

## WANBOROUGH PARISH COUNCIL

Minutes of the meeting of Wanborough Parish Council held on **22<sup>nd</sup> December 2008** in Wanborough Village Hall, High Street, Wanborough at 19:30.

**PRESENT:** Mr W Suter (Chairman), Mr G Sumner (Vice-Chairman), Mr A Bennett, Mr B Biggs, Mr C Hayes, Mr D Hayward, Mr C Offer, Mr W J Smith, Mr R Whitfield.

**IN ATTENDANCE:** Mrs P P Shepherd (Clerk).

**1**     Apologies: L Berry.

**2**     Declaration of interest: Mr D Hayward declared a personal interest in agenda item 6.2, Footpaths, Village Maintenance and Allotments, if any discussion were to take place relating to the allotments, as he rents an allotment.

**3**     Minutes: The minutes of the previous meeting held on 24<sup>th</sup> November 2008 had been circulated to all Parish Councillors. The minutes were signed by the Chairman as a true record.

**4**     Report from Ward Councillor:

Councillor Andrew Bennett agreed to submit an article to be included in the February issue of the Lyden Magazine, thanking Angela Raymond for her service as Clerk and Responsible Financial Officer to the Parish Council.

He reported that Swindon Borough Council is likely to recommend an increase in Council Tax of between three and five per cent, this would be capped at five per cent. The increase in Council Tax is likely to be reflected in Parish Council's contracts with SBC.

SBC Special Committee met on 11<sup>th</sup> December 2008. The Borough Council Cabinet has a new member, Colin Lovell, assigned to rural affairs. Brian Matlock's Environment brief also includes Parish and Town Councils. These appointments were confirmed on 12<sup>th</sup> December 2008. These members have a duty to converse with Parish Councils – which means that they should pay attention to Parish Plans. Angela Raymond, whilst she was the Clerk, had submitted the Parish Council's suggestions for Parish areas to be included in the SBC Review of Lower Wanborough Conservation Area. Discussion was deferred until agenda item 8.5. David Hayward asked Andrew Bennett to report on the Bishopstone Parish Council meeting about Foxhill motocross.

DH asked about the Urban Fringe Action Plan.

AB replied that the plan dated from 2005.

DH asked whether the plan is being revised.

AB replied that currently it is not, as Community First is short-staffed.

DH commented that the information is inaccurate.

AB said that he is waiting for a fresh consultation process to commence.

DH informed the Parish Council that funds are available through the plan, and that some have already been distributed for Parish Plans in other parishes.

The Clerk was asked to check whether the Parish Council has received a copy and to pass this to DH. AB said that he would email it to DH.

## 5 PLANNING

### 5.1 To consider Planning Applications Received:

**S/08/2265/HECO** – 6, Callas Rise – Erection of a first floor rear extension

The Council wished to comment on the visual aspect of the proposed extension, positioned on the scarp face in the Area of Outstanding Natural Beauty. Council wished to enquire whether it would be possible for the Borough Council to arrange a site visit to assess the visual impact of the proposed extension.

**S/08/1981/KIWA** – 1 Chapel Orchard - Erection of a two storey side extension.

The Clerk informed the Parish Council that they had previously viewed this planning application and that it had arisen again because the SBC planning officer had requested that the applicant submit the correct form.

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

**S/08/2073/HECO** - 5 Callas Rise - Erection of a single storey front/rear and side extension.

**S/08/2091/HECO** – 21 Greenaway - Erection of a first floor side extension.

## 6 COMMITTEE AND REPRESENTATIVES

### 6.1 Hooper's Field and Recreation:

Bill Suter reported that the emergency exit lights were now all working at Hooper's Field pavilion. The lock on the exit door to the veranda had been changed to a turnkey lock. Temporary removable clips had been fitted to the inside of the veranda shutter, which would soon be replaced with spring-loaded clips by the Lengthsman. The Clerk had obtained, and displayed on the noticeboard, a current Certificate of Conformity from Chubb. The Clerk had enquired about completing an online Fire Risk Assessment on the Chubb website at a cost of £209. Council resolved to pay for the risk assessment, and Bill Suter and Gary Sumner agreed to assist the Clerk in completing the online questionnaire.

Andrew Bennett suggested that the Clerk could look at the Model Publication Scheme which forms part of the Bishopstone Parish Council statement on its' website.

6.1.1 The Clerk reported that Martin Ripley had started work on the portable appliance testing (PAT) on 18<sup>th</sup> December 2008.

