

WROUGHTON PARISH COUNCIL



PARISH COUNCIL MEETING

Minutes of the meeting held on 18 January 2021 at 7:30pm
Virtual Zoom meeting

Present

Cllr J Hewer
Cllr L Campisano
Cllr G Overbury
Cllr L Gough
Cllr J King
Cllr N Hooper
Cllr D Hooper
Cllr C Clark
Cllr H Dosanjh
Cllr D Martyn
Cllr D Phillips
Cllr A Richards
Cllr G Ratcliffe
Cllr P Bhardwaj

Ward Cllr C Martyn

Clerk

Emma Freemantle
Amanda Woodhead – Community Project & Grants Officer.

Public

There were three members of the public present.

FC/349

Apologies

Apologies were received from Ward Cllr B Ford.

FC/350

Declarations of Interest & Applications for Dispensation

Cllr D Phillips declared an interest in the public question raised by Mr Jeremy Mead as she is a member of the Church Parochial Council (PCC).

FC/351

Co Option of Councillor

Members **RESOLVED** to elect Mr Jeremy Kemble as a Co-opted Councillor.

Cllr J Kemble joined the meeting.

FC/352

Public Questions

Members **NOTED** a request from Mr J Mead regarding the provision of a parish council cemetery and the maintenance of the parish church closed cemetery.
Mr J Mead attending the meeting to discuss his concerns in person with the Council.

Members **NOTED** that there were only 10 graves left at the Wroughton Churchyard and these are likely to be full by the summer 2021. Revd Phil Harrison advised Mr J Mead that the closure process has begun and will take up to two years to complete.

The Chair explained that if the Church served notice to the Parish Council for the responsibility of the "closed churchyard" then it would have to consider taking on the future maintenance and costs. If the Church decided to continue maintaining the churchyard itself then the Parish Council could continue to provide a grant to help towards the ongoing costs.

Members **NOTED** that the Parish Council is not duty bound to provide a new cemetery however this has already been addressed in the past. The Chair advised that a trial dig of a grave was taken up a few years ago within the parish however this was unsuccessful due to flooding and drainage issues.

The Parish Council have also previously asked residents what their views were on finances been allocated to a new cemetery. A request to the public for their view was placed in a previous newsletter and the results albeit a low response rate, showed the views of the public were 50/50 both for and against the idea.

The Chair requested that a working party is called early February 2021 to look at the issue again and possibly approach the public for their view a second time.

Cllr C Clark advised all present that previous work had gone into the idea of the provision of Cemetery and that the Parish Council did not have the land available to offer such a service. Local farmers were contacted at the time and there was no interest from them to help assist the Parish. Cllr Clark stated that if this is something the Parish Council are going to consider then discussions will need to begin with Swindon Borough Council over the change in use of land as the Parish do not have the land available.

Members also **NOTED** that the public's expectations need to be managed and note that the costs / fees involved with providing a cemetery could be higher than a burial in the churchyard. Cllr Clark believes that a burial charge is currently capped financially with the Church and the Parish would not be able to offer such reduced fee as it would not be viable. Parishioners would need to bear in mind that a commercial rate would be applied to such a provision.

Cllr A Richards encourages a new cemetery provision from the parish council and advised that previously the paddock area at the allotment site had been looked into as a possibility. Members **NOTED** that this land belongs to Swindon Borough Council and there would need to be room for a building / equipment for the Grounds Team.

Cllr A Richards agrees to the new working party taking place as quickly as possible and notes that the parish council can charge fees as they see appropriate however the Church are not able to.

Cllr D Hooper requested that the memorial benches and plaques that are often requested by members of the public, should also be considered in line with a cemetery provision.

Mr Mead stated that the land at Wood Lane would be ideal for a cemetery and the service should be self-financing, storage provisions could be made and assistance provided by the church. Mr Mead advised that there was a large demand by his clients / parishioners to be buried within the parish.

