

WANBOROUGH PARISH COUNCIL

Minutes of the Full Council Meeting held on Monday 17th May 2021 at 7.30pm at Wanborough Village Hall

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

In Attendance: Angela Raymond (Parish Clerk), 3 members of public

Newly elected Councillors signed the "Acceptance of Office" as they arrived at the start of the meeting.

Minute Ref

FC/05/21/

1. Election of Chairperson:
Dave Hayward proposed Bob Biggs and Mike Webster Seconded. John Warr proposed Colin Offer and Kathy Glanville seconded.
Parish Councillors voted 6 to elect Bob Biggs and 5 to elect Colin Offer.
Resolved: Bob Biggs was duly elected Chairman
2. Election of Vice-Chairperson:
Donna Stalker proposed Mike Webster and Dave Hayward seconded. Kathy Glanville proposed Colin Offer and Gary Sumner seconded.
Parish Councillors voted 6 to elect Mike Webster and 5 to elect Colin Offer
Resolved: Mike Webster was duly elected as Vice Chairman.
3. Apologies: None
4. Declaration of interest Dave Hayward declared an interest in allotments as he rents one of the allotment plots.
Dave Hayward raised a question to Gary Sumner asking if he has an interest in the NEV planning applications in view of his role as Cabinet Member for Strategic Planning. Gary Sumner confirmed that he did not have a personal or prejudicial interest, he doesn't own any land within the NEV, he will not gain financially from any development at the NEV and as he is not on the Planning Committee therefore he will not be making any decisions in relation to the planning applications.
5. Minutes:
Resolved: The minutes of the full council meeting held on 26th April 2021 were unanimously approved; minutes to be signed by Chair as a true record.
6. Parish Council meeting dates for 2021/22
Parish Council unanimously agreed to meeting dates for 2021/22
7. To adopt the General Power of Competence (GPC)
Parish Clerk confirms confirmed that the Parish Council meets the criteria for General Power of Competence.
Resolved: Parish Council unanimously agreed to adopt the General Power of Competence.

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8. To adopt and approve Scheme of Delegation

Resolved: Parish Council unanimously agreed to adopt the Scheme of Delegation.

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

Resolved: Parish Council unanimously agreed to adopt the committee, sub committee and working parties' Terms of Reference.

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

10.1. Planning, Finance and Policy

A discussion took place in relation to the number of Councillors to appoint to this committee. Bob Biggs read out the Terms of Reference confirming a maximum of 4 Councillors plus the Chairman & Vice Chairman. 5 Councillors confirmed they would be interested in being appointed to this committee. After a discussion it was agreed to appoint 5 Councillors on the basis that this will have to be reviewed after the first committee meeting.

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

10.1 Footpaths and Village Maintenance

Resolved: John Emmins, John Warr, Kathy Glanville and Richard Angwin were appointed to this committee

10.2 Hooper's Field and Recreation

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

10.3 Hooper's Field Expansion Project

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

10.4 Allotments

Resolved: Donna Stalker, Dave Hayward and Joe Smith were appointed to this committee

11 Nominations of Chairs of Committees

11.1 Planning, Finance and Policy.

John Warr proposed Gary Sumner seconded by Kathy Glanville. Joe Smith proposed Dave Hayward seconded by Donna Stalker. Parish Councillors voted 6 to appoint Dave Hayward and 5 to appoint Gary Sumner.

Resolved: Dave Hayward was appointed as Chair of this committee

11.2 Footpaths and Village Maintenance

John Emmins proposed Mike Webster, seconded by Donna Stalker, no further nominations.

Resolved: Mike Webster was appointed Chair of this committee

11.3 Hooper's Field and Recreation

Bob Biggs proposed Colin Offer, seconded by Gary Sumner, no further nominations.

Resolved: Colin Offer was appointed Chair of this committee

11.4 Hooper's Field Expansion Project

Bob Biggs proposed John Emmins, seconded by Donna Stalker, no further nominations.

Resolved: John Emmins was appointed Chair of this committee

11.5 Allotments

Donna Stalker proposed Bob Biggs, seconded by Dave Hayward, no further nominations.

Resolved: Bob Biggs was appointed Chair of this committee

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12 To appoint members to serve on the following subcommittee

12.1 Staffing

Resolved: Kathy Glanville, Mike Webster and Bob Biggs were appointed to this subcommittee.

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

13.1 Village Hall Management Committee

No Councillors volunteered for this role. Bob Biggs stated that it is important that we have a representative at this committee so asked for Councillors to consider putting themselves forward for this role.

13.2 Swindon Area Committee

Bob Biggs with Mike Webster as reserve.

13.3 Woodland Trust / Community Forest

Dave Hayward and Richard Angwin.

THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS.

Bob Biggs read out the two public questions received:-

1. *The Agent and Applicant at 5 The Witheys has asked Parish Council for clarification on what they see as the key differences between the proposals at 5 The Witheys and that of 14 Yonder Way.*

Bob Biggs confirmed that from his recollection of Parish Council's objection the main concern was the size of the proposed driveway and the close proximity to the footpath. He stated that as SBC have now given permission for the application, clearly the objections made my Parish Council were not taken into account anyway.

