

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Full Council of Haydon Wick Parish Council held on Tuesday 18<sup>th</sup> June 2019 at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

### **ATTENDENCE**

#### **MEMBERS:**

Councillors L Brown (Chairman), E Baker  
Lee, S Callen,  
S Fateru, S Heyes, A John, V Manro, S  
McDermott,  
D Rodgers, J Jackson, A Roupelis, R  
Venkatesh and R Worman

#### **OFFICERS:**

Clerk, Georgina Morgan-Denn  
Administrator, Sandra Kelly

#### **BOROUGH COUNCILLORS:**

Councillor D Renard (Haydon Wick),  
V Manro (Priory Vale), S Heyes  
(St Andrews)

#### **FC 29 APOLOGIES**

Apologies were received and accepted from Councillors R Hailstone (holiday), J Fuller (holiday) and KT Naik (present until 8.15pm working).

#### **FC 30 DECLARATIONS OF INTERESTS**

The newly co-opted Councillors declared an interest in Agenda Item 15 - Councillor Allowances.

#### **FC 31 PUBLIC PARTICIPATION**

There were no members of the public present.

#### **FC 32 CHAIRMAN'S ANNOUNCEMENTS**

Politely reminded all members to turn phones off or onto silent and not use during meeting unless it is to read papers. Advised the meeting the Assistant Clerk has left which leaves a considerable shortfall of admin hours in the office. Requested Councillors minimise their visits to the office and to always phone in advance to book a meeting. Reminded all Councillors to email their parks and open spaces issues to [Tidyup@haydonwick.gov.uk](mailto:Tidyup@haydonwick.gov.uk). To raise admin issues with [Office@haydonwick.gov.uk](mailto:Office@haydonwick.gov.uk) and for parish management issues to [Clerk@haydonwick.gov.uk](mailto:Clerk@haydonwick.gov.uk). Reiterated the need for councillors to regularly check their emails as notifications from the system are currently not being set to remind you to log into your email account.

#### **FC 33 CO-OPTION OF COUNCILLORS**

Council received a recommendation from the Co-option Interview Panel to co-opt Rebecca Ross and Iain Liddon on to the Council.

**Proposed:** Councillor L Brown **Seconded:** Councillor V Manro

**Vote:** Agreed with 2 abstentions

**RESOLVED:** To co-opt Rebecca Ross and Iain Liddon on to the Council.

*Councillor David Renard arrived at 7.37pm*

**FC 34 ACCEPTANCE OF OFFICE**

The newly co-opted Councillors signed their Acceptance of Office and took a seat at the table.

**FC 35 MINUTES**

Members received and approved the minutes of the Annual Council Meeting held on Tuesday 14<sup>th</sup> May 2019.

**Proposed:** Councillor E Baker Lee      **Seconded:** Councillor Roy Worman  
**Vote:** Unanimous

**RESOLVED:** the minutes of the Annual Council Meeting held on Tuesday 14<sup>th</sup> May 2019 be agreed and signed as a correct record.

**FC 36 COMMITTEE REPORTS**

**FC 36.1** Members received and noted the minutes of the Planning & Highways Committee Meeting held on Tuesday 30<sup>th</sup> April 2019.

**Proposed:** Councillor S McDermott      **Seconded:** Councillor E Baker Lee

**Vote:** Agreed and noted.

**RESOLVED:** to receive and note the minutes.

**FC 36.2** Members received the recommendation to Full Council to amend the Terms of Reference for the Planning & Highways Committee.

**Proposed:** Councillor S McDermott      **Seconded:** Councillor E Baker Lee

**Vote:** Agreed with two (2) abstentions and two (2) objections.

**RESOLVED:** to adopt the Planning & Highways Terms of Reference.

**FC 36.3** Members received and noted the minutes of the Amenities & Leisure Committee Meeting held on Tuesday 9<sup>th</sup> April 2019.

**Proposed:** Councillor V Manro      **Seconded:** Councillor A John

**Vote:** Agreed and noted.

**RESOLVED:** to receive and note the minutes.

**FC 36.4** Members received the recommendation to Full Council to amend the Terms of Reference for the Amenities & Leisure Committee to include authority to sign off expenditure up to £25,000.

