

# WANBOROUGH PARISH COUNCIL

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

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

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

Minutes Ref:  
FC/01/22/

1. Apologies: Apologies were received from Gary Sumner and approved at the meeting.
2. Declaration of Interest: Joe Smith declared an interest in relation to anything discussed about Southern Connector Road. Dave Hayward declared an interest in anything discussed about allotments.
3. Minutes:  
John Warr asked for "small" to be removed from the minutes under Ward Councillor's report, amendment agreed.  
**Proposed:** Kathy Glanville, **Seconded:** Dave Hayward  
**Resolved:** The minutes of the full council meeting held on 22nd November 2021 were unanimously approved; minutes signed by the Chairman as a true record.
4. To appoint Vice Chairman  
Bob Biggs confirmed that Mike Webster wished to step down as Vice Chairman so confirmed that a new Vice Chairman needed to be appointed.  
Nominations:  
Bob Biggs proposed Dave Hayward, Donna Stalker seconded. Kathy Glanville proposed John Warr, Richard Angwin seconded.  
Councillors voted 6 to elect Dave Hayward, 4 voted to elect John Warr  
**Resolved:** Dave Hayward was duly elected Vice Chairman
5. To receive written requests for dispensation for disclosable pecuniary interests.  
Signed dispensation forms for disclosable pecuniary interest for Parish Precept were received from all Councillors present at the meeting. Dispensations were granted at the meeting so that all Councillors could take part in the discussion and vote on the Precept.

## **THE MEETING WILL BE ADJOURNED FOR PUBLIC QUESTIONS.**

*A resident asked what work has been carried out on Kite Hill to fix the leak; he has seen the contractors on site but wanted to understand what had been done.*

*Bob Biggs confirmed that Parish Council have not been given any detail about the work, other than the leak in the drain needed to be fixed.*

*A resident stated that at the Finance committee meeting members of public, including herself, were asked to leave the room while the item on the agenda to discuss an Assistant Clerk was discussed. She has since gained advice and it has been confirmed to her that members of public should not have been asked to leave the room and should have been able to hear what was being discussed. She also asked the Councillors to explain why they are keen to push to find a new location for a Parish office for the Clerk at a time when we are being encouraged to work from home and asked those Councillors who do not support employing an Assistant Clerk to explain why as this is something that has been considered for a long time now.*

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*Bob Biggs said the need for an office is something that has been discussed for a while and has been included in the Hooper's Field project but he understands the comments she makes in relation to this. The proposal for the position of an Assistant Clerk has been put forward by the finance committee by majority vote and it is on the agenda for discussion later. Bob Biggs confirmed that her comments in relation to being asked to leave the room for the discussion of an Assistant Clerk have been noted.*

## 6. Report from Ward Councillor.

Ward Councillor sent his apologies. Bob Biggs read out his report which included an update on:-

- Work being carried out by Openreach and fibre broadband installation;
- LED streetlight replacement work has taken place in the village;
- Kite Hill leak will be completed by Monday 23<sup>rd</sup> January 2022.
- Callas Hill crossroads has been successfully resurfaced;
- He confirmed the lorries seen in the village are not anything to do with the SCR;
- A resident has reported the narrow pavement opposite Pond Farm;
- He will have the final designs for the Wanborough Traffic Calming plans at his Ward Councillor surgery.

Bob Biggs stated that he was disappointed that once again Parish Council have not received or been consulted on the final plans for the Wanborough Traffic Calming Scheme.

## 7. Planning:

### 7.1 To consider Planning Applications received:

No new planning applications received since the last meeting.

### 7.2 Notification of Planning Consent:

S/HOU/21/1605 - Cherry Orchard House Chapel Lane - Erection of two storey front and side extensions and single storey rear extension.

S/HOU/21/1108 - 3 Adams Meadow - Installation of 2no. velux rooflights to front and rear roof planes, 1no. velux rooflight to each side roof plane and 1no. velux window to the rear gable elevation on the third floor.

### 7.3 Other Planning

7.3.1 NEV Liaison Meeting held on Thursday 9<sup>th</sup> December 2021; notes from the meeting have been circulated. Bob Biggs confirmed that he has asked SBC for a joint meeting with South Marston Parish Council to discuss similar concerns in relation to Management Companies.

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

Clerk's report was circulated and a copy in the appendix to the minutes. Dave Hayward asked if we need to confirm a date to meet with SBC in relation to the Parish Deeds. Clerk confirmed this will be added to the agenda for the next Footpaths & Village Maintenance Committee meeting and can be decided then.

