

SWINDON PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 14<sup>th</sup> APRIL 2020 AT 7:30PM

*Due to the COVID-19 virus pandemic this meeting was conducted as an audio/video conference in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.*

Parish Councillors Present:

Peter Allen (Chairman)  
James Cornish

Yvonne Pirso  
Helen Wells

Also Present:

Shaun Cullimore (Clerk), Borough Cllr. Flo Clucas

**20/44 APOLOGIES**

None.

**20/45 DECLARATIONS OF INTEREST**

None.

**20/46 ADJOURNMENT FOR THE PUBLIC SESSION**

No members of the public were present.

**20/47 MINUTES OF PREVIOUS MEETING**

The Council **RESOLVED** to accept the minutes of 11<sup>th</sup> February 2020 as a true record.

**20/48 MATTERS ARISING**

ACTION 19/106/1 – The Clerk to approach other local councils to firm up the requirement for evening training places. **Action continues.**

ACTION 19/169/1 – Cllr. Pirso to approach the school head teacher with a view to the school being represented at a meeting on the parking situation. Cllr. Pirso had spoken to Mr. Mills, head teacher. Cllr. Pirso had emailed the local PCSO but had not received a reply. **Action continues.**

ACTION 19/195/1 – Cllr. Cornish to set up an informal meeting between the Parish Council and the Village Hall Committee. Cllr. Cornish felt it would be too difficult to get everyone together and would draft a letter to GRCC asking on what basis they had advised the Village Hall Committee that they own the Village Hall. **Action continues.**

ACTION 19/210/1 – Clerk to send a summary of the County Council issues outstanding to the GCC Chief Executive. **Action continues.**

ACTION 19/215/1 – Cllr. Cornish to distribute the Social Media documents to the Council as they stand and to make the Facebook site live. The site has been made live but the documents have not yet been distributed. **Action continues.**

ACTION 19/224/2 – Clerk to write to the police regarding nitrous oxide cannisters being left in the Village Hall car park. **Action continues.**

ACTION 20/10/1 – Cllr. Allen to draft a response to the traffic data from the survey conducted in the parish. **Action continues.**

ACTION 20/30/1 – Clerk to contact CBC Tree Officer regarding the number of trees being lost in the parish. **Action continues.**

NEW ACTION 20/30/2 – Clerk to contact the developer of the former Vibixa site to establish the timescales for the remaining work. The Clerk had exchanged emails with Matt Storr (Chancerygate’s project manager). He had agreed to circulate a letter to local residents. This had been done though some residents remained dissatisfied.

NEW ACTION 20/30/4 – Clerk to send a response regarding the proposals for a Cyber Central Garden Community. This had been done, action complete.

**20/49 TO CONSIDER FILLING A VACANCY BY CO-OPTION**

Arran Stibbe had volunteered to rejoin the Council to assist during the COVID-19 crisis. The Council **RESOLVED** to co-opt Mr. Stibbe onto the Council.

**20/50 ACCOUNTS PAYABLE**

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

**20/51 PLANNING AND LICENSING**

- 20/00501/FUL – Wrap around extension 10 Stantons Drive. It was agreed to submit an objection based on loss of neighbours’ privacy and inadequate drawings.
- 20/00466/FUL – Single storey rear extension 2 Rivelands Road. No objections.
- 20/00447/FUL – Creation of an agricultural access off Brockhampton Lane. It was agreed that we not object but would ask for conditions to be imposed (that nesting birds would be protected and that the field would not be used for purposes associated with the adjacent housing development).

There were no licensing matters to consider.

**20/52 COUNCIL RESPONSE TO CORONAVIRUS PANDEMIC**

The Council had set up an emergency telephone number and email address. Cllr. Cornish reported that 31 people had volunteered to help, and he had received 14 requests for help.

The volunteers were shopping on behalf of the vulnerable. Many of the recipients of aid would not be users of Internet banking. In advance of the meeting and in accordance with provision 4.1 of the Council’s Financial Regulations the Clerk and Cllr. Allen (as Chairman) had authorised expenditure of up to £200 to support this activity and to avoid vulnerable people having to pay cash to volunteers.

The volunteers buying essential supplies are being reimbursed by Cllr. Cornish personally. Cllr. Cornish is keeping copies of receipts and will be reimbursed by the

Council.

The people receiving groceries are expected to reimburse the Council at a later date. Cllr. Cornish will also prepare invoices for the recipients of aid to enable them to keep a track of what they owe.

