

WANBOROUGH PARISH COUNCIL

Minutes of the Full Council meeting of Wanborough Parish Council held on Monday 4th September 2023 at Wanborough Village Hall starting at 7.30pm.

Present: John Warr (Chair), Omar Mirza (Vice Chairman) Dave Hayward, Kathy Glanville, Richard Bellamy, Gary Sumner, Colin Offer.

In Attendance: Julie Flenley (Locum Parish Clerk) and 7 members of public.

Minute ref

FC/09-04/23/

1. Apologies: Apologies were received from Cllrs John Emmins and Joe Smith and approved at the meeting.
2. Declaration of interests: None received.
3. Minutes:
24th July 2023 (Full Council) **Proposed:** Cllr Sumner **Seconded:** Cllr Mirza
Resolved: The minutes of the meeting held on 24th July 2023 were unanimously approved.
21st August 2023 (Extraordinary Meeting) **Proposed:** Cllr Glanville **Seconded:** Cllr Bellamy
Resolved: The minutes of the Extraordinary meeting held on 21st August 2023 were approved, 6 councillors in favour, and one against.

THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS.

A member of the public raised the question of the change of dates/works schedule at Kite Hill for resurfacing the carriageway and whether it would affect the works at Ham Road. To be addressed in the Ward Councillor's report but confirmed that there would be no impact by Cllr Sumner.

A member of the raised a question with regards to when the resumption of the Lower Wanborough buses would take place. Cllr Sumner noted that at present, he did not know.

4. 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, beneath.

Cllr Bellamy asked when Conlon would be finished with the works at Wanborough Road. Cllr Sumner reported that he had asked the question but had not had a response. Design work was still outstanding and the pavement by the bridge by Liden Brook needed to be finished. Cllr Smith had also previously expressed concerns about the streetlight relocation which had been moved by 2 meters and the parish council still had not received drawings from SBC.

Cllr Hayward questioned what Conlon were doing with regards to the allotment entrance which was subject to a s.278 Agreement. It was covered in rubble at present and required tarmacking and drawings had not been completed yet. Only one visible water cover out of two which may cause issues in the future when the allotment water needed to be switched off. Issues were also present over the verge which required addressing.

John Warr asked a question in relation to the re-opening of The Marsh. Cllr Sumner noted that there was a legal meeting today to discuss it, but issues such as signage procurement had been decided; a number of issues remained but they were being worked through and it is hoped to have it opened soon. With regard to the uncompleted pavement between SCR and Covingham, this is part of the discussions with the administrators for Buckingham, to release the SCR to SBC as a public highway.

5. Planning:

- 5.1 S/COND/23/0954 - The Cottage, Horpit, Wanborough. Discharge of conditions 3 (Wall Panel) & 4 (Timber Boarding) from previous permission S/HOU/22/0846. Councillors resolved to note the application for the record.

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S/RES/23/0026 – Land At Redlands Eastern Villages Swindon. Reserved matters application following outline planning permission (S/OUT/16/0021) relating to the appearance, landscaping, layout and scale of the proposed primary school. (Councillors are asked to consider the response from DPP Planning). Councillors resolved to object to the letter, based on scale and massing of the proposals, proximity to the AONB and note that previous comments remain unchanged.

Resolved: Parish Council noted the above responses for the record. Locum Clerk to write accordingly.

5.2 To consider revised Planning Applications received:

None for the record.

Resolved: Parish Council noted this for the record.

5.3 Confirmation of Planning Applications that SBC have granted permission.

S/LDP/23/0668 - Cwrt Bleddyn, 1 Slate Meadow. Certificate of Lawfulness (proposed) for the replacement of windows and front door. Application withdrawn.

S/COND/23/0605 – Harestone House, 16 Ham Road. Discharge of condition 8 (Tree Protection) from previous permission S/HOU/21/0621. Conditions Discharged.

S/HOU/23/0376 – 23 Greenaway, Wanborough. Erection of two storey front and single storey rear extension (partially retrospective). Granted.

S/HOU/23/0178 – 8 Wild Acre, Wanborough. Erection of a single storey front extension. Granted.

Resolved: Parish Council noted this for the record.

6. Clerk's Report

The Clerk's report is contained in Annex 1.

Resolved: Parish Council noted this for the record.