The Clerk had met Pete Collis (electrician) on 22<sup>nd</sup> December 2008 to discuss, and obtain a quote for, the periodic inspection report (PIR). PC had said that he would be able to carry out the inspection early in January 2009 at an approximate cost of £350

to £450. An email quotation had also been received from Martin Ripley for the same work at a rate of £110 per day, his estimated time to complete the work being 5 days, total £550. He could start some preparation work over the Christmas period and complete the work w/c 5th January 2009. Parish Council resolved to accept MR's quote and the Clerk was asked to instruct him to commence the work at his earliest convenience.

The Clerk had arranged to meet Neil Thompson on 5<sup>th</sup> January 2009 to obtain a quote to have a gas safety inspection carried out later in that month.

The Clerk reported that the lay-flat pitch cover for the cricket square was due to be delivered early in January 2009.

6.1.2 Hooper's Field Management Committee meetings were scheduled for the following dates: 12th January, 6th April, 6th July and 12th October 2009.

## 6.2 Footpaths, Village Maintenance and Allotments:

Annie Ellis, Footpaths Officer of SBC, had telephoned the Clerk to say that a kissing gate will be installed in Spring 2009 on footpath 23, where it joins Wanborough or Stratton Road, opposite Camp Cottages.

Martin Savage had reported that the repair work on Green Lane had not been finished. Scalpings had been delivered at the bottom end, which is impassable. It was thought that Peter Mapson, the builder, had paid Malcolm Hinton to do the work involved. It was thought unlikely that it would be feasible to do the work until Summer 2009. Joe Smith agreed to discuss this matter with MH. It was agreed that a Footpaths Committee meeting would be held during Spring 2009. The Clerk agreed to ask Annie Ellis of SBC for more up-to-date footpath maps. Andrew Bennett informed the Clerk that Michael Enright is the SBC mapping officer.

It was reported that the road surface on Kite Hill outside the Payne's house was in need of urgent attention. The Clerk agreed to report this to Gwhyllam Lloyd, SBC Highways Manager.

## 6.3 Wanborough Village Hall Management Committee:

The funding for the new roof project is thought to be £12,000 to £15,000 short of target and Gift Aid is being investigated.

Following a break-in, the rear door had not yet been repaired but the work had been instructed.

Parish Council resolved to duplicate at the Village Hall the fire safety, electrical and gas checking processes that it was currently carrying out at Hooper's Field pavilion. It was agreed that when a booking at the Village Hall was subject to a late licence copies were to be sent to the client, the Parish Clerk and the VH lettings secretary.

## 6.4 Planning and Finance:

The proposals of the Planning and Finance committee meeting held on 15<sup>th</sup> December 2008 were considered by Parish Council.

6.4.1 The Committee proposed a 2% increase, per dwelling, in the Parish Council's Precept for 2009/10 of £51,586. This would result in a cost of £61.31 per band D

dwelling. Parish Council's tax base had increased to 841.4 band D equivalent properties for 2009/10, from 832.7 for 2008/09.

Proposed budget of £51,586, as follows:

Insurance	1,300
Subscriptions	850
Audit Fee	850
Legal Fees	500
Stationery & Postage	400
Parish Council Web Site	300
Newsletter	400
Village Hall room hire	200
Village Hall rent to Church (Diocese of Bristol)	200
Clerk's salary	10,604
Clerk's expenses	2,000
Clerk's pension	1,800
Clerk's training	100
Office Computer	500
Member's expenses	2,783
Grants – S137 payments	1,100
Grant – Ridgeway Link	250
Grant – Lyden Magazine	200
Grant – Churchyard	700
Grant – Village Hall	500
George Gibbs Memorial	300
Village Grounds Maintenance	3,000
Village Tree Works	1,500
Village Lengthsman	4,500
Empty village litter bins	900
Equipment Village Maintenance	250
Allotments	350
Hooper's Field	11,218
Village Hall roof fund	2,000
General recreation	2,031

Parish Council unanimously agreed a precept of £51,586 for 2009/10.

6.4.2 The Committee proposed that the allotment rents remain at a cost of 0.525 pence per square foot for 2009/10, that a substantial review should take place in 2010/11 and every 4 years thereafter. The Clerk was asked to give notice of this review and recurrence, at the Annual Allotment Holders' Meeting in 2009.

Parish Council unanimously agreed.

