

# WANBOROUGH PARISH COUNCIL

Minutes of the Full Council Meeting held on Monday 25<sup>th</sup> October 2021 at 7.30pm at Wanborough Village Hall

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

**In Attendance:** Angela Raymond (Parish Clerk) and 10 members of public

Minutes Ref:  
FC/10/21/

1. Apologies: Apologies were received from Mike Webster and approved at the meeting.
2. Declaration of Interest: Joe Smith declared an interest in relation to anything discussed about Southern Connector Road or Redlands.
3. Minutes:  
**Proposed:** Kathy Glanville, **Seconded:** John Emmins  
**Resolved:** The minutes of the full council meeting held on 27<sup>th</sup> September 2021 were unanimously approved; minutes signed by the Chairman as a true record.

## THE MEETING WILL BE ADJOURNED FOR PUBLIC QUESTIONS.

*Cllr Bob Biggs confirmed that questions relating to footpath 44 would not be accepted at the meeting as it was not an agenda item. He confirmed that he had received one written question from a resident and a written reply has already been provided.*

*Residents continued to raise questions in relation to footpath 44. Bob Biggs confirmed that the Inspector is due to hold a Case Conference on 28<sup>th</sup> October and the Parish Council would know more about what she is planning after that meeting and would then decide if Parish Council need to discuss, and whether it will be on a future meeting's agenda.*

## 4. Report from Ward Councillor

*Gary Sumner stated that he was disappointed that the Chair had not accepted questions on footpath 44, confirming that when he was Chair previously he would accept questions on any subject.*

*Gary Sumner explained why he had not provided a report and stated that in future he will provide a verbal update only.*

*Gary Sumner provided an update on Wanborough Traffic Calming and Gigabit fibre confirming what is being proposed for Foxhill residents who are not part of the first phase of the scheme.*

*SBC's Planning Enforcement are dealing with Taylor Wimpey and the outstanding ditch maintenance. Gary Sumner has reported the flytipping in The Marsh and this has been cleared.*

*Bob Biggs asked about the 20mph speed consultation that he saw included in the minutes of Swindon Parish Council's meeting but hasn't seen anything else about this. Gary Sumner confirmed that SBC's 20mph proposal is due to be discussed at the next cabinet meeting in December; he confirmed he was not aware of what Bob Biggs was referring to as he wasn't present at the meeting.*

*Bob Biggs asked for an update on the double yellow lines on Church Road. Gary Sumner stated that SBC need to order some primrose paint, which was agreed would be better within the conservation area than the normal yellow used for double yellow lines.*

*John Emmins confirmed that he is pleased that access for pedestrians and cyclists has been maintained at The Marsh and wished to pass on his thanks to Buckingham (contractors).*

# WANBOROUGH PARISH COUNCIL

## 5. Planning:

### 5.1 To consider Planning Applications received:

S/HOU/21/1639 - 8 Wild Acre - Erection of a ground floor extension

**Resolved:** Parish Council unanimously agreed to raise no objection.

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

**Resolved:** Parish Council unanimously agreed to raise no objection, subject to a construction management plan being agreed to ensure all contractor's vehicles working on the extension are kept within the site and any deliveries are controlled to ensure there is no impact on Chapel Lane & High Street.

### 5.2 Notification of Planning Consent:

S/HOU/21/1145 - 8 The Gallops Foxhill - Installation of 2no. velux windows to the north-east elevation.

### 5.3 Other Planning

5.3.1 SBC's New Eastern Villages Liaison meeting, held on Monday 4<sup>th</sup> October 2021, minutes of the meeting produced by SBC Officer were circulated to all Councillors. No questions were raised.

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

A copy of the Clerk's report was circulated to all Councillors and can be viewed in the appendix to the minutes

6.1 Clerk attended the recent SBC's Clerk's Forum meeting held on 21<sup>st</sup> October 2021 and provided notes summarising the meeting for Councillors' information.

## 7. Footpaths & Village Maintenance Committee

7.1 The minutes of the Footpaths and Village Maintenance Committee held on Monday 4<sup>th</sup> October 2021 were circulated for approval.

**Proposed:** Kathy Glanville **Seconded:** John Warr

**Resolved:** The minutes of the Footpaths and Village Maintenance committee were approved as true record of the meeting.

## 8 Finance

### 8.1 Planning and Finance Committee

The minutes of the Planning and Finance Committee held on Monday 11<sup>th</sup> October 2021 were circulated for approval.

John Warr stated that he wanted to raise a "point of order" and requested that it be minuted that he had gained legal advice which confirmed that the Parish Clerk should have left the meeting while item 8 on the agenda for the Planning and Finance Committee meeting was discussed and therefore felt the minutes should not be approved. Bob Biggs disputed this as the recommendation was for an "independent review". A copy of the legal advice gained was not provided.

