

HAYDON WICK PARISH COUNCIL

Minutes of Haydon Wick Parish Council held on Tuesday 19th June 2018 at 7.30pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

MEMBERS PRESENT: Councillors L Brown (Chairman), S McDermott (Vice-Chair), E Baker-Lee, P Booth, D Bower, S Callen, P Eagle, E Gerrard, S Heyes, V Manro, D Smith, C Taylor, M Whelan and R Worman

OFFICERS PRESENT: Caroline Roberts – Assistant Clerk
Sandra Kelly – Administration Assistant

BOROUGH COUNCILLORS PRESENT: None

657 APOLOGIES

Apologies were received from Councillors J Fuller (Holiday), R Hailstone (Holiday), P Martin (Medical) and D Rodgers (Health issues)

Ward Councillor D Renard gave his apologies

All apologies accepted

658 DECLARATIONS OF INTERESTS

None declared

659 PUBLIC RECESS

None present

660 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.

Agenda Item 16 – Clerk's Salary Point

661 MINUTES

To receive and approve the minutes of the Full Council Meeting held on Tuesday 15th May 2018

Proposed: Councillor S Heyes

Seconded: Councillor S Callen

Vote: Agreed with one (1) abstention

RESOLVED: the minutes of the Full Council meeting held on Tuesday 15th May 2018 be agreed and signed as a correct record

662 COMMITTEE MINUTES

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

662.1 Planning & Highways Committee held on Tuesday 1st May 2018

Proposed: Councillor P Booth Seconded: Councillor E Baker-Lee
Vote: Agreed

RESOLVED: to receive and note the minutes

Recommendations to be approved

None

662.2 Amenities & Leisure Committee held on Tuesday 8th May 2018

Proposed: Councillor D Bower Seconded: Councillor E Gerrard
Vote: Agreed

RESOLVED: to receive and note the minutes

Recommendations to be approved

None

662.3 Policy & Finance Committee held on Tuesday 24th April 2018

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

RESOLVED: to receive and note the minutes

Recommendations to be approved

None

663 COUNCILLORS REPORT

Councillor P Eagle	Enquired about the pile of scalplings left on the grass verge on the footpath near Heaton Close play area. Mant Leisure have been contacted to see if it was their contractors
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Councillor P Booth	<p>Asked if thanks could be passed on to the Amenities Team for the good work on the removal of graffiti in Abbey Meads</p> <p>Was pleased to report that after many months, the footpath lighting in Mazurek Way had been repaired</p>
Councillor S Callen	<p>Congratulated Councillor S McDermott on her work in organising Heaton Close play area opening</p> <p>Reported that Swindon Borough Council are currently running a campaign to pin point pot holes in Swindon and asking for members of public to report these via its web link. <i>Response: The link to be made available on the Parish Council website</i></p> <p>Had been approached by a resident who had had his boundary wall damaged by a contractor. <i>Response: To be referred to the next Policy & Finance Committee for discussion</i></p>
Councillor D Bower	<p>Requested that a planning appeal relating to 81 new homes on land by Mouldon Hill Country Park is referred to Planning & Highways Committee to consider submitting comments to the Planning Inspectorate. This development borders the parish boundary and will affect access from Thamesdown Drive. <i>Response: Refer to next Planning Highways Committee Meeting</i></p>
Councillor R Worman	<p>Enquired whether it was standard practice for two Amenities Operatives to travel in the same vehicle on bin rounds. <i>Response: Advised that this would only normally occur whilst training new staff</i></p>
Councillor L Brown	<p>Expressed her thanks to Councillor S McDermott in particular, for help in organising the Heaton Close play park opening and Councillor D Bower for his idea to invite Masie Sly as the guest of honor. Also thanks to staff and Trish Bower</p>

664 WARD COUNCILLORS REPORT

None

665 CLERK'S REPORT

- A representative from the Swindon Bus Company has accepted an invitation to attend the next Full Council meeting on 17th July 2018 at 7.30 pm. Councillors have been asked to submit any questions they would like to raise prior to the meeting, by the 10th July
- It has been arranged for our hedge cutting Contractor to carry out some urgent hedge/bush trimming in areas where there are visibility and safety concerns. This will commence from this week.

666 FINANCIAL MATTERS

- 666.1 The Councillors discussed the bank balances report and the schedule of payments for the month ending 31st May 2018 which had been tabled at the meeting. A number of queries were raised to which the Assistant Clerk gave satisfactory responses
- 666.2 The meeting approved the documents and the Assistant Clerk requested for two approved signatories to attend the office to sign off the payment schedule.

