

WANBOROUGH PARISH COUNCIL

Minutes of the Full Council meeting held on Monday 23rd January 2023 at 7.30pm at Wanborough Village Hall

Present: Bob Biggs (Chair), Dave Hayward (Vice Chair), Donna Stalker, John Emmins, Colin Offer, Gary Sumner, John Warr, Omar Mirza, Kathy Glanville and Joe Smith

In attendance: Angela Raymond (Parish Clerk) and 2 members of public

Minutes Ref

FC/01/23/

1. Apologies: Apologies received from Richard Bellamy and approved at the meeting.
2. Declaration of interest. Gary Sumner declared a personal interest in the Lotmead planning application.
3. To approve written requests for dispensations Omar Mirza's dispensation for the Parish Precept was approved at the meeting.
4. To appoint Omar Mirza onto a Committee
Omar Mirza was unanimously appointed onto the Hooper's Field Committee.
5. Minutes:
Proposed John Emmins **Seconded** Donna Stalker
Resolved: Parish Council approved the minutes of the Full Council meeting held on 19th December 2022.

THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS

Bob Biggs confirmed that there were questions submitted in advance of the meeting which included:-

- *What is the Parish Council doing about the state of the roads around the village, potholes are not being repaired very well resulting in them needing further repairs within a few weeks? Bob Biggs confirmed that the weather hasn't helped the situation recently. He confirmed that all potholes should be reported to SBC Highways.*
- *Flooding in front of Ashton House, reported several times and has been a problem ever since flood mitigation works were carried out. Gary Sumner confirmed that he has arranged for this to be inspected.*
- *Flooding on Kite Hill: Why was this left so long so that with the recent freeze SBC left it in a dangerous condition, why was the drain not cleared earlier? Gary Sumner stated that he has requested a report from SBC Highways confirming what caused the water overflowing the drain. **ACTION** Gary Sumner to provide Parish Council with a copy of the report.*

6. Report from Ward Councillor
Ward Councillor's report was circulated to all Councillors.

Bob Biggs asked a question in relation to the proposed larger "new road layout sign" on Wanborough Road and whether a larger one was needed. Gary Sumner confirmed that for safety reasons and due to a recent accident the sign does need to be bigger, it is a temporary sign which will be removed eventually.

Bob Biggs raised a question in relation to the proposed 20mph zones. He confirmed that Parish Council have not received anything from SBC about the upcoming consultation, which would have meant it could have been added to the agenda for the meeting and discussed. Gary Sumner stated that SBC would be providing more communication with Parish Council by the end of the following week. He stated that, as the consultation is online it would be confusing to release the information too early. Bob Biggs stated that he is concerned that not all residents would be aware of the 20mph zone consultation. Gary Sumner confirmed that he has put it in the Lyden and it should be available online; he stated it is too expensive for SBC to write to all residents.

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Dave Hayward raised a question in relation to the hedges on Pack Hill on the western side (on the left going down the hill), asking whether they could be cut whilst the road is closed, as they are growing over the road and scratching cars. Gary Sumner stated that he is not aware of any plans to cut the hedge but he confirmed that he would follow this up. **ACTION** Gary Sumner to arrange hedge to be cut while Pack Hill is closed.

Dave Hayward asked a question in relation to the S106 funds from the Croft Yard development. He asked Gary Sumner if he could confirm that the S106 funds would be used in Wanborough, confirming that he was copied into an e-mail from SBC in relation to this matter. Gary Sumner confirmed that he will need to check the e-mail received and would confirm. **ACTION** Gary Sumner to confirm S106 fund for the Croft Yard site. Gary Sumner confirmed that the developer at the Croft Yard site is due to contact Parish Council to provide an update on their development.

Bob Biggs asked if there has been any progress with the request for the footpath/pavement on Church Road being widened as per a previous public question raised by a resident. Gary Sumner confirmed that he has made a request to SBC to review but it would be a while yet before a response is provided.

7. Planning:

7.1 To consider Planning Applications received:

S/COND/22/1830 – NEV Lotmead site - Discharge of Condition 9 (Phasing Details) for phase 2 from Outline Planning Permission S/OUT/19/0582

S/COND/22/1764 – NEV Lotmead site - Discharge of conditions 43 and 44 (River Corridor Survey Report and Landscape Masterplan)

S/COND/22/1763 – NEV Lotmead site - Discharge of condition 14 (Ecology Update Report and Ecological Enhancements - Bat and Bird Box Plan)

S/COND/22/1762 – NEV Lotmead site - Discharge of condition 48 (Phase 1 Drainage Strategy Summary)

S/COND/22/1761 – NEV Lotmead site - Discharge of Condition 49 (Environmental Noise Survey)

S/COND/22/1760 – NEV Lotmead site - Discharge of conditions 15 and 16 (Arboricultural Assessment (parts 1 - 3), Update Ecology Report, Typical Tree Planting Details and Typical SCR Tree Planting Details)

Resolved: Parish Council reviewed the Construction Management Environment Plan and strongly objected to the use of Wanborough Road and Wanborough Village for construction traffic.

