

SWINDON PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 9<sup>th</sup> DECEMBER 2014  
IN SWINDON VILLAGE HALL

Councillors Present:

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

Also Present:

Shaun Cullimore (Clerk)

**14/140 APOLOGIES**

None.

**14/141 DECLARATIONS OF INTEREST**

None.

**14/142 ADJOURNMENT FOR PUBLIC SESSION**

No members of the public were present.

**14/143 MINUTES OF PREVIOUS MEETING**

Accuracy of Minutes

**RESOLVED that the minutes of the meeting held on 11<sup>th</sup> November 2014 be accepted as a true record.**

Matters Arising

ACTION 14/111/2 – Clerk to write to local food outlets requesting that they take action with regard to litter. The Clerk had written to Subway, Costa, Greggs, KFC and McDonald's asking for assistance in the battle against litter. The web sites of all these companies emphasised their concern for the environment and the neighbourhoods in which they operate. Action complete.

ACTION 14/116/2 – Clerk to establish whether the sign for the racecourse that had appeared at the Hyde Lane bridge was legitimate. **Action continues.**

ACTION 14/122/1 – Clerk to ask Cheltenham Borough Council if they monitor the quality of the water in the brook. **Action continues.**

ACTION 14/123/1 – The Clerk was asked to get three quotes for cutting back the trees and undergrowth in the Amenity Area. **Action continues.**

ACTION 14/134/1 – The Clerk to liaise with Janice Peacey (Cheltenham Borough Council) to see what support the Borough Council might be able to offer (e.g. provision of tools and a skip). **Action continues.**

ACTION 14/134/2 – The Clerk to include a piece in the Village News giving advanced warning to parishioners that we would be looking for their assistance. This had been included in the December edition and the Clerk had received an offer of help already. Action complete.

ACTION 14/135/1 – The Clerk to revise the budget and present it to the December meeting. The revised budget would be discussed in this meeting. Action complete.

ACTION 14/139/1 – The Clerk to write to Gloucestershire Highways, copied to Cllr. Fisher highlighting the increasing volumes of traffic. The Clerk stated that we had promised Hester Hunt of the County Council a prioritised list of our Highways concerns. Hester would then raise the issues on our behalf. It was agreed this would be a better approach. Action closed.

ACTION 14/139/2 – The Clerk to request reports from our Borough and County Councillors. This had been done and Cllr. Fisher had supplied a written report. Action complete.

ACTION 14/139/3 – The Clerk to check that Swindon Parish Council is registered as wishing to participate in the oral examination of the JCS. The Clerk had confirmed that the Parish Council were listed as not requesting participation. At the request of the Clerk the JCS team had corrected this and confirmed the change by email. Action complete.

#### **14/144 LOCAL GREEN SPACE**

Cllr. Stibbe had been driving this with the assistance of Cllr. Wells. They had consulted a number of individuals and organisations and had received 100 letters back. The first draft of the document had been sent to GRCC and the Borough Council. Cllr. Stibbe was concerned that he had not received a reply from Philip Stephenson of Borough Council planning despite a number of calls and emails.

Cllr. Wells had retained large sheets of paper on which the school and others had noted their opinions. The sheets had been photographed. It was agreed that if there was an official handing over of our proposal it might have an impact if this physical evidence was also handed over.

Cllr. Stibbe had established the owners of the land within the scope of the Local Green Space proposal.

**NEW ACTION** 14/144/1 – Clerk to write to the owners of the land within the scope of the LGS proposal inviting their support.

Cllr. Iliffe stated that some of the land in the scope of the LGS proposal had previously been identified by a planning inspector as providing an important and necessary buffer between the industrial estates and any potential housing development. This information could be included within the proposal.

Cllr. Stibbe stated that we could submit further LGS proposals if there were other green areas worthy of protection and if other councillors were prepared to champion them.

The Chairman thanked Cllr. Stibbe on behalf of the Council for leading this activity.

