

WROUGHTON PARISH COUNCIL



PARISH COUNCIL MEETING

Minutes of the meeting held on 21 December 2020 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 P Bhardwaj

Ward Cllr B Ford
Ward Cllr C Martyn

Clerk

Emma Freemantle

Amanda Woodhead – Community Project & Grants Officer.

Public

There were three members of the public present.

FC/324

Apologies

Apologies were received from Cllr G Ratcliffe.

FC/325

Declarations of Interest & Applications for Dispensation

There were no declarations of interest or applications for dispensations.

FC/326

Public Questions

A member of the public, Rosemarie Watson spoke to the Council about her involvement with the Wroughton Community Pantry. Rosemarie introduced her neighbour Ham Smith who is also involved with the Community Pantry.

Rosemarie explained that the drive behind the Community Pantry service came from the previous school announcement and the government no longer providing school meals to the children through half term.

Both residents Rosemarie and Ham (volunteers) live in the village and have been organising the pantry supply and delivery since October 2020. Members **NOTED** that there were 25-30 people in the village who use the pantry service and they have been overwhelmed with the donations of the public.

Rosemarie stated that after two months of housing supplies in her garage it is no longer viable for her to stay there and a new location would be needed.

Contact has been made with the Swindon Food Bank to see what can be done going forward however the Community Pantry will require a new central location / small room first.

Rosemarie asked if the Community Pantry could have a room within a Community hall or space rent free with the assistance of the Parish Council. The volunteers do not want to handle money and would prefer food donations.

The Chair explained that the Ellendune Community Centre is run by the Ellendune Hall Trust and that permission would need to be granted from the Trust in order to provide a room to the Community Pantry. The Chair advised that communications with the Trust have begun and that the Parish Council would like to support the Pantry going forward, this may be with a grant to pay towards room hire.

The Chair proposed that delegated powers are used to organise the Parish Councils input into the Community Pantry, the Clerk will note this for future reference.

Cllr L Campisano asked if Rosemarie had made contact with the Centre Manager previously, Rosemarie confirmed that a meeting had already taken place and that the conclusion was that it wasn't practical to have a space within the Ellendune due to the current opening / closing times of the centre. The limited staffing and use due to Covid 19 risk assessments would also be a problem.

The Chair advised that the Clerk, Vice Chair, Rosemarie and Ham will work together over the Christmas break to find a solution and new home for the Community Pantry.

All members present were supportive of the Community Pantry initiative and happy to support them going forward.

FC/327

Policing Update

Members **NOTED** a verbal update from Inspector Barry Read regarding the Community Policing in Swindon.

A copy of the terms of reference and updated policies are attached as Appendix A.

FC/328

Minutes

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

FC/329

Chairs Report

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

FC/330

Ward Councillor Update

Members **NOTED** a verbal update from Cllr C Martyn and Cllr B Ford.

FC/331

Payment Schedule

Members **RESOLVED** to approve the payment schedule minus the invoice to SBC (NNDR Rates) for December 2020. A copy of which appears as Appendix C in the minute book.

It was **NOTED** that the Clerk would need to contact SBC and query the amount of NNDR that has been requested and query the amount of time which has been backdated.

FC/332 **Income & Expenditure Report**

Members **NOTED** the income and expenditure report up to 30 November 2020, a copy of which appears as Appendix D in the minute book.

FC/333 **Internal Audit**

Members **NOTED** the report from the internal auditor covering the financial period of 01 April 2020 – 30 November 2020, a copy appears as Appendix E in the minute book.

The Clerk has noted the recommendations within the report:

Invoice Approval

- Each Invoice should be initialled by the Deputy Clerk to confirm that an authenticity check has been carried out to confirm the amount to be paid and that goods and services have been delivered.

Website

- The website should be updated to include the payments made over £500 for the period April – September 2020.

Minutes

- To ensure that as a reminder, best practice in accordance with the Governance and Accountability for Smaller Authorities require each page of the Minutes to be initialled by the Chairman of the meeting.

The Chair confirmed that finance spot checks may continue once normal activity is allowed to take place in the office.

FC/334 **External Audit**

Members **NOTED** the conclusion of audit received from PDF Littlejohn, a copy of which appears as Appendix F in the minute book.

