



WANBOROUGH PARISH COUNCIL

Minutes of a meeting of the
Planning, Finance and Policy Committee meeting of Wanborough Parish Council
held on Monday 18th March at 7.30pm 2024 at Hooper's Field Sports Pavillion

Present: Cllr D Hayward (Chair), Cllr C Offer, Cllr O Mirza, Cllr J Warr

In attendance: Mrs H Broughton (Locum) and 2 members of the public

Minutes Ref: PFP/03/24/

- 1. Apologies for absence:** These were received from Cllr Sumner due to Scrutiny meeting at the Borough and Mrs T Smith (Clerk)
- 2. Declaration of interest:** Cllr Mirza declared a personal interest in item 5, planning application S/HOU/24/0074, the nature of his interest being that the applicants were known to him.
- 3. Minutes of the meeting held on 15th January 2024:**
 - Motion:** that the minutes of the meeting held on 15th January 2024 be signed by the Chair as a true record.
 - Proposed:** Cllr Warr
 - Seconded:** Cllr Mirza
 - Resolved:** Unanimously approved.
- 4. The meeting was adjourned for public questions.**

A member of the public drew the council's attention to statements made by Cllr Martin Rowley on social media over the weekend, which he said were offensive, intimidating and bullying. He gave examples of the offensive language used. The following questions were asked:

- a. What would the council do in response to the actions of Cllr Rowley? (He stated that anything short of publicly condemning his actions and calling for a resignation would be seen as your support for his behaviour).*
- b. Can the council ensure that any changes to the existing social media policy strengthen and do not weaken the responsibility of councillors to act appropriately? And include clear and actionable repercussions for breaching them?*
- c. At the last meeting, a discussion occurred regarding the need for accountancy software to support the parish. It was asked if the council could commit to completing and publishing a cost-benefit analysis of readily available, more cost-effective, and efficient options, or form a committee/engage with the public who could support this decision process?*
- d. He supported the policy of recording and hybrid meetings as on the agenda this evening as important that the reasons a decision is made (agree or not) are published to allow others to get involved. Could the council/committee commit to publishing their reasoning whilst carefully considering this evening?*

The Chair advised that news of social media complaints was only just emerging and not all Councillors would be aware of it. This was linked to Item 7e on the Agenda which is not ready for discussion so answers will be provided at the Full Council Meeting on 25th March when the Social Media Policy is discussed. Questions c) and d) will be discussed later at this meeting.

It was agreed to bring forward items 6g (Accounts Software), 7a and 7b (remote and hybrid meetings) and 7e (social media policy)

5. Planning

- a. The following planning application was reviewed.

S/HOU/24/0074 - The Cedars, Ham Road Liddington Swindon SN4 0HH. Replacement front porch, conversion of garages into living accommodation, raising and extension of front and side decking areas, raising of rear patio area, installation of external lift, raising of driveway wall, glazed covered area and installation of photovoltaic panels to south-facing roof slopes.

It was agreed that there was no objection but to comment requesting that the planning officer ensured the proposal was in keeping with the character of the area (design and materials)

6. Finance

6g. Accounts software (brought forward on the agenda)

Cllr Hayward reported that online demonstrations had been held with Scribe and Rialtas software packages and that the Clerk, Locum, himself and Cllr Warr had attended. Both were financial software packages specific to parish and town councils and would offer time-saving benefits for the clerk and facilitate improved monitoring and scrutiny of the accounts. A comparison of both packages had been circulated. It was noted that the Locum had worked with both packages and that the Clerk has expressed a preference for the Scribe package. It was considered on balance that Scribe would be a more suitable package for Wanborough PC as more user friendly and with fewer add on costs.

Motion: to recommend to Full Council that the Parish Council transition from VT Transact to Scribe Accounts basic package, subject to confirmation by Scribe of the cost and contract terms.

Proposed: by Cllr Hayward

Seconded: By Cllr Mirza

Approved: Unanimous

7a. Recording of meetings (brought forward on the agenda)

It was agreed to recommend to Council that equipment required for the recording of meetings be investigated and that, subject to this, recording of meetings be trialled.

7b. Hybrid meetings (brought forward on the agenda)

It was confirmed that hybrid meetings involved meetings that members of the public could attend both remotely or in person. In the Locum's experience good quality equipment would need to be purchased to ensure the sound and video quality were sufficient. The Owl 3 was an example at a cost of approximately £1,000. It was agreed to recommend that this be trialled / tested at a future meeting and the cost of hiring out equipment be investigated.

6a. Budget v Spend

Budget v Spend to date was considered and it was agreed that the following be investigated and figures compared with the previous year.

- Invoice Covingham PC for allotments for 2023/24
- Village Hall room hire

It was agreed the Clerk would check where possible, i.e. previous year's Cash Flow, if all the expected receipts, i.e. sports club licence fees, had been received and that all usual payments, e.g. grants, VH rent, etc., had been made before year end.

6b. Asset register

It was noted that this had been reviewed earlier in the year and did not require further consideration.

6c. Park Yoga

A further request had been received from Park Yoga for matched funding of £387.00. The Locum would confirm if the previous decision of the Council could be overturned.

Motion: to recommend to Full Council that a grant of £387 be given to Park Yoga for one year only, with the expectation that if it continues a formal club will be set up. No refreshments would be provided.

Proposed: Cllr Hayward

Seconded: Cllr Mirza

Approved: Unanimous

6d. Relocation of the Petanque terrain

Relocation of the Petanque terrain was discussed and it was agreed that further information was required prior to a decision being made, as follows:

- Plan / drawing for the new location and to enquire if permissions had been received
- Up-to-date quotation from Garden Scape
- Budget for the increased expenditure of £1,500 to £2,000
- Licence to be drafted and costs agreed

6e. Hoopers Pavillion driveway.

It was agreed to obtain a cost from All Build for a temporary repair to the Hoopers Pavilion driveway and request that Cllr Rowley undertake due diligence on quotations for permanent repairs to enable a decision to be made at the next Full Council meeting.

6f. Bowls Club

A request had been received from the Wanborough Bowls Club for a contribution towards storage facilities and a new roller. It was noted that funds had been included in the 2024/25 budget for this purpose. The Clerk advised that to reclaim vat the Parish Council would need to own the assets.

Motion: to recommend to Full Council that the Parish Council pay a total of £2,450 for storage and a roller for the Wanborough Bowls Club.

Proposed: Cllr Mirza

Seconded: Cllr Warr

Approved: Unanimous

7. Policy

7c. Draft minutes being made available on the website.

Motion: to recommend to Full Council that draft minutes be placed on the Parish Council website as soon as possible following approval by the committee Chair or Vice Chair.

Proposed: Cllr Warr

Secoded: Cllr Mirza

Approved: Unanimous

7d. Terms of Reference for the Staffing Committee.

It was agreed to review this policy further at the next meeting as there has not been sufficient time to scrutinise it.

7e. Social Media Policy

This was covered in the answer to the public question when it was confirmed the answers and the review of the Media Policy will be included at the next WPC meeting on 25th.

The meeting closed at 9.55pm