

WANBOROUGH PARISH COUNCIL

Minutes of the Full Council meeting of Wanborough Parish Council held on Monday 25th September 2023 at Wanborough Village Hall starting at 7.30pm.

Present: John Warr (Chair), Omar Mirza (Vice Chairman) Dave Hayward, Kathy Glanville, Colin Offer, Joe Smith, John Emmins.

In Attendance: Julie Flenley (Locum Parish Clerk) and Sarah Hardwick (Clerk & RFO) and 1 member of the public

Minute ref

FC/09-25/23/

1. Apologies: Apologies were received from Cllrs Sumner and Bellamy and approved at the meeting.
2. Declaration of interests: None received.
3. Minutes:
4th September 2023 (Full Council)
CllrCllr Hayward proposed the following amendments Two amendment were made to the meetings. 1. Deletion of the word project section 9. The deletion if the word water in section 4, para. 3. The minutes of the meeting held on 4th September 2023 were approved following the amends.
Proposed: Cllr Glanville **Seconded:** Cllr Offer
Agreed unanimously, motion carried. Clerk to retain for the records.

4. THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS.

No questions raised by the 1 resident in attendance.

A resident emailed the below questions due to being unable to attend the meeting in person:

1. I notice the work on the footpath between Redlands heading towards the new road has now just stopped work. Can you confirm why these works have not been completed, what is holding them up? What is the time frame for this work being completed as it's taking a very long time.

This question is addressed in the Ward report – see appendix 1

2. There is now a completely unnecessary 3 way traffic light system on Wanborough Road new junction to the new houses, can't see why this is needed as there is no work taking place. This caused huge traffic problems this morning, especially with Kite Hill closed and more traffic using Wanborough Road.

This question is addressed in the Ward report – see appendix 1

3. With Kite Hill closed, The Marsh needs to be re-opened to help with the flow of traffic around the village. Can you confirm what has happened to the working group that Parish Council set up to look at the impact of the road works on the village? it has gone very quiet, and I think it would be a good idea for them to start looking at the problems around the village again as it's a complete nightmare, please let me know who I should contact about this group as I would like to join.

The working group is still live. See section 8.a of these minutes for agreed action.

5. Cooption to Wanborough Parish Council

Clerk and Locum Clerk confirmed that the 2 candidates that had applied for the 2 Parish Council Vacancies were eligible to do so. Cllr Hayward questioned why the candidates were not offered the posts automatically due to there being only 2 of them and 2 vacancies. Locum Clerk confirmed that unlike the election process, with the co-option process the councillors were able to decide if each candidate was suitable for the position.

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First Candidate – Martin Rowley was invited to make a statement about why he should be considered for the Parish Council Vacancy. *Martin is committed to the village and has settled in Wanborough for the long term. Martin emphasised the importance of protecting the atmosphere of the village as a village. He expressed views that communication from the parish council could be improved as he felt it wasn't reaching all residents. He also felt it was important to clear up for residents the difference between the responsibilities of the Parish Council and those of Swindon Borough Council (SBC). He felt that the assets of the village could be better utilised to the benefit of the council. Particularly Hoopers Field and Church Meadow.*

The councillors asked the Martin the following questions:

CLlr Emmins: what are your hobbies or interests? *Martin answered that he had run his own business and it was his life until recently so had not had time for hobbies. Now that he has retired, he would like to develop his interests. He enjoys woodworking and would like to own a sawmill. Cars are his passion, and he would like to fish.*

CLlr Mirza: what are your ideas for making more of the village assets? *Martin felt that Hooper's Field could be better utilised to make some more money for the Parish. Better advertisement of the games that were happening. He also felt that Church Meadow is underused.*

CLlr Hayward: what other ideas do you have for the village. *Martin felt that the village could benefit having a defibrillator at the lower end of the village. Located at the Cross Keys pub for example for the Horpit and Marsh residents.*

Second Candidate – Debra Maslin who attended via zoom call was invited to make a statement about why she should be considered for the Parish Council Vacancy.

Debra has lived in the village since 1984 and has raised her children here. She believes in diversity and that the council would benefit from having an additional female councillor as currently there is only one. She wants to ensure that residents feel listened too and now that she has retired has lots of time and enthusiasm to commit. She would strive to work well with the councillors and has experience dealing with people in challenging circumstances.

