

SWINDON PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 11<sup>th</sup> MARCH 2014  
IN SWINDON VILLAGE HALL

Councillors Present:

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

Also Present:

Shaun Cullimore (Clerk)

**14/27 APOLOGIES**

Helen Wells

**14/28 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**14/29 ADJOURNMENT FOR PUBLIC SESSION**

One resident was present. They stated that the “Seasons” complex was advertising car parking during race week.

**NEW ACTION 14/29/1 – Clerk to relay the Parish Council's concerns to the Borough Council (appropriate licensing for the car parking operation, use of signage around the area, safety of school children).**

**NEW ACTION 14/29/2 – Clerk to thank “Seasons” for allowing parents the use of their car park for dropping off and picking up.**

**14/30 MINUTES OF PREVIOUS MEETING**

Accuracy of Minutes

In the minutes of 11<sup>th</sup> February 2014 the list of Councillors present should have included Cllr. Iliffe and excluded Cllr. Conmee.

In section 14/20 the minute regarding the Gloucestershire Rural Community Council database should be changed to state that if the Village Hall did appear in the database it might help get bookings.

**RESOLVED that, with these corrections, the minutes of the meeting held on 11<sup>th</sup> February 2014 be accepted.**

Matters Arising

Due to the absence of the Clerk the council meeting held on 11<sup>th</sup> February had not reviewed the outstanding actions. This meeting considered the actions outstanding at the end of the January meeting plus those raised in the February meeting.

ACTION 13/84/1 – Clerk and Cllr. Allen to object to cars for sale being parked on Gloucestershire Highways land. Matter will be referred to NCG-type meetings. **Action continues pending resolution.**

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. The headmaster had already engaged with parents and the police on this matter (there was an article in the School Newsletter). Action closed.

ACTION 13/147/1 – Cllr. Wells to enquire of other parishes if they are interested in obtaining a joint printing quote. Cllr. Wells had written to surrounding parishes. The Clerk is also waiting for a reply from the school. **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. Matter will be referred to NCG-type meetings. **Action continues pending resolution.**

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 13/165/2 – Clerk to produce a Village News article describing how the precept was calculated. The article was published in the February edition. Action complete.

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. The Clerk had found a document from 2001 which could be used as a basis for financial checking. Cllrs. Allen and Iliffe volunteered to perform the checks. Action closed.

ACTION 14/7/1 – Clerk to enquire of the County Council if further works are to be carried out on Hyde Lane. The Clerk has written to Chris Riley, Highways Manager. Action complete.

ACTION 14/7/2 – Clerk to report the gully near the entrance to Vibixa. The gully has been repaired. Action closed.

ACTION 14/7/3 – Clerk to report the drainage issues in Church Road. The matter was reported to the County Council who referred in to Severn Trent. There was found to be a leaking water main which has been actioned. It remains to be seen if this addresses the problem. Action complete.

ACTION 14/7/4 – Clerk to see if a litter pick can be conducted along

Wyman's Lane. This was referred to Ubico. A litter pick had been done along Wymans Lane but further work was needed in the wooded area. **Action continues.**

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 regarding the distribution of road salt. The Clerk has written to Mr. Riley seeking clarification. Action closed.

ACTION 14/7/6 – Clerk to enquire about the apparent change of use of the “Seasons” site. The Clerk has received a list of “Seasons” planning applications from the Borough Council, the last of which was granted in 2002 which included a change of use of a flat to offices. The Clerk to write to the enforcement team. **Action continues.**

ACTION 14/9/1 – Clerk to enquire about the timescales for the works at the Tewkesbury Road roundabout. The works were completed before enquiries could be made. Action closed.

ACTION 14/15/1 – Clerk to contact the Borough Council (Ubico) regarding park maintenance and clearance of drains. **Action continues.**

ACTION 14/20/1 – Clerk to write to the Borough Council to clarify current work and costs as a requirement to be set against the double taxation. This should include both allotment works and tree work in the Amenity Area. **Action continues.**

ACTION 14/20/2 – Clerk to ask Tracey Crewes when the responses from the public will be available for all to view on the JCS web site. The public responses are now available on the JCS web site. Action closed.

