

WANBOROUGH PARISH COUNCIL

Minutes of the Planning, Finance & Policy Committee meeting to be held on Monday 17th October 2022 at 7.30pm at Wanborough Village Hall

Present: Bob Biggs, Joe Smith, Colin Offer and John Warr

In attendance: Angela Raymond (Parish Clerk)

Bob confirmed at the start of the meeting that due to Dave being unable to attend this meeting, someone else needs to chair this meeting. After a discussion it was agreed that Bob Biggs would Chair this meeting but due to the number of Councillors present he would agree not to use his casting vote if there was a split vote for anything during the meeting.

Minute Ref:

PFP/10/22/

1. Apologies: Apologies were received from Gary Sumner and Dave Hayward and approved at the meeting.
2. Declaration of interest Members are reminded that they should declare any interest they have in an agenda item at the start of the meeting or, if not previously foreseeable, during any discussion of the matter concerned.
3. To approve the minutes of the committee meeting held on 14th March 2022
Proposed: Joe Smith **Seconded** John Warr
Resolved: Committee unanimously agreed to approve the minutes of the meeting held on 14th March 2022.

Meeting is adjourned for Public Questions (max 20 minutes)

No questions received.

PLANNING

4. Notification of Planning Application received
S/OUT/22/1415 - Land North Of Redlands Farm Wanborough Road - A Hybrid Planning Application for a residential development, associated works, infrastructure, parking, new / retained habitats, and ancillary development to include - full details for the erection of 120 dwellings (Class C3), public open space, a LEAP, landscaping, sustainable drainage, roads, vehicular access and pedestrian / cycle paths and an outline proposal (Means of Access not reserved) for the erection of up to 128 dwellings (Class C3), public open space, landscaping, bridge crossings, safeguarded canal corridor, sustainable drainage, roads, vehicular access and pedestrian / cycle paths.

Resolved: Committee discussed the application and agreed to strongly object for the following reasons:-

- A large area of the proposed site is outside the boundary allocated for the NEV and within the area of non-coalescence – contrary to SBC's Local Plan Policy NC3.
- A large area of the proposed site is within the allocated green infrastructure between the NEV allocated sites – contrary to SBC's Local Plan Policy NC3.
- The area of houses proposed along the edge of the Lyden Brook will be within the Lyden Brook flood zone. The buffer next to the Lyden Brook should be retained to prevent any flooding within the area.
- The site is purely a housing estate with no supporting facilities such a play areas, allotment, leisure facilities, shop, primary school etc. The site is relying on facilities within the neighbouring sites such as Lotmead and Redlands. This is not acceptable, in order to comply with SBC Local Plan policies

Angela Raymond
Clerk to Wanborough Parish Council

there should be allocated land within the site for supporting facilities especially for this number of dwellings.

- The site is proposing to use the access onto Wanborough Road via Redlands development site. Parish Council strongly object to any further houses being built off Wanborough Road. Wanborough Road is a narrow rural road than can not cope with the additional traffic this development will bring.

S/HOU/22/1414 - 2 Plain Farm Cottages, Foxhill - Erection of a single storey side extension.

Resolved: Committee unanimously agreed to raise no objection

S/HOU/22/1377 - Longview House 64 Church Road - Erection of a replacement garden wall and gates to front with access.

Resolved: Committee unanimously agreed to support the Conservation Officer and object to the application for the following reasons:-

- The wall should be replaced with a real stone wall in keeping with the Conservation Area
- The new wooden gates should be replaced in keeping with the Conservation Area.

FINANCE

5. To review Financial Risk Assessment and to put forward a recommendation to full council.

Clerk circulated the Financial Risk Assessment to all Councillors.

Resolved: Committee discussed the Financial Risk Assessment and agreed to put forward a recommendation to Full Council that no further amendments are needed to be made.

6. To review and discuss the Internal Auditor's report.

Parish Clerk confirmed that the Internal Audit for the financial year to 31st March 2022 was carried out in May 2022. Clerk ran through all the points and recommendations made by the Auditor. Committee noted and agreed to take forward items recommended, confirming some of these recommendations such as the website are on the agenda to discuss this evening.