The councillors asked the Debra the following questions:

CLlr Emmins: what are your hobbies or interests? *Debra enjoys running every morning. She attends the farmers market in the village hall each month and the coffee mornings.*

CLlr Offer: why has it taken so long to apply for councillor position? *Debra has worked as a nurse for 34 years. She also spent three and a half years travelling. The NEV and SCR issues and their impact on the village has motivated her to join in and make things better if she can.*

CLlr Mirza: what ideas do you have to keep the village a village (with specific reference to SCR/NEV)? *Debra emphasised the importance of optimising the 'buffer zone' between Wanborough and Swindon. She believes liaising closely and building bonds with SBC will help to ensure that the village is part of the process.*

The candidates were asked to leave the room for the voting. Martin left the village hall and Debra was moved to a breakout room in zoom.

The merits of the first candidate were discussed by councillors.

Martin was unanimously voted in favour of being accepted as Parish Councillor.

The merits of the second candidate were discussed by councillors.

Debra was unanimously voted in favour of being accepted as Parish Councillor.

Both candidates were invited back into the room and were informed that they had been coopted to Parish Council for Wanborough Parish Council.

Debra left the meeting at 20:10.

Martin signed the Declaration of acceptance of office and took a seat with the councillors to join the meeting.

6. Report from Ward Councillor

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Ward Councilor's report was circulated to all councillors in advance of the meeting and noted for the record. It is contained in Appendix 1.

Cllr Emmins queried where the pavement that the resident raised the question about in the public section is located. Cllr Warr confirmed that there are 2 different contractors responsible for laying the pavement on the Wanborough road. The section to be completed Buckingham's will now be completed by SBC.

Cllr Mirza queried if the 20-mile hour zone on Church Road/Kite Hill was being revisited. Ward Councilor's report notes that a review would take place to establish if the objections received could be addressed.

7. Planning:

a. To consider Planning Applications received:

S/HOU/23/1045 – The Cottage Horpit, Wanborough. Erection of single storey both side, front and rear extensions, porch to front and 1 no. dormer window front to rear.

Councillors resolved not to object to the application. The Heritage Statement report indicated no damage/detrimental impact will result of the proposed works.

Resolved: Parish council have no objections

S/LBC/23/1046 – The Cottage Horpit, Wanborough. Demolition of existing extensions, internal alterations, and erection of single storey both side, front and rear extensions, porch to front and 1 no. dormer window to front and rear.

Councillors resolved not to object to the application. The Heritage Statement report indicated no damage/detrimental impact will result of the proposed works.

Resolved: Parish council have no objections

b. To consider revised Planning Applications received:

Resolved: None received

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

Resolved: No determinations sent

8. 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.

Locum Clerk stated that the tender is due for review and will be undertaken with the Clerk. Cllr Hayward asked if other local parishes had been contacted to check how ID Verde had performed for them. Clerk confirmed that this had not taken place yet but as part of the tender process this would be undertaken.

Action: Clerk to include on the agenda for 9th October Footpaths and Village Maintenance the tender for maintenance contract

Action: Clerk to move copies of the maintenance maps to the shared drive folder.

9. Policy Adoption

a. To agree the adoption of the below policies:

1) Lone workers Policy

Proposed: Cllr Mirza **Seconded:** Cllr Glanville
6 in favour, 1 against, 1 abstain

Resolved: Adopted

2) Sickness Absence Policy

Proposed: Cllr Mirza **Seconded:** Cllr Glanville
6 in favour, 1 against, 1 abstain

Resolved: Adopted

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- 3) Poor Performance Policy
Proposed: Cllr Mirza **Seconded:** Cllr Glanville
6 in favour, 1 against, 1 abstain
Resolved: Adopted
- 4) Staff Appraisals Policy
Proposed: Cllr Mirza **Seconded:** Cllr Glanville
6 in favour, 1 against, 1 abstain
Resolved: Adopted
- 5) Staff Training and Development Policy
Proposed: Cllr Offer **Seconded:** Cllr Glanville
6 in favour, 1 against, 1 abstain
Resolved: Adopted

After the vote Cllr Hayward raised a concern that the minutes from the Planning, Finance & Policy meeting on 18th September where the above policies were reviewed had not been approved. Locum Clerk confirmed that ideally the minutes should be ratified prior to adopting the policies.

Resolved: Vote to stand and policies duly adopted.

