

WANBOROUGH PARISH COUNCIL

Minutes of the virtual meeting of Wanborough Parish Council held on **25th January 2021** 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 Mike Webster and Mrs Donna Stalker

In Attendance: Mrs A Raymond (Clerk), Mr Angus Macpherson (Police Commissioner), Mr Gary Sumner (Ward Councillor) and 3 members of public

Minute Ref
01/21/

1. Apologies: from Mr Jon Beeden were received.
2. Declaration of interest: None
3. Minutes
Resolved: The minutes of the full council meeting held on 14th December 2020 were unanimously approved; minutes to be signed by Chair at a future date when face to face meetings can be held.

THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS.

Three residents attended the meeting to raise a concern about Parish Council's decision to allow the Akcess bus to park in the car park next to the Church.

Bob Biggs confirmed that he has reviewed the planning permission, referring to the planning consent and the removal of condition 5 consent documents, for the car park and confirmed that he has asked the Clerk to gain clarification from SBC Planning on the wording of the revised condition.

Bob Biggs confirmed that his understanding is that the condition refers to "vehicles" and not just "cars" and the car park is for the benefit of the community as a whole. He asked the residents to bear with him while further clarification is gained.

A resident asked what will happen in the interim while Parish Council is gaining additional clarification. Bob Biggs confirmed that he would prefer that the mini bus continues to park in the car park as he feels this is the safest place.

A resident confirmed that in addition to his concerns he would like to refer Parish Council to the terms of the lease for this land, specifically to the rules and requirements stating that the Parish Council should not do anything on the land that could cause a "nuisance to the neighbouring properties". He therefore recommends that the Parish Council review the terms of the lease at the same time as, due the size of the vehicle, the Parish Council could be in breach of the terms of the lease. Bob Biggs confirmed that he would come back to him on the matter.

4. Presentation from Police & Crime Commissioner – Angus Macpherson

Angus Macpherson attended the meeting as he wanted to communicate with as many community groups as possible during the current consultation into the Police Precept for 2021/22. He provided details as to what they are doing to increase the number of Police Officers. However in order to achieve this they are looking to increase the precept by £15 per annum per band D property. He confirms that he wants to recruit a further 49 Officers and retain the current 132 PCSOs across the County. He fully understands rural issues and having listened to the concern about car parks he understands this problem. He encouraged everyone to take part in the current survey and link can be found on the Wiltshire Police website.

Bob Biggs thanked Angus Macpherson for attending the meeting and providing an update.

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5. Ward Councillor report

Gary Sumner confirmed that there continue to be parking problems in Warneage Green that continue to vex residents, including one resident marking out their own parking bay. This has been referred to SBC Housing department. Colin Hayes asked a question in relation to the garages and the fact they are rented out to people who don't live in the village. Gary Sumner confirmed that there is a waiting list for the garages and these are rented out to anyone who wants them and they don't necessarily have to live in the village.

Gary Sumner provided an update on fibre broadband, confirming that the pledge total had now reached 84% with only the final small percentage left to obtain. The plan is to distribute further leaflets, put an insert into the Lyden and put up banners around the village. Colin Offer asked if it would be possible to put a notice up confirming which areas have not signed up for the voucher. Gary Sumner confirmed that due to GDPR it is not possible to publish that kind of information, however Openreach have confirmed that there are some postcodes who have very few or no pledges and they will target these areas.

6.1 To consider Planning Applications received:

S/HOU/20/1624 – 14 Jenner Close – Erection of a single storey side extension

Resolved: Parish Council unanimously agreed to raise no objection subject to confirmation that the extension will not cause any problems for the neighbouring retaining wall.

6.2 To consider Revised Planning Application received

S/COND/20/0868 – Redlands development – Discharge of condition 25 (Construction Environment Management Plan (CEMP) Method Statement).

Parish Council discussed the application confirming that there is no appendix 4 (Delivery Plan) or appendix 6 (Environmental Plan) shown on the planning portal. Clerk confirmed that she had raised this with the Planning Officer who confirmed he is waiting for confirmation from the applicant

Resolved: Parish Council agreed to raise the following concerns, subject to receiving the outstanding information:-

- The proposed Construction Workers Travel Plan is a very poor document which includes incorrect information.
- The developer needs to put in place a better scheme of public transport to encourage construction workers to use forms of transport to the site other than a car.
- There is currently no pavement from the bus stop at the Cross Keys to the development site and therefore this will not be safe for workers to use.
- The current Travel Plan doesn't take into consideration the Covid-19 regulations which do not support car sharing.
- There is nothing included within the Travel Plan which confirms the route that construction workers should take to drive to the site. There needs to be an established route included within the Travel Plan. What measures will there be in place to ensure construction workers keep to any proposed route?
- It is important that clear point of contact is provided early on within this proposal to ensure Parish Council know who to contact if there is a breach in the proposed CEMP.

