

SWINDON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 14th JANUARY 2014
IN SWINDON VILLAGE HALL

Councillors Present:

Peter Allen (Chairman)	Shannon Kerr
John Conmee	Glenn Simpson (Vice Chairman)
Frances Hunter	Helen Wells
David Iliffe	

Also Present:

Shaun Cullimore (Clerk)

14/1 APOLOGIES

Apologies were noted from Cllr. Stibbe.

14/2 ADJOURNMENT FOR PUBLIC SESSION

Cllr. Griffiths, Chairman of Uckington Parish Council, spoke of a meeting he was organising with members of the JCS planning team from Tewkesbury and Cheltenham Borough Councils. He invited participation from Swindon Parish Council. The invitation was accepted; the attendees will be decided once details of the meeting are known. It is expected to be in late March.

14/3 DECLARATIONS OF INTEREST

There were no declarations of interest.

14/4 MINUTES OF PREVIOUS MEETING

In section 13/165 "...but had at the same time" should have read "...but at the same time".

RESOLVED that, with this correction, the minutes of the meeting held on 10th December 2013 be adopted.

Matters Arising

ACTION 13/84/1 – Clerk and Cllr. Allen to object to cars for sale being parked on Gloucestershire Highways land. **Action continues.**

ACTION 13/96/2 – Clerk to write to the car delivery company requesting that action be taken regarding car transporters blocking the pavements. A letter, together with a photograph, had been sent to STVA UK Limited. Action complete.

ACTION 13/135/1 – Clerk to contact the school and the police to ask if

something can be done to improve road safety in Church Road. **Action continues.**

ACTION 13/147/1 – Cllr. Wells to enquire of other parishes if they are interested in obtaining a joint printing quote. **Action continues.**

ACTION 13/148/1 – Clerk to refer the increasing number of heavy goods vehicles using Swindon Lane and Swindon Road to the police. **Action Continues.**

ACTION 13/151/1 - Clerk to ask Ecoarborist for their view of the tree requiring felling on the allotment garden. Ian Howell of Ecoarborist had supplied a quote of £580 plus VAT. A letter had also been received from the allotment holder most affected by the tree asking that the work be completed before the growing season. **RESOLVED that the Ecoarborist quote to fell the tree be accepted as an extension of the existing contract for the Amenity Area.** Action complete.

ACTION 13/160/1 – Clerk to contact Ian Soule of the County Council to ask if suitable security measures can be implemented at the entrance to Dark Lane. The Clerk had made enquiries. Mr. Soule had stated that gates would be erected and this had now been done. Action complete.

ACTION 13/161/1 – Clerk to see if the Parish Council can be registered as a consultee for Wingmoor Farm developments. The Clerk had registered. Action complete.

ACTION 13/161/2 – Clerk to highlight the prominent road studs on Kingsditch Lane to the County Council. The Clerk had written to Chris Riley. Action complete.

ACTION 13/161/3 – Clerk to formally request copies of the Village Hall accounts. The Clerk had discussed this with the Chairman and Treasurer of the Village Hall who were happy to supply copies of accounts and minutes. Action complete.

ACTION 13/161/4 – Clerk to request the Borough Council to considering helping with the provision and maintenance of a fence between “Larkfield” and the park as the fence erected by the householder gets vandalised. **Action continues.**

ACTION 13/162/1 – Clerk to submit comments on proposed demolition of former Ultra Electronics building. The Council's comments had been registered. Action complete.

ACTION 13/162/2 – Clerk to submit Swindon Parish Council response to the JCS on Friday 13th December 2013. The Council's submission had been made and copied to all Borough and County Councillors and local MPs. Action complete.

ACTION 13/165/1 – Clerk to revise the budget assuming a 7.5% increase in the precept. This had been done and submitted to the Councillors for

consideration at this meeting. Action complete.

ACTION 13/165/2 – Clerk to produce a Village News article describing how the precept was calculated. **Action continues.**

14/5 CO-OPTION TO FILL VACANCIES ON THE COUNCIL

There is still one vacancy on the Council.

14/6 ADMINISTRATION

Correspondence

A list of correspondence had been circulated.

A communication had been received from Cheltenham Borough Council suggesting that a meeting be held with the Cheltenham parishes to discuss double taxation. Cllr. Iliffe (and, if necessary, the Clerk) offered to attend.

Other Administrative Matters

- *Budget for 2014-2015*

The budget had been revised showing a 7.5% increase in the precept. This still showed the Council with a small deficit at the end of the year. Cllr. Iliffe queried whether it was correct to allow for an increase in the cost of the loan as he thought it might be fixed rate. The Clerk had received a full description of the loan from the Public Works Loan Board and agreed to revisit this. Cllr. Allen asked that the budget include provision for another grit bin. This was agreed. Overall these changes would have only a marginal effect on the budget.

The Council RESOLVED to set a precept of £10,803 for 2014-2015.

- *Internal Financial Checking*

The Council needs to perform internal financial checks. The results of these checks are part of what is reviewed by the internal auditor. It was suggested that checking be performed before a meeting. Cllrs. Allen and Wells offered to do this.

