

WROUGHTON PARISH COUNCIL



PARISH COUNCIL MEETING

Minutes of the meeting held on 16 July 2018 at 7.30pm
in The Ellendune Community Centre.

Present
Cllr P Bhardwaj
Cllr L Campisano
Cllr C Clark
Cllr H Dosanjh
Cllr S Harcourt
Cllr H Hodd
Cllr G Jones
Cllr C Kennedy
Cllr S Pagett
Cllr D Wells
Cllr A Woodhead

Clerk Jodie Smart

FC/063 **Apologies**

Apologies were received from Cllr J Hewer, Cllr A Richards and Cllr A Spry. No apologies were received from Cllr T Kimberley-Fairbourn.

Cllr P Bhardwaj entered the meeting at 7.31pm

FC/064 **Declarations of Interest & Applications for Dispensation**

There were declarations of interest from Cllr A Woodhead as the spouse of a Wroughton Youth Football Club Manager. Cllrs L Campisano, G Jones, S Pagett and A Spry as Trustees of The Ellendune Hall Trust. Cllrs H Dosanjh, S Harcourt and A Woodhead as Trustees of Wroughton Community Asset Trust.

FC/065 **Public Questions**

There were 4 members of the public present who made no representations.

FC/066 **Co-option of Councillors**

In accordance with standing order 3(p) two members had formally requested a signed ballot.

Members **RESOLVED** to elect Hazel Hodd and Christopher Kennedy as Co-opted Councillors.

Cllr H Hodd and Cllr C Kennedy signed a declaration of office and joined the meeting.

FC/067 **Minutes of Previous Meeting**

Members **RESOLVED** to approve the minutes of the Parish Council meetings held on 18 June 2018.

- FC/068** **Finance & General Purposes Committee**
Members **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 18 June and 25 June 2018.
- FC/069** **Community Buildings Committee**
Members **RESOLVED** to approve the minutes of the Community Buildings Committee meeting held on 2 July 2018.
- FC/070** **Information from Borough Councillors**
There were no Borough Councillors present.
- FC/071** **Youth Advisors**
There were no Youth Advisors present.
- FC/072** **Parish Council Representatives' Report**
Members **NOTED** the verbal report of Cllr L Campisano regarding the Wroughton Carnival. Cllr Campisano informed members that a mop up meeting of the Carnival Committee was scheduled for 23 July 2018. The Carnival had calculated a reduction in attendance of around 1600 as they were down by £800 in entrance fees. Unfortunately the World Cup football match had affected the attendance. Cllr Campisano stated that the Carnival Committee felt that it was inappropriate to include a beer tent at the Weir Field as there were so many pubs available to serve the community. Cllr S Harcourt commented that it was an extremely well organised event, that the Library Trust had enjoyed participating in the parade and had reported an upturn in people visiting the library since then. Cllr Hodd added that the event was much better now that it was a distributed event. Cllr Kennedy added that his grandchildren had very much enjoyed the event. Cllr Wells stated that he didn't think a beer tent was appropriate. Cllr Pagett stated that he had been involved with the Carnival and that a beer tent would not have been possible due to security factors.
- Members **NOTED** the verbal report of Cllr G Jones regarding The Ellendune Hall Trust. Cllr Jones stated that the trust continued to have frequent meetings, were making progress with health and safety policies and had recently re-confirmed their commitment to working with the Library Trust. Cllr Jones added that they had recently agreed a staffing structure and were working with an external contractor to complete the process. Cllr Jones informed members that they had received the resignation of an independent trustee and were working on an induction process for new trustees. Cllr Jones stated that the beer festival was not going ahead this year as there were too many other issues within the Community Centre to give the event the time that was required. Cllr Hodd asked if this was to be publicised which Cllr Jones confirmed it would be.
- Members **NOTED** the verbal report of Cllr S Harcourt regarding the Wroughton Community Asset Trust. Cllr Harcourt started by stating that the trust were grateful to The Ellendune Hall Trust for their continued support. Cllr Harcourt informed members that the Library were reviewing their opening hours and that loan figures show that they have lost very few active users since the move from the previous library building. Cllr Woodhead added that Cllr Dosanjh had joined the board of Trustees and thanked Cllr Harcourt for his efforts on the library bike at the Wroughton Carnival. Cllr Woodhead added that she was pleased to hand out books and stickers on the Weir Field and promote the summer reading challenge.

