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Minutes of the Haydon Wick Parish Council **Full Council** meeting held on **Tuesday 22nd September 2026** at 7.30pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

ATTENDANCE MEMBERS: Councillors V MANRO (Chairman), S HEYES (Vice Chairman), N BRADLEY, C CHIKEZIE-MORRIS, I EDWARDS, R HAILSTONE, A HUGHES, J JACKSON, L JACKSON, A JOHN, S NUKANA, B PATRICK- OKOH, A ROUPELIS and L STEVENSON.

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

FC 082 APOLOGIES
Apologies were received from Councillors A Jimmy, R Heath and C Skinner (Work Commitments), Councillor J Ireland (Personal Commitments).

FC 083 DECLARATIONS OF INTEREST
There were none.

FC 084 PUBLIC PARTICIPATION
There were two residents present and two Ward Councillors. The residents wished to discuss concerns over agenda item 12A, Thames Avenue tree maintenance. They reside at 93 Thames Avenue, the issue is the tree adjacent to their property. There are cracks appearing at their property due to the tree and are asking for a sensible way forward to rectify this with the help of Haydon Wick Parish Council (HWPC) and Swindon Borough Council (SBC). They are happy to get a structural survey done and proceed but need help with some initial tree reduction. The resident is aware of the potential clay heave issues. They are aware, the tree is on SBC land therefore the resident needs to approach property@swindon.gov.uk who will help. The current view is to prune the tree as removing could cause more movement. The property has had subsidence previously but understood this had been fixed with steel bars in 2010.

Resolved to move Agenda Item 12A forward.

FC 085 THAMES AVENUE TREE MAINTENANCE
Thames Avenue Tree Maintenance
The residents where this tree is in situ have reported experiencing shrinkage and expansion within the walls of their property and have raised concerns that the adjacent oak tree may be contributing to the movement. Swindon Borough Council (SBC) has recommended a 30% reduction of the tree to reduce its water consumption and, consequently, its potential impact on the surrounding ground conditions. SBC has advised that the cause of shrinkage and expansion within the walls is not proven to be a direct result of the tree and a structural engineer, at the cost of the residents, should assess the property to determine the cause of the cracking and identify any necessary remedial measures.

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The land is owned by Swindon Borough Council but leased on long-term lease to Haydon Wick Parish Council. As the Parish Council does not have a tree team, the support from the SBC Tree Officer will be required.

Members received a good verbal update from the residents of the property and after consideration it was decided to proceed with the recommendations as presented in the report.

Proposed: Councillor L Jackson Seconded: Councillor J Jackson

Vote: Agreed Unanimously.

RESOLVED: To proceed with reducing the tree by 30% to reduce the amount of water consumption on a one-off basis, at a cost of £820 + VAT to be met from 4301/307.the Arboricultural Budget - 4301/307. To note all future tree works will continue to be monitored, received and managed appropriately in line with the Council's Tree Survey (2025-2030). To note that the resident has investigated purchasing that land with SBC.

FC 086

CHAIRMAN'S ANNOUNCEMENTS

Members received a reminder of the change of date for October's Planning & Highways and Full Council by one week to 20th October 2026.

FC 087

MINUTES OF PREVIOUS MEETINGS

Members reviewed the minutes of Full Council held on Tuesday 25th August 2026 and agreed they were a true record.

Proposed: Councillor A John Seconded: Councillor N Bradley

Vote: Agreed with two (2) Abstentions.

RESOLVED: Members confirmed as a true record the minutes of the meeting held on 25th August 2026. The Chairman signed the minutes.

FC 088

SWINDON BOROUGH WARD COUNCILLOR REPORTS

Councillor S Wilson (Haydon Wick Ward) – Has been on bereavement leave, apologies for not being available. Has been working with on Seven Fields Conservation Group and their AGM is to be held on 30th September at 7pm in the Haydon Centre, please attend if you can. Continues to look at long term governance of the group. Volunteered at the Longevity Games.

Councillor Hedges (Haydon Wick Ward) – Conducted a Ward walk with SBC Chief Executive Officer Samantha Mowbray. Showed her the Parish Council's site of the Grounds Maintenance Facility and the Sensory Memory Garden and Seven Fields. It was noticed that Pond Street needed repairs and is happy to report that repairs have started. Attended the Curry fundraising evening for CALM and the litter picking on Sunday 20th September, he will also attend the Macmillan Coffee morning this coming Friday 25th September 2026.

Councillor L Stevenson (Priory Vale) – Dovedale area has noticeable cracks which could cause danger, working with Taylor Wimpey to get repaired. Various activities relating to her Armed Forces Champion role, very busy with Armed Forces Day.

Councillor A Hughes (Priory Vale) - Meeting at North Swindon Library regarding the space and how the facilities are used and possibly use as a Community Hub. Visited the Story Shed, huge amount of books for use.