NEW ACTION 14/6/1 – Clerk to investigate the existing procedures for performing financial checks and arrange for this to take place before the next meeting.

- *Internal Audit*

A quote had been received from Iain Selkirk to continue to act as the Council's internal auditor.

RESOLVED that Iain Selkirk be appointed as the Council's internal auditor for 2013-2014.

- *Meeting Dates in 2014*

The dates of meetings in 2014 were discussed. The Parish Council elections will be held on 22nd May 2014 (later than normal). As a consequence and in accordance with the Council's Standing Orders the Annual Meeting of the Parish Council should be held on Tuesday 27th May 2014. The Annual Parish Meeting (normally held in late May) must by law take place between 1st March and 1st June.

RESOLVED that the Annual Meeting of the Parish Council will be held on Tuesday 27th May 2014 and the Annual Parish Meeting will be held on 13th May 2014.

14/7 REPORTS

The poor state of Hyde Lane near the bridge was noted. Only the area near Brockhampton Lane had been resurfaced.

NEW ACTION 14/7/1 – Clerk to enquire of the County Council if further works are to be carried out on Hyde Lane.

The gully opposite the entrance to Vibixa has sunk into the road and is in a dangerous state.

NEW ACTION 14/7/2 – Clerk to report the gully near the entrance to Vibixa.

The drainage in Church Road is a continuing problem.

NEW ACTION 14/7/3 – Clerk to report the drainage issues in Church Road.

Once again there is a litter problem along Wyman's Lane.

NEW ACTION 14/7/4 – Clerk to see if a litter pick can be conducted along Wyman's Lane.

Cllr. Iliffe had received a report from Ian Brown, Allotments Manager. Two of our allotment holders had won awards for their plots.

Cllr. Wells noted that fly tipping had occurred along Stantons Drive. Also the surface of the lane was deteriorating badly.

Cllr. Allen provided feedback to the Council on the C5 (Cheltenham Chartered Parishes) meeting. It appears that other parishes are getting salt delivered to the locations of their bins and spreaders, contrary to the "single drop" policy that had been put to us.

NEW ACTION 14/7/5 – Clerk to ask Chris Riley about the apparent disparity between what was said at his meeting with us and what is being reported at the C5 meeting.

Cllr. Allen noted that "Seasons" in Quat Goose Lane effectively appeared to be operating as a business park. The Council was not aware of an

application for change of use.

NEW ACTION 14/7/6 – Clerk to enquire about the apparent change of use of the “Seasons” site.

14/8 PLANNING AND LICENSING

Planning Applications Referred to the Council for Observations

- 13/02021/FUL – Objection raised based on concerns over quantity of fuel proposed to be stored and its proximity to a generator
- 13/02103/ADV – No objection raised
- 13/02107/FUL – Provision of electricity sub station (the paper copy appears not to have been received, now expired)
- 13/02113/FUL – No objection (but suggest use of patterned wall)
- 13/02116/FUL – No objection raised

It was noted that the paper copies of planning applications sent round the Councillors rarely completed their journey in a timely fashion. It was agreed that everyone should email their comments to everyone else (including the Clerk) so that the progress of applications can be seen and comments are available.

Joint Core Strategy (JCS)

Swindon Parish Council's submission had been made (see action 13/162/2 above).

Other Planning Matters

None.

Licensing Applications

None.

14/9 TRAFFIC AND HIGHWAYS

Work is taking place at the Tewkesbury Road roundabout.

NEW ACTION 14/9/1 – Clerk to enquire about the timescales for the works at the Tewkesbury Road roundabout.

14/10 ALLOTMENTS

Cllr. Conmee passed the Clerk a number of allotment rental cheques.

14/11 FINANCE

Accounts Approved for Payment

<u>Description</u>	<u>Sub-Total</u>	<u>Total</u>	<u>Cheque Number</u>
Shaun Cullimore (see ref 0080)			
• Salary (December, see ref 0076 for pay slip)	£333.37		
• Expenses (December)	£32.00		
• Postage to send papers to Stephen Holley (see ref 0075)	£3.09		
Total		£368.46	861
Cotswold District Council (printing of Village News in December, see ref 0078)		£170.36	862
Public Works Loan Board (payment 12 of 20, £7439.53 outstanding before payment of £755.44 capital, £166.27 interest, see ref 0074)		£921.71	Direct Debit

Current Financial Position

The Clerk provided the details of the current financial position.

14/12 MATTERS IDENTIFIED FOR FUTURE CONSIDERATION

The following items are noted for possible discussion at a future date:

- To consider the formation of a Green Space Working Group (including consideration of the extension of the footpath from the Amenity Area to Swindon Playing Fields)
- To consider producing a Neighbourhood Plan or an alternative
- To review of representation on external bodies
- To consider the repair and ongoing maintenance of the mosaic

14/13 OTHER BUSINESS ALLOWED BY THE CHAIRMAN AS URGENT

None.

The meeting closed at 9:45pm.

Signed:	Date:
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