Within the report under points 1.5, 6.2 and 6.5 it states that Wanborough Road will be used for Construction Traffic and delivery of building materials until the Southern Connector Road is ready. In addition point 6.5 states:-
"There could be a small number of large HGV's associated with the construction that may not be able to turn around within the construction compound and these will leave via Wanborough Village and Pack Hill to Commonhead"

Large HGVs cannot use Wanborough village, as the roads within the village will not cope with large HGVs, especially the narrow section at the top of Pack Hill. The developer needs to make the compound large enough to cope with all HGVs they expect and that are associated with the construction of the site, there is no excuse for having to use Wanborough village for any purpose. This needs to be removed from the Construction Management Plan for Lotmead development site, including for phase 1.

Wanborough Road is not coping with the current levels of construction traffic from the site at Redlands site and the Southern Connector Road (SCR). To add further construction traffic from Lotmead will have a detrimental impact on the Roman Road and surrounding area. Any development at Lotmead needs to wait until the SCR is open and ready to use. The SCR is due to be ready in summer 2023 and it doesn't seem unreasonable to state that the developer cannot start until the SCR is open.

Access via Wanborough Road for HGVs and all construction traffic needs to be removed from the Construction Management Plan for Lotmead development site, including for phase 1. It should state that all HGVs and construction traffic must use the SCR only.

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7.2 To note the following planning decisions received:

S/HOU/22/1545 – 7 The Hedges - Erection of a first floor rear extension - Granted

8. To receive Clerk's Report & update on Action Points

Clerk's report was circulated to all Councillors and is in the appendix to the minutes.

9. Hooper's Field Committee Meeting

Colin Offer stated that the main item to be considered from the meeting was that Wanborough JFC are looking to expand their club to include girls' football and are looking to merge with a girls' team from Stratton. Questions were raised in relation to their pitch requirements but it was confirmed that this is only very early discussions and they have been told to contact the Parish Council once they have further information.

Resolved: The minutes of the committee meeting held on Monday 16th January 2023 were unanimously ratified.

10. Permission to install gas pipe along southern boundary of Lower Recreation Field

A request has been received from Wales & West Utilities to install a gas pipe along the southern boundary of the Lower Recreation Field. Parish Council discussed and agreed that an onsite meeting should be arranged to discuss a number of queries that the Parish Council have before making a decision on this. **ACTION** Clerk to arrange a meeting.

11. Road Closure Working Party Update

The Road Closure Working Party have arranged a Public meeting to be held on 30th January 2023; this has been advertised in the village and will be held at the Village Hall. All Councillors are welcome to attend whether they are on the Working Party or not.

12. Finance, Planning and Policy Committee

12.1 **Resolved** The minutes of the Finance, Planning and Policy Committee meeting held on Monday 9th January 2023 were unanimously ratified.

12.2 Pay scale for Assistant Clerk as per recommendation put forward by Finance, Planning and Policy Committee.

Resolved: Parish Council unanimously approved the increase in pay scale by 1 point to SCP11 for the Assistant Clerk from 1st April 2023.

12.3 Use of Home as Office monthly charge for Parish Clerk as per recommendation put forward by Finance, Planning and Policy Committee.

Resolved: Parish Council unanimously approved the increase in the monthly charge for the use of home as office to £120 per quarter from 1st April 2023.

12.4 Hooper's Field Licence Fees for 2023/24, Hall hire charge for 2023/24 as per recommendation put forward by Finance, Planning & Policy Committee.

Resolved: Parish Council unanimously approved the Hooper's Field Licence Fees for 2023/24 as follows:-

Club	Licence Fee 23/24
Wanborough Bowls Club	£2,012.72
Wanborough Cricket Club	£2,239.10
Wanborough Tennis Club	£3,993.85
Supermarine Ladies U18 (adult pitch)	£472.50
Wanborough JFC (junior pitches) per team	£163.80
Wanborough JFC (Adult pitch) per team	£420

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12.5 Parish Budget and Precept for 2023/24 as per recommendation put forward by Finance Committee.

Dave Hayward confirmed that at the Finance committee meeting he felt the proposed budget and precept for 2023/24 did not reflect all the costs that the Parish Council should be considering. He stated that Parish Council have a statutory requirement to provide allotments within the Parish and a legal obligation to ensure they are safe and secure. He therefore felt that the Parish Council should be setting money aside now to cover the cost of a security fence around the allotment site, in a similar way that the Parish Council allocates funds for play equipment. He is therefore putting forward a couple of alternative options that would mean the Parish Council is planning ahead for expenditure that will be needed.

