

WANBOROUGH PARISH COUNCIL

Minutes of the meeting of Wanborough Parish Council held on **22nd September 2014** in Wanborough Village Hall, High Street, Wanborough at 19.30.

PRESENT: Mr G Sumner (Chairman), Mr C Offer (Vice-Chairman), Mr D Hayward, Mr C Hayes, Mr R Whitfield, Mr B Biggs, Mr A Bennett, Mr W J Smith, Mr P Warensjo, Mrs D Stalker, Mr D Kevern.

In Attendance Mrs A J Raymond (Clerk), 1 member of Public.

- 1 Apologies: *None*
- 2 Declaration of interest: David Hayward and Colin Hayes declared a personal interest in item 7.2 as they each rent an allotment.
3. Minutes: The minutes of the previous meeting held on 1st September 2014 were circulated to all Parish Councillors. The minutes were signed by the Chairman as a true record.
4. Adopt New Code of Conduct for Wanborough Parish Council
Parish Council unanimously agreed to adopt the New Code of Conduct. All councillors duly signed the new Code of Conduct.

Meeting was adjourned for Public Questions

No Public Questions

5. Report from Ward Councillor
Andrew Bennett stated that in light of recent events, he would like to advice that all matters of correspondence should be made available to all Parish Councillors at their request. There is no such thing as closed e-mails and in a situation where a complaint is made to the Standards Board they can request to see all relevant information and then that would have to be provided to them.

A question was raised about the road closures for the Swindon Half Marathon, Andrew Bennett confirmed that there is a proposed diversion through Bishopstone and Hinton Parva. Swindon Borough Council should be able to provide exact details.

Joe Smith raised a concern about the e-mail that was sent from Gary Sumner in relation to the proposed planning application at Church Road. Clerk confirmed that she only received two responses from the Planning and Finance subcommittee therefore she did not receive adequate responses to be able to act on it.

- 6.1 To consider Planning Applications received:
S/14/1408HC – Glenville, Rotten Row – Erection of single storey front, side and rear extensions, two storey side extension and construction of new vehicular access. Parish Council discussed the application and raised no objection. Parish Council agreed that a request should be made for construction traffic not to park on Rotten Row near the junction, they also would like confirmation as to who is responsible for the maintenance of the ditch than runs along the edge of the property.
S/14/1573 – Autumn View, Kite Hill – Extension in integral garage. Parish Council discussed the application and, provided Swindon Borough Council Highways are happy with the reduction in parking area, then Parish Council raised no objection.

- 6.2 To notify the Schedule to the Permission/Consent received:
S/14/1334 – 3 Gosling Close – Erection of a single storey rear extension
- 6.3 To notify the Schedule to the refusal received.
S/LBC/14/1186 & 1085 – Horseshoe Cottage, 12 Church Road – Erection of a first floor rear extension with removal of a rear dormer and formation of doorway to access first floor.

7 COMMITTEE AND REPRESENTATIVES

7.1 Hooper's Field and Recreation

- 7.1.1 Play area at Lower Rec. Lee Wells (Village Lengthsman) has repaired the fire damaged fence and removed the internal broken fence between the two play areas. There is a small step from one play area to the other, but Lee confirmed he will monitor.
- 7.1.2 Fire extinguisher annual service has been completed. Fire risk assessment of the site is required to be done, Parish Council asked if there was a standard format that they can use. *ACTION Clerk.*
- 7.1.3 Swindon Borough Council replied in relation to relocating the entrance gate to the Lower Rec, confirming that to do this they would have to apply for a "Stopping" notice; alternative option would be to put bollards along the edge of the road. After a discussion Parish Council agreed to look into the possibility of bollards. Andrew Bennett suggested applying for street smart hours from the SBC Locality budget.

7.2 Footpaths, Village Maintenance and Allotments

- 7.2.1 Annual Allotments meeting held on Monday 15th September 2014. Bob Biggs confirmed that 9 people attended the meeting which is an improvement on last year. There were very few questions raised. One of the questions was in relation to the Allotment competition; they asked whether it was possible to not tell tenants the dates of the allotment competition. Parish Council agreed that this would not be an option. Bob Biggs also confirmed that the Nythe allotments are currently on hold.
- 7.2.2 Discussion took place in relation to allotment D2. The main points from the discussion were as follows:-
- The allotment subcommittee meeting was not held properly, as the agenda did not state the exact business to be discussed, the agenda was not advertised and Dave Hayward who rents an allotment should have declared an interest, plus there should have been four councillors available to vote on the decision.
 - Parish Council has no appeal process. Andrew Bennett received advice from Stephen Taylor (SBC) that suggested that Parish Council should review the decision instead of holding an appeal meeting. Andrew Bennett also confirmed that all meetings need to be "open".
 - The decision to overturn the original decision made by the allotment committee was as a result of a discussion between Andrew Bennett and Gary Sumner, following advice from Stephen Taylor (SBC). Dave Hayward asked to see a copy of this decision, however Gary Sumner confirmed that it was verbal and there is no document to show.
 - Bob Biggs referred to "Terms of Reference" for the committee. These have never formally been minuted as being adopted by Parish Council and they should also not contradict Parish Council's Standing Orders (Terms of Reference state a quorum of 3 Councillors, Standing Orders state a quorum of 4). Clerk confirmed that she has never seen a copy of the Terms of Reference. Parish Councillors remember discussing the Terms of Reference and are not sure why they were not formally adopted. Parish Council agreed that as there has been a change in Councillors that it would be better that they are reviewed again.

