

WANBOROUGH PARISH COUNCIL

Minutes of the Full Council meeting of Wanborough Parish Council held on Monday 18th December 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 5 members of the public.

Minute ref:

FC/12-18/23/

1. Apologies: Apologies were received from Cllr Sumner and approved at the meeting.
2. Declaration of interests: Cllr Maslin declared that she knew the applicant relating to agenda item 6.a. It is noted that all members of the parish council know the applicant.
3. Minutes:
27th November 2023 (Full Council)
Proposed: Cllr Glanville **Seconded:** Cllr Bellamy
Resolved: Agreed unanimously. Clerk to retain for the records.
4. **THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS.**
A resident had emailed an objection letter for S/PAOTH/23/1476 which was noted and will be read in section 6.a when the Parish Council debate the application.

A member of the public asked what a prior approval notification is (relating to agenda item 6.a)

Prior approval is a process whereby certain types of development, specified by legislation, require approval from the local planning authority before proceeding. It is a streamlined process designed to assess specific aspects of a proposed development while bypassing the need for a full planning application. Prior approval typically applies to a range of development categories, such as permitted development rights, which include things like changing shops or agricultural buildings to dwellings.

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 Emmins asked if anyone knew anything about the surveys that had been taking place at the bottom of Pack Hill in the last few days were for. The clerk stated that she had been in copy of emails from a resident that she believed were related to the survey, like to do with the flooding in the area but would need to re-read to confirm.

6. Planning:

a. To consider Planning Applications received:

- S/PAOTH/23/1476 - Honeyfield Farm, The Marsh - Prior Approval Notification for the change of use of an agricultural building to residential (Class Q).

The letter of objection from a resident was read in the this section of the meeting.

The Parish Council proposed to object to this application on the following grounds:

1. Concern that the cladding identified in the application contravenes the Class Q requirements.
2. Proximity to listed buildings.
3. Potential Flood risk concerns
4. Ecological and Environmental concerns, specifically Great Crested Newts.
5. Impact on the Farm operations.

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6. Need for an archaeological survey due to the site plan indicating plans for parking and a small garden area both of which are outside the footprint of the existing building.

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

6 For, 3 Abstain.

Resolved: To object to the application. Clerk to provide response to Swindon Borough Council.

- 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.

- S/LDP/23/1356/NICL – 9 Rodway, Certificate of Lawfulness (Proposed) for the erection of a rear dormer window and front roof light windows – Granted. Noted by Parish Council.

- d. Consultations

- Street name suggestions for part of Redlands development.
Parish Council agreed that a theme of aircraft/aviation would be appropriate to reflect the history of Redlands. Cllrs to submit to suggestions to the Clerk.

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. Village Maintenance

- a. Review submissions for Village and Hooper's Maintenance Tenders.

Discussion took place on the merits of both tender quotes. Cllrs noted that the quotes for the village maintenance were very similar but for the Hooper's quotes were different on price determined by number of cuts. Proposal to ask All Build to provide a like for like quote to be able to compare directly to ID Verde quote for Hoopers Maintenance.

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

Resolved: Agreed unanimously.

- b. Approve budget of £800 for Christmas hampers as issued in 2022.

Proposed: Cllr Maslin **Seconded:** Cllr Hayward

Resolved: Agreed unanimously a budget of £800 for the hampers.

9. Staffing

- a. Agree TOR for Staffing Committee.

Cllr Mirza outlined the responses to the feedback he had received on the Terms of Reference. Cllr Offer suggested that the formatting needed to be adjusted for items such as title. The TORs need to be incorporated into the overarching TOR document for the council which the Clerk will complete.

ACTION: Clerk to incorporate the staffing committee TORs into the overarching document and format appropriately.

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

Resolved: Agreed unanimously.

- b. Confirm members of staffing committee.

The option for a reserve member was debated. It was decided that it was not required. Members proposed are Cllr Glanville as Chair and Cllrs Warr and Mirza.

