

Wanborough Parish Council

Minutes of the meeting of Wanborough Parish Council held on **28th October 2019** in Wanborough Village Hall, High Street, Wanborough at 19.30.

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

In Attendance: Mrs A Raymond (Clerk) and 4 members of public

1. Apologies: None
2. Declaration of interest: Dave Hayward and Colin Hayes declared an interest in item 14.1 as they both rent an allotment. Donna Stalker declared an interest in item 13.1.
3. Minutes:
Resolved the minutes of the full council meeting held on 23rd September 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 speeding traffic along Kite Hill, how dark it is and how dangerous it is walking along the edge of the road where there is no footpath. The resident asked if it was possible to have lighting installed.

A resident asked questions in relation to items on the agenda and items included within the Finance Committee minutes. Bob Biggs confirmed that the letter received from Steve Jordon would be discussed at the meeting, but that he would be unable to confirm the outcome until later in the meeting. He also confirmed that the letter is not for circulation to residents. The resident raised questions in relation to Parish Council's budget and Clerk confirmed that the budget is available to view on the Parish website under "finance".

A resident advised that he is the owner of 7 Callas Rise and currently has a planning application for an extension. SBC currently have a few concerns in relation to the proposed design of the dormer and he therefore asked if Parish Council would help by providing their support for the application. Bob Biggs confirmed that they would be looking at the application later in the meeting and would confirm after they have discussed.

4. Ward Councillor report
No report received.
5. PLANNING:
- 5.1 To consider Planning Applications received:
S/HOU/19/1455 – Emoyeni, Kite Hill - Erection of a single storey rear extension.
S/HOU/19/1415 – Thornhill House, Kite Hill - Erection of a single storey side extension and external works.
S/HOU/19/1367 – 7 Callas Rise – Erection of part single storey / part two storey front, side and rear dormer extensions.
Resolved: Parish Council considered the above applications and raised no objection to all three applications.
- 5.2 Planning Applications that have gained permission since the last meeting
S/19/1210 - Unit 5 Lotmead Business Park Wanborough - Change of use from an office (Class B1) to a dog grooming salon (Sui Generis).
6. To review and discuss Parish Council's Actions Points
Parish Council had nothing further to report on the action points.

7. To receive Clerk's Report

Colin Offer raised a point about grit bins. Clerk confirmed that grit bins are re-filled by SBC and this can be done by reporting them online.

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

8. Planning and Finance

8.1 **Resolved:** Parish Council unanimously agreed to ratify the minutes of the committee meeting held on 7th October 2019.

8.2 **Resolved:** Parish Council unanimously agreed Financial Risk Assessment as per recommendation put forward by Planning and Finance Committee.

8.3 **Resolved:** Parish Council unanimously agreed Financial Regulations as per recommendation put forward by Planning and Finance Committee.

9. Letter from SBC Steve Jordon – Parish Maintenance, Future Opportunities

9.1. Bob Biggs read out the letter received from SBC Steve Jordon.

Resolved: After a discussion Parish Council agreed to submit an initial list of minor highways improvements that it was felt could be implemented by Parish Council, subject to receiving further details as to how this would be co-ordinated and proposed tariff charges. Clerk to circulate proposed list to all Councillors.

10. Lyden Magazine

10.1 Distribution of the Lyden from January 2020. Clerk circulated a report along with new figures received from the Lyden committee. She also confirmed that there was due to be a meeting between the Lyden committee and Parish Council but this was postponed with a new date proposed for January 2020.

Parish Council discussed the new figures received from the committee and raised concerns.

Resolved: A list of concerns to be sent to the Lyden committee confirming that a meeting is needed prior to the November full council meeting.

11. Flood Management Working Group

11.1 Parish Council discussed whether there was a need for a new flood management working group. Parish Council confirmed that Parish Council had carried out a considerable amount of work with SBC Richard Bennett, with several onsite meetings resulting in a number of action points for SBC.

Resolved: After a discussion it was agreed to follow up with SBC Richard Bennett on what progress has been made since the onsite meetings, to request copies of the minutes of the proposed flood meeting at Civic Office and to review if a committee meeting is needed in the New Year once further information received from SBC.

12. VE Day 75th Anniversary

12.1 Clerk confirmed that so far Parish Council have received positive responses to the proposed new commemorative benches, with a suggestion of putting a plaque on each for the soldiers who died from the village during both World Wars. Clerk confirmed that there is an open meeting due to be held on 18th November 2019 to discuss support for holding an event to mark the VE Day 75th Anniversary.

Resolved: Parish Council agreed to wait for further input from residents after the article is published in the next Parish Council newsletter.

Exclusion of Public To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be excluded and they be instructed to withdraw' for item 13, 14 & 15 on the agenda. Reason: Confidential business, Staffing and contractual matters.

Bob Biggs asked Members of Public to leave the meeting while items 13, 14 and 15 were discussed.

13. Hooper's Field Project

13.1 *(Donna Stalker left the meeting while this item was discussed)* Parish Council discussed three tenders received for architectural services.

Resolved: Parish Council agreed that more time was needed to allow questions to be answered on the tenders received. Parish Council agreed to postpone decision until the next meeting.

14. Allotments

14.1 Clerk confirmed that only one quote had been received for the allotment car park.

Resolved: Parish Council agreed to gain further quotes and agreed to postpone decision until the next meeting.

15. Village Handyman

15.1 **Resolved:** After a discussion Parish Council unanimously agreed to appoint Stuart Astbury as Parish Council's Handyman, working for 8 hours a week, salary NJC point 14 for a probationary period of 3 months.

15.2 **Resolved:** Parish Council unanimously agreed a £200 budget for Clerk to purchase PPE for Village Handyman.

