

WANBOROUGH PARISH COUNCIL

Minutes of the meeting of Wanborough Parish Council held on **22nd May 2017** 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, Mr M Simpson

In Attendance: Mrs A J Raymond (Clerk), Gary Sumner (Ward Councillor), 5 members of public

- 1 Election of Chairperson:
Joe Smith nominated Colin Offer, Roger Whitfield seconded. No further nominations and Colin Offer was unanimously elected as Chairperson. Colin Offer duly signed the acceptance of office form.
- 2 Election of Vice-Chairperson:
Joe Smith nominated Bob Biggs, Roger Whitfield seconded. No further nominations and Bob Biggs was unanimously elected as Chairperson. Bob Biggs duly signed the acceptance of office form.
- 3 Resignation of Parish Councillor
Letters of resignation have been received from Per-Axel Warensjo and Gary Sumner. Colin Offer thanked them for their time as Parish Councillors and stated that a thank you should be included in the Lyden. Clerk confirmed that an official notification of the vacancies have been put on the noticeboards.
- 4 Apologies
Mrs D Stalker
- 5 Declaration of interest:
Colin Hayes and Dave Hayward declared a personal interest in item 16.3.1 as they each rent an allotment.
- 6 Standing Orders
Parish Council unanimously agreed to re-adopt the Standing Orders with no changes made from last year.
- 7 Financial Regulations
Parish Council unanimously agreed to re-adopt the Financial Regulations with no changes made from last year.
- 8 To review Committee Terms of Reference
Colin Offer suggested that all Councillors review their Terms of Reference at the next committee meetings and report back if they feel any amendments are required. It was also agreed that new Terms of Reference should be implemented for the Flood Management Committee.
- 9 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
9.1 Planning and Finance - Joe Smith, Colin Hayes and Mark Simpson
9.2 Footpath and Village Maintenance - Joe Smith and Roger Whitfield

9.3 Hooper's Field and Recreation - Roger Whitfield, Colin Hayes and Mark Simpson

9.4 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.

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

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

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

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

11.1 Village Hall Management Committee - Mark Simpson

11.2 WALC - Roger Whitfield, Colin Offer and Mark Simpson to attend meetings on a rota basis

11.3 Woodland Trust - Dave Hayward

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

12 To agree Parish Council meeting dates for 2017/18

Clerk circulated dates of Parish Council meetings for 2017/18. Clerk confirmed that she would be unable to attend the meeting in July. After a discussion it was agreed that a Parish Councillor would take notes for this meeting and record the meeting for the purpose of compiling the minutes. All dates were unanimously agreed.

13 Minutes:

The minutes of the previous meeting held on 24th April 2017 were circulated to all Parish Councillors. The minutes were signed by the Chairman as a true record.

Meeting was adjourned for Public Questions

No public questions

14 Report from Ward Councillor

Gary Sumner confirmed that SBC currently have their Post-16 Education Bus policy out for consultation. He confirmed that SBC are proposing to remove all post 16 bus provision, apart from special circumstances. This will mean that sixth formers will no longer be able to use the bus service to travel to Ridgeway School. He confirmed that he is currently discussing this matter with SBC and will also contact Ridgeway School to see if they can provide an alternative service.

Gary Sumner confirmed that a few residents had contacted him in relation to road resurfacing on Palmers Way and Kimbers Field; it was felt that money could be better spent elsewhere.

Gary Sumner stated that SBC have provided an update on the outstanding drainage work for Stanley Close development (Adams Meadow). He stated that the Clerk should have received correspondence on this; Clerk confirmed that she had not received anything. Gary Sumner confirmed that Taylor Wimpey would like to gain access to Springlines Meadow to carry out a survey of the trees and to clear the ditch line and to do this they need to gain permission from Parish Council. After a discussion Parish Council agreed that Taylor Wimpey should be allowed access to carry out any surveys they need to do in order to put together their proposal; hopefully while this is being done SBC will have sorted out the litigation. Gary Sumner stated that SBC felt that Taylor Wimpey should be allowed to carry out the work and the issue of maintenance sorted out separately. Parish Council agreed that until the maintenance of the ditch is agreed Taylor Wimpey should not commence any work to the ditch line, only surveys should be allowed. Gary Sumner confirmed that he would forward a copy of the correspondence to the Clerk. **Action Gary Sumner.**

Gary Sumner confirmed his new responsibilities at SBC and that he is still on the Planning Committee.

Colin Hayes raised a question in relation to the NEV and what Gary had stated at the Annual Assembly in relation to the proposed number of dwellings at the NEV increasing from 8k to 10k. Gary Sumner confirmed that there is currently an ongoing review by SBC of these housing numbers.

