

WANBOROUGH PARISH COUNCIL

Minutes of the virtual meeting of Wanborough Parish Council held on **23rd November 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 Mark Simpson, Mr Jon Beeden and Mr Mike Webster

In Attendance: Mrs A Raymond (Clerk), 1 member of public

Minute Ref

11/20/

1. Apologies: Received from Mrs Donna Stalker
2. Declaration of interest: No interests declared.
3. Minutes
Resolved: The minutes of the full council meeting held on 26th October 2020 were unanimously approved; minutes to be signed by Chair at a future date when face to face meetings can be held.
4. To appoint a Vice Chairman
After a discussion there were no Councillors who were able to take on this position. It was therefore agreed to add an item to next month's agenda to review and appoint further Councillors onto committees where needed.
5. General Power of Competence
 - 5.1 To meet the General Power of Competence Parish Council need to have two-thirds elected Councillors and a qualified Clerk. Parish Council currently have 8 elected Councillors and the Clerk has CiLCA qualification and therefore meet the criteria.
 - 5.2 To adopt the General Power of Competence.
Resolved Parish Council unanimously agreed to adopt the General Power of Competence.

THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS.

A resident of Adams Meadow had asked if the street sign at the end of Stanley Close can be changed so that "Leading to Adams Meadow" can be added to help those who need to find Adams Meadow. Parish Council agreed to make a request to SBC for this sign to be changed. It was also agreed to look to see if there are other roads in similar situation. Action Clerk

A resident had asked permission to park the mini bus that he drives for Akcess (for taking children to and from school) in the car park next to St Andrew's Church. Bob Biggs confirmed that Parish Council raised no objection provided no problems are caused for other users of the car park.

A resident asked if Parish Council support the proposed gigabit broadband scheme that has been recently advertised in the village. He asked if Parish Council could confirm how many homes there are in the village and how many businesses, as he would like to know if the total pledge for this scheme can be met. Bob Biggs confirmed that the last he had heard from Gary Sumner on the subject was when he confirmed that he would arrange a meeting with Parish Council to discuss the proposal; it is disappointing that this meeting has never happened. Parish Council deferred answering this question until they discuss the Ward Councillor report.

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A resident asked about the speed sign and the proposed location at Burycroft (opposite The Cross Keys). She stated that speeding is not a problem in that area and the main problem is between the two double bends in The Marsh (Honeyfield Farm to Marsh Lea), so it would be better to locate it there. Bob Biggs confirmed that new locations can be agreed, but it is subject to approval from SBC Highways.

A resident raised a concern in relation to flooding at The Marsh; during the weekend of heavy rain raw sewage was bubbling out of the drains. She stated that she has spoken to Gary Sumner and is disappointed to hear that Wanborough Parish Council have dispensed with the Wanborough Flood Management meetings. Bob Biggs confirmed that Parish Council have met with SBC on several occasions to discuss the flooding issues in the village and there are a number of action points from these meetings that are still outstanding matters that SBC have not dealt with. Parish Council have also attended a recent on-site meeting to look at the flooding problems on Wanborough Road. At that meeting SBC confirmed they are drafting a flood management report; a draft of this report will be shared with Parish Council to review. Clerk confirmed that she has spoken to the resident and provided a contact at Thames Water; she seemed grateful for this as she had not managed to gain contact with Thames Water.

A resident reported problems with a neighbour's dog straying onto his land and scaring his horses. Clerk confirmed that PCSO Rachel Gilding has been dealing with this and will check to see if she has an update on the matter.

6. Ward Councillor report

Cllr Gary Sumner was unable to attend, report received and circulated.

Parish Council discussed fibre broadband. It was agreed to ask for further information as the report is vague, especially with regards to the total cost of the scheme, what residents are committing to and how many residents need to sign up for the scheme to meet the cost. Colin Offer confirmed that Gary Sumner had informed him that every resident is due to receive a letter in the post explaining the scheme.

7. Planning

7.1 To consider Planning Applications received:

S/COND/20/1453 – Redlands Development - Discharge of condition 19 (Site Access) from previous outline permission S/OUT/16/0021.

Parish Council discussed the application and raised a number of concerns with the safety of the proposed junction and whether it will cope with large agricultural vehicles. Wanborough Road is the preferred route and an informal agreement is in place for agricultural vehicles to use this route instead of Burycroft and The Marsh.