Cllr H Dosanjh and Cllr D Martyn queried the location of Wood Lane near the farm and the drainage issues that could be encountered, also to raise concerns over the close proximity of the allotment site. The Clerk confirmed that the Wood Lane is private land and so unlikely to be a possibility.

Ward Cllr C Martyn questioned the viability of having a cemetery and allotment site so close together and whether this would be a health risk and much more of a larger concern.

The Chair confirmed that Mr J Meads comments would be noted and carried forward to the next working party early February.

A member of the public also present queried the cost of the telephone box restoration which was listed within the parish councils budget document.

Clarification was requested over the £4,500 allocation, the Clerk confirmed that this cost was to cover the restoration of both the Woodland View telephone box and Kellsborough / Maskelyne Way box. A replacement and renewal fund is being built up over the next few years to cover costs associated with all assets and their up keep.

FC/353

Minutes

Members **RESOLVED** to approve the minutes from the Full Council meeting on 21 December 2020.

Cllr L Campisano raised the item of Photoshop subscription, the Clerk confirmed details will be brought back to the February meeting.

FC/354

Chairs Report

The Chair provided a report a copy of which appears as **Appendix A** in the Minute Book.

FC/355

Ward Councillor Update

Apologies were received from Ward Cllr B Ford.

Ward Cllr C Martyn provided an update on the Wichelstowe footpath, they have nothing new to add at the moment however Ward Councillors are chasing up highways and will let the parish know when progress is made.

Hicks Close was also due to be resurfaced however engineer who attended the site hadn't sent over the appropriate report in time and there is now a delay on works beginning.

Ward Councillors have had a request from a resident to improve the disabled access in particular wheelchair users for Maunsell Way fields. Cllr C Martyn is passing the request back to the Parish Council and asks that the parish consider this request with other plans and respond to ward councillors accordingly.

Members **NOTED** that there is an informal highways meeting with both Parish Councillors and Ward Councillors scheduled for next week.

Cllr C Martyn has requested that any issues which require addressing by the Borough are emailed over to them in advance to help speed up progression.

It was **NOTED** that cones were laid on Marlborough Road today for works in situ, Cllr C Martyn confirmed that these have not been placed in relation to the housing development however they were placed in relation to BT / Fibre works. There is currently no TRO in place and residents are still able to park in the area, Swindon Borough Council are sending an officer to look at the site tomorrow morning.

Ward Councillors are waiting to hear further on timescales from the Bellway developers on the removal of Leyland trees in this area.

Members **NOTED** that both Ward Councillors have had requests from residents to get some of the roads swept within Wroughton which has now been achieved, those included Maskeley Road, Devizes Road, Swindon Road, The Pitchen's and Alexandra Park. Workmen at the Grange kindly offered to sweep Swindon Road as they had their equipment on site already.

The Chair requested that all roads in the village are swept once a year at least where possible to stop the build-up of rubbish and leaves in the gully's which eventually leads to flooding. Cllr C Martyn advised that the Borough do encounter problems with road sweeping due to parked cars and congested areas.

Pot holes have also been addressed and it was noted that a certain criteria had to be met in order for the Borough to fill them. Those which have been flagged up to date are on Inverary Road and Mill Lane / Wharf Road.

Members **NOTED** that criminal activity has been taking place in the car park near the East Wichel Lakes area. The activity during the last few months has now been reported to the police, there has been no further update from the police however if the Parish receive complaints of similar behaviour we should report accordingly.

The current traveller occupation at Comet Way has been reported to both the Borough Council and Police however Cllr C Martyn stated this is private land and will need to be dealt with the correct powers. The Swindon Borough Council liaison officer is working with the local farmer and land owner to resolve the situation however the parish should also continue to report any criminal behaviour if reported in by the public.

Cllr J King raised concerns on behalf of both Tesco and the Co Op stores as they have highlighted the shoplifting and criminal activity that surrounds the travelling presence. Cllr C Martyn advised that the best advice shop owners can receive is to be vigilant and contact the police directly at all times when suspicious activity takes place.

