

Wanborough Parish Council

Minutes of the meeting of Wanborough Parish Council held on **27th January 2020** in Wanborough Village Hall, High Street, Wanborough at 19.30.

PRESENT: Mr Bob Biggs (Chairperson), Mr Roger Whitfield (Vice-Chairperson), Mrs Donna Stalker, Mr Colin Hayes, Mr David Hayward, Mr John Emmins, Mr James Naylor, Mr Colin Offer and Mr Jon Beeden

In Attendance: Mrs A Raymond (Clerk) and 2 members of public

1. Apologies: Mr Mark Simpson, Mr Joe Smith
2. Declaration of interest: David Hayward and Colin Hayes declared an interest in item 10 as they both rent an allotment.
3. Minutes:
Resolved: The minutes of the full council meeting held on 16th December 2019 were approved and signed by the Chairperson as a true record.

Meeting was adjourned for Public Questions

A resident raised a concern about the proposed name of the development off Ham Road called "Croft Yard". She confirmed that her property has the same name and feels that if the development is given the go ahead it will be confusing having similar names, especially as everyone finds it difficult to locate her house anyway. Bob Biggs confirmed that Parish Council would put in a request for the new road name to be different to the name of her property.

A resident raised a concern about how difficult it is to cross the road to Stacey's Lane from her property, she would like signage confirming that there is a concealed entrance to try and get traffic slowed down. She confirmed that she has tried to contact SBC about this but she isn't getting any reply. Bob Biggs thanked the resident, confirming that he agrees traffic can be fast along this stretch of road; he confirmed that Parish Council will see whether any additional signage can be installed.

4. Ward Councillor report
No report received.

PLANNING:

- 5.1 To consider Planning Applications received:

S/HOU/19/1902 - Dawn Leap 4 Southdown - Erection of a single storey front extension.

Resolved: Parish Council unanimously agreed to raise no objection.

S/HOU/19/1862 - Gamla Van 23 Ham Road - Erection of a two storey side extension.

Resolved: Parish Council unanimously agreed to raise no objection.

S/HOU/20/0076 – Autumn View, Kite Hill – Erection of a single storey front extension.

Resolved: Parish Council unanimously agreed to raise no objection.

S/EIA/19/1855 - Land At Foxbridge New Eastern Villages - Request for Environmental Impact Assessment (EIA) Scoping Opinion for proposed development of 330 no. dwellings, retail and community healthcare facilities and land to be used for primary education provision with associated works.

Resolved: Parish Council raised the following concerns:-

- The overall impact of the Northern and Southern areas of Foxbridge, shown under two applications, should be considered accumulatively.
- There are too many new access roads onto the Southern Connector Road (SCR). This road is supposed to be designed to take traffic away from the NEV to Commonhead. Having so many new access points will slow the flow of traffic down and it will become difficult for users resulting in traffic finding alternative routes.
- There should be no access onto Wanborough Road for this development site.

- 5.2 Notification of Planning Application that has received permission
S/18/2057/RM3 - Church Road, Wanborough Demolition of existing dwelling and erection of 1no. replacement dwelling, refurbishment of existing barn to form a garage and associated work
- 5.3 Other Planning
- 5.3.1 SBC's Draft Local Plan 2036 consultation. Colin Hayes confirmed that he attended a meeting at Wroughton where Borough Officers gave a presentation on the Local Plan to residents. He stated that SBC's proposal to include a large number of smaller sites across the Borough doesn't bring the necessary infrastructure improvements; they are relying on the infrastructure already in place.
Resolved: After a discussion Parish Council raised a number of concerns and objections with the Draft Local Plan 2036. It was agreed that the Parish Clerk compile a draft response highlighting these concerns and objections to circulate to Parish Councillor before final submission.
6. To review and discuss Parish Council's Actions Points
Parish Council reviewed the outstanding action points.
7. 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.
8. Hooper's Field Project
- 8.1 John Emmins confirmed that he has met with SWA Associates for an initial meeting to discuss Parish Council's specification and requirements. SWA have carried out a detailed site assessment and drawn up plans of the site as it is at the moment. They now plan to put some suggested sketches and options based on the requirements before final drawings are completed.
9. Footpaths & Village Maintenance
- 9.1 **Resolved:** The minutes of the footpaths & Village Maintenance meeting held on 13th January 2020 were unanimously ratified.
10. Allotments
- 10.1 Three quotes received for the allotment car park were circulated to all councillors along with a summary.
Resolved: Colin Hayes proposed, Roger Whitfield seconded to agree the quote received from Malcolm Hinton at a cost of £2,450; Parish Council unanimously agreed.
Bob Biggs confirmed that the area should be marked out prior to commencing work and the allotment holder next to the site should be informed.
11. Highways improvements
- 11.1 Parish Clerk circulated a list of all the responses received in reply to Parish Council's article and request for feedback on minor highways improvements from residents in January's Lyden.
Resolved: After a discussion Parish Council agreed to put the following proposals forward to the Ward Councillor for inclusion on his "Member's List" for SBC Highways:-
- Double yellow lines from entrance to Southdown in front of Florence House, along Church Road up to the Church to prevent cars parking on the sharp bend.
 - To look into the feasibility of installing extra parking within Warneage Green.
 - To install signage on Church Road to highlight the concealed entrance near Stacey's Lane.
12. Community Safety Forum meeting held on 21st January 2020
12. Bob Biggs attended the meeting and confirmed that Inspector Reed explained changes to the Policing model for the area. They are changing the boundaries and there will be a dedicated policeman covering the Chiseldon and Ridgeway area. Parish representatives have been invited to Gablecross on 26th March 2020 to discuss these changes in more detail, further details to follow.
13. Village Hall committee meeting held on 20th January 2020
- 13.1 James Naylor attended the meeting and provided a brief update. Minutes will be circulated once received.

