

# WANBOROUGH PARISH COUNCIL

Minutes of the Full Council meeting held on Monday 24<sup>th</sup> October 2022 at 7.30pm at Wanborough Village Hall

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

**In attendance:** Angela Raymond (Parish Clerk) and 3 members of public

*Prior to the start of the meeting Bob Biggs welcomed Simon and Justine the local PCSOs for the Wanborough Area. They introduced themselves and confirmed what their priorities have been in the area, they confirmed the village had been a target for a number of thefts and burglaries.*

*Any crime or incident can be reported via 101, or on their website. Justine also agreed that her e-mail contact can be shared with Parish Council.*

*Simon and Justine confirmed that they will try and attend future Parish Council meetings.*

*Bob Biggs thanked them for attending the meeting.*

Minutes Ref

FC/10/22/

1. Apologies: Apologies were received from Richard Bellamy and approved at the meeting.
2. Declaration of interest. No interests declared at the meeting.
3. Minutes:  
**Proposed** Donna Stalker **Seconded** Kathy Glanville  
**Resolved:** Parish Council approved the minutes of the Full Council meeting held on 26<sup>th</sup> September 2022.

## THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS

*Bob Biggs confirmed that he had received a question in advance of the meeting which he read out:*

*"I would like to raise a question for the next parish meeting for discussion in terms of signage denoting children walking, especially on routes where there are no pavements or narrow pavements  
I.e. Rotten Row where parents are walking from Hooper's Field, Church Road, Stacey's Lane area and Kite Hill.  
It might be due to the current road situation in Wanborough, but a lot of parents are commenting on some drivers getting angry with parents walking in road where they have no choice but to walk on the road."  
Bob Biggs suggested this question be referred to the Footpaths & Village Maintenance committee to consider further.  
This was agreed.*

*A resident who has recently moved into the village, indicated that since he had arrived The Marsh has been closed and the impact of this closure can be seen with the recent closure of The Cross Keys pub. He confirmed that he has read back over previous Parish Council minutes and it appears that the works in the village have not been very well co-ordinated, the Parish Council appear to be struggling to gain the information they need from Borough Council and contractors. He indicated that this is all very concerning and asked whether the Parish Council could clarify what is happening and what is being done to prevent any further impacts on local businesses.*

*Bob Biggs confirmed that Parish Council have struggled to gain the information required from Swindon Borough Council. The Parish Council have raised the same concerns about the closure of Wanborough Road and the impact of this to the local area. Bob Biggs confirmed that Parish Council had recently had a meeting with Conlon (contractors) who have provided an update, which was due to be discussed later in the meeting. Bob Biggs asked Gary Sumner to respond to the question as he is involved in these projects. Gary Sumner provided a summary of the work being carried out: SCR, developments within the NEV, changes to Wanborough Road and the reason for the closures.*

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John Warr confirmed that there are a couple of relevant items on the agenda: an update from Conlon (contractors for Wanborough Road) and an update on the Working Party who are looking at what can be done to help local businesses while Wanborough Road is closed. These updates would confirm what Parish Council are proactively doing to look at these concerns in the village.

4. To appoint Richard Bellamy onto a Parish Council committee

Bob Biggs confirmed that although Richard Bellamy was not able to attend the meeting, he had confirmed that he would like to be appointed onto the Footpaths & Village Maintenance Committee. Parish Clerk confirmed there was a vacancy on this committee.

**Resolved:** Parish Council unanimously approved to appoint Richard Bellamy to the Footpaths & Village Maintenance Committee.

5. Report from Ward Councillor

Gary Sumner's report was circulated to all Councillors, which included:-

- SBC Highways will inspect Pack Hill on 25<sup>th</sup> October 2022 to identify any immediate and urgent defects;
- Wanborough Road is due to re-open on 7<sup>th</sup> November 2022;
- Confirmation of his declaration of interest at Parish Council meetings.

John Emmins asked a question in relation to the grass verges either side of the Southern Connector Road and who will be responsible for maintaining them. Gary Sumner stated that it would be the Borough who would be responsible. Clerk asked for clarification as, since the transfer of services, all grounds maintenance including grass cutting has been passed onto the Parish Councils and this department at SBC reduced considerably. Gary Sumner confirmed that he would check and confirm.

