

WANBOROUGH PARISH COUNCIL



Minutes of a meeting of WANBOROUGH PARISH COUNCIL held at
the Village Hall, High Street, Wanborough,
On Monday 28th September 2026 at 7pm

Cllrs present: Kathy Glanville (Chair), David Hayward, Nathan Morse, Colin Offer, and John Warr.

In attendance: Laura Evans (Clerk) and one member of the public

Minute Ref: FC/028.09/26

1. Apologies

Cllr Richard Bellamy, Cllr John Emmins, and Cllr Gary Sumner, Ward Cllr Matt Hinton

2. Declarations of interest

Cllr Kathy Glanville and Cllr John Warr declared an interest, as they are core members of the SSPG. Cllr Dave Hayward and Cllr Nathan Morse declared an interest due to being allotment plot holders.

3. Minutes

Resolved: The minutes of the meeting held on Wednesday 2nd September 2026, with one minor amendment highlighted by Cllr Dave Hayward, were approved and signed as a true record.

Proposed: Cllr Colin Offer **Seconded:** Cllr Nathan Morse and unanimously agreed.

Resolved: The minutes of the extraordinary meeting held on Tuesday 8th September 2026 were approved and signed as a true record.

Proposed: Cllr John Warr **Seconded:** Cllr Colin offer and unanimously agreed.

4. Review of Action List from Previous Meeting

The meeting noted the action list with Cllr Dave Hayward commenting that there appeared to be two actions that were still outstanding from previous months.

The Clerk to create a rolling action list.

5. Public Questions

The meeting adjourned for public session at 7:13pm

A resident raised concerns about the footpath from Oakapple Close to Adams Meadow, noting that the path does not join correctly and is very slippery. A member of the public had sustained injuries after falling at this location. The Clerk confirmed that the incident had been reported to the Public Rights of Way Officer (PRoW), but no response had been received.

Action: The Clerk to follow up with SBC, copying in Ward Cllr Matt Hinton.

Cllr Dave Hayward suggested asking SBC to consider temporarily closing the footpath, given the nature of the reported fall, its increased use and the Parish Council's concern about the risk of further accidents.

Cllr Colin Offer clarified that the footpath from Oakapple Close is intended to connect with Stacey's Lane.

The meeting suggested installing signs at both ends of the footpath warning of the uneven and slippery surface.

Action: The Clerk to include a notice in the Lyden article advising residents that the footpath is unsafe to use during the autumn and winter months.

Concerns were raised about dangerous parking on The Beanlands. The Clerk confirmed that the matter had been reported to the local PCSO and would continue to report any further incidents.

Cllr Dave Hayward reported that a resident had raised concerns about the worn bus stop markings on Church Road. Vehicles were parking within the bus stop, creating a hazard for other road users and passengers alighting from buses. The Clerk confirmed that the matter would be reported to SBC and raised directly with Ward Cllr Matt Hinton.

The meeting re-adjourned at 7:30pm

6. Finance

- a. **Resolved:** The payments for September were approved (attached to the minutes in appendix 1)
Proposed: Cllr John Warr **Seconded:** Cllr Dave Hayward and unanimously approved.
- b. **Resolved:** The meeting received and noted the Payments and Receipts Summary Report.
- c. **Resolved:** The meeting received and noted the Detailed Cost Centre Spend report.

The Clerk to provide a half year financial report summary for the October meeting.

7. Storage

The meeting discussed and considered the permanent storage facilities at Hoopers. Cllr Colin Offer reported that four documents had been circulated and that potential funding had been identified, enabling grant interest applications to be progressed. The Council considered the need to approve and earmark reserves for the storage facilities, together with grant funding to bridge any shortfall in the approved reserves.

Resolved: The Council approved the proposal in principle, agreed to earmark the identified reserves for the storage facilities, and agreed that further funding should be sought to meet any shortfall.

Proposed: Cllr John Warr **Seconded:** Cllr Nathan Morse. The motion was carried, with Cllr Dave Hayward voting against.

8. Playpark Remedial Works

The Council discussed and considered the quotation for remedial works to the playparks, which were highlighted by the Contractor.

Cllr John Warr noted that only items that have been red flagged on the annual Playpark Inspection and appeared on the remedial works list should be undertaken. It was proposed that expenditure of up to £1,000 be delegated to the Clerk and that the matter be referred to FVMA.

Proposed: Cllr John Warr **Seconded:** Cllr Nathan Morse. The motion was unanimously agreed.