7. Policy Review

7.1 To adopt the reworded co-option policy.

Cllr Offer proposed that the policy be adopted with minor amendments to the length of time allocated to councillors questions. Seconded by Cllr Warr. Agreed unanimously. Motion carried.

7.2 To agree the adoption of a Lone Working policy for the parish council

Cllr Glanville noted the need for the policy in lieu of the new Clerk commencing employment and with her main work address being the Clerk's office in Hoopers Field. Cllr Mirza proposed that this policy and the other HR Policies at item 7.3 be deferred to the Planning, Finance and Policy meeting on 18th September 2023 for consideration. Seconded by Cllr Bellamy. Motion carried, with 6 councillors for, and one against.

7.3 To agree the adoption of a HR Policy for the parish council.

See above at 7.2.

Resolved: Parish Council agreed to the motions set out above.

8. SBC Highways

8.1 Notification of road closure on Kite Hill to resurface the road had been delayed by SDC until October half term (since issuing the agenda). Closure for surface redressing was anticipated to take about a week and apologies have been given in advance of disruption to residents.

Resolved: The Parish Council noted the amendment to the road closure date for the record.

9. Hooper's Field Committee (HFC)

9.1 To ratify the minutes of the committee meeting held on Monday 7th August 2023.

Cllr Mirza proposed that the minutes be ratified. Seconded by Cllr Offer. Agreed unanimously, motion carried.

9.2 Pétanque Terrain – To discuss the potential relocation of the pétanque terrain, as previously agreed.

The previous location of the pétanque terrain was agreed to be at the bowls side of Hoopers Field. It was motioned by the HFPC that the pétanque terrain be relocated to the tennis courts side of Hoopers Field to allow for increased parking subject to requiring no additional planning. Cllr Sumner proposed to resite the terrain to closer to the tennis courts. Seconded by Cllr Bellamy. Five councillors voted for the proposal, one abstention. Motion carried.

9.3 To agree the costings for the revised architects drawings for Hoopers Field at a cost of £465

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Councillors noted the costs for revised architects drawings for Hoopers Field to incorporate the pétanque terrain and other amendments. Councillors voted unanimously in favour of the proposal, motion carried.

Resolved: The Parish Council resolved to relocate the pétanque terrain and approve the architects fees for revision of the Hoopers Field Project and pétanque terrain relocation. Clerk to instruct Graeme Luxton.

10. Hooper's Field Sports Facility

10.1 To agree the slight elevation of costs for the installation of CCTV at Hoopers Field (£104)

The Clerk noted that the costs had risen in lieu of increased storage capacity for recordings, as well as the passage of time but that the costs were in line with what would be expected of CCTV installation. Cllr Mirza proposed that the quote be accepted and that the Locum Clerk instruct FSR Security on the installation of the CCTV and advise councillors on the start date. Seconded by Cllr Sumner. Motion carried, with 6 councillors for, and one absence.

10.2 To agree the installation of a Ring Doorbell to enhance security at Hoopers Field Pavilion. Clerk to instruct FSR Security to proceed with the works. Cllr Bellamy proposed to agree the works with a budget of £250 to be spent at the Clerk's discretion. Seconded by Cllr Mirza. Agreed unanimously, motion carried.

10.3 Park Yoga will finish on Hoopers Field on 17th September, but will be run through October from the Village Hall. Cllr Warr noted that Bonny Primm had approached the council to request a small grant to make the project viable for October and suggested £150. Cllr Offer proposed that Bonny be offered £150 as a one-off payment for this year to cover her costs and reduce the amount residents had to pay. Seconded by Cllr Bellamy. Agreed unanimously, motion carried. Clerk to contact Bonny to inform of terms and make payment.

10.4 Hedge cutting at the Bowling Green

Councillors noted that the hedges were described as being 7" in height in the Hoopers Field Maintenance Contract. ID Verde had not been in attendance to take the hedges down and not provided a date despite the Locum Clerk requesting one. Clerk to update once further information has been received.

Resolved: Parish Council agreed to the installation of CCTV at Hoopers Field at the slightly increased cost, a Ring Doorbell be installed at Hoopers Field at the Clerks delegated discretion of £250, to contact Bonny Primm regarding a s.137 grant and to contact ID Verde once more to remind them of their contractual obligations.

