

# WANBOROUGH PARISH COUNCIL

Minutes of the Full Council meeting held on Monday 26<sup>th</sup> June 2023 at 7.30pm at Wanborough Village Hall

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

In Attendance: Angela Raymond (Parish Clerk) and 6 members of public

Minute Ref:

FC/06/23/

1. Apologies: None
2. Declaration of interest Dave Hayward declared a personal interest in item 9 as he is an allotment holder.
3. Minutes:  
**Proposed:** Kathy Glanville **Seconded:** Joe Smith  
**Resolved:** The minutes of the meeting held on 22<sup>nd</sup> May 2023 were unanimously approved.

## THE MEETING WILL BE ADJOURNED FOR PUBLIC QUESTIONS.

*John Warr confirmed that four questions have been received in advance of the meeting and read them out:-*

- *A resident asked whether all the trees that have been planted for the new road will be replaced; some have clearly already died due to the dry weather. Gary Sumner confirmed that all trees that do not survive will be replaced.*
  - *A resident asked if when the builders' compound is removed by the new Southern Connector Road (SCR) roundabout the area will be landscaped and planted as per the plans that were shown previously with the three small hills and paths to the top. Gary Sumner confirmed that this will be landscaped, they are reviewing the budget and will confirm what the landscaping will be; the art project has been paused due to budget. SCR is due to open on 23<sup>rd</sup> July 2023.*
  - *A resident stated that the road works at the bottom of Pack Hill and traffic on Commonhead had been dreadful in the mornings, with only one main access in and out of the village. Nothing seems to be co-ordinated causing absolute grief for residents at busy times. Gary Sumner stated that the main reason for queues is due to work being undertaken by the hospital. A discussion took place in relation to what road works are due to take place at Commonhead roundabout and along Marlborough Road.*
  - *A resident stated that they found that the plant growth on the verge approaching Callas Hill crossroads from Upper Wanborough is making it very difficult to see if traffic is coming up the hill and asked whether the Parish Council has a person who could cut this down. John Warr confirmed that this is the responsibility of SBC. Clerk confirmed that she has been in discussion with SBC in relation to this and it is likely that SBC will need Parish Councils to carry out additional work to supplement them.*
4. Report from Ward Councillor.  
*John Warr asked Gary Sumner if he had anything to say, as a report had not been received. Gary Sumner confirmed that other than confirming that Wanborough Road is due to re-open on 17<sup>th</sup> July 2023 and the SCR on 23<sup>rd</sup> July 2023 (including the re-opening of The Marsh), other than what has already been discussed there was nothing further to report.*  
*Omar Mirza asked when Wanborough Road would be completely open with no traffic management. Gary Sumner stated that he was not sure and would check.*  
*Joe Smith asked why, although it had previously been agreed with SBC that the street light in front of Red Barn House (Wanborough Road) would be moved with the plans revised so that the build out and street light were not directly in front Red Barn House, the street light has been installed as per the original plan. He therefore raised a concern that the build out will also be installed in the wrong place. Gary Sumner confirmed that he would raise this with SBC. ACTION Gary Sumner*

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## 5. Hooper's Field Project Committee

**John Warr stated that the Parish Council meeting would be adjourned for agenda item 5 so that members of the public and Graeme Luxton could speak during the presentation of this agenda item.**

John Emmins (Chair of the Hooper's Field Project Committee) gave a brief overview of the project to date. He introduced Graeme Luxton who had been working with him, providing advice and working on the "Discharge of Conditions" application. Graeme Luxton confirmed that all the information has been submitted to SBC Planning Officer for the Discharge of Condition application and the deadline for determination is 14<sup>th</sup> July 2023. John Emmins presented the latest plans (compiled by SWA), which have planning consent, along with some background information.

Graeme Luxton presented his revised plans (compiled by Sports Clubhouses) which include a second hall that is large enough to accommodate additional sporting activities. The revised plans also include a Multi-Purpose Games Area (MUGA) on the car park next to the tennis courts, relocates the pétanque terrain and include additional parking. A discussion took place in relation to the revised plans and what they included, with the aim to increase participation in sport and how this links in with Sports England.

Parish Council and residents discussed Hooper's Field project and revised plans.

