

WANBOROUGH PARISH COUNCIL

Minutes of the Annual Full Council meeting held on Monday 23rd May 2022 at 7.30pm at Wanborough Village Hall

Present: Bob Biggs (Chair), Dave Hayward (Vice Chair), John Emmins, Joe Smith, Donna Stalker, Kathy Glanville, Mike Webster, Colin Offer, Gary Sumner

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

Minutes Ref

FC/05/22/

1. Election of Chairperson

Mike Webster proposed Bob Biggs, Donna Stalker seconded, no further nominations, Parish Councillors unanimously voted to elect Bob Biggs

Resolved: Bob Biggs was duly elected as Chairperson and signed the "Acceptance of Office"

2. Election of Vice-Chairperson

Bob Biggs proposed Dave Hayward, Donna Stalker seconded, no further nominations, Parish Councillors unanimously voted to elect Dave Hayward.

Resolved: Dave Hayward was duly elected as Vice Chairperson and signed the "Acceptance of Office".

3. Apologies: Apologies received from Richard Angwin and John Warr and approved at the meeting.

4. Declaration of interest Gary Sumner declared a personal interest in any items relating to the New Eastern Villages.

5. Minutes:

Proposed: Kathy Glanville, **Seconded:** Donna Stalker

Resolved: The minutes of the full council meeting held on 25th April 2022 were unanimously approved; minutes signed by the Chairman as a true record.

6. To agree Parish Council meeting dates for 2022/23

Clerk circulated a list of proposed meeting dates for 2022/23.

Resolved: Parish Council unanimously approved Parish Council meeting dates for 2022/23

7. To adopt the General Power of Competence (GPC)

Clerk confirmed that Parish Council still meet the criteria and are able to readopt GPC

Resolved: Parish Council unanimously agreed to readopt GPC

8. To review and approve Committee, Sub Committee and Working Parties Terms of Reference

Clerk circulated committee terms of reference to all councillors

Resolved: Parish Council unanimously agreed to approve Committee, Sub Committee and Working Parties Terms of Reference.

9. To review Committee Structure and to appoint members to serve on the under mentioned committees:

Bob Biggs and Dave Hayward appointed to each committee as Chair and Vice Chair plus

9.1. Planning, Finance and Policy

Resolved: Joe Smith, John Warr, Colin Officer and Gary Sumner were appointed to this committee

9.2. Footpaths and Village Maintenance

Resolved: Mike Webster, Kathy Glanville, John Warr and John Emmins were appointed to this committee

9.3. Hooper's Field

Resolved: Colin Offer, Richard Angwin and John Emmins were appointed to this committee.

9.4. Hooper's Field Expansion Project

Resolved: John Emmins, Colin Offer, Richard Angwin, Kathy Glanville were appointed to this committee.

WANBOROUGH PARISH COUNCIL

9.5 Allotments

Resolved: Donna Stalker and Joe Smith were appointed to this committee.

10. Nominations of Chairs of Committees

10.1 Planning, Finance and Policy

Resolved: Dave Hayward appointed Chair of this committee

10.2 Footpaths and Village Maintenance

Resolved: Mike Webster appointed Chair of this committee

10.3 Hooper's Field

Resolved: Colin Offer appointed Chair of this committee

10.4 Hooper's Field Expansion Project

Resolved: John Emmins appointed Chair of this committee

10.5 Allotments

Resolved: Bob Biggs appointed Chair of this committee

11. To appoint members to serve on the following subcommittee

11.1 Staffing

Resolved: Kathy Glanville, Bob Biggs and Dave Hayward appointed to this sub committee.

12 To appoint representatives on the under mentioned bodies as required:

12.1 Village Hall Management Committee – Kathy Glanville and Gary Sumner to attend on a rota basis.

12.2 Swindon Local Council Forum – Bob Biggs

12.3 Woodland Trust / Community Forest – Dave Hayward

THE MEETING WILL BE ADJOURNED FOR PUBLIC QUESTIONS

A resident stated that there was an accident on the High Street on Friday evening (20th May) a car drove into the new build out - located near Manor Orchard. She also raised a few other concerns with the Traffic calming:-

- *As you come out of The Plough, the cars parked on the right makes it difficult to see as you come out of the car park*
- *There isn't room to stop by the build out by The Plough, you have to stop next to Chapel Lane where the road is wider.*
- *There is nothing to slow the traffic coming down Callas Hill, cars drive very fast in the area and this is where the traffic needs to be slowed down otherwise there will be many more accidents near Manor Orchard.*
- *Although not finished yet the build outs by the roundabout make the road very narrow, how will two cars pass, let alone anything bigger? visibility as you drive from Rotten Row looking up High Street with parked cars how will you see what's coming.*

Bob Biggs confirmed that these points need to be raised with SBC Highways.