9. To appoint the Internal Auditor for 2026-27

Members considered the appointment of an Internal Auditor for the financial year 2026/27. It was **RESOLVED** to appoint Auditing Solutions as the Council's Internal Auditor. Members were satisfied that the auditor was independent of the Council's financial management and possessed the appropriate knowledge and experience to undertake the audit.

It was further noted that the Clerk will undertake research during 2026/27 to identify alternative internal audit providers and report back to Council with options for consideration when making the appointment for the 2027/28 financial year.

10. Report from Swindon Borough Council (SBC) Ward Councillor

The report is attached to the minutes in appendix 2

11. Reports

- a) Clerk's update- The Clerk's report was noted, and it attached to the minutes in appendix 3. The Clerk advised that 215 responses had been received to the resident consultation to date.
- b) Chairs update- Cllr John Emmins, Cllr Kathy Glanville and the Clerk undertook the annual risk assessment of the allotment site. During the inspection, it was noted that the main grass paths are uneven and situated on a gradient. The Clerk has contacted the National Allotment Society seeking guidance on appropriate measures to improve the condition and accessibility of the paths. The completed risk assessment and consideration of the path improvements will be included on the agenda for the next FVMA Committee meeting.

12. Planning

- a) **To consider the following planning applications received from SBC awaiting comment:**

- i. **S/26/1132 (closing date 2nd October)-** Little Thatch, High Street Wanborough Swindon SN4 0AE- Proposed new self-build dwelling to replace the existing detached annexe and garage to Little Thatch.

Resolved: The Parish Council considered the application and agreed to submit a neutral response. However, the Council requests that Swindon Borough Council Highways confirm that they are satisfied with the proposed access arrangements.

b) To note applications determined by SBC since previous meeting (attached)

- i. **S/HOU/26/0815** - 10 Badgers Close, Wanborough Swindon SN4 0EN- Erection of first floor side and single storey rear extensions- Granted.
- ii. **S/LDP/26/0981**- 7 Gosling Close, Wanborough Swindon SN4 0FE- Certificate of Lawfulness (Proposed) for the erection of single-storey rear extension.

13. Footpath – Burycroft to Green Lane

The meeting considered the Contractor's quotation of £950 + VAT for the construction of a new Type 1 path using crushed limestone. Cllr John Warr advised that the contractor's proposed specification would need to be increased by approximately 30-40mm due to the area being heavily used. He noted that the path should be built up to the level of the railings to ensure a more durable and suitable surface. Cllr Warr confirmed that he would discuss these requirements with the Contractor.

Cllr Dave Hayward stated that Swindon Borough Council has a responsibility to maintain public footpaths and expressed the view that the authority should be carrying out its duties in respect of the footpath's upkeep.

14. Bank Signatory

Members considered the addition of a further authorized signatory to the Parish Council's bank account. The Clerk advised that the appointment of an additional signatory would provide greater flexibility in the administration of the Council's banking arrangements and recommended that Cllr Kathy Glanville be added as an authorized signatory.

Resolved: Cllr Kathy Glanville be added as an authorized signatory to the Parish Council's bank account.

Proposed: Cllr John Warr **Seconded:** Cllr Dave Hayward and was unanimously agreed.

15. Hooper's Working Group

Members reviewed the draft Terms of Reference for the Hooper's Working Group.

During discussion, it was noted that the ToR's were too long for the working group. Cllr John Warr agreed to prepare a smaller draft policy for consideration and circulation to members. It was further agreed that a follow-up meeting of the Hooper's Working Group be arranged, with three or four possible dates to be proposed to members.

Resolved: That Cllr John Warr draft a policy for circulation to members and that a further meeting of the Hooper's Working Group be scheduled. The Working Group's review and recommendations are to be completed by **April 2027**.

16. IT Working Group

Members considered the proposal to commence the roll-out of the Parish Council website.

It was noted that the IT Working Group comprises Cllr John Warr, Cllr Kathy Glanville, Cllr Richard Bellamy, Cllr Dave Hayward, and the Clerk. Cllr Bellamy advised that he would provide training and support throughout the implementation process.

Members agreed that the website development should be delivered in three phases:

Phase 1: Development of the core Council section of the website, including all essential statutory and governance information, with a target completion date of Christmas 2026.

Phase 2: Expansion of the website to include additional community content, including information relating to Hooper's Field, public rights of way and other Parish Council projects.

Phase 3: Further development of the website based on community expectations and additional content requirements.

During discussion, members suggested that councillor photographs and a councillor blog should be included as part of the initial development. Cllr Colin Offer highlighted that information on the history of Wanborough and local footpaths should be made more visible on the website.

Members expressed their thanks to Cllr Bellamy for his work on developing the project.

