

## WANBOROUGH PARISH COUNCIL

Minutes of the meeting of Wanborough Parish Council held on **23rd February 2009** in Wanborough Village Hall, High Street, Wanborough at 19:30.

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

**IN ATTENDANCE:** Mrs P P Shepherd (Clerk) and one member of the public.

**1**     Apologies: Mr A Bennett and Mr B Biggs.

**2**     Declaration of interest: Mr D Hayward declared a personal interest in agenda item 8.2, Footpaths, Village Maintenance and Allotments, if any discussion were to take place relating to the allotments, as he rents an allotment.

Mr G Sumner declared a personal interest in agenda item 10.6, Eastern Development Area, as he is a WVV Steering Group committee member.

Mr B Suter declared a prejudicial interest in agenda item 10.4, Grants, as he is Chairman of Wanborough Bowls Club and a grant application had been received from the club.

Mr J Smith declared a prejudicial interest in agenda item 10.6, EDA.

**3**     Minutes: the minutes of the previous meeting held on 26<sup>th</sup> January 2009 had been circulated to all Parish Councillors. The Clerk made a spelling correction on the first page of the minutes. The minutes were signed by the Chairman as a true record.

**4**     Casual Vacancies for two Parish Councillors: following the resignations of Lesley Berry and Anita Basevi, if no elections are claimed, the Parish Council may fill the vacancies by co-option from 25<sup>th</sup> February and 2<sup>nd</sup> March 2009, respectively. An article advertising the vacancies had been submitted for the March 2009 issue of The Lyden Magazine.

**5**     Parish Clerk's appointment: the Parish Clerk's three month probationary period had been completed. Mrs Pam Shepherd was unanimously confirmed in her post as Clerk and Responsible Financial Officer to Wanborough Parish Council.

**6**     Report from Ward Councillor: no report received.

### **7**     **PLANNING**

Gary Sumner, Bob Biggs and Roger Whitfield had attended the Swindon Borough Council (SBC) Section 106 training session on Tuesday 17<sup>th</sup> February 2009, at 18:00, in the Council Chamber, at the Civic Offices.

7.1 To consider Planning Applications Received:

**S/09/0219RM** - 23 and 25 Church Road – erection of single storey side/rear extensions and erection of new boundary wall.

**S/CAC/09/0220RM** – 23 and 25 Church Road – demolition of existing extensions to dwelling.

The Parish Council raised no objections to the demolition of the existing extensions, or to the erection of the new extensions and new boundary wall.

The Parish Council wished to query the new vehicular access shown on the plans; it could not recollect having seen a planning application for this proposed modification to the site. It believed that the new access has no planning permission.

7.2 To notify the Schedule to the Permission/Consent received:

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

7.3 Planning Inspectorate Appeal:

A letter had been received from SBC confirming the withdrawal of the Planning Appeal, Re: Certificate of Lawfulness (Existing) for use of land as garden, at 22 South View, Ham Road, Swindon.

## **8 COMMITTEE AND REPRESENTATIVES**

8.1 Hooper's Field and Recreation:

8.1.1 The lengthsman had reported that the sewage level was high in the sewage pump housing. The Clerk had called out Pump Supplies Ltd and they had replaced the sewage pumping system's high level float, at no cost.

The Clerk had requested a quotation from Pump Supplies Ltd, for an annual service for the system; this has been circulated to all Councillors for consideration. The all inclusive price for labour, mileage, and travel was £340.00 plus vat at the prevailing rate. The Parish Council unanimously resolved to accept the quotation.

The Clerk also recommended having the pump housing cleaned out to remove the accumulated debris.

8.1.2 The Clerk reported that she is acquiring safety signs. The lengthsman will then be instructed to install them.

8.1.3 The new sockets had been installed in the conservatory, the invoice and associated paperwork had been received.

8.1.4 Two noticeboards have been put up in the meeting room, the lengthsman had also been instructed to install the four remaining noticeboards.

8.1.5 Maintenance work may be required to the ditch and hedge along the edge of Warneage Woods, owned by The Woodland Trust, and Hooper's Field recreation facilities, Rotten Row. The Clerk was asked to contact SBC to ask for sympathetic trimming of the hedge and clearance of the ditch.

8.1.6 Gary Sumner is awaiting a quote from Kompan; following his meeting with them on 4<sup>th</sup> February 2009, at Church Meadow, to discuss suitable play areas

sympathetic to the designated area of outstanding natural beauty. The Clerk agreed to speak to the lengthsmen to obtain contact details for the company, for which he works, who also install play equipment, so that a second quote might be requested.

8.1.7 Colin Offer reported that he had been asked by Wanborough Tennis Club whether any of the balance of the monies remaining from the Tennis Court Expansion Account would be returned to the club. The Parish Council would require Wanborough Tennis Club to put forward a case in writing before a decision could be made.

