

# WANBOROUGH PARISH COUNCIL



## Minutes of a meeting of Wanborough Parish Council held on Monday 26<sup>th</sup> February 2024 at Wanborough Village Hall at 7.30pm

**Present:** Cllr John Warr (Chair), Cllr Richard Bellamy, Cllr John Emmins, Cllr Dave Hayward, Cllr Kathy Glanville, Cllr Debra Maslin, Cllr Colin Offer, Cllr Martin Rowley and Cllr Gary Sumner.

**In Attendance:** Mrs Helen Broughton (Locum Clerk & RFO) and 5 members of the public

Minute ref:

FC/02-26/24/

1. Apologies:

Apologies for absence were received from Cllr Omar Mirza.

2. Declaration of interest:

There were no declarations of interest.

3. Minutes:

**Motion:** To agree that the minutes of the Full Council meeting held on 22<sup>nd</sup> January 2024 be signed by the Chair as a true record.

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

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

4. **PUBLIC QUESTIONS.**

Question 1 (via email).

*Would it be possible to confirm commencement of works for the build of the Petanque Terrain at Hooper's Field agreed 3rd September 2023? With next month being end of financial year and in July 2023 the WPC agreed to match fund the Wanborough Trust Community Grant, we are concerned the project is being unnecessarily stalled.*

Cllr Offer explained that the delay was caused by increased costs related to relocating the Petanque Terrain to a lower position adjacent to the tennis courts. There was some uncertainty regarding any stipulations pertaining to the grant received from the Wanborough Trust and if this was 50% of existing quotations or revised quotations. Consequently, the Locum Clerk was tasked with examining past minutes, reaching out to the Wanborough Trust to ascertain funding requirements, and including this matter on the agenda for the Planning Finance and Policy Committee.

Question 2 (in person)

*It was asked if the meetings could be recorded and made available to the public.*

The Clerk noted that several other councils have implemented such measures, but that it would require approval of the Council and relevant procedures to be put in place. Additionally, there was the potential for hybrid meetings to be accessible to residents and publication of draft minutes on the website. It was suggested that these matters be included on the agenda for the Planning, Finance, and Policy Committee meeting in March.

Question 3 (in person)

*A resident advised that the budget figures were missing as an appendix to the previous Planning, Finance and Policy Committee minutes and asked if he could have sight of them. The budget would be made available. It was suggested that this be added to Facebook.*

Question 4

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*It was asked why there had been such a large increase in the precept for 2024/25 and what the Council was doing differently to justify this increase?* The Chair of the Planning, Finance, and Policy Committee explained that aside from direct cost increases such as those for grass cutting, there were no significant changes in the expenditure budget. Capital projects were allocated £20,000 for the 2024/25 period (the same as for the 2023/24 period) and the Finance Committee had considered the re-tarmacking of Hoopers Field an important project. The precept increase, of approximately 10%, was in line with other parish councils in the district.

## Question 5

*It was asked if the roads identified for cleaning by the Parish Council could be shared as they were not shown on the quotation.* The resident was advised that the quotation was based on specific roads and that this item was on the agenda tonight for consideration.

## 5. Report from Ward Councillor

The Ward Councillor's report had been circulated to all councillors in advance of the meeting and was noted for the record. (Appendix 1).

Regarding flooding, there was an inquiry about the extent of coverage in the drainage surveys, particularly whether they included Redlands Farm House, which is experiencing issues due to alterations in topography. The Ward Councillor clarified that the surveys encompass the constructed area of the SCR, with some extending towards Wanborough Road up to the Lyden. He suggested that affected residents address their concerns with the developer initially. If necessary, he could escalate the matter to the Local Lead Flood Authority (LLFA), although he cautioned that a prompt resolution might not be forthcoming.

## 6. Appointment

**Motion:** to appoint Helen Broughton as proper officer and note her appointment as Locum Clerk and Responsible Financial Officer, for a transitional period.

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

**Resolved:** Agreed unanimously.

## 7. Planning:

### a. Planning Applications received:

The following planning applications were considered, and responses agreed:

[S/OUT/23/1514](#) - Redlands Phase 2 Redlands Farm Wanborough Road Swindon SN4 0AA. Outline application for the erection of up to 80 dwellings and open space with all matters reserved other than means of access.

