

WANBOROUGH PARISH COUNCIL

Minutes of the Full Council meeting of Wanborough Parish Council held on Monday 22nd January 2024 at Wanborough Village Hall starting at 7.30pm.

Present: John Warr (Chair), Omar Mirza (Vice Chairman), Dave Hayward, Kathy Glanville, Debra Maslin, Gary Sumner and John Emmins.

In Attendance: Sarah Hardwick (Clerk & RFO).

Minute ref:

FC/01-22/24/

1. Apologies: Apologies were received from Cllrs Offer and Bellamy and approved at the meeting. Apologies were not received from Cllr Rowley.
2. Declaration of interests: None declared.
3. Minutes:
18th December 2023 (Full Council)
Proposed: Cllr Glanville **Seconded:** Cllr Mirza
Resolved: Agreed unanimously. Clerk to retain for the records.

16th January 2024 Extraordinary Meeting of the Full Council
Proposed: Cllr Maslin **Seconded:** Cllr Sumner
Resolved: Agreed unanimously. Clerk to retain for the records.
4. **THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS.**
No members of the public in attendance and no questions emailed prior to the meeting.
5. Report from Ward Councillor
Ward Councillor's report was circulated to all councillors in advance of the meeting and noted for the record. It is contained in Appendix 1.
6. Planning:
 - a. To consider Planning Applications received:
 - S/OUT/23/1454 - Lotmead Site, Eastern Villages Swindon Swindon - variation of conditions 9, 10, 41, 42, 43, 46 and 47 from previous permission S/OUT/19/0582.
The Parish Council agreed to raise the below concerns with regard to the application:
 - Changes to the flood mitigation measures will likely increase the risk of flooding.
 - The dates of the studies referenced for flooding and flood risk are out of date and more up to date data should be used to ascertain flood risk.
 - The changes appear to increase the number of houses, this should not come at the expenses of flood mitigation.
 - Cumulative impacts from the other NEV and SCR developments do not appear to be considered.
 - Concerns of appropriateness with regard to reference of 'bundling' as a flood mitigation measure.
 - Concern with regard to the changes to attenuation which suggest piping. How and who will maintain these?
 - Parish Council request that the LLFA refer to the 2023/24 flood maps which have been shared on the Environment Agency website as an overlay on the current proposal.

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b. To consider revised Planning Applications received:

Noted that there have been no revised planning applications received.

c. Confirmation of Planning Applications that SBC have determined since previous meeting.

Noted that there have been no planning determinations received.

7. Clerk's Report

Clerk's report was circulated to all councillors in advance of the meeting and noted for the record. It is contained in Appendix 2.

8. Village Maintenance

a. Review submissions for Village and Hooper's Maintenance Tenders.

The tenders were discussed. The pricing between the two tender quotes for the village maintenance contract were very similar, however the option for the Hooper's maintenance was circa £5,000 difference between ID Verde and All Build. The cost for the last year for the same maintenance from ID Verde was approx. £7,000. The parish council requested that the clerk ask ID Verde why the price in the tender submission was so much less than what had been paid last year for the same service. It was noted that the service was disappointing in 2023 with missed cuts, and frequent reports from the parishioners and the Hooper's sports clubs of the grass being too long.

The council proposed to proceed with All Build for both tenders with the following conditions:

- The All build contract to contain a term that the price rise between each year can not be in excess of inflation at that time,
- If the weekly grass cutting at Hooper's is missed and the number of days between cuts exceeds 10, then the next cut must be collected at the cost of the contractor,
- Contract award is subject to obtaining rationale for the pricing by ID Verde for the Hooper's Maintenance.

Proposed: Cllr Glanville **Seconded:** Cllr maslin

Resolved: Agreed unanimously.

Action: Clerk to contact ID Verde after receiving answer, Locum to work with All Build on an agreement.

9. Swindon Borough Council Protocol

a. Review and agree feedback on protocol documentation.

The council discussed the protocol documents and unanimously agreed that the documentation did not contain enough information to be able to provide a meaningful response. The documents are too vague and make statements such as annex 1 referring to non-statutory services without listing what these are. Establishing the list of services that may need to be undertaken by the parish and the associated costs would be needed in order to make an assessment.

Action: Clerk to provide the above feedback to Swindon Borough Council.

10. Lyden Questionnaire

a. To discuss and decide if a response as a Parish Council to the Lyden Questionnaire is required.

A discussion regarding how to provide a response to the questionnaire took place. The council agreed the following feedback to be provided via email by the clerk: *the parish council are happy with the publication as is, it provides useful information to the parish. We look forward to seeing how the content develops as the circulation extends further to the developments within the parish.*

Action: Clerk to provide feedback to the Lyden Team.

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11. Planning, Finance & Policy Committee

- a. To ratify the minutes of the Planning, Finance & Policy Committee meeting held on Monday 15th January 2024.

The council agreed to ratify the minutes.

Proposed: Cllr Mirza **Seconded:** Cllr Hayward

Resolved: Ratified unanimously.

- b. To discuss and approve Hooper's Field Licence Fees for 2024/24, Hall hire charge for 2024/25 as per recommendation put forward by Planning, Finance & Policy Committee.