6.4.3 The Committee proposed the following increases in the Hooper's Field Clubs' Licence Fees for 2009/10:

	2008/09	2009/10	% increase
Cricket Club	£1,418	£1,446	2%
Wanborough FC	£48.71 per match	£50.17 per match	3%
Southgate FC	£48.71 per match	£50.17 per match	3%
Swindon Town Ladies FC	£48.71 per match	£50.17 per match	3%
Wanborough Junior FC	£250	£258	3%
Castrol FC	£642	£661	3%
Wanborough Tennis Club	£2,575	£2,704	5%
Wanborough Bowls Club	£4,872	£5,116	5%
Hire of Hall	£6.50 per hour	£11 per hour	

Parish Council unanimously agreed.

6.4.4 The Committee proposed an increase in the cleaner's hourly rate, Mr R Rowland, from £6.50 per hour to £7.00 per hour.

Parish Council unanimously agreed.

The Clerk was asked to compile a list of duties for the cleaner and to purchase any small items of cleaning equipment required.

6.4.5 The Committee proposed that the Clerk's salary remain at the same pay scale LC1 SCP24, for 2009/10.

Parish Council unanimously agreed.

6.4.6 The Committee proposed that the Clerk, Mrs P P Shepherd, be allowed to join the Wiltshire County Council Pension Scheme.

Parish Council unanimously agreed.

6.4.7 The Lengthsman's salary is currently, as per local government staff scale LC1 SCP (Spinal Column Point) 15, £8.238 per hour, and he works approximately 10 hours per week. He has received the revised scale since the NALC advice in October 2008, the increase has not been backdated to 1st April 2008.

The Committee proposed that the Lengthsman, Mr L Wells, be paid the increase in arrears backdated to his start date in April 2008.

Parish Council unanimously agreed.

The Committee also proposed that the Lengthsmans' salary be increased to the rate for LC1 SCP 16, £8.436 per hour for 2009/10.

Parish Council unanimously agreed.

6.4.8 Parish Council Allowances:

The Clerk had circulated a report received from Ian Willcox of Swindon Borough Council – Swindon Independent Parish Remuneration Panel. This review takes place every three years. These recommendations must be taken into account when considering an increase in the level of the Parish Council Allowances.

The Committee propose that the Parish Council accepts the recommendations. Parish Council unanimously agreed.

The Clerk agreed to publicise that the allowance is being paid together with the expenses rate, as required in the report.

In 2008/09 the Chairman will be paid an allowance of £466 and Councillors will be paid £250 per annum, as previously resolved.

The Committee proposed that the recommended increase of 2.45% be instigated in 2009/10, resulting in allowances of £477 and £256 per annum respectively.

Parish Council unanimously agreed.

If a Councillor wishes not to receive the allowance they must give written notice to the Clerk.

6.4.9 The Committee recommended that a Hooper's Field Planned Maintenance Reserve be created to finance long term maintenance to:

- (i) Cricket square & sightscreens                      £1,900 per year;
- (ii) Tennis court surfaces                                      £4,000 per year;
- (iii) Bowling green ditch liner                              £400 per year.

Funded from the Hooper's Field Nationwide Building Society Account and additional external funding must be sought.

Parish Council voted and agreed to accept the recommendation, by a vote of eight to one.

## **7 FINANCE**

### **7.1 Financial statement:**

The monthly statement was circulated. It was proposed by Mr C Offer and seconded by Mr C Hayes that "The Financial Statement be accepted, the payment of accounts be endorsed and the bills for payment be accepted and paid, the petty cash expenditure for December 2008 endorsed and the transfers to cover December 2008 expenditure be approved."

### **7.2 Monthly cash flow statement:**

The monthly cash flow statement was circulated. No questions were raised concerning the statement. It was proposed by Mr G Sumner and seconded by Mr D Hayward that the statement be accepted.

## **8 OTHERS**

### **8.1 Transport:**

The Clerk reported that Suzanne Montgomery, Senior Assistant Highways Management (Traffic) at Swindon Borough Council, had agreed to visit each of the sites and look again in more detail for a specific VAS location, of which she can advise us. She will not be in a position to conduct the site visit before Christmas so it would be into the New Year before she will be in touch.

The Clerk reported that Karen Leighfield of SBC had informed us that it is expected that there will be a temporary road closure to the southern end of Kite Hill from **13th January to 14<sup>th</sup> February 2009** so that works can be carried out to a retaining wall.

It is anticipated that the works will take one month local access will be maintained to properties on the eastern side. Alternative route will be via Church Road, B4507, Callas Hill, High Street, Rotten Row and Kite Hill.