16. FINANCE:

16.1 To approve Financial Payments for October 2019

Colin Hayes proposed and Roger Whitfield seconded; Parish Council unanimously approved the payment schedule for October 2019.

Parish Council Total Payments £5,328.90

Parish Council Direct Debits £16.38

Hooper's Field Total Payments £1,447.90

16.2 To approve Cash Flow Statement

Colin Hayes proposed and Roger Whitfield seconded, Parish Council unanimously approved the Cash Flow Statement detailing budget and spend for the first six months of the financial year to October 2019.

17. Correspondence

A list of all other correspondence received since the last meeting on 23rd September 2019 was read out by the Chairperson and was available at the meeting.

Meeting closed at 21.40

Date of next meeting: Monday 25th November 2019

CLERK'S REPORT

1. Planning

- a. Clerk contacted SBC Planning and enforcement in relation to the large signs at the corner of commonhead roundabout asking if planning permission was needed for these signs. SBC replied confirming that "the cost of enforcing against them would be disproportionate to the 'harm' that they create. Particularly with other priorities for the enforcement staff"
- b. Correspondence received from South Marston Parish Council stating that they will be making a request to SBC to carry out a boundary review so that the area of their Parish that is south of the A420 can be removed from their Parish and they are requesting a new Parish Council be formed.

2. Hooper's field

- a. Driveway – clerk arranged for holes on the driveway to be filled but this has only lasted a few weeks and condition is still in bad state of repair.
- b. Bowls Club would like one of the large cherry trees next to the bowls green removed as they stated it's causing problems for their green.
- c. Fire Alarm & extinguisher service will be carried out on 30th October.
- d. PAT testing is due to be carried out in November.
- e. Football club reported that money was stolen from their changing room while the match was being played.

3. Lower Rec & Church Meadow Play Area

- a. The annual play area inspection was carried out on 16th October 2019, Clerk is currently waiting for their report.

4. Highways

- a. Clerk raised concerns about the state of the pavement between Chapel Lane and Village Hall, loose stone and uneven surface making it dangerous for users. SBC responded confirming that there is no planned work in the foreseeable future they have inspected and it and stated it "doesn't meet our intervention level". Clerk has arranged for a contractor to sweep the pavement to at least clear the loose stone.

5. Finance – Budget 20/21

- a. Clerk will be starting preparations to compile the working documents for the budget 2020/21, any committee chairs who wish to put forward spend proposals need to be sent to the Clerk by the end of November 2019.

6. Wanborough Village Hall

- a. The Charity Commission's annual return for the year to 31st March 2019 has now been submitted

7. Newsletter

- a. Next newsletter due out in November

8. Future Meetings

- a. Clerk & Chairs meeting at Civic Offices on 3rd December 2019
- b. Clerk's Forum meeting on 21st November 2019
- c. Community Safety forum meeting at Chiseldon on 7th November 2019
- d. Swindon Area Committee at Civic Offices on 12th December 2019.

Correspondence

1. SBC Member's Bulletin
2. WALC Newsletter

3. SBC Highway news
4. NALC Newsletter
5. E-mails from residents reporting flytipping – Clerk has reported to SBC as quantity of flytipping is too large for PC to deal with.
6. E-mail from resident reporting a car parking on the pavement along Church Road, plus highlighting increased problems with parking in this area.
7. E-mail from resident with concern about the hedges along The Marsh and Pack Hill not being cut and they are growing into the road.
8. E-mail raising concerns about the Lower Rec play area asking if Parish Council have any plans to update and improve it.

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
22 nd October 18	Ward Councillor and SBC to review Highways proposals put forward by PC	Ward Councillor	SBC will be recruiting a Highways Technician who will discuss Highways project with PC 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. Meeting held with SBC Highways Officer S Coles 13 th June 2019	Completed
Outstanding	Springlines Meadow ditch, to chase SBC for confirmation of maintenance contract	Ward Councillor	Copy of SBC letter to Taylor Wimpey, response deadline of 11 th Oct. Letter received from Gateley Plc, SBC due to meet with them to discuss content of letter and will report back to PC after meeting SBC will be in contact with PC to discuss options 28/03/19 SBC have forwarded to a Property Lawyer (29 th April 2019)	
26 th November 18 Minute no 8.3.1	Storyboard & trail	Clerk	Infrastructure installed Outstanding areas:- Signage Trail sheets & Leaflets Website content	Completed

25 th March	Wall next to North View Cottage, Church Road	Clerk	SBC have accepted responsibility Monitor completion of repair work to the wall SBC have sent another letter to owner which contradicts previous correspondence received.	
Sept 2019	TRO signage at Foxhil – Cllr Hayes request for further information from SBC	Clerk	E-mail sent to SBC Highways asking why the signage at Foxhill can not be the same as at Covingham	

Bacs Payment Schedule

October 2019

Payment to	Reason	Amount	VAT Included
Mrs A J Raymond	Salary	***	
Wiltshire Pension	Pension	478.64	
Mrs A J Raymond	Expenses	337.56	yes
Allbuid	Village Maintenance	633.60	Yes
Allbuid	Waste Collection	300.00	Yes
Allbuid	Grass cutting	1,291.19	Yes
Mr D Clay	WiFi - Village Hall	25.00	Yes
SLCC	Membership	175.00	Yes
PKF	External Audit	480.00	Yes
Swindon Borough Council	Allotment Rent	142.38	
ID Mobile	Mobile Phone	16.38	Yes
Allbuid	Grass cutting	732.00	Yes
Solutions Contract Cleaning	Cleaning	300.00	
Affleck Electical	Disabled toilet lights	300.67	Yes
Castle Water	Water	115.23	

*** Withheld under Data Protection Act