Colin Offer stated that he also wanted to raise a "point of order" stating that Hooper's Field was closed for the whole of summer 2021 and not as stated by the Parish Clerk at this meeting.

After a discussion, a vote took place to approve the minutes.

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

**Vote:** 6 Councillors in favour, 4 against

**Resolved:** The minutes of the Planning and Finance committee were approved as a true record of the meeting.

# WANBOROUGH PARISH COUNCIL

## 8.2 To approve the Financial Risk Assessment

The financial risk assessment for Parish Council had been reviewed by the Planning & Finance Committee and a recommendation put forward to full council. A copy circulated to all Councillors prior to the meeting ready for discussion and approval.

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

**Vote:** 6 Councillors in favour, 4 abstained

**Resolved:** The Parish Council's Financial Risk Assessment was approved.

## 8.3 To approve purchase of second Speed Indicator Sign

The Clerk confirmed Parish Council had agreed previously to use the CiL receipt money on a second Speed Indicator Sign (SID), however due to delays SBC have only just transferred over this money, totalling £2,800. The quote for a second SID from Elancity is just under £2,000. As the posts and brackets are already installed the second SID would need to be purchased from the same company otherwise they would not fit onto the brackets already installed.

**Resolved:** After a discussion Parish Council unanimously agreed a quote for £2,000 to purchase a second Speed Indicator Sign.

## 8.3 To approve a budget to cover the cost of Christmas gifts and village decorations.

Bob Biggs confirmed that he would like to put forward a proposal to allocate a budget of up to £500 towards Christmas gifts, thank you presents for volunteers and some Christmas decorations such as a tree. Dave Hayward confirmed that in 2020 Parish Council delivered hampers to a number of residents which were very well received. It was agreed to contact local companies for support to keep the costs down wherever possible.

**Resolved:** Parish Council unanimously agreed a budget of £500.

## 8.4 To approve and sign SBC's Letter in relation to S106 potential transfers

A copy of SBC's letter and list of the proposed S106 potential transfers was circulated to all Councillors. Clerk confirmed that she has been chasing SBC for the S106 money from the Hewer's Close development since 2017 as it was missed off the original S106 transfers made to Parish Councils in 2017. This money has already been allocated towards the refurbishment of the Lower Recreation Field play area.

**Resolved:** Parish Council unanimously agreed to sign SBC's letter to authorise the transfer of the S106 money from Hewer's Close development.

## 8.5 Payment Schedule for October 2021

The payment schedule listing all payments to be approved for October 2021 and listed in the appendix to the minutes.

**Proposed:** Dave Hayward, **Seconded:** Kathy Glanville.

**Resolved:** Parish Council unanimously approved the payment schedule for October 2021 payments totalling as follows:-

Parish Council	£7,794.90
Direct Debit	£6.00
Hooper's Field	£1,449.79

## 8.6 Monthly Cash Flow Statement

The monthly cash flow statement showing the total spend to date per budget heading and the balance remaining as at October 2021.

**Proposed:** Dave Hayward, **Seconded:** Kathy Glanville

**Resolved:** The monthly cash flow statement for October 2021 was unanimously approved.

# WANBOROUGH PARISH COUNCIL

9. Exclusion of Public & Press To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted (agenda item 10) and in the public interest, that the press and public be temporarily excluded, and they be instructed to withdraw'. Reason: Staffing matters.  
Cllr Bob Biggs kindly asked members of public to leave the meeting while the following agenda items were discussed.
10. Village Handyperson contract  
A revised contract based on the Handyperson being self-employed was circulated to all Councillors.  
**Resolved:** After a discussion Parish Council unanimously agreed to approve the new Handyperson contract, which includes 8 hours of work over the winter months (October to March) and 14 hours over the summer months (April to September).
- 10.1 To appoint Village Handyperson  
The staffing committee have carried out interviews for the new Handyperson and put forward a recommendation to appoint Graham Poynter.  
**Proposed:** John Warr, **Seconded:** Donna Stalker  
**Resolved:** Parish Council unanimously agreed to appoint Graham Poynter on a self-employed contract.