- Colin Offer confirmed that as part of the interview process the Clerk was told that she did not need to attend allotment subcommittee meetings.
- Bob Biggs did not feel that it should be his job as a Councillor to take the minutes of allotment subcommittee meetings.

Parish Council agreed that the way forward is to hold a subcommittee meeting on Monday 29th September 2014 at Hooper's Field, starting at 7.30pm, when the decision on allotment D2 can be made properly. Joe Smith agreed to act as Chairperson. Donna Stalker, Colin Offer, Darron Kevern, Bob Biggs and Dave Hayward to attend the meeting.

7.3 Wanborough Village Hall Management Committee

7.3.1 Roger Whitfield confirmed that he attended the last Village Hall Committee meeting on 22nd September 2014. The main points from the meeting:-

- The Village Hall committee still have the £600 donation from the gardening club to purchase some new chairs. They are waiting for confirmation from Parish Council as to which ones they should purchase
- The year end accounts to 31st March 2014 have not been passed on to the Clerk.
- Thames Water have highlighted a problem with a dramatic increase in the water charge. This is caused by the men's toilets flushing every few minutes; Village Hall committee are aware of the problem and should be fixed soon.
- The May Day Fayre raised £7,557 which will be split 80% Wanborough Community Fund, 20% Village Hall.

The next Village Hall meeting is due to be held on Monday 3rd November. Colin Hayes confirmed that he will attend this meeting.

Gary Sumner gave an update on the Village Hall purchase; he confirmed that the vicar is currently on long term sick leave

Roger Whitfield left the meeting.

7.4 Planning and Finance

7.4.1 Swindon Borough Council's Local Plan – Revised Modifications. The six week consultation started on Thursday 18th September. Comments can only be made on modifications and need to be sent to Swindon Borough Council by 30th October 2014.

7.4.2 Open Parish Council meeting – Monday 6th October 2014. Gary Sumner confirmed that Cllr Heenan has agreed to attend this meeting along with Phil Smith (SBC) and Robert Buckland MP. The aim of the meeting is to highlight the modifications and to raise questions to Swindon Borough Council. Parish Council agreed to forward any comments on the Local Plan to Gary Sumner for inclusion in the presentation.

7.4.3 E-mail received from Swindon Borough Council Planning, confirming that they would like to start an Eastern Villages Liaison with Parish Councils. The first meeting is due to be held at Civic Offices on Monday 17th November at 10am. Colin Offer, Colin Hayes and Gary Sumner agreed to attend this meeting. Andrew Bennett confirmed that the format of the meeting is to discuss early representation of developments. Colin Offer asked Andrew Bennett if he has heard anything further about the 200 homes at Lotmead, Andrew Bennett confirmed he had no further update on the matter.

8. FINANCE

8.1 Financial Statement

The monthly statement was circulated. It was proposed by Colin Hayes and seconded by Colin Offer 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 September 2014 endorsed and the transfers to cover September 2014 expenditure be approved."

8.2 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.

9. OTHER

9.1 Transport

9.1.1 Parish Council met with Swindon Borough Council to discuss Merlin Way weight restriction. Gary Sumner confirmed that Andrew Bennett, Joe Smith, Dave Hayward and himself attended the meeting. Swindon Borough Council put forward a few options to Parish Council; out of these options Parish Council agreed that extending the 7.5 weight limit to include The Marsh, Burycroft and Wanborough Road was the best option.

9.2 Grants

No requests received.

9.3 Flooding

9.3.1 Reply received from Mr Pethick (The Marsh) in relation to the letter sent to him about the clearance of his ditches. In his reply he confirmed that he is currently clearing his ditches. Clerk replied asking if he would meet with Parish Council; no reply received yet.

9.4 Neighbourhood Plan

9.4.1 Per-Axel Warensjo confirmed that the subcommittee are currently working on the questionnaire and are aiming to distribute it by 1st November 2014. A question was raised about the proposed time line for the Neighbourhood Plan; Per-Axel confirmed that this information will soon be available on the website.

10. CORRESPONDENCE

All correspondence since the last meeting on 1st September 2014 was available at the meeting.

Meeting closed at 21.45

Date of next meeting Monday 27th October 2014