

# WANBOROUGH PARISH COUNCIL

Minutes of the Full Council meeting of Wanborough Parish Council held on Monday 23<sup>rd</sup> October 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 and Martin Rowley, Richard Bellamy.

**In Attendance:** Sarah Hardwick (Clerk & RFO)

Minute ref:

FC/10-23/23/

1. Apologies: Apologies were received from Cllrs Smith and Emmins and approved at the meeting.
2. Declaration of interests: None received.
3. Minutes:  
25<sup>th</sup> September 2023 (Full Council)  
**Proposed:** Cllr Glanville **Seconded:** Cllr Rowley  
**Resolved:** Agreed unanimously. Clerk to retain for the records.

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

No 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. Cllr Sumner provided an update regarding the delayed opening of Ham Road. This should be opened early this week (w/c 23<sup>rd</sup> October). Cllr Warr asked about whether an option for a weight restriction for the use of The Marsh was an option. Cllr Sumner will investigate the request and provide feedback to Parish Council.

**ACTION:** Cllr Sumner to investigate with SBC viability of Weight restriction on The Marsh and provide feedback to Parish Council.

#### 6. Planning:

##### a. To consider Planning Applications received:

S/23/0438 - Outline Planning Application (means of access off Wanborough Road not reserved) for demolition and/or conversion of existing buildings and redevelopment to provide up to 2,500 homes (Use Class C3); up to 1,780 sqm of community/retail uses (Use Class D1/D2/A1/A3/A4); up to 2,500 sqm of employment use (Use Class B1); sports hub; playing pitches; 2no. 2 Form Entry primary schools; green infrastructure; indicative primary access road corridors to A420; improvements to Wanborough Road and associated works. Variation of conditions 9, 10, 41, 42, 43, 46 and 47 from previous permission S/OUT/10/0582 – Addendum to Environmental Statement for consideration.

Cllr Sumner provided some context regarding this matter. There is a disagreement between the Swindon Borough Council Flood Team and the Developers Hydro experts, in particular with reference to the location of the attenuation ponds. In view of the recent flooding incidents in the village in last week the Parish Council will provide a response with reference to the flooding which will impact the proposed site and the concern about the location of the attenuation ponds. An overlay of the map from the October Ward report (appendix 1) will also be included and photos from the recent flooding. A request to reduce the number of houses in the scheme will also be included as a mitigation measure.

**ACTION:** Clerk to respond with the above points.

##### b. To consider revised Planning Applications received:

Noted that there have been no revised planning applications.

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

- S/TWC/23/1023/TIST – Hanbury House, High Street - Works to tress within a conservation area. Granted. Noted by Parish Council.
- S/TWC/23/1081/TIST - Tillbrook House, High Street - Works to tress within a conservation area. Granted. Noted by Parish Council.
- S/23/0580/JP - Rowenburgh, High Street - Construction of a dropped kerb and new driveway – Refused. Noted by Parish Council.
- S/HOU/23/0574/JP - Rowenburgh, High Street - Erection of a two storey and single storey rear extension and single storey front extension – Granted. Noted by Parish Council.

d. Consultations

Redlands Phase II Public Consultation for an Outline Application for a Residential Development with all Matters Reserved Except for Access. It was decided that there was insufficient detail in the developers consultation for the Parish Council to make a response. Parish Council will provide a response when the application is submitted when more detail is available.

**ACTION:** Clerk to respond to developer with the above comments.

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. New Councilor Committee Assignments

- a. Proposal for assignment of committee(s) for new Parish Councilors.

Cllr Warr asked Cllrs Maslin and Rowley if they had a preferred committee(s) they would like to join. Cllr Maslin expressed an interest in the Footpaths and Village Maintenance Committee. Cllr Rowley expressed an interest in The Hoopers Field and Project Committee.

Proposal Cllr Maslin to join Footpaths and Village Maintenance Committee and Cllr Rowley to join The Hoopers Field and Project Committee.

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

Resolved: Agreed unanimously.

9. Allotments

- a. Approve minutes from Allotment committee meeting – 11<sup>th</sup> September 2023.

The minutes were not available for the meeting. Minutes to be approved at next Allotment Committee meeting.

10. Village Maintenance

- a. To approve a budget for potential solar option for SID on Callas Hill.

The SID on Callas Hill is currently only powered by batteries that only last 3 days. A volunteer is changing them. Cllr Rowley offered to work with the volunteer to investigate the viability of solar options and provide an update with cost at the next Full Council meeting.

**ACTION:** Cllr Rowley to investigate solar viability for Callas Hill SID and provide feedback at the next Full Council Meeting.

11. Remembrance Activities

- a. Agree arrangements for remembrance.

Cllr's Warr, Maslin and Glanville will attend the remembrance service at St Andrews and lay a wreath.

