

HAYDON WICK PARISH COUNCIL

Minutes of the Haydon Wick Parish Annual Council meeting held on Tuesday 13th May 2025 at 7.30pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE

MEMBERS: Councillors V Manro (Chairman), S Heyes, (Vice Chairman), R Hailstone, J Jackson, L Jackson, A Jimmy, A John, P Park, B Patrick-Okoh, R Ross, A Roupelis, L Stevenson and R Worman

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

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 2025/26.

AFC 002 CHAIRMAN'S DECLARATION OF ACCEPTANCE

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

AFC 003 ELECTION OF VICE CHAIRMAN TO COUNCIL

Following one nomination for the position of Vice Chairman to the Council, Councillor S Heyes was elected.

Proposed: Councillor V Manro

Seconded: Councillor J Jackson

Vote: Agreed unanimously.

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

There were none.

AFC 006 APOLOGIES

Apologies were received and noted for Councillors J Ali & J Fuller (Personal Commitments) and O Munagala (Work Commitments).

AFC 007 DECLARATIONS OF INTEREST

None received.

AFC 008 SWINDON BOROUGH COUNCILLOR REPORTS

None present.

AFC 009 PUBLIC PARTICIPATION

None present.

AFC 010 MINUTES OF THE PREVIOUS MEETING

Members approved the minutes of the meeting held on Tuesday 7th May 2024 as a true record.

Proposed: Councillor R Ross

Seconded: Councillor A John

Vote: Agreed with 1 abstention.

RESOLVED: To approve the minutes of the meeting held on Tuesday 7th May 2024 as a true record.

AFC 011

COUNCILLOR REPORTS

Cllr S Heyes – First class grounds maintenance this year.

Cllr A John – great event, lots of positive feedback from all. Thanks to all involved.

Cllr L Stevenson – Attended the Live Well Allotment Day and Ukrainian Welcome event recently and VE Event.

Cllr B Patrick-Okoh – Attended the VE Day event which was interesting and the set up was beautiful.

Cllr J Jackson – Echoed comments about VE Day event, very well attended and good feedback.

Cllr L Jackson – Well done to everyone on the VE Day event it was a good day and agree that the grounds maintenance looks great.

Cllr R Ross – Attended the Haven and the VE Day event; well done to all involved.

Cllr P Park – Memory Café particularly memorable with singing. Let's Talk Skills – aging workforce and what we should be delivering. Other stuff. Local Plan event (did we get an invite?).

Cllr R Worman – 11 wait to get a tip slot booked at Waterside. Highlighted it to Senior Officers and complaints and we could experience more fly tipping. No responses from Cllr Grant and wanted Wednesdays to be re-opened. Take to SLCF / Clerks etc.

Nothing to report:

Councillor A Jimmy

Councillor A Roupelis

Councillor S Fateru

AFC 012

CHIEF OFFICER'S REPORT

Nothing to report.

AFC 013

2025-2026 MEETING DATES

Members approved the meeting dates for 2025/2026 as presented.

Proposed: Councillor A Roupelis

Seconded: Councillor L Jackson

Vote: Agreed unanimously.

RESOLVED: To approve the Council meeting calendar for 2025/26.

AFC 014

AFC 014A

NOMINATIONS OF MEMBERS OF COMMITTEES

Members agreed the Community Development Committee membership:

1. Cllr J Ali
2. Cllr V Manro
3. Cllr L Jackson
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
12. Vacancy

AFC 014B **Members agreed the Parks & Open Spaces Committee membership:**

1. Cllr J Ali
2. Cllr R Hailstone
3. Cllr S Heyes
4. Cllr L Jackson
5. Cllr J Jackson
6. Cllr V Manro
7. Cllr O Munagala
8. Cllr P Park
9. Cllr R Ross
10. Cllr L Stevenson
11. Cllr R Worman
12. Vacancy

AFC 014C **Members agreed the Planning & Highways Committee membership:**

1. Cllr S Fateru
2. Cllr J Fuller
3. Cllr R Hailstone
4. Cllr L Jackson
5. Cllr O Munagala
6. Cllr A John
7. Cllr P Park
8. Cllr R Ross
9. Vacancy

AFC 014D **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 A John
6. Cllr A Jimmy
7. Cllr V Manro
8. Cllr P Park
9. Cllr B Patrick-Okoh
10. Cllr A Roupelis
11. Cllr R Worman
12. Vacancy

Proposed: Councillor L Stevenson Seconded: Councillor P Park

Vote: Agreed unanimously.

