

**SWINDON PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING HELD ON 13<sup>th</sup> NOVEMBER 2018**  
**IN SWINDON VILLAGE HALL AT 7:30PM**

Parish Councillors Present:

Peter Allen (Chairman)  
John Conmee (Vice Chairman)  
James Cornish

Yvonne Pirso  
Helen Wells

Also Present:

Shaun Cullimore (Clerk).

**18/176 APOLOGIES**

Borough/County Councillor Bernard Fisher, Borough Councillor Flo Clucas.

**18/177 DECLARATIONS OF INTEREST**

None.

**18/178 ADJOURNMENT FOR PUBLIC SESSION**

Two members of the public were present. They complained that there were no longer cycle path markings on the pavement past Bookers in Runnings Road. Also, the cycle path markings on Princess Elizabeth Way had faded badly and the cycle path near Lidl ends abruptly.

**NEW ACTION** 18/178/1 – Clerk to raise cycle path issues with Cllr. Fisher.

**18/179 MINUTES OF PREVIOUS MEETING**

The Council **RESOLVED** to accept the minutes of 9<sup>th</sup> October 2018 as a true record.

**18/180 MATTERS ARISING**

ACTION 18/153/1 – The Clerk to set up a meeting with Rob Vale (GCC). 20<sup>th</sup> November had been agreed. Action complete.

ACTION 18/154/1 - The Clerk to get quotes for a defibrillator. The Clerk had obtained three quotes and placed an order based on the criteria set out by the Council in minute 18/172 of the October meeting. Action complete.

ACTION 18/157/1 - The Clerk to circulate the draft privacy notices. The Clerk had prepared draft privacy notices based on NALC guidance but had not circulated them. The Clerk had set up Parish Council email addresses for members and would advise members of the passwords. **Action continues.**

ACTION 18/158/2 – Cllr. Cornish to seek advice from GRCC regarding the approval of an emergency plan. Cllr. Cornish had emailed GRCC and was

awaiting a reply. **Action continues.**

ACTION 18/175/1 – The Clerk to report the “give way” in Manor Road to CBC as it had faded badly. **Action continues.**

ACTION 18/175/2 – The Clerk to write to complain about the change in opening hours at the Swindon Road cycling centre that make it difficult for people working full time to access the site. **Action continues.**

ACTION 18/175/3 – The Clerk to write to CBC requesting removal of the tree stump at the junction of Quat Goose Lane and Dark Lane. **Action continues.**

#### **18/181 ACCOUNTS PAYABLE**

Details of all the month’s payments are shown in appendix 1. Two of the cheques (noted in the appendix) were signed before the meeting as payment was overdue.

#### **18/182 BANK MANDATE**

The Clerk had prepared the forms necessary to remove former councillor Deakin as a signatory and to add Cllrs. Pirso and Cornish. The forms were duly signed.

#### **18/183 PARISH COUNCIL BUDGET FOR 2019-2020**

The Clerk had prepared and distributed a draft budget. It was agreed that this should be reviewed in detail at the next meeting.

#### **18/184 PLANNING**

The following planning application was considered.

- 18/02102/FUL - Reconfiguration and change of use at Portal Products, Kingsditch Lane. No objection.

There were no licencing applications to consider.

#### **18/185 PLANNING DESIGN AND DELIVERY TRAINING**

Cllr. Wells had attended the training session, aimed primarily at CBC’s planning officers. The course had outlined the considerations that should be taken into account in reviewing planning applications.

#### **18/186 SUNDIAL MOSAIC**

Nothing to report. As no response had been received from the firm of structural engineers it was suggested that they be approached again.

#### **18/187 SPEED REDUCTION INITIATIVES**

The Clerk had arranged a meeting with Rob Vale (GCC Highways) for the following day.

**18/188 LOCAL PLAN**

It was noted that the Cheltenham Local Plan had gone to review by a planning inspector nominated by the Secretary of State.

**18/189 DEFIBRILLATOR**

The Clerk had received the defibrillator and was obtaining quotes for its installation.

**18/190 VILLAGE HALL MANAGEMENT**

The Council reviewed and agreed the agenda for the public meeting and the presentation to be shown.

**18/191 NOTICEBOARD**

The new noticeboard had not yet been delivered.

**18/192 GDPR**

Some work had taken place as part of action 18/157/1 (in section 18/180).

**18/193 EMERGENCY PLANNING**

Cllr. Cornish had done some more work on the plan. It was agreed that, once his revisions were complete, Cllr. Wells would review the plan prior to its submission to the January council meeting.

**18/194 MAINTENANCE OF THE AMENITY AREA**

The Clerk was proposing to work with volunteers to clear undergrowth. Cllr. Allen asked the Clerk to confirm the absence of Japanese Knotweed before proceeding.

**18/195 USE OF SOCIAL MEDIA**

Cllr. Cornish outlined his ideas for the use of social media to aid community engagement.

**NEW ACTION** 18/195/1 – Cllr. Cornish to produce a plan for the use of social media by the Council.

**18/196 REPORTS**

The reports submitted by Cllrs. Fisher and Clucas were read out and noted.

The meeting closed at 10:00pm.

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

<b>Description</b>	<b>Sub-Total</b>	<b>Total</b>	<b>Cheque Number</b>
Clerk			
• Salary (ref 1819-048)	£405.26		
• Expenses (ref 1819-048)	£32.00		
• Purchase of web hosting (October) (ref 1819-049)	£3.59		
• Travel to Cirencester to pick up fliers (ref 1819-045)	£12.11		
• Travel to Gloucester to view definitive footpath map (ref 1819-043)	£11.69		
		£464.65	1071
Karen Evans collection of Village News from Cirencester on 26/10/2018 39 miles at 45p per mile (ref 1819-047)		£17.55	1072
Cotswold District Council printing of October Village News (ref 1819-044) <i>Cheque signed in advance of the meeting</i>		£164.15	1073
Andrew Deptford for defibrillator (ref 1819-046) <i>Cheque signed in advance of the meeting</i>		£1464.00	1074