



**Minutes of the ANNUAL meeting of WANBOROUGH PARISH COUNCIL held at
WANBOROUGH VILLAGE HALL, HIGH STREET, WANBOROUGH
on Monday 20th May 2024 at 7.00 pm**

Present: Cllr John Warr (Chair), Cllr Omar Mirza (Vice Chair), Cllr Debra Maslin, Cllr John Emmins, Cllr Dave Hayward, Cllr Colin Offer, Cllr Gary Sumner

In attendance: Mrs H Broughton (Locum) and Cllr Richard Bellamy (remotely)

Minute number: FC/05/20/24

1. Election of Chairperson:

It was proposed by Cllr Mirza and seconded by Cllr Sumner that Cllr Warr be elected Chairperson of the Council for the 2024-25 Municipal Year. There being no other nominations he was elected unopposed.

It was agreed that the Chairperson's Declaration of Acceptance of Office be received before the next meeting, due to the absence of the Proper Officer.

2. Election of Vice-Chairperson:

It was proposed by Cllr Offer and seconded by Cllr Sumner that Cllr Mirza be elected Vice-Chairperson of the Council for the 2024-25 Municipal Year. There being no other nominations he was elected unopposed.

3. Apologies for absence were received from Cllr Glanville, Cllr Rowley and Cllr Bellamy and from Mrs T Smith (Clerk), due to annual leave.

4. Declarations of interest: there were none

5. Minutes: It was agreed that the Minutes of the Meeting held on 22nd April 2024 be signed by the Chair as a true record, subject to two minor (typo) amendments.

6. Minutes: The Minutes of the Hooper's Field Committee Meeting held on 8th May 2024 were noted. It was agreed that committee minutes would be approved at the next meeting of the committee.

7. Committees, sub committees and working groups

It was proposed, seconded and agreed (6 in favour, 1 against) to dissolve the Allotment Committee and create an Allotment Working Group, Hoopers Field Project Working Group, Website Working Group and Staffing sub-committee. It was agreed that committees should be delegated powers to be included in revised terms of reference.

Actions:

- Meeting dates to be revised by the Clerk and brought to the June meeting for approval.
- Committees and Working Groups to review and revise their terms of reference, to include delegated powers, where appropriate.

- The revised Terms of Reference to be approved by Full Council.
- Standing Orders and Financial Regulations to be revised once Terms of Reference agreed.

8. Appointment of members to serve on committees, working groups and sub committees.

It was proposed, seconded and unanimously agreed to make the following appointments to committees, working groups and sub committees. It was noted that Cllr Warr and Cllr Mirza were ex officio members of all committees, sub committees and working groups.

Hoopers Field Committee: Cllr Offer, Cllr Sumner, Cllr Hayward

Hoopers Field Working Group: Cllr Mirza, Cllr Maslin, Cllr Offer, Cllr Rowley

Planning, Finance and Policy Committee: Cllr Sumner, Cllr Offer, Cllr Hayward

Allotment Working Group: Cllr Emmins, Cllr Hayward

Staffing Committee: Cllr Glanville, Cllr Warr, Cllr Mirza

Staffing sub-Committee: Cllr Glanville, Cllr Warr, Cllr Mirza

Footpaths Committee: Cllr Bellamy, Cllr Maslin, Cllr Emmins, Cllr Rowley

Website Working Group: Cllr Bellamy, Cllr Hayward

9. Appointment of Chairs of Committees, sub committees and working groups

Footpaths Committee

Proposed by Cllr Warr, seconded by Cllr Mirza and agreed to appoint **Cllr Bellamy** as Chair of the Footpaths Committee

Hoopers Field Committee

Proposed by Cllr Sumner, seconded by Cllr Mirza and agreed to appoint **Cllr Offer** as Chair of the Hoopers Field Committee

Hoopers Field Working Group

Proposed by Cllr Warr, seconded by Cllr Offer and agreed to appoint **Cllr Mirza** as Chair of the Hoopers Field Working Group

Planning, Finance and Policy Committee

Proposed by Cllr Mirza, seconded by Cllr Offer and unanimously agreed to appoint Cllr Sumner as Chair of the Planning, Finance and Policy Committee

Allotment Working Group

Proposed by Cllr Warr, seconded by Cllr Mirza and agreed to appoint **Cllr Emmins** as Chair of the Allotment Working Group.

Staffing Committee

Proposed by Cllr Warr, seconded by Cllr Maslin and agreed to appoint **Cllr Glanville** as the Chair of the Staffing Committee.

Staffing Sub-Committee

Proposed by Cllr Warr, seconded by Cllr Offer and agreed to appoint **Cllr Glanville** as the Chair of the Staffing Sub-Committee.

Website Working Group

Proposed by Cllr Mirza, seconded by Cllr Offer and agreed to appoint **Cllr Bellamy** as the Chair of the Website Working Group.