8.1.8 The Clerk was asked to take the club licenses to the next Hooper's Field Management Committee meeting.

8.1.9 The Clerk had been researching a new account to receive the funds from the old Portman BS/Nationwide BS Hooper's Field maintenance fund and the balance from the Tennis Court Expansion account. The Clerk had received the cheque from the closure of the old account and the cheque returned by Nationwide BS. Both cheques had temporarily been deposited in the Hooper's Field cheque account with Lloyds TSB. Alliance and Leicester operates a 30 day notice Community Account, suitable for not-for-profit organisations, currently attracting an interest rate of 0.70%. Parish Council unanimously approved the opening of such an account.

8.1.10 The concrete base at Church Meadow had been broken up by the lengthsmen. Bill Suter and Gary Sumner had authorised an approximate expenditure of £160 for a skip for removal of the debris.

## 8.2 Footpaths, Village Maintenance and Allotments:

8.2.1 Gary Sumner reported on the flooding meeting held on Wednesday 11<sup>th</sup> February 2009 attended by himself, Bill Suter and the Clerk plus Glyn Bennett and Nick Smith from SBC Highways department. Gwillam Lloyd, Glyn Bennett and Simon Masters of SBC will produce a strategic report on the water management between Church Road and The Beanlands. The Parish Council intends to take the report to Bloor Homes (Swindon) Ltd to request funding for any remedial work that may be required.

On the day following the meeting Nick Smith of SBC Highways had agreed, with the Clerk, to send an excavator to dig out the muddy pool to the rear of Oakapple Close, so that water would then be able to flow into the pipe under the footpath at that location.

Following the meeting, letters had been sent to the landowners of the land adjoining The Marsh where the ditch is silted up and overgrown. The Clerk reported that no replies had been received to date.

The Clerk had replied to the letter from some of the residents of Springlines, who had previously written to the Parish Council about the flooding issues experienced in the heavy rains of December 2008. Jon Raymond had responded by email to the Parish Council letter, of 12<sup>th</sup> February 2009. The Clerk was asked to reply to the email that clearance of the ditch in Springlines meadow is not the solution to the problem, and that the residents of Springlines must not attempt to increase the water

flow down the hillside as this may adversely affect people further down the watercourse.

8.2.2 The hedge is overgrown and needs cutting back outside Wanborough House, Stratton Road, Wanborough, Swindon, on the South (Swindon) side of the gateway. The Clerk was asked to report the problem.

8.2.3 The Clerk was asked to contact SBC to enquire whether they intend to cut the hedge at the edge of the Beanlands open space, bordering on the houses, and its' continuation adjacent to Avenell Road.

8.2.4 The Clerk had enquired about obtaining appropriate dog fouling signs from SBC but had received no reply.

8.2.5 The Clerk reported that the hedges have been cut back on Pack Hill and The Marsh.

8.2.7 The Clerk had reported the following problems to SBC:

1. That there is water coming out of the road, from beneath a manhole cover, causing damage to the road surface and flowing down the road, on Kite Hill, close to Limesprings.

Reported to SBC StreetSmart, reference number: 0395-1590, on 17/2/2009 and again on 19/2/2009, reference number: 134857, the problem should have been inspected by 16:00 on the same day.

The Clerk had also reported the problem to Thames Water leakline, who said that the site should be visited by 21:00 on Wednesday 18/2/2009, report number: 90218479749. Thames Water subsequently reported that the water had been tested for chlorine on 3/2/2009 and that this is a natural spring. They suggested that the Clerk should telephone the Environment Agency on 0870 8506506, who didn't want to know about the problem and that there was no requirement to report it.

Barriers have been erected around the holes in the road, presumably by SBC.

2. That there are some trees that have fallen, and are slipping into the road, on Kite Hill, SN4 0DD, on the right hand side going up the hill. In addition, they are obstructing traffic coming down the hill.

Reported to StreetSmart, reference number: 0395-1591 on 17/2/2009 and again, reference number: 0395-1622, on 18/2/2009.

3. That there are fallen branches at the top of Callas Hill, near to the cross-roads, which might eventually obstruct the road.

Reported to StreetSmart, reference number: 0395-1592, on 17/2/2009.

4. Footpath 28 - next to Woodlands, High Street, Wanborough SN4 0AE - that the footpath is impassable as a hedge is blocking access.

Reported on 18/2/2009, reference number: 0395-1618.

5. Wild Acre, Wanborough, Swindon SN4 0BW – that the streetlight is permanently lit. SBC's response: "We will assess the problem. We can't be specific about the timescale for the repair because this depends on several factors." Reference number: 0395-1620.