14. VE Day 75th Anniversary – 8th May 2020

14.1 A discussion took place in relation to the progress of organising this event. Clerk confirmed that a meeting is due to be organised at the beginning of February. Tessa Lanstein had confirmed that Wanborough Community Trust (WCT) would fund the celebration, however she has now stated that an application to the WCT needs to be made. Colin Hayes confirmed that he will forward the forms to the Clerk for completion. Parish Council have agreed to fund the commemorative benches and this is included in the budget for agreement later in the meeting. Parish Council discussed purchasing trees for each of the soldiers named on the WW1 and WW2 memorial in the Church; 20 in total to plant at Church Meadow.

Resolved: Parish Council unanimously agreed to purchase 20 trees for Church Meadow.

15. Finance:

15.1 **Resolved:** The minutes of the Planning and Finance committee held on 20th January 2020 were unanimously ratified.

15.2 Recommendation put forward by the Finance Committee for the Licence Fees for Hooper's Field for 2020/21 as follows:-

- Wanborough Bowls Club – £1,960
- Wanborough Tennis Club - £3,647.93
- Wanborough Cricket Club - £1,960
- Wanborough JFC - £400 per season per team for matches, £100 per season for training
- Priory Vale FC - £630 per season, no training required

Resolved: Colin Hayes proposed, James Naylor seconded; Parish Council unanimously agreed Licence fees for 2020/21.

15.2 To approve salaries for Village Lengthsman and Clerk & RFO for 2020/21 as recommended by Finance Committee.

Village Lengthsman - SCP15 from 1st April 2020, contracted for 8 hours per week.

Clerk & RFO - SCP27 from 1st April 2020, hours, expenses and pension to remain the same.

Resolved: Colin Hayes proposed, Roger Whitfield seconded; Parish Council unanimously agreed staff salaries for 2020/21.

15.3 To discuss and approve Parish Budget and Precept for 2020/21 as per recommendation put forward by Finance committee.

Parish Council discussed the budget confirming that Parish Council's tax base has been reduced for 2020/21 resulting in a £1.1k decrease in the amount Parish Council will receive if they don't increase the precept. Finance Committee confirm that due to the increased demand and extra services being put on Parish Councils it is difficult to keep the Precept increase as low as previous year. Parish Council also need to fund replacement play area equipment at the Lower Recreation Field.

Finance Committee are therefore proposing to increase the Precept to £82,175.38. This will be £89.08 per band D for 2020/21 compared with £77.46 per band D for 2019/20 an increase of £11.62 per year.

Resolved: Colin Hayes proposed, James Naylor seconded; Parish Council unanimously agreed to increase the Parish Precept to £82,175.38.

15.4 Parish Council's Financial Risk Assessment.

Resolved: Parish Council's Financial Risk Assessment was reviewed and approved.

15.5 To approve Financial Payments for January 2020

Colin Hayes proposed and Roger Whitfield seconded; Parish Council unanimously approved the payment schedule for January 2020.

