

WROUGHTON PARISH COUNCIL



PARISH COUNCIL MEETING

Minutes of the meeting held on 13 May 2019 at 7.30pm
in The Ellendune Community Centre.

Present

Cllr P Bhardwaj
Cllr L Campisano
Cllr C Clark
Cllr H Dosanjh
Cllr J Hewer (Chair)
Cllr H Hodd
Cllr D Hooper
Cllr G Overbury
Cllr A Richards

Clerk

Jodie Smart

Also Present

Emma Freemantle (Deputy Clerk)

FC/001

Election of Chair 2019/20

Members **RESOLVED** that Cllr J Hewer be elected as Chair for the 2019/20 municipal year unopposed.

Cllr J Hewer signed the declaration of acceptance of office.

FC/002

Election of Vice Chair 2019/20

Members **RESOLVED** that Cllr L Campisano be elected as Vice Chair for the 2019/20 municipal year unopposed.

FC/003

Receipt of Declarations of Office

All members present completed declarations of office and returned them to the Clerk.

FC/004

Apologies

Apologies were received from Cllr A Spry.

FC/005

Declarations of Interest & Applications for Dispensation

Cllrs H Dosanjh and A Richards declared an interest in agenda item 32 as they are both Trustees of Wroughton Community Asset Trust. Cllr A Richards holds a valid dispensation to vote on this item.

FC/006

Public Questions

There were two members of the public present. The Chair of Wroughton Community Asset Trust (WCAT) asked if any members had questions regarding agenda item 32. Cllr Clark stated that she had previously asked questions around value for money and the possibility of obtaining staff and book stock from an alternative supplier. She confirmed that she now understood that this would mean that the Wroughton Library would not be able to make use of the Swindon Libraries systems where a resident can return or borrow books from other Swindon Libraries. The Chair of WCAT confirmed that Old Town Library had recently become independent of Swindon Borough Council services, WCAT planned

to observe how this worked out over the coming year. Cllr Clark asked that WCAT provide their budget to the parish council in December and consider alternative providers for funds. The Chair of WCAT stated that she was concerned as an ex councillor that the residents receive value for money, the Trust is continually striving to achieve a fine balance of limiting the increase in spending and not losing the service. Cllr H Hodd asked about formal monitoring of footfall. The Chair of WCAT confirmed that they had statistics on the number of books borrowed and would like to know how many users there were but there is no historic data to compare it to.

A recently retired Parish Councillor stated that he was unable to make the last meeting and would like to thank all Councillors, Office and Grounds staff and wished them all the best for the future.

FC/007 **Minutes of Previous Meeting**

Members **RESOLVED** to approve the minutes of the Parish Council meetings held on 15 April 2019.

FC/008 **Community Safety**

There were no items on Community Safety to discuss.

FC/009 **Information from Borough Councillors**

The Chair congratulated Cllr Cathy Martyn on her re-election.

Cllr Brian Ford stated that he had been reconfirmed as Cabinet Member for Adults. Cllr Ford informed members that he had to make £7.8m in savings and had managed so far to make £4.5m in savings. Cllr Ford added that the department had ended last year with a £2.9m surplus but would struggle to replicate that this year. The decision to continue to supply extra/day care to the elderly meant that £250,000.00 is needed to meet this demand.

Cllr Cathy Martyn informed members that there had been an agreement to put some flood measures for Devizes Road crossing in place. Swindon Borough Council are installing additional drains and have asked Thames Water to look at additional drainage. Cllr Martyn added that this would hopefully lessen the flooding at the crossing.

The Borough Councillors left the meeting at 7.50pm.

FC/010 **Parish Council Representatives' Report**

Members **NOTED** the verbal report of Cllr L Campisano. Cllr Campisano confirmed that The Ellendune Hall Trust AGM was being held on Thursday 16 May at 7.30pm in the Ellendune Community Centre. Cllr Campisano also informed members that the Wroughton Carnival is scheduled for Saturday 6 July 2019.