11. Staffing

11.1 To agree the formal appointment of a Staffing Committee, with Terms of Reference to be agreed at October's full council meeting.

Councillors Warr, Glanville and Mirza put themselves forward for the Staffing Committee. No other councillors put themselves forward. Noted that the Staffing Committee was comprised of the above councillors. It was proposed that the Terms of Reference for the newly formed Staffing Committee would agree the Terms of Reference at the October full council meeting in order to allow the Locum Clerk time to write them.

11.2 To note that the newly appointed Clerk will commence employment on 11th September 2023

Councillors noted the new Clerk's start date for the record.

Resolved: Parish Council unanimously approved the appointment of the Staffing Committee and agreed that Terms of Reference would be agreed at a future meeting.

12. Finance

12.1 To approve funding for email addresses at a cost of £120

12.2 To approve a new broadband provider/contract for internet access

Resolved – both items agreed unanimously

12.3 Payment Schedule for September 2023

To approve the payment schedule for September 2023.

Schedule attached at Appendix 3. Cllr Glanville proposed that the schedule be accepted by the council. Seconded by Cllr Bellamy. Agreed unanimously, motion carried. Locum Clerk to pay.

12.4 Cash Flow Statement (Spend vs Budget) – August 2023

The Locum Clerk noted that none had been provided but having looked at all Lloyds accounts, there was nothing out of the ordinary. Statements would be provided in advance of the next council meeting.

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Meeting closed at 9.34pm

Appendix 1 Ward Councillor report – September 2023

The Kite Hill works are taking longer than anticipated and the drainage works will finish 8th September. I have agreed that pedestrian access can be permitted and then the resurfacing works will take place in October half-term (Monday 23rd October) for 1 week. These works will not clash with a previous discussion on closing Ham Road for utility works.

SCR/Buckingham:

Buckingham (at the time of writing this) have not yet formally entered administration.

This leaves a slightly muddy legal situation to resolve but we are hopeful we can get The Marsh opened soon (there is a legal meeting on Monday).

SCR is also affected by the legal issues surrounding the possible collapse of Buckingham Group.

School Safety Zone:

An informal consultation is taking place with residents in The Beanlands and nearby on the proposals as part of a school safety zone. I have met officers and the head on site and the principle is well supported. Consultation closes 11/9.

20mph zone:

There were 6 public comments on the 20mph zone for Kite Hill/Church Road (two for and four against. I will now review with officers the next steps.

Wanborough Road:

Discussing with highways a 'missing link' by Horpit.

Tree work:

I have supported a resident who was concerned about the large willow tree by the pond (opposite the school) and this will now be removed as it is too close to a property.

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Appendix 2 Clerk's Report September 2023



Planning

The Thames Water application for a new SPS off Merlin Way is still outstanding. The planning reference is **S/23/0495** - Land Off Merlin Way. The final consultation expiry date is 20th September, and there are no plans for a Committee Hearing so WPC should expect a determination in the coming weeks.

WPC has also received a further letter from the developers agents for Redlands School which will require a response (the Locum Clerk has send a holding email to the agents pending the outcome of tonight's discussion).

Parish Councillor Vacancies

Notice of Vacancy has been published for the 2 Parish Councillor vacancies on the website version of the Lyden as we didn't make the copy date this month. A new Co-Option Policy has been drafted for Councillors to agree. Co-option of any suitable candidates will take place on 25th September's Full Council Meeting.

Hooper's Field Sports Facility

Wanborough Parish Council are now in receipt of £4,292.06 from Wanborough Community Trust for the proposed Pétanque Terrain. The final location of the Pétanque Terrain is being decided and works will begin shortly.

Wi-Fi has now been successfully installed at Hoopers Field Pavilion. Unfortunately after a spate of vandalism where someone attended the pavilion and cut the Wi-Fi cord just after installation, the need for CCTV has been brought forward and installation will take place in the coming weeks.

The Locum Clerk has been in touch with Bonny Primm with regards to continuing Yoga through the winter months at the Village Hall. She proposes to run yoga on a Sunday in the hall for 9 weeks (October to December) to see if there is enough interest to continue into the New Year. The cost is £35 per session (£315 in total) and would like to know if the council would be willing to make a contribution to these costs to provide these classes for the village and surrounding areas. The Locum Clerk proposes that the Parish Council contribute 50% of the cost for residents at a total of £157.50.

