

HAYDON WICK PARISH COUNCIL

Minutes of Haydon Wick Parish Council held on Tuesday 26th March 2019 at 7.30 pm in the Parish Council Offices, Thames Avenue, Haydon Wick.

MEMBERS PRESENT: Councillors S McDermott (Chair), P Booth, S Callen, E Gerrard, R Hailstone, J Jackson, S Heyes, V Manro, D Rodgers, A Roupelis, S Smith and R Worman.

OFFICERS PRESENT: Georgina Morgan-Denn – Clerk
Sandra Kelly – Administrator

BOROUGH COUNCILLORS PRESENT: None present

In the absence of Councillor Brown the Vice-Chairman, Councillor McDermott chaired the meeting.

835 APOLOGIES

Apologies were received from Councillors L Brown (family matter), J Fuller (family commitment), P Eagle (family commitment) and P Martin (work commitment).

All apologies were accepted.

836 DECLARATIONS OF INTERESTS

None.

837 PUBLIC PARTICIPATION

There were two members of the public present who made no representation.

838 CHAIRMAN'S ANNOUNCEMENTS

None.

839 MINUTES

839.1 Members received and approved the minutes of the Full Council Meeting held on Tuesday 19th February 2019.

The Clerk informed the meeting that Cllr Rodgers' apologies were received before the meeting but as she had been in a meeting directly prior to Full Council she reported No Apologies received. Council agreed to accept the Cllr Rodgers' apology, and the reason provided - Personal Matter.

Proposed: Councillor S Heyes

Seconded: Councillor V Manro

Vote: Agreed with three (3) abstentions.

RESOLVED: the minutes of the Full Council meeting held on Tuesday 19th February 2019 be agreed and signed as a correct record. With amendment to include Cllr Rodgers' Apology for a Personal Matter.

840 COMMITTEE MINUTES

Members received and noted the minutes of the following meetings and approved any actions and recommendations:

840.1 Planning & Highways Committee held on Tuesday 5th February 2019.

Proposed: Councillor D Smith

Seconded: Councillor A Roupelis

Vote: Agreed with one (1) abstention.

RESOLVED: to receive and note the minutes.

Council raised the outstanding issue of the bus hard standing installations and requested a full report at the next Planning and Highways meeting.

840.2 Amenities & Leisure Committee held on Tuesday 12th February 2019

Proposed: Councillor R Hailstone

Seconded: Councillor J Jackson

Vote: Agreed with one (1) abstention.

RESOLVED: to receive and note the minutes.

840.3.1 Policy & Finance Committee held on Tuesday 8th January 2019.

Proposed: Councillor S Callen

Seconded: Councillor E Gerrard

Vote: Agreed with one (1) abstention.

RESOLVED: to receive and note the minutes.

840.3.2 Policy & Finance Committee held on Tuesday 26th February 2019 will be noted at Full Council on Tuesday 16th April 2019.

Recommendations to Full Council to be approved:

840.3.3 Draft Emergency Plan

To recommend that the draft document is presented to Full Council on 26th March 2019 with an agreement that Policy & Finance Committee will have the delegated authority to maintain this policy as it is a living document and is subject to regular changes.

Proposed: Councillor S Callen

Seconded: Councillor R Worman

Vote: Agreed with one (1) abstention.

RESOLVED: To adopt the Emergency Plan with an agreement that Policy & Finance Committee have the delegated authority to maintain this policy as it is a living document and subject to regular changes.

840.3.4 Draft Habitual & Vexatious Complainant Policy

To recommend that the draft Habitual & Vexatious Complainant Policy is adopted by Full Council.

Proposed: Councillor V Manro

Seconded: Councillor J Jackson

Vote: Agreed with one (1) abstention.

RESOLVED: To adopt the Habitual & Vexatious Complainant Policy.

841 COUNCILLORS' REPORTS

Councillor S Callen – facebook post concerning Bryony Way which has reached the Office query to do with fencing at this area.

