

WANBOROUGH PARISH COUNCIL

Minutes of the Annual meeting of Wanborough Parish Council held on Monday 22nd May 2023 at 7.30pm at Wanborough Village Hall.

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

In attendance: Angela Raymond (Parish Clerk)

Minute Ref

FC/05/23/

Bob Biggs opened the meeting by confirming that he would not be putting himself forward for nomination to continue as Chairperson for another year due to personal reasons and that he would be resigning from the Council. Those present thanked Bob Biggs for all his hard work and wished him all the best for the future.

1 Election of Chairperson:

Omar Mirza nominated John Warr, Gary Sumner seconded. No further nominations. Councillors voted 7 in favour to elect John Warr as Chairman.

Resolved: John Warr was duly elected as Chairman and signed the "Acceptance of Office".

Bob Biggs left the meeting at 7.40pm

2 Election of Vice-Chairperson:

Joe Smith nominated Dave Hayward, Donna Stalker seconded. Colin Offer nominated Omar Mirza, Gary Sumner seconded. Councillors voted 4 in favour of Dave Hayward, 5 voted in favour of Omar Mirza.

Resolved: Omar Mirza was duly elected as Vice Chairman and signed the "Acceptance of Office".

Donna Stalker confirmed that she would also be resigning as Parish Councillor.

Donna Stalker left the meeting at 7.45pm.

John Warr thanked everyone for his appointment as Chairman of the Parish Council and confirmed that he would aim to work in the best interests of all.

3 Apologies: None received

4. Declaration of interest

John Emmins declared a personal interest in item 20.2 as he is a member of the Bowls Club.

5. Minutes:

Proposed: Kathy Glanville **Seconded** Joe Smith

Resolved: The minutes of the meeting held on 24th April 2023 were unanimously approved.

6. To agree Parish Council meeting dates for 2023/24

Clerk circulated a draft list of all meeting dates. Colin Offer asked for the meeting in August 2023 to be moved to the beginning of September 2023. Dave Hayward stated that the fourth Monday in August always clashes with the Bank Holiday so it was agreed to move it to the week before in order to cope with the planning application deadlines. Colin Offer felt that it was better to move the meeting to the week after the Bank Holiday as this avoids holidays. This was agreed. The chairs of committees should let the Parish Clerk know if they would like to amend any of the dates for their committee meetings.

Resolved: Parish Council unanimously approved the dates of the meetings for 2023/24, with one change moving a full council meeting from 21st August to 4th September 2023.

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7. To adopt the General Power of Competence (GPC)

It was confirmed that Parish Council meet the criteria to adopt the General Power of Competence.

Resolved: Parish Council unanimously agreed to adopt the GPC.

8. To appoint members to serve on the under mentioned committees:

The Chair and Vice Chair are ex-officio for all committees

- 8.1. Planning, Finance and Policy
Dave Hayward, Joe Smith, Colin Offer, Gary Sumner.
- 8.2. Footpaths and Village Maintenance
Richard Bellamy, Kathy Glanville, John Emmins.
- 8.3. Hooper's Field
Colin Offer, John Emmins, Dave Hayward, Gary Sumner.
- 8.4. Hooper's Field Expansion Project
John Emmins, Kathy Glanville, Colin Offer.
- 8.5. Allotments
Dave Hayward, Joe Smith.

Resolved: Parish Council unanimously voted to appoint the above Parish Councillors onto the committees.

9. Nominations of Chairs of Committees

- 9.1. Planning, Finance and Policy
Joe Smith nominated Dave Hayward, John Emmins seconded. Colin Offer nominated Gary Sumner, Omar Mirza seconded. 5 voted for Dave Hayward, 3 voted for Gary Sumner.
Resolved: Dave Hayward was appointed Chair of the Planning, Finance & Policy Committee.
- 9.2. Footpaths and Village Maintenance
Dave Hayward nominated Richard Bellamy, Joe Smith seconded.
Resolved: Richard Bellamy was appointed Chair of the Footpaths and Village Maintenance Committee.
- 9.3. Hooper's Field
Gary Sumner nominated Colin Offer, Omar Mirza seconded.
Resolved: Colin Offer was appointed Chair of the Hooper's Field Committee.
- 9.4. Hooper's Field Expansion Project
Dave Hayward nominated John Emmins, Joe Smith seconded.
Resolved: John Emmins was appointed Chair of the Hooper's Field Expansion Project Committee.
- 9.5. Allotments
Resolved: Dave Hayward was appointed Chair of the Allotment Committee.