RESOLVED: To approve the four standing Committee's memberships.

AFC 015 **NOMINATIONS OF CHAIRS OF COMMITTEES**

AFC 015A Councillor R Ross was appointed as Chair of the Community Development Committee.

Proposed: Councillor V Manro Seconded: Councillor B Patrick-Okoh

Vote: Agreed unanimously.

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

AFC 015B Councillor R Hailstone was appointed as Chair of the Parks & Open Spaces Committee.

Proposed: Councillor J Jackson

Seconded: Councillor S Heyes

Vote: Agreed unanimously.

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

AFC 015C

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

Proposed: Councillor R Hailstone Seconded: Councillor A John

Vote: Agreed unanimously.

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

AFC 015D

Two nominations were put forward for the position - Councillors P Park and V Manro. After a vote, Councillor V Manro was appointed as Chair of the Finance and Policy Committee.

Proposed: Councillor A Jimmy Seconded: Councillor S Heyes

Vote: Agreed unanimously.

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

AFC 016

AFC 016A

NOMINATION OF VICE CHAIRS OF COMMITTEES

Two nominations were put forward for the position - Councillors L Stevenson and P Park. After a vote, Councillor L Stevenson was appointed as Vice Chair of the Community Development Committee.

Proposed: Councillor A John Seconded: Councillor L Jackson

Vote: Agreed unanimously.

RESOLVED: Councillor L Stevenson was appointed as Vice Chair of the Community Development Committee.

AFC 016B

Two nominations were put forward for the position - Councillors S Heyes and P Park. After a vote, Councillor S Heyes was appointed as Vice Chair of the Parks & Open Spaces Committee.

Proposed: Councillor B Patrick-Okoh Seconded: Councillor J Jackson

Vote: Agreed unanimously.

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

AFC 016C

Councillor L Jackson was appointed as Vice Chair of the Planning & Highways Committee.

Proposed: Councillor J Jackson Seconded: Councillor A John

Vote: Agreed unanimously.

RESOLVED: Councillor L Jackson was appointed as Vice Chair of the Planning & Highways Committee.

AFC 016D

Two nominations were put forward for the position - Councillors B Patrick-Okoh and P Park. After a vote, Councillor B Patrick-Okoh was appointed as Vice Chair of the Finance & Policy Committee.

Proposed: Councillor A Roupelis Seconded: Councillor J Jackson

Vote: Agreed unanimously.

RESOLVED: Councillor B Patrick-Okoh was appointed as Vice Chair of the Finance & Policy Committee.

AFC 017

NOMINATION OF MEMBERS TO PERSONNEL SUB COMMITTEE

Members agreed to appoint members to the Personnel Sub Committee.

Proposed: Councillor R Ross Seconded: Councillor L Stevenson

Vote: Agreed unanimously.

RESOLVED: To appoint the following members onto the Personnel Sub Committee:

1. Cllr V Manro (Chair)
2. Cllr R Hailstone
3. Cllr S Heyes

4. Cllr A Roupelis
5. Cllr R Worman
6. Cllr P Park

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

AFC 018

WORKING PARTY MEMBERSHIPS

Members noted the working party memberships for the following groups:

1. **Internal Audit / Investments**
Cllr J Ali
Cllr S Heyes
Cllr V Manro
Cllr A Roupelis
Cllr R Worman
Cllr B Patrick-Okoh
2. **Budget Setting (Chairs / Vice Chairs of Committees)**
Cllr R Ross
Cllr L Stevenson
Cllr R Hailstone
Cllr S Heyes
Cllr A John
Cllr L Jackson
Cllr V Manro
Cllr B Patrick-Okoh
3. **Community Emergency Plan**
Cllr J Ali
Cllr R Hailstone
Cllr A John
Cllr R Ross
Cllr A Roupelis
Cllr P Park
4. **Grounds Maintenance Facility**
Cllr J Ali
Cllr R Hailstone
Cllr S Heyes
Cllr J Jackson
Cllr L Jackson
Cllr V Manro
Cllr P Park
Cllr A Roupelis
Cllr R Worman
5. **Play Areas & Accessibility**
Cllr R Hailstone
Cllr S Heyes
Cllr J Jackson
Cllr L Jackson
Cllr V Manro
Cllr P Park
Cllr R Worman
6. **Wildflower, Tree, Bulb Planting and Climate Change**
Cllr R Hailstone
Cllr L Jackson
Cllr A John
Cllr V Manro