8.2.8 The Clerk confirmed that the Parish Council rents the allotment site from Swindon Borough Council. The rent is paid half yearly in arrears in March and September, and is currently £226 for 2008/2009. The new rent from 29 September 2009 will be £252 per annum. The first increased payment will be due in March 2010.

8.2.9 The Clerk was asked to report to SBC that the 30mph sign near to Inlands Farm has been damaged.

8.2.10 Joe Smith agreed to push the manure off the car park at the allotments site.

8.2.11 The village clean up date was scheduled for Saturday 4<sup>th</sup> April 2009. It was agreed that the Hooper's Field clubs should be asked to volunteer to help. The Clerk was asked to submit an article for the April 2009 issue of The Lyden Magazine. The Clerk was also asked to order stones for the entrance drive at HF.

### 8.3 Wanborough Village Hall Management Committee:

8.3.1 The WVH management committee had reported problems with the ladies toilets, the flush handle didn't work and that the seat was loose, and that a radiator cover had fallen off in the hall. The lengthsman was instructed and the work was completed on 14/2/2009.

8.3.2 The proposed closure for reroofing will be from 20/7/2009 until 1/11/2009. The Clerk had provided a copy of the grant of planning permission from SBC, for planning application S/07/2899/CLMC and the drawing titled: Existing Elevations - Proposed Elevations - 1:500 Block Plan (drawing number: AP:005:07), date stamped 5 December 2007 by SBC, relating to the planning application, to David Kilminster, Quantity Surveyor, at the request of Martin Savage. DK had made a copy of the drawings and had returned the originals to the Clerk.

8.3.3 Colin Hayes reported that the next meeting of the Village Hall Management Committee would be held the following week. The Committee intends to seek gift aid. David Kilminster, Quantity Surveyor, is heading a team to put a proposal together and it is expected that quotes will be invited in a few weeks time. The Parish Council asked for copies of any documents produced by DK. The Parish Council suggested that it would be prudent to employ a fully qualified and insured project manager.

### 8.4 Planning and Finance:

No meeting had been held.

### 8.5 Civil Protection Emergency Group:

The inaugural meeting will be held on Monday 2<sup>nd</sup> March 2009, at Hooper's Field pavilion, at 19:30. Sam Weller of SBC has agreed to attend the meeting to give a presentation of about an hour and to encourage questions. He will also discuss developing your own parish emergency plan.

## 9 **FINANCE**

### 9.1 Financial statement:

The monthly statement was circulated. It was proposed by Dave Hayward and seconded by Gary Sumner 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 February 2009 endorsed and the transfers to cover February 2009 expenditure be approved.”

#### 9.2 Monthly cash flow statement:

The monthly cash flow statement was circulated. It was proposed by Colin Hayes and seconded by Colin Offer that the statement be accepted.

## 10 OTHER

### 10.1 Transport:

10.1.1 It was agreed that Suzanne Montgomery of SBC should be invited to meet with representatives from the Parish Council in order to discuss better locations for the proposed vehicle activated signs. The Clerk was asked to arrange a meeting.

### 10.2. Wiltshire Association of Local Councils:

Nothing reported.

### 10.3 Neighbourhood Tasking Group:

A meeting was held on Friday 13<sup>th</sup> February 2009, at 10:30, at Ellendune. Bob Biggs had agreed to attend this meeting, in place of Anita Basevi.

Following the vandalism in the village during the holiday period, the Clerk had placed an article in the February 2009 issue of The Lyden Magazine: Is graffiti or vandalism worth a criminal conviction?

### 10.4 Grants:

The Clerk had placed an article in the February 2009 issue of The Lyden Magazine saying that Parish Council would be pleased to receive applications for grant funding from local voluntary and not-for-profit organisations.

Bill Suter left the meeting at 21:30 and Gary Sumner chaired the meeting in his absence.

Grant applications had been received from:

Wanborough Bowls Club asking for approximately £339 + VAT for the purchase of a set of double sided rink scorers;

and the Family Mediation Service asking for £200. Their aim is to “Resolve Family and Community Conflict”.

The Parish Council unanimously agreed to fund the purchase of the equipment requested by Wanborough Bowls Club.

Bill Suter returned and resumed chairing the meeting at 21:35.

The Parish Council unanimously agreed to donate £150 to the Family Mediation Service.

A certificate and letter of thanks for the Parish Council’s donation had been received from Victim Support.

### 10.5 Parish Plan:

The launch meeting had been held on Monday 2<sup>nd</sup> February 2009, at 19:30, in Hooper's Field pavilion, Rotten Row, Wanborough. Dr Andrew Phillipson had chaired the meeting. Andrew Bennett had produced the agenda, which had been publicised in the usual places by the Clerk. AB, Bill Suter, Gary Sumner and Roger Whitfield had also attended the meeting, Bob Biggs and Colin Hayes had sent their apologies. Anita Basevi had said that she was willing to remain involved, at a low level.