**Proposed:** Councillor S Heyes      **Seconded:** Councillor E Baker Lee

**Vote:** Agreed with three (3) abstentions and (3) objections.

**RESOLVED:** to adopt the Amenities & Leisure Committee Terms of Reference with delegated authority to sign off expenditure up to £25,000.

**FC 36.5** Members received and noted the minutes of the Policy & Finance Committee Meeting held on Tuesday 26<sup>th</sup> March 2019.

**Proposed:** Councillor S Callen      **Seconded:** Councillor R Worman

**Vote:** Agreed and noted.

**RESOLVED:** to receive and note the minutes.

**FC 36.6** Members received the recommendation to Full Council to amend the Terms of Reference for the Policy & Finance Committee to include authority to sign off expenditure up to £10,000.

**Proposed:** Councillor S Callen                      **Seconded:** Councillor S Heyes  
**Vote:** Agreed with two (2) abs and two (3) objections  
**RESOLVED:** to adopt the Policy & Finance Committee Terms of Reference with delegated authority to sign off expenditure up to £10,000.

**FC 36.7** Members received the recommendation to Full Council to amend the Terms of Reference for Personnel Sub Committee to include increasing the membership to six (6) Councillors. It was noted that there will be one vacancy on this Sub-Committee.  
**Proposed:** Councillor S Callen                      **Seconded:** Councillor S Heyes  
**Vote:** Agreed with two (2) abstentions.  
**RESOLVED:** to adopt the Personnel Sub-Committee Terms of Reference to include increasing the membership to six (6) Councillors.

**FC 36.8 SCHEME OF DELEGATION**

Members received a draft Scheme of Delegation for adoption. It was noted this was a living document and will evolve in conjunction with future changes to the Council. Prior to its adoption the following was confirmed:

- a committee membership is 11 councillors and not 15 as stated
- amend Policy & Finance Committee to include approving the annual Corporate Performance Plan and arrangement for its Publication' (4.1)
- Urgent Matters to consult Chairman or Vice Chairman in their absence and the Chairman of Policy & Finance Committee (7.1)

**Proposed:** Councillor S Callen                      **Seconded:** Councillor J Jackson  
**Vote:** Agreed  
**RESOLVED:** to adopt the Scheme of Delegation subject to the amendments listed above.

**FC 37 COUNCILLOR REPORTS**

<b>Worman</b>	Mentioned attending SBC Resources & Corporate Scrutiny meeting and a discussion took place on improving sharing performance data with Parish Councils, and more and better understanding of CIL payments. Stated SBC should budget for LED flashing lights to be added to this Thames Avenue in the future.
<b>Jackson</b>	Concerns from residents re the Thames Avenue level crossing and the meeting confirmed SBC has agreed for it to be repainted.
<b>Venkatesh</b>	Requested clarification on the Councillor Co-option selection criteria. The Chairman will discuss with Cllr Venkatesh following meeting.
<b>Rodgers</b>	Query re when and where the Amenities Team take their breaks.
<b>McDermott</b>	Informed May 4 <sup>th</sup> Bank Holiday in 2020 has been changed to Friday 8 <sup>th</sup> May and this may present an opportunity to have an event.
<b>Heyes</b>	Suggests coordinating with St Andrews PC re hedge cutting areas opposite the Parishes. <i>To discuss further at A&amp;L.</i> Explained there are (90) unadopted roads in North Swindon that SBC has shown no interest in adopting. In the future this means residents will miss out on fast fibre

broadband speeds, potentially 5G and car charging from lampposts. Councillor Heyes has approached Virgin about trialing deploying their services using BT ducts rather than digging up streets (which they can't anyway because they are unadopted).

**John** Has ideas for VE commemoration events. It was suggested this is discussed further at the Community Engagement working party meeting.

**Baker Lee** Stream by James Wilkes is foul smelling. Residents have contacted SBC with no progress. Can the PC help to escalate the issue?