Resolved: Parish Council unanimously agreed to raise the following concerns and objections:-

- Wanborough Road needs to be able to cope with large agricultural vehicles; the applicant needs to carry out a "swept path analysis" to show that the new proposed junction can cope with large agricultural vehicles;
- As above all proposed chicanes need to be designed to allow access for large agricultural vehicles;
- The report incorrectly states that Wanborough Road prohibits vehicles above 7.5t;
- Parish Council object to any street lights along Wanborough Road as this will urbanise the historic roman road and have a detrimental impact on the rural feel of the area. It will also impact on Lower Wanborough Conservations Area.

7.2 Notification of Decisions received

S/HOU/20/1067 - Wiltshire House Horpit - Erection of a single storey rear/ side extension and detached double garage – Granted.

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S/HOU/20/1173 - 7 The Beanlands - Erection of a single storey rear extension – Granted.

S/LDP/20/1193 - 14 Rodway - Certificate of lawfulness (Proposed) for the erection of a single storey rear extension – Granted.

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

Clerk's report was circulated to all Councillors and can be viewed in the appendix to the minutes.

9. Planning & Finance Committee

9.1 **Resolved** Parish Council unanimously agreed to ratify the minutes of the committee held on 11th November 2020.

9.2 The Financial Risk Assessment has been reviewed and final report put forward by finance committee. Mark Simpson confirmed that Parish Council should make a provision to cover the cost of by-elections.

Resolved: Parish Council unanimously approved the Financial Risk Assessment.

10 Village Maintenance

10.1, A copy of the tree survey report was circulated to all Councillors and discussed. Clerk confirmed that a resident at Rodway has raised a concern about the tree along the rear of their boundary; the tree is highlighted in the tree survey report but it's not high priority.

Resolved: It was agreed to gain a quote to pollard the willow tree that is close to the boundary of the resident at Rodway. Action Clerk

Resolved: It was agreed to gain quotes for all the tree works within the report that are recommended to be completed within 3 months. Action Clerk

11. Hooper's Field Expansion Project

11.1 John Emmins confirmed that due to the change in government regulations the previously planned "drop in" style consultation could not be held. Instead the plans have been displayed on the external wall of the pavilion for residents to view in their own time. John Emmins stated that feedback that he has received is that the appearance of the building from the front is much better. Residents can submit their comments online via survey monkey or by e-mail. Deadline is 18th December 2020.

12. Adoption of BT Phone Box

12.1 Parish Council's application to adopt the BT phone box on Church Road has been agreed, subject to signing BT's contract. BT have also confirmed the situation in relation to electrical costs. Clerk confirmed that permission is still awaited from Bristol Diocese before Parish Council can adopt the phone box on the High Street.

Resolved: Parish Council unanimously agreed to sign BT contract to adopt the BT phone box on Church Road.

13. SBC's Standards Committee Codes and Protocols

13.1 SBC are reviewing their Standards Committee Codes and Protocols and have asked for feedback from Parish Councils. After a discussion it was agreed further time is needed to review these documents, Clerk to provide some key points for Councillors to review.

14. SBC's cardboard recycling

14.1 Mike Webster confirmed that he felt that SBC's cardboard recycling needs to be reviewed to cope with the additional amount of cardboard recycling that everyone now gets. He felt there needed to be a dedicated cardboard recycling lorry which can take more weight. Parish Council discussed and agreed that this is a matter for SBC. It was felt that generally most cardboard is collected; it can be cut up to put in a box or taken to the recycling centre.

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15. Finance:

15.1 Notification of Completion of External Audit for the financial year to 31st March 2020. External Audit Report as follows:-

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”.

Clerk confirmed that notification along with a copy of the Annual Governance Annual Report are available to view on the Parish website.

15.1 To approve monthly payment schedule November 2020

Parish Council total payments	£11,548.94
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Parish Council direct debit	£16.82
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Hooper’s Field total payments	£1,895.32
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Resolved: Colin Hayes proposed, Mark Simpson seconded; monthly payment schedule for November 2020 was unanimously agreed.

15.2 To review monthly Cash Flow Statement to November 2020

Resolved: Colin Hayes proposed and Mark Simpson seconded; monthly cash flow statement for November 2020 was unanimously agreed.

