

SWINDON PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD ON 9th MAY 2017
IN SWINDON VILLAGE HALL

Parish Councillors Present:

Peter Allen (Chairman)
Glenn Simpson (Vice Chairman)
John Conmee
Stuart Deakin

David Iliffe
Helen Wells

Also Present:

Shaun Cullimore (Clerk), Cllr. Bernard Fisher and two members of the public.

17/55 APOLOGIES

Frances Hunter.

17/56 DECLARATIONS OF INTEREST

None.

17/57 ELECTION OF CHAIRMAN

Cllr. Allen was re-elected unopposed.

17/58 ELECTION OF VICE-CHAIRMAN

Cllr. Simpson was re-elected unopposed.

17/59 ADJOURNMENT FOR PUBLIC SESSION

The Council were advised that the adequacy of the access to the proposed Manor Farm development was still being debated. The planning application would not be decided until this had been resolved.

The Council had been warned that a major cruiser event would take place on Kingsditch Industrial Estate on 22nd April. There were less participants than expected but a much bigger meeting took place in Gloucester. We did have a police presence locally for part of the time but the police CCTV van was not available. CBC noise monitoring personnel were also present. Cllr. Wells had contacted "Help For Heroes" whose "branding" was on the social media messages publicising the event. They were not aware of this. Cllr. Wells also had a dialogue with the organiser of the event expressing our concerns.

The Clerk agreed to emphasise in the Village News the need to contact the police with any concerns.

17/60 MINUTES OF PREVIOUS MEETING

Accuracy of Minutes

It was **RESOLVED** that the minutes of the meeting of 18th April 2017 be accepted as a true record.

Matters Arising

ACTION 15/122/1 – The Clerk to make enquiries about possible sightings for a noticeboard and to obtain quotes. The cost will be of the order of £500 plus fitting. The siting depends on a conversation with Mr. Vale (see action 16/95/4). **Action continues.**

ACTION 16/95/4 – The Clerk to invite the GCC Local Highways Manager Rob Vale to a meeting. Reply awaited. **Action continues.**

ACTION 16/99/1 – Loan of vehicle speed monitoring equipment. We still await a reply from the police. **Action continues.**

ACTION 16/103/1 – Cllr. Allen to look into pricing a repair of the mosaic. Cllr. Allen had contacted Jayne Bywater, Project Manager of the mosaic project. She will try to contact the artist. **Action continues.**

ACTION 16/154/1 – The Clerk to set up a meeting with Craig Hemphill (Planning Officer) to discuss our concerns regarding the Elms Park application. We are awaiting confirmation from Craig regarding which meeting he can attend. **Action continues.**

ACTION 16/156/2 – The Clerk to enquire about dog notices. A reply is awaited from CBC Enforcement. **Action continues.**

ACTION 17/31/1 – The Clerk to ask Dunelm Mill and Homebase to close the car park barrier at night. **Action continues.**

ACTION 17/39/1 – The Clerk to ask CBC for our revised Conservation Area Statement. The Clerk had written to Adam Dyer. Response awaited. **Action continues.**

ACTION 17/49/1 – Cllr. Hunter agreed to enquire whether the College endorses the cruiser meeting. Cllr. Hunter had asked the Clerk to do this. The Clerk had emailed the College media relations department but had not had a response. The action is discontinued as the event has now taken place.

ACTION 17/49/2 – Cllr. Wells agreed to enquire whether Help for Heroes endorses the cruiser meeting. Cllr. Wells had found that Help for Heroes new nothing of the event (see the public session above). Action complete.

ACTION 17/49/3 – The Clerk agreed to include in the Village News the need for people to report concerns to the police. The Clerk had done this and was asked to repeat the message, perhaps as a standing item.

ACTION 17/49/4 – The Clerk agreed to investigate use of the web site to accumulate complaints about issues with cruisers. **Action continues.**

17/61 ACCOUNTS PAYABLE

The Council agreed the payments shown below.