10. SBC Highways

- a. To note Kite Hill – notice of carriageway works commencing Monday 11th September for four weeks.
Resolved: Parish Council noted for the record
- b. To note SBC will commence final rural verge cutting Monday 23rd October.
Resolved: Parish Council noted for the record

11. Staffing

- a. Agreement of TORs for the staffing committee.
Cllr Glanville outlined TORs that had been circulated to councilors. Cllr Mirza commented that there were additional requirements that needed adding such as delegation of authority. Cllr Hayward commented that the TORs should be returned for ratification at the October Full Council Meeting.
Action: Staffing Committee to review and update and circulate TORs for comment prior to October Full Council meeting for ratification.
- b. Agree the staffing committee members
As per outcome of 11.a. deferred to Full Council meeting 23rd October
- c. Agree first meeting date for staffing committee
As per outcome of 11.a. deferred to Full Council meeting 23rd October
- d. Agree additional hours for Locum Clerk for new clerk onboarding
Cllr Glanville referred to the Care of our Clerk report and outlined the need to extend Locum Clerk contract to continue training of new Clerk, assist with setting the Budget and handover of financial management. The extension would comprise of 1 – 2 days per week, for 8 weeks, which would be 90 (£4K) – 120 hours at (£5,340).
Proposed: Cllr Glanville **Seconded:** Cllr Mirza
7 in favour, 1 abstain
Resolved: Locum clerk contract to be extended

12. Committee & Working Group Review

- a. Review working parties need – Wanborough Road closure party
Cllr Warr clarified that there is confusion between the 'Wanborough Roads Working Party' which is the parish council working group and the Wanborough Roads Action Group (WRAG) which is a resident lead group. It was noted that there had been little activity of late from both the Working Party and the Action Group. Cllr Hayward agreed to reach out the WRAG to seek feedback about whether there was still a requirement for a working party and to provide feedback at the next full council meeting (23rd October).

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Action: Cllr Hayward to provide feedback sought from WRAG at Full Council meeting 23rd October with the view to wrap up the 'Wanborough Roads Working Party' if it is no longer required.

- b. Proposal to combine Hoopers Field and Hoopers Field project Committees.
Cllr Mirza questioned can we combine the Hooper's field committee meetings into 1 meeting. Cllr Emmins chair of the Hoopers Field project Committee was happy to combine. Cllr Offer chair of the Hooper's field committee was also in agreement of the benefits of amalgamating the 2 meetings.
Proposed: Cllr Mirza **Seconded:** Cllr Smith
6 in favour, 1 against, 1 abstain
Resolved: The 2 Hooper's field committee meetings will be combined. Meeting dates will be reviewed in Full Council meeting 23rd October
Action: Clerk to inform the attendees of both meetings of the decision to combine both meetings.

13. Hooper's Field Sports Facility

- a. To note that the CCTV is being installed w/c 5th October.
Locum Clerk confirmed that the date has been moved to 16th October.
Resolved: Parish Council noted the updated date for the record

14. Other Business requiring resolution and to note

- a. Easement – agree path of easement on the lower rec with Wales and West Utilities
The documentation was not available in the meeting pack .to agree the path of easement.
Action: Cllr Warr, Cllr Hayward and Locum Clerk to review and confirm agreement in the next few days.
- b. To note the web update
Resolved: Parish Council noted for the record
- c. To note the email transition update
Resolved: Parish Council noted for the record

15. Finance

- a. Agree Orders of payment
Proposed: Cllr Glanville **Seconded:** Cllr Offer
Resolved: Orders of payment were agreed unanimously
- b. Note the forecast
The forecast was not available at the time of the meeting
- c. Note the bank reconciliations for July & August
The reconciliations for July and August were not available at the time of the meeting.

Locum Clerk stated that there had been challenges with the payment software and payroll. This would be resolved ahead of the Full Council meeting 23rd October.

Meeting closed at 21:33 pm

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Appendix 1

Ward Councillor report – 25th September 2023

Kite Hill works continue with a 2 week closure from Monday 25th September to the 6th October for repairs. Wales & West utilities have admitted liability as they laid their gas main in 2020 within SBC's drainage assets. The road will then close again in half term 23rd October for resurfacing from Church Road to Jenner Close. Access for residents of Kite Hill maintained at all times. Schools and bus companies informed.