7. To review options and costs for a new Parish website.

Clerk circulated quotes received from three companies to provide a new Parish website. The aim of the website is to:-

- Allow Council to self-manage and upload documents themselves onto the website;
- Meet all new accessibility legislation;

Other benefits that can be added to the website are:-

- Interactive maps
- Survey tool
- Connecting to Parish facebook page so postings are linked
- Booking system for Hooper's Field.

After a discussion it was agreed that Councillors would look at the websites listed on the report to see what the Committee would prefer, with the aim to discussing further at the next committee meeting.

A discussion also took place as to whether to keep the Wanborough.info domain name or to change to a .gov.uk website. It was felt that overall due to the time it takes to get a new name established keeping the current Wanborough.info domain would be better.

8. To discuss and approve cost to appoint a legal consultant to provide HR and Governance support for the Parish Council.
Parish Clerk circulated a quote from Council HR and Governance Support to provide HR support for Parish Council at a cost of £1k per annum
Resolved: Committee unanimously agreed to approve a cost of £1k for Council HR and Governance to provide HR support to the Parish Council.
9. To discuss and approve a budget to cover the cost of Christmas hampers, thank you gifts and Christmas trees for the village.
Parish Clerk circulated a proposed budget to cover the cost of Christmas hampers, thank you gifts and Christmas decorations.
Resolved: Committee agreed to allocate a budget of £700
10. To review Hooper's Field Sport Facility Budget vs Spend to date
Parish Clerk circulated a financial statement showing the spend for Hooper's Field up to 30th September 2022 along with some notes of likely spend going forward. Councillors discussed and agreed the utility costs increased substantially and maybe it would be worth looking into installing automatic lights that turn off after a period of time for the toilets and changing room area.
11. To review Parish Council's Budget vs Spend to date
Parish Clerk circulated a financial statement showing the spend up to 30th September 2022. Councillors raised no questions.
- 11.1 To approve Bank Reconciliation to 30th September 2022.
Resolved: Bank reconciliation to 30th September 2022 was approved by the committee, Bob Biggs duly signed.
Action: It was agreed to look at other savings accounts with higher interest rates for the Parish Council reserves.
12. To review Parish Council's Reserves.
- 12.1 Update and advice gained from SBC in relation to the S106 funds for a MUGA at Hooper's Field.
Parish Clerk circulated a copy of recent correspondence from SBC Planning Officer confirming that SBC's 106 Officer has not replied. Clerk confirmed that she has been trying to re-negotiate the S106 for a MUGA at Hooper's for a number of years as it clear a MUGA is never going to be built. It seems the best way to move this forward is for Parish Council to discuss with Taylor Wimpey directly to see what can be done to re-negotiate, but again SBC are not replying confirming who the best contact is. Joe Smith suggested contact George Paton who may have a contact at Taylor Wimpey that the Parish Council can use.
Committee agreed that this is going to take a while and any money from the S106 is no going to be available to use any time soon. It was therefore agreed to add the cost to repair the Tennis Club floodlights on courts 1 & 2 to the next full council meeting.

POLICY

13. To discuss and review Parish Council's committee structure.
Committee discussed the current committee set up, the number of committees the Parish Council have and which officer is responsible for each of the committees.
After a discussion it was agreed to keep the current committee structure with no changes.

14. To review Parish Council's Policies

Parish Clerk circulated a list of all Parish Council's policies, confirming that in addition to the main core policies the Parish Council have a number of procedural documents and protocols.

14.1 To discuss and review Parish Council's co-option procedures

Committee discussed the Parish Council's current "Casual Vacancy and Co-option" procedures. John Warr put forward some additional procedures that he would like included. After a discussion it was agreed that some of the proposals such as asking questions of the candidates were not acceptable and should not be included, however it was agreed that the candidates who have put themselves forward for co-option can be asked to submit a statement about themselves prior to the meeting so that Councillors can review them first. It was also agreed to adopt the procedure as a Parish Council Policy.

Resolved: Committee agreed to put forward a recommendation to Full Council to adopt the Parish Council's "Casual Vacancy and Co-option" procedure as a policy and to include as part of the procedure that each candidate will be asked to submit a statement to the Council prior to the co-option takes place.

Meeting Closed at 9.25pm