Proposed: Cllr Offer **Seconded:** Cllr Maslin

Resolved: Agreed unanimously.

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- c. Agree date for first meeting.
To be decided at a later date, not required to agree in this meeting.

10. Hooper's Field Facility

- a. Approve TORs for merged Hooper's Field and Project Committee.
Cllr Hayward proposed that the committee be named 'Hooper's Field Management Committee'. This would help facilitate the use of working groups for elements of the Project and prevent the committee meeting having too many areas of responsibility to discuss at each meeting. Proposal to accept the TORs with the title changed, text in TORs changed to reflect title change where appropriate and for the 'objectives' section to be debated at the first meeting.
Proposed: Cllr Maslin **Seconded:** Cllr Rowley
8 For, 1 Abstain.
Resolved: Agreed to adopt the TORs with minor amends.
- b. Agree parish Councillor members of the committee.
Proposal of the members to be Cllr Offer as Chair, Cllr Rowley as Vice Chair, Cllrs Mirza, Warr and Emmins.
Proposed: Cllr Offer **Seconded:** Cllr Maslin
8 For, 1 Against.
Resolved: Members of the committee agreed.
- c. Consider and Agree request from Tennis Club for support of maintenance of courts.
There was a debate whether this would be considered as a capital request. As this is for maintenance noted not a capital project.
It was felt that as the flood lights had seen a sizeable contribution from the Parish Council this financial year that it would be difficult to make another contribution this fiscal year. Concern was noted about the precedence it might set.
Proposed: Cllr Bellamy **Seconded:** Cllr Rowley
8 For, 1 Against.
Resolved: Agreed to decline to support maintenance request.
Cllr Hayward believed that a request of circa £6,000 was approved by the council this year for line painting. Clerk to review minutes from previous meetings to ascertain.
- d. Agree repairs strategy for Hooper's Driveway.
It was discussed that a longer term solution such as tarmac would absolutely be required. There may be a planning implication for the use of Tarmac which Cllr Sumner is looking into.
It was unanimously agreed that a short term solution was needed urgently. Quote from All build with a short term option of filling and compacting the pots holes for £575+VAT was proposed.
Proposed: Cllr Bellamy **Seconded:** Cllr Rowley
Resolved: Agreed unanimously
ACTION: Clerk to accept option 1 from All Build quote to start works asap.
- e. Agree budget for Bowls hedge cut and disposal of material - £500.
Proposed: Cllr Mirza **Seconded:** Cllr Glanville
Resolved: Agreed unanimously

11. Lyden Questionnaire

- a. To discuss a response as a Parish Council to the Lyden Questionnaire.
Defer for discussion at the next meeting. Cllrs to provide feedback to the clerk before the meeting for collation.
- b. Future distribution to new developments in the parish.

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The Lyden team have sought Parish Councils view if the magazine should be distributed to the residents in Redlands. It was agreed that they should be given copies as there are members of the parish. Cllr Warr asked that if this impacted the fee strategy for the Lyden Team to provide a proposal to Parish Council.

12. Website and Email Working Group update

Cllr Bellamy provided the feedback that the successful migration of the Clerk@wanborough email account has paved the way to migrate the other Cllr accounts. Most of the migrations had been taking place during the council meeting. Additional storage space was to be investigated further.

There are concerns that the current website package does not current show the back end working which makes it more difficult to gauge the work load required when administering updates to it.

13. Finance

- a. Approve Orders of payment for December.

Orders of payment for December were approved.

Proposed: Cllr Rowley **Seconded:** Cllr Mirza

Resolved: Agreed unanimously

- b. Note the cashflow statement (spend vs budget) – to December.

The cash flow was noted in the meeting.

- c. Approve the reconciliations for November

Cllr Rowley to review and organise a session with the Clerk for sign off.

- d. To note backdated pay for previous clerk and assistant clerk.

Backdated pay for previous and assistant clerks noted.

