

WANBOROUGH PARISH COUNCIL

Minutes of the meeting of Wanborough Parish Council held on **21st May 2018** in Wanborough Village Hall, High Street, Wanborough at 19.30.

PRESENT: Mr C Offer, Mr C Hayes, Mr D Hayward, Mr W J Smith, Mr B Biggs, Mr R Whitfield, Mrs D Stalker, Mr J Naylor

In Attendance: Mrs A J Raymond (Clerk), Gary Sumner (Ward Councillor, arrived at 8.45pm), and 4 members of public

- 1 Election of Chairperson:
Colin Hayes nominated Bob Biggs, Donna Stalker seconded. No further nominations and Bob Biggs was unanimously elected as Chairperson. Bob Biggs duly signed the acceptance of office form.
- 2 Election of Vice-Chairperson:
Colin Hayes nominated Roger Whitfield, Joe Smith seconded. No further nominations and Roger Whitfield was unanimously elected as Vice Chairperson. Roger Whitfield duly signed the acceptance of office form.
- 3 Apologies Mr M Simpson and Mr J Emmins
- 4 Declaration of interest:
Colin Hayes and Dave Hayward declared a personal interest in item 15.3.1 as they each rent an allotment.
Donna Stalker declared a prejudicial interest in item 15.2.3. Joe Smith declared a prejudicial interest in item 15.4.6. James Naylor declared a personal interest in planning application S/HOU/18/0749 as he lives in Horpit.
- 5 Standing Orders
Resolved: Parish Council agreed to review Standing Orders in light of the recent update received from NALC and a separate meeting would be organised to discuss this. In the meantime Parish Council unanimously agreed to re-adopt the Standing Orders with no changes made from last year.
- 6 Financial Regulations
Resolved: Parish Council unanimously agreed to re-adopt the Financial Regulations with no changes made from last year.
- 7 To review Committee Terms of Reference
Resolved: Parish Council unanimously agreed to reduce the quorum for Committee meetings only to three
Resolved: Parish Council unanimously agreed to adopt the Terms of Reference.
- 8 To review Committee Structure and to appoint members to serve on the under-mentioned committees:
The Chair and Vice Chair are ex-officio for all committees
 - 8.1 Planning and Finance - Joe Smith, Colin Hayes, Colin Offer and Mark Simpson
 - 8.2 Footpath and Village Maintenance - Joe Smith and James Naylor
 - 8.3 Hooper's Field and Recreation - Colin Offer, Colin Hayes and John Emmins
 - 8.4 Hooper's Field Project – Colin Offer and John Emmins

8.5 Allotments - Dave Hayward and Donna Stalker

The above Councillors were all duly appointed to each committee; Chairperson will be agreed at each of the first committee meetings.

9 To appoint members to serve on the under mentioned working groups:

9.1 Flood Management - Joe Smith, Dave Hayward and Donna Stalker

The above Councillors were all duly appointed to each working group.

10 To appoint representatives on the under mentioned bodies as required:

10.1 Village Hall Management Committee - Mark Simpson

10.2 WALC – Bob Biggs (Colin Offer to attend if Bob Biggs is unable to)

10.3 Woodland Trust - Dave Hayward

The above Councillors were duly appointed as representatives to the above bodies.

11 To agree Parish Council meeting dates for 2018/19

Clerk circulated dates of Parish Council meetings for 2018/19. All dates were unanimously agreed.

12 Minutes:

The minutes of the previous meeting held on 23rd April 2018 were circulated to all Parish Councillors. The minutes were signed by the Chairman as a true record.

13 Annual Parish Assembly

The Annual Parish Assembly was held on Monday 14th May 2018. Although Parish Council advertised the meeting in a newsletter that was distributed to all residents there were only three attendees. Colin Offer felt that from his experience low attendance at the Annual Assembly is usually a sign that residents haven't got any concerns to raise. Parish Council agreed that there was sufficient content and the presentation from Community Heartbeat on the defibrillators was very useful. Roger Whitfield agreed that attendance is something that can be improved upon and should be looked at for next year.

Meeting was adjourned for Public Questions

A resident advised that there is an error in the previous month's minutes: on the financial statements it reads March and it should read April. Bob Biggs confirmed that this will be corrected at the next meeting.

A resident asked if the projector and screen that was used at the Annual Assembly could be used at Parish Council meetings so that residents could view documents, etc during the meeting. Colin Offer confirmed that at a Village Hall meeting he asked if they would consider installing a screen and they agreed to consider this.

A resident stated that it is sometimes difficult to hear what Councillors are saying; Bob Biggs confirmed that he would bear this in mind.

