

WROUGHTON PARISH COUNCIL



ANNUAL COUNCIL MEETING

Minutes of the meeting held on 20th May 2024 at 7.30pm
At the Ellendune Community Centre, Barrett Way, Wroughton. SN4 0RX

Present:

Wroughton Parish Council:

Councillors: Cllr J Hewer (Chair)
Cllr L Campisano (Vice-Chair)
Cllr D Archer
Cllr L Gough
Cllr B Keetch
Cllr T Kewen
Cllr N McMahon
Cllr G Overbury
Cllr D Hooper
Cllr N Hooper
Cllr E Shaw
Cllr B Streeton
Cllr H Woodward

Clerk: Cathy Martyn (Deputy Clerk)

Swindon Borough Council:

Councillors: Cllr M Courtliff

Public: 5

FC/001 Election of Chair for 2024/25

Members **RESOLVED** that Cllr J Hewer be elected as Chair for the 2024/25 municipal year unopposed.

FC/002 Declaration of Acceptance of Office of the Chair

Members received the Declaration of Acceptance from the newly elected Chair of the Council.

FC/003 Apologies

Apologies were received and accepted from Cllr G Cook.

FC/004 Co-option of Parish Councillor

Members **NOTED** the applications from Leo Ramsay and Stan Pajak, copies of which can be found as Appendix A in the Minute Book.

Members **RESOLVED** to defer the decision on co-option until the end of the meeting (see minute FC/029 .)

FC/005 Election of Vice-Chair for 2024/25

Members **RESOLVED** that Cllr L Campisano be elected as Vice Chair for the 2024/25 municipal year unopposed.

FC/006 Declaration of Acceptance of Office of the Vice-Chair

Members received the Declaration of Acceptance of Office from the newly elected Vice-Chair of the Council.

FC/007 Declarations of Interest & Applications for Dispensation

There were no declarations of interest or applications for dispensation.

FC/008 Public Questions

Two volunteers from Lower Churchyard Volunteer Group raised concerns about the safety of the footpath down to the lower churchyard. They advised that Swindon Borough Council (SBC) had quoted £20,000 for repairs/ improvements, and asked whether SBC had contacted Wroughton Parish Council (WPC) to ask whether WPC could help fund this cost. The Chair explained that the Church had formally closed the lower churchyard and had passed responsibility onto SBC. Cllr Courtliff offered to raise the issue of cost and safety of the footpath with SBC and report back.

A resident raised concerns about the drystone wall which had collapsed on Marlborough Road/ Brimble Hill and asked whether it would be possible to get a vibration monitor attached. Cllr Courtliff agreed to look into this and report back.

FC/009 Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Council meeting held on 15th April 2024. The Chair signed the minutes.

FC/010 Ward Councillor Updates

Apologies were received from Cllr G Cook.

Cllr M Courtliff updated the council. He had already raised 25 cases, mainly highways and blocked drains. He had spoken to Brian Ford and had arranged for Brian to hand over his 107 outstanding cases. He would like a 2-way relationship with the Parish Council and was happy to look into any issues.

FC/011 Parish Council Representatives Report

Reports from Members of outside bodies:

Transport Reps: Members received a verbal update from Cllr G Overbury, the Parish Council's Transport Representative. Cllr Overbury and Cllr N Hoooper would be meeting again with Get Swindon Moving on 29th May and with Rachel Oliver on 9th July.

Ellendune Hall Trust: None.

Carnival Committee: None.

Friends of Wroughton Library: None.

FC/012 SMASH Youth Work

Members NOTED the update report from SMASH, a copy of which can be found as Appendix B in the Minute Book.

FC/013 D Day Landings 80 Year Anniversary on 6th June 2024

Members NOTED the report from the Community Projects & Grants Officer, a copy of which can be found as Appendix C in the Minute Book. Members NOTED that the History Group would also be laying a wreath.

FC/014 Swindon Local Councils Forum (SLCF)

Members **RESOLVED** to carry forward this item to June's Full Council meeting.

FC/015 National Volunteers Week 3rd-9th June 2024

Members received a verbal update from the Deputy Clerk regarding the Parish Council's involvement with this year's National Volunteers Week.

Members NOTED that Councillors had agreed to host a Thankyou Coffee Morning for volunteers on Monday 3rd June 10.30am-12noon in Wroughton Community Library, and that an invitation had been sent out for as many councillors as possible to attend and provide cakes or sandwiches.

FC/016 Terms of Reference and Delegation Scheme.

Members **RESOLVED** to approve the Terms of Reference and Delegation Scheme for 2024/25, copies of which can be found as Appendices D&E in the Minute Book.

FC/017 Appointment of Committees

Members **RESOLVED** to approve the committee membership for 2024/25 as per the list below, a copy of which can be found as Appendix F in the Minute Book.