FC/335 **Information Leaflet**

Members **RESOLVED** to approve the Parish Council information leaflet which will be distributed to new homes within Wroughton and Wichelstowe. A copy of which appears as Appendix G in the minute book.

FC/336 **Swindon Borough Council – Code of Conduct**

Members **NOTED** the SBC Codes and Protocols which can be found in Part 5 of the SBC Constitution here:

<http://ww5.swindon.gov.uk/moderngov/ecSDDisplay.aspx?NAME=SD6032&ID=6032&RPID=7572044>

Members **NOTED** comments by Cllr C Clark in relation to the document and the Clerk will submit to Swindon Borough Council by the 04 January 2021.

- FC/337** **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 H in the minute book.
- FC/338** **Story Walk**
Members **NOTED** a verbal update from the Community Projects and Grants Officer regarding the Christmas Story Walk in Willow-brook Gardens.
All presented **NOTED** that this was a joint venture between the parish council and library trust, both organisations had worked together to pull off the event.

The Community Projects and Grants officer advised that the local schools have been notified, radio 105.5 had broadcasted a live interview with Cllr N Hooper and there was also an article in the advertiser, facebook and website.
- FC/339** **Plastic Free Swindon**
Members **NOTED** that there is a volunteer litter pick day arranged for 02 January 2021 starting at 10.00am to 12.00pm.
<http://plasticfreeswindon.org/activities/keepswindontidy/day/>

The Clerk encouraged members of the Council to join if they are available.
- FC/340** **Tree Work**
Members considered two quotes for tree work needed on the land between the Bowls Club and the Medical Centre. Budget Available £3,610 - 4650/450.

Copies of the quotes are attached as Appendix I in the minute book.

Members **RESOLVED** to agree that Transition Trees are appointed for works and the resident contacted as soon as possible.
- FC/341** **Wroughton Silver Band**
Members **RESOLVED** to agree to a donation to the Wroughton Silver Band for their contribution to the virtual Christmas light switch on. Donation amount agreed of £100.00.
Budget Available £100 – 4770/500.
- FC/342** **Telephone Boxes**
Members **NOTED** a verbal update, from the Community Projects and Grants Officer.

All present **NOTED** that a new contractor from Purton had been out to Wroughton to provide a quote for both telephone boxes and their restoration. One is located at Woodland View and one is located at Kellsboro Avenue.
Quotes have been increased slightly however members would need to consider this with the budget setting at the next meeting.

The Clerk suggested that the existing budget of £3,000 is now increased to £4,500 to cover the completion of works.

Members **RESOLVED** to agree that further funds are now allocated to this project.

FC /343

Play Areas

Members **NOTED** a verbal update from the Community Projects and Grants Officer regarding Thorney Park Play area and Boness Road play area developments.

Various quotes for Thorney Park play area were discussed however further details will be discussed at the next play area working party in January 2021.

FC/344

War Memorial

Members **NOTED** the response from Andrew Norris at Swindon Borough Council regarding disabled access to the war memorial on Wharf Road. A copy of which appears as Appendix J in the minute book.

FC/345

Spitfire Group

Members considered a request from the Spitfire Group to display a plaque of acknowledgment in Willow-brook Gardens, a copy of which appears as Appendix K in the minute book.

Members **RESOLVED** to agree that a plaque would be approved once a suitable location has been agreed.

Clerk to investigate further and report back to the next appropriate meeting.

FC/346

Office Christmas Hours

Members **NOTED** that the Parish Office will be closed from 24 December 2020 until 04 January 2021.

The Clerk and Deputy Clerk to arrange for the play area inspections to be covered over the Christmas break.

FC/347

Exclusion of Press and Public

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. Photoshop

FC/348

Photoshop

Members considered a request of the Clerical and Communications assistant to increase the allowance for the Photoshop licence, a copy of which appears as Appendix L in the minute book.

Members **RESOLVED** to agree that further investigations would be need to be made into a business account for the Parish Council in comparison with the current subscription.

Further details will need to be clarified by the Clerk and brought back to a future meeting so a decision can be made.

The meeting closed at 9.22pm

Signed.....

Date.....

Chairman of the Council