There was a long discussion in relation to the budget proposal and what was agreed at the finance committee meeting. John Warr raised a concern that he did not feel it was right to expect the Council to discuss such a large increase in the precept after the finance committee meeting had already put forward a proposal. John Warr put forward a proposal that Parish Council approve the proposed budget as per the finance committee recommendation but suggested leaving the £12k budget allocated for the fence around the play equipment as a capital budget that can be used on either the fence at Church Meadow, the allotments or Hooper's Field.

Resolved: Parish Council voted 9 in favour, 1 against to increase the Parish Precept to £114,973.44 for 2023/24, which is £114.05 per Band D, an increase of 3%. The budget for 2023/24 as follows:

Budget Heading	Budget 2023/24 £
Insurance	780.00
Subscriptions	1,000.00
Audit Fee	1,000.00
Legal & Professional fees	1,500.00
Election Fees	-
Stationery & Postage	700.00
Parish Council Web Site	600.00
Parish Newsletter	2,520.00
Village Hall room hire	400.00
Village Hall rent to Church	220.00
Village Hall Wifi	250.00
Salary Costs (including pension & employer's NI)	43,655.75
Clerk & Asst Clerk Expenses	1,000.00
Clerk & Asst Clerk Training	500.00
Parish Councillors' Allowances	2,859.00
Grants & S137 payments	1,000.00
Grant - Churchyard	1,500.00
Grant - Village Hall	600.00
George Gibbs Memorial	300.00
Village Grass Cutting	7,000.00
Waste Collection (including fly-tipping)	3,500.00
Village Tree works	4,000.00
Village Handyperson	8,500.00
Village General Maintenance including footpaths	5,500.00
Village - Equipment	500.00
Play Equipment Maintenance	1,000.00
Allotment water supply	200.00
Allotment rent	285.00
Allotment maintenance	500.00
Hooper's Field (see separate statement)	12,500.00
Total Revenue Budget	103,869.75

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Capital & Project Costs

Play Equipment (allocated sum to build up reserve)	5,000.00
Village Furniture 3 x replacement bins	1,500.00
Website	3,000.00
Hooper's CCTV	2,000.00
Capital budget for play area fence at Church Meadow or allotment fence or Hooper's Field.	12,000.00
TOTAL BUDGET	127,369.75

Funded by:	
Precept	114,973.44
CTS Grant	1,278.00
Allotment Income	1,350.00
Interest	320.00
Release of General Reserves	9,448.31
TOTAL BUDGET	127,369.75

13. Finance

13.1 Request for a grant received from Farmer's Market organisers

Resolved: Parish Council unanimously agreed to approve a grant of £400 towards the running of Wanborough Farmer's Market.

13.2 Request for a grant received from Thursday Morning Coffee & Chat Organisers.

Resolved: Parish Council unanimously agreed to approve a grant of £100 towards the Thursday morning coffee & chat.

13.3 To appoint Internal Auditor for the financial year 2022/23.

Resolved: Parish Council unanimously agreed to appoint Darkin Miller Chartered Accountants to carry out the Internal Audit of the Parish Council's financial records for the year to 31st March 2022.

13.4 Payment Schedule for January 2023

Proposed: Kathy Glanville **Seconded** John Emmins

Resolved: Parish Council unanimously approved the payment schedule for January 2023 totalling as follows:

Parish Council	£5,508.97
Direct Debit	£55.00
Hooper's Field	£428.09

13.5 Cash Flow Statement January 2023

Monthly cash flow statement showing total spend vs budget had been circulated to all Councillors and was approved at the meeting.

Meeting closed at 9.20pm

Next meeting 27th February 2023

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CLERK'S REPORT

23rd January 2023

1. Hooper's Field Expansion and Improvements Project

- a. We have arranged some "drop in" sessions for residents to visit Hooper's Field, look around, view the plans and raise any questions. These have been advertised in the Lyden and are due to be held on Wednesday 15th February & 22nd February from 10am to 1pm, Monday 6th March from 7pm to 9pm.
- b. A meeting was held with Sir Robert Buckland on 23rd December to show him around the facility, discuss the current problems, view the plans and discuss funding. He was very pleased with what we had done so far, supported the proposed improvements and fully understood what we were trying to do. He did not understand why SBC would not allocate any of the S106 funds from the NEV to the facility as clearly those living there are going to want to use the facility. He agreed to talk to SBC about possible funding, he also agreed to provide Parish Council with a letter of support for the grant applications. He agreed that the facility needs to be focused not just on sport but also the community similar to that in Wroughton, Ellendune Centre, where they also have their Parish Office.