Councillor R Hailstone – Swindon Area Committee (SAC) of the Wiltshire Association of Local Councils (WALC) recently met – Cllr Eagle and the Clerk were also present. Main item of discussion was the future relations with Swindon Borough Council (SBC). Committee agreed to write to SBC explaining the importance of the Joint Borough/SAC meetings, which are a key consultation tool and enshrined in the Parish Charter since 2015. SAC also agreed to write to SBC and the North Swindon parishes inviting them to collectively discuss the Turnpike/Blunsdon A419 Junction, thereby ensuring all parishes are kept well informed of future changes to the design.

Councillor E Gerrard – Ashdowne Way hedge overgrown and the dog bin is obscured – already reported it to the Office.

Councillor D Rodgers – Abbey Meads Village sign now obscured by the tulips and suggests reviewing the choice of bulbs in the future.

Councillor P Booth – gutters along Haydon Wick brook adjacent to Charlock Path is blocked.

Councillor J Jackson – fly tipped bags on Akers Way.

Councillor D Smith – continued illegal parking taking place in parish and queried again how can we stop it.

Councillor R Worman – Akers Way queried what the Parish Council is responsible for and our Parks & Open Spaces Team (POST) need to have a clear understanding.

Councillor S McDermott – add fly tipping to next A&L agenda to discuss how the Parish Council can receive income from the fixed penalty fine which SBC currently receives it – when we do the work. Also queried the safety of our litter pickers as a volunteer was recently spotted in the road and in potential danger. Officers reported this was a known volunteer who has been repeatedly told not to put themselves at danger. *Clerks confirmed a reminder to all volunteers would take place.* Requested another agenda item for A&L relating to the return of a green space asset and where the responsibility then lies and who will pay for the maintenance costs. the Spring magazine is now complete.

842 SWINDON BOROUGH WARD COUNCILLOR REPORTS

Councillor D Renard – resident concerns being received by SBC are mainly relating to litter and hedges and reported it is a credit to the Parish's office team for getting them dealt with so quickly.

843 COMMUNITY ENGAGEMENT GROUP

Councillor S McDermott put forward the following proposals:

843.1 Summer 2019 issue of the Haydon Wick Living Magazine

The following proposal (offer) is aimed to meet the Council's advertising obligations and to ensure a smooth transition to the new Council following the Parish Council Elections on Thursday 2nd May 2019. The Summer issue of the magazine is due to be delivered by the beginning of July, this necessitates a deadline of May 31st. Note that after the 2nd May, Cllr McDermott may not be a Councillor, but would still need access to the Editor Email address.

After a discussion and words of gratitude for all her hard work and effort as the Editor, the meeting agreed for Cllr McDermott to commence the production process up to the point a new Editor is identified and a hand-over can be arranged and executed. It was also noted that any costs incurred should be reimbursed if Cllr McDermott is not be a councillor. *The Clerk confirmed this would be added to next P&F agenda.*

Proposed: Councillor D Rodgers Seconded: Councillor R Hailstone
Vote: Agreed with one (1) abstention.

RESOLVED: Cllr S McDermott to commence production process up to the point a new Editor is identified and a hand-over can be arranged and executed.

843.2 Christmas Card Competition for Children

This idea was presented less than six months ago, the vote at that time was very close, losing by just one vote - the Chairman's second vote. The two main objections at that time were 1) To have the winning picture on the front cover of the Parish Magazine and 2) have a child's picture representing the Council. With the current magazine timeline, it is not feasible to use the winning entry as a front cover, so that aspect of the proposal is changed to having a winner's profile in the Spring issue of the Magazine. The second objection, the main thrust of the objection, was having a child's picture representing the Council on Christmas cards being sent to "corporate" partners. The proposal is to use the card for the Christmas Parcels only. With the sentiment being along the lines of "Happy Christmas from the Children of Haydon Wick". Council agreed Cllr McDermott researches the various suppliers of personalised cards to provide a full competition proposal to Full Council on May 14th 2019.