10. To appoint members to serve on the following subcommittee

- 10.1. Staffing
Kathy Glanville, John Warr and Omar Mirza

Resolved: Parish Council unanimously voted to appoint the above Parish Councillors onto the staffing committee.

11. To appoint representatives for the under mentioned bodies as required:

- 11.1. Village Hall Management Committee
Gary Sumner
- 11.2. Swindon Area Committee
John Warr
- 11.3. Woodland Trust / Community Forest
Dave Hayward

Resolved: Parish Council unanimously agreed to appoint the above Councillors as representatives to the above bodies. If a Councillor is unable to attend any of the meetings then they should let the Parish Council know so someone else can attend instead.

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12. Subscriptions

Parish Clerk confirmed the annual charges for the following subscriptions:

- 12.1 Wiltshire Association of Local Councils - £537.95
- 12.2 National Association of Local Councils - £118.50
- 12.3 Society of Local Council Clerks - £215
- 12.4 Swindon Area Committee - £20

A question were raised as to what benefits the Council get from the above annual subscriptions. Clerk confirmed that they provide support, training, regular newsletters with information that may be of use to the Council, legal support and many documents and templates.

Resolved: Parish Council unanimously agreed the annual subscriptions as listed above.

13. Standing Orders and Financial Regulations

13.1 Standing Orders

Resolved: Parish Council unanimously agreed to re-adopt the Standing Orders.

13.2 Financial Regulations

Resolved: Parish Council unanimously agreed to re-adopt the Financial Regulations.

14. Code of Conduct

14.1 Code of Conduct

Resolved: Parish Council unanimously agreed to adopt the Code of Conduct.

THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS. (Maximum time 20 minutes)

John Warr read out one question that had been submitted in advance of the meeting regarding to the poor signage around the village for road works, especially when there was, in addition to the Wanborough Road closure, a closure on the A419. It was confirmed that the lack of signage also resulted in the emergency services struggling to get out of the village after attending an emergency at Foxhill Motocross. Gary Sumner stated that this was reported to SBC Streetworks and they have carried out a review of all signage. John Warr stated that it would be good to have at least a few days notification of any planned road closure so that this information could be communicated to residents.

15. Report from Ward Councillor.

Gary Sumner circulated a report confirming that there has been a change in administration and the Labour group are now in charge at Swindon Borough Council. He is now the leader of the Conservative Group.

Conlon are confident that they will be able to re-open Wanborough Road mid-July but there may still need to be traffic lights.

He is expecting initial proposals for the 20mph zone on Church Road / Kite Hill soon and this will then go out to consultation.

John Emmins asked that when Wanborough Road and The Marsh re-open, as this would result in more traffic along the High Street, could the TRO from Covingham to Foxhill be reviewed. Gary Sumner confirmed that the TRO will need to be reviewed as it is unworkable with all the changes on Wanborough Road.

A discussion took place with regard to the number of vehicles from Redlands site. John Warr asked Gary Sumner to provide a copy of the base line figures for vehicle movements from the Redlands site and this should be provided prior to Wanborough Road re-opening. ACTION Gary Sumner

John Emmins asked why 20mph zones cannot be implemented in all areas around the village, providing examples of other areas that have done this. Gary Sumner confirmed there is a limited budget, so areas need to be assessed and prioritised.

Joe Smith reported that the verges at junctions need to be cut as they are starting to get dangerous. Gary Sumner stated that these have already been reported.

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16 Planning:

16.1 To consider Planning Applications received:

S/OUT/20/0160 - Land At Foxbridge Village (south) New Eastern Villages - Outline application for mixed use development comprising up to 320 dwellings and a mixed use hub of up to 1,550sqm (use classes A1/A2/A3/A4/A5 and D1) with associated works. Details of the access from the Southern Connector Road to be determined, with all other matters reserved (revised details). Wanborough Road.

Resolved: Parish Council objected to the application for the following reasons:-

- The application needs to include a primary school, it cannot rely on the school at Redlands and Lotmead. Density is higher than that agreed in SBC's Local Plan. The applicant should include 15% affordable homes. Proposed height of buildings should be capped. There should be no direct access onto Wanborough Road, access should only be onto the Southern Connector Road.

