

# WANBOROUGH PARISH COUNCIL

Minutes of the virtual meeting of Wanborough Parish Council held on **26<sup>th</sup> October 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, Mrs Donna Stalker and Mr Mark Simpson

**In Attendance:** Mrs A Raymond (Clerk), Mr G Sumner (Ward Councillor) and 4 members of public

Bob Biggs paid tribute to Roger Whitfield who had recently died after a short illness. A minute's silence was held at the start of the meeting in his memory.

Minute Ref  
10/20/

1. Apologies: Received from Mr Jon Beeden
2. Declaration of interest: Donna Stalker declared an interest and Mike Webster (later in the meeting) declared an interest in planning application S/HOU/20/1244 as they both live near the property. Dave Hayward and Colin Hayes declared an interest in item 12 as they both rent an allotment.
3. Minutes  
Resolved: The minutes of the full council meeting held on 28<sup>th</sup> September 2020 were unanimously approved; minutes to be signed by Chair at a future date when face to face meetings can be held.
4. Co-option of Parish Councillor

Bob Biggs welcomed Mr Mike Webster to the meeting as he had expressed an interest in becoming a Parish Councillor as a result of the recent vacancy advertised in the Parish. Bob Biggs asked Mike Webster to give a brief summary to the Council confirming why he is interested in becoming a Councillor.

Mike Webster introduced himself to the Council, providing information on his background and business expertise. Mike Webster confirmed he lives in The Marsh and has extensive knowledge of planning along with many other lines of business.

*Mike Webster was moved into the waiting room while Parish Council discussed.*

**Resolved:** Parish Council unanimously agreed to co-opt Mike Webster onto the Council.

## **THE MEETING WAS ADJOURNED FOR PUBLIC QUESTIONS.**

*A resident who has been looking after and monitoring the protected verge along The Hollow asked if Parish Council would consider taking on this role if and when she moves. She stated that having spent so much time and effort raising awareness of the protected verge she doesn't want it to be side lined and lost in time again. Bob Biggs confirmed that Parish Council would be more than happy to help with this.*

5. Ward Councillor report  
Report was circulated to all Councillors. Colin Offer raised a question in relation to fibre broadband asking about "City Fibre" plans in Swindon. Gary Sumner confirmed that City Fibre's plans for Swindon do not cover the out-lying villages including Wanborough. Gary Sumner confirmed that he has a meeting with BT Openreach on 6<sup>th</sup> November to discuss Gigabit scheme for fibre in the village.

# WANBOROUGH PARISH COUNCIL

Joe Smith asked for an update on Symmetry Park, Gary Sumner stated that he wasn't able to say much at the moment but could confirm that at the latest Court hearing the ruling was against SBC, which means the landowner keeps access to Symmetry Park private. Gary Sumner confirmed that SBC have 30 days to appeal the ruling but no decision has been made on this. Joe Smith asked what impact this would have on the SCR; Gary Sumner confirmed there would be no impact on the SCR.

*Gary Sumner left the meeting*

## 6. **PLANNING:**

### 6.1 **To consider Planning Applications received:**

S/20/1299 - Westerlea Ham Road - Erection of a replacement detached dwelling and associated works.

**Resolved:** Parish Council unanimously agreed to raise no objection.

S/HOU/20/1244 – Ducksbridge, 12 Burycroft - Erection of a detached garage/office.

*(Donna Stalker and Mike Webster declared an interest in this item as close neighbours and were not involved in the discussion or decision).*

**Resolved:** Parish Council unanimously agreed to object to the proposed design of the detached garage/office as it is not in keeping with the main property and surrounding area. Parish Council also raised a question as to whether the applicant has permission for the current car port and the large container on the other side of his property.

S/LBC/20/1205 - Knowle House, 1 Ham Road - Replacement timber single-glazed kitchen window.

**Resolved:** Parish Council unanimously agreed to raise no objection.

S/HOU/20/1323 - 2 The Maltings - Erection of a single storey rear extension.

**Resolved:** Parish Council unanimously agreed to raise no objection.

### 6.2 **To Consider Revised Planning Application received**

S/19/1732 - Land At Croft Yard Ham Road - Erection of 9no. dwellings and associated works (revision is for 5 dwellings not 9).

Parish Council discussed this application, confirming the reason for the change in style and number of dwellings was due to meeting the concerns of SBC's Conservation Officer. Parish Council are pleased the six parking spaces for Wanborough Doctors' Surgery, which will be a benefit to the community, is included within the proposal, with the addition of bollards to prevent local residents using them for their own parking.