Proposed: Councillor D Rodgers Seconded: Councillor S Callen
Vote: Agreed with one (1) abstention.

RESOLVED: Cllr McDermott researches the various suppliers of personalised cards to provide a full competition proposal to Full Council on May 14th 2019.

843.3 Christmas Parcels Scheme 2019

The Christmas 2018 the Parcel Scheme came in just under budget, the Parish Council was able to do this because of the contributions of Metro Bank (donation of bags) and the Church (contents). During the budgeting process a suggestion was made for the Parish Council to approach third parties to see if they would be prepared to contribute. For this to happen, an advertisement needs to be placed in

the Summer Issue of the magazine. After discussion, it was agreed for Cllr McDermott to commence the Christmas Parcel Scheme by provisionally booking rooms and preparing an article/appeal for help to appear in the Summer issue of the magazine for presentation at Full Council on 14th May 2019 for their approval.

Proposed: Councillor R Worman **Seconded: Councillor D Rodgers**
Vote: Agreed with one (1) abstention.

RESOLVED: For Cllr McDermott to commence the Christmas Parcel Scheme by provisionally booking meeting rooms and to prepare an article/appeal for help to appear in the Summer Issue of the magazine for presentation at Full Council on 14th May 2019.

844 TURNPIKE/BLUNSDON A419 JUNCTION

Council considered and agreed to hosting a joint meeting with representatives from neighbouring North Swindon Parishes, to discuss a report by the Borough Council's Strategic Team on the new proposals at Turnpike/Blunsdon A419 junction. Haydon Wick will drive this forward with the neighbouring parishes and enable the parishes to get involved in the early stages of consultation.

Proposed: Councillor R Hailstone **Seconded: Councillor R Worman**
Vote: Agreed with one (1) abstention.

RESOLVED: To invite SBC, Blunsdon and St Andrews Parish Councils to a joint meeting to discuss the new proposals at Turnpike/Blunsdon A419 junction.

845 CLERK'S REPORT

The Clerk updated the meeting on the following matters:

Macmillan Cancer Support – donation of £39.91 was received and acknowledged recently.

Haydonleigh Skatepark Fencing – installation delayed until Monday 1st April and will take three days.

Photocopier Lease – has been renewed following a cost exercise and after negotiation we have achieved a saving of £52.51 per quarter with an additional desk top printer into the package, making the overall deal most cost effective.

NALC's Points of Light 2019 highlights work that local (parish and town) councils are undertaking to support their communities. The 2019 edition contains 150 case studies, and includes Haydon Wick Council for its community bus service.

Swindon Borough Council Clerks' Forum – Clerk has written to SBC's CEO to state that there should remain a separate Clerks' Forum because the format and content of the Clerks' Forum differs greatly and is useful for discussing technical issues. This is consistent with Swindon Borough / Parish and Town Council Charter clause 12.

Councillor Information Session – Councillors asked to save the date for a mandatory Councillor Information Session on Tuesday 7th May at 7pm. Meeting will cover areas such as training, IT, standing orders, allowances, agenda summons preference and more.

Badges - all Councillors are politely reminded to return their official badges before the May elections.

846 STAFF HANDBOOK

Council considered the Staff Handbook (V1: 01.04.19) which has previously been presented to Council and consulted with the workforce. Council agreed to implement the policies and procedures from 1st April 2019.

Proposed: Councillor S Callen

Seconded: Councillor J Jackson

Vote: Agreed with one (1) abstention.

RESOLVED: To adopt the Staff Handbook (V1: 01.04.19) and implement the policies and procedures from 1st April 2019.

847 TOMMY BENCH

Following the completion of Homeground Surgery next door, Council agreed for Cllr McDermott to confirm the final location of the Tommy Bench prior to its installation.

848 COMMUNITY BUS

Council received a request concerning the use of the Community Bus for a disabled resident who used to regularly use the bus service. As this was a request for one person to travel to Old Town there was concern that this may set a precedent and the one-off use could be considered excessive. It was noted the Council's website does state the service may be used for individuals depending on the availability of the bus. After discussion, it was agreed to defer the decision until a full report was provided by the Assistant Clerk at the next A&L meeting on the 9th April 2019. Updated Terms of Reference for the bus service will be prepared to avoid any future ambiguity.