Resolved: To proceed with the phased implementation of the Parish Council website as outlined.

Proposed: Cllr John Warr Seconded: Cllr Kathy Glanville and unanimously agreed

Cllr John Warr to contact Cllr Richard Bellamy regarding the IP clarification.

17. External Audit

Resolved: The meeting noted the External Auditor's report and conclusions for the 2025/26 financial year.

The meeting thanked the Clerk for her work on the audit.

18. Allotment Provision Agreement

The meeting reviewed and discussed the agreement.

Members agreed with the wording suggested by Covingham PC that New Eastern Villages (NEV) shall not be given access to the allotment under this agreement. NEV residents secure the provision of community allotments legally through a **Section 106 (S106) planning obligation agreement** tied to the UK's **Town and Country Planning Act 1990**. Under this framework, the developers are legally required by Swindon Borough Council to establish infrastructure, green open spaces and dedicated community allotments.

It was agreed that the agreement should remove fixed monetary amounts and instead provide for annual increases. Any shared costs should be apportioned on a proportional basis. Members further agreed that the resident allocation should be reviewed annually and that, should the proportion of Wanborough residents holding plots exceed 50%, priority for future allocations would be given to Wanborough residents.

The agreement should also include a termination clause requiring a minimum notice period of one year.

Action: The Clerk to draft a revised Allotment Provision Agreement incorporating the above amendments and circulate it to Members for consideration

19. National Joint Councils (NJC) Pay Award

Resolved: The meeting noted the NJC Pay Award and that its implementation is a contractual obligation for employees on NJC terms and conditions.

The meeting closed at 9:38pm

Appendix 1

	ORDERS OF PAYMENT 28th SEPTEMBER 2026 MEETING						
	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>						
1	Starboard Systems	Scribe software	INV-21533	DD	£ 62.40	£ 10.40	£ 52.00
2	EE	Mobiles AC and HM		DD	£ 40.80	£ 8.16	£ 32.64
3	Bt Broadband	Broadband at Hooper's		DD	£ 62.34	£ 10.39	£ 51.95
4	Michelles Cleans Ltd	Cleaner at Hooper's Field- September		BACS	£ 449.70	£ 74.95	£ 374.75
5	Starboard Sysytems	Allotment Software	INV-21896	DD	£ 39.60	£ 6.00	£ 33.00
6	British Gas	Gas at Hoopers		DD	£ 15.00	£ -	£ 15.00
7	Tennis Court Services Ltd	Servicing of the Tennis Courts	INV6924	BACS	£ 9,456.00	£ 1,576.00	£ 7,880.00
8	Zurich	Insurance -Minute Ref FC/02.09/26	INV559295049	BACS	£ 1,880.16	£ -	£ 1,880.16
9	SLCC	Clerks CiLCA	INVQL209803-1	BACS	£ 495.00	£ -	£ 495.00
10	Wiltshire Pension	Clerks Pension		BACS	£ 600.63	£ -	£ 600.63
11	J.P Locksmith Services	To fix lock at Hooper's Field	INV9853	BACS	£ 230.00		£ 230.00
	For approval						
12	Staff	Total Salaries	September	SO	£ 1,921.76	£ -	£ 1,921.76
13	AllBuild	Services	INV3661	BACS	£ 300.00	£ 50.00	£ 250.00
14	PCC Wanborough	Lyden Magazine invoice	WPC040926	BACS	£ 315.00	£ -	£ 315.00
15	JuSteel	Container Hire	INV71298	BACS	£ 60.00	£ 10.00	£ 50.00
16	Castle Water	Hoopers Water	INV10011367453	BACS	£ 1,436.30	£ -	£ 1,436.30
17	Castle Water	Allotments Water	INV10011332399	BACS	£ 7.15	£ 1.19	£ 596.00
18	JuSteel	Container Hire	INV71322	BACS	£ 60.00	£ 10.00	£ 50.00
19	AllBuild	Village Grass Cutting 6 of 8	INV3661	BACS	£ 1,824.00	£ 304.00	£ 1,520.00
20	Allbuild	Hoopers Grass cutting 6 of 8	INV3661	BACS	£ 1,080.00	£ 180.00	£ 900.00
21	AllBuild	Maintenance Hours	INV3676	BACS	£ 924.00	£ 154.00	£ 770.00
22	PKF Littlejohn	External Audit	INVS20261941	BACS	£ 756.00	£ 126.00	£ 630.00
23	SBC	Allotment Rent	INV215815610	BACS	£ 142.38	£ -	£ 142.38
							£ -
	Totals				£ 22,158.22	£ 2,061.09	£ 20,226.57
	Signed	Date					

Ward report from Cllrs Matt Hinton and Gary Sumner - Wanborough Parish Council

Following the recent storm and a serious collision at Foxhill, we raised the stones left on the road and are pleased they have now been cleared.

