

# WANBOROUGH PARISH COUNCIL



Minutes of a Full Council meeting of WANBOROUGH PARISH COUNCIL held at  
WANBOROUGH VILLAGE HALL, HIGH STREET, WANBOROUGH  
on Monday 19<sup>th</sup> August 2024 – 7.00pm

**Present:** Cllr John Warr (Chair), Cllr Omar Mirza (Vice Chair), Cllr Richard Bellamy, Cllr John Emmins, Cllr Kathy Glanville, Cllr David Hayward

**In attendance:** Mrs H Broughton (Clerking the meeting remotely) and 1 member of the public (arrived part way through the meeting)

Minute number: FC/08/19/24:

1. Apologies for absence were received and approved from Cllr Gary Sumner and Cllr Colin Offer.

2. Declarations of interest: There were none.

3. Minutes:

Draft minutes of the Full Council Meeting held on 22<sup>nd</sup> July 2024 had been circulated.

Councillor Bellamy proposed, Councillor Glanville seconded, and it was agreed to amend the minutes of the meeting held on 22<sup>nd</sup> July by removing the penultimate line of minute number 13. The motion passed with four in favour, and Councillor Mirza abstaining.

Councillor Glanville proposed, Councillor Bellamy seconded, and it was resolved to approve the minutes, subject to the amendment above, as an accurate record. The motion passed with five in favour, and Councillor Hayward abstaining.

4. **PUBLIC QUESTIONS.** There were no members of the public present at this time

5. Report from Ward Councillor

A written report had been received from the Ward Councillor which was noted (appendix a)

6. Planning:

a. To consider and agree Planning Applications received: none received

b. Confirmation of Planning Applications / Notifications that SBC have determined since the last meeting:

S/24/0447 – Parsonage Farm, Ham Road, Wanborough Swindon SN4 0DF. Change of use from agricultural grazing land to residential garden land – Granted

S/24/0634 – Double Oak Farm, Wanborough Road, Swindon SN4 0AA. Siting of 2 no. mobile homes and erection of shared day room building (Part Retrospective) – Refused

7. Clerk's Report: The Clerk's written report was noted (appendix b)

8. Policy Review

A draft Councillor-to-Clerk Protocol was circulated for review. During the discussion, concerns were raised including the limited time available for review and potential for conflicts with existing documents, such as the Code of Conduct.

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Councillor Glanville proposed, Councillor Mirza seconded, and it was unanimously agreed that the Chair of the Finance, Policy, and Planning Committee be tasked with reviewing the Councillor-to-Clerk Protocol in conjunction with other relevant documents to ensure consistency. He will also seek input from councillors before the next meeting. The Clerk will assist in managing this process. The revised document will be considered at the Finance, Policy, and Planning Committee meeting on October 3rd.

*A member of the public arrived at 7.26pm and the meeting was suspended to enable the member him to speak, should he wish. There were no questions or comments, so the meeting was re-opened.*

## 9. Hooper's Field

9.1 Draft Terms of Reference for the Hooper's Field Committee had been circulated. It was noted that these may not be consistent with Standing Orders or the May Full Council resolution. The Clerk also advised that delegated powers could not be given to councillors.

Councillor Glanville proposed, Cllr Bellamy seconded, and it was unanimously agreed that the Committee Chair be asked to re-draft the Terms of Reference, considering the above comments.

9.2 The Bowls Club had requested that electricity supply to the storage container be installed. Councillors noted that the storage container is considered a temporary structure. Installing a power connection would imply it is a permanent fixture, thereby necessitating planning permission. It was suggested that if this proposal is approved, the Bowls Club should seek match funding with the parish council in the 2025/26 financial year and consider installing a separate, independent electricity meter. Additionally, a health and safety assessment would be required if batteries were to be stored.

Councillor Glanville proposed, Councillor Bellamy seconded, and it was unanimously agreed that before the installation of electricity can be considered, the Bowls Club must first obtain planning permission for the storage unit.

## 10. Footpaths & Village Maintenance

A resident had requested that an event be held on Church Meadow following next year's Wanborough Show. The Chairman of the Wanborough Show had expressed no objections to this proposal, and it was noted that a similar event had been held previously, with all necessary paperwork, such as Risk Assessments, already in place.