Gary Sumner left the meeting

15 PLANNING

15.1 To consider Planning Applications received:

S/HOU/17/0655 – Wren Cottage, 4 Suter Lane, The Marsh – Erection of a single storey rear extension. Bob Biggs raised a concern about this application gaining planning permission very quickly and according to the SBC website without any proper authorisation.

S/HOU/17/0805 - Ducksbridge 12 Burycroft - Erection of a two storey extension to existing detached garage including an increase to ridge height and erection of 2no. dormer windows to create a detached annex, erection of single storey/two storey rear extension and two storey front/side extension. Clerk confirmed that planning permission had already been gained for a large extension to this property, this is a second application. Parish Council raised questions about the internal layout for the application, otherwise they raised no objection.

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

S/HOU/17/0478 – 6 Badgers Close – Erection of a single storey side extension

15.3 To notify the Schedule to the refusal received.

None

16. COMMITTEE AND REPRESENTATIVES

16.1 Hooper's Field and Recreation

16.1.1 Wanborough JFC have asked if they can use the Lower Rec for football activities as part of the AGM on 8th July 2017 from 11am to 9pm. After a discussion Parish Council agreed.

16.1.2 Hooper's Field Open Day was held on 14th May 2017. Colin Offer confirmed that the event went well with a number of new members joining the clubs.

SBC have raised a complaint about the signage for the event being put around Swindon. They have returned the signs, stating that this is a warning and if done again there would be a fine. Parish Council agreed to pass this information onto the organisers of the event.

16.1.3 Further to last month's Parish Council meeting, the chairperson from Wanborough Tennis Club has sent an e-mail stating what arrangements she has in place to make the tennis courts more accessible for non members. Parish Council discussed and agreed they are pleased with the progress that has been made. It was agreed that regular updates should be provided from Tennis Club. Parish Council agreed to contribute 50% of the cost of repainting the courts, Parish Council would like to see quotes received to ensure the most competitive price is used.

16.2 Footpaths and Village Maintenance

16.2.1 Village Lengthsman interviews have taken place. Out of the three candidates Parish Council decided to offer the position to Ian Luckhurst. Clerk is due to meet with Ian on Wednesday to go through contract etc.

16.2.2 Mike Enright SBC has sent another Footpath 25 proposed diversion (Ducksbridge), as the previous diversion has now been withdrawn by the developer. Parish Council discussed and agreed to meet on site to look at proposal before making a decision.
ACTION Clerk to arrange onsite meeting

16.2.3 Footpath improvements as part of the Stanley Close development. Parish Council confirmed that they are still waiting for answers to their queries made to SBC.
ACTION Clerk to chase a reply

16.2.4 Next committee meeting due to be held on 12th June 2017.

16.3 Allotments

16.3.1 Next Allotments meeting is due to be held on 5th June 2017. Bob Biggs confirmed that the first round of the allotment competition has been arranged for 30th June 2017.

16.4 Wanborough Village Hall Management Committee

16.4.1 AGM due to be held on 12th June 2017.

16.5 Planning and Finance

16.5.1 Parish Council approved the year end accounts to 31st March 2017 which have been audited by the Internal Auditor. Colin Offer duly signed the accounts

16.4.2 Internal Auditor's Report. The year end accounts have been audited and Clerk has circulated the report and recommendations to all Councillors. Clerk confirmed that Parish Council need to carry out a "Risk Assessment" and this needs to be done as soon as possible. Clerk has provided the SLCC template as an example of a risk assessment to all Councillors. It was agreed that Parish Council would review this and discuss further at the next meeting. ***Action Councillors***

16.4.3 Annual Governance Statement 2016/17. Parish Council approved the annual governance statement 2016/17 of the Annual Return for the External Auditor.

16.4.4 Annual Return. Parish Council approved the accounting statement 2016/17 of the annual return for the External Auditor.

16.4.5 SBC's Education Transport 2018/19. Parish Council agreed to send comments to SBC stating that their proposed policy does not take into consideration rural areas who do not have adequate public transport to provide an alternative means of gaining access to post-16 education.

16.4.6 Parish Council Annual Assembly 15th May 2017. Clerk has circulated notes from this meeting to all Councillors.

16.4.7 SBC's Junction 15 proposed improvements meeting due to be held on 24th May 2017; Colin Hayes and Bob Biggs have agreed to attend meeting. Copy of letter received from Chiseldon Parish Council circulated. Parish Council agreed that they should wait and see what information is provided at the meeting before commenting further on this letter.

17. **FINANCE**

17.1 Payment Schedule for May 2017

Colin Hayes proposed and Mark Simpson seconded; Parish Council unanimously approved the payment schedule for May 2017

17.2 Monthly Cash Flow Statement

Colin Hayes proposed and Mark Simpson seconded, Parish Council unanimously approved the Cash Flow Statement for May 2017

18. **CORRESPONDENCE**

Meeting closed at 21.10

Date of next meeting Monday 26th June 2017