

WANBOROUGH PARISH COUNCIL

Minutes of the Full Council meeting of Wanborough Parish Council held on Monday 27th November 2023 at Wanborough Village Hall starting at 7.30pm.

Present: John Warr (Chair), Omar Mirza (Vice Chairman), Dave Hayward, Kathy Glanville, Colin Offer, Debra Maslin, Martin Rowley, Richard Bellamy and John Emmins.

In Attendance: Sarah Hardwick (Clerk & RFO) and 2 members of the public.

Minute ref:

FC/11-27/23/

1. Apologies: Apologies were received from Cllr Sumner and approved at the meeting.

2. Declaration of interests: None received.

3. Minutes:

23rd October 2023 (Full Council)

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

Resolved: Agreed unanimously. Clerk to retain for the records.

4. **THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS.**

A member of the public asked if it would be possible to have a mirror at the top of pack hill on the bend to Church Road due to poor visibility. The council agreed that this was a good idea. It was agreed to raise with Cllr Sumner to raise this with the Highways team at Swindon Borough Council.

ACTION: Cllr Sumner to raise this request with Swindon Borough Council Highways Team.

A resident raised the below questions via email before the meeting to be read out:

Dear Wanborough Parish Council,

I recently raised two concerns requesting a formal response to both and am still waiting.

1. *The proposed works on King Edwards Road by BT Openreach and the potential impact on the protected verge. I have not had a formal response from the council other than a request from John Warr for further information, which you should have had on record but that I have provided.*

Wanborough Parish Council made numerous attempts to contact Swindon Borough Council to alert them to the sensity of verge at The Hollow and did not receive any reply to offers to meet to discuss at the site. Swindon Borough Council have been contacted by Cllr Warr regarding the matter and Swindon Borough Council have not yet checked the site after the works have been completed but will do so and report to the Parish Council. The management of verges is the responsibility of Swindon Borough Council.

2. *The placement of advertising boards for the Newbury Show on the white village boundary gateway on Callas Hill. Other than an e-mail from John Warr to say the advert had not been approved and would be removed. In particular I wanted to know;*

o If the adverts were not authorised, what was done to notify the Newbury Show organisers that the adverts should be removed and would be sanctioned if it happens in the future.

Wanborough Parish Council were not contacted about the boards. The management of road signs is the responsibility of Swindon Borough Council and the Parish Council have no authority to manage or sanction this matter.

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o I also now want to know why it took more than a week to have the advertising taken down, which happened after the show date.

The removal of the sign was completed by Wanborough Parish Council, however the management of Highway signs is the responsibility of Swindon Borough Council.

I have a further concern to raise associated with residents not maintaining their hedges suitably, which in turn restricts the use of the full width of footpaths around the village. Please undertake a review around the village and write to the residents requesting action be taken. This is particularly an issue, or though not only restricted to;

1. The corner of Stanley Close and The Beanlands, where the hedge looks to be unsafe, has been allowed to extend so that half the path is unusable.

2. The High Street where hedges/trees have been trimmed but have not been cut back to the boundary and extend at head height over the garden walls, meaning anyone over 4ft 6inches has to walk on the grass verge. These queries should be read out during public questions at the council meeting following and recorded in the minutes. Please send me a copy of the minutes from the respective meetings with council responses. In the event that the questions were not raised and minutes taken, I would like the queries raised at the next council meeting and a response please.

I look forward to receiving the minutes with The Council's actions.

Parish Council will issue a reminder in the Lyden to residents to remind them of their responsibility to manage their hedges, ensuring that they do not block public footpaths. An open letter will be drafted by the Clerk for councillors to post to houses where hedges are encroaching on footpaths.

ACTION: Clerk to draft letter

ACTION: Councillors to post in houses that are encroaching on the footpaths.

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.

CLlr Bellamy raised a concern about the surface of Kite Hill. It was agreed that it should be inspected by the Parish Council after the surface has had an opportunity to 'bed in'.

ACTION: CLlr Sumner and CLlr Warr to review Kite Hill in June 2024.