Councillor V Manro (Priory Vale) – Reported a lot of potholes, raised manholes, social care and safeguarding is very busy with a lot of referrals into SBC.

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FC 089

COUNCILLORS REPORTS

Councillor S Heyes – Attended various and Personnel Sub Committee meetings.

Councillor L Stevenson – Attended litter pick - was well attended. Attended bat walk at Seven Fields with Wiltshire Wildlife Trust, very good. Attended tree warden training conservation walk at Mouldon Hill. Attended the Community Emergency Plan meeting – good progress being made.

Councillor I Edwards – Appeared on BBC Points West and attended the conservation bat walk at Seven Fields. Joining the Macmillan Coffee morning on Friday to help.

Councillor S Nukana – Reported to Council that her family recently hosted the Curry night at their restaurant helping to raise £800 for CALM. Attended the litter pick. Attended Longevity Games.

Councillor R Hailstone – Attended Community Emergency Plan meeting, Personnel Sub Committee meetings and Parish Protocol meeting with the Swindon Local Council's Forum. Pleased to report the Parish/Borough working document "Parish Protocol" is going to be discussed at the Forum this Thursday 24th September with the hope it is signed off in December cabinet *(CO will require most up to date version to take to HWPC Full Council before)*.

Councillor N Bradley – Mentioned Swindon Open Studios and encouraged visiting. Swindon Chess Club held their second conference with largest attendance thus far. Moredon Sports Hubs Junior Park Run - need volunteers on Sundays at 9am to help.

Councillor J Jackson – Attended a litter pick.

Councillor L Jackson – Litter pick, thanked all for taking part. Call out for any scrap metal donations to be converted to cash for CALM this Saturday 26th September. Attended the Curry night a good success and attended the longevity games and attended Tree of Hope for Mind in Town Centre.

Councillor A John – Attended the Communications Working Party.

Councillor C Chikezie-Morris – Attended the Curry fundraiser. curry night, very good evening.

Councillor A Hughes – Helped at the Tawfest for CALM and various case work.

Councillor A Roupelis – Attended Personnel Sub Committee meetings, Community Emergency meeting and an externally organised Alzheimer's conference, will feedback to Memory Café & Community Co-ordinator.

Councillor V Manro – Attended Personnel Sub Committee meetings, Community Emergency Planning meeting and some of the recent Community Cafes.

Councillor B Patrick-Okoh – Nothing to report.

FC 090

CHIEF OFFICERS REPORT

Please bring cake for the Macmillan Coffee Morning on 25th September 2026.

FC 091

ACTIONS FROM PREVIOUS MINUTES

No questions were raised. Some of the amber actions are with third party stakeholders and waiting for updates or future meetings with them e.g. Draycott FC at, Clary, Swindon & Cricklade Railway at Tadpole etc these will be reported and updated in October Full Council, if available.

Initials _____

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FC 092

COMMUNITY LED ACTION PLAN

Council received an update on the Councillor-led community engagement programme, which aims to engage with residents to assess progress against the Council's three-year strategy and gather feedback from the community.

Members were advised that a range of marketing and engagement materials were being developed, including surveys and consultation tools. Planned engagement activities include visits to schools, consultation with children and young people, community engagement at the North Swindon Library and Orbital Shopping Park, and outreach at local play areas to engage with families.

A spreadsheet is being prepared to coordinate the programme, and Councillors will be invited to sign up for opportunities to participate in engagement activities and consult directly with residents. Councillors will also be provided with prompts and suggested talking points to support conversations with residents, encourage meaningful discussion and ensure that consistent feedback is captured across the different engagement activities.

The first engagement session is planned for the 4th October.

FC 093

FINANCE MATTERS

FC 093A

2025/26 AGAR. Noted the conclusion of the Council's Annual Return and External Auditor's feedback. To note the conclusion and External Auditors report. Working towards Assertion 10 compliance.

FC 093B

BUDGET SETTING 2027/28: Noted the budget setting timetable for 2027/28. If anyone wished to join the Budget Setting Working Party let the Chief Officer know. Budget must go to SBC by 31st in January 2027.

FC 094

PARKS & OPEN SPACES MATTERS

SEND OUTDOOR PLAY SPACE FOR OLDER CHILDREN/YOUNG ADULTS

Members received an update on the project. Haydon Wick Parish Council undertook a public consultation to gauge community support is currently running to assess the potential for the development of an accessible outdoor play and activity space designed primarily for teenagers and adults with SEND. A total of 33 responses has been received from residents, parents, carers, SEND professionals and individuals from neighbouring communities. The consultation is demonstrated strong support for both the principle of the project and the identified need for more age-appropriate and inclusive recreational opportunities for teenagers and adults with SEND. Locations are still being explored, as the Parish Council would like to ensure that the area is able to handle potential increased traffic and car parking to site.