Councillor Bellamy proposed, Councillor Mirza seconded, and it was unanimously agreed that the parish council had no objection in principle to an event following next year's Wanborough Show. However, it was requested that a detailed plan of the evening, including measures to mitigate any impact on residents, such as noise suppression, be provided. This plan should also be presented to the Wanborough Show Committee for review.

## 11. Staffing sub-Committee

Councillor Glanville circulated a background paper from the Staffing Committee recommending the approval of a work-from-home allowance for the Clerk to help cover costs such as heating, lighting, and broadband.

Councillor Glanville proposed, and Councillor Mirza seconded, that the Clerk be granted a monthly allowance of £26.00, starting in September, with a one-time payment of £156.00 to backdate this allowance to the start of her employment, covering the period from March to August. This proposal was approved, with four members in favour and one member opposed, to the backdated payment only.

## 12. GDPR Review

Following a GDPR review, a report had been circulated, providing recommendations.

The report was reviewed and noted, though some concerns were raised regarding its scope and specificity. It was suggested that further professional advice be sought.

Councillor Warr proposed, Councillor Bellamy seconded, and it was unanimously agreed that section 4a of the report should be further examined by the Finance, Policy, and Planning Committee. Additionally, the Clerk was

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requested to investigate the recommendations further, seek appropriate advice, and present proposals at future meetings

## 13. New Councillor recruitment and retention

- 13.1 It was agreed to hold an "Open Morning" event for residents to encourage interest in becoming new parish councillors. This event could take the form of a coffee morning, potentially held during the Ward Councillors' Saturday morning surgery.  
It was suggested that extensive publicity will be needed, with suggestions including using the Lyden magazine, posters, and WhatsApp groups. Additionally, local village organisations could be approached, with representatives attending their meetings or giving a presentation to further promote the event.
- 13.2 Councillor Glanville emphasised the importance of training for Councillors and suggested implementing a mentorship program for new members. She informed the Council about several courses available through WALC, including Councillor Essentials, Chairmanship, and Data Protection training, each at a cost of £30. It was agreed to ask the Clerk to contact Swindon Borough Council to inquire about any available free courses and to publish a list of upcoming WALC courses. Councillors should inform the Clerk of any courses they would like to attend.

## 14. Finance

- 14.1. Purchase of new laptop for the Clerk  
It was explained that the Clerks laptop was overheating, among other issues, and a new laptop was therefore required for her work use.  
Councillor Warr proposed, Cllr Bellamy seconded, and it was unanimously agreed that the Clerk be delegated authority to obtain advice and support from an IT company on a suitable laptop with a proposal to then come back to Full Council.
- 14.2 Councillor Mirza proposed, Councillor Bellamy seconded, and it was unanimously agreed that Harrow AFC annual fees for 2024/25 be set at £729.30 for the season.
- 14.3 The VAT overclaim to be remedied in Qtr 2 was noted.
- 14.4 Delegated budget for both the Hooper's Field Committee and the Footpaths & Village Maintenance Committee.  
It was agreed that this be considered at the same time as the revised Terms of Reference and that the current delegated expenditure be clarified.
- 14.5 Clerk working from home allowance of £26.00 per month and backdated amount of £156.00 had been previously approved.
- 14.6 Orders of payments for August 2024 were unanimously approved (appendix c)
- 14.7 It was agreed that the bank reconciliations for July 2024 be checked by Cllr Emmins.
- 14.8 The Budget vs Spend report and the Reserves report from Scribe July 2024 were received. It was agreed that, if possible, a report giving monthly figures be produced in future. It was also agreed that cost codes be included as a column in the schedule of payments.
- 14.9 Councillor Mirza proposed, Councillor Bellamy seconded and it was unanimously agreed to continue with Easyspace IT provision for 12 months; Web Hosting £53.72, Mailbox £104.82 and File Storage £275.68.