The next meeting of the Hooper's Field Project committee is due to be held on Monday 10<sup>th</sup> July 2023. John Warr thanked Graeme Luxton for attending and the matter would be discussed further at the committee meeting.

**Parish Council meeting re-convened**

## 6. Planning:

### 6.1 To consider Planning Applications received:

**S/COND/23/0600** - Redlands Eastern Villages - Discharge of condition 37 (Street Lighting) following outline application S/OUT/16/0021.

**Resolved:** Parish Council raised no further comments on this application.

**S/AMEND/23/0615** - Redlands Eastern Villages - Non-Material Amendment to previously approved Reserved Matters Application S/RES/21/0584 - relating to approved plans list.

Clerk confirmed that the amendment is due to the addition of a farm access to the west side of the site.

**Resolved:** Parish Council raised no further comments on this application.

**S/COND/23/0737** - Redlands New Eastern Villages - Discharge of conditions 22 (Car Parking Standards) and 24 (EV Charging Points) from previous permission S/OUT/16/0021.

**Resolved:** Parish Council raised no objection.

**S/23/0580** - Rowenburgh High Street - Construction of a dropped kerb and new driveway.

**Resolved:** Parish Council objected to the proposed application for the following reason:-

- The site is within Lower Wanborough Conservation Area and the removal of a large section of the wide green verge will have a detrimental impact on the Conservation Area, contrary to SBC's Local Plan policy EN10.

**S/HOU/23/0574** - Rowenburgh High Street - Erection of a two storey and single storey rear extension and single storey front extension.

**Resolved:** Parish Council raised no objection.

**S/HOU/23/0590** - Tally Ho Cottage High Street - Erection of a single storey rear extension

**Resolved:** Parish Council raised no objection.

### 6.2 To consider revised Planning Applications received:

**S/RES/21/0867** - Redlands (Phase 2) Eastern Villages - Erection of 100no. dwellings and associated works - Reserved Matters from previous outline permission S/OUT/16/0021.

**Resolved:** Parish Council raised no further comments on this application.

**S/COND/23/0193** - Lotmead Site New Eastern Villages - Discharge of Condition 20 (Traffic Calming and Improve Pedestrian Access over A419) from Outline Planning Permission S/OUT/19/0582.

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Dave Hayward confirmed that it was interesting to note that Parish Council are being consulted on the S278 plans for this section of Wanborough Road and that documents such as the Road Safety Audit (RSA) are available to view when previously SBC has stated these documents are confidential.

**Resolved:** Parish Council raised the following concerns:-

- The RSA refers to the “No through road except for access” from Covingham, but doesn’t mention that this is never enforced and that SBC are likely to change this as part of the NEV proposals. The report states that the road is not used by HGVs due to the TRO but this is not the case; in addition the road is used by large farm vehicles and Ridgeway School buses.
- The RSA was carried out when the road was closed so it doesn’t gain a true picture of the traffic levels. Once the road is open it will show that the road is heavily used.
- The proposed layout narrows the road considerably and is likely to cause problems for large vehicles.
- For the proposed road layout over the A419 bridge, the cycle and pedestrian path is reduced in width, but this still makes the road narrower than it currently is.

**S/HOU/22/1480** - Jakanmar 11 Burycroft - Erection of two storey side and rear extensions, single storey side extension for garage and replacement roof.

**Resolved:** Parish Council raised no objection.

## 6.3 Confirmation of Planning Applications that SBC have granted permission.

**S/RES/21/0764** - Redlands (Phase 2) Eastern Villages - Erection of 97no. dwellings and associated works - Reserved Matters from previous outline permission S/OUT/16/0021 – Granted.

**S/COND/22/0346** - New Eastern Villages Southern Connector Road - Discharge of conditions from previous permission S/20/1538 - Phase 2B / 2C works: Condition 6 (Full Technical Design Details), 7 (Landscape Scheme), 9 (Protection of retained trees and other vegetation during construction), 12 (Lighting Strategy), 22 (Commonhead Junction - White Lining) and 24 (Commonhead Junction - Detailed Design) – Discharged.

**S/COND/22/0345** - Land East Of The A419 And North Of Commonhead Roundabout And Pack Hill - Discharge of conditions 14, 15, 16 and 20 for Phase 2B Construction Works from previous permission S/20/1538 – Discharged.