## 9. SBC's Chairs & Clerks' meeting

Bob Biggs and Clerk attended the meeting on Tuesday 7<sup>th</sup> December 2021 and notes from the meeting have been circulated. Bob Biggs confirmed that Chairs of other Parish Councils were not happy with SBC, especially with the lack of communication.

## 10. Hooper's Field Expansion Project Committee

10.1 The minutes of the Hooper's Field Expansion Project Committee meeting held on Monday 6<sup>th</sup> December 2021 were circulated.

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John Emmins confirmed that in addition to the minutes he would provide a verbal update. He stated that a meeting has been requested with SBC to discuss and gain funding for the project from the S106 money from the developments within the NEV. He believes SBC should provide the appropriate funding; he is aware that it has been done in other areas and cannot see why SBC cannot provide funding for Hooper's. Sports clubs have all confirmed that their societies are not currently investing in assets; it is all about getting sports back up and running after covid.

John Emmins confirmed that a resident with considerable experience, who has worked on similar projects, attended the meeting and has agreed to help the committee as an advisor. He has confirmed that the application process to Sports England has to be done professionally; there are companies who provide services to help with the application process, but you only have one chance at these applications so you have to make sure it is right. Richard Angwin asked how much these companies charge; John Emmins confirmed that this was being looked into.

**Resolved:** The minutes of the Hooper's Field Expansion Project Committee meeting held on Monday 6<sup>th</sup> December 2021 were unanimously ratified.

## 11. Hooper's Field Driveway

*Donna Stalker declared an interest and did not take part in the discussion or vote for this item on the agenda.*

11.1 Clerk circulated three quotes received for the repair of Hooper's Field driveway from the entrance up to the end of the hedge before the turning to the car parking area.

Councillors discussed options.

**Resolved:** Parish Council approved Allbuild's quote, option 1 at a cost of £5,840.

## 12. Rodway Open Space – Sculpture

*Donna Stalker declared an interest and did not take part in the discussion or vote for this item on the agenda.*

12.1 The cost of the new sculpture at Rodway has been approved and work has commenced; Clerk has been gaining quotes for the installation of the concrete pad. Having now gained a quote it is clear that the remaining budget for this project will not cover the cost to install the concrete pad needed for the sculpture with a likely overspend of £1.2k. Parish Council discussed.

**Resolved:** Parish Council approved the overspend in budget of £1.2k to allow a budget of £1.7k for the installation of the sculpture; Clerk to gain another quote to see if this overspend can be reduced down.

## 13. Finance

*Mike Webster left the meeting 8.40pm*

13.1 The minutes of the Finance, Planning and Policy Committee meeting held on Monday 10<sup>th</sup> January 2022 were circulated to all Councillors.

John Warr requested amendments to the minutes including:-

- To amend his proposal in point 6.1 to include the wording "In consideration of duty of care to the Clerk"
- To amend the wording in point 7.2 for the proposed improvements to footpath WA14 to state "majority" agreed.

These amendments were approved, the other proposed amendment to change the wording in point 6.1 was not approved.

**Resolved:** The minutes of the Finance, Planning and Policy Committee meeting held on Monday 10<sup>th</sup> January 2022 were ratified with the above two amendments; 6 in favour, 3 against.

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## 13.2 Hooper's Field Licence Fees for 2022/23

Finance, Planning & Policy Committee put forward a recommendation to increase the Hooper's Field Licence Fees for 2022/23 by 4%.

Richard Angwin asked why the clubs' licence fees were not being increased by the same percentage as the precept, and why should he be paying to subsidise the clubs. Dave Hayward confirmed that the Hooper's Field finances are calculated separately and the amount Parish Council will be supporting the facility will be reducing overall for the year.

**Resolved:** Parish Councillors voted 8 in favour and 1 against; Parish Council approved a 4 % increase in licence fees for 2022/23.

## 13.3 Assistant Clerk (new position)

Finance, Planning and Policy Committee put forward a recommendation for the Parish Council to seek to employ an Assistant Clerk. Bob Biggs confirmed that this was a contentious item discussed at the committee meeting and confirmed that it was a split vote with the Chair using his casting vote. However he considered the proposal being put forward is the right one.

John Warr stated that he would like the opportunity to debate this. Bob Biggs asked what he wanted to debate that he hadn't already done in the committee meeting.