Cllr G Overbury raised the issue of parking on Perry's Lane and asked if there has been an update, Cllr C Martyn advised that there is a meeting scheduled with the Highways manager and it will be raised again at this meeting.

Cllr G Martyn reported how pleased he was that pot holes on Green Lane and Marlborough Road, Roger Mead at Swindon Borough Council had responded to his query within a week.

Cllr A Richards and Cllr J King both raised concerns over the lack of parking in Purley Close near Weirside Avenue. Cllr J King stated that a meeting took place about 5 years ago to look into the possibility of residents having hard standing areas at the front of their bungalows instead of using grass areas and the road for parking.

Cllr C Martyn advised that she will take the query back to the Borough Housing department and look at the concerns again, it was **NOTED** that this would be a lengthy process.

FC/356

Budget and Precept 2020/21

Members **RESOLVED** to agree with the report of the Clerk regarding the budget for 2021/2022, a copy of the report appears as **Appendix B** in the minute book.

Members **RESOLVED** to agree with the following recommendations:

The budget for 2021/22 is approved as per Appendix B.

The Precept is set at *£543,941 resulting in a £ (4.36%) per annum increase per Band D household.

*£543,941 as at Appendix B minus £40,000.00 supplement from reserves = £503,941 precept demand.

Financial Year	Predicted Precept Requirement (£)	YoY Increase %	General Balances at start of the year (£)	Min reserves required (£) (3 months operating costs)	Band D Equivalent	Notes
2021/22	503,941.00	4.36	192,199.00	135,985.25	£157.23	*

Members **RESOLVED** to complete the Precept Demand to be returned to Swindon Borough Council.

Members **RESOLVED** to agree that the earmarked reserve allocation of the parish council for 2021/2022 is shown as **Appendix C** in the minute book.

FC/357

Wiltshire & Swindon PCC Precept Consultation

Members **NOTED** the slide show presentation received from the Police Crime Commissioner and note the survey available, link below. A copy of which also appears as **Appendix D** in the minute book.

Public consultation survey (open from 5 January to 2 February)

<https://www.surveymonkey.co.uk/r/PNHBKSG>

PCC Precept Video - https://youtu.be/eRMtE_YxdWk

FC/358

Committee Membership

Members **RESOLVED** to agree to elect Cllr J King onto the Play Area Working Party.

FC/359

Payment Schedule

Members **RESOLVED** to approve the payment schedule for January 2021, a copy of which appears as **Appendix E** in the minute book.

FC/360

Swindon Food Collective

The Clerk provided a verbal update on the meeting which took place between the organisers of the Wroughton Community Pantry and Swindon Food Collective and Wroughton Parish Council.

The Clerk advised that she met with Rosemarie Watson and representatives of the Swindon Food Collective on the 5 January 2021 to discuss the possibility of re housing the Wroughton Community Pantry at the Maunsell Way Pavilion.

The Volunteers associated with the Community Pantry are keen to expand and provide something more permanent for the village however the Clerk informed Rosemarie that the volunteers would need to be affiliated with the Swindon Food Collective in order for the Parish Council to be able to support the organisation further.

Members **NOTED** that the Swindon Food Collective currently have a 2-3 month waiting period on being able to help the Wroughton Community Pantry. They are currently helping set up a large organisation in Lynham, with Covid restrictions to adhere to it's been a slow process to assist other organisations.

Rosemarie and others will need help to train as volunteers, be provided with insurances / policies and also provide storage units for the food donations. These will all need to be addressed once the Food Collective have the time available.

Rosemarie is keen to continue providing the service independently until the time is suitable to take on the wider relationship and then move to a more central location with the help of the parish council.

The Clerk confirmed that the Community Pantry has now been rehomed in St Joseph's Church hall since the Christmas break and this seems to be working well as a temporary solution whilst the Church Hall isn't required for other use.

Cllr C Clark and the Clerk will be visiting the Swindon Food Collective over the next week to learn more of what is required for the Parish Council to provide a service within Wroughton alongside the Community Pantry.

