

SWINDON PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD ON 8<sup>th</sup> JANUARY 2024 AT 7:30PM  
IN SWINDON VILLAGE HALL

Parish Councillors Present:

James Cornish (Chair)

Lisa Whitaker (Vice Chair)

Lynne Allen

Alison Berry

Natalie Blankley

Sharon Collicutt

Helen Wells

Also Present:

Shaun Cullimore (Clerk).

**24/1 APOLOGIES**

None.

**24/2 DECLARATIONS OF INTEREST**

None.

**24/3 ADJOURNMENT FOR THE PUBLIC SESSION**

No members of the public were present.

**24/4 MINUTES OF PREVIOUS MEETING**

In the minutes of 11<sup>th</sup> December 2023, section 23/190 the action labelled "23/189/1" should have been labelled "23/190/2". With this change the Council **RESOLVED** to accept the minutes of 11<sup>th</sup> December 2023 as a true record.

**24/5 MATTERS ARISING**

ACTION 23/91/2 – Cllr. Collicutt to contact Spirax Sarco with a view to them getting involved in the Amenity Area project. Cllr. Collicutt had written to Spirax Sarco. Action complete.

ACTION 23/149/1 – Cllr. Cornish to approach Bishops Cleeve, Uckington and Elmstone Hardwicke Parish Councils to consider a joint plan to the use of CIL/Section 106 monies. Action continues.

ACTION 23/155/1 – Matters arising from the Internal Audit to be progressed. Action continues.

ACTION 23/163/1 – Cllr. Cornish to enquire regarding the terms for renting the cricket pavilion. Cllr. Cornish had emailed CBC and was awaiting a reply. Given that renting the pavilion appears to be unattractive the action is considered complete.

ACTION 23/188/1 – The Clerk to produce the final budget. This had been done and a copy distributed with the email calling this meeting. Action complete.

ACTION 23/188/2 – Cllr. Cornish to produce an article for the Village News discussing the budget. Action continues.

ACTION 23/190/1 – The Clerk agreed to take a look at the chestnut trees to ascertain whether the agreed work had been completed. The Clerk had inspected the trees and concluded that the contracted work had been undertaken. Action complete.

ACTION 23/190/2 – Cllr. Cornish to decide on a process by which we would come up with a new and better name for the Amenity Area. Action continues.

ACTION 23/193/1 – Clerk to chase solicitor regarding the Village Hall car park. The Clerk had written to Mr. Crooknorth on 20<sup>th</sup> December but had not received a reply. The Borough Council is concerned that their solicitor had not received anything from Mr. Crooknorth. The Clerk will contact Mr. Crooknorth again.

ACTION 23/194/1 – Clerk to write to Helen Down asking that formal Parish Council email addresses be used for all members. The Clerk had done this but Ms. Down stated that replies had gone to people using the email addresses they used to sign up to the collaboration event. Action complete.

#### **24/6 ACCOUNTS PAYABLE**

Members **RESOLVED** to make the payments identified in Appendix 1.

#### **24/7 PLANNING AND LICENSING**

Two planning applications were due for consideration.

- 23/00354/OUT – Home Farm. New documents had been added to the planning portal with review and comment being required over the Christmas break. Councillors had agreed a response (submitted on 3<sup>rd</sup> January) and produced a leaflet urging local residents to respond. In this meeting the members formally validated the comments submitted.

**NEW ACTION 24/7/1** – Cllrs. Cornish and Wells to contact the members of CBC's planning committee to express their concerns about the Home Farm planning application.

It was noted that a decision on the Elms Park outline planning application (16/02000/OUT) by the CBC planning committee appears to be delayed until March 2024.

**NEW ACTION 24/7/2** – Cllr. Wells agreed to contact Anne Griffiths regarding the Elms Park outline planning application.

There were no active planning or licensing applications to be considered.

#### **24/8 STRATEGIC AND LOCAL PLAN**

Cllr. Cornish took members through the key points from the upcoming Strategic and Local Plan consultation which will start in January 2024 and run for eight weeks. It was agreed that the work would need to be divided between members. An informal meeting would be held on 18<sup>th</sup> January to discuss the approach.

#### **24/9 AMENITY AREA**

One further quote had been received. The Clerk is still awaiting a reply from the CBC tree officer.

#### **24/10 VILLAGE HALL CAR PARK**

The Clerk is still awaiting a response from Tayntons. See action 23/193/1 above.

#### **24/11 REPORTS**

Having attended the inaugural Police Liaison Meeting Cllr. Whitaker stated that the Council had been offered a police contact. It was agreed that it would be best to invite

them for a specific purpose as and when the need arises.

The timing of the publication of new documents on the Home Farm proposals had made commenting difficult (see “Planning and Licensing” above).

**NEW ACTION 24/11/1** – Cllr. Cornish to ask the other Parish Councils via C5 if they also suffer from planning documents being made public at times when in depth review is difficult to accommodate.

**NEW ACTION 24/11/2** – Cllr. Wells to ask CBC/Ubico (i) whether pedestrian access to the recycling centre could be provided at some point, and (ii) what arrangements will be put in place to accommodate the temporary closure of Wingmoor Farm recycling centre.

The meeting closed at 8:56pm.

Signed:	Date:
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#### APPENDIX 1 – APPROVED PAYMENTS

<b>Description</b>	<b>Amount</b>
Clerk salary and expenses (ref 2324-059, 060, 063, 067)	£550.30
Color Co printing of Home Farm planning leaflet (ref 2324-068)	£70.00
Society of Local Council Clerks annual membership per clerk's employment contract (ref 2324-064)	£144.00
Cheltenham Borough Council our contribution to networking meeting (ref 2324-062)	£150.00
<i>This payment had to be deferred as the Lloyds system refused to accept the account number supplied by Cheltenham Borough Council. Helen Down (CBC) has been asked to source an alternative account number.</i>	

*The Clerk had set up the payments to be made by bank transfer. Cllrs. Wells and Whitaker were delegated to approve the payments.*