



WANBOROUGH PARISH COUNCIL

Minutes of a meeting of WANBOROUGH PARISH COUNCIL held at
WANBOROUGH VILLAGE HALL, HIGH STREET, WANBOROUGH
on Monday 25th November 2024 at 7.00pm

Cllrs present: John Warr (Chair), Richard Bellamy, John Emmins, Kathy Glanville, David Hayward, Colin Offer, Gary Sumner

In attendance: Tracy Smith (Clerk), Sally Thurston (Locum Clerk, One member of public

1. Apologies:

Cllr. Omar Mirza

2. Declaration of interest:

Cllr. Haywood declared an interest under item 9 as an allotment holder.

3. Minutes:

It was PROPOSED that the Minutes of the Full Council Meeting held on 21st October 2024 be signed as a correct record. This was SECONDED and RESOLVED.

It was NOTED that the minutes of the extraordinary meeting held on 4th November 2024 would be brought for approval to the Full Council meeting to be held 16th December 2024.

4. **THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS**

No members of public wished to speak at this time.

5. Report from Ward Councillor

A report was received and NOTED. (Appendix A)

In addition, it was reported several areas were flooded over the last few days of bad weather. There is a formal process that Swindon Borough Council (SBC) needs to undertake with regards to flooding, which will be published when complete.

6. Planning:

a. The following planning applications were considered.

- i. S/HOU/24/1258 – Wiltshire House, Horpit, Wanborough, Swindon. SN4 0AT. Erection of a two storey side extension and first floor rear extension. It was PROPOSED, SECONDED and RESOLVED to register NO OBJECTIONS to this application.
- ii. S/HOU/24/1243 – 1 Ham Road, Wanborough, Swindon. SN4 0DF. Erection of an outbuilding and installation of solar panels on existing garage
It was PROPOSED, SECONDED and RESOLVED to register NO OBJECTIONS to this application.
- iii. S/24/0998 - The Burj, Ermin Way Foxhill Swindon SN4 0DR. Revised consultation. Installation of an external fire escape from the first floor to ground floor
It was PROPOSED, SECONDED and RESOLVED to register NO OBJECTIONS to this application.
- iv. S/24/0742 – Horpit Farm, Horpit, Wanborough, Swindon. SN4 0AT. Erection of an agricultural building for the gathering and handling of cattle. (Retrospective)
It was PROPOSED, SECONDED and RESOLVED to register NO OBJECTIONS to this application.

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- b. The following confirmation of Planning Applications / Notifications that SBC determined since the last meeting was NOTED:
S/TWC/24/0984 – 5 Church Road, Wanborough, Swindon. SN4 0BZ. Works to tree in conservation area.
Granted

7. Clerk's Report

A report was NOTED (Appendix B)

8. Planning, Finance & Policy Committee (PFP)

The following recommendations from a PFP Committee meeting held 13th November were considered:

- i) It was PROPOSED, SECONDED and RESOLVED to approve Handyman rate per hour increase to £21.01, from 1st December 2024
- ii) Tree Survey - SBC response speed to trees that needed attention was discussed. Cllr. Sumner advised to report issues directly and also to him to enable him to follow up.
It was PROPOSED, SECONDED and RESOLVED to approve to commission a tree survey at a cost of £1,800.
- iii) Lyden Magazine - The 5-year sign up period was discussed. Members were concerned that the 5-year agreement that would impact a future council. It was PROPOSED, SECONDED and RESOLVED to approve the 2025-2030 agreement with Lyden Magazine committee, with an assurance there would be the opportunity to review the commitment annually. Cllrs. Emmins and Hayward abstained.
- iv) Fixed Assets - Cllr. Bellamy requested that the scheme of delegation was reviewed to ensure proper scrutiny. There was discussion about the way assets were recorded.
It was PROPOSED, SECONDED and RESOLVED to approve the Fixed Asset Register as it currently stands but to review the document in quarter 1 2025.

9. Allotments

- a) Concern was raised that the working group did not follow the standing orders of WPC. It was discussed that a n outside organisation may be more appropriate. It was PROPOSED, SECONDED and RESOLVED a recommendation be made that the working group set up an allotment society with membership of allotment holders, and parish councillors from Wanborough and Covingham. Cllr. Hayward abstained. Cllr. Emmins would work with the clerk to progress. Members of the new society would approve the Terms of Reference.
- b) It was PROPOSED, SECONDED and RESOLVED to defer approval Covingham Parish Council's (CPC) annual contribution of £250 to administration costs of allotment site to the next meeting. It was further PROPOSED the clerk would thank CPC for their contribution, carry out a costing exercise and advise CPC that the £250 may need to increase. This was SECONDED and RESOLVED.