Gary Sumner stated that he is aware of the accident on the High Street and confirmed that one of the signs to warn drivers of the new build out had been removed, this has now been replaced and there will be new signage in place once the whole scheme is finished.

A resident raised a number of concerns in relation to the design of the SCR especially the design at the junction for the marsh (dance studio & TW pumping station) and the exit/entrance for the properties Moorleaze house Moorleaze Lodge and Great Moorleaze farm. The current design gives exits from commonhead roundabout - Pack hill 4 within a very short space instead of the current 3 existing ones prior to the new roundabout. The one to the Moorleaze properties gives limited vision due to the new wall, very limited movement space due to turning in /out of a single vehicle lane, no ability for any large vehicle such as a fire engine, ambulance , a HGV, oil tanker, tractor or similar. Added to this is the pedestrian and cycle pathway which with the new alterations to the Highway Code will have priority and yet due to limited vision it is an accident risk. Copies of plans showing her concerns were circulated at the meeting.

She confirmed the ongoing difficulties she has had dealing with SBC Officers, she has contacted Robert Buckland MP and a meeting has been held with him.

Bob Biggs thanked the resident for bringing this to Parish Council's attention, he confirmed that Parish Council are due to meet with SBC Planning Officers on 13th June and confirmed would raise this matter with them at this meeting.

WANBOROUGH PARISH COUNCIL

13 Report from Ward Councillor.

Gary Sumner confirmed that Wanborough Road Closure will be from 6th June to 9th September. A drop in session at Village Hall was held to discuss any concerns residents have.

In relation to the "No Through Road" traffic regulation order, there is due to be a consultation on this and he will forward correspondence he has on this, but due to the changes on Wanborough Road this regulation order will need to be reviewed.

He confirmed that the double yellow lines on High Street will be a paler, primrose colour and narrower.

14 Planning:

14.1 To consider Planning Applications received:

S/HOU/22/0618 - Dawes Place Kite Hill - Erection of two storey and single storey rear extensions.

Resolved: Parish Council unanimously agreed to raise no objection

14.2 Notification of Planning Applications that have received consent

S/COND/22/0526 - Land At Lotmead Farm Eastern Villages - Partial discharge of condition 38 (Archaeological Mitigation Strategy).

S/HOU/22/0444 - 7 Adams Meadow - Erection of a single storey glass roof to rear.

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

15.1 To note the minutes of the Clerk's Forum meeting held on 26th April 2022, along with the additional information on CiL and S106

16. Highways

16.1 Traffic Regulation Order – High Street double yellow lines

Clerk confirmed that SBC have agreed an extension until 24th May 2022 to allow Parish Council to discuss at this meeting. Parish Council discussed the proposed TRO and agreed to request that the lines are narrower and paler in colour. The lines already installed should be removed and replaced with the correct lines.

John Emmins asked if the junction to Manor Orchard can be re-assessed, residents have mentioned to him that as you exit Manor Orchard with the new build out opposite, you now have to pull out into on coming traffic. Bob Biggs suggested adding this to the list of other concerns raised by residents (public questions) to send to SBC Highways Officer.

16.2 Wanborough Road – To discuss recent correspondence received from SBC Highways Officer

Parish Council agreed that the reply received from SBC Highways Officer is disappointing.

Gary Sumner stated that it's the developer not SBC who are installing these changes.

Bob Biggs stated that irrespective of who is carrying out the work, SBC Highways have approved the work and it is disappointing that what we have asked for is not being considered. It was agreed to follow up on these points at the NEV Liaison meeting.

16.3 20pmh zones – update on the online survey

In the absence of John Warr it was agreed to defer this item to next month.

17. Allotments

17.1 **Resolved:** The minutes of the committee meeting held on Monday 16th May 2022 were unanimously ratified.

18 Finance

18.1 To consider grant request from Wanborough Cricket Club

Wanborough Cricket Club have asked for a grant towards the cost of purchasing a BBQ and Freezer. Colin Offer asked where they plan to store the BBQ and the gas cylinder. Mike Webster confirmed that he might have a small freezer that the cricket club could use.

WANBOROUGH PARISH COUNCIL

Resolved: Subject to confirmation of storage arrangements for the gas cylinder, Parish Council confirmed that they would agree to contribute to the purchase of a BBQ that should be made available for all clubs to use.

18.2 Internal Audit Report for the financial year to 31st March 2022

A copy of the Internal Audit Report was circulated to all Councillors. Clerk confirmed there a few items highlighted by the Internal Auditor that will need to be reviewed at the next Finance, Planning and Policy Committee meeting.

