

# WANBOROUGH PARISH COUNCIL



Minutes of a Full Council meeting of WANBOROUGH PARISH COUNCIL  
held at WANBOROUGH VILLAGE HALL, HIGH STREET, WANBOROUGH  
on Monday 22<sup>nd</sup> April 2024 – 7.30pm

**Present:** Cllr John Warr (Chair), Cllr Richard Bellamy, Cllr Dave Hayward, Cllr Kathy Glanville, Cllr Colin Offer, Cllr Martin Rowley, Cllr Gary Sumner, Cllr Debra Maslin

**In attendance:** Mrs T Smith (Clerk), Mrs H Broughton (Locum Clerk)

Minute number: FC/04/22/24

At the start of the meeting Chair reminded the Council, as per the minutes of the last Full Council meeting on 25<sup>th</sup> March 2024, all meetings held from 1<sup>st</sup> May 2024, will start at the new time of 7.00pm.

1. Apologies for absence were received from Cllr Omar Mirza (Vice Chair), Cllr John Emmins
2. Declarations of interest  
Cllr Hayward declared an interest in item 10, the nature of his interest being that he was an allotment holder.
3. Minutes:  
**Motion:** that the Chair sign the minutes of the meeting held on 25<sup>th</sup> March 2024 as a true record.  
Cllr Hayward requested a minor amendment to item 13 allotments and the addition of an appendix to the minutes.  
**Resolution:** That the minutes, as corrected, be signed by the Chair as a true record (unanimous)
4. **The meeting was adjourned for public questions** – no residents attended, no questions emailed to Clerk
5. Report from Ward Councillor: A report was received from the Ward Councillor (appendix A)  
Cllr Sumner read through the report. Cllr Rowley commented with regard to tree works, some residents have commented their dissatisfaction that only some of the resident's requests were completed by SBC and not all. Cllr Sumner advised SBC have plans to return to complete the remaining requests. Cllr Warr asked for an update on work on the pavements along Wanborough Road. Item one of the Ward's report answers this. Cllr Hayward asked about resurrection of the Wanborough sign, Cllr Sumner to chase this. Cllr Warr asked when the potholes will be filled, Cllr Sumner advised this work had been completed. Cllr Offer asked when Church Road will be completed, Cllr Sumner to chase and report back.
6. Planning:
  - a. Applications received:  
The following response was agreed to application S/HOU/24/0269 - The Bungalow Chapel Lane Wanborough Swindon SN4 0AJ. Change of use of garage to ancillary accommodation, erection of a single storey side extension, replacement of roof over garage and associated works.  
  
The Council had no objection.
  - b. Confirmation of Planning Applications / Notifications that SBC have determined since the last meeting:  
  
The following were noted:

# WANBOROUGH PARISH COUNCIL

S/23/0179 - Land Adjacent To 2 Burycroft Wanborough Swindon SN4 0AP. Erection of 2no. Dwellings. Refused.

S/HOU/24/0074/LZWI - The Cedars, Ham Road Liddington Swindon SN4 0HH. Replacement front porch, conversion of garages into living accommodation, raising and extension of front and side decking areas, raising of rear patio area, installation of external lift, raising of driveway wall, glazed covered area and installation of photovoltaic panels to south-facing roof slopes. Granted.

S/LBC/23/1562/JP - Callas Hill Farm, Callas Hill Wanborough Swindon SN4 0AE. Installation of photo-voltaic solar panel array onto the south/east facing roof pitch of the existing swimming pool building. Granted.

S/23/0784/JP - Callas Hill Farm, Callas Hill Wanborough Swindon SN4 0AE. Installation of photo-voltaic solar panel array onto the south/east facing roof pitch of the existing swimming pool building. Granted.

7. Clerk's Report. This was noted (appendix B)

Cllr Hayward asked if planning permission was required and if so, had it been sort for the storage container? Clerk to investigate. Cllrs suggested mentioning the use of the Village Hall as a possible venue for the Early Years setting enquiry, as a Playgroup had previously used this space.

8. Finance

a. Orders of payment for April

**Motion:** to approve the orders of payment for April

Cllr Hayward enquired why the Castle Water bill for the Allotments was so high as the water hasn't been turned back on yet. Clerk to investigate this.

