

## Wanborough Parish Council

Minutes of the meeting of Wanborough Parish Council held on **25<sup>th</sup> June 2018** in Wanborough Village Hall, High Street, Wanborough at 19.30.

**PRESENT:** Mr Bob Biggs (Chairperson), Mr Roger Whitfield (Vice-Chairperson), Mr David Hayward, Mr Colin Hayes, Mr Colin Offer, Mr James Naylor, Mrs Donna Stalker and Mr Mark Simpson.

**In Attendance:** Mrs A J Raymond (Clerk), 3 members of public.

1. Apologies: Mr John Emmins and Mr Joe Smith.
2. Declaration of interest:  
David Hayward and Colin Hayes declared a personal interest in item 9.4 as they each rent an allotment.
3. Minutes:  
**Resolved** the minutes of the full council meeting held on 21<sup>st</sup> May 2018 were approved and signed by the Chairperson as a true record.

### **Meeting was adjourned for Public Questions**

*A resident representing Wanborough Junior FC (WJFC) asked a question in relation to Parish Council's decision to offer an adult team from outside the village the use of Hooper's Field on a Saturday and whether this new club would pay for additional maintenance costs that WJFC have to pay. Bob Biggs confirmed the decision that had been agreed at the Hooper's Field committee meeting.*

*A resident asked what action Parish Council intend to take regarding the agenda item "GDPR Policies"; would this be a discussion or decision. Bob Biggs confirmed that Parish Council have reviewed draft GDPR policies and subject to what his fellow Councillors have to say later in the meeting they would be ratified and agreed at the meeting. All GDPR policies will be published on the parish website after the meeting.*

*Bob Biggs confirmed to the resident that the Parish Clerk is a part-time employee of the Parish Council and only has limited amount of time to carry out the work needed for the Parish. To continually receive a number of e-mails requesting information means that an immediate reply cannot be expected; under the Freedom of Information Act, Parish Council have twenty working days to reply.*

*A resident stated that on Parish Council's annual return for 2017/18 it shows an increase in funds for both 2017/18 and the year before. Clerk confirmed that some of Parish Council's funds have not come from the precept and there are restrictions as to what some funds can be spent on.*

*A resident asked why, with the current funds that Parish Council hold, these funds haven't been used to reduce the Parish precept. Bob Biggs confirmed that Parish Council have this year used some of its reserves to keep the precept down and confirmed that Wanborough's precept is one of the lowest per band D in the area.*

*A resident asked about the NEV liaison meeting; Bob Biggs confirmed that this is on the agenda to be discussed later at the meeting.*

*A resident asked why the Parish Council had not done a site meeting regarding the planning application at Foxhill. Bob Biggs confirmed that the Parish Council are aware of the property and do not need to carry out an onsite meeting; all plans are available to view prior to the meeting if residents wish to see them.*

*A resident asked what action Parish Council intend to take regarding the agenda items on phone boxes and Village Lengthsman; would this be a discussion or decision. Bob Biggs confirmed that Parish Council will be discussing phone boxes as a result of additional information that has been received. He also confirmed that Parish Council will be discussing and agreeing the possible appointment of a new Village Lengthsman.*

4. Report from Ward Councillor  
Bob Biggs confirmed that the Ward Councillor had sent an e-mail confirming that he would not be attending the meeting; in his e-mail he confirms he has set up some Ward Councillor surgeries.

Colin Hayes asked for confirmation from SBC whether Ward Councillors are encouraged to attend Parish Council meetings to provide an update.

Colin Hayes stated that he has a question to raise in relation to the drainage work at the Stanley Close development; stating that there is still no maintenance agreement in place.

## 5. Planning

### 5.1 To consider Planning Applications received:

**S/LBC/18/0867 & S/18/0866** – Magdalen Cottage - Demolition of existing conservatory and erection of a single storey rear extension/conservatory and formation of new opening into kitchen.

