

WANBOROUGH PARISH COUNCIL

Minutes of the virtual meeting of Wanborough Parish Council held on **14th December 2020** starting at 7.15pm.

PRESENT: Mr Bob Biggs (Chairperson), Mr Colin Hayes, Mr David Hayward, Mr John Emmins, Mr Colin Offer, Mr Joe Smith, Mr Jon Beeden, Mr Mike Webster and Mrs Donna Stalker

In Attendance: Mrs A Raymond (Clerk)

Minute Ref
12/20/

1. Apologies: from Mr Mark Simpson were received.
2. Declaration of interest: Dave Hayward declared a personal interest in item 9 as he rents an allotment. Joe Smith declared an interest in planning application S/20/1538 as he owns land within the application area.
3. Minutes
Resolved: The minutes of the full council meeting held on 23rd November 2020 were unanimously approved; minutes to be signed by Chair at a future date when face to face meetings can be held.
4. To review current members on each Committee and appoint new members where needed.

As a result of changes in the number of Councillors on each of the committees, it was agreed to appoint further Councillors to help ensure committee meetings are quorate and to assist with the workload.

Resolved: Parish Council unanimously appointed the following additional Councillors on each committee as follows:-

Dave Hayward and Mike Webster – Footpath and Village Maintenance Committee

Colin Hayes – Allotment Committee

Mike Webster – Representative on the Village Hall Committee as a reserve to Mark Simpson

THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS.

Bob Biggs confirmed that two questions had been received from residents.

The first question was in relation to Hooper's Field pond, located in the north west corner of the sports field. The resident has asked if the pond and shrubbery around the pond can be restored to provide a greater holding capacity for flood water. Bob Biggs confirmed that Parish Council have already agreed to look into restoring this area as a separate project to the Hooper's Field expansion plans.

The second question was received from a resident from Warneage Green in relation to a letter they had received from SBC in relation to parking on the grass. After a discussion Parish Council agreed to refer this matter to the Footpaths & Village Maintenance Committee to discuss and review the overall problem in this area (also discussed within Ward Councillor report).

5. Ward Councillor report
Cllr Gary Sumner was unable to attend as he was attending a meeting at Chiseldon Parish Council. Report received and circulated.

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Parish Council discussed Warneage Green garages. There are 16 garages, 10 are rented to those outside the village and 4 are rented to those within Warneage Green. After a discussion it was agreed that it would be better to discuss with residents in Warneage Green to see if there is a demand for renting garages. Dave Hayward stated that SBC have installed additional parking laybys in Chiseldon Parish, therefore asks why SBC have always refused to consider Parish Council's request for this in Wanborough. Other options to solve parking problems could be to put mesh down on the grass. **Action Footpaths & Village Maintenance Committee.**

Fibre Broadband – A meeting is being held at Chiseldon Parish Council meeting on the same evening. It was agreed to ask Chiseldon Parish Clerk for feedback from the meeting.

Colin Hayes raised a question in relation to the TRO on Wanborough Road, stating that the signage on Foxhill still has not been upgraded to that at Covingham.

Joe Smith said that he had been asked by a Parishioner about the Flood Report; he felt this report should make reference to Wanborough Parish Council's flood report. **Action Clerk – To gain update from SBC**

6.1 To consider Planning Applications received:

S/HOU/20/1412 - 25 Rodway - Conversion of garage into habitable space.

Resolved: Parish Council unanimously agreed to raise no objection but to highlight a concern in relation to the amount of room in front of the property to turn a car around and that they will need to reverse their car out in front of the two neighbouring properties.

S/COND/20/1492 – Redlands Development - Discharge of condition 18 (School Access and Parking)

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

S/20/1538 – Southern Connector Road (Land East Of The A419 Between Commonhead Roundabout And Land North Of Wanborough) - Variation of conditions 3 - 7, 9, 11, 12, 14, 15, 17 - 22, 24 and 26 from previous permission S/19/0703 for the construction of a new road, to link the A419 Commonhead Roundabout to the proposed New Eastern Villages (NEV) development including improvements to the existing Commonhead Roundabout and Pack Hill, new junctions with Pack Hill, The Marsh and Wanborough Road, new footway/cycleway and associated earthworks, drainage works and landscaping.

(Joe Smith withdrew himself from discussion on this item)

Resolved: Parish Council discussed this application and agreed that further information was needed to understand the impact this application will have on the village. It was agreed to gain further guidance on the matter.

6.2 To consider Revised Planning Applications received:

S/COND/20/0708 - Redlands Development - Discharge of condition 8 (Design Code) following Outline Planning Application S/OUT/16/0021

Resolved: Parish Council unanimously agreed that all previous comments made on this application remain the same for the revised application.