6. Planning:

6.1 To consider Planning Applications received:

**S/HOU/22/0362** – Tyrone House, High Street – Erection of a single storey detached outbuilding for a swimming pool.

Parish Council discussed the application.

**Resolved:** Parish Council raised no objection.

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

The Clerk's report was circulated to all Councillors and can be viewed in the appendix to the minutes.

Discussion took place in relation to the Foxbridge planning inquiry. Bob Biggs and Clerk attended the inquiry on the first day and read out a statement on behalf of Parish Council.

Dave Hayward confirmed that the Inspector is due to make a decision by the 11<sup>th</sup> November 2022 and it will be interesting to see what his decision will be, as this will have a huge impact on other applications within the NEV.

8. To discuss a request to install a memorial bench at Lower Recreation Field

8.1 A resident submitted a request to install a memorial bench in memory of their son. Parish Clerk confirmed that they were unable to attend the meeting, but they have confirmed that they will cover all costs and are asking the Parish Council's permission to install the bench near the small play area. Parish Council discussed and approved. It was agreed to suggest a bench similar to that recently installed at Hooper's Field.

9. Highways

9.1 Update on meeting held with Conlon – Wanborough Road

Bob Biggs, Joe Smith and Clerk attended an onsite meeting with Conlon on Thursday 27<sup>th</sup> October 2022. A discussion took place in relation to the storm drain. At the present time the storm drain from Covingham to SCR has been installed but the work to install it from SCR to Wanborough has not been completed which is why the road needs to be reclosed in January 2023. Bob Biggs stated that it may be possible for the plans to be re-designed so that the camber of the road allows all storm water to drain into a ditch at the side of the road. This would mean that the road would not need to be closed for the installation of the storm drain. Bob Biggs asked Gary Sumner if this could be looked at.

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Conlon confirmed that the storm drain is being installed along the middle of Wanborough Road and will connect into the Wanborough sewage works. Parish Council raised a concern as to whether the sewage works would cope with this additional storm water, bearing in mind the recent overflows that have occurred.

At the meeting Conlon confirmed the issues that they had faced since starting the work. They confirmed that the developer submitted the S278 plans for Wanborough Road to Swindon Borough Council for approval. These approved plans were what Conlon tendered for, however once they were on-site they found a number of things that did not agree to the plans, resulting in re-designs and new plans having to be approved. For example, a pipe was found at the Redlands junction, so the access road had to be raised by 70cm to avoid this pipe, which held up work for a period of six weeks.

Parish Council asked Conlon if there were any plans in place for the Lyden Brook bridge, as this is currently a stone wall with a "crows foot" within the wall that should be protected. Conlon confirmed that they don't have any final plans for this bridge, they are still waiting to receive them.

Gary Sumner stated that there are unchartered services all over the country and it's not up to the Borough Council to carry out the surveys for these services. Parish Council agreed that all the surveys should have been carried out prior to the contractor closing the road, which could have prevented some of the delays the village is now facing.

## 9.2 Concern raised about the safety of pedestrians on Kite Hill and Church Road with the increase in traffic.

Bob Biggs confirmed that Parish Council have similar concerns, especially with the increase of traffic due to Wanborough Road closure. Clerk confirmed that a reply has been received from SBC who state that they do not encourage pedestrians to walk along the road at the top of Kite Hill and suggested alternative routes. SBC confirmed that they can consider additional signage warning traffic of pedestrians on the road; Parish Council agreed this should be considered.

## 9.3 Concern raised about the condition and deterioration of the road surface on Pack Hill and The Marsh.

Clerk confirmed that SBC are due to carry out an inspection on Pack Hill on 25<sup>th</sup> October 2022 so it will be necessary to wait to see what action they will take.

## 10. Hooper's Field Sports Facility

10.1 **Resolved:** Parish Council unanimously agreed to ratify the minutes of the committee meeting held on Monday 10<sup>th</sup> October 2022.