ACTION 14/20/3 – Cllr. Simpson to contact the resident of Dark Lane for details of the ridge and furrow fields in our area and include any updates in the next JCS consultation (Cllr. Allen to provide details). **Action continues.**

ACTION 14/20/4 – Clerk to request informal 1 on 1 meeting with the Village Hall committee Chairman to discuss improving our working relationship going forward in serving the community. The Clerk had briefly discussed the matter with the Village Hall committee chairman and would attend the Village Hall AGM. Action closed.

ACTION 14/20/5 – Cllr. Wells to approach head teacher Mr Dyer regarding parking for the school runs. See action 13/135/1 above. Action closed.

ACTION 14/20/6 – Clerk to approach Peter Langley (Borough Council) regarding funding towards ditch clearing in the allotments area. **Action continues.**

ACTION 14/20/7 – Cllr. Wells to write a proposal for the further drainage work needed on the allotments. It was suggested that when the report is available it should be forwarded to the Borough Council. **Action continues.**

ACTION 14/20/8 – Clerk to ask the County Council to review pedestrian crossing facilities in the area to see what is safe and feasible (and to include same in a discussion of wider traffic management issues with the County Council). Matter will be referred to NCG-type meetings. **Action continues pending resolution.**

ACTION 14/20/9 – Clerk to raise the Council's Wymans Lane concerns (the slippery slope near the gym, the lack of a pedestrian crossing) with our Borough Councillor for action. **Action continues.**

ACTION 14/20/10 – Clerk to remind County Councillor Bernie Fisher regarding the £20k Highways Local allowance and how we apply. **Action continues.**

ACTION 14/20/11 – Cllr. Allen to contact Hugh Evans to determine who is responsible for maintenance of the mosaic. The Parish Council owns the mosaic but not the ground beneath it. Action complete.

#### **14/31 CO-OPTION TO FILL VACANCIES ON THE COUNCIL**

There is still one vacancy on the Council.

#### **14/32 ADMINISTRATION**

##### Correspondence

A list of correspondence had been circulated.

- An email had been received from a resident suggesting that volunteers be recruited to do work in the Amenity Area. The Parish Council were concerned that the Borough Council might stop providing services if volunteers were doing the work. Also Japanese Knotweed had been a problem in the area. If it was still present care would be needed to eradicate it. It was suggested that the Borough Council could be asked to mow the area in accordance with the wishes of the residents in the area. It was also suggested that poppies could be planted in the area as part of the commemoration of World War I.
- The dates proposed by the Clerk for the annual meetings were accepted (i.e. the Annual Parish Meeting on the 13<sup>th</sup> May 2014 and the Annual Meeting of the Parish Council on the 27<sup>th</sup> May 2014).

##### Other Administrative Matters

- It was proposed that the April meeting of the Parish Council include matters previously covered by Neighbourhood Co-ordination Group meetings. A start time of 7:00pm might be needed.
- The Clerk had corrected all of the contact details on the web site for local organisations and wished to redesign the site.

**RESOLVED that the Clerk redesign the web site but councillors details would remain as on the existing site.**

- The Clerk recommended that the Council renew its subscription to the Gloucestershire Association of Parish and Town Councils (GAPTC) at a cost of £370.83.

**RESOLVED that the Council subscribe to GAPTC for 2014-2015.**

- The maintenance of the mosaic was discussed.

**NEW ACTION 14/32/1 – Clerk to liaise with Hugh Evans regarding the best way to proceed with the maintenance of the mosaic.**

### **14/33 REPORTS**

It was noted that the Apex Van Hire premises were now offering car washing services.

**NEW ACTION 14/33/1 – Clerk to contact the Borough Council enforcement department regarding the car washing service at the Apex Van Hire premises.**

It was noted that youths were congregating in the play area in Swindon Village park at lunchtimes.

**NEW ACTION 14/33/2 – Clerk to ask the park ranger to monitor the play area.**

Rubbish was again accumulating outside the Gloscol site in Swindon Road. The Clerk had previously contacted the Principal who had indicated that regular litter picks were conducted.