The consultation is still live during the feasibility study and there is another opportunity for comment at the SEND Consultation Brunch on 7th October 2026. The consultation can be developed with face-to-face interactions within the local assets as part of the Community Led Action Plan 2026 – 2029/

FC 095
FC 095A

COMMUNITY DEVELOPMENT MATTERS
EVENTS

SUMMER PROGRAMME FINANCIAL ANALYSIS

Members received a financial analysis of the Summer Event programme. The report explained the financial, staffing and operational impacts of delivering large-scale summer festivals and extended events during the summer holidays. Members were asked to consider the wider strains and impact on the Couil which impacts the running of the office and parks and open spaces team, rather than simply the financial impact. Members will be invited to an Event Working Party to discuss the report in more detail. In the meantime, Council agreed to a Summer Event and two additional events during the holidays, in line with recognising the resource and capacity implications as well as staff well-being.

CHRISTMAS 2026

Members received a proposal for this year's main Christmas event. The plan is for a Christmas Celebration in Lights to evolve into more sustainable format while retaining a strong community focus. The programme of events would feature festive illuminations, Christmas music, carol singing and the switch-on of a community Christmas Wishing Tree. Discussions are underway with St John's Church regarding potential partnership opportunities, including tree placement, power supply and a community carol service. Sponsorship opportunities are also being explored with local businesses.

Potential locations include:

- Green space adjacent to St John's Church with access to their car park and infrastructure (subject to site visit) or
- Green space adjacent to the Parish Council Offices and The Squirrel, enabling links with the Council Offices (meeting room, kitchen, toilets)

Additionally a "Light Up Haydon Wick" initiative is also suggested. This will be a simple marketing campaign to encourage residents, businesses and community groups to decorate their properties and submit photographs by 6th December. Participants would be entered into a prize draw to win a family ticket to the Parish Council pantomime.

The popular Community Wishing Tree may also return, inviting residents to display messages of hope, remembrance and goodwill on star and dove-shaped tags available online and at community venues.

Additional attractions under consideration include illuminating the fleet of vehicles for a procession thought the parish.

Additionally, there is Peter Pan Pantomime at the North Swindon Orbital Park library on Saturday 12th December 2026 - 4.00pm to 6.00pm this will be subsidised by the Parish Council and cost £8.00 per person.

The Christmas Parcel scheme will run as normal on the 12th December 2026, any help is much appreciated, please let the office know if you are happy to volunteer.

Proposed: Councillor L Stevenson Seconded: Councillor S Heyes
Vote: Agreed Unanimously.

Initials _____

RESOLVED: To proceed with the recommendations for a revised Christmas programme for a more sustainable format while retaining a strong community focus. Members also agreed to the pantomime ticket pricing strategy.

FC 095B **SWINDON BIG KNIT:** Members received a verbal update about this year's Children in Need/Pudsey. Big Knit will produce a large Pudsey which will be displayed in the Marks and Spencer foyer, made from yellow squares. Then after, the squares will be sold with off, and all proceeds will go to Children in Need. They will also provide Remembrance Post Box Toppers for Thames Avenue and Remembrance Day Poppie will be created for Thames down Road and will knit the Remembrance Day poppies; all are encouraged to purchase should they wish to.

FC 095C **NATIONAL ASSOCIATION OF LOCAL COUNCILS: STAR COUNCILS AWARD SCHEME:** Members noted the proposed draft before submission on Friday 25th September

FC 095D **HAVEN:** There was call out to all Members to support the fortnightly coffee morning. It was noted that if there are not sufficient Councillors to jointly support this much-needed social coffee morning then it will need to be taken off the Council's services. The cafes were set up as a Councillor led service and as such everyone is encouraged to offer their time. It has a huge benefit to the welfare of the residents who rely on it as part of their social week. The sign-up spreadsheet is in the Community Development Folder.

FC 095E **REMEMBRANCE EVENTS**
SBC are holding two events this year one on Wednesday 11th November and another on the Sunday 15th November. Chairman of Council, Councillor V Manro will lay wreath for the Parish, as well as attending as a Swindon Borough Ward Councillor. Councillor L Stevenson will attend as the Borough's Armed Forces Champion. Councillors L Jackson and C Chikezie-Morris will attend SBC's service on Wednesday.

The Chairman will purchase the wreaths from the Royal British Legion and asked all Members to send him their donation towards the cost.

Councillor A John will lead at the Parish's Priory Vale wreath laying at the Obelisk at Havisham Park.

It was suggested that Councillor J Ireland could lead the wreath laying at the Tommy Figure at the Parish Council office. To be confirmed.