6. Planning:

a. To consider Planning Applications received:

- S/LDP/23/1356 - 9 Rodway Certificate of Lawfulness (Proposed) for the erection of a rear dormer window. Parish Council agreed to raise concerns with regard to the potential intrusion of privacy to surrounding properties and assurance that the materials used will be in keeping with the area.

ACTION: Clerk to provide response.

- S/HOU/23/1404 – Accolade, Ham Rd – Erection of a detached outbuilding for ancillary accommodation. Parish Council object to this application due to the design being out of keeping with the area and the matter of this being a separate dwelling and therefore an extension of the property along the property line of Ham Road.

ACTION: Clerk to provide response.

- S/COND/23/1360 Redlands (Phase 2) Eastern Villages Swindon:

- Discharge of conditions 1 (Materials - Dwellings) and 2 (Materials - Hard Landscaping) from previous permission S/RES/21/0867. Parish Council have no comments.
- Discharge of condition 6 (Heat Pumps) from previous permission S/RES/21/0867. Parish council have no comments.

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- Discharge of condition 11 (Solar PV) from previous permission S/RES/21/0867. Parish Council would note that Solar PV should be provided to every house in the development.
- Discharge of condition 10 (EVCP Charging Points) from previous permission S/RES/21/0867. Parish Council would note that every house in the development should have an EVCP charging point.
- Discharge of condition 9 (Visitor Parking Spaces) from previous permission S/RES/21/0867. Parish Council would like to ask has the designing crime out policy been considered in the design to build a less crime likely environment.

ACTION: Clerk to provide responses.

b. To consider revised Planning Applications received:

Noted that there have been no revised planning applications.

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

- Reserved Matters application for the layout, scale, appearance and landscaping of 3no. Dwellings in pursuant of S/OUT/16/0021 Granted. Noted by Parish Council.
- S/HOU/23/1045/NICL - The Cottage, Horpit. Granted. Noted by Parish Council.
- S/LBC/23/1046/NICL - The Cottage, Horpit – Granted Noted by Parish Council.

7. Consultations to consider

a. Parish Election cycle consultation.

Parish Council recognised the financial saving of circa £1,000 to align its election cycle with that of Swindon Borough Council. This will mean the next Parish Council election is 2026 and the election in 2024 will not go ahead.

Proposed: Cllr Bellamy **Seconded:** Cllr Rowley

Resolved: Agreed unanimously

b. Polling Stations and Polling Districts review consultation.

Parish Council have no comment to make on this consultation.

c. Parish Charter.

Cllr Warr provided feedback from attending the Swindon Local Councils Forum meeting on 23rd November where the Parish Charter was discussed. The feedback provide at the meeting was overwhelmingly that the document needed revising due to the lack of clarity. On this basis Wanborough Parish Council will review and respond to the revised version.

d. School Keep Clear Marking along The Beanlands, Stanley Close and Rodway.

Parish Council will comment with regard to the no waiting at any time restriction. Why is this not Mon to Fri 8am to 5pm like the no stopping area.

Proposed: Cllr Bellamy **Seconded:** Cllr Rowley

Resolved: Agreed unanimously

ACTION: Clerk to provide responses to above consultations.

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.

9. Staffing

a. Agree TOR for Staffing Committee.

Cllr Mirza did not have an opportunity to incorporate the feedback provided with regard to the draft TORs due to the timeliness in receiving it.

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ACTION: Cllrs Mirza to incorporate feedback provided and table at next Full Council meeting.

- b. Confirm members of staffing committee.

Defer to the next Full Council meeting as per 9.a

- c. Agree date for first meeting.

Defer to the next Full Council meeting as per 9.a

10. Working Groups

- a. Verbal update on the website from the Working Group.

Cllr Bellamy confirmed that the migration of email accounts can now be undertaken. It was agreed that during the Christmas period was a suitable time due to the likelihood of it being quiet. Cllr Bellamy will write a how to guide to assist with the transition and one to one help via zoom was offered by Cllr Warr.

ACTION: Cllr Bellamy to write how to guide for email transition.

- b. Feedback Cllr Hayward regarding WRAG and Wanborough Roads Working Group.