Ham Road will close from the 16th to 18th October for utility works.

SCR/Buckingham:

Buckingham have formally entered administration. I have been talking to SBC and the Head of Highways most days on the matter. A meeting took place this week with the administrators and there have been ongoing meetings with the legal team to discuss the implications. Taking 'early enjoyment' of the asset could put SBC in a difficult position both legally and financially whilst negotiations over and unfinished works and landscaping are taking place.

Buckingham were also delivering a 70m section of pavement on Wanborough Road. This responsibility now reverts to the developers of Redlands and Conlon who have to agree plans for delivering this section.

The opening of The Marsh is similarly affected as it still requires access over SCR. I asked the Highways team to re-inspect the whole length of the road and further hedge cutting was done. Signage is in place but the legal issues must be resolved.

Wanborough Road:

As noted above Conlon to deliver the missing 70m section of pavement. They have now tarmacked the entrance to the allotments.

20mph zone:

I have met with the officer working on this and they will be looking again at what can be delivered on Church Road/Kite Hill which might counter the five objections (4 public and one Parish Council).

Ward works:

Resident complaints: Fly tipping of tyres on the Ridgeway Road at Foxhill. Now removed – took longer as there was asbestos dumped which had to be removed safely first.

Roads: Street light question on Wanborough Road – answer below:

Action taken: Good afternoon Cllr Sumner,

I have spoken with the contractor undertaking the highway works on Wanborough Road, they inform me they have located the street lighting column 2m away from the original position following discussion and agreement with Redhouse Farm and our Clerk of Works. The column cannot be moved any further, but I have requested that they install a light shield to the rear of the lantern to minimise any light spilling back towards Redhouse Farm.

Kind regards,

Highway Agreements

Tree works: A resident in Callas Rise had concerns about the trees alongside Callas Hill and the tree team from SBC have agreed they are too large and will prune in the next month or two.

Tree works to remove a Willow and reduce an ash tree opposite the school will be completed by end September.

Tree works in Kings Lane – overhanging branches being removed.

I have requested works to trees (mainly willow) growing through power lines at the bottom of Kite Hill by Underdown close.

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Crime issues: I have booked the Village Hall on Wednesday 27th September 11-1pm for a drop in event with Wiltshire Police about local crime issues and advice for residents. This follows a number of car burglaries and other issues. I'd be grateful if the Parish Council could also promote this. I have asked the police if they would attend one of the regular Coffee Mornings at some point to do the same as they are well attended.

Questions from a resident

1. It states in the Redlands development planning permission conditions and S106 agreement that the footpath along Wanborough Road should be completed prior to 1st occupation at the Redlands site. I note that there are now a number of new residents moving into Redlands but clearly the footpath along Wanborough Road is not completed. I would expect those in charge to ensure the planning conditions are met and it is disappointing that yet again the developer has been allowed to completely disregard the conditions that have been agreed for this development site.

Answer: I had already raised this and the camera monitoring of Wanborough Road with the Planning Officer and Head of Highways. As a section of pavement was to be delivered by Buckingham it is unlikely that enforcement action will be taken against the developers as they are now using best endeavours to complete the missing pavement themselves which they hadn't anticipated. Lighting and signals on the SCR/Wanborough Road junction being delivered by SBC.

2. The new footpath as you come from Covingham direction just suddenly stops and there is a gap where there is no footpath as you lead up to the new SCR junction. There doesn't appear to be any sign that this footpath is going to continue to the SCR junction as there are currently concrete drainage channels installed on both sides of the road which indicates there isn't due to be any footpath. As per my point above how will the footpath be completed if there is no signs of this section even starting which leave a gap in the footpath.

Answer: As above and already raised by me previously.

3. The compound at the bottom of Pack Hill has been dismantled and now removed. The contractor removed the top layer of tarmac from the compound area but left a considerable amount of hard core that was put down under the tarmac and instead of removing this hard core then just covered the area in top soil. Clearly this has been done as a cheaper option but I am concerned that any new plants, hedges & trees will not grow due to the amount of hardcore left beneath the top soil. I realise this is a cheaper option but we should expect to see the work completed properly and not left like this to the detriment of Wanborough Village. I have already sent this concern to Parish Council but the reply I received just stated that "under the circumstances, best efforts are being made". This is not acceptable and the developer should be made to make sure the site has been made good and if not final payment should be withheld.