Cllr P Park
Cllr L Stevenson

7. Tadpole Field 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
All Planning & Highways Committee

9. Haydon Wick Living/Comms

Cllr A John
Cllr V Manro
Cllr R Ross
Cllr L Stevenson

10. Community Choices

Cllr L Jackson
Cllr P Park
Cllr B Patrick-Okoh
Cllr R Ross
Cllr A Roupelis
Cllr L Stevenson

11. Events

Cllr L Jackson
Cllr O Munagala
Cllr R Ross
Cllr L Stevenson
Cllr R Worman

12. Grounds Maintenance

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

13. Transfer of Services

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

14. Deeds and Legal Matters

Cllr V Manro
Cllr R Hailstone
Cllr R Worman
Cllr J Ali

Proposed: Councillor P Park

Seconded: Councillor R Ross

Vote: Agreed unanimously.

RESOLVED: To appoint the Councillors named above as Members of the various Working Parties.

AFC 019

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 various Council meetings.

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

1. Cllr S Heyes
2. Cllr R Worman

Reserve, if unable to attend:

Cllr L Stevenson (Reserve)

Swindon Local Councils Forum:

1. Cllr V Manro (as Chair of SLCF)
2. Cllr R Hailstone (as Standards Committee member)

Reserves, if unable to attend:

**Cllr A Jimmy
Cllr A John**

Seven Fields Nature Reserve Liaison:

1. Cllr L Stevenson or
2. Cllr P Park

Proposed: Councillor P Park

Seconded: Councillor R Ross

Vote: Agreed unanimously.

RESOLVED: To appoint the Councillors named above as Members of the various External Bodies.

8.00pm: Resolved to extend the meeting by 15 minutes.

AFC 020

COMMITTEE TERMS OF REFERENCE

The updated Committee Terms of Reference were agreed:

- A. Community Development
- B. Parks & Open Spaces
- C. Planning & Highways
- D. Finance & Policy
- E. Personnel Sub Committee
- F. Strategic Development Sub Committee
- G. Generic Working Party

Proposed: Councillor R Worman

Seconded: Councillor A Roupelis

Vote: Agreed unanimously.

RESOLVED: To adopt the updated Committee Terms of Reference (A-G), as presented.

AFC 021

STANDING ORDERS

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

Proposed: Councillor J John

Seconded: Councillor L Stevenson

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 A Roupelis

Seconded: Councillor R Ross

Vote: Agreed unanimously.

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

AFC 023

POLICY REVIEW

Members re-adopted the following policies, in line with the Council's Standing Orders:

A. Complaints Procedure 2025

B. Freedom of Information & Publication Scheme Policy 2025

C. GDPR Policy 2025

D. Scheme of Delegation 2025

E. Press, Media and Communications 2025 – *to be deferred until its reviewed.*

F. Staff Handbook – *to be deferred until Personnel Sub Committee has reviewed.*

Proposed: Councillor A Roupelis

Seconded: Councillor R Ross

Vote: Agreed unanimously.

RESOLVED: To readopt the policies presented, except for Press, Media & Communications and Staff Handbook policies.

AFC 024

ASSET REGISTER

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

Proposed: Councillor L Jackson

Seconded: Councillor A John

Vote: Agreed unanimously.

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

AFC 024

INSURANCE

Members noted the insurance arrangement for Council during 2025/26. The purpose for reviewing these documents is for the self-audit to ensure the Council is operating lawfully.

AFC 025

COUNCIL'S CHOSEN CHARITY

Members noted that the Council will be supporting The Kelly Foundation in 2025/2026 as previously agreed in March 2025 (Minute Ref FC203.2).

The meeting closed at 8.05pm

Chairman _____