10.2 A quote has been received for Phase 1 to replace the floodlights on tennis courts 1 & 2 to LED. Clerk confirmed that this is on the agenda as the S106 money for the MUGA at Hooper's Field cannot be used for this.

Parish Council discussed other funding requirements at Hooper's Field and how the clubs should be prioritising their requirements. Parish Council agreed that Hooper's Field should have costs and priorities put in place so this can be considered as part of the precept process but clubs should be expected to contribute.

Dave Hayward felt that these costs should be considered as part of the overall Hooper's Field project, confirming that the cricket nets and phase 2 of the floodlights are both included within this project. Clerk confirmed the next Project committee meeting is on 21<sup>st</sup> November 2022 when there will be an update on what the Working Party has been doing in relation to looking at funding options.

Donna Stalker asked for an update on the S106 MUGA money. Clerk confirmed that SBC's Planning Officer has stated again that the money cannot be used on anything else. SBC's S106 Officer has not replied, but the Clerk has managed to gain direct contact with Taylor Wimpey and they have agreed to look at it and come back to the Council by the end of the following week.

## 11. Planning, Finance & Policy

11.1 **Resolved:** Parish Council unanimously approved to ratify the minutes of the committee meeting held on Monday 17<sup>th</sup> October 2022

11.2 **Resolved:** Parish Council unanimously approved the Financial Risk Assessment as per Planning, Finance & Policy recommendation.

11.3 **Resolved:** Parish Council unanimously approved the Casual Vacancy and Co-option procedure and policy.

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## 12. Village Maintenance

12.1 Quote gained to carry out tree maintenance works at Church Meadow, Lower Rec and Hooper's Field. Parish Council confirmed that it might be worth asking for a discount if we agree to all work being done.

**Resolved:** Parish Council unanimously agreed a quote of £1,300 to carry out tree maintenance in the village.

## 13. Wanborough Road Closure Working Party

13.1 Parish Council discussed the draft "Terms of Reference for the Working Party", which will include:

- To lobby developers, elected representatives and influencers to get the Wanborough Road open as soon as possible;
- To consider and seek to implement practical measures to help promote the businesses within the Wanborough Parish that may be adversely impacted by an extended closure of the Wanborough Road;
- To continue to tackle these issues until Wanborough road is opened;
- To initially meet fortnightly.

It was agreed that the Working Party can continue to hold meetings working on these Terms of Reference. They need to be compiled into a more official document for final approval at the next meeting.

13.2 John Warr provided an update from the first meeting held on 18<sup>th</sup> October 2022, confirming the main areas that the Working Party would be working on initially.

## 14. Wanborough Village Hall

14.1 Wanborough Village Hall AGM held on Monday 10<sup>th</sup> October 2022. Gary Sumner confirmed that he attended and is now a member of the management committee.

14.2 Wanborough Village Hall Charity Trustees. Parish Clerk confirmed that the charity trustees for the Village Hall should be members of the Village Hall committee. Parish Council is the "Custodian Trustee" and not the "Management Trustee", who is responsible for the day to day running of the Village Hall. The Village Hall Committee have suggested to have one Parish Councillor as a trustee who is also on the management committee to keep the link between the Village Hall and Parish Council. Gary Sumner offered and this was agreed.

## 15. Finance

### 15.1 Notification of Completion of External Audit for the financial year to 31<sup>st</sup> March 2022

Parish Clerk confirmed that the external auditor, PKF Littlejohn LLP (Chartered Accountants), have carried out the audit and have confirmed:

"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met"

Final report and AGAR for the final year to 31<sup>st</sup> March 2022 have been put on the Parish website for all residents to view.

### 15.2 To discuss and approve Lyden monthly charge for 2023

Parish Clerk confirmed that at a recent Lyden meeting it was agreed to reduce the monthly charge from £250 a month to £210 a month from 1<sup>st</sup> April 2023.