2. *A resident asked for an update on Gigabit Broadband for Wanborough and the proposed double yellow lines along Church Road leading up to the Church.*

Bob Biggs asked Gary Sumner to reply to the second question.

Gary Sumner provided an update on Fibre Broadband confirming that the village has reached the build cost and sufficient contingency, so it is looking very promising. It is a 12 month build and engineers have already been in the village.

Gary Sumner stated that in relation to Church Road, the scheme to install double yellow lines from Southdown to the Church were put on hold during the election period. The scheme was seen as controversial and therefore could not be implemented during the election period. The elections are now over so this scheme will now be decided by the Head of Highways and the Lead Cabinet Member for Highways. He stated that Parish Council will be aware that there were a number of concerns from residents for the proposed extension of the double yellow lines along Church Lane. Bob Biggs confirmed that the extension of the double yellow lines came as a result of residents requests to Parish Council which is why Parish Council made the request to SBC. Dave Hayward also confirmed that with the restrictions on Church Road Parish Council didn't want more cars parking on the narrow lane to the Church. Gary Sumner stated that might be the case but cars will still need to find somewhere else to park.

14. Report from Ward Councillor.

Bob Biggs observed to Gary Sumner that the Parish Council do not appear to have received a report from him prior to the meeting. Gary Sumner confirmed that he had not sent one but would forward to the Clerk after the meeting.

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Gary Sumner confirmed that he has now received confirmation that full funding has been secured for the Wanborough Traffic Calming for both phase 1 and 2. He has asked the highways team to meet with residents who have concerns with the scheme. He is aware that Parish Council also raised concerns. There was an issue with lorries parking along the verge to Horpit; although the parking was inappropriate they were actually not doing anything illegal. Wanborough traffic calming will prevent parking at Horpit.

A questions was raised in relation to whether there is any further update on the access road from Symmetry Park. Gary Sumner confirmed that SBC are still waiting to hear a court date.

15. Planning:

15.1 To consider Planning Applications received:

S/RES/21/0607 – Redlands - Construction of internal spine road - Reserved Matters from outline permission S/OUT/16/0021.

Resolved: Parish Council agreed to raise a concern in relation to the cycle path stopping at the Village Centre. Parish Council would like to see a cycle path all the way along the main spine road.

S/RES/21/0584 – Redlands – Provision of areas of open space and principal landscaping.

Parish Council discussed the future maintenance of the open spaces and landscaping within the Redlands site stating that they had made a request to SBC that they would like to be included in these discussions with the developer. Management companies are not ideal and results in the new owners paying a management fee and the Parish Council part of the council tax.

Resolved: Parish Council to remind SBC that Parish Council would like a meeting to be arranged with the developer to discuss the future maintenance of the open spaces and landscaping.

S/RES/21/0764 – Redlands – Phase 2 – Erection of 100no dwellings

S/COND/21/0683 – Redlands – Discharge of condition 38 (Wilts Fire & Rescue).

Resolved: Parish Council agreed they have nothing to raise for these applications.

S/HOU/21/0621 – Harestone House, 16 Ham Road – Erection of two storey side and single storey rear extensions, re-instatement of existing converted garage to 3no. bay garage with accommodation over with landscaping and construction of a swimming pool.

Resolved: Parish Council unanimously agreed to raise no objection.

S/HOU/21/0522 – 26 Springlines – Erection of a single storey rear extension.

Resolved: Parish Council unanimously agreed to raise no objection.

15.2 Notification of Planning Applications that have received consent

S/HOU/21/0476 – 14 Yonder Way – Erection of two storey side and single storey rear extension.

S/HOU/21/0484 – 5 The Witheys – Erection of single storey rear, two storey side and garage extensions.

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

Clerk's report and an update on action points circulated to all Councillors and in an appendix to the minutes.

17. Footpaths, Village Maintenance

17.1 Notification of resignation of Village Handyman. Clerk confirmed that the Handyman has recently confirmed that he is due to move away from the area. This is advance notice only and he hasn't confirmed the exact date of departure.

Resolved: Footpaths & Village Maintenance committee to review job description and put forward any proposed changes to Full Council. Parish Council agreed to advertise the vacancy.

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18. Finance

18.1 A request for a grant has been received from St Andrew's Church Flower Club.

Resolved: Parish Council unanimously agreed to give a grant of £100.

18.2 Monthly payment schedule May 2021:

Parish Council total payments £9,790.29

Parish Council direct debit £16.38

Hooper's Field total payments £1,073.83

Resolved: Joe Smith proposed, Dave Hayward seconded; monthly payment schedule for May 2021 was unanimously agreed.

18.3 Monthly Cash Flow Statement to May 2021.

Resolved: Joe Smith proposed and Dave Hayward seconded; monthly cash flow statement for May 2021 was unanimously agreed.