Cllr Hayward confirmed that there was no further feedback to offer with regard to the Road groups.

- c. Decision whether to disband Wanborough Roads Working Group.

Cllr Hayward proposed to leave the Wanborough Roads Working Group dormant with the view to reinstate if required.

Proposed: Cllr Warr **Seconded:** Cllr Bellamy

Resolved: Agreed unanimously

11. Village Maintenance

- a. Feedback from Cllr Rowley re SID.

Cllr Rowley has reviewed the site of the SID with a local resident who is volunteering to assist with the management of the SID. It is felt the SID is currently located on the wrong side of the road. A discussion took place about the feasibility of locating the SID on the pole on the opposite side of the road where an existing speed indicator is located. It was agreed to look into the option of this further.

- b. Approve quote for replacement batteries for Callas Hill SID.

The quote provided by the manufacturer was not approved. A proposal to purchase the same batteries for significantly less money from a retailer such as Halfords was discussed and a budget for £200 was agreed.

Proposed: Cllr Rowley **Seconded:** Cllr Bellamy

Resolved: Agreed unanimously

- c. Discuss and agree how to use the Flooding Engagement offer made by Swindon Borough Council.

Parish Council discussed the merits of having a public event that Swindon Borough Council can attend to provide feedback about the latest flooding incidents in the village.

ACTION: Clerk to organise public event with Swindon Borough Council Flood Team.

- d. Discuss and agree whether to reform the 'Flood Action Group'.

Parish Council discussed what had been achieved by the previous 'Flood Action Group'. It was agreed that this should be a resident lead initiative and the public meeting would be utilised as the opportunity to reform it.

- e. To discuss arrangements for Christmas Tree(s) for the village.

Cllr Rowley offered to discuss with Lotmead the possibility of obtaining a Christmas tree as he had a contact there.

ACTION: Cllr Rowley to look into option of Christmas Tree from Lotmead.

12. Hooper's Field Facility

- a. Approve TORs for merged Hooper's Field and Project Committee.

Due to there being outstanding items to agree this was deferred to the next full council meeting.

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- b. Agree parish councillor members of the committee.
Defer to the next Full Council meeting as per 12.a.
- c. Approve quote for Chubb to service the Fire Alarm for 1 year.
Parish Council approved.

Proposed: Cllr Glanville **Seconded:** Cllr Bellamy

Resolved: Agreed unanimously

- d. Agree budget for Bowls club hedge cuttings to be chipped.
The budget for this was agreed at the Hoopers Field Committee meeting on 16th October.

13. Finance

- a. To note the increase in rate for Village Handyman.
Parish Council noted the increase.
- b. To note the pay increase and pro rata payment for the Clerk.
Parish Council noted the increase.
- c. Approve SLCC membership for Clerk.
Approved by Parish Council
Proposed: Cllr Rowley **Seconded:** Cllr Mirza
Resolved: Agreed unanimously
- d. Approve use of a third party Accountancy firm to support the Clerk with Budget preparation.
Discussion to approve budget of £300 plus £80 per month support for accountancy support for the Clerk from AMS accounting.
Proposed: Cllr Rowley **Seconded:** Cllr Mirza
Resolved: Agreed unanimously
- e. Approve Orders of payment for November.
Orders of payment for November were approved.
Proposed: Cllr Bellamy **Seconded:** Cllr Mirza
Resolved: Agreed unanimously
- f. Note the cashflow statement (spend vs budget) – to November.
The cash flow was noted in the meeting.
- g. Approve the reconciliations for July, August, September & October.
Cllr Rowley will review the above reconciliation after the meeting and confirm with the Clerk.

Exclusion of Press and Public. Pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public will be excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted.

- h. To discuss a budget for professional support to the parish council.

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Meeting closed at 21:46 pm

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Appendix 1

Ward Councillor report – 27th November 2023

Kite Hill resurfacing works – following observing myself and a resident raising concerns with the quality of the surfacing works I requested a site visit from the Project Manager and Highways team. We met on site this week and walked the length of the works. They explained that the material used 'Utilayer' is used as any imperfections will be corrected in warmer weather as the surface softens. Some areas had been heat sealed by the contractor following a call back and the remainder they are confident will not be a problem. There is a 1 year warranty on the re-surfacing and they will inspect again next summer before the warranty expires. Overall comments have been very positive.

