

WANBOROUGH PARISH COUNCIL



To: All Members of the Council

Cllrs Bellamy, Emmins, Glanville, Hayward, Morse, Offer, Sumner and Warr

you are hereby summoned to attend the Annual Meeting of
WANBOROUGH PARISH COUNCIL to be held at
HOOPER'S SPORTS PAVILION, ROTTEN ROW, WANBOROUGH
on Wednesday 13th May 2026

L Evans

5th May 2026

L Evans- Clerk

AGENDA

1. Election of Chair

Members are requested to provide nominations for Chair of Council; all nominations must be seconded.

- a) To elect the Chair of the Council for the 2026-27 Municipal Year.
- b) To receive the Chair's Declaration of Acceptance of Office

2. Election of Vice Chair

Members are requested to provide nominations for Vice Chair of Council; all nominations must be seconded.

- c) To elect the Vice Chair of the Council for the 2026-27 Municipal Year.
- d) To receive the Vice Chair's Declaration of Acceptance of Office

3. Declaration of Acceptance of Office

All councillors to sign the Declaration of Acceptance of Office

4. Register of Members' Interests – To remind councillors of their obligation to complete and return their Register of Interests forms within 28 days of taking office,

5. Apologies

To receive and approve.

6. Declaration of interest

Members are reminded that they should declare any interest they have in an agenda item at the start of the meeting or, if not previously foreseeable, during any discussion of the matter concerned.

7. Minutes

To confirm and approve minutes of meeting held on 27th April 2026 (attached)

8. Annual Accounts - 1st April 2025 to 31st March 2026

- a) To receive and approve the Annual Governance Statement (section 1) (attached)
- b) To receive and approve the Accounting Statements (section 2) (attached)
- c) To receive and consider explanations of variants (to follow)
- f) To receive dates for the period of public right to view accounts (to follow)

9. To RESOLVE that the Chair and Vice Chair are voting members on all committees and working Parties.

10. To appoint members to serve on the following committees:

- a. Finance and Policy
- b. Hoopers Field
- c. Footpaths, Village Maintenance and Allotments
- d. Staffing

11. To appoint Chairs of the following committees:

- a. Finance and Policy
- b. Hoopers Field

- c. Footpaths, Village Maintenance and Allotments
- d. Staffing

12. To appoint members to working parties set up by Full Council to include:

- a. Strategic Working Party
- b. Website Working Party

13. To appoint representatives on the under mentioned bodies, or additional bodies, as required:

- a) Village Hall Management Committee
- b) Swindon Area Committee
- c) Woodland Trust / Community Forest

14. Delegation arrangements

Review of delegation arrangements (attached)

15. Terms of Reference (attached)

To review and adopt Terms of Reference for Committees, sub committees and working parties. To include:

- a. Finance and Policy Committee
- b. Hoopers Field Committee
- c. Footpaths, Village Maintenance and Allotments Committee
- d. Staffing Committee
- e. Strategic Working Party

16. Subscriptions

To review subscriptions to the following bodies

- a) Wiltshire Association of Local Councils
- b) National Association of Local Councils
- c) Society of Local Council Clerks
- d) Swindon Area Committee

17. Standing Orders and Financial Regulations (attached)

To review and adopt:

- a) Standing Orders
- b) Financial Regulations

18. Financial Controls

To receive and consider financial risk assessment for the 2026.27 financial year (attached)

19. Insurance (attached)

To confirm arrangements for insurance cover is in place in respect of all insured risks.

20. Meetings

- a) Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of council.
- b) Approve meeting schedule June 2026 to May 2027

21. THE MEETING WILL BE ADJOURNED FOR PUBLIC QUESTIONS. (*Maximum time 20 minutes*)

22. Report from Swindon Borough Council (SBC) Ward Councillor

To receive and consider (to follow)

23. Reports

To receive and consider minutes, reports and recommendations from the following councillors, officers, committee and working party meetings, including any decisions taken under delegated authority:

- a) Clerk's update (to follow)
- b) Chairmans update (to follow)

24. Review of Action List from Previous Meeting (*5 minutes*)

See list attached with updates to actions.

25. Finance (5 minutes)

- a. Approve Orders of payment for May (attached)
- b. To receive and note the Payments and Receipts Summary Report
- c. To receive and note the Detailed Cost Centre Spend report

26. Planning (15 minutes)

a) To consider the following planning applications received from SBC awaiting comment:

- i. **S/26/0173-** Inlands Farm, The Marsh Wanborough Swindon SN4 0AS- Outline planning application with all matters reserved (expect for access into the site) for the proposed development of up to 275 residential dwellings, a new community building (mixed use Class E and F2), open space, vehicular and pedestrian accesses, landscaping, drainage measures and all other associated works.

To note the objection letter from CPRE Wiltshire that was sent on 2nd March 2026

b) To note applications determined by SBC since previous meeting (attached)

- i. **S/HOU/26/0320-** Roseveare, Ham Road Liddington Swindon SN4 0HH- Demolition of side extensions and outbuildings, roof raised to create 1st floor with 2 storey front, side and rear extensions and single storey rear extension- Granted.
- ii. **S/TWC/26/0469-** Magdalen Cottage, Rotten Row, Wanborough- Works to trees within a Conservation Area- Granted.

27. Staffing (5 minutes)

To consider the appointment of the of the recommended self-employed Handyperson.

28. Village Hall (10 minutes)

To review and consider the draft Head of Terms as provided by the Chair of the Village Hall Committee.

29. Fingerpost (5 minutes)

To consider using a third party to reinstate the broken fingerpost by Pack Hill roundabout.

30. Tree works (5 minutes)

To consider the two quotations for works to the six-month trees. Two trees need to be looked at more urgently.

31. Allotments (5 minutes)

To consider the quotation for the allotment fencing for the track (Oakapple Farm side)