Community Assets & Open Spaces Committee (Quorum = 6)

- Cllr G Overbury (Chair)
- Cllr D Archer (Vice Chair)
- Cllr L Campisano
- Cllr L Gough
- Cllr J Hewer
- Cllr D Hooper
- Cllr N Hooper
- Cllr B Keetch
- Cllr T Kewen
- Cllr N McMahon
- Cllr Ben Streeton
- Cllr H Woodward

Planning & Highways Committee (Quorum = 4)

- Cllr L Gough (Chair)
- Cllr B Keetch (Vice Chair)
- Cllr D Archer
- Cllr G Cook
- Cllr J Hewer
- Cllr N McMahon
- Cllr E Shaw
- Cllr H Woodward

Finance & General Purposes Committee (Quorum = 4)

- Cllr J Hewer (Chair)
- Cllr L Campisano (Vice Chair)
- Cllr D Archer
- Cllr L Gough
- Cllr B Keetch
- Cllr G Overbury
- Cllr H Woodward

FC/018 Election of the Chair of the Planning & Highways Committee for 2024/25

Members **RESOLVED** that Cllr L Gough be elected as Chair of the Planning & Highways Committee for the 2024/25 municipal year unopposed.

FC/019 Election of the Vice-Chair of the Planning & Highways Committee for 2024/25

Members **RESOLVED** that Cllr B Keetch be elected as Vice-Chair of the Planning & Highways Committee for the 2024/25 municipal year unopposed.

FC/020 Election of the Chair of the Community Assets & Open Spaces Committee for 2024/25.

Members **RESOLVED** that Cllr G Overbury be elected as Chair of the Community Assets & Open Spaces Committee for the 2024/25 municipal year unopposed.

FC/021 Election of the Vice-Chair of the Community Assets & Open Spaces Committee for 2024/25.

Members **RESOLVED** that Cllr D Archer be elected as the Vice-Chair of the Community Assets & Open Spaces Committee for the 2024/25 municipal year unopposed.

FC/022 Calendar of Meetings

Members NOTED that there were no meetings scheduled for August.

Members **RESOLVED** to approve the new Calendar of Meetings with new committee titles for 2024/25, a copy of which can be found as Appendix G in the Minute Book.

FC/023 Appointment of Working Parties

Members reviewed the Working Parties for 2024/25.

Members **RESOLVED** to approve the list as circulated, with the following amendments:

- The Youth Club Working Party reports to Full Council, an amended copy of which can be found as Appendix H in the Minute Book.
- Membership of the Footpaths Cycling & Bridleway Working Party could be decided by Full Council or the Community Assets & Open Spaces Committee.
- Hannah Dosanjh be removed from the Footpaths Cycling & Bridleway Working Party at her request, and Jane Lane and Bev Margerison be added.
- Daniel Wells be removed from the Allotments Working Party as he was no longer an allotment holder.
- Duncan Barclay and Francesca Snoyl would become members of the Churchyard Working Party.
- The SBC Ward Cllr rep on the Kings Farm Wood Working Party would be either Cllr G Cook or Cllr M Courtliff.

FC/024 Appointment of Trustees onto the Ellendune Hall Trust.

Members NOTED that Trustees must be appointed onto the Ellendune Hall Trust until that Trust is formally dissolved, when the Parish Council will formally become Sole Trustee of the Ellendune Community Centre CIO.

Members **RESOLVED** that Cllr Hewer and Cllr Archer be appointed as the Parish Council Trustees of the Ellendune Hall Trust and that the previous parish council trustees must now formally resign their trustee roles.

FC/025 Representatives on Outside Bodies

Members **RESOLVED** to approve the representatives of other outside bodies, a copy of which can be found as Appendix I in the Minute Book.

FC/026 Review of Membership of Other Outside Bodies

Members **RESOLVED** to approve the membership of other outside bodies as per the list circulated with the agenda, a copy of which can be found as Appendix J in the Minute Book.

FC/027 Review of Standing Orders

Members **RESOLVED** to adopt the Parish Council's Standing Orders, a copy of which can be found as Appendix K in the Minute Book.

FC028 Review of Financial Regulations

Members NOTED that current regulations with minor amendments had been circulated with the agenda, and that the model Financial Regulations had been published and circulated shortly after the agenda.

Members **RESOLVED** to adopt the current regulations with minor amendments as circulated with the Agenda for this meeting, together with the statutory changes as set out in the newly published model Financial Regulations, and that any other changes would be circulated for discussion at June's Full Council meeting.

FC/029 Review of other policy documents

Members NOTED that the review of other policies would continue at June's Full Council meeting.

FC/030 Co-option

Members **RESOLVED** to co-opt Leo Ramsay as a Parish Councillor.

FC031 Declaration of Acceptance of Office as a Councillor

Members received the Declaration of Acceptance of Office as a Councillor from Leo Ramsay.

The meeting closed at 20.44.

Signed:

Chair of the Council

Date: