

SWINDON PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD ON 27<sup>th</sup> MAY 2014  
IN SWINDON VILLAGE HALL

Councillors Present:

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

Also Present:

Shaun Cullimore (Clerk)

**14/53 APOLOGIES**

Arran Stibbe

**14/54 ELECTION OF CHAIRMAN**

Cllr. Allen was proposed by Cllr. Iliffe and seconded by Cllr. Wells. There were no other nominations. Cllr. Allen was unanimously elected.

**14/55 ELECTION OF VICE CHAIRMAN**

Cllr. Simpson was proposed by Cllr. Allen and seconded by Cllr. Wells. There were no other nominations. Cllr. Simpson was unanimously elected.

**14/56 DECLARATIONS OF ACCEPTANCE OF OFFICE**

The councillors present signed their Declarations of Acceptance of Office. Cllrs. Conmee and Stibbe will be invited to do so at the next meeting.

**14/57 ADJOURNMENT FOR PUBLIC SESSION**

No members of the public were present.

**14/58 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**14/59 MINUTES OF PREVIOUS MEETING**

Accuracy of Minutes

Action 14/46/2 read "Clerk to PC Robertson to ask if a PCSO could visit the school...". It should have read "Clerk to ask PC Robertson if a PCSO could visit the school...".

**RESOLVED that, with this correction, the minutes be accepted as a true record.**

Matters Arising

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 and agreed to chase this up. The Clerk had received a reply from the school but was concerned whether they could offer a reliable service given their more limited resources. It was agreed we would see if there was a potential for significant cost saving before we decide. **Action continues.**

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 14/7/6 – Clerk to enquire about the apparent change of use of the “Seasons” site. The Clerk had written to the enforcement team. He had received an acknowledgement but the answer would be delayed. **Action continues.**

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 14/20/3 – 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 14/20/6 – Clerk to approach Peter Langley (Borough Council) regarding funding towards ditch clearing in the allotments area. Peter actually works for Chris Riley at the County Council. **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 14/29/1 – Clerk to relay the Parish Council's concerns regarding the operation of the “Seasons” complex to the Borough Council (appropriate licensing for the car parking operation, use of signage around the area, safety of school children). The Clerk had referred the matter to the Planning Enforcement Team. A reply was awaited. **Action continues.**

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

ACTION 14/32/1 – Clerk to liaise with Hugh Evans regarding the best way to proceed with the maintenance of the mosaic. Hugh had replied (email 12<sup>th</sup> April). Hugh confirmed that the Parish Council is responsible for the mosaic. There is a title deed relating to it. Nothing has been spent in 11 years. Hugh is willing to weed it and cut back the grass. We would then be in a position to assess what needs doing next. There is one loose brick on a corner which a bricklayer could fix. Several of the incised bricks have suffered frost damage.

Hugh has 10 blank bricks of this type. The bricks were incised in the soft clay state and then fired at the Cattybrook Brick Company, Almondsbury, Bristol. Hugh said he was also prepared to photograph every brick before doing anything. The circular mosaics have also suffered. Hugh suggested these could be fixed with glue and grout provided it is waterproof. Action complete.

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

ACTION 14/33/2 – Clerk to ask the park ranger to monitor the play area. The ranger has said that she would keep her eyes open when she was in the area. It was suggested that the problem occurs at lunchtimes. **Action continues.**

ACTION 14/33/3 – Clerk to write again to the Gloscol principal regarding litter in the area of the college site. **Action continues.**

ACTION 14/46/1 – Clerk to contact the headmaster to suggest another letter to parents regarding road safety. **Action continues.**

ACTION 14/46/2 – Clerk to PC Robertson to ask if a PCSO could visit the school at the start of a school day. **Action continues.**

ACTION 14/46/3 – Clerk to supply the Early Years playgroup with a grit bin key. **Action continues.**

ACTION 14/46/4 – Clerk to discuss the allotment gate with the Allotment Manager. **Action continues.**

ACTION 14/46/5 – Clerk to ask if the Sainsbury's lorries could be prevented from churning up the grassed area. **Action continues.**

**14/60 REGISTER OF INTERESTS**

All councillors were given a Register of Interests that had to be completed and returned to the Monitoring Officer. Concern was expressed at the requirement to publish this information. The Clerk stated that certain information could be declared sensitive.

**NEW ACTION 14/59/1 – Clerk to confirm with the Monitoring Officer what information had to be published.**

**14/61 ELECTION EXPENSES**

The Clerk gave each Councillor an election expenses claim. These had to be returned to the Election Department even if no expenses were being claimed.