Wanborough Road:

I have had the following response from Conlon's Project Manager:

Good morning, Gary,

This is all sat with SBC, designs have been sent to them for review by Bellway/Vistry, and have been sat with SBC for a while.

Anything you can do to push them would be amazing – Vistry have highlighted the urgency for response with SBC, but as of yet haven't heard anything.

Until we have a response from SBC I cannot give a timeline/frame.

The Head of Highways has promised to expedite.

The Beanlands School Safety Zone:

The School Safe Environment Zone (SSEZ) is out for consultation to the 6th December. I had agreed with the team a reduction in the yellow line restrictions from the initial and subsequent draft and what is out for consultation is the minimum required to deliver the zone.

Refuse/Recycling Collection changes: I had dozens of emails from residents about non-delivery of the new food-waste caddies and weighted blue bags. These have now been resolved to the best of my knowledge. I met with the Director of the service this week and he said:

We will be as flexible as we can be where residents present incorrectly or present additional waste in open containers. Our colleagues have been asked to make sure they do everything they can to make the transition for residents as easy as they possibly can. **We cannot however collect recyclables which are presented in plastic bags as per the old system and would appreciate your support in reinforcing that message.** As we progress into weeks 3 & 4 of the rollout the teams will leave notes for residents if waste is incorrectly presented and cannot be taken.

As usual Green waste is suspended over Christmas and they anticipate repeating last years collection of Christmas trees where residents will have to request online.

Redlands School:

I attended Planning Committee on the 14th November and spoke in favour of the planning consent for the school. It is already delayed by 6 months meaning more residents at Redlands Grove will have to

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drive their children to other local schools (and once in a new school it is unlikely that they will move their children) – this will establish additional traffic movements which we would hope to avoid for the village roads. The committee voted to defer to the December Committee only due to the car park design where an additional pavement was requested. School opening if approved is now September 2025.

Local Plan:

An updated 'Local Development Scheme' will go to Cabinet in December which will set out the timelines. Ward members will be updated on potential sites in their wards in January but this information will not be available to the public until the formal 'Regulation 18' consultation in the summer/autumn of 2024.

Flooding:

Response from SBC to the recent flooding events at Pack Hill:

Swindon Borough Council is proactively moving forward with the following steps:-

- As a precautionary measure: We have actioned the capping of two gullies in the vicinity of Great Moorleaze Farm. Where residents have suggested these gullies are not working as they should – we have listened and are now investigating. During this phase of assessments drainage water will now flow into Lyden Brook through a re-directed course.
- We have appointed an external engineer to visit the site on a weekly basis to review the drainage situation. Feedback on the situation/status will be provided to the SBC project management team and the flood management team.
- As a response to the recent floods, we will be undertaking additional surveying assessments within the scheme with a specialist drainage company. An initial on-site meeting took place today. This work will continue as we move forward into December and January.

In these recent weeks Swindon itself has experienced flooding the like of which has not been seen in a great many years. (Assessments are currently being undertaken to assess if what has recently happened was a 'one in a one hundred year event').

GS: I had agreed to attend a site meeting at Great Moorleaze instigated by a resident with SBC, the Environment Agency and Thames Water. This was cancelled due to no response from the EA and Thames Water. I have spoken to the PC Chair and will support a resumption of Flood Meetings to look at flooding issues here and in other parts of the Parish and Ward (homes were flooded in Badbury, Liddington, Covingham) and suggested we include those other Parishes). The repeated flooding on Wanborough Road (partly due to the new attenuation ponds surcharging) needs to be addressed and the SBC Flooding team have agreed to look at this and the drainage of the SCR.

Ward work:

I had reported that the first four streetlights in The Beanlands weren't working. This turned out to be an SSE supply fault – now corrected and all working.

Gulley and road cleaning following storms – Callas Hill and High Street – now completed. Gulleys also reported in Foxhill.