## 7. To receive Clerk’s Report & update on Action Points

Clerk’s report was circulated to all Councillors; a copy is shown in the appendix to the minutes.

## 8. Highways

8.1 Wanborough Road – Conlon have recently sent an e-mail providing an update on the work due to be carried out on Wanborough Road, including some planned overnight closures to allow for road resurfacing. They state that they are still on target to open on 17<sup>th</sup> July 2023, although work will not be completely completed, with work remaining will be carried out under traffic lights.

## 9. Allotment Committee

9.1 The Allotment Committee meeting held on 19<sup>th</sup> June 2023 was not quorate as only two Councillors were in attendance. An informal meeting was held instead. As the meeting was inquorate no minutes were produced, but there are some notes compiled confirming what was discussed and these have been circulated to all Councillors.

## 10. Working Party

10.1 Parish Council agreed to set up a new Web Site Working Party. The aim of the Working Party is to prepare a plan to replace the website and e-mail addresses for the Parish Council. The terms of reference for this group need to be agreed and it was suggested that these can be e-mailed to the Clerk for circulation and approval. Councillors appointed to this Working Party: Richard Bellamy, John Warr, Kathy Glanville and Dave Hayward.

**Resolved:** Parish Council approved £250 towards the cost of setting up new e-mail addresses.

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## 11. Finance

11.1 A request for a grant from St Andrew's Church flower club had been received.

**Resolved:** Parish Council unanimously approved a grant of £100.

11.2 Internal Auditors' final report for financial year to 31<sup>st</sup> March 2023 was circulated to all Councillors for information.

11.3 Annual Governance and Accountability Return (AGAR) 22-23 – Internal Auditors' Report was circulated to all Councillors confirming that all tests had been passed.

11.4 Annual Governance and Accountability Return (AGAR)v22-23 – Section 1 Annual Governance Statement

**Resolved:** Parish Council approved the AGAR 22-23 Section 1 Annual Governance Statement, Chair signed.

11.5 Annual Governance and Accountability Return (AGAR) 22-23 – Section 2 Accounting Statement

**Resolved:** Parish Council approved the AGAR 22-23 Section 2 Accounting Statement, Chair signed.

Parish Clerk confirmed that the "Exercise of Public Rights" will now be published, the AGAR along with supporting documents will be loaded onto the Parish Council website and she will arrange for all the necessary documents to be submitted to the External Auditor, PKF Littlejohn.

## 11.6 Payment Schedule for June 2023

Payment schedule for June 2023 was circulated for approval:

Parish Council	£8,141.36
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Direct Debits	£22.42
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Hooper's Field	£3,302.25
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**Proposed:** Kathy Glanville. **Seconded:** Joe Smith

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

## 11.7 Cash Flow Statement (Spend vs Budget) – June 2023

The first quarter cash flow statement, showing spend to date vs budget was circulated to all Councillors for information. No questions were raised.

## 12. Notification of resignation of Parish Clerk & RFO dated May 2023

Kathy Glanville gave an update on what the Staffing Committee are in the progress of doing. She confirmed that a job description and advert has been published on the website. They will also advertise via WALC, NALC, Lyden etc. They have asked for either full time or part time, reason behind that is so that options can be kept open.

Kathy Glanville stated that at the Assistant Clerk's exit interview, she stated that she did not get to know everyone. They are looking at how this can be improved.

John Warr thanked the Parish Clerk for all her work.

Meeting closed 9.40pm

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## CLERK'S REPORT

26<sup>th</sup> June 2023

1. Planning

- a. Thames Water have now submitted a new planning application for a pumping station off Merlin Way. The planning reference is **S/23/0495** - Land Off Merlin Way - Change of use to operational land and construction of a new wastewater terminal pumping station, access, landscaping and associated works. The application isn't in Wanborough Parish but is a key piece of infrastructure needed for the NEV so worth keeping an eye on.

2. Parish Councillor Vacancies

- a. Notice of Vacancy has been published for the 2 Parish Councillor vacancies. SBC have confirmed that no one has called a "By Election" therefore Parish Council can now start to advertise ready for co-option.