6.3 Notification of Planning Appeal received

APP/U3935/W/20/3264464 – (S/OUT/20/0907) – Banner Field, off Hinton Road – Erection of 1 no dwelling.

Resolved: Parish Council agreed to re-submit their original objections to the Planning Inspector.

6.4 Notification of Decisions received

S/HOU/20/1412 – 25 Rodway – Conversion of garage into habitable space – Granted

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S/20/0927 – Land at the Old Cowshed, Horpit – Erection of 1 no detached dwelling - Refused

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

A copy of the Clerk's report and action points were circulated to all Councillor and included in an appendix to the minutes.

Councillors raised a point in relation to SBC's request for a letter of support for their application for funding to carry out flood mitigation works. Parish Council agreed that it is difficult to submit a letter of support without being shown what is being proposed. **Action Clerk to respond to confirm this.**

8. SBC Highways

8.1 Wanborough Traffic Calming. Dave Hayward and Bob Biggs confirmed that they attended a virtual meeting with SBC Officers in relation to the Wanborough Traffic Calming on 16th December 2020. Dave Hayward confirmed that SBC produced a presentation of the original plans with no changes proposed and no answers to a number of the queries that Parish Council had raised. They stated originally that they could not reply to any of the questions until after the consultation, hence the request for the meeting, but then at the meeting they were still unable to answer and confirmed that they aim to produce more detailed plans by the end of January. The meeting was a complete disappointment as SBC clearly have no intention of taking any consideration to Parish Council's or residents' concerns. Dave Hayward confirmed that there were a number of outstanding pieces of information that had been requested by the Clerk which it was hoped to receive by the meeting but no reply had been received.

8.2 Road traffic order (TRO) for Church Road. Bob Biggs confirmed that SBC have carried out the formal consultation and the TRO will now be processed.

9. Hooper's Field Expansion Project

9.1 A copy of the consultation feedback for the Hooper's Field Expansion Project was circulated to all Councillors. Parish Council approved the feedback and agreed that this can now be made available for residents on the Parish website.

9.2 To approve final detailed plans for Hooper's Field Expansion Project compiled by SWA Architect prior to submission to SBC Planning.

Resolved: Parish Council voted 8 in favour and 1 against the approval of the final detailed plans for Hooper's Field expansion

Resolved: Parish Council agreed to defer the decision on the planning application until the next meeting so that the supporting documents, including the Design & Access Statement can be properly reviewed. It was also agreed to confirm what the cost of submitting the application would be prior to the next meeting.

9.3 Terms of Reference for Hooper's Field Project Committee.

Resolved: Parish Council unanimously approved the Terms of Reference for a Hooper's Field Project Committee.

9.4 To appoint Councillors to the Hooper's Field Project Committee.

Resolved: Councillors John Emmins, Mike Webster and Colin Offer were appointed onto this committee.

10. Lower Recreation Play Area

10.1. A summary of all the feedback received from residents for each play area design option was circulated to Councillors.

10.2 Lower Rec Play Area – three design options and quotes. Parish Council discussed the play area designs received and quotes.

Resolved: Parish Council unanimously agreed the quote received from Wicksteed at a total cost of £32,500 to refurbish the green carpeted area at the Lower Recreation Field.

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11 Village Hall Committee

- 11.1 Mark Simpson attended the recent meeting held on Monday 18th January 2021 and circulated notes to all councillors. Mark Simpson confirmed that with the grants received the village hall is currently financially stable.

12. Village Maintenance

- 12.1 Notification of transfer of the telephone box on Church Road. Clerk confirmed that the completion of the transfer of the telephone box has now been received.
- 12.2 Parish Council have received a Story Walk Proposal from two residents in the village. Parish Council discussed and agreed they would like to support the idea, confirming they would like confirmation of the costs involved and suggested locating the walk on Parish-owned land or land maintained by the Parish Council so that permission will not be needed from SBC.

13. 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 item 14.3

14. Finance:

- 14.1 **Resolved:** Parish Council unanimously agreed to ratify the minutes of the Finance committee meeting held on 11th January 2021

Joe Smith mentioned that at this meeting it was agreed to look into the option of an assistant for the Clerk to help with the workload. This is something that needs to be considered so it's not left again for another year. **Action Finance Committee**

- 14.2 **Resolved:** Parish Council unanimously agreed to approve no increase in the Hooper's Field Licence fees for 2021/22 as per list below. Parish Council approved the new fee for junior teams (U7s to U10s) to play at Hooper's Field at a cost of £150 per season per team to include the use of toilets, but not changing rooms.

Licence Fees 2021/22:-

Bowls Club	£1,960.69
Cricket Club	£1,743.00
Tennis Club	£3,647.93
Wanborough JFC junior pitches	£150.00
Priory Vale FC	£630.00

- 14.3 **Resolved** Parish Council unanimously agreed to approve Parish Clerk & RFO pay scale SCP28 and Village Handyman's pay scale SCP16 from 1st April 2021 as per recommendation put forward by Finance committee.