S/23/0438 - Lotmead Site Eastern Villages - Outline Planning Application (means of access off Wanborough Road not reserved) for demolition and/or conversion of existing buildings and redevelopment to provide up to 2,500 homes (Use Class C3); up to 1,780 sqm of community/retail uses (Use Class D1/D2/A1/A3/A4); up to 2,500 sqm of employment use (Use Class B1); sports hub; playing pitches; 2no. 2 Form Entry primary schools; green infrastructure; indicative primary access road corridors to A420; improvements to Wanborough Road and associated works. Variation of conditions 9, 10, 41, 42, 43, 46 and 47 from previous permission S/OUT/19/0582.

Resolved: Parish Council had no further comments to make on this application.

S/OUT/23/0456 - Land East Of Wanborough Road (Green Land) New Eastern Villages - Outline planning permission for up to 275 dwellings (use class C3) including the provision of affordable homes, together with pedestrian and cycle connections, landscaping, surface water drainage, open space to include play areas, allotments and other supporting infrastructure (including utilities) and engineering works including groundworks; removal of structures and demolition; with all matters reserved except for the formation of accesses from the Southern Connector Road and Wanborough Road.

Resolved: Parish Council objected to the application for the following reasons:-

- A large part of the site is within flood zones 2 & 3. The actual proposed area to be developed builds right up to the boundary of the flood zones. With local knowledge we are fully aware of how badly this site floods due to the low levels and close proximity to the Liden Brook. It was felt that there should be more of a buffer around the flood zones, improved Sustainable Drainage Systems (SuDS) and a clear maintenance schedule to show how these SuDS are going to be maintained. In addition the application needs to show that the site will not cause increase of flooding further up the Liden Brook.
- The Southern Connector Road (SCR) is raised where it goes through the proposed site. The proposed dwellings will be built at a considerably lower level than the SCR, with steps for pedestrians to access the footpath along the SCR. Parish Council feel that access via steps will make it hard for those with limited mobility and the plans need to show better access for all.
- The majority of the planned open spaces are within the flood zones, which Parish Council were disappointed with.
- The application includes a high proportion of 3 storey buildings, plus it states there will be 4 storey buildings along the edge of the SCR. Parish Council strongly objected to the proposed height of the buildings which should be kept at 2 storey with an overall cap on height.
- The site relies on the development at Lotmead for all its services and facilities, including the Primary School. There is no clarification on phasing and whether these facilities at Lotmead will be ready prior to first occupation at this site.
- The site is within close proximity of the scheduled monument, Roman Road and other heritage buildings, such as Wanborough House. It is therefore important that a detailed archaeological survey is carried out prior to any development on this site; this should not be desk-based, but needs digs to be carried out onsite.
- There is a proposed small development off Wanborough Road. It is not clear exactly what is being proposed at this site and how it connects in with the main NEV development in terms of access to services, facilities and school. Parish Council would like to see a more detailed plan for this site confirming that it takes into consideration the surrounding local heritage.

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- Parish Council are pleased that the application has provided a rural green space between Wanborough House and the proposed new dwellings but there is no confirmation as to what this space will be used for and whether it will be a public open space or kept private.
- Public transport. There needs to be a more detailed plan and confirmation from the bus company that public transport will be available to and from this site and what the proposed route would be.

S/23/0493 - Land At The Marsh - Change of use from agricultural land to a secure dog training site.

Resolved: Parish Council have considered the above application and although in principle they do not raise an objection they would like to see the following implemented:-

- To initially grant temporary permission for a period of 3 years and at the end of the 3 year period the business activity can be reviewed to see if it is causing any problems prior to permanent permission being given.
- The footpath needs to be protected with post and rail fencing either side so that it provides protection for both walkers and the applicant while they are carrying out their business activities.
- A restriction on times needs to be included as a condition.

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

17.1 Clerk's report was circulated to all Councillors; a copy as shown in the appendix to the minutes.

Kathy Glanville passed on her thanks to the Clerk and Assistant Clerk for all their work on the King's Coronation street party recently held in the village.

18. Assistant Clerk

18.1 Notification of resignation of the Assistant Clerk had been received. John Warr conveyed his thanks to her and asked when she would be leaving; Clerk confirmed that her last day was due to be 23rd May 2023. Colin Offer asked if all the equipment provided to her would be returned; Clerk confirmed that she was due to meet her the following day (23rd May 2023) to collect everything.