Answer: Buckingham did clear the site, removing tarmac and reinstating the ground. Many months ago on a site visit I also raised the same question about the old section of Pack Hill and again there the tarmac was removed and the ground sufficiently turned over to allow for tree/shrub planting. It was originally in draft plans to add more soil and create a raised mound where the compound once sat and this may explain why more detailed plans for landscaping have yet to be completed and as Buckingham no longer exist that will be delivered by SBC in due course. The mound was a consultation plan and never formally agreed. As the contractor no longer exists any payments will be a matter of negotiation against outstanding works or works completed for which payment has not been made.

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Appendix 2 Clerk's Report 25th September 2023

Highways

On Monday 11th September works commenced by Wales and West Utilities Limited to divert a gas main that has contributed to the surface water drainage issue on Kite Hill. The works are expected to take four weeks in total to complete. Works are expected to be completed ahead of the resurfacing of this section of Kite Hill commencing 23rd October.

Notice has been received from Swindon Borough Council of a temporary road closure of Ham road at the Junction with Church Road commencing 16th October 2023 for works by Thames Water and Network Plus. The Order comes into force on the 16 October 2023 for 6 months but it is anticipated the works are taking place on the 16 and 20 October 2023. Traffic will be diverted via Church Road, Callas Hill, Ridgeway, King Edwards Road, Ham Road and vice versa.

Hooper's Field Sports Facility

Works to install the LED floodlights at the tennis club which have been part funded by Wanborough Parish Council are due to be completed w/c 25th September.

Park Yoga - Bonny will be running some trial sessions starting Sunday 22nd October at 9:30am in the Village Hall up to Christmas, weekly on Sundays alternate mornings (9:30) and afternoons (14:30), which the parish council have made a contribution to the get this off the ground.

Footpaths & SIDS Sign

Notice has been received of the closure of PROW footpaths WA8 and WA22 between the western side of the Southern Connector Road and the A419 for a duration of 6 months in force from 14th September 2023.

Swindon Borough Council have confirmed that Footpath 44 has now been confirmed via 'Footpath 44 Wanborough Modification Order 2017'. The order map will be added to the website in due course.

The SIDS sign on Callas Hill requires a battery replacement and is also in the process of being dealt with. Volunteers will be contacted by the Clerk in the coming weeks to resolve.

Grounds Maintenance Contract

Non fulfilment of contractor obligations continues to be a cause for concern and the most common cause of complaints for residents. The locum clerk has been in contact with ID Verde to remind them of their obligations under the contract. The Clerk and Locum Clerk will be working on the tender details for the grounds maintenance contract in early October.

Allotments

The Allotment invoices have been issued to all plot holders and work has commenced by the clerk to offer vacant plots to those on the waiting list.

Resurfacing works have been undertaken to the entrance of the allotment.

If you are interested in becoming an allotment holder, please contact the Clerk for further information at clerk@wanborough.info.

Future Meetings

- Monday 9th October - Footpaths & Village maintenance
- Monday 16th October – Hoopers Field Committee
- Monday 23rd October – Full Council Meeting

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Appendix 3, Payment Schedule

Receipts and Payments for Approval at September's Full Council Meeting 25th September 2023

	Payee	Description	Invoice no.	Method of Payment	Gross Invoice Amount (£)
Paid – expenditure previously approved at Council meeting/regular payments or under Delegation					
	O2	Phone		DD	16.42
	ID Mobile Ltd.	Phone – Clerk		DD	6.00
For approval					
	PKF Littlejohn	External Audit Fees 2022-23	Inv. SB20232074	BACS	504.00
	John Warr	Expenses – payment of Microsoft invoices for July & August (as previously agreed in 4 th September Orders for Payment)		BACS	£18.96
	SLCC	Locum Fees – August 2023	Inv. 638	BACS	£5,158.30
	Graeme Poynter	Village Maintenance works August 2023	Inv. 19/Aug23	BACS	£571.84
	St. Andrews Church	Lyden Magazine contribution August 2023	WPC02082023	BACS	£210.00
	St. Andrews Church	Lyden Magazine contribution September 2023	WPC02092023	BACS	£210.00
Receipts					
	Allotment Income	Fees received to date – various plot holders			£400.00
	Lloyds account 0704 7283	Bank Interest August 2023			£117.95