The meeting closed 8.55pm

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## Appendix A

### Ward report

**Wanborough Road:** Work is still scheduled to complete mid-September. This leaves the section by the Southern Connector Road unfinished. I'm talking with SBC to get this completed as soon as possible, noting that some children may walk to school along the road towards Dorcan.

**The Southern Connector Road:** In the coming weeks (probably mid September) there is a plan to use the road for construction traffic to Redlands Grove (to ease the use via Covingham & Wanborough Road) and then construction access to Lotmead. This should deter HGV's from using The Marsh and Pack Hill. It will not be open for public access until SBC are satisfied that any defects have been dealt with and it is safe for public access. That may be 6 months or more away.

**Thames Water** attended a Scrutiny meeting at SBC in July and I was able to question them on infrastructure with regard to the 8,500 homes planned. The first few hundred homes at Redlands Grove have temporary access to the Wanborough Sewage Treatment works, but beyond that they need to build a pumping station (planned for just off Merlin Way near the old A419 access). This will need to connect to each site and to Greenbridge Roundabout to join the main sewer network. This is no small task and the planning application was submitted May 2023 and remains undetermined. Officers at SBC were greatly concerned about this and are trying to expedite, as this could hold up construction at Lotmead and the balance of Redlands Grove.

**Rural Verge Cutting:** SBC have cut the verges on the Wanborough Road which have been looking very untidy. This was in quick response to a complaints forwarded by Tracy.

**Draft Local Plan:** The new regulation 18 draft plan will now **NOT** go to Cabinet in September as it has been withdrawn from the Cabinet plan. This is because the new Government have increased house-building targets in line with their manifesto and Swindon will have to deliver about 20% more homes than expected. I am concerned that this may affect us all and will be watching closely. I'll update as soon as I know more. I still want to see the 'Area of Non-Coalescence' around Wanborough protected.

**Ward Boundary Review:** The Boundary Commission have a consultation on proposed changed to Borough ward boundaries. Current proposals include a new Ridgeway & Chiseldon Ward with 2 members (which I think is positive). We are two similar communities. It would be good if the Parish Council sent in a comment supporting this proposal? <https://www.lgbce.org.uk/all-reviews/swindon> - consultation closes 12/9.

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## Appendix B

Clerks Report – 19 August 2024

### Road Closures

Please be advised of the following road closures;

**WANBOROUGH ROAD** – Overnight closure **27<sup>th</sup> to 29<sup>th</sup> August 2024** between the hours of 22:00 and 06:00, between junctions of Burycroft and Kingfisher Drive. Traffic to be diverted via Covingham Drive, Dorcan Way, Marlborough Road, Purley Road, Foxhill, Callas Hill and High Street.

**CHURCH ROW, HINTON PARVA** - Road closure **27<sup>th</sup> August 2024** between the hours of 09:30 to 15:30, between junction with Body Horse Hill and Tuckers Lane.

**Concrete Carriageway Bay Replacement Work on A419/A417** - These works will affect various sections of the A419/A417, the remaining sections of the A419/A417 outside of the works area shall operate as usual.

When and where the work be carried out (Traffic restrictions – check before you travel)

There will be **full weekend closures on the following sections from 20:00 hours on Friday until 06:00 hours on Monday on the following dates:**

- A417 Closure between Burford Road Interchange and Quarry Interchange Northbound – Friday 30th August to Monday 2nd September
- A419 Closure between Spine Road Junction and Burford Road Interchange Northbound – Friday 6th September to Monday 9th September
- A419 Closure between Burford Road Interchange and Spine Road Junction Southbound – Friday 13th September to Monday 16th September
- A419 Closure between Spine Road Junction and Lady Lane Junction Southbound Friday 20th September to Monday 23rd September
- A419 Closure between Turnpike Junction and Spine Road Junction – Friday 27th September to Monday 30th September

Please note that there will be no disruption during daytime hours on weekdays. The A419/A417 will be fully operational as usual outside of the specified hours. Diversion routes will be signed and signage will also be in place before the start of works as a reminder.

### Hooper's Field Sports Facility

5mph speed signs are being installed at the start and end of the new driveway. Children, dog walkers and the elderly all use the Hooper's Field facility, please be respectful when driving into and exiting the premises.