It was PROPOSED, SECONDED and RESOLVED to defer the two following items to the next meeting.

- c) To discuss and approve a new allocation process of vacant plots
- d) To review and approve reducing the term of notice as stated in item 9 of Tenancy Agreement

10. Hooper's Field

It was PROPOSED, SECONDED and RESOLVED to pursue a £10,000 landfill grant to be used on new Cricket Nets

11. Staffing Committee

It was PROPOSED, SECONDED and RESOLVED to appoint Sally Thurston as Proper Officer, Locum Clerk & RFO for the Council from 18th November 2024.

12. Park Yoga 2024

It was PROPOSED, SECONDED and RESOLVED to defer this item to the Full Council meeting in January 2025.

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13. Swindon Plan

An update that SBC have begun the consultation process was NOTED. Details of the consultation are on the website

14. Wiltshire Association of Local Councils

Feedback from the recent WALC conference including Neighbourhood plan advice and Transfer of Services was NOTED.

15. Finance

- 15.1. The increase of the payment for Village Hall rent to £233 per annum was NOTED.
- 15.2 It was PROPOSED, SECONDED and RESOLVED to AGREE recommendations from the Independent Remuneration Panel on the levels of Allowances for Parish and Town Councils in 2025/2026.
- 15.3 It was PROPOSED, SECONDED and RESOLVED to approve purchase of a village Christmas tree and decorations up to £100.
- 15.4 It was PROPOSED, SECONDED and RESOLVED to approve purchase of Christmas hamper items for elderly village residents and volunteers at a cost of up to £700.
- 15.5 It was PROPOSED, SECONDED and RESOLVED that Locum Clerk Sally Thurston be authorised to act on behalf of Wanborough Parish Council to make payments, transfers and administer the Wanborough Parish Council bank accounts.
- 15.6 It was Cllr. Sumner PROPOSED, Cllr. Glanville SECONDED and RESOLVED to approve the orders of payments for November 2024 (Appendix C)
- 15.7 It was PROPOSED, SECONDED and RESOLVED to designate Cllr. Emmins to check and approve the bank reconciliations for October 2024
- 15.8 The Budget vs Spend report and the Reserves report from Scribe will be sent to all members to review. Councillors were asked to raise any issues directly with the clerk.

16. IT provision and support for Council

It was PROPOSED, SECONDED and RESOLVED that Cllr. Warr and the Clerk work with the suppliers and bring back a firm recommendation for the December meeting.

A presentation was made to the outgoing clerk along with thanks for her hard work. Particular thanks were expressed for extensive work on a comprehensive handover.

The meeting closed at 9pm

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Appendix A

Ward Councillor update:

Wanborough Road: Street lighting is now working. I'm chasing up on a couple of lights which aren't working (one crucially by a build-out).

Works on Wanborough Road from Conlon:

We have now received the bollards for the buildouts on the S.278 agreement (now installed).

I have had to submit a 171 licence to Swindon street works to put traffic lights onto the network.

Program as follows-

Monday 11th November, Tuesday 12th November & Wednesday 13th install bollards, break out wearing course tarmac & install column for the solar powered priority sign.

Thursday 14th November surface buildouts.

Friday 15th November installation of a solar powered light unit.

Monday 18th November start works to the footpath including filter drain & headwall north of the SCR traffic lights approximately 4 weeks, under 2-way traffic lights (estimated completion 20th December).

This will then leave the Horpit junction for the New Year as this is yet to be agreed with clients.

The Rural Bean: I have been liaising with Beth and last week I met with the new Licencing Manager at Swindon to see what could be done. Whilst under the current policy it is not allowed, there is a new policy next year (subject to sign off by the Licencing Committee and Cabinet).

I was advised to request that Beth re-submit her request for Licencing Committee on 7th December (which she has done) referring to the forthcoming policy.

Hopefully it will be agreed by licencing committee on the 7th December.

SCR: It is agreed that construction traffic for Lotmead will start using this January 2025 whilst remedial works are carried out.

Pack Hill & verges: Currently the side arm is still out on the rural verge route but as soon as we finish this, I am hoping to start on a roadside hedge cut with the machine. Ideally, we would have continued down both sides of Pack Hill top to bottom, but the road simply isn't wide enough for us to operate safely so I am currently having a rethink on this particular stretch of road. Rotten Row I will add to my list. I am really sorry to be sending you what seems to be another lack of information response - but with a small team its getting quite difficult to cover everything at the moment.