Members **NOTED** the verbal report of Cllr H Dosanjh. Cllr Dosanjh informed members that she had met with the representatives involved in the production of signage for Black Horse Farm and Common Farm. The signage and surfacing of the footpath should be completed in June, this is being funded by Swindon Borough Council.

FC/011

Chair's Report

The Chair gave a verbal report and thanked members for having the confidence to elect him Chair of the Council once again. The Chair stated that it was going to be a very busy year and hoped that all members were ready for it. The Chair informed members that he would not respond to any emails over weekends.

FC/012

Terms of Reference & Delegation Scheme

Members **NOTED** the report of the Clerk regarding the Terms of Reference & Delegation Scheme, a copy of which appears as Appendix A in the Minute Book.

Members discussed changes to the set meeting calendar and **RESOLVED** to approve the following meeting days, which will be reviewed at the Full Council meeting on 16 September 2019:

Full Council – Third Monday of every month

Open Spaces or Community Assets Committees – First Tuesday of every month

Planning – Fortnightly on a Wednesday

Finance & General Purposes – Third Monday of every month (before Full Council)

A copy of the revised Calendar of Meetings appears as Appendix B in the Minute Book.

Members discussed at length, amendments to the draft Terms of Reference & Delegation Scheme and **RESOLVED** to approve them as per Appendix C, which appears in the Minute Book.

FC/013

Appointment of Committees

Members reviewed the committee membership and **RESOLVED** the membership of committees as follows:

Planning & Highways:

Cllr P Bhardwaj
Cllr L Campisano
Cllr H Dosanjh
Cllr J Hewer
Cllr H Hodd
Cllr A Richards
Cllr A Spry

Community Assets:

Cllr P Bhardwaj
Cllr C Clark
Cllr L Campisano
Cllr J Hewer
Cllr H Hodd
Cllr D Hooper
Cllr G Overbury

Open Spaces:

Cllr P Bhardwaj
Cllr L Campisano
Cllr C Clark
Cllr H Dosanjh
Cllr J Hewer
Cllr H Hodd
Cllr A Richards

FC/014

Election of Chair of Planning & Highways Committee for 2019/20

Members **RESOLVED** that Cllr H Dosanjh be elected as Chair of the Planning & Highways Committee for 2019/20 municipal year unopposed.

FC/015

Election of Vice Chair of Planning & Highways Committee for 2019/20

Members **RESOLVED** that Cllr A Richards be elected as Vice Chair of the Planning & Highways Committee for 2019/20 municipal year unopposed.

FC/016

Election of Chair of Community Assets Committee for 2019/20

There were no nominations for Chair of Community Assets Committee for the municipal year 2019/20.

- FC/017** **Election of Vice Chair of Community Assets Committee for 2019/20**
There were no nominations for Vice Chair of Community Assets Committee for the municipal year 2019/20.
- FC/018** **Election of Chair of Open Spaces Committee for 2019/20**
Members **RESOLVED** that Cllr H Hodd be elected as Chair of the Open Spaces Committee for 2018/19 municipal year unopposed.
- FC/019** **Election of Vice Chair of Open Spaces Committee for 2019/20**
Members **RESOLVED** that Cllr P Bhardwaj be elected as Vice Chair of the Open Spaces Committee for 2019/20 municipal year unopposed.
- FC/020** **Finance & General Purpose Committee 2019/20**
Members **RESOLVED** to approve Cllr C Clark, Cllr G Overbury and Cllr A Richards as the three additional members of the Finance & General Purpose Committee for 2019/20.

Cllr H Dosanjh left the meeting at 8.45pm.
- FC/021** **Appointment of Working Parties**
Members **RESOLVED** to approve the Working Parties for 2019/20, a copy of which appears as Appendix D in the Minute Book.
- FC/022** **Appointment of Trustees**
The Chair suspended Standing Orders at 9.02pm to allow the Chair of WCAT to make representations.

The Chair of WCAT confirmed that they were reviewing their constitution and suggesting that a minimum of two Parish Council Trustees were required rather than a maximum of five.