**Resolved:** Parish Council agreed that the proposed roof line of the conservatory should not be higher than the thatched roof, supporting SBC's Conservation Officer's comments.

**S/HOU/18/0868** - Pond House Rotten Row - Erection of a single storey side extension.

**Resolved:** Parish Council raise no objection, provided SBC's Conservation Officer raised no objection.

**S/HOU/18/0851** - 2 Ridgeway Cottages The Ridgeway Foxhill - Erection of an orangery to rear.

**Resolved:** Parish Council objected to the proposed extension as it will have a detrimental impact on neighbouring properties. Parish Council also felt that the plans provided insufficient information and no design and access statement.

### 5.2 To notify the Schedule to the Permission/Consent received:

**S/HOU/18/0494** - Beacon Down House Ham Road - Erection of two storey side and rear extensions, a single storey front extension, 2no. dormer windows to front and a detached triple garage.

## 6. The General Data Protection Regulations (GDPR)

6.1 Information Data Protection Policy 2018

6.2 Document Retention and Disposal Policy 2018

6.3 Wanborough Parish Council Privacy Notice

6.4 Allotment Holders Privacy Notice

6.5 Hooper's Field Hiring Contract Privacy Notice

**Resolved:** Parish Council unanimously agreed to adopt all GDPR polices in items 6.1 to 6.5.

6.6 Quote for new e-mail address service for Parish Councillors and Clerk

**Resolved:** Parish Council unanimously agreed to set up new Parish Councillor and Clerk e-mails using the wanborough.info domain name at a cost of £252, plus £36 per annum for additional security.

## 7. Notice of By Election – Vacancy for one Parish Councillor

A discussion took place in relation to the notification of a By Election. Clerk confirmed that 12 residents had put in a request for a By Election; closing date for nominations is 29<sup>th</sup> June 2018. Parish Council will not know until this date whether there is more than one candidate and therefore whether there will be an election. If there is an election it will be held on Thursday 26<sup>th</sup> July 2018. SBC have provided an estimated cost of £2,500 which Parish Council will be liable for if an election takes place.

Colin Hayes asked if Parish Council can find out whether a By Election has ever taken place before, stating his disappointment that as a result of this we will now be liable for this additional cost, raising the question as to whether Parish Council need to budget for this in the future, which could result in an increase in the Parish Precept.

## 8. To receive Clerk's Report

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

## 9. Committee and Representatives

### 9.1 Hooper's Field and Recreation

9.1.1 **Resolved** - The minutes of the Hooper's Field and Recreation committee meeting held on 11<sup>th</sup> June 2018 were unanimously agreed.

9.1.2 To agree amendment to Bowls Club licence agreement.

**Resolved:** Parish Council agreed to allow a member of the Bowls Club from outside the Parish to be the chairperson, provided there are other members from the Parish on the committee.

9.1.3 Quote to repair football pitch goal mouths.

**Resolved:** Parish Council unanimously agreed a quote for £720 to repair football goal mouths at Hooper's Field and Lower Recreation Field.

9.1.4 Quote to replace football goal post nets.

**Resolved:** Parish Council unanimously agreed a quote totalling £250 to replace the football goal nets at Lower Recreation Field and Church Meadow.

### 9.2 Hooper's Field Project

9.2.1 **Resolved** – To amend the minutes of the Hooper's Field project committee meeting held on 13<sup>th</sup> June 2018 to include details as to whether the member is a representative of a club or resident. The minutes were then unanimously agreed.

### 9.3 Footpaths and Village Maintenance

9.3.1 **Resolved** - The minutes of the Footpaths and Village Maintenance committee meeting held on 18<sup>th</sup> June 2018 were unanimously agreed

9.3.2 Parish Council discussed one candidate put forward by the Footpaths & Village Maintenance Committee for the position of Village Lengthsman.

**Resolved:** After a discussion Parish Council unanimously agreed to appoint candidate, initially on a 6 month probation period; the terms of employment and contract will be the same as previous Lengthsman's contract.

