MINUTES OF HAYDON WICK PARISH COUNCIL

Minutes of Haydon Wick Parish Council held on Tuesday 18th October 2016 at 7.30pm in
the Parish Council Offices, Thames Avenue, Haydon Wick.

MEMBERS PRESENT: Councillors L Brown (Chairman), A Adams, C Armagan,
E Baker-Lee, P Booth, D Bower, S Callen, P Eagle, J Fuller, E Gerrard, R Hailstone, S
McDermott, D Smith, J Stooke and M Whelan

OFFICERS PRESENT: Terry Powell – Clerk and Responsible Financial Officer

BOROUGH COUNCILLORS PRESENT: None

292 APOLOGIES

292.1 Apologies were received from Councillor P Martin, D Rodgers and C Taylor

292.2 Apologies were received from Councillor D Renard

293 DECLARATIONS OF INTERESTS

Councillor C Armagan declared an interest in the item on Financial Matters
Councillors J Fuller, P Eagle and R Hailstone a personal interest in the item on
Tadpole Lane

294 PUBLIC RECESS

There were three members of Swindon & Cricklade Railway present. They gave a
verbal presentation on their proposals. The Clerk summarized the Council’s
thoughts on land usage

7.15pm Councillor M Whelan joined the meeting

295 PROPOSED USE OF TADPOLE LANE

Following a discussion on the proposal by Swindon & Cricklade Railway to use the
land at Tadpole Lane it was agreed in principle to allow the use. The Clerk was
asked to arrange a meeting to discuss the details

Proposed: Councillor A Adams  Seconded: Councillor E Baker-Lee
Vote: Agreed - Unanimous

RESOLVED: that subject to further discussion on the detail the
proposal made by Swindon & Cricklade Railway to use
part of the land at Tadpole Lane be accepted
296 MINUTES

To receive and approve the minutes of the following meetings:

296.1 Full Council Meeting Tuesday 20th September 2016

    Proposed: Councillor P Eagle      Seconded: Councillor M Whelan
    Vote: Agreed - with four (4) abstentions

    RESOLVED: that the minutes of the Full Council meeting held on Tuesday 20th September 2016 be agreed and signed as a correct record

296.2 Extra-Ordinary Full Council Meeting Monday 26th September 2016

    Proposed: Councillor R Hailstone  Seconded: Councillor P Eagle
    Vote: Agreed with two (2) abstentions

    RESOLVED: that the minutes of the Extra-Ordinary Full Council meeting held on Monday 26th September 2016 be agreed and signed as a correct record

297 COMMITTEE REPORTS

To receive and note the minutes of the following meetings and to approve any actions and recommendations:

297.1 Planning & Highways Committee held on Tuesday 6th September 2016

    Proposed: Councillor J Fuller      Seconded: Councillor A Adams
    Vote: Agreed

    RESOLVED: to receive and note the minutes

    Recommendations to be approved

    None

297.2 Policy & Finance Committee held on Tuesday 23rd August 2016

    Proposed: Councillor M Whelan      Seconded: Councillor L Brown
    Vote: Agreed

    RESOLVED: to receive and note the minutes

    Recommendations to Full Council to be approved:

7.30pm Councillors S McDermott & S Callen joined the meeting
297.2 (i) To adopt the Young Person & Vulnerable Adult Protection Policy

Proposed: Councillor D Smith   Seconded: Councillor L Brown
Vote: Agreed

RESOLVED: to approve the recommendation from the Policy & Finance Committee that with a reference to the Borough Council’s “No Secrets” being added and the deletion of the opening paragraph in the Section entitled ‘Responding to Abuse’ the Young Person & Vulnerable Adult Protection Policy be adopted

297.2 (ii) To adopt the Lone Working

Proposed: Councillor E Baker-Lee   Seconded: Councillor A Adams
Vote: Agreed

RESOLVED: to approve the recommendation from the Policy & Finance Committee that the Lone Working Policy be adopted

297.2 (iii) To adopt the Members Code of Conduct Policy

Proposed: Councillor L Brown   Seconded: Councillor E Gerrard
Vote: Agreed

RESOLVED: to approve the recommendation from the Policy & Finance Committee that with the addition of the words “and the Protocol on Councillor/Staff Relations.” to Section 1 para 3 of the policy that the Members Code of Conduct Policy be adopted

297.3 Amenities & Leisure Committee held on Tuesday 13th September 2016

Proposed: Councillor P Eagle   Seconded: Councillor A Adams
Vote: Agreed

RESOLVED: to receive and note the minutes

Recommendations to be approved
None

298 COUNCILLORS REPORT

Councillor C Armagan  Reported that the Youth Council visit to meet the Mayor went well and gave thanks to Councillor R Hailstone for his assistance

Councillor P Booth   Asked when the last grass cut would be taking place
Councillor J Smith Advised that Wroughton Parish Council had received a grant for £38,000 from the landfill community fund. Asked Clerk to check if further funding available. Asked for moratorium on reserves to be lifted and chased for start date of bin installations.

Councillor D Bower Reported on the high level of community involvement and spirit as evidenced by the entries on the Priory Vale Facebook page. Advised that Abbymeads residents were looking after a young person who is homeless and is living close to the Village Green play area.