**Proposed:** Cllr Glanville

**Seconded:** Cllr Offer

**Resolved:** to approve the motion (unanimous)

b. Bank reconciliations for March

It was agreed that Cllr Offer check the bank reconciliations for March.

c. To note unaudited year end accounts to 31<sup>st</sup> March 2024

It was agreed Cllr Hayward and Clerks would review the year end accounts this week prior to the internal audit on 26<sup>th</sup> April.

d. To approve the fixed asset register for the year end 31<sup>st</sup> March 2024

**Proposed:** Cllr Glanville

**Seconded:** Cllr Maslin

**Resolved:** to approve the motion (7 in favour, 1 abstention)

e. To approve the appointment of DM Payroll Services to process staff payroll at a cost of £296 per annum, plus a one-off cost of £50 and authorize the Clerk to sign the contract

**Proposed:** Cllr Rowley

**Seconded:** Cllr Bellamy

**Resolved:** to approve the motion (7 in favour, 1 abstention)

# WANBOROUGH PARISH COUNCIL

- f. To approve upgrading Microsoft storage at a cost of up to £70.00 per annum

**Proposed:** Cllr Sumner

**Seconded:** Cllr Bellamy

**Resolved:** to approve the motion (unanimous)

- g. To agree expenditure of £99 (inc VAT) on a Sony Lcd-UX570 to record meetings

It was agreed to purchase this smaller unit to trial in future meetings to check the quality of the recording distance, and recordings will be for the Clerks use only at this time and not published.

**Proposed:** Cllr Bellamy

**Seconded:** Cllr Rowley

**Resolved:** to approve the motion (unanimous)

- h. Locum

**Motion:** that Mrs Broughton assist the new clerk until the end of May 2024 for 10 hours per week at a cost of £1,400 and, subject to this, to agree to vire £1,400 to the 24/25 Legal and Professional fees budget from the General Reserve for her payment. Cllr Bellamy asked for clarification if this request was for a rolling month basis? Cllrs Warr & Glanville advised this request was for May 2024.

**Proposed:** Cllr Sumner

**Seconded:** Cllr Rowley

**Resolved:** to approve the motion (unanimous)

- i. To approve the expenditure of £315 on bark for the Lower Rec playground

**Proposed:** Cllr Glanville

**Seconded:** Cllr Maslin

**Resolved:** to approve the motion (unanimous)

## 9. Hooper's Field

- a. To agree action and expenditure on relocation of the pétanque terrain

**Motion:** to return to the original site that has planning permission, in consultation with the pétanque club, to request a new quote from the original contractor, that should that quote be the same as before or less than the quote to relocate to the new position, and should the pétanque club agree to pay rent for the site, the

**Proposed:** Cllr Offer

**Seconded:** Cllr Rowley

**Resolved:** to approve the motion (unanimous)

- b. To approve the driveway permanent repair specification and agree action

Cllr Rowley had previously circulated all quotes and gave his recommendations of a preferred contractor. A discussion ensued about the quotes obtained and two councillors had reservations that the specification used, obtained from Swindon Borough Council (SBC) was incorrect. A second spec was suggested and discussed.

**Motion:** using the new specification, Cllr Rowley to obtain two additional quotes from the two contractors who have quoted on the SBC spec, like for like, including the drain, then all four quotes to be taken to the Hooper's Field committee meeting on 8<sup>th</sup> May. HF committee to come up with a strong recommendation to be taken to Full Council meeting on 20<sup>th</sup> May for approval.

Cllr Rowley asked if any council member has any issues with either spec to inform him by end of week

**Proposed:** Cllr Sumner

**Seconded:** Cllr Bellamy

**Resolved:** to approve the motion (unanimous)

# WANBOROUGH PARISH COUNCIL

## 10. Allotments

**Motion:** to approve the purchase of water troughs, to replace those stolen, at a cost of £1,500.

Cllr Hayward to discuss with Covingham Parish Council about giving a contribution to the cost as a portion of plots are held by Covingham residents.

**Proposed:** Cllr Hayward

**Seconded:** Cllr Glanville

**Resolved:** to approve the motion (7 in favour, 1 abstention)

## 11. Village Maintenance

### a. To receive an update on the Gas remedial works

Cllr Hayward informed that along with Cllr Rowley he had meet with Wales & West Utilities (WWU) on site and discussed remedial work to be completed. Beanlands layby requires debris removing, entrance to lower rec via footpath WA17A needs bark applying to surface, these two items to be completed by the Parish Council and reimbursed, see item b below. The layby on Chapel Lane is to have a new surface applied, the edging stones on the left of the driveway to The Bungalow to be installed, and the raised surface on the high street where the pipe originally entered, WWU to complete all issues.

### b. To note a quotation received for remedial works

Quotation raised by Clerk for remedial work to Beanlands layby and Lower Rec footpath (as mentioned in a above) to be sent to WWU for reimbursement, was noted.

### c. To gain agreement to investigate a handrail being installed on the footpath leading to Box Hedge, as a request from a resident

Cllr Sumner advised this had been passed to SBC to handle as Box Hedge belongs to SBC Housing.

### d. To consider offering volunteering opportunities for Due of Edinburgh Scheme participants and agree action

Cllr Bellamy had previously circulated details about how to run this opportunity, following a request from a resident. Subject to a risk assessment and DBS certificate being submitted to the Clerk.