The Parish Council agreed to raise the following concerns regarding the application:

- Flood Risk: capacity of attenuation ponds and their effectiveness in mitigating potential flooding issues; flood plan should detail specific measures to manage and mitigate flood risk during the construction and subsequent occupancy stages of the development.
- Construction Traffic: application should not be passed until the Southern Connect Road is fully operational
- Water Availability: condition be included, stipulating that there must be sufficient foul and fresh water infrastructure in place before construction commences.
- Infrastructure: plan to ensure that infrastructure provisions, including schools, are adequate to support the needs of the growing community and to ensure sustainability of this development and other piecemeal developments in the area.

Cllr Offer declared a personal interest in the following application.

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[S/HOU/24/0018](#) - 1 Tallow Lane Wanborough Swindon SN4 0BN. Erection of a single storey rear extension.

The Parish Council agreed to make the following comments:

- Note that under the proposed plans the existing garage would have to be used to access the new family room.
- Ensure garage remains as such and does not undergo conversion into habitable space as this would exacerbate already limited access and parking in the area.

[S/LBC/23/1562](#) and [S/23/0784](#) - Callas Hill Farm Callas Hill Wanborough Swindon SN4 0AE. Installation of photo-voltaic solar panel array onto the south/east facing roof pitch of the existing swimming pool building. The Parish Council has no objection.

[S/HOU/24/0035](#) - Autumn View Kite Hill Wanborough Swindon SN4 0AW. Erection of a canopy to the rear South West side of the dwelling and installation of a new window on the Northwest gable elevation. The Parish Council had no objection.

[S/OUT/23/0456](#) - Land East off Wanborough Road, New Eastern Villages Wanborough. Outline planning permission for up to 275 dwellings (use class C3) including the provision of affordable homes, together with pedestrian and cycle connections, landscaping, surface water drainage, open space to include play areas, allotments and other supporting infrastructure (including utilities) and engineering works including groundworks; removal of structures and demolition; with all matters reserved except for the formation of accesses from the Southern Connector Road and Wanborough Road.

CLr Sumner had circulated a document outlining the difference between this application and the previous one.

The Parish Council agreed to raise the concerns below with regard to the application:

- Density: exceeds the original masterplan for the area, raising concerns about the potential strain on existing infrastructure and amenities. This high density, particularly at the edge of the eastern villages, may impact the character and quality of the area.
- Flooding: approximately half of the proposed development site sits within a flood zone and there is concern regarding potential flood risk; relying on out of date flood modelling, dating back to 2007; the capacity of attenuation ponds and their effectiveness in mitigating potential flooding is questionable; vital to conduct a thorough reassessment of the flood risk mitigation measures which should include a management plan to ensure that attenuation ponds remain silt free for the long term.
- Infrastructure: plan to ensure that infrastructure provisions, including schools, are adequate to support need and ensure sustainability of this development and other piecemeal developments in the area.
- Wanborough House: height and scale of the proposed buildings will intrude upon the setting of Wanborough House and measures should be taken to minimise the visual impact.
- Construction Traffic: application should not be passed until the Southern Connect Road is fully operational

b. To consider revised Planning Applications received:

None received.

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

The following applications were noted:

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S/COND/23/1360 - Redlands (Phase 2) Eastern Villages Swindon. Discharge of conditions 1 (Materials - Dwellings) and 2 (Materials - Hard Landscaping) from previous application S/RES/21/0867 - Erection of 103no. dwellings and associated works - Reserved Matters from previous outline permission S/OUT/16/0021. Conditions Discharged

S/COND/23/1363 - Redlands (Phase 2) Eastern Villages Swindon. Discharge of condition 10 (EVCP Charging Points) from previous permission S/RES/21/0867. Conditions discharged.

S/COND/23/1364 - Redlands (Phase 2) Eastern Villages Swindon. Discharge of condition 11 (Solar PV) from previous permission S/RES/21/0867. Conditions Discharged.

S/COND/23/1362 - Redlands (Phase 2) Eastern Villages Swindon. Discharge of condition 9 (Visitor Parking Spaces) from previous permission S/RES/21/0867. Conditions Discharged.

## 8. Clerk's Report

The Locum Clerks report had been circulated. There were no questions. (Appendix 2).

## 9. Village Maintenance

- a. **Motion:** to ratify the minutes of the Footpaths and Village Maintenance Committee meeting held on Monday 19<sup>th</sup> February 2024.

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

**Resolved:** Agreed unanimously.

Cllr Sumner offered to co-ordinate the Village Clean Up and this was agreed.

### b. Road Sweeping

A recommendation had been made by the Footpaths and Village Maintenance Committee that the Council pays for road sweeping to kerb edges at a cost of £1,540 (plus vat)

It was suggested that since this task extends beyond leaf sweeping, it should be considered as a new project. There was concern that if this became a regular activity, it might encroach upon a service that falls under the responsibility of the Borough Council, particularly considering the ongoing devolution of services and the potential for increased costs for the Parish Council in maintaining such services. The Parish Council should inform residents about which roads are scheduled for cleaning.