A resident asked if the budget for the current year showing how the precept will be spent can be made available for members of public. Colin Offer confirmed that these are available in the minutes in the same way every year. Clerk confirmed that she would arrange for this to be added to the website along with all other financial documents.

Report from Ward Councillor - Gary Sumner arrived at the meeting at 20.45

Gary Sumner confirmed that with his new role at SBC, he might find it difficult to attend all Parish Council meetings. He will instead send a report to Parish Council providing an update.

Gary Sumner reported that the plans for M4 Junction 15 are taking longer than hoped due to additional modelling that needs to be completed.

SBC's SHELAA (call for development sites) has now been delayed until September 2018.

Gary Sumner confirmed that he has raised a concern about the damage that is being caused by large farm vehicles along the highway verge at Burycroft. SBC invested a considerable

amount of money building a flood defence along the edge of the road at Burycroft. The road is narrow, especially with cars parking in front of their properties and the road is not suitable for these type of farm vehicles; they don't have to use this route and there are alternative routes and it's important that the verge is protected. Joe Smith confirmed that the alternative routes would be at an additional cost to farmers, suggesting hard engineering along Burycroft would help prevent the damage instead.

Gary Sumner confirmed that he is continuing to meet with Thames Water to discuss the NEV so things are progressing.

Joe Smith asked if there is a time limit on the funding for the M4 Junction 15. Gary Sumner confirmed that there is and this work needs to be completed by 2020.

Gary Sumner left the meeting at 9.10pm

14 PLANNING

14.1 To consider Planning Applications received:

S/HOU/18/0749 - The Lodge Horpit Wanborough - Erection of a two storey front/side extension, single storey porch extension, single storey rear extension, conversion of existing garage into habitable space and associated works.

Parish Council discussed this application and raised the following concerns:-

- The original planning consent for the new dwelling included condition 2 and Parish Council would like SBC to confirm that this condition is still being met.
- Parish Council are concerned that the proposed extension is very large and not in keeping with the rural setting.
- Parish Council would like to ensure that the footpath across the site is protected.

S/HOU/18/0707 - Green Willows High Street - Erection of a garage and car port.

Parish Council considered this application and raised no objection provided materials are used in keeping with the surrounding area.

S/18/0733 - Wiltshire House Horpit - Conversion of ancillary residential accommodation to new dwelling.

Parish Council considered this application and raised no objection.

14.2 To notify the Schedule to the Permission/Consent received:

S/17/1664 - Land adjoining Ivydene High Street - Erection of 1 no. dwelling and creation of new access. Parish Council asked to see a copy of the report to see why SBC decided to grant permission, since last time this was considered they were planning to refuse. **ACTION Clerk**

14.3 To notify the Schedule to the refusal received.

None

15 COMMITTEE AND REPRESENTATIVES

15.1 Hooper's Field and Recreation

15.1.1 Resolved: Parish Council unanimously agreed the minutes of the Hooper's Field Project Committee held on 8th May 2018

15.1.2 Hooper's Field Open Day was held on 20th May 2018. Colin Offer confirmed that it went very well; the weather was good, Robert Buckland opened the event, there was good attendance with Bowls, Tennis and Junior Football Clubs all taking part.

Joe Smith asked why Cricket Club were not involved; Clerk confirmed that the date always clashes with their cricket fixtures and with a very short season they are

unable to move them. If the Open Day was held at the end of April or the start of September then it would be easier for them to attend. Colin Offer stated that the reason for the choice of date is to get the better weather

- 15.1.3 A request received from Wanborough JFC asking if they can use the Lower Recreation Field for their AGM on 7th July 2018. Parish Council agreed.
- 15.1.4 A Saturday football team has contacted Parish Council asking if they could use Hooper's Field for 2018/19 season. Parish Council agreed that this should be discussed at the next Hooper's Field meeting.
- 15.1.5 Bowls Club irrigation system control panel had an electrical problem (burnt on the inside); electrician has now fixed this.
- 15.1.6 Fixed wire electrics testing is now due to be done; this should be done every three years. One quote received for £648. Parish Council agreed to gain a further quote.

ACTION Clerk

- 15.1.7 One section of the driveway has been repaired. However since gaining a quote to repair the driveway it has become worse and there are now a number of other areas that need repairing. After a discussion it was agreed that the other areas should be repaired.

15.2 Footpaths and Village Maintenance

- 15.2.1 Village Handyman vacancy. ACTION Clerk to contact candidates and arrange interview date.
- 15.2.2 The next footpath walk will be held on Thursday 24th May 2018 at 13.00 meeting at Hooper's Field.
- 15.2.3 *(Donna Stalker left the room while this item was discussed)*
Martin Fry (SBC RoW Officer) has confirmed that, due to his workload, footpath 44 modification order is unlikely to be submitted to the Secretary of State until the end of May 2018 at the earliest. Additional evidence including witness statements have been sent to Martin Fry.