Mr B Biggs reported that he had spoken to Bob Saunders of SBC about the signage on the A419 approach to Commonhead roundabout and had been told that the Borough Council were not responsible for this. Several reports have been received of motorists missing the give way at the roundabout, at the end of the sliproad, and these are under investigation.

Paul Jenkins has reported that the 15:05 bus on Saturday has been lost due to financial constraints. The bus services to Upper and Lower Wanborough will be rerouted during the period of the partial closure of Kite Hill, during January and February 2009. This will hopefully result in a two hourly service to both parts of the village.

A report had been received of cars speeding from Church Road into the Church car park. Reports have also been received of the danger posed by cars parked outside Southdown Nursing Home, close to the bend in Church Road and near the Old School. Suzanne Montgomery of SBC is to be consulted when she visits to discuss the positioning of the vehicle activated signs in the village. Bob Biggs asked to attend the meeting.

#### 8.2 Wiltshire Association of Local Councils:

Stephen Taylor, Swindon Borough Council's Solicitor, had confirmed that the Ethical Framework training for new Parish Councillors and employees has been rearranged for Thursday 22nd January 2009. This will take place at Haydon Wick Parish Council Offices, Thames Avenue, Swindon, commencing at 7.00pm. The Clerk had passed this information to the new Parish Councillors. The Clerk needed to let Andrea Stanley, of Wiltshire Association of Local Councils, know who is able to attend by Monday 19<sup>th</sup> January 2009, at the latest.

The Clerk had received a reply from Bob Biggs. David Hayward agreed that he would try to attend the training session.

#### 8.3 Neighbourhood tasking group:

Nothing to report.

#### 8.4 Grants:

A grant request had been received from Victim Support. Parish Council agreed to pay a grant of £25, Colin Hayes objected to this payment.

The Clerk was asked to submit an article for the February 2009 issue of the Lyden Magazine inviting local organisations to apply for grant funding from the Parish Council.

#### 8.5 Parish plan:

It was confirmed that this sub-committee comprises: Bill Suter, Gary Sumner, Andrew Bennett, Anita Basevi (organiser), Colin Hayes, Bob Biggs and Roger Whitfield.

Andrew Bennett suggested organising a day event to promote the plan to parishioners.

A meeting was scheduled for Tuesday 20<sup>th</sup> January at 19:30 to be held in Hooper's Field pavilion. The Parish Council requires a copy of the minutes of the meeting.

A grant request may be submitted for funding the Parish plan.

8.5.1 A Civil Protection Emergency Group was formed comprising Bill Suter, Gary Sumner, Bob Biggs, David Hayward, Colin Offer, Joe Smith and Andrew Bennett. The first meeting is to be held on Monday 2<sup>nd</sup> February 2009 at 19:30 at Hooper's Field pavilion. The Clerk was asked to invite Sam Weller to the meeting. The Clerk was asked to attend the meeting.

Andrew Bennett left the meeting at 21:35.

8.5.2 Neil Buick, Assistant Conservation Officer at Swindon Borough Council, had sent a draft copy of the Lower Wanborough Conservation Area Appraisal and Management Plan. He said: "As suggested by the Parish Council, we are proposing that the Lower Recreation Field in Lower Wanborough is included within the conservation area. However, in the light of government guidance, and having studied historic maps and made site visits, we are not able to support the Parish Council's other suggestions of including Horpit, Burycroft, The Marsh, Warneage Wood and Callas Hill within Lower Wanborough Conservation Area.

We would welcome any feedback that the PC may have regarding the revised document and the proposed boundary change. Changes to the main text are small but the addition of maps, photographs and list of listed buildings will, we hope, enhance the effectiveness of the document and make it more 'user-friendly'. We are planning to present this and other revised appraisals to Swindon Borough Council's Planning Committee on 10th February 2009 and I would ask that you reply by Monday 19th January 2009."

Parish Council commented that the appraisal is poorly worded and updated. Consultation was only with people within the conservation area. The Clerk was asked whether SBC could be asked to extend consultation period. The Marsh and Burycroft should be included in the conservation area. Parish Council would like Neil Buick and his manager to attend a meeting at Wanborough. David Hayward agreed to draw up a list of sites for inclusion in the conservation area.

## **9 CORRESPONDENCE**

All correspondence received since the last meeting on 24<sup>th</sup> November 2008 was listed in the Clerk's Notes and was available at this meeting.

Meeting closed at 22:00.

*Date of next meeting Monday 26<sup>th</sup> January 2009.*