9.3.3 Parish Council discussed the phone boxes in the Parish. Clerk confirmed that Parish Council do not own the phone boxes on Church Road and High Street; they are still owned by BT. Parish Council do own the one at Foxhill.

### 9.4 Allotments

9.4.1 Bob Biggs confirmed that dates of the allotment competition. He also confirmed that the new fence and gate has now been installed; this just needs to be checked with Thames Water to confirm they are happy with it.

### 9.5 Wanborough Village Hall Management Committee

9.5.1 AGM held on 11<sup>th</sup> June 2018. Mark Simpson circulated notes from the meeting. Clerk confirmed that the Village Hall Chairperson had sent an e-mail requesting amendments. Mark Simpson confirmed that these were his own notes from the meeting and not the minutes. Colin Offer confirmed that he did not state that Parish Council would close the Village Hall.

After a discussion Parish Council agreed that if ever the situation came when the Village Hall committee could not run the Village Hall, Parish Council would not close the hall but would look at an emergency plan to ensure the facility remained open.

**ACTION** Colin Offer to contact Village Hall Chairperson to clarify what was stated at the Trustees' meeting.

### 9.6 Planning and Finance

9.6.1 Quote for newsletter printing and distribution at a cost of £245 for printing a four-page quarterly newsletter and £45 for delivery.

**Resolved** Clerk to gain a reference from another Parish Council who use the printing company. Subject to receiving this reference, Parish Council unanimously agreed that a regular quarterly newsletter with delivery would be a good idea.

9.6.2 NEV Liaison meeting held on 25<sup>th</sup> June 2018. Bob Biggs, Colin Hayes and Clerk attended; representatives from Liddington and Covingham attended for the first time. Main points from the meeting:-

- Lotmead planning applications rejected by Planning Inspectorate. The main reasons were the impact on the scheduled monument and lack of facilities such as open spaces, sports,

primary school, etc. SBC confirmed that they are expecting a revised application that hopefully should address these issues and will be more acceptable.

- Southern Connector Road (SCR); SBC are hoping to put in a planning application in the autumn 2018. The road will be a single carriageway and access will be needed off the road to local farms.
- Redlands – SBC is still working in the S106 agreement.
- SBC are working with Thames Water plan for the water and sewage supply to the NEV.
- Junction 15 M4 improvement plans are taking longer than hoped; SBC plan to increase the number of lanes on the A346 from Chiseldon and take away the lorry climbing lane from the roundabout.

## 10. Finance

### 10.1 Payment Schedule for June 2018

Colin Hayes proposed and Mark Simpson seconded; Parish Council unanimously approved the payment schedule for June 2018.

### 10.2 To Re-Approve Payment Schedule for April 2018

Payment schedule for April 2018 was approved at the meeting held on 23<sup>rd</sup> April 2018, however they were minuted incorrectly. Parish Council unanimously agreed to re-approve payment schedule for April 2018.

### 10.3 Monthly Cash Flow Statement

Colin Hayes proposed and Mark Simpson seconded; Parish Council unanimously approved the Cash Flow Statement for June 2018.

## 11. CORRESPONDENCE

*A list of all other correspondence received since the last meeting on 21<sup>st</sup> May 2018 was read out by Chairperson and was available at the meeting.*

*Meeting closed at 21.25*

*Date of next meeting Monday 23<sup>rd</sup> July 2018*

## CLERK'S NOTES

To 25<sup>th</sup> June 20181. Hooper's field

- a. Blocked urinal in men's toilet has been unblocked by Dyno Rod; cost in the region of £200
- b. Safety hatch for roof space keeps coming undone and hangs open. Clerk has been closing as and when this happens but this will need to be replaced, Clerk will gain costs
- c. The sports field has been overseeded and fertilised by Merrett, as per the agreed quote (not verti-drained as stated by sports club at HF meeting)
- d. The gate post between bowls green and woodland trust land has been replaced and repaired.
- e. The Greenkeeper has confirmed he's happy for one representative from the Bowls Cub to liaise with him on their concerns about the Green. Clerk is waiting for the Bowls Club to confirm who the representative will be.
- f. Priory Vale FC, Saturday FC have confirmed they will use HF for football season 18/19
- g. Outstanding repairs:-
  - Driveway
  - Dug outs
  - Light bulbs in main hall

2. Lower Rec and Church Meadow

- a. New bark purchased and has now been spread around LR play area
- b. Wooden posts around play area; a number are rotten, some have come out leaving gaps.