18.3 To approve the AGAR Section 1 Annual Governance Statement 2021/22

Resolved: Parish Council unanimously agreed to approve the AGAR section 1 Annual Governance Statement, Bob Biggs duly signed.

18.4 To approve the AGAR Section 2 Accounting Statements 2021/22

Resolved: Parish Council unanimously agreed to approve the AGAR section 2 Accounting Statement, Bob Biggs duly signed.

18.5 Payment Schedule for May 2022

Proposed: Dave Hayward, **Seconded:** Donna Stalker

Resolved: Parish Council unanimously approved the payment schedule for May 2022 totalling as follows:

Parish Council	£14,478.19
Direct Debit	£6.00
Hooper's Field	£1,235.83

18.6 Monthly Cash Flow Statement

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

Meeting closed at 9.25pm

WANBOROUGH PARISH COUNCIL

CLERK'S REPORT

23rd May 2022

1. Annual Assembly – 9th May 2022

Very well attended. I have sent a note to thank Jessica from Headland Archaeology for her presentation which was very well received by those in attendance.

Anita Basevi gave a presentation about the Lyden.

Parish Council committee chairs presented their annual reports and this presentation has been put on the website.

2. Croft Yard – Street naming

- a. E-mail circulated confirming reason why Parish Council's 1st & 2nd choice could not be used. Caswell Close was suggested instead. I have gained permission from Angela Caswell, who has confirmed she would be honoured to have a street name, named after her husband / family. This has been agreed with SBC and they have confirmed Caswell Close will be the new street name.

3. Hooper's Field Sports Facility

- a. Covid-19 pop up vaccine clinic on 25th May 2022.

4. Footpaths & Village Maintenance

- a. Meeting with SBC's Rights of Way Officer to discuss outstanding maintenance work, signage and priorities. The aim is to replace some of the difficult stiles on footpaths WA29, WA30 and WA31 (behind High Street and across to Horpit) with either kissing gates or swing gates. Also looking to unblock footpath WA24 (from Moat Cottage to Florist) which has been blocked by the landowner for many years.
- b. Second wildflower area has been planted on Kite Hill. I will monitor how this goes to see if any further planting is needed.

5. Rodway Sculpture

New sculpture has now been installed at Rodway footpath. Article confirming installation has been included in the Lyden. Final payment has now been paid to the artist / chainsaw carver.

6. Queen's Platinum Jubilee Event

- a. Beacon lighting – 2nd June 2022 – Beacon has been ordered, Helen James has agreed to play the Bugle at 9.40pm, Beacon will be lit at 9.45pm. Church bells will ring from 9.45pm to 10pm
- b. Picnic in the Park – Church Meadow – 3rd June 2022 - Volunteers needed for setting up marquees on Thursday morning, Marshalls needed on 3rd June

7. Defibrillator Training

- a. Training was held on 18th May 2022, very well attended and those who attended felt it was a worthwhile session. I would suggest holding another in 1 years' time in Wanborough this time.

8. Assistant Clerk

Staffing committee will be holding interviews on Monday 6th June 2022

9. Future Meetings

24th May 2022 – How healthy is your Parish – Teams meeting – volunteer needed to attend this meeting

26th May 2022 – Swindon Local Council Forum – 7pm – Civic Offices – Bob Biggs

13th June 2022 – NEV Liaison meeting – 2pm – Bob Biggs & Dave Hayward

20th June 2022 – Footpaths & Village Maintenance Committee – 7.30pm – Hooper's Field

27th June 2022 – Full Council meeting – 7.30pm – Wanborough Village Hall

WANBOROUGH PARISH COUNCIL

Wanborough Parish Council

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	

WANBOROUGH PARISH COUNCIL

Payment Schedule May 2022

Payment to	Reason	Amount
Mrs A J Raymond	Salary	***
Wiltshire Pension	Pension	434.19
St Andrew's Church	Lyden May	250.00
Mrs A J Raymond	Re-imburse Expenses - PC	221.49
	- Jubilee	2,562.75
2,784.24		
Mr D Clay	WiFi - Village Hall	25.00
Allbuild	Waste Collection	300.00
Graham Poynter	Handyman	***
Malcolm Hinton	Sculpture concrete pad	1,848.00
Raymond Wirick	Sculpture	3,500.00
Idverde	Grass Cutting Contract 2/8	1,048.17
Darkin Miller Ltd	Internal Audit	309.82
21CC Group Ltd	Beacon	588.00
Wanborough Primary School	George Gibbs - Grant	300.00
WALC	Subs	796.64
ID Mobile	Mobile Phone	6.00
Chantelle Smith	Cleaning	72.00
Idverde	Grass cutting contract 2/8	1,073.83
Allbuild	Football pitch white lines	90.00

*** Confidential under Data Protection Act