849 REMOVAL OF PARISH BOUNDRY SIGN

Council received a request to remove the parish boundary sign to the East of Orchid Close as it was suggested this incorrectly shows the entire road and subsequent path comes under the Parish Council's remit. After discussion, Council duly noted the request and declined to remove it stating the sign was positioned for the visibility to drivers and passers-by.

850 DEMENTIA FRIENDLY HAYDON WICK

Councillors noted the progress being undertaken to accredit Haydon Wick Parish as a Dementia Friendly community. Work has included scheduling in two awareness sessions, involving the local schools, making the GP Practice and Pharmacy Dementia Friendly too and the possibility of working with neighbouring Parish Councils.

851 FINANCIAL MATTERS

851.1 The Councillors discussed the bank balances report and the schedule of payments for February/March 2019 (purchase day book references pages 358-402 and cashbook reference page 188) which had been tabled at the meeting.

851.2 The meeting approved the documents and the Clerk requested two approved signatories attend the office to sign off the payment schedule.

852.3 The meeting approved a Direct Debit for Fire Extinguishers rental.

Councillors D Smith and V Manro agreed to attend the office to check and sign the payment schedule.

Proposed: Councillor S Callen

Seconded: Councillor E Gerrard

Vote: Agreed with one abstention.

RESOLVED: to accept the content of the reports and to approve the schedule of payments and approval of a Direct Debit for the Fire Extinguishers rental.

853 ITEMS FOR NEXT AGENDA

To provide to the Clerk a week before the next meeting on the 16th April 2019.

854 EXCLUSION OF PUBLIC AND 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'. Reasons: Contracts.

855 RENEWAL OF ELECTRICITY AND GAS CONTRACT

Members received a verbal update regarding the renewal of electricity and gas contracts which are due for renewal in April. The meeting heard that to receive best value, three suppliers have been contacted. Due to the complexity of the figures, the prices changing daily and the short deadline before termination of contracts, Council agreed to give the Clerk delegated authority to appoint the best value provider and to give approval for the electric and gas supply to be renewed on termination of the current contracts.

Proposed: Councillor R Hailstone

Seconded: Councillor D Rodgers

Vote: Agreed with one abstention.

RESOLVED: To give the Clerk delegated authority to appoint the best value provider and to give approval for the electric and gas supply to be renewed on termination of the current contracts.

856 NORTH SWINDON COMMUNITY GROUP

Members were updated on the formation of the new community group and no additional information is available until Council commits to getting involved. The timescale for setting up the group is 27th April and one neighbouring council has agreed to join and another is yet to be confirmed. The group's terms of reference will be confirmed in May. Additionally, there was confirmation that the group will be apolitical. Concern was voiced that it will not represent all residents in Haydon Wick and should therefore work with neighbouring policing wards and Swindon North Central. It was agreed in principal to setting up the North Swindon Community Group (working title – final name to be decided) and the Clerk will attend the next meeting. Any statements concerning the formation must be approved by the Clerk before publication.

Proposed: Councillor R Hailstone Seconded: Councillor V Manro
Vote: Agreed with one abstention and one against.

RESOLVED: It was agreed in principal to setting up the North Swindon Community Group (working title – final name to be decided) and the Clerk to attend the next meeting with any press statements being approved by the Clerk before publication

857 CLERK'S APPRAISAL

Members received an update from the Clerk's Appraisal Panel following her annual review on the 11th March 2019. Council agreed to accept the appraisal recommendation and remuneration of a one-point grade increase.

Proposed: Councillor P Booth Seconded: Councillor S Callen
Vote: Agreed with one abstention.

RESOLVED: To agree to accept the recommendation from the Clerk's Appraisal Panel and remuneration of a one-point grade increase.

The meeting closed at 9.35pm

Chairman: _____