Cllr Hayward will organise the wreath and small wooden crosses.

The Clerk to attach the poppies on lamp posts in the Village and the memorial bench on Church Road.

Proposal to include in the precept a budget of £50 for Remembrance activities.

**Proposed:** Cllr Hayward **Seconded:** Cllr Glanville

Resolved: Agreed unanimously.

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## 12. Improvement in Communications

- a. Discussion about how to improve communications.

An informal discussion took place with ideas suggested about how communication from the Parish Council could be improved. It was agreed that a multi-channel approach was required to ensure that all members of the village were reached. Ideas included:

- A village letter
- Attendance by councilors at regular village events such as the Farmers Market, Thursday coffee mornings, mother and toddler groups.
- Spot light articles in the Lyden – a different councilor each month
- Continued use and promotion of Parish Council Facebook page – councilors sharing items published from the Parish Facebook page to the Wanborough Notice Board.
- Improve the parish noticeboards. Display the meeting minutes on them.
- Start the December meeting at 7pm for 30 mins for coffee, mince pies and meet with local parish councilors.

Cllr Mirza raised that he had received some feedback regarding reasons that villagers may not feel inclined to attend meetings relating to feeling unheard or that things won't change. This is not an easy matter to resolve but the improvement of communication through some of the above ideas may assist with villagers feeling that they can ask the Parish Council questions.

**ACTION:** Clerk to send Rota for Spot light to councilors for Lyden Article.

## 13. Working Groups

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

Cllr Hayward provided the feedback that he had recently reached out via the WRAG Facebook page and there has not been enough response yet to draw any conclusions. The decision was taken to allow more time for people to respond and defer to the next Full Council Meeting.

- b. Decision whether to wrap up Wanborough Roads Working Group.

Defer to next Full council meeting as per 13.a

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

Cllr Bellamy provided a verbal update. The email migration process can begin imminently. The website migration will take a bit longer, potentially 6 to 12 months. Cllr Hayward asked if a gov.uk domain had been considered. Cllr Bellamy confirmed that it had been considered and whilst it was not 'off the table' it is easier to implement with an already settled website which is not the current position. Cllr Bellamy will provide a further update at the next Full Council Meeting.

## 14. Staffing

- a. Agree TOR for Staffing Committee.

Cllr Hayward raised concerns regarding the content of the TOR. It was agreed that Cllr Mirza and Cllr Hayward would discuss these concerns and the TOR would be amended as appropriate and approval would be deferred to the next Full Council Meeting.

**ACTION:** Cllrs Mirza and Hayward to view TOR and amend prior to the next Full Council Meeting.

- b. Confirm members of staffing committee.

Defer to the next Full Council meeting as per 14.a

- c. Agree date for first meeting.

Defer to the next Full Council meeting as per 14.a

## 15. Internal Audit

- a. To approve the use of Mrs R Darkin Miller the previous internal auditor for 23/24 internal audit. Proposal to use the services of Mrs R Darkin Miller for the Internal audit in of 23/24.

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

Resolved: Unanimously approved.

## 16. Finance

- a. Approve minutes from Planning, Finance & Policy Meeting 18<sup>th</sup> September 2023.  
The minutes were noted in the meeting. Minutes to be approved at next Planning, Finance & Policy Meeting on 4<sup>th</sup> December.

- b. Agree Orders of payment for October.

**Proposed:** Cllr Glanville **Seconded:** Cllr Rowley

Resolved: Orders of payment were agreed unanimously

- c. Note the forecast.

The forecast was not available at the time of the meeting.

- d. Note the bank reconciliations for August, September, October.

The reconciliations were not available at the time of the meeting.

Meeting closed at 21:32 pm

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## Appendix 1 Ward Councillor report – 23<sup>rd</sup> October 2023

**Kite Hill** resurfacing works commence Monday 23<sup>rd</sup> October for four days Diversion in place.

**Ham Road** will close from the 16<sup>th</sup> to 18<sup>th</sup> October for utility works.

### **SCR/Buckingham:**

I met with the Head of Highways and Chris Watts (Cabinet Member for Environment & Highways) and agreed that they would issue a press release (now done) confirming the road is unlikely to open before Spring 2024.

The reason is that with Buckingham having formally entered administration many of the technical specifications which would allow SBC the comfort of signing off that structures have been built to the required specification are not immediately available.

### **SCR Tree Planting:**

I have suggested that if the re-planting of trees is done in the early spring planting season that we should involve residents, the school and Parish Council as the road will be safe whilst not used for construction or traffic.

### **Wanborough Road:**

I have asked Keturah Watts from Conlon to provide a timeline for the works to be completed. They are awaiting sign off of the works close to the SCR and SBC have committed to try to ensure any consent is not delayed.