6.3 Notification of Decisions received

S/LBC/20/1205 - Knowle House 1 Ham Road - Replacement timber single-glazed kitchen window - Granted

S/HOU/20/1323 - 2 The Maltings - Erection of a single storey rear extension – Granted

APP/U3935/W/20/3247149 – Honeyfield Farm – Erection of 5 new dwelling – Appeal dismissed

6.4 Other Planning

6.4.1 The NEV Liaison Meeting was held on Monday 7th December 2020; notes from the meeting circulated to all Councillors. There were a number of questions that could not be answered due to one of the Officers not being in attendance at the meeting. SBC are going to appeal the Symmetry Park decision at the Supreme Court; they are currently waiting to hear the outcome on whether their appeal will be accepted.

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

The Clerk's report and Action points were discussed at the meeting and can be viewed in the appendix to the minutes.

8. SBC's Chairs and Clerks Meeting

Bob Biggs and Dave Hayward attended the meeting held on 9th December 2020. Bob Biggs confirmed that a new Parish / Borough advisory group will be formed and he has put his name forward to be included in this group; Borough Cllr Rob Jandy will chair this new group. SBC Officer Sam Mowbray will arrange individual meetings with Parish Councils to discuss their concerns to help improve communication; these are due to be arranged in January 2021.

9. Allotment Committee

9.1 **Resolved:** The minutes of the Allotment committee held on Monday 7th December 2020 were duly ratified.

10. Village Maintenance

10.1, As agreed at the last meeting, a quote for the tree works as highlighted within the "Tree Survey" that need completing within 3 months, plus the willow at Rodway, has been received.

Clerk confirmed that Parish Council do not have enough budget remaining in this year's budget to cover the full cost of the quote received.

Resolved: After a discussion it was agreed to carry out the tree works at Rodway at a total cost of £880. The remaining work and quote to be referred to the Finance committee so it can be included in the budget for the next financial year.

11. Exclusion of Press and Public. Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, a resolution is required to exclude the public and press to protect the confidential nature of the business to be transacted during consideration of items 12 & 13.

No members of public in attendance.

12. Village Grounds Maintenance Contract

12.1 Parish Council received five tenders for the Village Grounds Maintenance Contract for the period March 2021 to March 2024 as per the specification sent to them.

Resolved: Parish Council unanimously agreed to accept the tender from Idverde for a total cost of £6,987.88.

13. Hooper's Field Grounds Maintenance Contract

13.1 Parish Council received five tenders for the Hooper's Field Grounds Maintenance Contract and one additional tender for the specialised sports field maintenance as per the specification for the period March 2021 to March 2024.

Resolved: Parish Council unanimously agreed to accept the tender from Idverde for a total cost of £7,158.90

14. Finance:

14.1 A proposal and estimated spend for Christmas hampers for elderly and shielding residents living on their own during the pandemic was put forward to the Council.

Resolved: Parish Council unanimously approved a £500 budget to provide Christmas hampers. Donna Stalker, Jon Beedon, Mike Webster, Dave Hayward, Bob Biggs and Joe Smith are confirmed their availability to help deliver.

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14.2 To approve monthly payment schedule for December 2020:

Parish Council total payments £6,419.07

Parish Council direct debit £51.82

Hooper's Field total payments £197.50

Resolved: Donna Stalker proposed, Jon Beeden seconded; monthly payment schedule for December 2020 was unanimously agreed.

14.3 To review monthly Cash Flow Statement to December 2020

Resolved: Colin Hayes proposed and Joe Smith seconded; monthly cash flow statement for December 2020 was unanimously agreed

Meeting closed at 9.20pm

Next meeting 25th January 2021

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CLERK'S REPORT - To 14th December 2020

1. Footpaths & Village Maintenance

- a. The remaining trees at Church Meadow has been planted, plus a replacement for the storyboard trail oak tree.
- b. Tree overhanging bridge on footpath 29 (behind High Street just before boundary to Hinton Parva Parish) has been cut back to improve access across wooden bridge.
- c. Allbuild has carried out pavement cleaning, mainly on Church Road, Kite Hill, The Beanlands, Avenell Road and Three Sisters where debri was quite bad. Other areas can be done if needed.
- d. Village Litter Picks will be held on 2nd January (in conjunction with Keep Swindon Tidy & Plastic Free Swindon campaign) and on 6th & 7th January targeting Wanborough Road & Foxhill. If Councillors are able to help please let me know.

2. Hooper's Field Sports Facility

- a. Football & Tennis have re-started after the end of the second lockdown, government regulations allow sport to re-start. Pavilion has been re-opened to allow access to toilets but changing rooms remain closed.
- b. Clerk has applied to additional funding for the 2nd lockdown closure of Hooper's Field and received £1,334.
- c. Changing room 2 there seems to be a problem which has resulted in large areas of mould on the wall and ceiling. Lee (Allbuild) looked at this on Friday and it is due to the shower leaking (only small amount) but due to the facility being closed it has built up and caused considerable amount of mould. Lee states it will be a considerable amount of work to sort. I have contacted the insurance company to see if we can claim for this.

3. Hooper's Field Expansion Project

- a. Consultation due to end on 18th December, I will put all feedback received into a spreadsheet and circulate in the New Year. At the moment there are only 5 replies.