It was hoped that the initiative for the group would come from the village community rather than from the Parish Council, one Councillor would report back to the Parish Council. Local groups, or stakeholders, would be invited to send representatives.

Shaun Egan had agreed to chair the Parish Plan steering committee.

The next meeting will be held on Monday 9<sup>th</sup> March 2009, at 19:30, in Hooper's Field pavilion. The Clerk was asked to book the pavilion for the meeting.

It was confirmed that Holly Huber of SBC is the officer responsible for Parish Plans.

### 10.6 Eastern Development Area:

Kenny Duncan of SBC, who is leading on the Eastern Development Area (EDA), is preparing for the consultation on the Supplementary Planning Document (SPD) for the EDA. Kenny and his team will be holding a Public Exhibition on Friday 1<sup>st</sup> May 2009, from 12:00 until 20:00, in Hooper's Field pavilion. A similar Public Exhibition is scheduled for Wednesday 29<sup>th</sup> April 2009, from 12:00 until 20:00, at Bourton Village Hall. A small round table meeting with the Consortium will be held on Wednesday 6<sup>th</sup> May 2009, in Bourton Village Hall, starting at 19.00. The team would also like to attend the Wanborough Parish Council meeting on Monday 18<sup>th</sup> May 2009, to discuss matters more specifically with the Parish Council.

The Clerk was instructed to ask Natalie Wyatt of SBC for a copy of the Supplementary Planning Document.

### **11 Parish Council Newsletter:**

It was agreed that the following people might write articles for the next issue of the newsletter:

Bill Suter – Chairman's Report and Parish Assembly; Gary Sumner – Eastern Development Area and Footpaths, Village Maintenance and Allotments; the Clerk – flooding; Colin Hayes – Village Hall; Bob Biggs – Transport; Bob Biggs and Bill Suter - Vehicle Activated Signs; Andrew Bennett – school buses and the Parish Plan; Colin Offer - Hooper's Field.

It was hoped that the newsletter might be ready for delivery by the first week in April.

### **12 Wanborough Parish Council meeting dates for 2009/2010 and the date of the Annual Parish Assembly 2009:**

A list of suggested dates had been circulated to all Councillors prior to the meeting.

The following dates were agreed:

Monday 23<sup>rd</sup> March 2009

Monday 27<sup>th</sup> April 2009

(Monday 11<sup>th</sup> May 2009 - Annual Parish Assembly)

Monday 18<sup>th</sup> May 2009

Monday 22<sup>nd</sup> June 2009

Monday 27<sup>th</sup> July 2009

Monday 28<sup>th</sup> September 2009

Monday 26<sup>th</sup> October 2009

Monday 23<sup>rd</sup> November 2009

(Monday 7<sup>th</sup> December 2009 – Finance Committee Precept meeting)

Monday 21<sup>st</sup> December 2009

Monday 25<sup>th</sup> January 2010

Monday 22<sup>nd</sup> February 2010

Monday 22<sup>nd</sup> March 2010

Other dates of interest:

Friday 1<sup>st</sup> May 2009 – Eastern Development Area Public Exhibition at Hooper's Field Pavilion

Monday 14<sup>th</sup> September 2009 - Allotment Holders' Annual meeting

### **13 CORRESPONDENCE**

Matter arising from the previous minutes: "A letter had been received from SBC Neil Buick Re: Lower Wanborough Conservation Area, dated 26<sup>th</sup> January 2009." SBC Neil Buick and his colleague Liz Smith Gibbons had attended at 19:00, prior to this meeting, in order to make their presentation on conservation areas, and to answer any questions that the Parish Council had.

A letter had been received from Wanborough Junior Football Club requesting the use of a football pitch at HF for the 2009/2010 season and beyond and enquiring about the fee payable, copies had been circulated to all Councillors prior to the meeting. An email had been received from Julian Maull, Treasurer of the same club, requesting that a per session fee be availed rather than the annual fee currently charged. Bill Suter agreed to investigate pitch usage and to look into their requests, to enable Parish Council to reply to the requests.

An email from Kay Lacey about Poplars Farm had been circulated to all Councillors prior to the meeting.

An email had been received from Jon Raymond about water management at Springlines, Wanborough and had been circulated to all Councillors prior to the meeting.

Dave Hayward asked for a copy of the latest Hooper's Field Management Committee minutes.

All correspondence received since the last meeting on 26<sup>th</sup> January 2009 was listed in the Clerk's Notes and was available at this meeting.

Meeting closed at 22:15.

*Date of next meeting Monday 23rd March 2009.*