**Resolved:** After a discussion Parish Council unanimously agreed to raise no objection on the basis that there will be a community benefit of six parking spaces for the Surgery.

### 6.3 **Notification of a Certificate of Lawfulness (Proposed)**

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

Discussion took place as to whether this is permitted development or whether planning permission is required.

**Resolved:** Parish Council raised no objection.

### 6.4 **Notification of Decisions received**

S/OUT/20/0907 - Banner Field, Off Hinton Road - Erection of 1 no. dwelling – **Refused**

Bob Biggs confirmed that he was pleased to see that the reasons for refusal for this application are the same reasons for objection raised by Parish Council.

# WANBOROUGH PARISH COUNCIL

Dave Hayward stated that the caravan is still located in the corner of the field; he thought that this was due to be removed many years ago when Andrew Bennett was Ward Councillor. Clerk to check with SBC Planning enforcement.

## 6.5 Other Planning

6.5.1 To discuss correspondence received in relation to Redlands development (S/COND/20/0708 – Discharge of Condition 8 (Design Code)).

Clerk confirmed that since receiving this correspondence from the applicant, SBC's Planning Officer has confirmed that there is due to be another revision to the Design Code; they will let Parish Council know once this revision is received.

## 7. Policies

7.1 Policies:-

- Equality Diversity Policy
- Disciplinary and Grievance Policy

**Resolved:** Parish Council unanimously agreed to approve both policies.

## 8. Clerk's Report & update on Action Points

Report circulated and in the appendix to the minutes.

## 9. Hooper's Field and Recreation Committee

9.1 **Resolved:** Parish Council unanimously agreed to approve the minutes of the committee meeting held on 12<sup>th</sup> October 2020.

## 10. Hooper's Field Expansion Project

10.1 The draft plans for Hooper's Field expansion project. Clerk confirmed that there have been a couple of amendments made to the plans since last month, these changes have been made as a result of feedback from club's at the Hooper's Field committee meeting including:-

- A second screen across hall 1 to allow more flexibility for splitting the hall space between hall 1 and 2.
- An outside veranda area for the bowls club.

A discussion took place in relation to when the business plan would be completed. It was agreed that once plans are submitted to SBC to gain planning permission this will be when a business plan will be finalised ready to start looking at grants and other funding availability.

**Resolved:** Parish Council unanimously agreed draft plans ready for consultation.

10.2 Discussion on the proposed "drop in" style consultation at Hooper's Field was discussed.

**Resolved:** The consultation period for the draft plans will be from 15<sup>th</sup> November to 18<sup>th</sup> December 2020.

## 11. Village Maintenance

11.1 The open space at the corner of Church Road (opposite Mayfield). Clerk confirmed that one of the neighbouring properties next to the open space at Church Road has piled up a considerable amount of garden waste under the trees. This area of land was included within the "Transfer of Service" from SBC for Parish Council to maintain but SBC are stating they don't own it and the land is unregistered. Mike Webster confirmed that he would look into ownership on behalf of the Council. Clerk to see if SBC will take any action in relation to the fly tipping.

# WANBOROUGH PARISH COUNCIL

## 12. Allotments

- 12.1 Thames Water leak onto the allotment site on 3<sup>rd</sup> October 2020. Bob Biggs provided an update on the recent leak from the Thames Water site. After a discussion it was agreed to wait for the soil test results and then call an allotment committee meeting to discuss further.

## 13. Lower Recreation Field – Play Area

- 13.1 Clerk confirmed that three quotes have been received for the refurbishment of the play area (green carpet area) at the Lower Rec. After a discussion it was agreed to put the three proposed play area designs in December's Lyden (colour pages if possible) for residents to view and provide feedback on their preferred choice before Parish Council make a decision on this.

## 14. Speed Indicator Device (SID)

- 14.1 The SID has been installed on Church Road and data has been downloaded and made available to view by all Councillors. Colin Hayes felt that the data provides interesting reading especially in terms of the total number of cars.

Discussion took place as to whether a second SID should be purchased. At the moment there isn't enough in the budget to cover the purchase of a second SID.

**Resolved:** Parish Council unanimously agreed for the finance committee to look into budgeting for a second SID.

## 15. Finance

- 15.1 To approve monthly payment schedule for October 2020:

Parish Council total payments	£6,757.39
Parish Council direct debit	£16.82
Hooper's Field total payments	£1,612.80

**Resolved:** Colin Hayes proposed, Joe Smith seconded; monthly payment schedule for October 2020 was unanimously agreed.

- 15.2 To review monthly cash flow statement to October 2020

**Resolved:** Colin Hayes proposed and Joe Smith seconded; monthly cash flow statement for October 2020 was unanimously agreed.