FC/073

Chair's Report

The Vice Chair gave a verbal report and informed members of a recent visit meeting with BMX Wroughton to discuss ongoing maintenance and the working relationship going forward. The Vice Chair informed members that BMX Wroughton had undertaken to attend the Open Spaces meetings to provide information regarding the pump track. Cllr Dosanjh commented that Cllr Woodhead had been in conversation with the Ridgeway school to coordinate with BMX Wroughton and promote community working. The Vice Chair informed members that the official opening of the BMX pump track was on Saturday 21 July 2018 between 2pm and 4pm and encouraged members to attend. Cllr D Wells asked if the fence issue had been resolved. The Vice Chair stated that the removal of a section of fence had been agreed and that they were also looking at planting solutions to prevent bikes using areas that are unsafe. Cllr C Clark asked if a hose could be run from the Thames Water site to help the grass seed grow. The Vice Chair replied that it would rain soon and that the Parish Council were still in dialogue with Thames Water regarding the area. Cllr Harcourt added that the site only had untreated sewage and so wouldn't be suitable.

FC/074

Clerk's Report

Members **NOTED** the verbal report of the Clerk. The Clerk gave an update on work currently underway by Parish Council staff which included:

Staffing changes within the Grounds Team.

Working with BT on the installation of the new telephone system.

Investigating utility suppliers.

Investigating file sharing/paperless options.

Compiling a service level agreement for the management of Wharf Road Toilets following a meeting between the Parish Council and Wroughton Community Asset Trust.

Continuing to work closely with Ellendune Community Centre staff – taking over accounts function.

Arranging for Swindon Borough Council to cut hedges leading up to the motorway bridge.

Arranging for Swindon Borough Council's Environmental Health Department to visit Halifax Close regarding fly tipping.

Instigating staff training programmes which involves office closure on Thursday mornings.

Administration Officer has submitted CiLCA portfolio.

Clerk has submitted two assignments for Cert HE qualification.

Implementing some changes to the agenda's going forward to ensure legal compliance.

Cllr S Harcourt added his congratulations to the Administration Officer for completing his CiLCA portfolio.

The Chair moved agenda item 17 forward.

FC/075

Community Forest Signage

Members **NOTED** the correspondence from the Community Forest Officer at Swindon Borough Council regarding signage for Blackhorse and Common Farms, a copy of which appears as Appendix A in the Minute Book.

Members **RESOLVED** to ask the Community Forest Officer:

- Whether any input from the Ridgeway School is possible.
- How much money is available.
- To supply pictures of suggested signage and location maps.

Cllr H Dosanjh left the meeting at 8.10pm.

FC/076

Flora and Fauna Working Party

Members **RESOLVED** to elect Cllrs C Clark and T Kimberley-Fairbourn onto the Flora and Fauna Working Party.

FC/077

Community Buildings and Open Spaces Committees

Members **RESOLVED** to elect Cllr D Wells onto the Community Buildings Committee and Open Spaces Committee.

FC/078

The Ellendune Hall Trust Accounts

Members **RESOLVED** to retrospectively approve the use of the Parish Council current accounts for The Ellendune Hall Trust transactions during the account signatory transition period.

FC/079

Fun Fair

Members **NOTED** that Scarrotts Fun Fair will be sited at Maunsell Way playing fields on Saturday 4 and Sunday 5 August 2018.

FC/080

Exclusion of Public and Press

Members **RESOLVED** 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: Contractual matters.

FC/081

CCTV

Members **NOTED** the report of the Clerk regarding the installation of CCTV at Maunsell Way Pavilion, Weir Field Pavilion and Moat Pond, a copy of which appears as Appendix B in the Minute Book.

Members **RESOLVED** that, subject to the Police or Secure by Design's advice on suitability of the equipment and delegation of the final decision to the Chair and Vice Chair that;

The principle of hard wired CCTV at the Weir Field is approved subject to adequate privacy impact statements and draft CCTV policy and procedure being approved;

The quotation from OSE Security Systems Ltd be approved for installation at the Weir Field for a trial period of six months, subject to the cost being less than £1,577.50. Alternatively the Rockstar quote will be accepted;

The quotation from BT for the installation of a phone line as set out in 2.7 be approved for the Weir Field Pavilion;

A contingency of £500 be approved for any additional materials required to aid in the installation of the CCTV systems;

The use of CiL monies for the installation of the CCTV systems, telephone lines and contingency budget be approved;

Police are invited to a future meeting of the Planning, Safety and Highways Committee to discuss vandalism and policing;
The Clerk reports to a future Full Council meeting on how to further engage with young people and the wider community regarding pride in the village;

Alternative funding is investigated for future installations.

FC/082

Fuel for Grounds Team

Members **NOTED** the report of the Clerk regarding a fuel tank and fuel card for the Grounds Team machinery and vehicles, a copy of which appears as Appendix C in the Minute Book.

Members **RESOLVED** that subject to receiving a quotation from KD Tank Supplies, (the most competitive quotation will be accepted), the purchase of a fuel tank from RPM Fuels and Tanks for the cost of £1,095.00 be approved and paid from the Machinery Purchase Budget (450/4665) with an approved overspend of £95.

Members **RESOLVED** that the application for a fuel card from Wex Europe Services Ltd be approved.

The meeting closed at 9.40pm

Signed.....

Date.....

Chairman of the Council