3. Hooper's Field Sports Facility

- a. I have received confirmation that the application to Wanborough Community Trust for a grant towards the proposed new Petanque Terrain has been successful total received is £4,292.06. They will transfer the money to Parish Council prior to end of June 2023. Unfortunately Tennis Club were not successful for the new floodlights and although I told the Cricket Club to apply I don't think they got around to doing their application.

4. Highway verges

- a. SBC have once again reduced the amount of highways verges that they are cutting. They are now only cutting sight lines and areas near signage. They are not cutting farm or resident entrances. Callas Hill crossroads has been reported several times to SBC as this junction becomes dangerous. SBC have recently replied stating that they have cut Callas Hill junction and confirm they feel sight lines are ok. However I have had e-mails from residents who feel it is not safe and needs further cutting.

5. Grounds Maintenance Contract

- a. Idverde have reported problems with staffing and have therefore had some issues with delivering of their contract. The main problem has been Church Meadow, land next to the school and Green Lane. All grass has now been cut, just waiting for Green Lane to be completed.

6. High Street

- a. After the heavy rain on Monday 19<sup>th</sup> June (evening) into Tuesday 20<sup>th</sup> June, once again a considerable amount of debris has been left around the build outs. Photos have been taken and forwarded onto to SBC. SBC have stated that they have inspected and think the main problem is the blocked drains on Callas Hill. If the drains are unblocked and there is still a problem then they need to re-look at the design of the build outs.

7. Lower Rec Play Area

New small goal posts have been delivered & Allbuild installed them on Friday 23<sup>rd</sup> June. Allbuild will now remove the 9v9 goalposts and repair the area around the goal mouths, he plans to purchase turf as this should mean they are ready in time for September.

8. Planters – High Street

- a. A resident has asked if a planter can be installed on The Marsh by the sign as you enter from Commonhead direction. They think it will nice to have in place prior to the road re-opening. This will be discussed at the footpaths & village maintenance committee.
- b. Wanborough Community Trust have agreed a grant of £500 towards the purchase of more planters for the village.

9. Future Meetings

- a. Monday 26<sup>th</sup> June – Clerk's Forum meeting with SBC Officers – 10.30am
- b. Monday 3<sup>rd</sup> July 2023 – Footpaths & Village Maintenance Committee – 7.30pm at Hooper's Field Pavilion
- c. Monday 10<sup>th</sup> July 2023 – Hooper's Field Expansion Project Committee – 7.30pm at Hooper's Field Pavilion
- d. Monday 17<sup>th</sup> July 2023 – Hooper's Field Committee – 7.30pm at Hooper's Field Pavilion
- e. Monday 24<sup>th</sup> July 2023 – Full Council meeting – 7.30pm at Wanborough Village Hall.

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## 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:-  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	
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	
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	Pack Hill Hedge – on the left as you go down Pack Hill	Ward Councillor	Parish Council requested that the hedge be cut back while the road is closed. The hedge is encroaching onto the road and ideal time to cut this hedge will be while the road is closed.	
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 June 2023

Payment to	Reason	Amount	VAT Included
June's Salary Costs	Salary, Pension, Tax & NI	2,883.32	
St Andrew's Church	Lyden June	210.00	
Mrs A J Raymond	Re-imburse Expenses	1,688.90	Yes
Mr D Clay	WiFi - Village Hall	25.00	Yes
Allbuild	Waste Collection	300.00	Yes
Idverde	Grass cutting contract 3 of 8	1,048.18	Yes
Graham Poynter	Handyman	776.64	
Wanborough Primary School	George Gibbs grant	300.00	
Glasdon	Dog bin - Springlines Meadow	395.28	Yes
Community Heartbeat	Defib pads	154.74	Yes
Darkin Miller Ltd	Internal Audit Fee	359.30	Yes
ID Mobile	Mobile Phone Clerk	6.00	Yes
O2 Mobile	Mobile Phone Asst Clerk	16.42	Yes
Idverde	Contract 3 of 8	1,073.83	Yes
Southern Electric	Electric	1,396.82	Yes
Affleck	Electrician	445.20	Yes
Affleck	Electrician	314.40	Yes
Chantelle Smith	Cleaner	72.00	