The Council **RESOLVED** to authorise further expenditure of up to £800 (making a total of up to £1000). The financial position would be reviewed at the next meeting.

The Council's Facebook page is now live.

It was agreed that posters advertising the Council's emergency phone number, emergency email address, website address and Facebook page would be placed on the noticeboards.

**NEW ACTION 20/52/1** – The Clerk should arrange for the Council to use Internet banking.

Cllr. Clucas reported that a Community Resilience Fund is available to support groups in the Borough.

Cllr. Clucas also reported that an activity is being undertaken to map where volunteers are available to identify areas of poor coverage.

The Clerk reported that under new legislation the legal requirement to elect a Chairman of the Council at the May meeting has been waived.

**20/53 EMERGENCY PLANNING**

It was understood that Cheltenham Borough Council will hold a debriefing after the COVID-19 crisis to inform future emergency planning.

Cllr. Cornish reported that some aspects of the Community Hub were not working as well as they could. He suggested that a conference call be held fortnightly between the Borough and Parish Councils to co-ordinate activities. Cllr. Clucas agreed to raise this.

**20/54 USE OF SOCIAL MEDIA**

Cllr. Cornish reported that the Facebook page had been made live. See action 19/215/1 regarding circulation of the procedural documents.

The Council **RESOLVED** to authorise expenditure of up to £75 for the purpose of promoting the Facebook page.

**20/55 VILLAGE HALL**

The Village Hall is closed. They have sufficient funds to tide them over for a few months.

**20/56 INTERNAL AUDIT**

The Clerk reported that the annual internal audit took place on 17<sup>th</sup> March 2020. He would distribute the report. No major issues had been identified.

**20/57 ANNUAL PARISH MEETING**

At present the law still requires an Annual Parish Meeting to be held in the window of 1<sup>st</sup> March to 1<sup>st</sup> June (Local Government Act 1972 Schedule 12 Part 3 Section 14(1)). Such a meeting would be against government rules regarding gatherings. That this law remains in place is thought to be an oversight and NALC is lobbying to get this requirement waived.

**20/58 LETTER OF SUPPORT TO THE CHURCH HERITAGE LOTTERY BID**

The Council **RESOLVED** to write a letter of support to the Church in respect of their bid.

Cllr. Clucas suggested that she and Cllr. Fisher could also write in support. The Clerk agreed to forward the details.

**20/59 REPORTS**

Cllr. Clucas reported that tree planting had taken place in the park in association with the school. This had been a great success. Many issues with footpaths and drains had been reported. The provision of a bus shelter at Stanwick Gardens and a raised table in Malmesbury Road were being progressed. It is hoped that the underpasses along Windyridge Road would be included in the annual paint festival.

Cllr. Pirso reported that there was a great deal of litter along the brook between Windyridge Road and the animal shelter. Parts of the area would be difficult to access for volunteer litter pickers. Cllr. Clucas wasn't sure that the land belonged to the Borough Council but would investigate.

Cllr. Allen that there was a wall in danger of collapsing on a footpath.

Cllr. Wells reported that our Local Green Space had finally been signed off in the Cheltenham Local Plan.

The Local Transport Plan was felt to be very vague.

**NEW ACTION 20/59/1** – Cllr. Wells to draft a response to the Local Transport Plan.

Cllr. Cornish had reported to the Clerk that a man had been seen cutting tree branches in the park. The Clerk had passed the information to Adam Reynolds, the Borough Council's Green Space Manager. Cllr. Clucas agreed to liaise with Mr. Reynolds.

Cllr. Cornish asked that the next meeting consider procuring Microsoft Office 365.

The meeting closed at 9:20pm.

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

<b>Description</b>	<b>Amount</b>	<b>Cheque Number</b>
Clerk salary and expenses for February (ref 1920-069, 1920-075) <i>Signed in advance of meeting</i>	£451.37	1125
R. Williams (Williams Construction) installing bench (ref 1920-041) <i>Signed in advance of meeting</i>	£795.00	1126
Karen Evans collecting March Village News and postage (ref 1920-070, 1920-074) <i>Signed in advance of meeting</i>	£24.87	1127
Cotswold District Council printing Village News for Feb, Mar, Apr (ref 1920-077, 1920-079) <i>Signed in advance of meeting</i>	£560.97	1128
Clerk salary and expenses for March (ref 1920-078, 1920-081, 2021-002)	£491.37	1129
GAPTC annual subscription (ref 2021-001)	£437.89	1130
Karen Evans collecting April Village News and postage (ref 1920-082)	£17.55	1131