### **The Beanlands School Safety Zone:**

I received a draft plan for the school safety zone (Wanborough is one of 18 being delivered in the Borough this year) and was concerned that the 'allowed parking' was significantly reduced. They agreed to change this and comments are below.

Good Evening Councillor Sumner

Further to our email correspondence and our subsequent phone call, I can confirm that I have reviewed the proposal and have made a further reduction to the proposed parking restrictions as far as reasonably possible.

The double yellow lines on the northern kerb line opposite the junction of Rodway have now been reduced to the minimum.

The length that is now shown on the attached plans pose risk of possible pavement running, should a vehicle approach the school gates from the Kite Hill direction and proceed to overtake parked vehicles and meet an approaching vehicle traveling towards them a decision will need to be made, do they reverse or does the oncoming vehicle mount pavement to proceed forward. Either of these actions pose risks therefore please be advised that it will be documented that a reduction of this level is not recommended. It is accepted that the local community have adopted a unofficial one way, however visitors to the area will be unaware of this and they will follow the rule of the road and will look for the most easy route out, via Kite Hill, please be advised that on my last visit my sat nav actually directed me out via Kite Hill.

The school keep clear marking has been reduced to 37m, the minimum it can go to is 25.56m, unfortunately if it is reduced to the minimum it would not cover the access, taking it to 37m allows it to cover the access fully and provide a 8m protection, less than the 10m rule of the high code.

Julie Furneal MIHE

Traffic & TRO Technician

Traffic Management & Road Safety

I have asked that the consultation (21 days) is delayed until late November so that copy and plans can go into the Lyden to ensure all residents are aware. There were very few objections in the informal consultation but I'm sure we'd like to

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ensure there are no surprises. Both Parish and I can share on social media when the consultation is launched and the Parish can discuss at the November meeting.

## **20mph zone – The Beanlands:**

Councillor Sumner,

The Beanlands 20mph Scheme is all drawn up and ready to be procured in due course.

Once the decision process on all Tranche 1 schemes following Formal Consultation has been completed, we can begin the delivery stage.

Please find a consultation plan attached. The Scheme comprises new terminal signs at the entrance and exit and 3 repeater sign locations. **No Road Markings, very minimal as requested by the residents.**

Thanks,

Sam Wright BEng MSc FCIHT

Senior Transport Engineer

## **Ward works:**

Tree works in Kings Lane – overhanging branches were removed.

I requested works to trees (mainly willow) growing through power lines at the bottom of Kite Hill by Underdown close. Although not strictly SBC's responsibility they have agreed to do this.

**Police Drop in at Wanborough Village Hall:** I booked the village hall on the 27<sup>th</sup> September and a number of residents joined for advice on crime (very low in the villages), video doorbells, faraday pouches for car keys, leaving a light or two on at home when you're out (particularly in the winter) and locking vehicles, garages and sheds. I also asked them to join the regular coffee mornings (which they did) and they will drop in for my Ward Surgeries when available. **They had also done a Speed-watch session on Wanborough Road with 50 cars stopped and given words of advice including 17 who got tickets.**

**Refuse/Recycling Collections:** It seems to be that not a week goes by that I'm contacted by residents about missed plastics or garden waste. The council made a statement in the last issue and gave guidance about reporting missed collections, however as they have been so sporadic residents will often find they can't report after 48hrs. Let me know if this happens and I can contact the waste managers directly to resolve.

## **Flooding:**

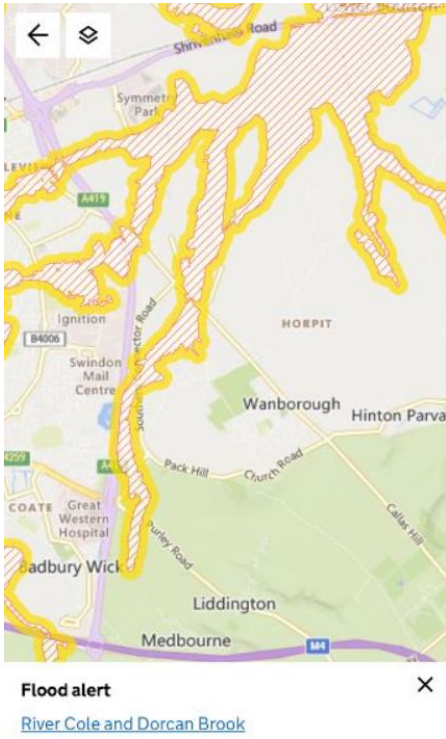
We have experienced two flood events which affected homes and roads as well as land around the village. A months worth of rain fell in a day and the Environment Agency issued a flood alert in the early hours of Friday morning.

