

SWINDON PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD ON 8th JANUARY 2019
IN SWINDON VILLAGE HALL AT 7:30PM

Parish Councillors Present:

Peter Allen (Chairman)
John Conmee (Vice Chairman)

James Cornish
Helen Wells

Also Present:

Shaun Cullimore (Clerk), Borough Councillor Flo Clucas.

19/1 APOLOGIES

Yvonne Pirso, Borough/County Councillor Bernard Fisher.

19/2 DECLARATIONS OF INTEREST

None.

19/3 ADJOURNMENT FOR PUBLIC SESSION

No members of the public were present.

19/4 MINUTES OF PREVIOUS MEETING

The Council **RESOLVED** to accept the minutes of 11th December 2018 as a true record.

19/5 MATTERS ARISING

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. Cllr. Cornish could operate his account, and he set up the accounts of Cllrs. Wells and Conmee during the meeting. **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. Reported via “Fix My Street”. Action complete.

ACTION 18/175/2 – The Clerk to write to complain about the change in opening hours at the Swindon Road cycling centre. The Clerk had written to CBC. He noted that whilst the County Council had opted to reduce hours the Borough Council was still reviewing the matter. Action complete.

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. The Borough Council

had passed the issue to the County Council. They had responded saying that the tree was not dangerous and was an important habitat for insects. Action complete.

ACTION 18/178/1 – The Clerk to raise cycle path issues with Cllr. Fisher. Wrote on 4th December, response awaited. **Action continues.**

ACTION 18/195/1 – Cllr. Cornish to produce a plan for the use of social media by the Council. Some work had been done. **Action continues.**

ACTION 18/210/1 – Clerk to ask Rob Vale to assist with the installation of the new noticeboard. The Clerk had sent a text to Mr. Vale, response awaited. **Action continues.**

19/6 ACCOUNTS PAYABLE

Details of all the month's payments are shown in appendix 1.

19/7 BANK MANDATE

The Clerk reported that the bank had accepted Cllrs. Pirso and Cornish as signatories and had removed former councillor Deakin.

19/8 INCOME AND EXPENDITURE

The Clerk's report of Council income and expenditure to the end of December 2018 was noted. The Council's budget for 2018-2019 had anticipated an overspend. In practice there is likely to be a surplus because no major works had yet been undertaken.

The Clerk also reported that he had completed a bank reconciliation for the same period. There were no uncashed cheques. The balances in the current account (£19,296.95) and savings account (£3,879.04) matched the figures in the Council's accounts.

19/9 PARISH COUNCIL BUDGET FOR 2019-2020

The Clerk had revised the budget following discussions at the last meeting. The Clerk reported that the current printer he was using (his own) had reached the end of its useful life and recommended that the Council purchase one of its own. It was suggested that an additional £100 be added to the general administration category to cover this. With this change the Council **RESOLVED** to accept the revised budget.

NEW ACTION 19/9/1 – Clerk to notify CBC of the precept requirement.

19/10 CLERK'S SALARY

The Clerk explained that a national agreement had been reached regarding Local Government salaries. The Clerk is at the top of his band as defined in his Contract of Employment. The agreement increased the hourly rate for his grade

from £10.953 per hour to £11.221 per hour. The Council **RESOLVED** to accept this change. The Clerk confirmed that this rate is reflected in the budget for 2019-20120.

19/11 PLANNING AND LICENSING

The following planning applications were considered.

- 18/02569/CONDIT - Alterations to previously agreed scheme 18/01433/FUL Unit A Runnings Road. No objections.
- 18/0077/TWMAJW - Alterations to the Brockhaption Sewage Treatment Plant. No objections.

There were no licencing applications to consider.

19/12 SUNDIAL MOSAIC

Nothing to report.

19/13 SPEED REDUCTION INITIATIVES

The Clerk had written a report of the meeting with Rob Vale (GCC Highways) and would circulate it.

NEW ACTION 19/13/1 – Clerk to circulate notes from the meeting with Rob Vale (GCC Highways).

19/14 DEFIBRILLATOR

The defibrillator had been installed. A representative of the South West Ambulance Trust had called to register it. Anyone calling 999 within a 200m radius of the machine could be supplied with the unlock code.

South West Ambulance Trust can provide a 2.5 hour training course at a cost of £335 for 12 people. The Council **RESOLVED** to set up a course to cover the following people:

- Parish Councillors
- Clerk
- Two people from the school
- One person from the Village Hall
- One person from the playgroup
- Two people from the church

NEW ACTION 19/14/1 – Clerk to set up a defibrillator training course.

19/15 VILLAGE HALL MANAGEMENT

Cllr. Allen and the Clerk were aware that the people who were interested in taking up a post on the committee had met to discuss the way forward.

NEW ACTION 19/15/1 – Clerk to ask Ben Williams what the current status is and to ask if the Parish Council could be represented in their discussions.

19/16 NOTICEBOARD

The noticeboard been delivered. The Clerk was waiting for Rob Vale (GCC Highways) to install the posts.

19/17 GDPR

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

19/18 EMERGENCY PLANNING

Cllr. Cornish was working on the plan (see action 18/158/2 above).

19/19 USE OF SOCIAL MEDIA

Cllr. Cornish was producing a policy and procedure document. It was felt that the March council meeting would be a realistic goal for the review of the document (see action 18/195/1 above).

19/20 MAINTENANCE OF THE AMENITY AREA

The Clerk had met with volunteers to clear undergrowth but the work had already been done.

19/21 INTERNAL AUDIT 2018-2019

It is a legal requirement that the Council undergo an annual independent internal audit. The Clerk recommended that, as in the previous year, the Council use the audit service provided by GAPTC. The Council **RESOLVED** to do so.

NEW ACTION 19/21/1 – Clerk to ask GAPTC to conduct the Council's internal audit.

19/22 REPORTS

The Council was grateful to receive a written report from Cllr. Fisher.

The meeting closed at 10:00pm.

Signed:	Date:
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APPENDIX 1 – LIST OF PAYMENTS

Description	Sub-Total	Total	Cheque Number
Clerk			
• Salary (ref 1819-060)	£405.26		
• Expenses (ref 1819-060)	£32.00		
• Purchase of web hosting (December) (ref 1819-059)	£3.59		
• Purchase of stamps (ref 1819-058)	£16.08		
		£456.93	1078
World Wide Electrical Ltd. installation of defibrillator (ref 1819-061)		£163.20	1079