A full pitch report has been carried out on the field at Hooper's by the Football Foundation. Improvement suggestions and funding options have been suggested. Wanborough Junior Football Club and Wanborough Cricket Club are discussing next steps with the Parish Council.

If you would like to hire the main hall, please contact the Clerk on [clerk@wanborough.info](mailto:clerk@wanborough.info)



### Village Handyman

A strut across the footbridge in the field at the corner of Rotten Row and the High Street. Our Handyman has repaired with a new strut and removed all rusty nails.

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## Church carpark gate

Installation of the new gate post and subsequent re-hanging of the pedestrian gate, is taking place 12<sup>th</sup> – 14<sup>th</sup> August. The Council would like to thank Mr P Lewis for his help in this matter.

## Pack Hill bend

Parish Council meeting with transport team at Swindon Borough Council (SBC) regarding the dangerous bend on Pack Hill, has taken place. The first option has been agreed, to refresh the existing edge of the carriage way markings and SLOW road markings as you enter and leave this area. This will be actioned with Swindon Borough Council maintenance department. In addition, Council have requested the verge on the lefthand side of the road going uphill, be cut back further. Further options are being investigated by SBC.

## Chapel Lane pollarding

The willows are being pollarded on 13 August. Notifications advising residents, have been placed on the Parish Council website and both Wanborough Facebook pages.

## Parish Council Vacancy

There remains three vacancies for parish councillors. Anyone interested should email [clerk@wanborough.info](mailto:clerk@wanborough.info)

## Future Meetings

~~19<sup>th</sup> August – Full Parish Council meeting (at time of signature the meeting had taken place)~~

9<sup>th</sup> September – Footpath & Village Maintenance committee meeting

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## Appendix C

### ORDERS OF PAYMENT AUGUST 24 MEETING

Payee	Description	Invoice No	Method of payment	Gross Invoice Amount (£)	VAT (£)	Net Invoice Amount (£)
<i>Paid – expenditure previously approved at Council meeting/regular payments or under Delegation</i>						
CCE	Village Hall Broadband Subscription		BACS	25.00	4.17	20.83
CCE	Hoopers Field Broadband		BACS	35.00	5.83	29.17
O2	Phone	n/a	DD	17.86	3.57	14.29
ID Mobile Ltd.	Phone – Clerk August	24678520	DD	6.00	1.00	5.00
Starboard Systems	Scribe software mnth 5	6659	DD	62.40	10.40	50.00
WALC	Clerk's training	WWALC00486	BACS	48.00	8.00	40.00
WALC	Clerk's training	WWALC00487	BACS	48.00	8.00	40.00
WALC	Clerk's training	WWALC00488	BACS	48.00	8.00	40.00
WALC	Clerk's training	WWALC00489	BACS	48.00	8.00	40.00
Heritage Tree Care Ltd	Tree Pollarding at Lower Rec	2816	BACS	660.00	110.00	550.00
Staffing costs	July Pension		BACS	****		****
Staffing costs	August Salary costs		BACS	****		****
<i>For approval</i>						
Castle Water	Hoopers Field Water	10003184376	BACS	63.61	0	63.61
Chantelle Smith	Hoopers Field cleaning July	n/a	BACS	54.00	0	54.00
Graham Poynter	July invoice	18-Jul-24	BACS	1025.00	0	1025.00
AllBuild	Waste collection July	2963	BACS	300.00	50	250
All Build	Grass cutting 4 of 8 payments (Village)	2973	BACS	1321.19	220.20	1100.99
All Build	Grass cutting 4 of 8 payments (HF)	2974	BACS	864.00	144.00	720.00
T Smith	Refund various	n/a	BACS	25.44	0.00	25.44
PCC Wanborough	Lyden Magazine June invoice	WPC062024	BACS	200.00	0.00	200.00
PCC Wanborough	Lyden Magazine July invoice	WPC072024	BACS	200.00	0.00	200.00
PCC Wanborough	Lyden Magazine August invoice	WPC082024	BACS	200.00	0.00	200.00
WALC	2024/25 Subscription NALC & WALC	WALC-0192	BACS	817.28	136.21	681.07