**Motion:** that road sweeping to clear kerb edges proceed at a cost of £1,540 (plus VAT) for designated roads, with ongoing discussions regarding a more sustainable long-term solution. The selected roads for cleaning would be publicised on Facebook.

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

**Resolved:** Agreed (8 in favour, 1 against)

### c. Expenditure for new plants for existing planters.

Councillor Bellamy informed the Council that volunteers were willing to undertake planting and maintenance of the existing planters, and there was a proposal to use more sustainable plant options. A management plan and cost estimates are currently being developed.

**Motion:** to allocate expenditure of up to £300 for purchasing plants for the planters.

**Proposed:** Cllr Rowley **Seconded:** Cllr Sumner

**Resolved:** Unanimously agreed

### d. Trees from the Woodland Trust

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Due to insufficient space available for new trees and considering that the Southern Connect Road project would involve landscaping and tree planting, it was proposed that there was currently no need to request trees.

Motion: to decline the offer of trees from the Woodland Trust.

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

**Resolved:** Unanimously agreed

## 10. Finance

### a. Payments for approval

**Motion:** to approve orders of payment for January

**Proposed:** Cllr Sumner **Seconded:** Cllr Rowley

**Resolved:** Unanimously agreed

### b. Approval of bank reconciliations for January

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

### c. Councillors Allowance for 2024/25

The Parish Remuneration Panel had recommended a Councillors allowance of £224.00 for the fiscal year 2024/25.

**Motion:** to agree a Councillor allowance for 2024/25 of £224.00 for elected Councillors.

**Proposed:** Cllr Sumner **Seconded:** Cllr Rowley

**Resolved:** Unanimously agreed

### d. Chairman's Allowance

The Parish Remuneration Panel had recommended a Chairman's Allowance of £671.00 for the fiscal year 2024/25.

**Motion:** to agree a chairman's allowance for the 2024/25 of £671.00

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

**Resolved:** Unanimously agreed

### e. Change of accounting software from VT Transact to Rialtas

It was decided to postpone discussion of this agenda item until a permanent clerk was in post, and also to review other financial packages tailored specifically for parish councils.

### f. Request that the parish council fund park yoga in 2024 at a cost of £1400.00

There was some discussion and Cllr Hayward suggested that the Parish Council should explore other ways of funding.

**Motion:** to decline to fund park yoga due to the cost and in consideration of requests from other clubs but advise that the Parish Council will continue to provide the venue free of charge and to note that last year was a one off.

**Proposed:** Cllr Sumner **Seconded:** Cllr Rowley

**Resolved:** Agreed (8 in favour, 1 abstention)

## 11. Annual Parish Meeting arrangements

There was some discussion as to how to make the Annual Parish Council meeting more inclusive and increase attendance. Suggestions made were to invite a speaker; to invite clubs and societies to give 2 minute

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presentations and to ask parishioners for their agenda items via Facebook. It was agreed that this be further considered at a future meeting.

12. It was resolved that under the Public Bodies (Admission to the meetings) Act 1960, to exclude the public and press from discussions concerning the following item that which relates to staff and contractual matters.

13. Clerk vacancy

Councillor Glanville provided an update on the recruitment process for a permanent Clerk. Out of the 189 applications received, 5 candidates were selected for interviews. It was anticipated that an offer would be extended this week. The Members of the Staffing Committee were thanked for their efforts in managing the process.

**Motion:** to empower the Staffing Committee with full authority to represent the council in all aspects concerning the recruitment of a Clerk and Responsible Financial Officer (RFO). This was unanimously agreed.

14. Hoopers Field and Village Maintenance Contract

Draft contracts for Hoopers Field and Village Maintenance had been circulated.

It was agreed that avoiding the bulbs and wildflowers during the first cuts be discussed with the contractor and included in the contract.

**Motion:** to approve the Hoopers Field and Village Maintenance contracts, subject to including avoiding bulbs and wildflowers during first cuts and agree that the Clerk sign the contracts on behalf of the Parish Council.