We visited the Southern Connector Road with the Cabinet Member for Highways and Transport to see the problems with the bridge firsthand. The Council is seeking a contractor for the initial repairs, which are expected to begin in December, subject to procurement. If the programme stays on track, construction traffic could begin using the road next spring, reducing the need for lorries to travel along Wanborough Road. We will continue to press for progress and keep residents updated.

Following residents' complaints and our request, a "No construction traffic" sign has now been installed at Pack Hill. We will continue to monitor whether the restriction is being observed.

We have also been speaking with residents about the land advertised for sale on Wanborough Road and their concerns about how it can be protected. Those conversations are continuing, and we will keep the Parish Council informed as matters develop.

Some of the fly tipping on the Ridgeway has been cleared. We expect the remaining waste to be removed soon and will follow up if it is not.

Much of our work this month has involved individual requests from residents, including parking on the High Street, access to garages at Warneage Green and speed limits across the ward. We have also heard residents' concerns about the Kite Hill planning application and will make sure those concerns are properly considered through the planning process.

Residents have raised problems with overcrowding on the R23 and R24 buses. We are raising this with the Borough Council and pressing for action so that people can rely on these services.

Cllrs Matt Hinton and Gary Sumner
Chiseldon and Ridgeway Ward



WANBOROUGH PARISH COUNCIL

Clerk's Report

28th September 2026

Wanborough Tennis Club

The Tennis Club requested permission to install the signage shown below beneath the Hooper's Field sign. This request was considered and approved by the Clerk in consultation with the Chair of the Hooper's Committee



Staffing Update

I am pleased to report that the Assistant Clerk is due to return to work on **Monday 7 October**, initially working **Mondays and Wednesdays**. This will provide additional support and help maintain service delivery across the Council's ongoing projects and day-to-day operations.

. Upon her return, priority work will include:

- Water meter investigations and monitoring at Hooper's Field.
- Footpath matters, including inspections and any required follow-up actions.
- Allotment-related issues, with particular focus on the condition of the paths and any recommendations arising from the ongoing risk assessment and consultation with the National Allotment Society.

These matters will be progressed as a priority to ensure they are addressed in a timely manner

Allotments

Following reports that some plot holders were experiencing difficulties joining the Allotment Facebook Group, I have undertaken a review and tidy-up of the group's membership. I will continue to monitor and process requests from plot holders wishing to join. To ensure membership is restricted to current allotment holders, only requests that include the applicant's plot number will be approved.

A recent Risk Assessment has been carried out and will be an agenda item for the next FVMA meeting.

Grounds Maintenance Tenders

The closing date for questions or queries on the Tender closed on 21st and the closing date for these to be submitted by post is 1st October, and only then will they be opened as per the Financial Regulations- Appendix 1- Tender Process;

Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

The Beanlands Parking

Numerous complaints have been received regarding parking at the junction of The Beanlands, with residents expressing concerns that vehicles parked in this location are obstructing visibility and creating potential safety risks, including several near misses.

The matter has been reported to the local PCSO, and I will continue to raise concerns with the Police as further reports are received. A resident has suggested that measures such as double yellow lines or introducing a one-way traffic system could help alleviate the problem, although these options would require consideration and approval by the relevant highways authority.

Swindon Local Plan 2043 Regulation 19 Publication Stage

Swindon Local Plan 2043 is now out for its Regulation 19 Publication Stage. The Publication Stage will run for six weeks from **24 September to 11:59pm 5 November 2026**.

On adoption, the Swindon Local Plan 2043 will replace the current Swindon Local Plan 2026 and will form a key part of the development plan for the Borough, setting out the strategy and policy framework to guide development and growth over the plan period. The Plan identifies the Borough's housing, employment and infrastructure needs and where this should be located and provide guidance for the determination of planning applications. This will be added to the October agenda.

Completed Tasks - September

Conducted investigations into allotment Facebook access issues and assisted plot holders with joining the group.

Liaised with contractors regarding the removal of logs from the felled tree at Hooper's Field.

Reported blocked gullies and drains to SBC, according to the SBC system these drains and gullies were last cleared in 2024- E40116

Arranged for the removal of reported fly-tipping within the parish.

Hooper's Field Licenses issued on a one-year basis and invoices prepared and sent.

Supported planning and governance work relating to the Hooper's Working Group Terms of Reference.