

WANBOROUGH PARISH COUNCIL

Minutes of a meeting of WANBOROUGH PARISH COUNCIL held at
Hooper's Sports Pavilion, Hooper's Field
on Wednesday 13th May 2026 at 7pm



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

In attendance: Laura Evans (Clerk)

Minute Ref: FC/13.05/26

1. Election of Chair

a) To elect the Chair of the Council for the 2026-27 Municipal Year.

Resolved: Cllr John Warr proposed Cllr Kathy Glanville as Chair of the Council for the 2026–27 Municipal Year. The proposal was seconded by Cllr Gary Sumner and was unanimously agreed.

b) To receive the Chair's Declaration of Acceptance of Office- signed

Resolved: The Chair's Declaration of Acceptance of Office was duly signed by Cllr Kathy Glanville.

2. Election of Vice Chair

a) To elect the Vice Chair of the Council for the 2026-27 Municipal Year

Resolved: Cllr Kathy Glanville proposed Cllr John Warr as Vice Chair of the Council for 2026-27 Municipal Year. The proposal was seconded by Cllr Gary Sumner and was unanimously agreed.

b) To receive the Vice Chair's Declaration of Acceptance of Office

Resolved: The Vice Chair's Declaration of Acceptance of Office was duly signed by Cllr John Warr

3. Declaration of Acceptance of Office

Resolved: All councillors present duly signed the Declaration of Acceptance of Office

Due to Cllr John Emmins absence and in accordance with Section 83 of the Local Government Act 1972, the Council may permit a councillor to sign their Declaration of Acceptance of Office at a later meeting.

4. Register of Members' Interests

Councillors were reminded of their obligation to complete and return their Register of Interests forms within 28 days of taking office.

5. Apologies

Apologies were received from Cllr John Emmins

6. Declaration of interest

Cllr Kathy Glanville, Cllr Gary Sumner 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.

Cllr Gary Sumner declared an interest due to being on the Village Hall committee.

7. Minutes

Resolved: The minutes of the ordinary meeting held on Monday 27th April 2026 were approved and signed as a true record.

8. Annual Accounts - 1st April 2025 to 31st March 2026

a) To receive and approve the Annual Governance Statement (section 1)

Resolved: Cllr John Warr proposed approval of the Annual Governance Statement for 2025/26. This was seconded by Cllr Gary Sumner and resolved, with Cllr David Hayward abstaining. The Chair and Clerk signed the Annual Governance Statement.

b) To receive and approve the Accounting Statements (section 2)

Resolved: Cllr John Warr proposed approval of the Annual Accounting Statements for 2025–26. This was seconded by Cllr Gary Sumner and resolved unanimously. The Chair signed the Accounting Statements.

- c) To receive and consider explanations of variance

Resolved: That the explanations of variances for the financial year 2025/26 were received and noted.

- d) To receive dates for the period of public right to view accounts 3rd June – 14th July

Resolved: The meeting received and noted the period of public rights.

9. To RESOLVE that the Chair and Vice Chair are voting members on all committees and working Parties.

Resolved: Cllr Gary Sumner proposed that the Chair and Vice Chair be voting members on all committee and working parties. Cllr David Hayward seconded the proposal and was unanimously agreed.

10. To appoint members to serve on the following committees:

Resolved: That the following members be appointed to the respective Committees for the municipal year 2026/27.

- a. Finance and Policy- Cllrs Gary Sumner, Colin Offer, David Hayward
- b. Hoopers Field- Cllrs Colin Offer, Gary Sumner, David Hayward, Nathan Morse, John Emmins
- c. Footpaths, Village Maintenance and Allotments- Cllrs Richard Bellamy, Nathan Morse, John Emmins
- d. Staffing- Cllrs John Warr, Kathy Glanville, Richard Bellamy

11. To appoint Chairs of the following committees:

Resolved: That the following Chairs be appointed to the respective Committees for the municipal year 2026/27:

- a. Finance and Policy- Cllr Gary Sumner. Proposed by Cllr John Warr, seconded by Cllr Richard Bellamy and unanimously approved.
- b. Hoopers Field- Cllr Colin Offer. Proposed by Cllr Kathy Glanville, seconded by Cllr Gary Sumner and unanimously approved.
- c. Footpaths, Village Maintenance and Allotments – Cllr Richard Bellamy. Proposed by Cllr Gary Sumner, seconded by Cllr John Warr and unanimously approved.
- d. Staffing- Cllr John Warr. Proposed by Cllr Richard Bellamy, seconded by Cllr Colin Offer and unanimously approved.

12. To appoint members to working parties set up by Full Council to include:

Resolved: That the following members be appointed to the respective Working Parties for the municipal year 2026/27:

- a. Strategic Working Party – All Members
- b. Website Working Party – Cllrs Richard Bellamy, John Warr, David Hayward and the Clerk

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

Resolved: That the following representatives be appointed for the municipal year 2026/27:

- a) Village Hall Management Committee – Cllr Gary Sumner. It was noted that confirmation is required as to whether two trustees are permitted/required.
- b) Swindon Area Committee – The Chair of the Council
- c) Woodland Trust / Community Forest – Cllr David Hayward

14. Delegation arrangements

The Council reviewed the delegation arrangements.