- e. Review Lloyds mandate signatories and agree if an update is required.

Current Cllrs on the Mandate are Sumner and Offer. It was proposed that Cllrs Warr and Mirza as chair and vice chair should be added.

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

Resolved: Agreed unanimously

ACTION: Clerk to add Cllrs Warr and Mirza to the mandate

Concern that with only one person able to make payments (clerk) that there was a single point of failure. Request for the Clerk to explore how to resolve this. Review of the Financial Regulations required to resolve this.

- f. Verbal update of budget and precept 24/25 discussions thus far.

Verbal update regarding budget discussions so far was provided by Cllr Warr.

14. Notification of resignation of Parish Clerk & RFO dated November 2023

- a. Discuss and agree way forward with recruitment of replacement.

A request for a locum clerk has been registered with WALC.

Budget of £500 proposed for activities for the recruitment process i.e. placing Job Advert.

Meeting closed at 21:51 pm

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Appendix 1

Ward Councillor report – Cllr Gary Sumner - December 18th 2023:

HGV's:

I had raised the request for signage to prevent HGV's and primarily construction traffic via Wanborough (approved route is Covingham until SCR opens).

This was agreed but have had to chase in the absence of the Head of Highways. A temporary 'No HGV' sign on SCR leading to Marsh has been put up. I had requested a sign that said 'except access/deliveries'.

I now have a site meeting 27/12 to discuss locations for signs.

SCR:

Officers will arrange a site visit for Parish Councillors and myself in the New Year.

Officers have been scoping low level lighting for Western cycle/footway only and not the full road as noted incorrectly in their recent update.

Wanborough Road:

No further progress – Conlon waiting for SBC – Head of Highways on long term sick leave,

The Beanlands School Safety Zone:

Awaiting outcome of consultation.

Refuse/Recycling Collection changes: Lyden Magazine published incorrect information on collections (they said they got the information from SBC – which SBC deny). Shared correct information online.

Redlands School:

Approved at Planning Committee with a revised layout to the car park. Should start construction to open September 2025.

Foxbridge South:

Approved at Planning Committee without the school (which was also lost from Foxbridge North due to the appeal and inspectors decision).

All pupils will have to attend Redlands or Lotmead or elsewhere.

At the meeting I raised the issues of both lack of education, recent and continued flooding as well as sports contributions which I requested for Hooper's Field.

The development is contributing about half of the contributions to education, sports etc due to viability and all will go to NEV.

There will be an opportunity in Reserved Matters to challenge further on the flooding issues.

Local Plan:

An updated 'Local Development Scheme' went to Cabinet in December which sets 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.

Council motion:

I raised a motion at Full Council at SBC 23/11 which proposed 'Brownfield' before 'Greenfield' in terms of housing and employment land (text copied below) and strengthening the 'Area of Non-Coalescence'.

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This was rejected by the Labour administration who said people can comment on the Local Plan Consultation next year.

Motion text:

Motion to Council – Brownfield before Greenfield

Proposed by: Cllr Gary Sumner

Seconded by: Cllr Vijay Manro

This Council acknowledges that:

- Swindon previously had a draft Local Plan in process which had allocated sufficient housing and employment need for the towns growth to 2040 (acknowledging that the removal of the Highworth Golf Course site would require a few hundred additional homes).
- That 'Draft Plan' (when first conceived) didn't envisage the vast increase in employment land at the former Honda site.
- There will be 'windfall' employment and residential sites in the draft plan such as sites envisaged for 'Park & Ride' at both Wichelstowe and New Eastern Villages which are no longer required.
- That 'Great Stall West' has the opportunity and infrastructure to provide well located employment opportunities.
- That sites such as the former Windmill Hill School and North Star sites have sat undeveloped for over a decade.