Flooding occurred all over Swindon and the region and this mainly followed (in Wanborough) the areas of main watercourses shown on the Environment Agency map.

SBC were alerted to particular roads and homes affected and closed roads but not before some residents got into deep water at Pack Hill.

As has happened before the water flowed from fields in Liddington – across the Purley Road and across the fields adjoining the bottom of Pack Hill and the river courses were overwhelmed. Most of the flooding was gone later in the day and SBC have been alerted about potentially blocked gulleys at Pack Hill and will investigate. Very usefully lots of photos shared of some of the potential development sites in the NEV which were under water. Again, these will be shared with planning and development officers and the Environment Agency.

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## Appendix 2 Clerk's Report October 2023

### New Parish Council Onboarding

I have been busy this month onboarding the 2 new parish councillors. This has included providing key documentation and obtaining official email accounts. I look forward to working with them both in the coming months.

### Highways

Rural verge cutting will commence from 23<sup>rd</sup> October by Swindon Borough Council. This cut will be a full route cut and is the final verge cut to be undertaken in 2023.

### Hooper's Field Sports Facility

Invoices have been issued for the second quarter of 2023 to the clubs using the Hooper's Field facilities.

### Footpaths

Concerns raised with regard to the missing pavement on the Wanborough road (at the SCR end) have been raised to Swindon Borough Council. For clarity this section of pavement was due to be completed under the contract with Buckingham. As this is no longer possible with the company in administration Conlon will undertake the works. The village handyman continues with his schedule of cuts backs of the village footpaths.

### SID Signs

The SID sign on Callas Hill has had the battery replaced. A resident has volunteered to charge and change the batteries for the Callas Hill sign. The batteries last 3 days therefore I will investigate viability for a solar panel to be attached to reduce battery change frequency. The sign on church road with the solar charger has not required the batteries changed for a couple of months.

### Grounds Maintenance Contract

The hedge cutting of hedges under responsibility of the Parish Council will be undertaken in October. Due to retirement the new driver of the tractor needs to undertake training/pass a test. When the cutting commences it will be undertaken with hand tools initially with the intention of all cuts to be completed by the end of October.

### Allotments

I am currently working my way through the waiting list for an allotment plot. At the time of preparing this report there were 3 vacant plots.

### SBC & Parishes – working in partnership

Cllr Warr and I attended a meeting at the Civic Offices on 4<sup>th</sup> October to hear about the proposals of how the new administration will work collaboratively with parishes. A new role of Parish Liaison was introduced as a key point of contact for the parish clerks to facilitate contact with the officers of the council.

### Future Meetings

Monday 27<sup>th</sup> November – Full Council meeting



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## Appendix 3, Payment Schedule

Receipts and Payments for Approval at September's Full Council Meeting 23<sup>rd</sup> October 2023

Payee	Description	Invoice No	Method of payment	Gross Invoice Amount (£)
<i>Paid – expenditure previously approved at Council meeting/regular payments or under Delegation</i>				
O2	Phone	n/a	DD	16.42
ID Mobile Ltd.	Phone – Clerk	n/a	DD	6.00
CCE	Village Hall Broadband Subscription	INV1551155	BACS	25.00
CCE	Hoopers Field Broadband	INV1551243	BACS	35.00
Staffing Costs	October Staffing Costs (salary, taxes & pension contributions)	n/a	BACS	****
<i>For approval</i>				
Chantelle Smith	Cleaning - September	n/a	BACS	60.00
SBC	Allotment half yearly rent	215294297	BACS	142.38
Chubb	Fire extinguisher service	10070187	BACS	107.96
SSE	Hoopers Field energy supply quarterly bill	n/a	BACS	1357.17
Cllr Hayward	Expenses for Allotment competition	n/a	BACS	97.90
Zurich	Parish Insurance	n/a	BACS	1650.68
ID Verde	Sept Works	10893924	BACS	1048.18
ID Verde	Sept Works Hoopers	10893925	BACS	1073.83
Castle water	Allotment - water	10000211087	BACS	418.83
Castle water	Hoopers Water	10000218942	BACS	581.14
Lyden	October invoice	W PC 10 2023	BACS	210.00
St Andrew's Church, Wanborough	Annual Village Hall Rental	WPC 2 0230903	BACS	222.00
All build	cut and collect at lower rec pitch	2676	BACS	450.00
All build	Install of fencing at church meadow	2675	BACS	15663.40
All build	Waste collection within parish	2659	BACS	300.00
British Gas	Gas meter 8004043S	n/a	BACS	141.51
Graham Poynter	Sept works invoice	23-Sep-23	BACS	596.80
Chantelle Smith	Cleaning - Oct p1	n/a	BACS	30.00
FSR Security	CCTV installation at Hooper's field	INV-0234	BACS	2395.02