Kind regards,

Martin Mansfield

Grounds Supervisor

Draft Local Plan: A consultation will be published in Spring 2025.

Gary Sumner

Ridgeway Ward Councillor

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Appendix B

Clerk's Report

A Goodbye

After nine months working as your Parish Clerk and RFO, I am leaving the post at the end of November. I want to thank those villagers who have made me feel very welcome, and I have enjoyed learning about a new parish and exploring your pretty village. I would like to thank Cllrs John Warr, Omar Mirza and Kathy Glanville for their support to a new Clerk learning the role. They are all progressive and inspiring Councillors, you are very lucky to have them as part of your Parish Council.

I leave you in the extremely capable hands of Sally Thurston who will be your Locum Clerk until a permanent replacement can be found. If you are interested in the vacancy, please look at the website www.wanborough.info for more information, or contact Sally on clerk@wanborough.info

Village Handyman

As always our Village Handyman has been hard at work around the village as winter approaches. To name but a few; the hedge has been cut right back from Rotten Row to Magdalen Road, helping easier access for parents walking children to school along this route, moss and leaves have been removed and sprayed at Mayfield to help elderly residents in wet conditions and at Hooper's Field the dugout bench has been repaired and both dugouts repainted. Patches of worn grass have been infilled to prevent muddy puddles when players or spectators are standing around. The Rodway structure on Beanlands is due to be re-varnished once we have a dry couple of days.

Christmas

Purchase of the Christmas tree for the entrance to the village from Pack Hill, is being approved at November Full Council meeting and will be erected shortly afterwards. The Parish Council prepare and deliver food hampers to all elderly villagers and thank you presents to those villagers who help out with village activities throughout the year. These will be distributed during December.

Hooper's Field Sports Facility

A new Petanque terrain has been approved and will begin installation shortly. There is a Wanborough Petanque club being established if you are interested in joining, please contact the Clerk. Sports Clubs residing at Hooper's Field have put forward to the Parish Council, their requests for match funding to help with their 2025/26 projects. If you are interested in joining any of the clubs, take a look at the Parish website to locate contact details.

If you would like to hire the main hall, please contact the Clerk on clerk@wanborough.info

Village Litter Pick and Sign Cleaning

The litter pick arranged in October was cancelled due to bad weather. Cllr Sumner will set a new date shortly.

Parish Council Vacancy

Could you be our next Parish Councillor? Are you interested in how and what affects your village? There remains three vacancies for parish councillors. Anyone interested should email clerk@wanborough.info

Future Meetings / Events

Full Council meeting 16th December

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Appendix C

ORDERS OF PAYMENT NOVEMBER 24 MEETING

| Payee | Description | Gross Invoice Amount (£) | VAT (£) | Net Invoice Amount (£) |
|-----------------------|---|--------------------------|---------|------------------------|
| | | | | |
| CCE | Hoopers Field Broadband | 35.00 | 5.83 | 29.17 |
| O2 | Phone | 17.86 | 3.57 | 14.29 |
| ID Mobile Ltd. | Phone – Clerk September | 6.00 | 1.00 | 5.00 |
| Starboard Systems | Scribe software mnth 7 | 62.40 | 10.40 | 50.00 |
| Affleck Electrical | HF PIR lights repair - overdue invoice | 144.00 | 24.00 | 120.00 |
| H Broughton | Clerking cover - annual leave | 361.00 | 0.00 | 361.00 |
| A Raymond | Refund cost Plants for Village Planters | 20.25 | 0.00 | 20.25 |
| Staffing costs | November Pension | **** | | **** |
| Staffing costs | November Salary costs (incl backdated Pay Award) | **** | | **** |
| | | | | |
| Graham Poynter | October invoice | 945.13 | 0 | 945.13 |
| All Build | Waste collection September | 300.00 | 50 | 250 |
| All Build | Grass cutting 6 of 8 payments (Village) | 1321.19 | 220.20 | 1100.99 |
| All Build | Grass cutting 6 of 8 payments (HF) | 864.00 | 144.00 | 720.00 |
| Chantelle Smith | HF Cleaning (October) | 54.00 | 0.00 | 54.00 |
| PCC Wanborough | Lyden Magazine October invoice | 200.00 | 0.00 | 200.00 |
| PCC Wanborough | Village Hall invoice Sept 24 - Sept 25 | 233.00 | 0.00 | 233.00 |
| D J Bracey | Delivery of Storage Container (match funded with WBC) | 432.00 | 72.00 | 360.00 |
| Chubb Fire & Security | Fire safety service contract 3/12/24 - 4/12/25 | 371.28 | 61.88 | 309.40 |