FC 095F **BRANDING**
Members received a report on proposals for the implementation of vehicle livery, building and minibus branding. Branding mock-ups have been developed to support the review of the Parish Council's branding and improve consistency across Council assets and facilities. Three suppliers have been approached for quotations covering supply and installation:

- Company A – £6,724.00
- Company B – £6,451.00
- Company C – quotation awaited.

Costs remain subject to a site survey and confirmation of the final specification. The proposed branding package includes improvements to signage across the Parish Office site, with opportunities to reuse existing signage where appropriate to reduce costs and support sustainability. Partnership

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opportunities with Better Leisure Centre are being explored, including potential repainting of railings and wider improvements to the site. The project aims to improve the visibility and recognition of the Parish Council and make its services and facilities easier for residents to identify and access. Next steps:

- Obtain the outstanding quotation.
- Undertake site visits with preferred suppliers to confirm specifications and costs.
- Complete an audit of parish noticeboards and identify opportunities for consistent branding.
- Progress vehicle livery visuals and costs within the £3,500 allocated budget.
- Explore partnership arrangements with Better regarding railing refurbishment and associated site improvements.

Financial Impact

A total of £8,500 in identified budget is available to support the branding project, comprising:

- £3,500 – Vehicle Livery budget
- £2,500 – potential underspend from the Christmas Event budget
- £1,000 – Noticeboards, Seats & Bins budget
- £1,500 – Community Bus Branding EMR

The current estimated budget requirement is £12,000, including:

- £1,013.52 – Community Bus Branding
- £7,500 – Building and Parish Office branding (maximum estimate)
- £3,500 – Vehicle Livery
- £0 – additional in-house Parks & Projects Team resource.

This results in a potential funding shortfall of £3,500. The shortfall would need to be met from miscellaneous underspends in the 2027/28 budget or General Reserves.

Proposed: Councillor A Roupelis Seconded: Councillor L Stevenson

Vote: Agreed with three (3) Abstentions.

RESOLVED: To proceed with the recommendation to:

1. To agree to the financial impact, as presented and to give delegated authority to the Chief Officer to proceed with commissioning the branding up to the values presented.
2. To note the final designs will be subject to the Community Development Committee's approval.
3. To note a budget aspiration for replacement front windows and door will be added to next financial year's Budget Aspirations.

FC 096

OCTOBER MEETINGS

Members noted that the October Planning & Highways and Full Council will be held on the 20th October 2026.

FC 097

EXCLUSION OF PUBLIC & PRESS

To resolve 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: Sensitive.

Initials _____

Meetings and HR Administrator left the meeting at 9.19pm

FC 098

PERSONNEL SUB COMMITTEE

Personnel Sub Committee met on Monday 21st September 2026 and presented the following recommendations which Full Council agreed to. It was noted the financial impact of proposals for the remainder of FY 2026/27 will result in combined savings in Office (101) and POST (307) salary budgets of £46,000.00.

RESOLVED:

1. **Noted a current staffing matter required the Scheme of Delegation between the Chief Officer, Chairman and Vice Chairman of the Council to be executed to expediate decision making. A confidential report is held with Personnel Sub Committee.**
2. **Noted that due to limited resources within POS Team resulting following annual leave, sickness absence, phased returns and ongoing staffing issues, several team members are working overtime across three weekends in September to help address the backlog of reactive works and bring workloads back up to date.**
3. **To proceed with two SCP uplifts for the Memory Cafe & Community Co-Ordinator and a regrade of the role with progression through contractual annual increments.**
4. **To proceed with two SCP uplifts for the Parks & Open Spaces Manager and a regrade of the role with progression through contractual annual increments.**
5. **To proceed with one SCP uplift for a Parks & Open Spaces Operative and a regrade of the role with progression through contractual by annual increments.**
6. **To proceed with the introduction of a Deputy POS Manager SCP 24 (£36,581.00 equivalent to £20.04 per hour) – SCP 28 (£40,444.00 equivalent to £22.16 per hour). To be advertised externally from October 2026.**
7. **To proceed with a 12-month trial of an Employee Assistance Programme (to include Parish Councillors, Staff & Regular Volunteers). Cost up to £1,000.00 with the potential to establish an ongoing budget provision from 2027, subject to evaluation. Budget allocation: Capital Projects / HR platform 605 / 4606 (£6,000 available).**
8. **To proceed with funding the academic progression for the Deputy Clerk from February 2027. Committed expenditure is £8,000.00 over two years. In 2026/27 using budget available in EMR 320 Staff Development: £1,500.00, with remaining to be funded from General Reserves, if there is no shortfall in staff training this year. 2027/28 to be committed during Budget Setting for 2027/28.**

The meeting closed at: 9.23pm

Chairman _____

Initials _____