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Appendix 2 Clerk's Report November 2023

Resignation of Cllr Smith

On 19th October Councillor Joe Smith tendered his resignation as Parish Councillor. The public notice period to ask if residents want an election has now passed and the vacancy is being advertised for co-option.

Grounds Maintenance Contract – Village & Hoopers Field

I have invited potential vendors to tender for the works associated with the village maintenance and Hooper's Field maintenance works with a due date of 30th November. Providing a minimum of 3 quotes are returned they will be discussed at the next Planning and Finance Committee on 4th December with a recommendation to offer out forward for the Full Council meeting on 18th December.

Fly Tipping

Unfortunately we have had a number of cases of fly tipping in the parish this month. I have included in the copy for the December's Lyden some advice for residents regarding which authority to report such incidents as both Parish Council and Swindon Borough Council have responsibilities dependent on the size of the dumping.

Finance

Budget Preparation

I have been working with our locum clerk to put together a draft budget for review at the

Orders of Payment

3 items will feature on the orders of payment that have already been paid but were missed in the September orders of payment:

Chantelle Smith	Cleaning July	£72.00
September's Salary Costs	Salary, Pension, Tax & NI	XXXX
Graham Poynter	Handyman July	£649.28

HMRC

Underpayments made for Q1 PAYE were made in November and will be included in the order of payments. Q2 submission was also included in this payment and are included on the November orders of payment.

VAT

Unfortunately Q2 VAT submission was late. This has been submitted in November and has uncured 1 penalty point. This does not equate to a financial penalty until there are 4 points accrued. The points are removed after 24 months.

Allotments

I am currently working my way through the waiting list for an allotment plot. At the time of preparing this report there were 5 vacant plots.

Future Meetings

Monday 18th December – Full Council meeting

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Appendix 3, Payment Schedule

Receipts and Payments for Approval at Full Council Meeting 27th November 2023

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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	INV1551307	BACS	25.00	20%
CCE	Hoopers Field Broadband	INV1551392	BACS	35.00	20%
Staffing Costs	November Staffing Costs (salary, taxes & pension contributions)	n/a	BACS	****	No
<i>For approval</i>					
Community Heartbeat	Defrib pads - Village hall	18649	BACS	80.34	20%
Community Heartbeat	Defri pads - Hoopers field	18615	BACS	80.34	20%
Taran Microsystems	Tennis Court Floodlights 2nd payment	238675	BACS	6780.00	No
Stanhope watkings associates	Updated to Hooper's drawing - petanque lcoation	290937	BACS	552.00	No
ID Verde	Hoopers ground maintenance - 8 of 8	10896792	BACS	1073.83	20%
ID Verde	Village maintenance - 8 of 8	10896791	BACS	1048.18	20%
All Build	Waste Collection in parish	2694	BACS	300.00	20%
All Build	Fly tipped tyre on the marsh	2709	BACS	39.60	20%
Mark Woodman	Annual website hosting for Wanborough.info	5877	BACS	119.34	20%
Graham Poynter	October invoice - handyman	27-Oct-23	BACS	626.88	No
Castle Water	Allotment	10000605924	BACS	173.88	20%
Castle Water	Hoopers	10000623810	BACS	136.22	No
St Andrews church	Lyden November	WPC112023	BACS	210.00	No
Mark Woodman	Domain name renewal for website	5878	BACS	65.71	20%
All Build	Waste Collection in parish	2613	BACS	300.00	20%
Mark Woodman	Email secure annual fee	5880	BACS	225.00	20%
Sllc	Locum fees - Sept & Oct	675	BACS	8840.72	20%
Chantelle Smith	Cleaner - Hoopers	-	BACS	87.00	No
<i>Receipts</i>					
Various	Allotment Fees	n/a	BACS & Cheques	175.00	n/a
SBC	TBC	3196568	BACS	12722.37	n/a
HMRC	VAT payment Q2	n/a	BACS	3627.51	n/a
Bowls Club	Q2 Fees	-	Cheque	503.18	n/a
*** Redacted due to Data Protection Act & GDPR					