John Emmins asked how many hours were being proposed for the Assistant Clerk; it was confirmed 16 hours, being around 2 days a week.

**Proposed:** Donna Stalker **Seconded:** John Emmins, to vote on the Finance, Planning and Policy Committee's recommendation. Councillors voted 6 in favour and 3 against.

**Resolved:** Parish Council agreed to seek to employ an Assistant Clerk

## 13.4 Parish Budget and Precept for 2022/23

Finance, Planning and Policy Committee put forward a proposal to increase the Parish Precept by 13%, which equates to an increase from £97.99 per year per band D to £110.73 per year per band D. Total Precept would be £103,420.61.

John Warr stated that it was unacceptable for the Parish Council to consider an increase in their expenditure by 16%; in addition Parish Council will have to dip into their reserves by £10k to meet the required budget. Clerk confirmed that the increase can be explained and is a result of the increase in the Handyman's hours, which was approved by the Council, as well as a budget for an Assistant Clerk.

Bob Biggs confirmed details and the amounts charged by other Parishes, confirming that what is currently being charged is by no means the highest. Bob Biggs also stated that it is far better to look at the increase in monetary terms rather than percentage.

John Warr put forward an alternative arrangement for an Assistant Clerk; he felt it would be better to get someone in on less hours to start off so that they can be trained up, or provide support with a locum and then not all of the £12k budget would be needed. He felt the workload for the Clerk could be reduced and prioritised. Joe Smith felt that the workload is not likely to decrease due to all the developments coming forward in the NEV, with a substantial amount that would need to be reviewed carefully to make sure nothing is missed. Bob Biggs confirmed his agreement; to maintain the services provided in the village the workload can't just be reduced.

John Warr produced an alternative budget which would result in a 6% increase in the precept. Dave Hayward stated that no one had had a chance to review or check his proposal.

**Resolved:** Joe Smith proposed, Donna Stalker seconded, to increase the precept to £103,420.61, £110.73 per band D per year. Councillors voted 5 in favour, 4 against. Parish Council approved the increase in Precept.

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John Warr stated that he would like the opportunity for his proposed budget which would result in a 6% to be voted on. Dave Hayward stated that this alternative budget could only be voted on as “unseen”. John Warr proposed, Richard Angwin Seconded; Councillors voted 4 in favour and 5 against. Parish Council voted against taking this proposal forward.

Richard Angwin asked that the increase in precept is published as soon as possible. Clerk confirmed that an article will be put in the Lyden and details on the Parish website the same as always.

## 13.5 To appoint Internal Auditor for the financial year 2021/22.

The current Internal Auditor is Rosie Darkin from Darkin Miller (Chartered Accountants). Clerk confirmed that Rosie Darkin specialises in Parish Council Internal Audits and has found her service very thorough.

**Resolved:** Parish Council unanimously agreed to approve to re-appoint Darkin Miler as Parish Council Internal Auditor.

## 13.6 Payment Schedule for December 2021 & January 2022

To approve the schedule of all payments to be approved for December 2021 and January 2022 and listed in the appendix to the minutes.

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

**Resolved:** Parish Council unanimously approved the payment schedule for December 2021 and January 2022, totalling as follows:-

### December 2021

Parish Council	£6,649.18
Direct Debit	£6.00
Hooper’s Field	£2,960.89

### January 2022

Parish Council	£4,513.85
Direct Debit	£48.00
Hooper’s Field	£642.53

## 13.7 Monthly Cash Flow Statement

To approve the monthly cash flow statement showing the total spend to date per budget heading and the balance remaining as at January 2022.

**Proposed:** Dave Hayward, **Seconded:** Joe Smith

**Resolved:** The monthly cash flow statement for January 2022 was unanimously approved.

Meeting closed at 9.15pm

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## CLERK'S REPORT

24<sup>th</sup> January 2022

1. Planning

- a. NEV Public Arts – SBC's public consultation has now ended. Parish Council confirmed they were in support of the proposal but would like to see better footpath links from the village to the features at the bottom of Pack Hill.

2. Play Area Inspection reports

- a. The RPII annual inspection has been carried out. I will add the next footpaths & village maintenance committee meeting for them to review as there is quite a lot on Full Council meeting agenda.