<u>Description</u>	<u>Sub-Total</u>	<u>Total</u>	<u>Cheque Number</u>
Clerk			
• Salary (ref 1718-005)	£397.34		
• Expenses (ref 1718-005)	£32.00		
• Travel cost delivering/collecting document for audit (16.8 miles at 45p per mile) (ref 1718-004)	£7.56		
		£436.90	1002
Karen Evans			
• Collection of May Village News (ref 1718-003)		£17.55	1003

17/62 REVIEW OF STANDING ORDERS

The Internal Auditor had noted some typographical errors.

NEW ACTION 17/62/1 – Clerk to produce a new draft of the Council's Standing Orders to correct typographical errors.

17/63 REVIEW OF FINANCIAL REGULATIONS

The Clerk was not aware of any changes needed. The Council **RESOLVED** to leave the Financial Regulations unchanged.

17/64 CODE OF CONDUCT

The Council had adopted the Borough Council's Code of Conduct. The Clerk was not aware of any changes needed. The Council **RESOLVED** to leave the Code of Conduct unchanged.

17/65 ASSET REGISTER

The Clerk had distributed copies of the Asset Register in advance of the meeting. The document was read through during the meeting. No changes were identified. The Council **RESOLVED** to leave the Asset Register unchanged.

17/66 PLANNING AND LICENSING

The following planning applications had been received.

- 17/00777/CONDIT – An application to remove the time limit on the use of converted shipping containers at Whole Foods. The Council agreed that the containers were screened and well maintained but wished to see the time limit rolled forward rather than removed.
- 17/00764/FUL – Sub division into two of Unit F Gallagher Retail Park. The Council had no objection.
- 17/00743/LBC – Not discussed as paperwork had not been received.
- 17/00786/SCREEN – Not discussed as paperwork had not been received.

There were no licensing applications to be considered.

Cllr. Wells had to leave the meeting at this point.

17/67 REPORT OF THE INTERNAL AUDITOR

The above had been circulated to councillors in advance of the meeting. Two points had been referred to the external auditor.

1. Checking of financial transactions. The internal auditor had observed that the checks detailed in the Financial Regulations had not been implemented. It was agreed that the Clerk would produce appropriate paperwork to be signed off by councillors as required.
2. Checking of assets. The internal auditor had observed that no checks of the council's physical assets were recorded. In posting the parish notices the Clerk observed the Council's assets. It was agreed that the Clerk would produce an appropriate checklist that could be held on file.

NEW ACTION 17/67/1 – Clerk to implement the recommendations of the Internal Auditor as detailed in minute 17/67.

17/68 JOINT CORE STRATEGY

Nothing to report.

17/69 ENHANCEMENTS TO THE PARK

This matter would be progressed at the Annual Parish Meeting.

A parishioner had complained about the lack of flower planting. The Clerk had been told that Borough Council cutbacks meant that the Amenity Area would not be planted. It was agreed that if this is the case the area should be properly restored to grass. Cllr. Fisher agreed to pursue the matter with Adam Reynolds.

17/70 ANNUAL PARISH COUNCIL MEETING

The meeting will take place on 25th May 2017. We will use the meeting as an opportunity to discuss enhancements to the park and other initiatives.

17/71 REPORTS

It was reported that more of the bollards along Manor Road were missing. Cllr. Fisher stated that there were plans to address this and the flooding pavement.

A builder was displaying advertising at the junction of Church Road and Manor Road though no work appeared to be being done there. This had been referred to CBC Enforcement before.

The roundabout in the play area was broken and had been reported to CBC.

It was noted that the ditches had been blocked in a number of places in the fields beyond the end of Stantons Drive. The Clerk reported that he had met with Ian Soule regarding the maintenance of footpaths in the area. The meeting had been positive but subsequently nothing had been done.

The meeting closed at 9:05pm.

Signed:	Date:
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