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

**Resolved:** Unanimously agreed

Meeting closed at 9.37pm

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## Appendix 1

### Ward Councillor report – Cllr Gary Sumner – February 25<sup>th</sup> 2024:

**Flooding:** We had a meeting at the Civic Offices 8/2/24 to look at the flooding issues around Moorleaze and the bottom of Pack Hill. As well as the affected residents we had the Flood Team leader from SBC, Chris Watts (Cabinet Member for Highways), Thames Water and the Environment Agency as well as officers from the SCR project. Some useful updates and a better understanding from affected residents about where the flooding came from and actions to carry out further investigations. The drainage survey on Pack Hill & SCR carried out recently is not yet available.

### **The Beanlands:**

A rotten willow by the substation was reported to the Parish Clerk and I inspected and reported both that one and the somewhat overgrown willow by the wooden sculpture. The tree team will be inspecting.

**Refuse/Recycling Collection changes:** Late collections of recycling continue and I have been supporting residents to get them collected which included Chapel Lane (where the road was blocked by Wales & West), Ham Road (affected by the closure) and repeated misses at The Gallops (Foxhill) among many other places.

I have a supply of 25 blue recycling bags. I have mentioned in the forthcoming Lyden as some residents aren't 'online'.

### **Local Plan:**

Ward members will be updated on potential sites in their wards 4<sup>th</sup> March 2024, 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:**

Consultation closes 18/3 so worthwhile making a representation.

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## Appendix 2

### Locum Clerk

I visited Wanborough in January to conduct a handover with the outgoing Clerk and a tour of the Village with the Chair, which was very helpful. Please note that I am only working 15 hours per week, generally 3 hours each morning.

### Recruitment

Interviews have been held for the post of Clerk and RFO and this item is on the agenda for tonight's meeting.

### Internal Audit

The internal audit is scheduled for 17<sup>th</sup> April 2024.

### Highways

There were issues with aggregates being deposited on Chapel Lane by Wales and West Utilities Limited as part of the gas works. The Chair arranged a meeting with the site manager and this has now been resolved. Regular updates are now being received from the project manager and information will be relayed to residents (mostly via Facebook)

### Hooper's Field Sports Facility

Clubs have been invoiced for club licence fees and most payments received for the coming year. Still waiting for a call from the engineer to conduct a fire alarm check.

### Allotments

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Cllr Hayward has offered to take on the allotment administration until a permanent Clerk has been employed. Outstanding payments have been chased and all but one payment made.

If you are interested in becoming an allotment holder, please contact the Clerk for further information at [clerk@wanborough.info](mailto:clerk@wanborough.info).

## Freedom of Information Requests

Three Freedom of Information Requests have been made and responded to.

## Future Meetings

18<sup>th</sup> March 2024 – Planning, Policy and Finance Committee

25<sup>th</sup> March 2024 – Full Council Meeting

## Appendix 3

Payee	Description	Invoice No	Method of payment	Gross Invoice Amount (£)	VAT (£)	Net Invoice Amount (£)
<i>Paid – expenditure previously approved at Council meeting/regular payments or under Delegation</i>						
Solutions Cleaning	December and January cleaning	n/a	BACS	81.00	0	81
H Broughton	Refund for Money Soft Annual fee	INV U319497	BACS	98.40	16.40	82.00
Bonny Prim	PC contribution towards hall rental	INV 183	BACS	150.00	0.00	150.00
CCE	Village Hall Broadband Subscription	INV1551744	BACS	25.00	4.17	20.83
CCE	Hoopers Field Broadband	INV1551820	BACS	35.00	5.83	29.17
O2	Phone	n/a	DD	16.42	2.74	13.68
ID Mobile Ltd.	Phone – Clerk	n/a	DD	6.00	1.00	5.00
<i>For approval</i>						
All Build	Waste collection January	INV 2777	BACS	300.00	50.00	250.00
All Build	Fly tip collection	Inv 2788	BACS	45.60	7.60	38.00
Lyden Magazine	Monthly contribution to printing	WPC022024	BACS	210.00	0.00	210.00
D Hayward	Refund for Remembrance Day Wreath	n/a	BACS	40.00		40.00
Village Hall	Bookings Sept - Dec	WVH-22/23-0038	BACS	80.00	0.00	80.00
John Warr	Refund of Microsoft Fees paid during 23 24	n/a	BACS	120.28	20.40	100.24
John Warr	Refund for Indeed (recruitment ad)	n/a	BACS	194.03	38.80	155.23
SLCC	Locum Fees January	Inv 704	BACS	2010.60	335.10	1675.50
NALC	Recruitment advertisement	702727	BACS	120.00	20	100
Castle Water	Water January Hoopers	1368873	BACS	46.40		46.4
H Broughton	Refund paper towels for Hoopers	69719706	BACS	69.98	11.66	58.32



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