299 WARD COUNCILLORS REPORT

None present

300. REPORT FROM COMMUNITY BEAT MANAGER

Item withdrawn as no member of police present

301 CLERK’S REPORT & ACTION REVIEW SUMMARY

301.1 The Clerk updated Members on the following items:

- Councillors were advised that the police had today carried out an operation to close down a cannabis factory in the Taw Hill area. Some 60 recycling boxes of earth were collected by the Borough Council.
- Presented a summary of the Library Strategy meeting held in the Civic Offices mobile/click & collect/micro libraries/community.
- Advised the meeting that following a subsequent submission as requested in the Cabinet Report on Community Governance Reminded it is believed that agreement will be given to include Haydon View into the Parish as from 1st April 2017.
- It is understood that Blunsdon St Andrew Parish is still discussing some matters with the Borough Council.
- A recent Borough Council Scrutiny Report on the Waste Collection Service seems to have added a proposal to remove the Recycling Bring Sites. Clarification is being sought on the status of this proposal as it was not mentioned in the report to the Borough Cabinet which led to the Scrutiny meeting. The removal of these sites may be a facility that the Council wishes to consider for retention at a cost to the precept.

301.2 ACTION REVIEW SUMMARY

Noted

302 EXEMPT ITEMS - EXCLUSION OF PRESS AND PUBLIC

As certain items were expected to include the consideration of exempt information Haydon Wick Parish Council RESOLVED that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of
the matters referred to in the items listed below, on the grounds that it would involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

None

303 FINANCIAL MATTERS

303.1 The Members discussed the revenue budget report, the bank balances report which had been previously circulated and the schedule of payments for the month ending 30th September 2016 which was tabled at the meeting. The meeting discussed the contents of the documents and raised a number of queries. The Clerk responded satisfactorily to all the questions.

303.2 The meeting approved the documents and the Clerk requested for two approved signatories to attend the office to sign off the payment schedule. Councillors L Brown and E Gerrard agreed to attend Office to check and sign the payment schedule

Proposed: Councillor P Booth  Seconded: Councillor L Brown
Vote: Agreed - with one (1) abstention Councillor C Aramagan

RESOLVED: to accept the content of the reports and to approve the schedule of payments

304 LOCAL BUS SERVICE STRATEGY

304.1 The meeting discussed the report to the Borough Council’s September Cabinet on local bus services in Swindon. The Councillors noted the decision to withdraw Service 11A from Haydon Wick as from January 2017 as it was considered that as the required subsidy was relatively low at £0.30 per passenger the service was considered commercially viable. The view taken in the Cabinet report was that any service where the required subsidy was less than £1 per passenger would make the service commercially viable and local operators should be encouraged to operate the service without subsidy.

304.2 Councillors raised queries as to the nature of the Community Hub and how it would be operated. It was explained that this is to be run initially as a commercial venture providing a feed in service to transport nodes such as the Orbital Centre for connections to a wider bus service facility. It was agreed that the withdrawal of Sunday services from Thames Avenue was a retrograde step.

304.3 The Clerk was asked to write to all local Ward Councillors to express the Council’s concerns on the withdrawal of the Sunday service and to both Stagecoach and Thames Transport to ask if as individual companies the service would be considered for commercial operation or if another Sunday service could be diverted to service Haydon Wick.
305 LOCAL GOVERNMENT FINANCE SETTLEMENT CONSULTATION

305.1 The meeting considered the documentation which had been circulated with the agenda on the proposal from the Department of Communities and Local Government to cap parish precepts.

305.2 Following a discussion it was agreed to arrange an Extra-Ordinary meeting to discuss this important topic. The agreed date and time for this meeting is Monday 24th October at 7.00pm

306 OUTCOME OF EXTERNAL AUDIT

The Clerk advised the meeting of the satisfactory conclusion to the external audit with no issues raised. The Councillors asked for their thanks to be passed onto the office staff for their hard work on the Audit

307 GROUNDS MAINTENANCE CONTRACT

The Clerk advised the Council of the discussion held at the meeting of the Amenities & Leisure Committee on 11th October 2016. He explained the evaluation method used by Councillor P Booth and R Hailstone to assess the nine (9) tenders received for the grounds maintenance contract. The assessment had resulted in a choice between one company being awarded both contracts or the two companies sharing the contracts. The saving in appointing two companies amounted to £166 per year although on the scoring matrix the score for appointing one company the scores showed a 95% score for one company against a 93% for the two companies. In consideration of the operational benefits to be gained by using one company against a fairly low saving per year it was recommended that both contracts be given to ISS the Committee are recommending to the Full Council that the Clerk be authorised to take the necessary steps to notify all companies who submitted a tender for the work the outcome of the evaluation and subject to no objection being received during the Standstill Period ISS to be confirmed as the successful tenderer

Proposed Councillor E Baker-Lee         Seconded Councillor J Stooke
Vote: Unanimous

RESOLVED - to recommend that the Clerk be authorised to take the necessary steps to notify all companies who submitted a tender for the work the outcome of the evaluation and subject to no objection being received during the Standstill Period ISS to be confirmed as the successful tenderer

308 ITEMS FOR NEXT AGENDA

Councillors were requested to advise the Clerk of any items they wished to have on the agenda for the meeting on 22nd November 2016 (apologies)
9.15pm The Clerk left the meeting. The minutes for the Personnel Sub-Committee report were recorded by Councillor S McDermott

309 EXEMPT

Report from the Chair of the Personnel Sub-Committee

At the meeting of the Personnel Sub-Committee on 27th September 2016 it was agreed that due to the work on Community Governance Review it was difficult to determine the true current workload and future workload of the Clerk. In the light of this it was proposed by Councillor S McDermott and seconded by Councillor D Rodgers that the Clerk to be asked to continue working the extra hours until 31st March 2017. This to be reviewed by the Personnel Sub-Committee in February 2017

Proposed: Councillor S McDermott Seconded: Councillor L Brown
Vote: Unanimous

RESOLVED: to extend the temporary period for the Clerk’s hours to be at 40 hours per week until 31st March 2017 and for this to be reviewed in February 2017

9.20pm The Clerk returned to the meeting

The meeting closed at 9.25pm Chairman: ___________________