However, this Council believes it is important to:

- Protect greenfield sites from further loss and develop existing allocated and brownfield sites first.
- Acknowledge brownfield development is more sustainable and can often use existing infrastructure.
- Not undermine the Panattoni site development by promoting alternative greenfield employment land.
- Put food production, the environment and wildlife first.
- Set an example by bringing forward development ourselves on brownfield sites.

This Council requests that:

- The Council uses all vacant brownfield sites within its property portfolio first.
- The draft Local Plan acknowledges the value of and protects existing areas of 'Non Coalescence' around the New Eastern Villages so they are considered our local green belt.
- That similar protections are put in place for Wroughton, Highworth and Blunsdon to ensure farming remains viable and the characteristics of those areas are protected.

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Appendix 2 Clerk's Report December 2023

Co-option Vacancy

I continue to prompt the vacancy on the Parish Council with an advert of the Website as well as in the Lyden.

Budget/Precept for 2024/25

The preliminary discussions regarding the budget and precept took place on 4th December in the Planning, Finance and Policy meeting. The committee will meet again on 8th January to finalise a recommendation for Full council on 22nd January.

Tender requests for Village and Hooper's Maintenance.

Despite a positive response to expression of interest to tender for the Village and Hooper's Maintenance contracts only 2 of the 5 companies approached have provided a tender. Discussion to take place at this meeting.

Allotments

One plot let in November which leaves 4 plots currently vacant.

Contact the Clerk at clerk@wanborough.info for details of how to become a plot holder and join the wait list.

Hooper's Field Sports Facility

The state of the driveway at Hooper's has been a frequent source of feedback in the last few weeks. Quotes have been obtained for the repair of the driveway and the strategy with how to proceed is to be discussed at this meeting.

The three security lights have been replaced at Hooper's which are now LED so much more energy efficient as well as providing light for those users in the darker months of the facility.

Resignation

I have made the difficult decision to tend my resignation for the role of Clerk and Responsible Financial officer for Wanborough Parish Council. I have enjoyed working with the council and wish every success for the future. I will be in post until the end of January 2024.

Future Meetings

Monday 8th January – Planning, Finance and Policy meeting

Monday 22nd January – Full Council meeting

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Appendix 3, Payment Schedule

Receipts and Payments for Approval at Full Council Meeting 18th December 2023

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	INV1551454	BACS	25.00	20%
CCE	Hoopers Field Broadband	INV1551534	BACS	35.00	20%
Staffing Costs	December Staffing Costs & Back pay (salary, taxes & pension contributions)	n/a	BACS	****	No
<i>For approval</i>					
All Build	Waste Collection in parish	2769	BACS	300.00	20%
All Build	Fly tipped waste collection	2740	BACS	79.20	20%
Graham Poynter	October invoice - handyman	01-Nov-23	BACS	655.52	No
Chantelle Smith	Cleaner - Hoopers	-	BACS	48.00	No
SlIc	Locum fees - Nov	688	BACS	2460.00	20%
St Andrews church	Lyden November	WPC122023	BACS	210.00	No
PI	Playground Inspection fee - Church Meadow & Lower Rec	65212	BACS	198.00	20%
Council HR & Governance Support	Year 2 of 3 - invoice 2	Invoice 2	BACS	1000.00	No
Castle Water	Nov water useage Hoopers	10000920260	BACS	43.02	No
CLlr Maslin	Expenses - Gift bags for Christmas Hampers	n/a	BACS	50.10	No
CLlr Warr	Expenses - Christmas Hampers	n/a	BACS	640.60	No
Mark Woodman	Annual Email Service	5883	BACS	64.18	20%
Chubb	Hoopers Fire Alarm Service	10188405	BACS	347.81	20%
<i>Receipts</i>					
Hall Hire	Hall Hire - Toddler Tennis	n/a	BACS	60.00	n/a
Hall Hire	Football U12s Yellow Team	n/a	BACS	10.00	n/a
Hall Hire	Fitness Classes	n/a	BACS	84.00	n/a
*** Redacted due to Data Protection Act & GDPR					