The council unanimously approved the Hoopers Field Licence fees (below) proposal and the proposal for the hire charge to remain as 23/24 price.

- Wanborough Cricket Club - £2,463.01
- Wanborough Bowls Club - £2,213.99
- Wanborough Tennis Club - £4,393.24
- Wanborough JFC (5 small pitches) - 902.00
- Wanborough JFC (4 large pitches) - £1,100.00
- Wanborough JFC (3 large pitches) - £1,386.00

Proposed: Cllr Sumner **Seconded:** Cllr Maslin

Resolved: Agreed unanimously.

- c. To discuss and approve Parish Budget and Precept for 2024/25 as per recommendation put forward by Planning, Finance & Policy Committee.

The parish council discussed the proposal put forward by the Planning, Finance & Policy Committee and agreed to approve it as is an increase to the precept for 2024/25 to £137, 272.86 which is £125.45 per band D, an increase of 10%. The budget is shown below:

	2024-2025 Budget
-	
EXPENDITURE	
Administration	
Insurance	£ 1,815.75
Subscriptions	£ 1,000.00
Audit Fee	£ 1,000.00
Legal & Professional fees	£ 2,000.00
Election Fees	£ 3,000.00
Stationery & Postage	£ 1,234.65
Parish Council Web Site	£ 800.00
Parish Newsletter	£ 2,520.00
VH room hire	£ 400.00
V.Hall rent to Church	£ 450.00
V Hall Wifi	£ 268.25
Staffing Costs	£ 48,291.17
Clerk & Asst Clerk Expenses	£ 700.00
Clerk & Asst Clerk Training	£ 1,000.00
Asst Clerk Office Equipment	£ -

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Parish Councillors' Allowances	£ 2,859.00
TOTALS	£ 67,338.82
Common Land and Recreation Field	
Village Grass Cutting	£ 10,000.00
Waste Collection (including fly-tipping)	£ 3,675.00
Village Tree works	£ 2,000.00
Village Handyman	£ 10,582.00
Village General Maintenance inc footpaths	£ 6,000.00
Village - Equipment	£ 500.00
Play Equipment Maintenance	£ 1,000.00
TOTALS	£ 33,757.00
Allotment	
Allotment water supply	£ 620.00
Allotment rent	£ 285.00
Allotment maintenance	£ 500.00
TOTALS	£ 1,405.00
Grants and Transfers	
Grants & S137 payments	£ 1,500.00
Grant - Churchyard	£ 1,500.00
Grant - Village Hall	£ 600.00
George Gibbs Memorial - Wan Prim School	£ 300.00
TOTALS	£ 3,900.00
Hoopers Field	£ 14,500.00
Total expenditure minus capital projects	£ 120,900.82
Capital Costs/Projects	
Play Equipment (allocated sum to build up reserve)	£ 5,000.00
Website	£ 3,000.00
Hoopers Upgrades	£ 9,000.00
Bowls Match fund	£ 2,400.00
Totals	£ 19,400.00
Total expenditure	£ 140,300.82
INCOME	
Precept	£ 137,272.86
CTS Grant	£ 1,278.00
Bank Interest	£ 400.00
Allotment Rent	£ 1,350.00
Total Income	£ 140,300.86

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Proposed: Cllr Glanville **Seconded:** Cllr Sumner

Resolved: Agreed unanimously

Action: Clerk to submit precept forms to SBC.

- d. To discuss and approve the Finance and Management Risk Assessment as per recommendation put forward by Planning, Finance & Policy Committee.

The council agreed to adopt the recommendation put forward by the Planning, Finance & Policy Committee.

Proposed: Cllr Mirza **Seconded:** Cllr Sumner

Resolved: Agreed unanimously.

- e. To discuss and approve the Financial Regulations as per recommendation put forward by Planning, Finance & Policy Committee.

The council agreed to adopt the recommendation put forward by the Planning, Finance & Policy Committee.

Proposed: Cllr Sumner **Seconded:** Cllr Glanville

Resolved: Agreed unanimously.

12. Finance

- a. Approve Orders of payment for January.

Orders of payment for January were approved.

Proposed: Cllr Maslin **Seconded:** Cllr Glanville

Resolved: Agreed unanimously

- b. Approve the reconciliations for December

Cllr Emmins will review the reconciliations and provide feedback to the clerk.

Meeting closed at 21:08 pm

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Appendix 1

Ward Councillor report – Cllr Gary Sumner - January 22nd 2024:

HGV's:

I met officers on site at SCR/Pack Hill to discuss the signage and the fact that HGV access to Wanborough is via Pack Hill which is inappropriate. They will work on signs for Commonhead to indicate route for construction traffic to Redlands/NEV until SCR opens.

Wanborough Road:

From Richard Bell 17/1/24:

After we spoke yesterday I got in touch with Jack Whelan. Jack advises that....

"The Redland's Wanborough Road footway was design ahead of the SCR junction so has had to be redesigned to tie-in. I've spoken with the developer Bellway Homes this afternoon and was informed that they have instructed their contractor Conlon to re-commence these works, they hope to be able to confirm the start date to us this Friday.

