unanimously.

RESOLVED: It was agreed the interviews would be undertaken by three (3) of the Personnel Sub Committee, Councillors Park, Heyes and Worman. The Chairman would be available as a reserve.

FC 017

SWINDON BOROUGH COUNCIL UPDATES

FC 017A

Members noted the Parish and Town Clerks Operational Meeting minutes.

FC 017B

Members received an update following the recent Shared Comms Forum Meeting. There are benefits for events and promotions within in and around Swindon. The aim is to support the parishes and other organisations in Swindon by sharing their events on SBC's socials.

The Member of Public left at 8.55pm.

FC 018

EXCLUSION OF PUBLIC & PRESS

RESOLVED: 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'. Reasons: Contractual & Sensitive.

FC 019

OUTDOOR GYM, WHITE EAGLE ROAD – APPOINTMENT OF CONTRACTOR

Members received a detailed report from the Deputy Clerk summarising the tendering process for the contract. Five (5) companies tendered for the project and following a robust short-listing process scrutinised by seven (7) councillors and four (4) staff members a short list of two (2) possible contractors was drawn up. Both were considered to have the best operational needs, good choice of equipment and physical resistance. The Working Party's preferred contractor was Company E. After reviewing the designs and report, Full Council resolved to agree with the Working Party's recommendations, as presented.

Proposed: Councillor V Manro

Seconded: Councillor L Jackson

Vote: Agreed Unanimously.

RESOLVED:

1. To appoint Harlequin Playgrounds to supply and install an Outdoor Gym Equipment and Safety Surfacing at White Eagle Road Play Area, Haydon End, Swindon, SN25 1TN. Cost of the contract is £48,919.00 excluding VAT to be met from EMR 325 'Play Area Final' (£19,181.00) and 4316/302 'Play Area Refurbishment' (£10,290.27) and EMR 362 'Play Surfaces' (£19,447.73) for the wet pour surfacing and groundworks.
2. To adding fencing to the project at a cost of £6,500.00 (including some contingency) to be met from 4518/302 'Play Area Surface Repairs'.
3. To purchase a CCTV camera for the location at a cost of £1,200.00 to be met from 4518/302 Play Area Surface Repairs'.
4. To add in a project contingency of £3,000.00 using the remaining budget from 4518/302 'Play Area Surface Repairs'.
5. To enter a 10-day standstill period and issue a Contract Award notice on the website after this time (in line with the Procurement Policy).
6. To close the bid on the Find Tender website.
7. To aim for project commencement (as detailed within the tender documents) for early September 2025.
8. To note a 3% retention fee of the total contract will be applied and released 12 months once no snagging issues have been determined.

FC 020

HR MATTERS

Members received an update concerning the safety of the Council's staff when allowing visitors into the building, especially outside of Office's 9.00am-4.00pm opening hours. It was suggested that the gates could remain locked until 10.00am and to always use the intercom before letting anyone into the building. It was agreed that there must always be at least two members of staff in the building and there was a suggestion to install a lock on the door leading to the office upstairs. Councillors were notified that some building improvement costs may follow to implement some of these suggestion in ensure the safety of the staff.

The meeting closed at: 21.24.

Chairman _____

Initials _____