3. Footpaths and Village Maintenance

- a. Shrubbery has been cleared on a number of footpaths that Parish Council are now responsible for; some still outstanding.
- b. Next footpath walk is on Thursday 28<sup>th</sup> June at 1pm; meet in front of Calley Arms returning for refreshments at HF.
- c. E-mail from SBC asking everyone to report potholes online as they are having a big push to get all potholes around the Borough repaired.
- d. Resident reported large trees overhanging their property at Avenell Road (back on to The Beanlands Open Space); Clerk reported to SBC and the reply received as follows:-  
*"I will take a look when I'm next in Wanborough. Please keep in mind there is no automatic right to have large trees or trees that overhang a property cut back. Under common law the resident has the rights to cut back to their boundary from the ground any overhang."*
- e. Resident reported rusty post on Post Box which is leaning over – Clerk has reported to Royal Mail.

4. Allotments

- a. Next Committee meeting is due to be held on Monday 9<sup>th</sup> July 2018

5. Village Hall

- a. Mark Simpson has agreed to be a trustee for the Village Hall charity; Clerk with therefore arrange for Mark Simpson to be added and Gary Sumner to be removed.

6. Planning and Finance:

- a. SBC Planning training. First one recently held on Transport, second due to be held on 28<sup>th</sup> June is on Health; Colin Hayes, Bob Biggs and James Naylor are all booked onto this training session.

- b. Clerk has submitted Annual Return 17/18 along with all supporting documents to External Auditor. WPC were chosen for the additional checks this year, so additional documents needed to be sent as evidence of what WPC are doing.

**Correspondence**

- 1. SBC Member's Bulletin
- 2. WALC Newsletter
- 3. SBC Highway news
- 4. NALC Newsletter

**Payment Schedule****25th June 2018**

Payment to	Reason	Amount	VAT Included
Mrs A Raymond	Expenses	200.98	Yes
Mrs A Raymond	Salary	*	
Wiltshire County Council	Pension	400.01	
HMRC	Tax & NI April to June 18	908.13	
Allbuild	Waste Collection	300.00	Yes
Allbuild	Grass cutting contract	1,291.19	Yes
Allbuild	Jet wash & HF sign	1,314.00	Yes
BT	Telephone	40.95	
Mr D Clay	WiFi - Village Hall	25.00	Yes
RJ Maintenance	Footpath strimming	680.00	
Francis O Donnell	Allotment repair	244.00	
Wanborough Primary School	George Gibbs	300.00	
St Andrew's Church Flower Club	Grant	100.00	
St Andrew's Church	Grant - Graveyard Maintenance	950.00	
Wanborough Village Hall	Grant - Maintenance	600.00	
St Andrew's Church	Grant - Lyden	220.00	
Ridgeway Link	Grant	250.00	
Darkin Miller Ltd	Internal Audit	384.94	Yes
<u>Direct Debit Payment</u>			
ID Mobile	Mobile Phone	15.99	Yes
<u>Hooper's Field</u>			
SWARD	Bowls Green	753.90	Yes
Allbuild	Grass cutting	732.00	Yes
Solutions Contract Cleaning	Cleaning	217.00	
S Merrett	Overseeding and fertilising	2,311.32	Yes
Dyno Rod	Unblocking urinal	156.00	Yes
SSE	Electric	360.27	Yes

\* Withheld under Data Protection