15.3 Allotments

- 15.3.1 Resolved: Parish Council unanimously agreed the minutes of the committee meeting held on 16th May 2018
Resolved: Parish Council agreed the quote for a new fence and gate at the allotment site, at an agreed cost of £734.85.

15.4 Planning and Finance

- 15.4.1 The Financial Risk Assessment 2017/18. The Financial Risk Assessment was discussed and reviewed at the Finance Committee meeting held on 15th January 2018 and the minutes of that meeting were ratified at full council, however as per Internal Audit these need to be approved at full council.
Resolved: Parish Council unanimously agreed to approve the Financial Risk Assessment for 2017/18.
- 15.4.2 The Financial Accounts to 31st March 2018
Resolved: Parish Council unanimously agreed to approve the Income and Expenditure for the year to 31st March 2018; Bob Biggs signed that accounts.
- 15.4.3 The Internal Auditor's Report has been circulated to all Councillors. Parish Council agreed to accept the recommended items and to implement them in the next financial year.
- 15.4.4 The Annual Governance Statement 2017/18 as part of the Annual Return for the External Auditor.
Resolved Parish Council unanimously agreed to approve the Annual Governance Statement for 2017/18. Bob Biggs duly completed signed the return.

15.4.5 The Accounting statement 2017/18 as part of the Annual Return for the External Auditor

Resolved: Parish Council unanimously agreed to approve the Accounting Statement 2017/18. Bob Biggs duly signed the return.

15.4.6 *(Joe Smith left the room while this item was discussed)*

The NEV Liaison meeting was held on 21st May 2018; Colin Hayes, Bob Biggs and Clerk attended. Colin Hayes outlined the main points from the meeting:-

- Progress is being made with the South Marston application for 500 dwellings; they just to need to review a few conditions.
- Rowborough Application – They are currently reviewing the S106 agreement.
- Great Stall East – The application for 1800 units; there are a large number of issues that need to be resolved on this application before SBC will even consider it.
- Lotmead – The Inspectors report has been delayed and SBC now expect to receive it by the end of May 2018.
- Redlands – Outline planning application has been granted, they are currently working on the S106 agreement.
- Thames Water – A location for the sewage treatment plant has been decided and a planning application is expected by the summer.
- Infrastructure – Currently working on M4 Junction 15 scheme and how to improve access from the A346.
- Southern Connector Road – Confirmed that this will be a single lane road; there is no funding for a dual road. SBC haven't made any decision on whether to close The Marsh; the replies from the consultation were very mixed. SBC are still working on the Commonhead Roadabout plans.

15.4.7 A request has been received from St Andrew's Church Flower Club for a grant.

Resolved: Parish Council unanimously agreed to donate £100.

15.4.8 BT Community Fibre; a reply has been received from BT providing an estimated cost. After a discussion it was agreed to include an article in the Lyden to see if there are any businesses within the village that would help gain additional funding.

15.4.9 GDPR – NALC have now managed to agree a legislation amendment which means Parish Council's no longer need a DPO. Parish Council agreed to hold a separate meeting to discuss all the other policies and admin needed to meet the new GDPR regulations. **ACTION Clerk** to arrange meeting

15.5 Wanborough Village Hall Management Committee

15.5.1 Trustee meeting held on Tuesday 15th May 2018; Colin Offer and Roger Whitfield attended the meeting. Colin Offer confirmed that the Village Hall representative will be circulating minutes from the meeting. The Chairperson for the Village Hall raised a concern as to how the trustees should monitor and review the Village Hall financial accounts; it was agreed that the Chairperson would attend a Parish Council meeting to present them to us.

Gary Sumner is still a trustee of the Village Hall Charity and a replacement is needed. After a discussion it was agreed to ask Mark Simpson if he is willing to be a trustee.

16 FINANCE

16.1 Payment Schedule for May 2018

Total Parish Council BACS payments for May 2018, £3,956.96

Total Parish Council cheque payments for May 2018, £66.00

Total Hooper's Field BACS payments for May 2018, £2,969.60

Colin Hayes proposed and Roger Whitfield seconded; Parish Council unanimously approved the payment schedule for May 2018

16.2 Monthly Cash Flow Statement

Colin Hayes proposed and Roger Whitfield seconded; Parish Council unanimously approved the Cash Flow Statement for May 2018

17. CORRESPONDENCE

All other correspondence since the last meeting on 23rd April 2018 was available at the meeting

Meeting closed at 21.45

Date of next meeting Monday 25th July 2018