Councillors D Smith and C Taylor agreed to attend the Office to check and sign the payment schedule

Proposed: Councillor D Bower Seconded: Councillor S McDermott
Vote: Agreed

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

667 ANNUAL RETURN FOR YEAR ENDED 31st MARCH 2018

Annual Governance Statement

The Assistant Clerk explained the Councillors were required to approve the Annual Governance Statement (part 1 of the annual return) before the approval of the Accounting Statements (part 2 of the annual return). Both of these approvals have to be given at a Full Council meeting in the correct order. There is currently no requirement for these approvals to be given at separate meetings.

The Assistant Clerk then took the members through the Annual Governance Statement for 2017/18 explaining that it is their responsibility to give the correct response to each question. Following a discussion, the Councillors agreed to give positive answers to all questions and to authorise the Chairman and the Assistant Clerk, in the absence of the Clerk, to sign the document

Proposed: Councillor V Manro Seconded: Councillor R Worman
Vote: Agreed

RESOLVED: to give positive answers to all the questions on the Annual Governance Statement and to authorise the Chairman and Assistant Clerk, in the absence of the Clerk, to sign the document

668 ANNUAL RETURN FOR YEAR ENDED 31st MARCH 2018

Annual Accounting Statement

The Assistant Clerk explained the figures on the Accounting Statement for 2017/18. Following a discussion, the Councillors accepted that the figures were correct and authorised the Chairman and the Assistant Clerk, as the Responsible Financial

Officer, in the absence of the Clerk, to sign the document and for it to be submitted to the External Auditor

Proposed: Councillor D Bower

Seconded: Councillor E Baker-Lee

Vote: Agreed

RESOLVED: that the figures shown on the Accounting Statements for 2017/18 were correct and authorised the Chairman and the Assistant Clerk, as the Responsible Financial Officer, in the absence of the Clerk, to sign the document and for it to be submitted to the External Auditor

669 GRASS CUTTING UPDATE

The monthly work sheet for the period from week commencing 14th May to week commencing 11th June was tabled. It was noted that there had been a number of cutting days lost through absence and issues with machinery.

A discussion took place on the frequency and quality of the cutting, the number of complaints received and the weather conditions this year.

Proposals were tabled at the meeting by Councillor V Manro to enhance grass cutting services to selected areas. Discussion took place on whether or not these would be considered at the meeting. It was felt that more time was required to consider the detail in the proposals and the Chairman agreed to call an Extraordinary meeting on Tuesday 26th June 2018 prior to the Policy & Finance Meeting.

670 COMMUNITY ENGAGEMENT GROUP

Councillor S McDermott advised the meeting that a Community Engagement Group meeting had not taken place this month.

She reported on the following items:

Haydon Wick Living Magazine

A high resolution version of the Summer Magazine is available on the shared drive and is due to be printed this week. Delivery to be carried out over a three week period by our Magazine Distributor, but additional help is required to deliver to various establishments.

The Autumn/Winter magazine files will be located on the shared drive and visible to all councillors. Next to each article an owner will be identified who will be responsible for sourcing the article. Deadline for the next issue is Thursday 27 September. As with previous Autumn issues the centre pages will be given over to Christmas Parcels and Christmas office/service hours.

Open Gardens

This event will not be going ahead as there was not enough interest from residents

Play Area Opening Event

The event cost £392.33, which equates to 4p for a Band D property. A breakdown of the spend was given. Received lots of positive feedback from users about the improvements particularly the removal of the sand and woodchip surfaces. Thanks for given to the various people who helped make the event a great success. Mant Leisure also expressed their gratitude in being invited to the opening.

671 EMERGENCY WORKING PARTY

At the Full Council meeting in April, it was agreed to set up a working party to review and update the Council's Emergency Plan to ensure it is fit for purpose, and in line with the Borough wide plan. It was agreed to circulate members of the working party suggested dates for a meeting.

An example was given of an emergency in James Wilks House when residents were without electricity for several days.

672 CLERK'S SALARY POINT

Due to the confidentiality of this item it has been moved to Exempt Session

673 ITEMS FOR NEXT AGENDA

Councillors were requested to inform the Clerk of any items they wished to have on the agenda for the meeting on 17th July 2018

8.50pm The Assistant Clerk and Administration Assistant left the meeting for the Exempt Session.

674 EXEMPT

CLERK'S SALARY POINT

Councillor L Brown as Chairman of the Council reported to the meeting the recommendation to agree the Clerk's Salary Point following the Appraisal of the Clerk for the year April 2017 to March 2018.

Following a discussion, it was agreed to accept that the Clerk's salary point would increase one spine point from 48 to 49

Proposed: Councillor S Callen Seconded: Councillor P Eagle

Vote: Agreed with one (1) abstention

RESOLVED: Following the Appraisal of the Clerk for the year April 2017 to March 2018 it was agreed that the salary point would increase one spine point from 48 to 49