**Manro** Reiterated SBC Resources & Corporate Scrutiny discussion and raised opportunity for Parish Council to share information as part of the Wiltshire Information Sharing Charter. Agreed to put this onto the July P&F agenda.

**FC 38 SWINDON BOROUGH WARD COUNCILLOR REPORTS**

**D Renard** Advance notice that along Ealing Way the surface has sunk and due for repair which will involve closing the road in August. Actual date to be advised but will be published in Highways and Members' Bulletin.

**S Heyes:** Will ensure any unadopted roads in the Parish are not overlooked and is suggesting contacting Virgin start to trial their ducting service.

*Councillor Naik left the meeting at 8.15pm*

**FC 39 FORMATION OF COMMUNITY ENGAGEMENT GROUP**

Council confirmed the membership for this working party is unlimited and will fluctuate according to what projects are taking place. All members of the Council will be invited to attend any future working party meetings. It was confirmed the Chairman of the Working Party is the Vice Chairman of the Council, as such will be Councillor Vinay Manro. It was agreed to hold a short meeting following this evening's Full Council.

**FC 40 TRANSFER OF COUNCILLOR ALLOWANCE**

*Councillor McDermott declared an interest and confirmed she will abstain from the vote.*

The meeting considered a proposal to transfer a Councillor's allowance to the Community Engagement Budget.

**Proposed:** Councillor R Worman **Seconded:** Councillor Ellen Baker Lee

**Vote:** Agreed with one abstention and one objection.

**RESOLVED:** to transfer a Councillor's allowance to the Community Engagement Budget

**FC 41 HAYDON WICK FESTIVAL**

Members considered and agreed to man a stand at the Festival on 13<sup>th</sup> July 2019 from set up to take down approx. timings 10am to 4pm. Councillor

E Baker Lee will co-ordinate the attendance and presence at the event. Councillors asked for help from POST to erect and dismantle the equipment. The following Councillors volunteered to assist during certain periods throughout the day: Ellen, Linda, Adam, Seyi, Rebecca, Ravi and to be confirmed, Iain and John.

**FC 42 CLERK'S REPORT**

Confirmed the September North Swindon Fun Day has been cancelled due to lack of support but hoping to bring it back next year.

**FC 43 COUNCILLOR ALLOWANCES**

Council received a report from the Clerk concerning the eligibility for co-opted Councillors to receive an allowance. After discussion Council requested independent advice from another source before making a decision.

**FC 44 WEBSITE ACCESSIBILITY**

Councillors noted the update concerning changing to the Public Sector Bodies Accessibility (Website & Mobile Applications) (No.2) Regulation 2018 The Clerk confirmed that £1,000 had been allocated to commence the first phase of design in this financial year. A working party comprising Councillors Venkatesh, Manro, Callen, Ross and Heyes would be tasked with progressing this.

*Councillor David Renard left at 8.41pm.*

**FC 45 BUS SERVICE 20 SUBSIDY**

The meeting received a request from Stratton St Margaret Parish Council to contribute towards the subsidy of Bus No 20. Council considered the bus was not applicable to the parish and as such did not wish to progress with take part in the joint working group because Haydon Wick Parish already have bus services to the hospital.

**FC 46 FINANCIAL MATTERS**

**FC 46.1 Income & Expenditure:** Noted the Income & Expenditure Statement for May 2019.  
**Proposed:** Councillor E Baker Lee    **Seconded:** Councillor A Roupelis  
**Vote:** Agreed  
**RESOLVED:** to note the Income & Expenditure Statement for May 2019.

**FC 46.2 Bank Statements & Bank Reconciliations** Noted the bank statements and bank reconciliations for May 2019. The Chairman signed the bank statements and reconciliations.  
**Proposed:** Councillor S Callen    **Seconded:** Councillor V Manro  
**Vote:** Agreed  
**RESOLVED:** to note the bank statements and bank reconciliations for May 2019.

**FC 46.3 Approval and the Payment Schedule** Council considered the payment schedule totally £51,316.59 inc VAT, purchase day book reference 457-516 and cashbook reference 195. After discussion, the Chairman signed the Schedule. Queries were raised

which the Clerk and Administrator answered satisfactorily. Council requested investigation the charges incurred in relation to the hand dryers.