FC/361

Chairs and Clerks Forum

Members **NOTED** the minutes of the Chairs and Clerks meeting dated 09 December 2020, a copy of which appears as **Appendix F** in the minute book.

FC/362

Play Areas

Members **NOTED** a verbal update from the Community Projects and Grants Officer regarding the last Play Area Working Party held on 14 January 2021.

A copy of the Play Area Working Party report appears as **Appendix G** in the minute book and members **RESOLVED** to agree with the following recommendations:

Thorney Park Play Area

WPC to endorse the project scope of play park as follows:

- Focus on a dynamic and physically challenging profile for equipment, 7-12 years with the caveat that some equipment such as a rotating, textured ring also have play value for younger users.
- Aim is to maximise play value and minimise costs for fencing/bins and where possible avoid painted equipment which introduces more ongoing maintenance
- Play equipment to be as durable and long-lasting as possible. Metal not wood.
- Site to include at least 2 benches and a Multi-Use Games Area (MUGA) with football goal and basketball hoop.
- Play area not to include equipment for adults
- Site to include some equipment inclusive to those with disabilities, possibly a wheelchair roundabout which can also be used by pushchairs although other alternatives will be considered.
- Site to include a piece of larger equipment to facilitate challenge to whole body movement and also a basket swing
- Surface repairs only to existing tarmac area where necessary will minimise costs and maximise play value. Following Grounds Team Advice consider use of black for safe fall areas as it is cheaper and easier to repair.

Secret Garden Play Area

- WPC note that this project is a new concept for play areas in our Parish which will provide some new challenges and learning opportunities as well as delivering a visually appealing and pleasant community garden area.
- The WPC Grounds Team will need to embrace a new way of working to ensure a successful and sustainable delivery of this project.
- WPC to note Jonathan Wilshaw, Great Western Community Forests offer to pay for some of SBC Landscape Architects time to move the project forward and to fund some shrubs/trees, detail to be determined.
- WPC to agree that this is a phased project with £25,000 allocated this year and a further £25,000 allocated next year. The aim is to commence some preparatory groundwork and planting during the April 2021- March 2022 financial year, year 1 of the project delivery.
- WPC to undertake further scoping with Wiltshire Wildlife Trust regarding wildflower planting and to implement knowledge gained from WPC roadside wildflower planting trial initiative.
- WPC to agree that members of the public are engaged and involved in the practical delivery of the project at appropriate stages e.g. Community activity for tree and shrub planting, making bug hotels etc.
- WPC to agree that a gateway feature, visible from Boness Road should be part of the project plan.
- WPC to note that options for donated benches being included as part of the project plan or the option for residents to sponsor planting a tree as a carbon offset will be explored at a later date.

FC/363

Centre of Sustainable Energy (CSE)

Members **NOTED** a verbal report from Cllr C Clark regarding the latest webinar session attended with the Deputy Clerk that covers a level of detail over the provision for the carbon footprint.

The session covered a demonstration of the carbon reduction tool which has been developed of the Department of Energy, BEIS, CSE and the University of Exeter. The tool has been created to help Councils who may plan to spend large amounts of money on consultancy fees for carbon reduction reports. Cllr Clark advised it would be ideal as a long term aim to work with other parish councils across the Borough to establish partnership working and learn what others intend to do.

The toolkit will now tell the parish what Wroughton Parish Council is omitting in carbon emissions and it can be broken down into a number of key areas. As we have been given access to this tool, the next step would be to trail the tool.

Cllr Clark asked if another Councillor would join the trail session and if anyone else would like to be involved, to let her know and she will share the presentation slides.

Both the Deputy Clerk and Cllr Clark will share the results of using the tool at the next Full Council meeting in February, following this the council can then start to establish what the carbon emissions really are and what could be done to realistically reduce them.

Cllr D Phillips requested a copy of the information as she has already been involved in a carbon reduction report through her employer and may be able to help further.

The meeting closed at 9.04pm

Signed.....

Date.....

Chairman of the Council