10. Appointment of representatives on the under mentioned bodies, or additional bodies, as required:

It was proposed by Cllr Offer and seconded by Cllr Mirza to appoint the following representatives to outside bodies:

Village Hall Management Committee: Cllr Maslin

Swindon Area Committee: Cllr Warr

Woodland Trust / Community Forest: Cllr Hayward

11. Subscriptions

It was proposed by Cllr Mirza, seconded by Cllr Maslin and unanimously agreed to approve subscriptions to the following bodies:

Wiltshire Association of Local Councils

National Association of Local Councils

Society of Local Council Clerks

Swindon Area Committee

12. Core documents

It was proposed by Cllr Mirza and seconded by Cllr Sumner to approve the Code of Conduct. The Standing Orders and Financial Regulations would be reviewed at a future meeting due to the new committee structure.

There were no public questions.

13. Report from Ward Councillor

Cllr Sumner agreed to forward a written report to the Clerk.

Cllr Sumner was asked for an update on footpath 44 which he advised was with the Borough.

14. Planning

The following responses to planning applications received were agreed:

S/PAOTH/24/0400 – Breach Farm, Horpit, Wanborough; Erection of an agricultural building
No objection

S/24/0447 – Parsonage Farm, Ham Road, Wanborough; Change of use from agricultural grazing land to residential garden land
No objection

S/HOU/24/0441 – Court Close, Orchard Close, Wanborough; Installation of solar panels and air source heat pump
No objection

S/COND/24/0438 – 3 Church Road, Wanborough; Discharge of Conditions 3, 4, 6(a), 7, 8, 9, 13, 16 and 18 from previously approved Planning Application S/22/1817 - Erection of 1no dwelling, refurbishment of barn to form garage/annexe and associated works
Comment: the parish council has safety concerns regarding the condition method statement as school pick up times coincide with vehicle delivery times. It is therefore requested that a condition be placed that deliveries are only made between 9am and 3pm.

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

S/HOU/24/0261 – 13 Badgers Close, Wanborough; Erection of single story rear extension and first floor side extension – Granted

S/HOU/24/0035/JP – Autumn View, Kite Hill, Wanborough; Erection of a canopy to the rear South West side of the dwelling and installation of a new window on the North West gable elevation – Granted

S/HOU/24/0269/JAAB – The Bungalow, Chapel Lane, Wanborough; Change of use of garage to ancillary accommodation, erection of a single storey side extension, replacement of roof over garage and associated works – Granted

S/LDP/24/0504 -The Mallards, Rotten Row, Wanborough; The erection of a single storey extension - Refused

15. Clerk's Report: noted (Appendix a)

16. Highways

Recent correspondence from group of residents regarding drop kerbs in Church Road was discussed and the wider implications considered.

It was proposed by Cllr Sumner, seconded by Cllr Mirza and unanimously agreed that Cllrs Sumner, Bellamy and Maslin meet with residents regarding drop kerbs and report back.

17. Hooper's Field

a. Wanborough Bowls Club

i. Storage container planning

It had been advised that planning permission was required unless the container was temporary. It was agreed to proceed with the storage container on a temporary basis, however if permanent storage was not found by the end of the year planning permission would be applied for with a request made to the bowls club share the cost of the application with the parish council.

ii. Letter of Security or Tenure

WALC had advised that security of tenure was common but that solicitor's advice should be sought as issues could arise. It was agreed to ask the Clerk to contact other parish councils to ask for their experiences and to investigate the cost of a solicitor.

b. A request to book Hooper's Field Hall, kitchen and facilities for one week during October Half Term was considered. It was agreed not to give approval due to conflict with other users and potential insurance issues.

c. To agree licence fee for pétanque club

Proposed by Cllr Warr, seconded by Cllr Mirza and unanimously agreed to approve a licence fee of £400 for the pétanque club in the first year with a review in the following year.

d. Hooper's Field driveway

i. Four quotations for the new driveway were considered.

ii. It was proposed by Cllr Maslin, seconded by Cllr Mirza and approved (with 1 abstention) to appoint Mundy as the contractor for a permanent repair to the Hoopers Field Driveway with commencement to be advised by the contractor. Expenditure of £23,699 was approved for the driveway repair (£10k from reserves with the remainder from the budget allocated for 24/25).

The Clerk was delegated authority to authorise expenditure of up to £1,500 on stones for the car park and to obtain advice from Mundy's as to the quantity and cost.