**Proposed:** Cllr Bellamy

**Seconded:** Cllr Sumner

**Resolved:** to approve the motion (unanimous)

## 12. 80<sup>th</sup> Anniversary of D-Day – 6<sup>th</sup> June

To further consider commemorating the 80<sup>th</sup> Anniversary of D-Day and agree action.

Cllr Glanville suggested a 'May Day Fayre' scenario using the Lower Rec with stalls, live music, food etc. It was agreed by Council the timeframe was too short to be able to organise. Cllr Sumner suggested contacting the public houses in the village to ask if they are planning any special events. It was suggested perhaps residents meeting there to have a drink together when the church bells are rung nationally at 6.30pm.

Clerk was asked to contact public houses to enquire.

The meeting closed at 9.42pm

# WANBOROUGH PARISH COUNCIL

## Appendix A

### **Ward Councillor report – Cllr Gary Sumner – April 22<sup>nd</sup> 2024:**

#### **Wanborough Road:**

From Keturah Watts (Conlon) 15/4/24:

Hi Gary,

Vegetation clearance has been undertaken for the works, but as of yet we haven't had commercial go ahead for the completion of the works.

**Kind Regards, Keturah Watts - Highways & Adoptions Project Manager**

#### **The Beanlands:**

A rotten willow by the substation was reported to the Clerk and I inspected and reported it directly to the tree team manager. The tree team have now removed the tree.

#### **School Safety Zone:**

Update:

I joined Julie Furneal who heads the School Safety Zone team at SBC as well as a PCSO and the SBC Highways Enforcement team in both the morning and afternoon of 19<sup>th</sup> April to observe how the new scheme is working. No tickets were issued but some words of advice given to a number of parents. Repeat checks will be done around twice a month by the enforcement team and also the CCTV Enforcement vehicle will patrol without warning.

#### **Tree works:**

Some tree works were carried out on Callas Hill which I requested on behalf of a resident some months ago and this has greatly improved the situation.

The tree team have also agreed to some work and further review of trees on Kite Hill to the rear of Warneage Green – they suspect Ash die-back and will review once trees are in leaf. They advised that a tree on the green at Warneage Green may be dying. Branches are falling off but this would be a parish issue.

#### **Local Plan review – Regulation 18 Consultation:**

This will take place in September following Cabinet approval in August.

#### **Road markings – Commonhead:**

Officers had already said they will review the incomplete signage and road markings which are causing confusion. Julie Furneal also spotted this on her visit and will raise as well.

# WANBOROUGH PARISH COUNCIL

## Appendix B

### **Clerks report**

#### Hooper's Field Sports Facility

Boiler has now been serviced and gas certificate issued

Repair of Hooper's Field driveway – a temporary repair has been completed to fill in the main potholes in the drive. A full specification for the re-tarmacking and drainage of the driveway has been created and quotes are now in for the work.

This item will go to the next Full Council meeting on 22<sup>nd</sup> April and a decision will be made.

#### Wanborough Bowls Club

Sort match funding from the Parish Council to purchase and install a storage container on site at Hooper's Field and a new roller for the green. Match funding was approved and both items has been ordered.

#### Allotments

On the evening of 5<sup>th</sup> March the allotments suffered some of the worst vandalism it has seen. Several sheds were broken into and tools were stolen, both 8ft water troughs were stolen and one allotment was seriously vandalised. Wiltshire Police were informed and a crime incident number given. The resident affected by the vandalism has had help clearing and re-instating items on her plot and the Parish Council gave her a bouquet as a gesture of goodwill. A quote has been sort to replace the troughs, with additional security.

#### Grounds & Village Maintenance Contractor

The new contractor has started, as of 1<sup>st</sup> April.

#### Gas Main

Work has now been completed. Some remedial work has been identified, the layby in Chapel Lane, a layby at the end of the footpath in The Beanlands and Footpath WA17A, Parish Council are working with Wales & West Utilities to complete.

#### Audit

The date of the internal audit has changed to 26<sup>th</sup> April.

#### Park Yoga

Begins at Hooper's Field on 5<sup>th</sup> May to 15<sup>th</sup> September at 9.30am – 10.30am

#### Village Planters

Two planters have been commissioned for the gateway signs at Callas Hill and an application has been made for another planter to be situated beneath the Wanborough sign coming into the village at The Marsh.

#### Parish Council Vacancy

There remains a vacancy for a parish councillor. Anyone interested should email [clerk@wanborough.info](mailto:clerk@wanborough.info)

#### Enquiry about an Early Years setting site

An Early Years setting in the Ridgeway area is looking for premises to expand their nursery provision to either rent/lease or purchase. If you know of a building or venue that would be suitable, please contact the clerk on

[clerk@wanborough.info](mailto:clerk@wanborough.info)

#### Future Meetings

8<sup>th</sup> May – Hooper's Field committee meeting

20<sup>th</sup> May – Annual Parish Council meeting