Parish Council total payments £4,962.09

Parish Council direct debits £34.38

Hooper's Field total payments £794.40

15.2 To approve Cash Flow Statement

Colin Hayes proposed and Roger Whitfield seconded; Parish Council unanimously approved the Cash Flow Statement detailing budget and spend of the financial year to January 2020.

Meeting closed at 21.20

Date of next meeting: Monday 24th February 2020

CLERK'S REPORT

To 27th January 20201. Hooper's field

- a. Wilts FA are offering a pitch assessment at a cost of £100 which will be carried out by Swindon FC's groundsman. This was arranged on Saturday 25th January, Clerk attended, the groundsman spent around 1 ½ hours looking at the sports pitches, drainage and changing facilities. It was very positive with some good comments made. He will produce a report which Clerk will circulate once received.

2. Lower Rec & Church Meadow Play Area

- a. Clerk has asked Heritage Tree Care to look at the Horse chestnut tree next to the play area, to have this pruned back will cost £400.

3. Footpaths & Village Maintenance

- a. Natural England has contacted Parish Council stating that they have funding available for the Wanborough area to create or restore a pond.
- b. Village litter pick dates organised Tuesday 4th Feb at 11am meet at Lynch Field, Friday 7th Feb at 11am meeting at allotment car park and Saturday 8th Feb at 10am meet at Foxhill bus stop.
- c. The grit bin on Magdalen Road has been removed, SBC confirmed that the reason for the removal was due to a resident not wanting it located near their boundary wall as it makes it easier for anyone to climb into their back garden, they also stated that as the area is flat it shouldn't be needed.
- d. Vehicle Activated signs on Callas Hill are once again not working, Clerk has reported to SBC who confirmed they will contact the supplier to come and look at it.
- e. Walter Jack sculpture has been removed and taken to the tip without trying to see if any of it can be restored. Clerk put a "poll" on WPC's facebook page to see if there was support for a replacement. As at now out of 66 votes 88% would like it replaced. Letter also received from Anita Basevi in relation to the cost for updating the storyboard trail as a result of the removal of this sculpture.
- f. Water is accumulating at the bottom of Pack Hill again, a resident has reported that the ditches and grips need to be cleared.
- g. Litter bins, the contractor has confirmed that the bin at the entrance to the Church car park isn't used and is regularly empty, Clerk has therefore asked that the broken bin at Church Meadow be replaced with this bin. A resident has asked for a bin to be installed at Rodway open space.
- h. A resident has requested that no trees are planted in the Lower Recreation Field along the edge of their rear garden.

4. Police and Crime Commissioner

- a. The Police and Crime Commissioner who asked if he can attend Parish Council's January 2020 unfortunately wasn't able to attend in the end, Clerk has asked if he can attend in February instead.

5. Road Closure

- a. Notice received from SBC for Kite Hill road closure from 9th March 2020 for a period of 6 months but work is expected to only last until 17th April. This is to allow gas mains replacement.
6. Website
- a. Clerk has booked onto a SLCC webinar to look at the new legislation for accessibility for websites. As part of the webinar they will review Parish Council's current website to see if it meets legislation.
7. Lyden
- a. January's Lyden the first month when it was distributed to all residents seem to go well, the Lyden committee had a tighter deadline due to Christmas but all seemed to go well with positive responses. Take up for soft copy via e-mail is quite low.
8. Village Hall – Drop in sessions
- a. Clerk has been working at the Village Hall on Tuesday's from 2pm to 4pm to allow residents to "drop in" to help with the Local Plan consultation and to report anything else. Feedback that Clerk received on the Local Plan was that SBC's website and planning portal for the Local Plan consultation is difficult for residents to use.
9. Storyboard & Trail
- a. Official opening event due to be held on Saturday 14th March at 10am. All Councillors invited to attend.
10. Future Meetings
- a. Hooper's Field committee - 10th February 2020
- b. Allotment committee – 17th February 2020

Correspondence

1. SBC Member's Bulletin
2. WALC Newsletter
3. SBC Highway news
4. NALC Newsletter
5. SBC's NEV newsletter
6. CPRE Best kept Village competition details
7. Minutes of SBC's Clerk's & Chairs meeting held on 3rd December 2019.
8. E-mail stating that there was an accident at the bottom of Pack Hill which was caused by ice on the road.
9. E-mail from Wanborough Doctor's surgery in relation to planning application at Croft Yard.
10. E-mail from resident raising concern about the parking around the School during drop off and pick up times.

