



WANBOROUGH PARISH COUNCIL

You are hereby summoned to attend the ANNUAL meeting of WANBOROUGH PARISH COUNCIL to be held at

WANBOROUGH VILLAGE HALL, HIGH STREET, WANBOROUGH on Monday 20th May 2024
at 7.00 pm

Tracy Smith – Clerk

14th May 2024

AGENDA

1 Election of Chairperson:

Members are requested to provide nominations for Chairperson of Council, all nominations must be seconded.

- I. To elect the Chairperson of the Council for the 2024-25 Municipal Year.
- II. To receive the Chairperson's Declaration of Acceptance of Office

2 Election of Vice-Chairperson:

Members are requested to provide nominations for Vice-Chairperson of Council, all nominations must be seconded.

To elect the Vice-Chairperson of the Council for the 2024-25 Municipal Year.

3 Apologies: To receive and approve.

4. Declaration of interest Members are reminded that they should declare any interest they have in an agenda item at the start of the meeting or, if not previously foreseeable, during any discussion of the matter concerned.

5. Minutes: To confirm the Minutes of the Meeting held on 22nd April 2024

6. Minutes: To confirm the Minutes of the Hooper's Field Committee Meeting held on 8th May 2024

7. To review Committee Structure and create and/or dissolve committees, sub committees and working groups - paper

8. To appoint members to serve on committees, working groups and sub committees.

9. Nominations of Chairs of Committees

10. To appoint representatives on the under mentioned bodies, or additional bodies, as required:

- 10.1 Village Hall Management Committee
- 10.2 Swindon Area Committee
- 10.3 Woodland Trust / Community Forest

11. Subscriptions

To review subscriptions to the following bodies

- 11.1 Wiltshire Association of Local Councils
- 11.2 National Association of Local Councils
- 11.3 Society of Local Council Clerks
- 11.4 Swindon Area Committee

WANBOROUGH PARISH COUNCIL

12. Core documents

To review and adopt:

- a. Standing Orders
- b. Financial Regulations
- c. Code of Conduct

THE MEETING WILL BE ADJOURNED FOR PUBLIC QUESTIONS. *(Maximum time 20 minutes)*

13. Report from Ward Councillor.

14. Planning:

14.1 To consider Planning Applications received:

S/PAOTH/24/0400 – Breach Farm, Horpit, Wanborough; Erection of an agricultural building

S/24/0447 – Parsonage Farm, Ham Road, Wanborough; Change of use from agricultural grazing land to residential garden land

S/HOU/24/0441 – Court Close, Orchard Close, Wanborough; Installation of solar panels and air source heat pump

S/COND/24/0438 – 3 Church Road, Wanborough; Discharge of Conditions 3, 4, 6(a), 7, 8, 9, 13, 16 and 18 from previously approved Planning Application S/22/1817 - Erection of 1no dwelling, refurbishment of barn to form garage/annexe and associated works

14.2 Confirmation of Planning Applications/ Notifications that SBC have determined since the last meeting:

S/HOU/24/0261 – 13 Badgers Close, Wanborough; Erection of single story rear extension and first floor side extension – Granted

S/HOU/24/0035/JP – Autumn View, Kite Hill, Wanborough; Erection of a canopy to the rear South West side of the dwelling and installation of a new window on the North West gable elevation – Granted

S/HOU/24/0269/JAAB – The Bungalow, Chapel Lane, Wanborough; Change of use of garage to ancillary accommodation, erection of a single storey side extension, replacement of roof over garage and associated works – Granted

S/LDP/24/0504 -The Mallards, Rotten Row, Wanborough; The erection of a single storey extension - Refused

15. To receive Clerk's Report

16. Highways

Church Road – to discuss recent correspondence from group of residents regarding drop kerbs

17. Hooper's Field

a. Wanborough Bowls Club

- i. Storage container planning
- ii. Letter of Security or Tenure

b. To consider a request to book Hooper's Field Hall, kitchen and facilities for one week during October Half Term

c. To agree licence fee for pétanque club, based on paper received from Clerk

WANBOROUGH PARISH COUNCIL

d. Hooper's Field driveway –

- i. To consider all four quotes across two different specifications, for the new driveway
- ii. To agree a quote and contractor and approve commencement of project

18. Finance

- a. To approve recommendation from Hooper's Field committee of £260 plus Vat as an annual cost to Cathedral Hygiene for sanitary bins, monthly service, waste collection and annual waste transfer notice
- b. To review two quotes and approve, recommendation from Hooper's Field committee for remote access to be installed to the heating system. Two quotes, see Clerk's paper
- c. To approve debit card be set up for use by the Clerk (Tracy Smith) with the Lloyds Bank Treasurer's account- see paper
- d. To approve the orders of payment May 2024
- e. To approve the bank reconciliations for April 2024
- f. To receive the Budget vs Spend report from Scribe April 2024
- g. To review the Lloyds bank mandate

19. Volunteer Policy

To review, edit and adopt model volunteer policy

20. Plans for the new year

A discussion of Wanborough Parish Council priorities for the 2024/25 year

21. D-Day Anniversary – 6th June 2024

An update of the Parish Council plans

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.