19. Highways

19.1 Wanborough Road – Clerk circulated the latest update from Conlon. Conlon have confirmed that they are still aiming for the road to be re-opened on the 16th July 2023 but this would not be the date when works are completely finished and there may still be work that need to be completed under traffic lights.

19.2 20pmh zones – 2nd consultation for The Beanlands and Magdalen Road housing estate from 12th May to 2nd June 2023. Parish Council confirmed their support for this 20mph zone proposal.

20. Finance

20.1 VAT reclaim for Sports Club fees

Parish Clerk circulated a copy of her report confirming that HMRC have approved the refund of VAT on sports fees for the last four years. The report provided an analysis of the total amount reclaimed and how much relates to each of the clubs. Parish Clerk recommended holding on to the money for a period of six months to ensure HMRC did not raise any questions, before returning it to the clubs. Gary Sumner stated that, as the Parish Council can keep the refund without "unjust enrichment", then he felt the money should not be returned to the clubs. Parish Council discussed.

Resolved: Parish Council agreed to retain the VAT reclaim of £7,853.13, which can then be used to put towards Hooper's Field projects.

20.2 To consider correspondence received from Wanborough Bowls Club

A letter received from Wanborough Bowls Club asked Parish Council if they would reduce the cost of their Licence Fee for 2023/24, providing a number of reasons. Parish Council discussed and felt the increase was reasonable in view of the increase in costs at Hooper's Field, plus agreeing a reduction for one club would mean other clubs would expect the same. ACTION Parish Clerk to reply to Bowls Club explaining why the fee will remain unchanged.

Resolved: Parish Council agreed to keep the Licence fee as agreed for 2023/24

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20.3 Lower Recreation field – Football Goalposts

Clerk circulated a report confirming that the goal mouths for the 9v9 football pitch need to be repaired prior to the start of the football season in September 2023, which means the goal posts will need to be removed. Clerk recommended replacing the smaller goalposts with new that will also have nets and this will provide an alternative place to play over the school holidays while the other areas are repaired. Parish Council discussed.

Resolved: Parish Council unanimously agreed a cost of £789.99 for the new goals posts, plus a budget to install them.

Resolved: Parish Council unanimously agreed to repair the goal mouths in front of the 9v9 football posts.

20.4 Church Meadow Play Area – Fencing

Clerk circulated a revised cost for installing fencing around Church Meadow play area which includes 2 self-closing gates, at total cost of £13,052.83. Parish Council discussed and confirmed that they would prefer the gates to be in green rather than any other colour.

Resolved: Parish Council unanimously approved the cost of £13,052.83 for a new fence and 2 self-closing gates at Church Meadow.

20.5 Payment Schedule for May 2023

Payment schedule for May 2023 was circulated for approval:

Parish Council	£9,573.25
Direct Debits	£20.00
Hooper's Field	£2,186.26

Proposed Kathy Glanville **Seconded** Gary Sumner

Resolved: Parish Council unanimously approved the payment schedule for May 2023.

Meeting closed at 9.33pm

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CLERK'S REPORT

22nd May 2023

1. Planning
 - a. SBC Planning Officer, Janet Busby has e-mailed to confirm she has spoken to Thames Water who have stated that they are confident that the new sewage pumping station at Merlin Way will be in place prior to the NEV (Redlands) exceeding the 160 dwellings that they have stated is the capacity for Wanborough Sewage plant. Janet Busby stated that the planning application for the new pumping station still hasn't been registered.
2. Hooper's Field Sports Facility
 - a. Park Yoga has started, first two weeks have gone well with 21 attending the first week and 33 in the second. As per my e-mail I am looking for volunteers to serve refreshments while I'm away.
 - b. Water meter for the cricket club tap has been installed.
 - c. Driveway – Allbuild have delivered a pile of stone and Handyman will fill the potholes to keep on top of it.
3. Footpath WA14
 - a. SBC Rights of Way Officer has confirmed that the maintenance work on footpath WA14 will start on 30th May and will take around 5 weeks. Footpath will be closed with diversion in place.
 - b. Village community walk will be held on Friday 26th June, meeting at Village Hall at 1pm.
4. Lower Rec Play Area
 - a. The large see saw in the play area has been broken, spare parts have been ordered by Wicksteed and hopefully will be delivered soon.
5. Speed Indicator Sign – High Street
 - a. Two sets of batteries are not charging very well so at the moment we only have 1 set of batteries that work properly. This is causing problems for the SID on the High Street. PC may need to consider purchasing new batteries. The solar panel on the SID on Church Road is working well, but the SID on the High Street doesn't have connections to allow a solar panel to be added.
6. King's Coronation – Village event
 - a. I have received a lot of positive feedback for the event held on the High Street to mark the King's coronation. Weather was the main problem with the forecast looking rubbish we had to erect a couple of large marquees and gazebos and couldn't put the tables up along the road as we had planned. In the end the weather held out until 6.30pm just as the band finished which was good. The only problem was then having to get the marquees down in bad weather, putting them away wet and then having to get them back out over the following weekend to dry. Pubs all were very pleased with the added business and no one complained about the road closure. It was great to see the community come together.
7. Planters – High Street
 - a. Three planters have now been installed on the High Street, one by Rotton Row roundabout, one by Village Hall and other one by The Plough. Wanborough Show Society have donated £250 towards the cost, just waiting for the money to come in from Community Fund.
8. Annual Parish Assembly – Monday 15th May 2023

