

SWINDON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 14th JULY 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

Arran Stibbe
Helen Wells

Also Present:

Shaun Cullimore (Clerk)

20/101 APOLOGIES

Borough Cllr. Flo Clucas.

20/102 DECLARATIONS OF INTEREST

None.

20/103 ADJOURNMENT FOR THE PUBLIC SESSION

No members of the public were present.

20/104 MINUTES OF PREVIOUS MEETING

In the minutes of 9th June 2020 the reference to the planning application for the Manor Farm development in section 20/86 should be 20/00749/FUL not 20/00759/FUL. With this change the Council **RESOLVED** to accept the minutes as a true record.

The Council also **RESOLVED** to accept the minutes of 22nd June 2020 and of 6th July 2020 as a true record.

20/105 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.**

Unconfirmed Minutes of Swindon Parish Council 14th July 2020

ACTION 20/10/1 – Cllr. Allen to draft a response to the traffic data from the survey conducted in the parish. Consideration of the data was included in the response to the Elms Park planning application 20/00759/FUL. Action complete.

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

ACTION 20/78/1 – All to consider how our working methods could be improved. **Action continues.**

ACTION 20/86/1 – Clerk to submit comments on planning application 20/00749/FUL. Action complete.

ACTION 20/86/2 – Clerk to set up a video conference for a working meeting to be held on 16th June at 7:00pm. Action complete.

ACTION 20/89/1 – Clerk to review and publish the Social Media Policy. **Action continues.**

ACTION 20/90/1 – All to review the Risk Management Policy. **Action continues.**

ACTION 20/94/1 – Clerk to raise following issues in the park with Adam Reynolds (CBC) (i) protruding metal bar at the base of the fallen pillar, and (ii) the blocked gully. Action complete, though the Clerk needs to confirm the exact location of the gully to Mr. Reynolds.

ACTION 20/97/1 – Clerk to submit initial comments on 20/00759/FUL by the closing date of 23rd June. Action complete.

ACTION 20/97/2 – Clerk to publish the Council's initial comments on 20/00759/FUL on the website. Action complete.

ACTION 20/100/1 – Cllr. Cornish to submit Elms Park comments document to members for proof reading. Action complete.

ACTION 20/100/2 – Members to submit final corrections to the Clerk by the end of 9th July. Cllr. Stibbe submitted comments. Action complete.

ACTION 20/100/3 – Clerk to implement corrections and to lodge the document with Cheltenham Borough Council. Action complete.

20/106 ACCOUNTS PAYABLE

Payments approved at this meeting or between meetings are shown in appendix 1.

20/107 PLANNING AND LICENSING

- 20/00999/FUL – Extensions and replacement garage 14 Stantons Drive. The Council **RESOLVED** by majority vote to raise no objection.
- 20/01142/FUL – Side extension to create garden room 27 Riverview Way. The Council **RESOLVED** to raise no objection.

There were no licensing matters to consider.

20/108 COUNCIL RESPONSE TO CORONAVIRUS PANDEMIC

The system is working well. The volunteer shoppers are submitting copies of the receipts to Cllr. Cornish, who then reimburses them and invoices the service users. The Council reimburses Cllr. Cornish and, ultimately, the service users reimburse the Council. At the time of the meeting the Council was owed £802.64 but people are paying their invoices promptly.

Cllr. Cornish thought that the scheme would need to stay in place until at least the end of August. In the event of a second spike of coronavirus the scheme might have to be reactivated in September/October.

Cllr. Cornish supported a meeting with the Borough Council but was not optimistic that improvements to the support process could be made as everything was dependent upon volunteers who are already very busy.

The Council **RESOLVED** to continue with the scheme and review the position at each meeting.

20/109 EMERGENCY PLANNING

This matter was deferred.

20/110 USE OF SOCIAL MEDIA

See continuing action 20/89/1 above.

NEW ACTION 20/110/1 – Clerk to check if GAPTC have advice on this topic and to share our document with them.

20/111 RISK MANAGEMENT

See continuing action 20/90/1 above.

NEW ACTION 20/111/1 – Cllr. Cornish was asked to distribute the Risk Management Policy again.

20/112 VILLAGE HALL

A committee meeting had been held via Zoom. A new, more secure entrance door had been fitted. The Committee is considering a new sign. Two more people have been co-opted onto the committee, one of whom is the new secretary. The Committee is working to optimise access in the event of a fire. It was noted that the fire exits from the main hall go onto the patio that is normally locked.