Resolved: That the Council's delegation arrangements be approved and adopted for the municipal year 2026/27.

15. Terms of Reference

The Council reviewed the Terms of Reference for its Committees, Sub-Committees and Working Parties.

Resolved: Cllr Richard Bellamy proposed the Terms of Reference for all Committees, Sub-Committees and Working Parties be adopted. Cllr John Warr seconded the proposal and was unanimously agreed.

- a. Finance and Policy Committee
- b. Hoopers Field Committee
- c. Footpaths, Village Maintenance and Allotments Committee
- d. Staffing Committee
- e. Strategic Working Party

16. Subscriptions

The Council reviewed its subscriptions to the following organisations:

- a) Wiltshire Association of Local Councils
- b) National Association of Local Councils
- c) Society of Local Council Clerks
- d) Swindon Area Committee

Resolved: That the above subscriptions be renewed. Proposed by Cllr Gary Sumner, seconded by Cllr John Warr and approved, with Cllr Richard Bellamy abstaining.

17. Standing Orders and Financial Regulations

To review and adopt:

- a) Standing Orders
- b) Financial Regulations

The Council noted that both the Standing Orders and Financial Regulations had been reviewed and approved at the meeting held in April 2026, following a recommendation from the external auditor.

Resolved: That the Standing Orders and Financial Regulations, as previously approved, be formally adopted. Proposed by Cllr Gary Sumner, seconded by Cllr Richard Bellamy and unanimously agreed.

18. Financial Controls

To receive and consider financial risk assessment for the 2026.27 financial year

Resolved: The Financial Risk Assessment for the financial year 2026/27 was received, considered and approved.

19. Insurance

To confirm that arrangements for insurance cover are in place in respect of all insured risks.

Resolved: That consideration of this item be deferred to a future meeting due to the renewal documentation not yet being received.

20. Meetings

- a) Determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of council.

Resolved: That ordinary meetings of the Full Council be held at 7:00pm at the Village Hall, with Hooper's Field to be used as an alternative venue if required. Dates of the meetings can be found on the noticeboards and online.

- b) Approve meeting schedule June 2026 to May 2027

The Council considered the proposed meeting schedule and discussed the need for additional meetings.

Resolved: That a Full Council meeting be held on 2 September 2026 to enable approval of payments for August; and that an additional Finance and Policy Committee meeting be held on 7 December 2026 for budget setting; and that the meeting schedule for June 2026 to May 2027, as amended, be approved.

21. THE MEETING WILL BE ADJOURNED FOR PUBLIC QUESTIONS.

There were no members of the public in attendance, and no questions had been received.

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

An update was received regarding local issues.

It was noted that verge cutting at Callas Hill had been raised. Concerns were also highlighted regarding the condition of Church Road, which has been marked in yellow, with Highways currently working to address the issues raised.

Matt Hinton has been elected as the new Ward Councillor.

Cllr Gary Sumner advised that any footpath issues should be forwarded to him.

23. Reports

- a) Clerk's update- nothing to report
- b) Chairmans update- strong focus on community engagement and encouraged councillors to attend the Farmers' Market between 9:30am and 10:00am on the third Saturday of the month, where possible.
The meeting noted that an approach had been made regarding a potential stall at the Wanborough Show (held at the Church), however, this was not taken forward.

It was also agreed that tree identification be added to the Footpaths Committee agenda.

24. Review of Action List from Previous Meeting

Resolved: Cllr Bellamy proposed that the actions be accepted and noted that the Clerk is working through the list. This was agreed unanimously

25. Finance

- a. Approve Orders of payment for May
Resolved: Cllr John Warr proposed the order of payments for May. Cllr Gary Sumner seconded the proposal and was unanimously agreed.
- b. To receive and note the Payments and Receipts Summary Report- The meeting agreed to defer this item to the next meeting.
- c. To receive and note the Detailed Cost Centre Spend report- The meeting agreed to defer this item to the next meeting.
- d. The meeting considered acting as the intermediary for the invoice to Wanborough Cricket Club for a Dennis Verti-Cutter cassette.
Cllr David Hayward requested that the clubs be made aware that, by the Parish Council acting as the intermediary, the item would become an asset of Wanborough Parish Council. Cllr Colin Offer to make the clubs aware.
Resolved: Cllr Colin Offer proposed acting as the intermediary. Cllr John Warr seconded the proposal and was unanimously agreed.