Presentation and reports have all been loaded on the website for those who were unable to attend to view, details added to the Facebook page and in the Lyden.
9. Finance
 - a. Internal Audit is ongoing, started on 9th May and finalising information on the 17th May. Report will be circulated in due course. A suggestion going forward would be to have an interim "internal audit" 6 months into the year so that it's not so intense amount of work for the Parish Clerk at the end of the financial year. This may cost a bit more but it will spread the workload.
10. Future Meetings
 - a. Allotment committee meeting – 12th June 2023 – Hooper's Field
 - b. Hooper's Field Project Committee – 19th June 2023 – Hooper's Field
 - c. Full Council meeting – Monday 26th June 2023 at 7.30pm at Wanborough Village Hall

Clerk is on annual leave from 25th May to 12th June 2023.

Handyman is on leave from 5th June for 2 weeks.

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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 Cricket Club meter installed	
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	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	
August 2022	High Street	All	Debris that accumulates around the build outs every time there is heavy rain. Two drains located next to the buildouts get blocked. Reported to SBC Highways. Karen Evans (SBC Officer) stated that she would look at the design but nothing further. Chase up e-mail sent April 2023 with photos showing the flood water on High Street due to blocked drains.	
November 2022	Church Road To request that the narrow footpath next to West View on Church Road is made wider so that pushchairs / wheelchairs can use it	Ward Councillor	Parish Council have made a request to Ward Councillor who has confirmed this has been submitted to SBC Highways for assessment.	
January 23	Croft Yard – S106	Ward Councillor	Parish Council asked Ward Councillor to confirm that SBC will transfer the S106 funds allocated for Allotments and Play Area to Wanborough PC	

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Bacs Payment Schedule

May 2023

Payment to	Reason	Amount	VAT Included
May's Salary Costs	Salary, Pension, Tax & NI	3,382.80	
St Andrew's Church	Lyden May	210.00	
Mrs A J Raymond	Re-imburse Expenses - PC (includes £1,054.09 for Coronation exp)	1,477.26	Yes
Mrs G Wheeler	Expenses (use of home as office) April & May	52.00	
Mr D Clay	WiFi - Village Hall	25.00	Yes
Allbuild	Waste Collection	300.00	Yes
Idverde	Grass cutting contract 2 of 8	1,048.18	
Graham Poynter	Handyman	496.96	
Beth's Potting Shed	3 x planters for the High Street	1,090.00	Yes
Wicksteed	Play area spare parts	42.86	Yes
WALC	Subscriptions	787.74	
<u>Coronations Expenses</u>			
MadPete	Magician	195.00	
Littlelee's facepainting	Facepainting	80.00	
False Gods	Band	300.00	
Wanborough CT	Children's refreshments	85.45	Yes
ID Mobile	Mobile Phone Clerk	6.00	Yes
O2 Mobile	Mobile Phone Asst Clerk	14.00	Yes
Idverde	Contract 2 of 8	1,073.83	Yes
Allbuild	Car park maintenance	192.00	
Solutions Cleaning (April)	HF Cleaning	66.00	
Solutions Cleaning (May)	HF Cleaning	66.00	Yes
Affleck Electrical	PAT testing	84.00	Yes
British Gas	Gas	704.43	