

WANBOROUGH PARISH COUNCIL



Minutes of an extraordinary meeting of WANBOROUGH PARISH COUNCIL held at HOOPERS FIELD, WANBOROUGH, on Wednesday 13th August 2025 at 18.30pm

Cllrs present: Kathy Glanville (Chair), Richard Bellamy, John Emmins, David Hayward, Omar Mirza, Colin Offer, John Warr

In attendance: Sally Thurston (Consultant), Anne Bradley (Assistant Clerk)
3 representatives of Wanborough Cricket Club

Minute Ref: FC/13.8/25

1. Apologies

Cllr. Gary Sumner

2. Declarations of interest

None

3. Minutes

It was PROPOSED, SECONDED and RESOLVED that the approval of the minutes of the meeting held on 28th July 2025 be deferred to the next ordinary meeting of Full Council.

4. Public Questions

None

5. Finance

It was PROPOSED, SECONDED and RESOLVED that the orders of payment for August be approved (appendix a). Cllr. Hayward abstained.

6. Cricket Nets

- a) An update was received. It was NOTED that the updated agenda for the meeting held on 28th July 2025, where this item had been previously discussed, was not posted in accordance with the council's publication scheme. Therefore, the item has been scheduled to be debated at this meeting to ensure proper process was followed.
- b) Members considered a recommendation from the Hoopers Field Committee to allocate £10,000 towards the installation of new cricket nets. Some members stated that information was not circulated with enough time for them to properly consider the allocation of funds. Lengthy discussion followed.
- c) It was PROPOSED, SECONDED and RESOLVED that an additional meeting be called to discuss the matter, after all councillors had had the opportunity to fully consider the information. After consultation with the clerking team it was agreed that two weeks' time was a realistic timeframe. Cllrs Offer and Mirza voted against.

7. Publication

Following recent issues, the methods of publishing parish council agendas were discussed. It was PROPOSED, SECONDED and RESOLVED that a note be put on the website notifying residents that up-to-date agendas are posted on Facebook, and public notices should also be put on the noticeboards at Church Rd and the Village Hall as a minimum. Cllr Hayward voted against

8. Staffing

- a) It was PROPOSED, SECONDED and RESOLVED to approve the following recommendations from the Staffing Committee:
 - a. To recruit for a new parish clerk in a short local and focused campaign:
 - i. Pay scale SCP 24 – 28

- ii. Closing date 27/8/2025
 - iii. Advertise on Facebook, website, SLCC and County Associations with a maximum spend of £200
 - iv. Interviews to be conducted by the Staffing Committee and held as soon as practical
 - v. Call an extra Full Council meeting as soon as practical to appoint clerk if a suitable candidate is found.
- b. If the short recruitment campaign is not successful use a recruitment agency that specialises in the sector
 - c. Hold bi- monthly staffing committee to support staff
 - d. Engage Sally Thurston on a contractor basis to:
 - i. Carry out 4 hours mentoring and support for council and assistant clerk
 - ii. Carry out the duties of the Proper Officer and Responsible Financial Officer - approximately 12 hours per month
 - e. Purchase Scribe allotment software to assist the assistant clerk to carry out additional duties.
- Cllr. Offer abstained.

- b) To consider insourcing the role of Data Protection Officer and assigning the role to the Proper Officer. It was NOTED that the updated agenda for the meeting held on 28th July 2025, where this item had been previously discussed, was not posted in accordance with the council's publication scheme. Therefore, the item has been scheduled to be debated at this meeting to ensure proper process was followed.
- It was PROPOSED that any data protection officer duties should be undertaken by the Proper Officer (Clerk & RFO), not an external contractor. This was SECONDED and RESOLVED unanimously.

Meeting closed 19.32pm

Appendix a.

ORDERS OF PAYMENT Aug 2025 MEETING		
Payee	Description	Gross Invoice Amount (£)
<i>Paid – expenditure previously approved at Council meeting/regular payments or under Delegation</i>		
ID Mobile Ltd.	Phone – Clerk	£ 6.00
Starboard Systems	Scribe software	£ 62.40
Amazon	Allotment tarps	£ 199.95
<i>For approval</i>		
Staff	Total Salaries	£ 3,152.66
AllBuild	Services	£ 3,204.00
PCC Wanborough	Lyden Magazine invoice	£ 286.25
JuSteel	Container Hire	£ 60.00
Sure Plumb	Urinal repair - Hoopers	£ 290.83
SLCC	Training AB	£ 54.00
L Naseem	Reimburse - Planters	£ 154.22
Community Heartbeat Trust	Defib replacement battery	£ 253.80
Affleck Electrical	Defib repair	£ 117.60
Totals		£ 7,841.71