**14/62 THE COUNCIL'S ANNUAL RETURN**

The internal audit had been concluded without any issues being raised. The Clerk had completed the accounts, the bank reconciliation and the Annual Return for 2013-2014 ready for signature.

**RESOLVED that the accounting statements, bank reconciliation and annual governance statement for 2013-2014 be signed off.**

**14/63 LOCAL GREEN SPACES**

Cllr. Wells stated that she and Cllr. Stibbe had been investigating Local Green Spaces. These are designated areas (described in the NPPF) that can be used to provide a buffer between new developments and existing residential areas. Cllrs. Wells and Stibbe sought the Council's approval to pursue an application for a Local Green Space designation. It may also be possible to use Section 106 money.

**RESOLVED that Cllrs. Wells and Stibbe (initially) form a Green Spaces working group to investigate this and other green space initiatives.**

Cllr. Wells left the meeting at this point due to a business commitment.

**14/64 ACCOUNTS PAYABLE**

The following payments were authorised.

<u>Description</u>	<u>Sub-Total</u>	<u>Total</u>	<u>Cheque Number</u>
Iain Selkirk internal audit fee (see [0013])		£100.00	880
Karen Evans reimbursement of travel in picking up Village News (see [0010])		£17.55	881
Shaun Cullimore (see [0012])			
Net salary for April 2014 (see [0014])	£333.37		
Expenses for April 2014	£32.00		
Purchase of stamps (see [0009])	£20.16		
Travel to visit the Internal Auditor 3 x 3.3 miles at 45p per mile	£4.46		
Purchase of printer toner cartridge (see [0015])	£12.81		
<b>Total</b>		£402.80	882
Swindon Village Primary School hosting of Annual Parish Meeting (see [0011])		£40.00	883

**14/65 COUNCILLORS' RESPONSIBILITIES**

A number of amendments were made to the matrix of councillors' responsibilities. This will be redrafted and reviewed again.

**14/66 COUNCIL MEETING DATES**

**RESOLVED that the Council would continue to meet on every second Tuesday of the month recommencing on 10<sup>th</sup> June.**

**14/67 REPORTS**

Concerns were expressed that in a number of areas it appeared that residents were staking claims to land believed to be in the ownership of Gloucestershire County Council.

**NEW ACTION 14/67/1 – Clerk to ask GCC whether the areas in question (Quat Goose Lane, The Firs) were GCC owned.**

There is a concrete post in the brook which appears to belong to Spirax Sarco.

**NEW ACTION 14/67/2 – Clerk to write to Borough Council regarding the fence post in the brook.**

Regarding the continuing difficulties in Manor Road due to the unloading of car transporters it was suggested that we ask for a 2m wide footpath plus a cycle path in front of the car dealers on Manor Road.

**NEW ACTION 14/67/3 – Clerk to write to Highways requesting a new footpath in Manor Road.**

The farm land behind Next appears to be being used to store cars for sale.

**NEW ACTION 14/67/4 – Clerk to write to Borough Council enforcement regarding the cars parked behind Next.**

There is a yellow line on one side of the road at the junction of Quat Goose Lane and Church Road.

**NEW ACTION 14/67/5 – Clerk to write to Highways requesting that yellow lines be painted on both sides of the road.**

It was noted that the footpath sign on Runnings Road next to Spirax Sarco was still lacking a pointer. The Clerk had raised this with Ian Soule (now of Amey).

It was noted that flood warning signs had gone up in Church Road after a relatively brief period of rain.

**NEW ACTION 14/67/6 – Clerk to ask if the drains in Church Road could be cleared.**

It was noted that the pavement outside Swindon Lodge was breaking up.

**NEW ACTION 14/67/7 – Clerk to report poor state of the pavement to GCC.**

The wall of Swindon Lodge has still not been reinstated. The owner of the property had provided an assurance that this would be done.

**NEW ACTION 14/67/8 – Clerk to ask Borough Council Enforcement if there is any news on the wall.**

The footpath along Manor Road is becoming overgrown again. The Clerk had reported this (reference AF122878).

There were a large number of builder's "A" boards in the area.

**NEW ACTION 14/67/9 – Clerk to ask Borough Council Enforcement to investigate the proliferation of "A" boards.**

**14/68 PLANNING**

A list of planning applications had been circulated. It was agreed that we will continue to circulate the hard copy of applications; if Councillors do not have time to look at them they should pass them on. Councillors were also asked to email their comments to all so that if the hard copy gets stuck comments are still available.

The meeting closed at 9:55pm.

Signed:	Date:
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