26. Planning

- a) **To consider the following planning applications received from SBC awaiting comment:**
 - i. **S/26/0173-** Inlands Farm, The Marsh Wanborough Swindon SN4 0AS- Outline planning application with all matters reserved (expect for access into the site) for the proposed development of up to 275 residential dwellings, a new community building (mixed use Class E and F2), open space, vehicular and pedestrian accesses, landscaping, drainage measures and all other associated works.
Resolved: Circulate response drafted by Cllr John Warr to all Councillors for comment before submission.
To note the objection letter from CPRE Wiltshire that was sent on 2nd March 2026
- b) **To note applications determined by SBC since previous meeting (attached)**
 - i. **S/HOU/26/0320-** Roseveare, Ham Road Liddington Swindon SN4 0HH- Demolition of side extensions and outbuildings, roof raised to create 1st floor with 2 storey front, side and rear extensions and single storey rear extension- Granted.
 - ii. **S/TWC/26/0469-** Magdalen Cottage, Rotten Row, Wanborough- Works to trees within a Conservation Area- Granted.

27. Staffing

It was noted that the appointment for a self- employed Handyperson was not proceeding due to the applicant withdrawing. Cllr Richard Bellamy suggested that it may be worthwhile reapproaching the candidate to highlight the flexibility of the role.

Resolved: This was proposed by Cllr Richard Bellamy, seconded by Cllr John Warr, and agreed by all.

28. Village Hall

It was noted that Cllr Richard Bellamy advised a meeting is required with the Village Hall Committee to discuss comments made on the draft Head of Terms. It was agreed that a meeting be arranged between the Village Hall Committee, Cllr John Warr, Cllr Richard Bellamy, and Cllr Kathy Glanville.

29. Fingerpost

The meeting considered using a third party to reinstate the broken fingerpost by Pack Hill roundabout at a cost of £320 +VAT.

Resolved: Cllr Richard Bellamy proposed acceptance of the cost to reinstate the broken fingerpost. Cllr Gary Sumner seconded the proposal and was unanimously agreed.

30. Tree works.

The meeting considered the two quotations for work for the six-month trees. With two trees needing to be looked at more urgently.

Resolved: The meeting agreed to proceed with the quotation of £9,616.57 + VAT. The Clerk to instruct the supplier of the quotation.

31. Allotments

The meeting considered the quotation for allotment fencing along the track (Double Oak Farm side) and agreed, in principle, that the quotation of £5,642.00 + VAT represents good value.

It was further agreed that contact should be made with Covingham Parish Council regarding a potential contribution, and with the landowner of the track to obtain permission and to ensure that no damage will occur to the fencing.

The meeting closed at 9.08pm

ORDERS OF PAYMENT MAY 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-17936	DD	£ 62.40	£ 10.40	£ 52.00
2	EE	Mobiles AC and HM		DD	£ 33.60	£ 5.60	£ 28.00
3	Bt Broadband	Broadband at Hooper's	M008S9	DD	£ 62.34	£ 10.39	£ 51.95
4	Michelles Cleans Ltd	Cleaner at Hooper's Field	INV 16070	BACS	£ 420.00	£ 70.00	£ 350.00
5	Baydon Mowers	Cricket Club Mower service (HF/04.13/2026)	INV 29165	BACS	£ 285.35	£ 47.56	£ 237.79
6	Baydon Mowers	Cricket Club Mower service (HF/04.13/2026)	INV 29167	BACS	£ 375.95	£ 62.66	£ 313.29
7	Baydon Mowers	Cricket Club Mower service (HF/04.13/2026)	INV 29166	BACS	£ 26.74	£ 4.45	£ 22.29
8	Starboard Systems	Scribe Software Allotments	INV 17931	DD	£ 39.60	£ 6.60	£ 33.00
9	L Naseem	Grant for Coffee, Cake, Chat (FC/27.04/26)		BACS	£ 400.00	£ -	£ 400.00
10	Amazon	Key for Noticeboard	GB6002LY38FJJI	CARD	£ 6.28	£ 1.05	£ 5.23
11	Amazon	Portable Scanner	GB63QY9UVAEUD	CARD	£ 47.69	£ 7.95	£ 39.74
12	Amazon	Micro SD card for scanner	GB6447GETAEUD	CARD	£ 10.99	£ 1.83	£ 9.16
<i>For approval</i>							
13	Staff	Total Salaries	May	SO	£ 2,313.87	£ -	£ 2,313.87
14	AllBuild	Services	Invoice 3543	BACS	£ 300.00	£ 50.00	£ 250.00
15	PCC Wanborough	Lyden Magazine invoice	WPC050526	BACS	£ 315.00	£ -	£ 315.00
16	JuSteel	Container Hire	INV 70610	BACS	£ 60.00	£ 10.00	£ 50.00
17	Castle Water	Hoopers Water	10009966804	BACS	£ 87.69	£ -	£ 87.69
18	JuSteel	Container Hire	INV70637	BACS	£ 60.00	£ 10.00	£ 50.00
19	AllBuild	Village Grass Cutting 2 of 8	Invoice 3543	BACS	£ 1,824.00	£ 304.00	£ 1,520.00
20	Allbuild	Hoopers Grass cutting 2 of 8	Invoice 3543	BACS	£ 1,080.00	£ 180.00	£ 900.00
21	Charlbury Farms	Hedge Cutting Lotmead	Invoice SI705	BACS	£ 90.00	£ 15.00	£ 75.00
Totals					£ 7,901.50	£ 602.49	£ 7,104.01
Signed	Date						