Wanborough Parish Council

Action Points

PC meeting and minute no	Action	Owner	Status	Date completed
3 rd September 18 Minute no 5	To send a letter to Ward Councillor listing parking ideas for the village	Clerk	Letter agreed by Parish Councillors and sent to Ward Councillor	15 th Oct

22nd October 18	Ward Councillor and SBC to review Highways proposals put forward by PC	Ward Councillor	<p>SBC will be recruiting a Highways Technician who will discuss Highways project with PC</p> <p>SBC have confirmed that they do not intend to appoint a Highways Technician. PC's letter dated Sept 18 has been forwarded to SBC Highways.</p> <p>Meeting held with SBC Highways Officer S Coles 13th June 2019</p>	Completed
Outstanding	Springlines Meadow ditch, to chase SBC for confirmation of maintenance contract	Ward Councillor	<p>Copy of SBC letter to Taylor Wimpey, response deadline of 11th Oct.</p> <p>Letter received from Gateley Plc, SBC due to meet with them to discuss content of letter and will report back to PC after meeting</p> <p>SBC will be in contact with PC to discuss options 28/03/19</p> <p>SBC have forwarded to a Property Lawyer (29th April 2019)</p> <p>Clerk contact SBC Planning Officer Janet Busby who has confirmed she is due to meet with Legal Department and will provide PC with a update</p>	
26th November 18 Minute no 8.3.1	Storyboard & trail	Clerk	<p>Infrastructure installed</p> <p>Outstanding areas:-</p> <p>Signage</p> <p>Trail sheets & Leaflets</p> <p>Website content</p>	Completed
25th March	Wall next to North View Cottage, Church Road	Clerk	<p>SBC have accepted responsibility</p> <p>Monitor completion of repair work to the wall</p> <p>SBC have sent another letter to owner which contradicts previous correspondence received.</p> <p>Clerk has completed SBC's insurance form on behalf of resident and this has now been submitted</p>	
Sept 2019	TRO signage at Foxhil – Cllr Hayes request for further information from SBC	Clerk	<p>E-mail sent to SBC Highways asking why the signage at Foxhill can not be the same as at Covingham</p> <p>E-mail reply from SBC Ms Coles</p>	
October 2019	Follow up e-mail to SBC & Lead Local Flood Authority to find out what progress has been made since onsite	Clerk	<p>Clerk sent e-mail to SBC</p> <p>Automatic reply from Mr Bennett</p>	

	meetings within the Parish to discuss flooding.		confirming he now only works one day a week at SBC. No further reply to date	
November 2019	Install water meter's at Hooper's Field for Bowls & Cricket Club	Clerk	To gain quotes from Plumber	
November 2019	Allotment Car park	Clerk	To submit specification for car park a contractors to gain a third quote	Completed
November 2019	Lyden Magazine agreement	Clerk	To draft an agreement for approval	Completed
December 2019	Hooper's Field Project – Arrange meeting with SBC's NEV team	Clerk	Clerk has sent a request, SBC Officer replied confirming she will be in contact with some dates soon.	
January 2020	Vehicle Activated Sign – Callas Hill not working	Clerk	Reported to SBC who stated they will contact supplier to take a look	

January 2020**Payment Schedule**

Payment to	Reason	Amount	VAT Included
Mrs A J Raymond	Salary	**	
Wiltshire Pension	Pension	414.83	
Mr S Astbury	Handyman	**	Yes
Allbuid	Village Maintenance	60.00	Yes
Allbuid	Waste Collection	300.00	Yes
Mrs A J Raymond	Expenses	486.86	Yes
Mr D Clay	WiFi - Village Hall	25.00	
Castle Water	Allotment	44.03	Yes
Glasdon	Replacement bin	235.12	
SLCC	CilCA entrance fee	350.00	
SLCC	Webinar - Website accessibility	144.00	
Wanborough Village Hall	Hire of room	259.00	
St Andrew's Church	Village Hall rent	212.00	
St Andrew's Church	Lyden - Jan & Feb	730.00	Yes
Mark Woodman	Website - extra storage	23.80	
John Emmins	Expenses	44.10	Yes
ID Mobile	Mobile Phone	16.38	
Wiltshire wildlife trust	donation	18.00	
Castle Water	Water		

101.20

Solutions Contract Cleaning

Cleaning

300.00

Yes

Affleck Electrical

Replacement lights in disabled toilet

393.20