The Locum Clerk has been in touch with ID Verde regarding the height of the hedges surrounding the Bowls Pitch. Contracts state that the hedge must be maintained at 7" but is now at a height of 12". Hedges are due to be cut this month. Clerk will update at the next meeting of the Hoopers Field Committee.

Footpaths & SIDS Sign

The Locum Clerk has received a number of complaints regarding footpaths in the village which have become overgrown. The village maintenance man has been contacted about footpath cutbacks and will work through them now that he has returned from holiday. Debris at Kite Hill/Green Lane has also been reported and will be actioned asap.

The SIDS sign on Callas Hill requires a battery replacement and is also in the process of being dealt with.

Grounds Maintenance Contract

Idverde have been contacted numerous times by the Locum Clerk regarding the non-fulfilment of their contractual terms, including cutting common land and verges in the village. The grass on the Recreation Field has been referred to an external contractor through failure to attend and cut the grass in advance of the commencement of the football season. Contracts will shortly be renewed and it is recommended that these issues are considered when retendering contracts.

Wanborough Show

The Wanborough Show was a triumph once more this year, and we were most fortunate with the weather. The Clerk and Parish Council would like to extend their thanks to all involved in making the show such a success.

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Allotments

The Allotments competitions for the year have now been concluded and the Locum Clerk is liaising with Cllr Hayward regarding prizes for the prizegiving ceremony on 9th September.

There has been a break in and minor theft to a shed on the allotments so we will urge allotment holders to remain vigilant going forwards. Allotment invoices are being finalised and will be send out shortly.

Future Meetings

- Monday 19th September 2023 - Planning and Enforcement Briefing Session
- Monday 23rd October Parish Clerk/Chairs Engagement Meeting

Appendix 3, Payment Schedule

Receipts and Payments for Approval at September's Full Council Meeting 4th September 2023

Payee	Description	Invoice no.	Method of Payment	Gross Invoice Amount (£)
Paid – expenditure previously approved at Council meeting/regular payments or under Delegation				
CCE	Broadband Subscription 3/8 – 31/8/2023 (Pro Rata)	INV1550939	BACS	31.61
CCE	Standard Broadband Subscription monthly charge	INV1550840	BACS	25.00
ID Mobile	Clerk's phone		DD	6.00
O2	GED64604856		DD	16.42
Wiltshire Council	Bill Payment		DD	331.41
For approval				
NALC	Advertisement of Clerk's Role	Inv.702639	BACS	360.00
Angela Raymond	Salary, Tax, NICS, Pension		SO	XXXXX
Allbuild	Removal of goalposts and associated works Hoopers Field	Inv. 2600	BACS	1,152.00
Microsoft 365	July Licence Fee	E0400075AF	BACS	9.48
Mark Woodman	Email addresses, storage capacity & SSL renewal	Inv. 5868	BACS	498.64
ID Verde	Grasscutting/Landscaping June 2023	Inv. 10888228	BACS	1,048.18
ID Verde	Grasscutting/Landscaping Hoopers Field June 2023	Inv. 10888229	BACS	1,073.83
Allbuild	Waste collection – August 2023	Inv. 2635	BACS	300.00
Microsoft 365	August Licence Fee	E04000LL5F	BACS	9.48
Chantelle Smith	Cleaning – August 2023		BACS	66.00
Wanborough Village Hall	Hall Hire	WVH-22/23-0030	BACS	216.00
Shaw & Sons	Minute Binding Service	0000291064	BACS	324.00
Allbuild	Clear allotment of rubbish	Inv. 2623	BACS	79.20
CCE	Standard Broadband Subscription monthly charge	INV1551001	BACS	25.00
CCE	Broadband Subscription	INV1551093	BACS	35.00
ID Verde	Grasscutting/Landscaping Hoopers Field August 2023	Inv. 10891314	BACS	1,073.83
ID Verde	Grasscutting/Landscaping August 2023	Inv. 10891313	BACS	1,048.18

Receipts

	Wanborough Tennis Club	Funds for Floodlights			5,650.00
	Wanborough Tennis Club	HF748 – Licence fee			998.46
	Wanborough Tennis Club	HF749			208.76