**Resolved:** Parish Council unanimously approved the monthly charge of £210 a month from 1<sup>st</sup> April 2023.

### 15.3 Payment Schedule for October 2022

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

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

Parish Council	£6,787.21
Direct Debit	£20.94
Hooper's Field	£1,658.92

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## 15.4 Cash Flow Statement October 2022

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

Meeting closed at 9.25pm

Next meeting 28<sup>th</sup> November 2022

# WANBOROUGH PARISH COUNCIL

## CLERK'S REPORT

24<sup>th</sup> October 2022

### 1. Election – Wednesday 2<sup>nd</sup> November 2022

- a. Two candidates for the one vacancy, Christian Kociuba and Omar Mirza. I have gained 100 word statement and photo from them both and put this information onto our website and facebook page. SBC have sent out Poll Cards.

### 2. Planning

- a. Foxbridge North planning inquiry started on Tuesday 11<sup>th</sup> October, Bob & myself attended the first day and Bob read out a statement on behalf of Parish Council confirming Parish Council's objections. Having listened to a large percentage of the Inquiry it seems the main areas they are disputing is how much they should pay in S106 contributions and whether there is a need for a Primary School.
- b. Public Arts Commission for Redlands. Deadline for their expression of interest is now extended until 29<sup>th</sup> Oct. The plan is to hold a meeting on either 3<sup>rd</sup> / 4<sup>th</sup> November to discuss options put forward.

### 3. Hooper's Field

- a. Dogs on Lead signage has been purchased, just waiting on Allbuild to install the posts for the signs to go on.

### 4. Telephone Box – Foxhill

- a. The new cabinet that was approved at Sept's meeting has now arrived. Arrangements to install are being sorted.

### 5. Footpaths & Village Maintenance

- a. Bulbs for the High Street have arrived and the first planting session took place on Sunday 16<sup>th</sup> October, 14 residents came to help. We have planted about ¼ of the bulbs so far so further sessions to take place.
- b. Planters – An application to install planters on the High Street was submitted to SBC. Initially SBC Highways rejected the application but after a number of e-mails they have now agreed they can be installed provided they are not more than 60cm in height and do not block visibility splays. We are now looking at gaining quotes for the planters. The Old Boilers have offered to provide funding towards the cost.
- c. The springer at Lower Rec play area has now been repaired, the delay was due to waiting for a spare part from Wickstead.

### 6. Highways

- a. The Traffic Regulation Order for Wanborough Road was received from SBC on 6<sup>th</sup> October confirming the road closure has been extended until 7<sup>th</sup> November. SBC have still not sent a TRO for the proposed closure from Mid-January 2023 that Gary has mentioned.

### 7. Future Meetings

Clerk's Forum meeting – 24<sup>th</sup> October – 12 noon – Parish Clerk

NEV Liaison Meeting – 24<sup>th</sup> October – 2pm – Dave Hayward, Bob Biggs & Parish Clerk

Allotment Committee – 14<sup>th</sup> November at 7.30pm at Hooper's Field

Hooper's Field Project Committee – 21<sup>st</sup> November at 7.30pm at Hooper's Field

Date to be organised for a Footpaths & Village Maintenance Committee, committee members need to confirm their availability.

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## 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	

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## Bacs Payment Schedule

### October 2022

Payment to	Reason	Amount	VAT Included
October Salary Costs	Salary, Pension, Tax & NI	***	
St Andrew's Church	Lyden Oct	250.00	
Mrs A J Raymond	Re-imburse Expenses - PC	813.53	Yes
Mr D Clay	WiFi - Village Hall	25.00	Yes
Allbuild	Waste Collection	300.00	Yes
Idverde Graham Poynter	Grass Cutting Contract 7/8 Handyman	1,048.17 ***	Yes
WALC	Play Area training - Handyman	73.80	Yes
Community Heartbeat	Defib Cabinet	660.00	Yes
SLCC Enterprises	Ass Clerk training	144.00	Yes
Castle Water	Water Allotments	46.57	Yes
ID Mobile	Mobile Phone Clerk	6.00	Yes
O2 Mobile	Mobile Phone Ass Clerk	14.94	Yes
Chantelle Smith	Cleaning (Oct)	66.00	
Idverde	Grass cutting contract 7/8	1,073.83	Yes
Rapid Secure	Secure conservatory doors	258.00	
Castle Water	Water	261.09	

\*\*\* confidential under Data Protection Act