- 14.4 **Resolved** Parish Council unanimously agreed to approve the Parish Budget and Precept for 2021/22 as follows:

Total Budget	£ 91,099.44
Per band D Property	£97.99

- 14.5 **Resolved:** Parish Council unanimously agreed to re-appoint Darkin Miller Accountants as the Internal Auditor for the financial year 2020/21.

- 14.6 To approve monthly payment schedule for January 2021:

Parish Council total payments	£4,474.07
Parish Council direct debit	£16.82
Hooper's Field total payments	£46.80

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Resolved: Mike Webster proposed, Colin Offer seconded; monthly payment schedule for January 2021 was unanimously agreed.

14.7 To review monthly Cash Flow Statement to January 2021

Resolved: Bob Biggs proposed and Colin Hayes seconded; monthly cash flow statement for January 2021 was unanimously agreed

Meeting closed at 9.50pm

Next meeting 22nd February 2021

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CLERK'S REPORT

To 25th January 2021

1. Footpaths & Village Maintenance

- a. Village Litter Picks was held on 2nd January (in conjunction with Keep Swindon Tidy & Plastic Free Swindon campaign) but the other two on 6th & 7th January targeting Wanborough Road & Foxhill were cancelled. However I still check to make sure no one turned up still checked to see if anyone turned up and did end up litter picking Foxhill with one other resident.

2. Hooper's Field Sports Facility

- a. Due to new covid=19 lockdown Hooper's Field is completely closed from 5th January, carpark gate has been closed and locked, with access given to those who need it.
- b. Covid-19 grants are available for lockdown 3 which I have applied for, just waiting to hear back from SBC.

3. SBC Flood Draft Flood Report

- a. SBC have confirmed that there has been a delay in sending the flood draft report to us. The reason for the delay is due to SBC applying for a grant from "Department for Environment Food and Rural Affairs" for funding from the new 'Flood and Coastal Resilience Innovation Programme'. SBC have asked if Parish Council will write a letter of support for their grant application, if they are successful this grant will be used towards "Wanborough – Natural Flood Management techniques, additional rain gauge, flow monitoring, smart gullies, smart rainwater harvesting and flood warning system" plus other projects across Swindon Borough.

4. Christmas Hampers

- a. I have received several emails, letters of thanks from those who received a Christmas hamper thanking Parish Council for their hamper. There was one resident who said she didn't want to receive it and I received an e-mail about this via Gary, however overall everyone else seemed very pleased. 35 were delivered with thanks to Dave, Bob & Mike who helped.

5. Future Meeting Dates / Training dates

- Clerk's Forum meeting 28th January 2021
- Hooper's Field Committee Meeting – 8th February 2021
- Footpaths & Village Maintenance – 15th February 2021
- Parish Council meeting – 22nd February 2021

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Action Points

PC meeting and minute no	Action	Owner	Status	Date completed
Outstanding	Springlines Meadow ditch, to chase SBC for confirmation of	Ward Councillor	Update:- July 20 meeting Cllr Sumner confirmed he had an onsite meeting with Highways.	

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	maintenance contract		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 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 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.	
Outstanding	Allotment entrance mirror	Clerk	Update Mirror purchased and delivered – installed	Completed
July 20	Wanborough Traffic Calming	Clerk	SBC Consultation Letter submitted to SBC Virtual meeting held	
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.	Completed

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			Land registry shows land is unregistered.	
July - Nov 20	Adopt Telephone Box – Church Road & High Street	Clerk / Councillors	Church Road – BT adopt kiosk contract signed and submitted to BT Church Road – Waiting to hear final confirmation from BT that PC have adopted box. High Street – E-mail received from Bristol Diocese raising concerns.	Completed Completed
December 20	Adam’s Meadow Street sign	Clerk	Request made to SBC Highways asking if they will consider changing the sign at Stanley Close to state “Leading to Adam’s Meadow”	

Bacs Payment Schedule

January 2021

Payment to	Reason	Amount	VAT Included
Mrs A J Raymond	Salary	***	
Wiltshire Pension Mr S Astbury	Pension Handyman	448.97 ***	
St Andrew's Church	Lyden - Jan	250.00	

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Mrs A J Raymond	Re-imburse Expenses	674.29	Yes
Mr D Clay	WiFi - Village Hall	25.00	Yes
Allbuild	Waste Collection	300.00	Yes
Swindon Borough Council	Highway Licence	150.00	
Allbuild	Install posts x 3	360.00	Yes
Parish Online	Subscription	72.00	Yes
Mark Woodman	Website extra storage	24.86	Yes
Community Heartbeat	Defibrillator battery	464.40	Yes
ID Mobile	Mobile Phone	16.82	Yes
British Gas	Gas Service	46.80	Yes

*** Confidential under Data Protection Act