Meeting closed 9.30pm

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CLERK'S REPORT

To 17th May 2021

1. Hooper's Field Sports Facility

a. Bookings of the facility that have been confirmed:-

- Football season 21/22 – WJFC will be using football pitches on the bowls green side of sports field. Swindon Spitfires (Ladies team) have booked Sunday afternoon using the pitch on the tennis court side of sports field. I am currently in discussions with a new football club who want to use the football pitch on the tennis court side on a Saturday. Once this is confirmed the football pitches will be fully booked for season 21/22.
- A new ladies keep fit class has booked the sports field for outside fitness classes (when dry) on a Sunday morning (10am)
- Junior Triathlon club have booked a few sessions for their running training, but these bookings have to fit around the cricket club so at the moment they have only booked 2 sessions on a Sunday afternoon but they are keen for more availability.

2. Lower Rec

- #### a. New goal posts have been installed. The smaller goal posts at the top of the field will need to be removed temporarily while the goal mouths are repaired.
- #### b. Wicksteed have confirmed they are due to start installing the play area very soon. It will take at least 3 weeks, subject to weather, for it to be installed.

3. Footpaths & Village Maintenance

- #### a. Footpath inspections are continuing and strimming of shrubbery along footpaths has started.
- #### b. New dog waste bin from Glasdon has been ordered and waiting delivery, Allbuild will install as soon as delivered.

4. Village Clean up days

In conjunction with the Great British Spring Clean the following village clean sessions have been organised:-

- Thursday 3rd June – Lower Wanborough – Meet at Hooper's Field at 10am
- Friday 4th June – Foxhill – Meet at bus stop at 10am
- Saturday 5th June – Upper Wanborough – Meet outside Calley at 10am.

5. Trees and Climate – SBC Great Western Community Forest

- #### a. Myself and Dave Hayward had an informal chat with Great Western Community Forest Officers at SBC. SBC have gained funding to plant trees and hedges and are willing to work with Parish Council to locate any areas in the village that would be suitable for planting. They are also interested in any local land that is for sale, subject to a reasonable cost.

6. Finance

- #### a. Internal Audit starts on 17th May and I will be busy with this for at least 1-2 weeks.

7. Councillor Training

Wiltshire Association of Local Councils are offering training for Councillors on the following dates:-

26th May at 2pm, 26th May at 6.30pm, 1st June at 6.30pm, 3rd June at 2.30pm, 11th June at 2.30pm, 21st June at 2pm. All lasting 2 hours via zoom.

At the moment 4 Councillors have booked, Kathy, Richard, Dave and John W.

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:- July 20 meeting Cllr Sumner confirmed he had an onsite meeting with Highways. Ditch line has been re-instated but work on Church Road to ensure flood water reaches ditch outstanding. April 21 – SBC confirmed that the Management Company for Adams meadow would take responsibility but SBC to check legal agreement.	

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Ongoing	Highways improvements	Clerk	Update: Request made to Ward Councillor for Highways improvement on Church Road. Reply received from SBC SBC Informal consultation 3 rd October – 17 th October 2 nd Stage – Formal Consultation – ends 11 th December 2020	Completed Completed
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	
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.	
July 20	Wanborough Traffic Calming	Clerk	SBC Consultation & letter submitted to SBC with concerns and objections Virtual meeting held with SBC SBC feedback from consultation received Request made to SBC to be kept up to date with the detailed designs	
Oct 20	Land at the Corner of Church Road	Clerk / Councillors	Overgrown vegetation cleared and post & wire fence removed. Considerable amount of flytipping under trees from neighbouring property. Clerk to ask SBC if they can do anything about this. Land registry shows land is unregistered.	Completed
July - Nov 20	Adopt Telephone Box – Church Road & High Street	Clerk / Councillors	Church Road – BT adopt kiosk contract signed and submitted to BT Church Road – Waiting to hear final confirmation from BT that PC have adopted box. High Street – E-mail received from Bristol Diocese raising concerns. May 2021 – ongoing correspondence but Bristol Diocese has now confirmed that they have no legal agreement in place with BT for the location of the box.	Completed Completed

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December 20	Adam's Meadow Street sign	Clerk	<p>Request made to SBC Highways asking if they will consider changing the sign at Stanley Close to state "Leading to Adam's Meadow"</p> <p>SBC replied dated 18/03/21 confirming they will look into whether a new sign is needed.</p> <p>SBC confirmed a new sign has been ordered and will be installed within 4 weeks.</p>
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Bacs Payment Schedule

May 2021

Payment to	Reason	Amount	VAT Included
Mrs A J Raymond	Salary	***	
Wiltshire Pension	Pension	444.22	
Mr S Astbury	Handyman	***	
St Andrew's Church	Lyden - May 21	250.00	Yes
Mrs A J Raymond	Re-imburse costs	130.56	Yes
Mr D Clay	WiFi - Village Hall	25.00	Yes
Idverde Ltd	Grass cutting - 2nd payment	1,048.17	Yes
Allbuid	Waste Collection & Village Maint	1,536.00	Yes
Top of the Trees	Tree Maintenance work - village	4,050.00	Yes
Glasdon	Dog Waste Bin	334.14	Yes
WALC	Councillor Training x 4	144.00	Yes
Community Heartbeat	Defib - new pads x 2	100.80	Yes
ID Mobile	Mobile Phone	16.38	Yes
Idverde	Maintenance Contract - 2nd payment	1,073.83	