**Proposed:** Councillor V Manro    **Seconded:** Councillor R Venkatesh  
**Vote:** Agreed

- FC 46.4**    **RESOLVED:** to note the Income & Expenditure Statement for May 2019.  
**Nomination of two Councillors to spot check the Payment Schedule**    Councillors E Baker Lee and D Rodgers were nominated to attend the office the following day to conduct spot checks on the Payment Schedule.

**FC 47**    **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31<sup>ST</sup> MARCH 2019: GOVERNANCE STATEMENT**

Members considered the Governance Statement and resolved for the Chairman and the Clerk/RFO to sign the Governance Statement for the AGAR year ending 31<sup>st</sup> March 2019.

**Proposed:** Councillor S Callen    **Seconded:** Councillor J Jackson  
**Vote:** Agreed

**RESOLVED:** For the Chairman and Clerk/RFO to sign the AGAR for the year ended 31<sup>st</sup> March 2019: Governance Statement.

*Councillor I Liddon left at 9pm*

**FC 48**    **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31<sup>ST</sup> MARCH 2019: ACCOUNTING STATEMENT**

Members considered the Accounting Statement and resolved for the Chairman and the Clerk/RFO to sign the Accounting Statement.

**Proposed:** Councillor E Baker Lee    **Seconded:** Councillor A Roupelis  
**Vote:** Agreed

**RESOLVED:** For the Chairman and Clerk/RFO to sign the AGAR for the year ended 31<sup>st</sup> March 2019: Accounting Statement.

**FC 49**    **ITEMS FOR NEXT AGENDA**

To propose agenda items for meeting on 16<sup>th</sup> July 2019.  
Community Engagement Report

**FC 50**    **EXCLUSION OF PUBLIC & PRESS**

**RESOLVED:** in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw'. Reason: Contractual

**FC 51**    **BUS HARD STANDINGS**

Council received recommendations from Planning & Highways Committee for Bus Hard Standings and resolved to use budget for Friday Street and general reserves for Queen Elizabeth Drive. The meeting was informed that this leaves no remaining budget in 2019/20.

It was acknowledged that Council will need to assign a further £4,000 to 2020/2021 budget for future bus hard standing projects throughout the parish because it is unlikely to receive any further S106 monies due to lack of development opportunities in the Parish.

**Proposed:** Councillor V Manro                      **Seconded:** Councillor A John

**Vote:** Agreed

**RESOLVED:**

- (a) To use £975.35 from the budget for Friday Street (junction with Queen Elizabeth Drive) bus hard standings
- (b) To use the remaining £424.30 from the budget and £977.41 from general reserves to pay for Queen Elizabeth Drive bus hard standings. This will leave no remaining budget in 2019/20.

**FC 52      IT SUPPORT CONTRACT**

Council received a report concerning the renewal of the IT Support Contract and an order for IT consumables. After discussion, it was agreed to renew the support contract and extend the hours of support. Council also agreed to give delegated authority to the Vice Chairman to research the best value laptop, with touch screen functionality, to be used for Planning & Highways Committee meetings. The meeting agreed to further investigate the Cyber Essential Certification and a PC Server to enable more efficient working from home. A working party comprising Councillors Manro, Venkatesh, Callen, Ross and Heyes will progress this.

**Proposed:** V Manro

**Seconded:** S Heyes

**Vote:** Agreed

**RESOLVED:** to renew the existing IT support contract with on-going maintenance and review £2,400 pa [4024/101]

**Proposed:** R Worman

**Seconded:** E Baker Lee

**Vote:** Agreed with one (1) abstention

**RESOLVED:** to add mobile email support and hours £400 pa [4024/101]

**Proposed:** V Manro

**Seconded:** S Heyes

**Vote:** Agreed

**RESOLVED:** to give delegated authority to the Vice Chairman to source the best value laptop with touch screen functionality up to the value of £1,000 [4025/101]

The meeting closed at 9.30pm

**Chairman:**