The Chair reinstated Standing Orders at 9.03pm

Members **RESOLVED** to approve the Trustees for 2019/20, a copy of which appears as Appendix E in the Minute Book.
- FC/023** **Review of Membership of Other Bodies**
Members **RESOLVED** to approve the membership of outside bodies for 2019/20, a copy of which appears as Appendix F in the Minute Book.
- FC/024** **Representatives on Outside Bodies**
Members **RESOLVED** to approve the Council's Representatives on outside bodies for 2019/20, a copy of which appears as Appendix G in the Minute Book.

Cllr L Campisano informed members that the Logistics Manager for Wroughton Carnival has indicated that he will resign after this year's Carnival. Cllr Campisano expressed concern over the Carnival's future if another volunteer could not be found and the Parish Council would not assist.

- FC/025** **General Power of Competence**
Members **NOTED** the report of the Clerk regarding the General Power of Competence, a copy of which appears as Appendix H in the Minute Book.
- Members **RESOLVED** that Wroughton Parish Council meets the criteria to use the General Power of Competence.
- FC/026** **Review of Standing Orders**
Members discussed possible amendments to standing orders.
- Members agreed to defer this item until the Full Council meeting on 17 June 2019.
- Members agreed that paper copies of amended policy documents will not be issued to all members, but will be available on request.
- FC/027** **Review of Financial Regulations**
Members **RESOLVED** to adopt the Financial Regulations (unchanged) for 2019/20, a copy of which appears as Appendix I in the Minute Book.
- Members **RESOLVED** that all policy documents would include document control, with all current versions being referred to as version one.
- FC/028** **Review of Policy Documents**
Members **NOTED** the report of the Clerk, a copy of which appears as Appendix J in the Minute Book.
- Members **RESOLVED** to approve the complaints procedure, procedures for handling requests made under the Freedom of Information Act 2000 and the press and media Policy.
- FC/029** **Review of Asset Register**
Members **NOTED** the Asset Register, a copy of which appears as Appendix L in the Minute Book.
- Members **RESOLVED** to approve the Asset Register.
- Action: Clerk to confirm insurance covers volunteer work on the Aeroplane Seats in Willow-Brook Gardens.
- FC/030** **Review of Insurance**
Members **RESOLVED** to confirm that arrangements for insurance cover in respect of all insured risks is in place, a copy of which appears as Appendix M in the Minute Book.
- FC/031** **Councillor Co-option**
Members **RESOLVED** to interview co-option applicants at 6.45pm on Monday 17 June 2019, before the Full Council meeting.
- Members **RESOLVED** to move the F&GP meeting to Wednesday 19 June 2019 at 7.30pm.
- Action: Clerk to confirm the boundary line for the three-mile rule for Councillor eligibility.

Action: Clerk to request that members arriving late for co-option interviews should wait outside until the interview is over.

Action: Members to agree standard questions before the interviews.

FC/032

S137 Grant Application – Wroughton Community Asset Trust

Members **NOTED** the report of the Clerk regarding the grant application from Wroughton Community Asset Trust and recommendations from the Finance and General Purposes Committee, a copy of which appears as Appendix N in the Minute Book.

Members **RESOLVED** to approve the recommendations within the report.

FC/033

S106 Langton Park

Members **RESOLVED** to retrospectively approve the response to Swindon Borough Council regarding potential S106 monies for the Langton Park development as follows:

Wroughton Parish Council request that any S106 monies received from the Langton Park development be assigned as follows:

The off-site play facilities contribution go towards the proposed new play facilities at Thorney Park.

The off-site local open space contribution go towards the surrounding green space of this proposed new play facility at Thorney Park.

The off-site outdoor sports facilities contribution go towards the provision of a MUGA at the Thorney Park site.

FC/034

Exclusion of Public and Press

To resolve in accordance with Standing Order 3 (d) that ‘in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw’.

Reason: Staffing matters.

FC/035

Youth Club Working Party

Members **NOTED** the notes of the Youth Club Working Party meeting held on 24 April 2019, a copy of which appears as Appendix O in the Confidential Minute File.

The meeting closed at 9.54pm

Signed.....

Date.....

Chairman of the Council