20/113 COUNCIL WORKING METHODS

It was thought that continued access to a video conferencing capability might be useful even when we return to holding face to face meetings.

Document sharing may be a future key requirement.

20/114 SUNDIAL MOSAIC

Cllr. Allen had tried to contact companies involved in public artworks.

Members were of the view that the present implementation may be beyond repair.

20/115 SPEED REDUCTION INITIATIVES

NEW ACTION 20/115/1 – Clerk to share our thoughts on Elms Park traffic issues with Chris Mead (County Council) with a view to getting some Section 106 money invested in mitigation. Our map of possible traffic calming measures should also be sent.

20/116 CAR PARKING AT SCHOOL

NEW ACTION 20/116/1 – Cllr. Pirso to write to the Head Teacher asking that a note be sent to parents in September advising them about parking protocols.

20/117 WAR MEMORIAL RESTORATION

No progress.

20/118 AIR QUALITY MANAGEMENT

NEW ACTION 20/118/1 – Clerk to check where air quality monitors are currently sited.

20/119 ISSUES WITH ODOURS

As previously reported odours need to be reported immediately to the Environment Agency on (0800) 807060. This item would be removed from the agenda.

20/120 REWARDING VOLUNTEERS

The Clerk had sought the advice of GAPTC regarding rewarding volunteers. GAPTC had confirmed that it would not be legal to offer material rewards to individuals. It would be possible to hold a parish-wide event in recognition of their efforts.

NEW ACTION 20/120/1 – Clerk to obtain the names and addresses of the volunteers from Cllr. Cornish and then write a letter of thanks.

20/121 DOG FOULING

Dog fouling continues to be a major problem.

NEW ACTION 20/121/1 – Clerk to ask for a dog bin at the entrance to Dog Bark Lane.

20/122 INSURANCE

The Council's insurance is due for renewal. The Council had entered into a three year deal in 2019, so we do not need to consider other vendors. The Clerk stated that the Council needed to consider whether the insurance remains appropriate to its needs. The Council **RESOLVED** that no changes to the policy were required.

20/123 MEMBERSHIP OF CPRE

The Council's membership of the Campaign for the Protection of Rural England was due for renewal. The Council **RESOLVED** to continue in membership.

20/124 GROWING OUR COMMUNITIES FUND

The Clerk had submitted a bid for a grant of £2,000 from the County Council's Growing our Communities fund. The bid had been successful.

The focus of the bid had been on footpath improvements. Candidates for investment included the track by Next (linking with Dog Bark Lane), the path by the gym and the Amenity Area.

NEW ACTION 20/124/1 – Clerk to establish who owns the track by Next.

20/125 CLERK'S SALARY

The Clerk stated that the present workload exceeded his contracted hours. It was agreed that the Clerk should log his hours worked for June, July and August. The Council **RESOLVED** to pay for the hours worked in excess of the contracted hours. At the end of the three month period, the Clerk's contract would be reviewed.

20/126 REPORTS

Cllr. Stibbe reported that bonfires on the allotments had been generating smoke again, not good given the current pandemic of respiratory infection.

NEW ACTION 20/126/1 – Clerk to ask Ian Brown if bonfires could be minimised.

Cllr. Cornish reported that traffic speeds along Hayden Road, and there had been accidents at the mini roundabout.

NEW ACTION 20/126/2 – Clerk to add this to the matters to be reported to Chris Mead (Cllr. Cornish to supply the words).

Cllr. Allen reported that no action had been taken on the footpath on Manor Road despite matters being reported via Fix My Street.

The meeting closed at 9:45pm.

Signed:	Date:
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APPENDIX 1 – LIST OF PAYMENTS

<u>Description</u>	<u>Amount</u>	<u>Cheque Number</u>
Clerk salary and expenses for June (ref 2021-021, 2021-024, 2021-026)	£465.76	1137
Karen Evans reimbursement for travel picking up Village News (ref 2021-025)	£17.55	1138
Came & Company annual insurance premium (ref 2021-023)	£358.26	1139
James Cornish reimbursement of Coronavirus shopping expenses (ref 2021-031)	£476.08	1140
Campaign for the Protection of Rural England membership 2020-2021 (ref 2021-036)	£40.00	1141