Meeting closed at 9.20pm

Next meeting 23<sup>rd</sup> November 2020

# WANBOROUGH PARISH COUNCIL

## October 2020

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 - Oct	365.00	
Mrs A J Raymond	Re-imburse Expenses	157.60	Yes
Mr D Clay	WiFi - Village Hall	25.00	Yes
Allbuild	Grass cutting	1,291.19	Yes
Allbuild	Waste Collection	300.00	Yes
Allbuild	Village Maintenance	1,380.00	Yes
Allbuild	Village Maintenance	319.20	Yes
Allbuild	Village Maintenance	254.28	Yes
ID Mobile	Mobile Phone	16.82	
Allbuild	Grass Cutting	732.00	Yes
Allbuild	Bowls Green Hedge	780.00	Yes
British Gas	Boiler Monthly service charge	46.80	
Solutions	Cleaning	54.00	

\*\*\* Confidential under Data Protection Act

# WANBOROUGH PARISH COUNCIL

## Clerk's Report

1. Planning applications received (after agenda published)  
**S/COND/20/1361** - Redlands Eastern Villages - Discharge of condition 39 (Thames Water - Waste Water) from previous permission S/OUT/16/0021.
  
2. Footpaths & Village Maintenance
  - a. Village clean up event on 17<sup>th</sup> October – We managed to move and plant 13 trees, further trees are due to be delivered at the end of November. Bulbs has also been planted at Church Meadow and at the corner of Church Road. The remaining English Bluebells have been planted on Green Lane.
  
3. Hooper's Field Sports Facility
  - a. Priory Vale FC asked if the changing rooms could be opened. Clerk circulated e-mail to Hooper's Field committee who agreed they should remain closed.
  
4. Wanborough Road Flooding
  - a. Weekend 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> October, there was considerable flooding on Wanborough Road. Clerk tried to contact SBC to gain signage for the road but wasn't successful. Clerk contacted Tim Price (SBC Highways) on Monday morning to ask how PC's can gain signage for flood problem areas over a weekend. Tim Price apologised stating it was a bit hectic over the weekend and suggested maybe Parish Council could hold signage and put out signage for known problem hotspots. Main issue would be storage of signs if PC decided this would be an option.  
Richard Bennett (SBC met with Joe Smith, Dave Hayward and Clerk on Monday 19<sup>th</sup> Oct to look at the drains on Wanborough Road. Richard Bennett confirmed that he is currently finalising the Wanborough Flood Risk Report, he will ensure the recent issues are covered in it. Following internal checks, we hope to be in a position to share the report with the Parish Council towards the end of November
  
5. Wanborough Traffic Calming Meeting
  - a. SBC Officer cancelled the meeting that was due to take place on 7<sup>th</sup> October and has not yet provided a new date. This has been added to the action points so that it can be followed up.
  
6. Informal Consultation – Church Road
  - a. SBC Highways Officer has confirmed that the informal consultation for double yellow lines & bus stop area on Church Road has closed with no objections received. They have agreed to extend the double yellow lines up to St Andrew's Church. Next stage is to formally advertise.
  
7. Parish Online
  - a. Clerk attended online training session on Parish Online, organised by WALC. PC subscribe to Parish Online and it is useful software package but it has never been used to full potential. One of the benefits is that you can embed the software onto your website and once you have all data loaded it means anyone and click on a layer to view village assets, grass cutting area etc.
  
8. CiLCA qualification
  - a. Just to provide an update on this, I have submitted and passed 4 units, 23 modules (with exemplary submission for the Finance unit / modules). The final unit, 7 modules have been submitted I'm just waiting for the assessor to mark them.
  
9. Future Meeting Dates / Training dates  
Swindon Area Committee – 19<sup>th</sup> November 2020

# WANBOROUGH PARISH COUNCIL

## Wanborough Parish Council

### 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 <sup>rd</sup> October – 17 <sup>th</sup> October SBC have confirmed no objections received during informal consultation. Next stage to formally advertise.	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.	
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	

# WANBOROUGH PARISH COUNCIL

			Waiting for a response from SBC as to whether they approve installation.	
July 20	Wanborough Traffic Calming	Clerk	<p>SBC Consultation</p> <p>Letter submitted to SBC</p> <p>SBC officer has offered a virtual meeting on 7<sup>th</sup> October 2020</p> <p>SBC cancelled meeting on 7<sup>th</sup> October.</p> <p>New date to be organised</p>	
July 20	Adopt the Red Telephone Boxes	Clerk	<p>Application made to BT</p> <p>Church Road BT Box – Application being processed</p> <p>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.</p>	