

SWINDON PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD ON 14<sup>th</sup> AUGUST 2018  
IN SWINDON VILLAGE HALL AT 7:30PM

Parish Councillors Present:

Peter Allen (Chairman)  
John Conmee

James Cornish  
Helen Wells

Also Present:

Shaun Cullimore (Clerk), Borough/County Councillor Bernard Fisher.

**18/127 APOLOGIES**

Yvonne Pirso, Borough Councillor Flo Clucas.

**18/128 DECLARATIONS OF INTEREST**

None.

**18/129 ADJOURNMENT FOR PUBLIC SESSION**

No members of the public were present.

**18/130 MINUTES OF PREVIOUS MEETING**

The Council **RESOLVED** to accept the minutes of 10<sup>th</sup> July 2018 as a true record.

**18/131 MATTERS ARISING**

ACTION 17/81/1 – Cllr. Allen to draw up a plan of the park. **Action continues.**

**18/132 ACCOUNTS PAYABLE**

Details of all the month's payments are shown in appendix 1. Cheque 1060 was signed at this point in the meeting. Cheque 1061 (insurance) was discussed and signed under the "Insurance" agenda item (18/137 below).

**18/133 PLANNING AND LICENSING**

- 18/01549/FUL – Sub-division of unit K, Gallagher Retail Park and insertion of a mezzanine floor. Cllr. Allen had drafted and circulated a draft response objecting on the basis of inadequate access to rear of property and further increase in retail floor area. The council **RESOLVED** to submit these objections.
- 18/01465/ADV – Changes to signage at J Sainsburys Plc Gallagher Retail Park. No objection.

There were no licensing applications to consider.

**18/134 SUNDIAL MOSAIC**

Nothing to report.

**18/135 SPEED REDUCTION INITIATIVES**

The Clerk had written to Scott Tompkins, Highways Commissioning Officer at Gloucestershire County Council Highways, requesting engagement with GCC over the issues.

**18/136 IMPROVEMENTS TO THE PARK**

The Borough Council had procured and installed the new play equipment.

A query was raised regarding the narrowness of the soft bases surrounding the equipment. The Clerk was asked to raise this with Adam Reynolds (CBC).

**18/137 INSURANCE**

The Clerk had circulated details of three quotes for insurance for 2018-2019. The Clerk reminded councillors that at present the council does not, as a matter of policy, insure its assets due to their low value and the likely excess payable. The war memorial is the only item of concern. After discussion the council **RESOLVED** to accept a one year deal with Inspire (which was the lowest quote). The saving that could be made by committing to a three year deal was not considered attractive.

**18/138 DEFIBRILLATOR**

Cllr. Cornish had discovered that both Sainsbury's and Next on Gallagher Retail Park had defibrillators. The Clerk was asked to look in more detail at providing one on the outside wall of the Village Hall.

**18/139 VILLAGE HALL MANAGEMENT**

The Clerk had approached the chairman of the Village Hall Committee regarding a joint meeting with hall users. The 25<sup>th</sup> or 26<sup>th</sup> September had been suggested. Either were acceptable.

The Council felt that it should acquire a more detailed knowledge of what is involved in running the Hall and also formulate descriptions of the key roles. These actions would assist councillors in trying to identify individuals to take on the tasks. The Clerk agreed to go back to the Chairman of the committee.

**18/140 INSTALLATION OF NOTICEBOARD NEAR THE CROSS HANDS**

The council meeting of 12<sup>th</sup> June (minute 18/105) had accepted a price and supplier. The Clerk was obtaining a formal quote. It should be noted that this would include a £40 delivery charge. A huge range of colours were available but the selection of one that was not in stock at the manufacturer would incur a charge of £50. It was agreed that the council would opt for "fir green", a stock colour.

The Clerk had not been able to discuss installation with Rob Vale (GCC Highways Officer) as he was away from work.

Cllr. Cornish suggested locating the noticeboard close to the entrance to the caravan park on Hayden Road as this area has a high footfall.

**18/141 CLERK'S REPORT ON THE GENERAL DATA PROTECTION REGULATION (GDPR)**

The Clerk had made minor changes to the form identifying the data he holds on behalf of the Council to recognise the key volunteers (i.e. footpath officer, allotments manager, volunteer in charge of horse tough planting). It is not clear whether the snow plough operator/snow warden is engaged by GCC or the Parish Council.

**18/142 EMERGENCY PLANNING**

Cllrs. Wells and Cornish agreed to meet to progress a plan. The Clerk had made available some guidance documents, a model text and an example of a completed plan.

**18/143 AMENITY AREA**

The Clerk reported that the branches of a willow tree that were starting to obstruct the footpath had been cut back. The Clerk had checked with the Borough Council but was still none the wiser as to who had done this. A good job appeared to have been made of it though work should not have been undertaken without the knowledge and consent of the Council.

Generally the vegetation is starting to encroach on the path. Action will need to be taken, either by a contractor or by volunteers.

**18/144 REPORTS**

The Council were grateful to receive written reports from Mr. Heathcott (footpaths officer) and Cllr. Clucas.

Cllr. Fisher reported that the road under the bridge and the pavement in Church Road will be resurfaced. He had not been advised of a date for either works.

The meeting closed at 9:25pm.

Signed:	Date:
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**APPENDIX 1 – LIST OF PAYMENTS**

<b><u>Description</u></b>	<b><u>Sub-Total</u></b>	<b><u>Total</u></b>	<b><u>Cheque Number</u></b>
Clerk			
• Salary (ref 1819-030)	£429.02		
• Expenses (ref 1819-030)	£32.00		
• Cost of web hosting (July) (ref 1819-031)	£3.59		
		£464.61	1060
Came & Company insurance renewal (ref 1819-032)		£315.03	1061