2. Parish Council archive

- a. We have started to go through some of the Council's archive boxes. This is going to be a massive task, some of the boxes have clearly been damaged as a result of how they were previously stored in the crate at the back of Hooper's Field. So far we have gone through 7 boxes but there are many more.
- b. Barbara Parnell (Previously Chair to the Parish Council) has contacted me to confirm that she has several boxes of village information that she would like to pass on to the Parish Council for future storage.

3. Village Maintenance

- a. Idverde carried out road sweeping on 15th December, they did not manage to complete all the work in 1 day, but covered the main areas of the village.
- b. The bollards on Chapel Lane have now been replaced.
- c. The SID post on Church Road will be replaced so that a solar panel can fit on it as well. Post has been removed and new one will be installed soon. Hopefully this will mean it can run on solar power rather than having to keep charging the batteries.

4. SBC Highways

- a. A resident who has just returned from Australia and owns the land at the corner of Horpit / Wanborough Road crossroads contacted Parish Council. She was shocked at how badly her hedge had been cut back leaving gaps and is no longer stock proof. I have forwarded her message to SBC & Conlon, asking for confirmation that they will contact her but they have not replied.
- b. I have noticed a large increase in the number of residents who are contacting Parish Council in relation to potholes, muddy roads, signage, concerns about road closures etc. The water flowing down Kite Hill and then freezing become very dangerous was another example of a highways concern for residents. All have been reported on SBC website but clearly residents are starting to get fed up with it all.

5. Clerk's Forum meeting is due to be held on Monday 23rd January.

6. Future Meetings

Monday 13th February 2023 – Hooper's Field Project Committee – 7.30pm at Hooper's Field Pavilion

Monday 20th February 2023 – Footpaths & Village Maintenance – 7.30pm at Hooper's Field Pavilion.

Monday 27th February 2023 – Full Council meeting – 7.30pm at Wanborough Village Hall

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Action Points

PC meeting and minute no	Action	Owner	Status	Date completed
Outstanding	Springlines Meadow ditch, to chase SBC for confirmation of maintenance contract	Ward Councillor	Update:- April 21 – SBC confirmed that the Management Company for Adams meadow would take responsibility but SBC to check legal agreement.	
Sept 2019	TRO signage at Foxhill – Cllr Hayes request for further information from SBC	Clerk	PC made a request to SBC for signage improvements at Foxhill junction in line with that at Covingham. – remains outstanding.	
November 2019	Install water meters at Hooper’s Field for Bowls & Cricket Club	Clerk	To gain quotes from Plumber Work to be included within expansion project	
June 20	New Signage at Burycroft	Clerk	Request sent to SBC Highways for the single bend sign to be replaced with a double bend. To remove the “slow” road markings travelling eastbound. To install a second “double bend” sign in The Marsh at other end of the double bend and install the “slow” road marking in the correct place.	
Oct 20	Land at the Corner of Church Road	Clerk / Councillors	WPC to look at registering land at corner of Church Road. SBC have inspected fly tipping	
June 21	Rural Highway Verges	Clerk	E-mailed Sam Mowbray and Brian Pinchbeck to ask if they can supply a schedule of work for Rural Highway Verges confirming how often they cut the verges and when it will be carried out. PC to discuss as part of Parish Deeds review.	
April 2022	Church Road (From Callas Hill to Ham Road)	Ward Councillor	Parish Council have made a request to Ward Councillor to add to his members request list :- Installation of 30mph repeater signs Installation of 30mph white lines on the road	
November 2022	Church Road To request that the narrow footpath next to West View on Church Road is made wider so that pushchairs / wheelchairs can use it	Ward Council	Parish Council have made a request to Ward Councillor who has confirmed this has been submitted to SBC Highways for assessment.	

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Bacs Payment Schedule January 2023

Payment to	Reason	Amount	VAT Included
January's Salary Costs	Salary, Pension, Tax & Er's NI	2,995.97	
St Andrew's Church	Lyden Jan	250.00	
Mrs A J Raymond	Re-imburse Expenses - PC	274.67	Yes
Mr D Clay	WiFi - Village Hall	25.00	Yes
Allbuild	Waste Collection	300.00	Yes
Graham Poynter	Handyman	164.80	
Idverde	Road sweeping	546.53	Yes
Wanborough Village Hall	Room hire 22-23	280.00	
Wanborough Village Hall	Maintenance Grant	600.00	
Parish Online	Annual Charge	72.00	Yes
ID Mobile	Mobile Phone Clerk	6.00	Yes
O2 Mobile	Mobile Phone Asst Clerk	14.00	
ICO	Information Commissioner	35.00	
Chantelle Smith	Cleaning (Dec)	72.00	
K Carter	Cricket equipment annual maintenance	356.09	Yes