18. Finance

- a. Proposed by Cllr Sumner, seconded by Cllr Maslin and unanimously agreed to approve a recommendation from Hooper's Field committee that an annual cost of £260 plus vat be spent with Cathedral Hygiene on sanitary bins, monthly service, waste collection and annual waste transfer notice.
- b. Proposed by Cllr Sumner, seconded by Cllr Maslin and unanimously agreed to appoint Bubbles Boilers to install remote access to the heating system at a cost of £440.00.
- c. It was proposed by Cllr Offer, seconded by Cllr Maslin and unanimously agreed that a debit card be set up for use by the Clerk (Tracy Smith) with the Lloyds Bank Treasurer's account subject to a £1,000 limit and expenditure approval by the Chair. A draft policy was considered, and some amendments would be made to this.
- d. Proposed by Cllr Offer, seconded by Cllr Warr and agreed to approve the orders of payment May 2024 (Appendix b)
- e. It was agreed that Cllr Offer perform a check on the bank reconciliations for April 2024 and report back.
- f. Budget vs Spend report from Scribe April 2024 was noted.
- g. The Lloyds bank mandate was reviewed. It was proposed by Cllr Sumner, seconded by Cllr Mirza to remove signatories who had left the Council, to add Cllr Glanville and Cllr Warr as signatories and, once this was completed, to set up 2 person authorisation on the accounts.

19. Volunteer Policy

It was agreed to defer adoption of a volunteer policy until a future meeting.

20. Plans for the new year

A discussion paper had been circulated on Wanborough Parish Council priorities for the 2024/25 year. It was advised that the Neighbourhood plan cannot be updated until the Local plan has been approved.

A councillor led group to identify issues and clean up areas of the village as well as encourage residents to look after their own areas was suggested. It was agreed the Clerk should not be given work outside of her job description. Councillors were requested to review the paper and add items.

21. D-Day Anniversary – 6th June 2024

It was suggested that a councillor be present in each pub on D-Day. It was agreed to communication among councillors via Whatsapp.

The meeting closed at 9.03pm

WANBOROUGH PARISH COUNCIL Clerk's Report 20th May 2024

Audit

The internal audit began on 26th April. We are working steadily through the many queries raised, this has been a more complicated process due to the changes in clerks since the previous audit. Both Helen (Locum Clerk) and myself would like to thank the Parish Councillors for their help with this.

The auditor's report will be shared at the June Full Council meeting.

End of 2023/24 Year accounts

Accounts are being finalised, they will be reported in the June Full Council meeting.

Hooper's Field Sports Facility

PIR outside lights have been serviced and are working correctly now

CCTV system – a link to create remote access is being arranged

Heating & hot water systems to have remote access installed, to enable programming of systems around hall/facility bookings

Sanitary units are being installed in disabled and ladies toilets

Repairs are being arranged to the service pump

Pétanque terrain is being installed on far side of the carpark

AFC Harrow, a new adult football team will be joining the Wanborough Football Club

Hooper's Field new driveway – an update; 2 additional quotes for a second specification have been sought. All four quotes will be taken to the Full Council meeting on 20th May, for discussion and a final decision.

Handyman

Our handyman Graham has been working very hard around the village. Both residents and councillors have commented on what a good job he has done. Following the gas main work, bark was sourced to cover the footpath leading into the Lower Rec from The Beanlands, which Graham spent a day laying. The play bark beneath the play equipment was also renewed.



Graham's hours increase during the lighter months, April – September, so you may see him a little more in the village. Any maintenance issues please email the Clerk on clerk@wanborough.info

Village Planters

The licence for the planter at the Marsh has been received. Work will begin on this shortly.

Parish Council Vacancy

There remains a vacancy for a parish councillor. Anyone interested should email clerk@wanborough.info

Future Meetings

20th May – Annual Parish Council meeting

WANBOROUGH PARISH COUNCIL

Appendix B

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		DD	17.86	3.57	14.29
ID Mobile Ltd.	Phone – Clerk May	n/a	DD	6.00	1.00	5.00
Starboard Systems	Scribe software mnth 2		DD	62.40	10.40	50.00
Crapper & Sons	Play bark		BACS	485.00	80.83	404.17
Helen Broughton	Locum Fees April		BACS	2100.00	0.00	2100.00
Terry Harbord	Wooden planter boxes		BACS	390.00	0.00	390.00
Swindon Borough Council	Allotment rent		BACS	142.38	0.00	142.38
L Naseem	Planter items		BACS	182.43	0.00	182.43
Castle Water	Overdue payment		BACS	55.00	0.00	55.00
Staffing costs	May Salary costs		BACS	****		****
<i>For approval</i>						
Castle Water	Hoopers Field Water (bill less £55 paid see above)	2263083	BACS	76.39	0	76.39
Chantelle Smith	Hoopers Field cleaning April	n/a	BACS	66.00	0	66
Graham Poynter	April invoice	02/Apr24	BACS	885.00	0	885
AllBuild	Waste collection April	2859	BACS	300.00	50	250
AllBuild	Sweep Kerb lines	2869	BACS	1848.00	308	1540
All Build	Grass cutting 1 of 8 payments	2876	BACS	1321.19	220.2	1100.99
All Build	Grass cutting 1 of 8 payments	2877	BACS	864.00	144	720
Perry Mini Digger Hire Ltd	Digger for driveway?	8911	BACS	134.04	22.34	111.7
K Karter Fine Turf Machinery	Sorrel Roller for use by cricket club	A1332056	BACS	1656.00	276	1380
PCC	Parish contribution to Lyden May (inv to follow)		BACS	200.00	0	200