

WANBOROUGH PARISH COUNCIL
Minutes of the Planning & Finance Committee meeting to be held on 11th October 2021
at 7.30pm at Wanborough Village Hall

Present: Dave Hayward (Chair), Bob Biggs, Joe Smith, Colin Offer and John Warr

In attendance: Angela Raymond (Clerk & RFO) and 1 member of public

Minutes Ref

P&F/10/21/

1. Apologies: Apologies received from Gary Sumner and Mike Webster, and approved at the meeting.
2. Declaration of interest
No interests declared

Meeting is adjourned for Public Questions

The resident introduced himself and confirmed that he is the architect for the proposed extension at 20 Ham Road. He explained that revised plans had recently been submitted to Swindon Borough Council and he provided an explanation of the proposed changes.

3. Notification of Planning Application received

S/COND/21/1563 - New Eastern Villages Southern Connector Road - Discharge of conditions 3 (Construction Phasing Plan), 4 (Construction Method Statement), 5 (Construction and Environmental Management Plan), 9 (Tree and other vegetation protection during construction period) and 26 (Traffic Management Plan) from previous permission S/20/1538.

Committee discussed the application and agreed that some of the documents are difficult to follow, questions were raised to the effect that what is being proposed already seemed to have happened, such as vegetation removal and fence installation.

Resolved: Committee agreed to request further clarification on the application especially with regards to the "Travel Management Plan" and the travel arrangements that the contractors have in place for the SCR. To ask SBC if the vegetation work included in these plans has already been carried out.

4. Notification of Revised Planning Application received

S/HOU/21/1254 - 20 Ham Road Wanborough - Erection of a porch, single storey rear and two storey side extension, dormer windows and associated works.

Committee discussed the application and agreed that the changes take into consideration Parish Council's previous comments made.

Resolved: Committee unanimously agreed to raise no objection to the revised plans subject to confirmation that the Planning Officer is happy with the proposed changes as well.

5. Financial Risk Assessment

Committee discussed and reviewed the Financial Risk Assessment.

Resolved: Committee agreed to make no changes to the current Risk Assessment and to put forward this for approval at Full Council meeting.

6. Request for a grant from the Village Hall Committee towards the installation of an AV System.

A request has been received from the Village Hall committee for a grant towards the installation of an AV System at the Village Hall. Committee discussed and agreed that the Village Hall committee need to ensure the fabric of the hall is not impacted upon and will need to gain permission from Bristol Diocese, the

Angela Raymond
Clerk to Wanborough Parish Council

equipment needs to be kept secure and fully insured and that the equipment should be available to be used by Parish Council for its meetings.

Resolved: Committee agreed to give a grant of £1,000 towards the cost of the AV System, with the £1,000 to be allocated out of the current reserve held for Village Hall capital & maintenance projects. Committee confirmed that they would be interested in using the equipment at their meetings including the “Loop system” to improve sound reception at meetings.

7. Quote from Royds Withy King (Solicitor) to register land at Church Road

Recommendation put forward by Footpaths & Village Maintenance Committee that they would like to appoint a solicitor to register the land at Church Road.

Resolved: Committee unanimously agreed to approve a quote for £915 from Royds Withy King to instruct them to register land at the corner of Church Road, opposite Mayfield.

8. Quote from Society of Local Council Clerk (SLCC)

Recommendation put forward by Parish Clerk for SLCC to carry out an independent review of Parish Council’s work to provide a report on recommended staffing and pay levels. Clerk confirmed that she has been asking for an assistant for some time due to the increase in workload. At the last Precept meeting in January 2021 it was agreed that Parish Council would review the situation prior to the next Precept meeting but since then nothing has been done and the next Precept meeting is fast approaching. Committee discussed the proposal.

Resolved: Committee put forward a proposal to approve the quote for £650, 3 Councillors voted in favour (Dave Hayward, Joe Smith and Bob Biggs), 2 voted against (John Warr and Colin Offer). Committee therefore approved the quote for £650 from SLCC to carry out an independent review. Dave Hayward agreed that once the report has been received this should then go to the Staffing Committee to review and put forward any proposals to Parish Council based on the recommendations made in the report.

9. To review Hooper’s Field Sport Facility Budget & Spend do date

Clerk provided a financial statement confirming the total income and expenditure for Hooper’s Field to date, along with the forecast to year end. Clerk confirmed that letting income is still lower than that prior to the pandemic, but as all clubs are now back up and running so the licence fee income has increased back up to what it should be. The expenditure is lower this year mainly due to the extra savings made by the reduction in cost of the new maintenance contractor. Clerk confirmed that another £8k covid-19 grant has been received for the current financial year.

10. To review Parish Council’s Budget & Spend to date

Clerk provided a financial statement confirming the total Parish Council spend to date along with a forecast to year end. Clerk confirmed that at the moment there isn’t anything to highlight as a concern.

11. To review Reserves, S106 and CiL receipts.

Clerk provided a summary of all the Parish Council’s reserves, S106 and CiL funds, splitting them by “restricted” and “unrestricted”. Clerk confirmed that Parish Council have now received the outstanding CiL receipts from SBC totalling £2.8k, which has already been allocated to purchase a second SID; this will be on the agenda for the next Full Council meeting for approval prior to purchase. Parish Council are still waiting to receive the outstanding S106 money from the Hewer’s Close development towards the cost of the play equipment at Lower Rec. Discussion took place in relation to the S106 money from Taylor Wimpey (Adams Meadow) that has now expired, as Parish Council have not been able to spend it due to the restrictions that were put on what the money could be used for.

Meeting closed at 21.15