Meeting closed 8.40pm

# WANBOROUGH PARISH COUNCIL

## CLERK'S REPORT

25<sup>th</sup> October 2021

1. Hooper's Field Sports Facility
  - a. Grounds maintenance contractor has carried out their final grass cut for the season. They carried out their first verti-draining on Friday 15<sup>th</sup> October. Hedge cutting should be completed soon.
2. Hooper's Field Expansion Project
  - a. The Planning Officer has just confirmed planning consent for the Hooper's Field expansion planning application. Copy of the consent forwarded to all Councillors.
3. Footpaths & Village Maintenance
  - a. Bulb planting on 11<sup>th</sup> November at 1pm starting on Green Lane (English bluebells).
  - b. Contractor has completed last grass cut, they are currently working their way around all the hedges. Green Lane verges have also received final cut.
  - c. Two residents raised concern in relation to the safety of the new play equipment – the bridge to the slide. Clerk forwarded these details to the play equipment company who has explained the reason for the design. All play equipment have passed safety inspection. Clerk has replied to residents with these details.
4. Church Road
  - a. Residents have contacted Parish Council to raise concerns about the safety at the top of Kite Hill due to the increase in traffic, cars parked opposite junction, children walking to the school bus. Clerk has suggested forwarding details to SBC Highways. SID has also been moved to Church Road to try and help slow traffic down and to gain statistical information.
5. Footpath 44 – Case Conference
  - a. This is due to take place on 28<sup>th</sup> October at 2pm. The case officer has sent invites to those who the Inspector as asked to attend. This case conference is purely to discuss how the footpath 44 inquiry is due to proceed, it is not a meeting to discuss or put forward any evidence.
6. New Eastern Village Public Art Engagement Strategy – 13<sup>th</sup> October 2021 at 5pm
  - a. SBC cancelled this meeting and confirmed they will reschedule but not further date received yet.
7. Finance – Precept & Budgeting 2022 /23
  - a. A reminder to committee chairs that if they would like any projects considered for inclusion within the Precept for 2022/23 that they need to be sent to Parish Clerk by the end of November at the latest.
8. Lyden committee meeting
  - a. Committee meeting held recently to discuss the magazine and the projected costs. The committee put forward a proposal to keep the monthly charge the same - £250 for 2022. The plan is to change to all colour magazine which increases the cost of production. The monthly charge will need to be approved by Parish Council and will be added to the next PC meeting on 22<sup>nd</sup> November 2021.
9. SBC's Youth Strategy
  - a. Clerk attended a meeting on 19<sup>th</sup> October 2021 which was a presentation to Parish / Town Council's on SBC's Youth Strategy. At the moment SBC are focusing on setting up a "Youth Hub" in Swindon and there are not much in the way of plans to extend to rural areas, however this is something that was raised with them and they agreed to add for future discussion. Some of the larger new central Parish Council's have started employing their own Youth Officers.
10. Future Meetings
  - a. Land North of Redlands – Savills presentation – 1<sup>st</sup> November 2021 7pm at Village Hall
  - b. Hooper's Field Sports Facility Committee meeting – Monday 8<sup>th</sup> November via Zoom
  - c. Full Council meeting Monday 22<sup>nd</sup> November 2021 at Village Hall
  - d. NEV Liaison Meeting – 4<sup>th</sup> December 2021 via Teams

## 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.	

# WANBOROUGH PARISH COUNCIL

			April 21 – SBC confirmed that the Management Company for Adams meadow would take responsibility but SBC to check legal agreement.	
Ongoing	Highways improvements	Clerk	Update:  Request made to Ward Councillor for Highways improvement on Church Road.  Reply received from SBC  SBC Informal consultation 3 <sup>rd</sup> October – 17 <sup>th</sup> October  2 <sup>nd</sup> Stage – Formal Consultation – ends 11 <sup>th</sup> December 2020  SBC Head of Highways has approved Church Road improvements.	Completed  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.  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.	

# WANBOROUGH PARISH COUNCIL

			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.	
July 21	Governance Review	All	SBC asked all Parish Council's if they wanted to be included in any Governance Review if SBC decide to carry one out.  July – WPC confirmed  August – SBC stated that they are reviewing all responses received and will be in contact in the autumn.	

## Payment Schedule

### October 2021

Payment to	Reason	Amount	VAT Included
Mrs A J Raymond	Salary	***	
Wiltshire Pension	Pension	444.22	
St Andrew's Church	Lyden - Oct	250.00	
Mrs A J Raymond	Re-imburse Expenses	72.11	
Mr D Clay	WiFi - Village Hall	25.00	
Allbuild	Waste Collection	300.00	
Allbuild	Village Maintenance	576.00	
Raymond Wirick	Deposit - Sculpture	1,000.00	
Castle Water	Allotment Water charge	204.26	
Zurich	Insurance	1,494.78	
Wanborough Village Hall	Contribution towards AV System	1,000.00	
Idverde	Grass cutting contractor	1,048.17	
ID Mobile	Mobile Phone	6.00	
Allbuild	Maintenance	54.00	
Castle Water	Water charge	267.96	
Idverde	Grass Cutting	1,073.83	
Solutions	Cleaning	54.00	