4. Telephone Box – Church Road & High Street

- a. The contract to “adopt the phone box” at Church Road has been signed and submitted to BT as agreed at the last meeting. I am just waiting for confirmation of the transfer. Resident has contacted PC with example of phone box conversion. Clerk has included an article in January's Lyden to gain ideas and volunteers who what to be involved.
- b. E-mail received from Bristol Diocese (circulated to all). Permission is needed from them prior to Parish Council adopting the telephone box on the High Street. Copy of this e-mail has been forwarded to BT to gain their advice on the concerns raised by Bristol Diocese.

5. Lower Recreation Field – Play Area

- i. Quite a lot of feedback received on the three play area options. At the moment option 1 (Wickstead) appears to be the most popular. Some of the reasons in favour of this option:-
 - It will be better for the younger children with steps up to the slide
 - The design will look better in this rural area
 - There is a need to younger play equipment as the play area at Church Meadow is more ` suited for older children
 - Like the additional see saw
 - Metal equipment tends to get cold and slippery in the winter which isn't so nice for younger children.
- I will wait to receive all feedback and put into spreadsheet ready for final agreement at PC meeting in January 2021

Wanborough JFC have confirmed that they would benefit from the goal posts being replaced with 9v9 sized posts. I will gain a quote for this ready for January PC meeting.

6. Finance

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- a. Ridgeway Link have returned £105.49 out of their grant this year as they have now closed. They have thanked PC for all their support over a number of years.
- b. Tax base for 2021/22 has been received from SBC, very small increase. The Budget / Precept meeting is due to be held early January, all chairs of committees to let Clerk know of any budget requirement they would like included asap.

7. Future Meeting Dates / Training dates

- Wanborough Traffic Calming – 16th December 2020 – 11am
- Planning & Finance committee (to work on Precept) - 11th January 2021
- Parish Council meeting – 25th January 2021

Clerk is on annual leave from 21st Dec to 4th Jan

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:- July 20 meeting Cllr Sumner confirmed he had an onsite meeting with Highways. Ditch line has been re-instated but work on Church Road to ensure flood water reaches ditch outstanding. | |
| Ongoing | Highways improvements | Clerk | Update: Request made to Ward Councillor for Highways improvement on Church Road. Reply received from SBC SBC Informal consultation 3 rd October – 17 th October 2 nd Stage – Formal Consultation – ends 11 th December 2020 | Completed |
| 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 | |
| June 20 | New Signage at | Clerk | Request sent to SBC Highways for the single bend sign to be replaced with a | |

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| | Burycroft | | <p>double bend.</p> <p>To remove the “slow” road markings travelling eastbound.</p> <p>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.</p> | |
| June 20 | Speed Indicator Device (SID) | Clerk | <p>Update</p> <p>SID installed on Church Road</p> <p>One other post installed on High Street opposite Jubilee Cottages.</p> <p>Two further posts to be ordered</p> | |
| Outstanding | Allotment entrance mirror | Clerk | <p>Update</p> <p>Mirror purchased and delivered</p> <p>Waiting for a response from SBC as to whether they approve installation.</p> <p>Post ordered</p> | |
| July 20 | Wanborough Traffic Calming | Clerk | <p>SBC Consultation</p> <p>Letter submitted to SBC</p> <p>SBC officer has offered a virtual meeting on 7th October 2020</p> <p>SBC cancelled meeting on 7th October.</p> <p>New date 16th December 2020 at 11am</p> | |
| Oct 20 | Land at the Corner of Church Road | Clerk / Councillors | <p>Overgrown vegetation cleared and post & wire fence removed.</p> <p>Considerable amount of flytipping under trees from neighbouring property. Clerk to ask SBC if they can do anything about this.</p> <p>Land registry shows land is unregistered.</p> | Completed |
| July - Nov 20 | Adopt Telephone Box – Church Road & High Street | Clerk / Councillors | <p>Church Road – BT adopt kiosk contract signed and submitted to BT</p> <p>Church Road – Waiting to hear final confirmation from BT that PC have adopted box.</p> <p>High Street – E-mail received from Bristol Diocese raising concerns.</p> | Completed |

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December 2020

| | | | VAT |
|--------------------|--|----------|----------|
| Payment to | Reason | Amount | Included |
| Salary Costs | Salary, Pension, Tax & NI (Oct to Dec) | 3,475.24 | |
| St Andrew's Church | Lyden - Dec | 365.00 | |
| Mrs A J Raymond | Re-imburse Expenses | 203.71 | Yes |
| Mr D Clay | WiFi - Village Hall | 25.00 | Yes |
| Allbuild | Waste Collection | 300.00 | Yes |
| Allbuild | Village Maintenance | 1,953.60 | Yes |
| Seton | Bin bags | 57.58 | Yes |
| Seton | High Viz jackets - Handyman | 38.94 | Yes |
| ID Mobile | Mobile Phone | 16.82 | |
| ICO | Annual Charge | 35.00 | |
| Chubb | Fire Alarm Service | 150.70 | Yes |
| British Gas | Boiler Monthly service charge | 46.80 | |