**NEW ACTION 14/33/2 – Clerk to write again to the Gloscol principal regarding litter in the area of the college site.**

It was noted that Wymans Lane had many potholes. It was suggested that anyone with concerns should report them via the County Council web site.

It was noted that footpath CHS/8/1 from the end of Stantons Drive was now blocked by an electric fence. The Clerk had already reported the matter to the County Council.

It was noted that there was an open manhole near the path by the carpet shop on Manor Road.

The footpath near Spirax Sarco on Runnings Road had been marked with a pointer. Whilst the post was still there the pointer itself had disappeared.

Cars are again being parked behind the bollards again at Hylton Renault on Manor Road. See action 13/84/1 above.

It was noted that the tree felling that had been done in Manor Road was legal as it was outside the Conservation Area and the trees were not the subjects of a Tree Protection Order.

#### **14/34 PLANNING AND LICENSING**

##### Planning Applications Referred to the Council for Observations

1. 14/00195/FUL – BHS Home Unit C And D Gallagher Retail Park
2. 14/00196/FUL – Extension to 102 Mandarin Way
3. 14/00212/FUL – Unit J2 Gallagher Retail Park
4. 14/00311/CONDIT – Hunting Butts application for holiday homes
5. 14/00372/FUL – Application for a new house on the lake in Swindon Village park

The latter application was discussed. The Council felt that the proposed development was inappropriate for a Conservation Area.

##### Joint Core Strategy (JCS)

Nothing to discuss.

##### Other Planning Matters

None.

##### Licensing Applications

None.

#### **14/35 TRAFFIC AND HIGHWAYS**

Nothing further to discuss.

#### **14/36 ALLOTMENTS**

It was noted that Cllr. Wells had spent approximately £300 on emergency drainage works as water draining off the allotments was affecting her property. Cllr. Wells had asked the Council to consider reimbursing some or all of this cost. The Clerk advised the Council that proposals for expenditure needed to be advertised on the agenda.

Cllr. Simpson thought that the request was reasonable as works undertaken had improved the drainage of the allotments. Cllr. Conmee agreed to look at the site.

Materials had also been purchased for minor works undertaken on the allotments.

**NEW ACTION 14/36/1 – Clerk to seek GAPTC advice regarding retrospective approval of expenditure.**

**14/37 FINANCE**

Accounts Approved for Payment

<u>Description</u>	<u>Sub-Total</u>	<u>Total</u>	<u>Cheque Number</u>
Broadband Cloud Solutions (domain name and web site hosting, ref 0103)		£29.94	867
Shaun Cullimore (see ref 0108)			
<ul style="list-style-type: none"> <li>• Salary (February, see ref 0107 for pay slip)</li> </ul>	£333.37		
<ul style="list-style-type: none"> <li>• Clerk's expenses (February)</li> </ul>	£32.00		
<ul style="list-style-type: none"> <li>• Travel to Highnham for Clerk's Networking session (22 miles at 45p per mile) (see ref 0104)</li> </ul>	£9.90		
<b>Total</b>		<b>£375.27</b>	<b>868</b>
GAPTC subscription for 2014-2015 (see ref 0002)		£370.83	869
Cotswold District Council (printing of Village News in February and March, ref 0111)		£307.14	870
Swindon Village Hall (hire for meetings, ref 0110)		£260.00	871
Severn Trent (water supply to allotments, ref 0113)		£79.43	872
CommuniCorp (one subscription to "Clerks & Councils Direct", ref 0114)		£12.00	873

Current Financial Position

The Clerk provided the details of the current financial position.

**14/38 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, improvements to Swindon Playing Fields, widening and raising the footpath in Swindon Playing Fields)
- To consider producing a Neighbourhood Plan or an alternative
- To review of representation on external bodies

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- To consider the repair and ongoing maintenance of the mosaic
- To consider traffic management and road safety
- To consider resurrecting the Village Sign
- To consider poppy planting in Amenity Area

**14/39 OTHER BUSINESS ALLOWED BY THE CHAIRMAN AS URGENT**

None.

The meeting closed at 9:45pm.

Signed:	Date:
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