3. Hooper's Field Sports Facility

- a. The Electrician has now completed the one outstanding matter and a certificate of works has been supplied.  
b. A skip has been ordered and clubs have had a clear out of the main storeroom to the left of the main entrance, some of the green car park plastic has also been cleared.  
c. Draining pump service due to take place on Tuesday 25<sup>th</sup> January 2022;  
d. Whelan Irrigation can replace mains water isolation and drain valve to bowls green irrigation system at a cost of £65 plus VAT. This needs to be repaired prior to the water irrigation system being restarted. Clerk has confirmed.

4. Hooper's Field Pond

- a. Wiltshire Wildlife Trust have carried out the first inspection of the pond on 19<sup>th</sup> January and will report back findings.

5. Footpaths & Village Maintenance

- a. New Handy person – Graham started on 1<sup>st</sup> November, Clerk has carried out a few initial inductions with him but it will take time for him to get to know the area and what needs to be done. Currently meeting with him once a week.

6. Parish Deeds (Transfer of Services)

- a. SBC have confirmed that they would like to meet to discuss Parish Deeds and they have provided the following dates:

- Wed 16th Feb 10.30 - 12.00
- Thu 17th Feb 09.30 - 11.00
- Fri 25th Feb 10.00 - 11.30
- Mon 28th Feb 09.30 - 11.00
- Tue 1st Mar 15.00 - 16.30
- Fri 4th Mar 11.30 - 13.00
- Thu 10th Mar 09.30 - 11.00
- 

7. Tree Planting – Church Meadow

- a. The tree planting as part of the Queen's Green Canopy went well on 14<sup>th</sup> January.  
b. Replacement trees to replace some of the VE Day trees planted last year have now been delivered. I have a few residents who have said they will help plant these so I will get that arranged.

8. Christmas Hampers & Thank you gifts

- a. 35 Christmas hampers and 10 thank you gifts were delivered. Feedback was very positive with many appreciated comments.

9. Speed Indicator Sign

- a. The post on the High Street near the chicane. While the contractor for the new houses opposite was carrying out work on the utilities, they needed to dig a large ditch in the area of the SID post. This meant they had to remove the SID. I was informed by a resident, so went to see the contractor and retrieved the SID, tested and it's all still working ok. They have re-installed the post but the brackets are not in the right place so they need to be adjusted before this post can be used again.

10. Future Meetings

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- Footpaths & Village Maintenance – Monday 7th February 2022
- Full Council – Monday 28<sup>th</sup> February 2022

## 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.	
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	

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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.  August – SBC have carried out an inspection.  Land registry shows land is unregistered.	Completed
June 21	Warneage Green	Clerk	Resident has extended their garden onto Council owned land behind their property.  Reported to SBC Planning Enforcement Officer	
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.	

## Bacs Payment Schedule

### December 2021

Payment to	Reason	Amount	VAT Included
Mrs A J Raymond	Salary	***	
Wiltshire Pension	Pension	444.22	
HMRC	Tax & NI Oct - Dec 21	1,197.87	
St Andrew's Church	Lyden - Nov	250.00	
Mrs A J Raymond	Re-imburse Expenses	1,403.27	Yes
Mr D Clay	WiFi - Village Hall	25.00	Yes
Allbuild	Waste Collection	300.00	Yes
Allbuild	Lower Rec bark area maintenance	264.00	Yes
Allbuild	Installation of two benches Lower Rec & Church Meadow play areas	480.00	Yes
The Play Inspection Company Graham Poynter	Handyman	166.80 ***	Yes
Mark Woodman	Extra Storage on website	25.98	Yes
ID Mobile	Mobile Phone	6.00	Yes
Allbuild	Maintenance	72.00	Yes

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ACE Skips	Skip	185.00	Yes
Affleck Electrical	Fixed wire	2,625.89	Yes
Solutions	Cleaning	78.00	
<b>January 2022</b>			
Mrs A J Raymond	Salary	***	
Wiltshire Pension	Pension	444.22	
St Andrew's Church	Lyden - Jan	250.00	
Mrs A J Raymond	Re-imburse Expenses	762.75	Yes
Mr D Clay	WiFi - Village Hall	25.00	Yes
Allbuild	Waste Collection	300.00	Yes
Graham Poynter	Handyman	***	
SLCC Enterprises	Consultants Fees	780.00	Yes
Parish Online	Annual Fee	72.00	Yes
ID Mobile	Mobile Phone	6.00	Yes
Information Commissioner (ICO)	Annual Charge	35.00	
Allbuild	Maintenance	72.00	Yes
Solutions Contract Cleaning	Cleaning	66.00	
K Carter Fine Turf Machinery	Cricket mower service	504.53	Yes

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