With regards to the original email chain query (footway link to Wanborough village at the Horpit junction) the design we have received has the footway terminating a couple of metres short of the junction, but provides a dropped kerb on to Wanborough Road. I'll raise this issue with the developer, designer and contractor in the hopes they can provide this short section of missing footway link as part of the upcoming works."



I hope that helps. It is on our radar and we are pushing to get it resolved.

Kind regards,

Richard

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Wanborough Road – bridge closure over A419 from evening of 8th February for the weekend only to carry out safety repairs – this was originally scheduled when the Wanborough Road was closed but couldn't be done as it was the construction route and would have closed access to Lotmead and a number of homes.

Just before Christmas I also got some additional signage on the build outs on Wanborough Road as whilst it's not yet lit they aren't as visible as they should be.

Flooding: I continue to chase both Highways and the LLFA on dealing with flooding matters generally and on the Wanborough Road (drainage survey carried out there last week).

The Beanlands School Safety Zone:

Approved to go for Cabinet Member Decision note.

Refuse/Recycling Collection changes: Late collections due to issues at SBC Waste and missed collections. Each Councillor is being given a supply of 30 blue bags after I spoke to the Chief Exec at SBC. I will mention in the Lyden as residents can now order online for free now, but clearly some residents aren't 'online'.

Redlands Grove:

About 42 homes now occupied. I've been helping some residents with delays they've experienced in ordering bins and getting waste collected. Also on access to GP's services. They will use Merchiston (but that info was incorrect on the surgery website – now corrected). Also spoke to one of the partners at our GP's about capacity there.

Local Plan:

Ward members will be updated on potential sites in their wards in February/March, but this information will not be available to the public until the formal 'Regulation 18' consultation in the summer/autumn of 2024.

Local Government Boundary Review:

Parish might wish to consider their views as with the projected population changes the Ridgeway Ward will need to join with another – my view is that Chiseldon would be a good fit.

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Appendix 2 Clerk's Report January 2024

Co-option Vacancy

I continue to prompt the vacancy on the Parish Council with an advert of the Website as well as in the Lyden.

Clerk Vacancy

I have asked for the Clerk and RFO vacancy to be circulated to all Clerks in the Borough which has now happened. I have also included it in the copy for February's edition of the Lyden.

Locum

An Extraordinary Meeting was held on 16th January to approve budget for an interim clerk.

Handover

I've spent some time preparing handover documentation and a password database for the new clerk when in post.

VAT Q3 Submission

VAT Submission for Q3 was submitted in early January.

Budget/Precept for 2024/25

Preparations for the budget and precept were prepared for the Planning, Finance & Policy meeting on 15th January. The outcome and recommendations of which to be discussed at this meeting this evening.

Tender requests for Village and Hooper's Maintenance.

Following the full council meeting on 18th December as requested further information was obtained from the two companies who submitted quotes to be discussed at the meeting on 22nd January.

Hooper's Field Sports Facility

Hooper's Field Driveway had short term repairs in the form of the potholes being filled just before Christmas. A longer term solution is being discussed with a view to secure some funds from the 24/25 Precept.

Payment has been made to Chubb to conduct a fire alarm check. At the time of writing the clerk was awaiting a call from the engineer.

Future Meetings

19th February – Footpaths and Village Maintenance Meeting

26th February – Full Council Meeting

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Appendix 3, Payment Schedule

Receipts and Payments for Approval at Full Council Meeting 22nd January 2024

Payee	Description	Invoice No	Method of payment	Gross Invoice Amount (£)	VAT
<i>Paid – expenditure previously approved at Council meeting/regular payments or under Delegation</i>					
O2	Phone	n/a	DD	16.42	Yes
ID Mobile Ltd.	Phone – Clerk	n/a	DD	6.00	Yes
CCE	Village Hall Broadband Subscription	INV1551603	BACS	25.00	20%
CCE	Hoopers Field Broadband	INV1551680	BACS	35.00	20%
IC	Information Commisioner	n/a	DD	35.00	No
Staffing Costs	December Staffing Costs (salary, taxes & pension contributions)	n/a	BACS	****	No
<i>For approval</i>					
All Build	Waste Collection in parish	2754	BACS	300.00	20%
All Build	Pot hole fill in Hooper's Driveway	2767	BACS	690.00	20%
Graham Poynter	Dec invoice - handyman	36/Dec 23	BACS	480.00	No
Graham Poynter	Jan invoice - handyman	40/Jan 24	BACS	657.88	No
St Andrews church	Lyden December	WPC012024	BACS	210.00	No
J Errington	Hedge cutting equipment payment	n/a	BACS	286.98	No
Castle Water	Hoopers Bill - Dec usage	10001144794	BACS	43.48	No
SSE	Useage 26 Aug to 9 Dec 2023	IV00191855	BACS	1561.56	5%
British Gas	Useage 22 Sept to 22 Dec 2023	n/a	BACS	412.04	5%
Parish online	annual renewal	00HX014-0006	BACS	72.00	20%
<i>Receipts</i>					
Wan Junior Football	Subs	n/a	BACS	1540.00	No
*** Redacted due to Data Protection Act & GDPR					