Meeting closed at 8.45pm

Next meeting 14th December 2020

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Payment to	Reason	Amount	VAT
Mrs A J Raymond	Salary	***	
Wiltshire Pension Mr S Astbury	Pension Handyman	448.97 ***	
St Andrew's Church	Lyden - Nov	365.00	
Mrs A J Raymond	Re-imburse Expenses	465.43	Yes
Mr D Clay	WiFi - Village Hall	25.00	Yes
PKF Little John	External Audit	480.00	Yes
Allbuild	Waste Collection	300.00	Yes
Allbuild	Grass cutting contract	1,291.19	Yes
Play Inspections	Play Area annual inspection	162.00	Yes
Mark Woodman	Website hosting	104.58	Yes
SWA	Hooper's Field Architect	3,600.00	Yes
Wanborough Village Hall	Hall hire Jan - March 20	98.00	
Wickstead	Lower Rec swings repairs / replacement	1,023.89	Yes
SLCC	Annual membership	180.00	Yes
Certhia	Tree Survey	1,288.33	
ID Mobile	Mobile Phone	16.82	Yes
Allbuild	Grass Cutting	732.00	Yes
British Gas	Gas	155.05	Yes
Castle Water	Water	449.20	
Southern Electric	Electric	485.27	Yes
British Gas	Boiler Monthly service charge	46.80	
Solutions	Cleaning	27.00	

*** Confidential under Data Protections Act

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Clerk's Report

1. Parish Councillor Vacancy
 - a. Parish Council are now within the 6 month timescale until the elections in May so Roger's vacancy cannot be advertised, this vacancy will have to stay open until the elections.

2. Footpaths & Village Maintenance
 - a. Tender documents for the village grounds maintenance contract have gone out to grounds maintenance contractors. Deadline for tenders to be received is 30th November.
 - b. Hedge cutting – tractor and side arm due to be completed by end of Nov

3. Hooper's Field Sports Facility
 - a. Due to new government regulations Hooper's Field has had to close, no sporting activities taking place at the moment. Car park has remained open to allow school users to continue to use it. Clerk has applied for the business grant funding which is expected to be around £1.3k for every month the facility is closed.
 - b. Tender documents for the grounds maintenance of Hooper's Field has gone out to grounds maintenance contractors. Deadline for tenders to be received is 30th November.

4. Church Road – Traffic Regulation Order
 - a. SBC have confirmed the 2nd stage formal consultation – deadline 11th December

5. SBC Cabinet Councillor
 - a. SBC have confirmed that since the last meeting of the Clerks Forum the portfolio responsibility for parishes has been transferred from Cllr Cathy Martyn to Cllr Rob Jandy.

6. Future Meeting Dates / Training dates
 - NEV Liaison Meeting – 7th December 2020 – 2.30pm.
 - SBC Parish Chairs/ Clerk Meeting – 9th December 2020 – 5pm
 - Full Parish Council meeting – 14th December 2020 – Please note change of date from 21st.
 - Planning & Finance committee (to work on Precept) - 11th January 2021

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

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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 Burycroft	Clerk	Request sent to SBC Highways for the single bend sign to be replaced with a double bend. To remove the “slow” road markings travelling eastbound. 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.	
June 20	Speed Indicator Device (SID)	Clerk	Update SID installed on Church Road One other post installed on High Street opposite Jubilee Cottages. Two further posts to be ordered	
Outstanding	Allotment entrance mirror	Clerk	Update Mirror purchased and delivered Waiting for a response from SBC as to whether they approve installation. Post ordered	
July 20	Wanborough Traffic Calming	Clerk	SBC Consultation Letter submitted to SBC SBC officer has offered a virtual meeting on 7 th October 2020 SBC cancelled meeting on 7 th October. New date to be organised	
July 20	Adopt the Red Telephone Boxes	Clerk	Application made to BT Church Road BT Box – Contract received. High Street – As it’s on Village Hall land permission from Bristol Diocese is needed before application can be processed – Request made to St Andrew’s PCC.	
Oct 20	Land at the Corner of Church Road	Clerk / Councillors	Overgrown vegetation cleared and post & wire fence removed. Considerable amount of flytipping under trees from neighbouring property. Clerk to ask SBC if they can do anything about this. Land registry shows land is unregistered.	Completed