**14/145 BUDGET FOR 2015-2016**

The Clerk had prepared a second draft budget (dated 2<sup>nd</sup> December) for the next financial year. It was noted that our plan to increase allotment rents by £5 should be reflected in an increase in the budgeted allotment income. There was also an incorrect comment in the "Overall position v budget" line that should be deleted. The reserves that had been added at the bottom of the budget should be a breakdown of the net assets at the end of 2014-2015 not 2015-2016. The Clerk was also asked to establish the cost implications of the Local Council Award scheme and include a figure in the budget.

As requested an increase had been included in the budget for web site maintenance. The Clerk intended to revise the web site himself and did not expect large cost implications. Cllrs. Wells, Kerr and Allen agreed to form a working group to steer the web site revisions.

**NEW ACTION** 14/145/1 – Clerk to prepare the final draft of the budget for approval at the January meeting enabling the precept to be announced before the end of January.

**14/146 LOCAL COUNCIL AWARD SCHEME**

The Clerk had prepared a paper on the Local Council Award Scheme. This is replacing the Quality Council accreditation that we hold. There are three levels.

Many of the requirements relate to the Council's procedures. As part of his CiLCA the Clerk is having to draft appropriate documents anyway.

**NEW ACTION** 14/146/1 – Clerk to prepare a plan with costs and timescales for achieving level 2 (initially).

**14/147 CLERK'S SALARY**

A national agreement on Local Government pay scales had recently been agreed covering 2014-2015 and 2015-2016.

**RESOLVED** that the following changes be made to the Clerk's salary:

- **An additional salary point (from 18 to 19) backdated to 1<sup>st</sup> April 2014 for time served (as provided for in the Contract of Employment)**
- **The implementation of the national agreement on Local Government pay scales covering 2014-2015 and 2015-2016 (including a non-consolidate payment in December and an increase from 1<sup>st</sup> January 2015)**

The Clerk's Contract of Employment provided for a one salary point increase upon successful conclusion of his CiLCA. The Clerk anticipated finishing the course before the beginning of the next financial year.

The Clerk's Contract of Employment states that the Clerk will receive an annual appraisal. This had not been done. It was agreed that the Councillors would provide feedback to Cllr. Allen on the Clerk's performance against his Job Description and that this would constitute an appraisal.

**NEW ACTION 14/147/1** – Clerk to distribute his Job Description to the Councillors for the Councillors to provide feedback to Cllr. Allen.

Cllr. Kerr asked if the changes in pension legislation would have financial implications for the Council. The Clerk stated that he had received briefing notes. His understanding was that his salary put him in band where the Council would have to provide (but not necessarily contribute to) a pension scheme if asked. The Clerk did not intend to ask for a pension.

**NEW ACTION 14/147/2** – Clerk to establish the effect on the Council of the revised pension arrangements.

#### **14/148 ACCOUNTS PAYABLE**

The Council agreed the following payment.

<u>Description</u>	<u>Sub-Total</u>	<u>Total</u>	<u>Cheque Number</u>
Clerk			
• Salary (ref 0040)	£333.37		
• Expenses (ref 0040)	£32.00		
		£365.37	902

#### **14/149 PLANNING AND LICENSING**

There were no planning or licensing applications requiring comment.

It was noted that a revised proposal for Manor Farm was imminent.

#### **14/150 REPORTS**

Cllr. Fisher (Borough and County Councillor) was not able to be present and had provided a written report.

It was reported that some overgrown hedges in the parish were starting to block footpaths (Rivelands Road and Church Road).

**NEW ACTION 14/150/1** – Clerk to write to householders requesting that hedges be cut back.

It was noted that cars for sale at Hylton continue to be parked between the rows of bollards and in the visibility splay of the road. This was an enforcement issue for both the County and Borough Council's but, despite

many complaints, they seem to have no appetite for action.

Cllr. Kerr reported that there is a Neighbourhood Watch group operating in a nearby area. He intended to contact them for information regarding the establishing of a new group.

Fly tipping of builder's rubbish has again taken place in Brockhampton Lane. The problem has been reported multiple times, both through the web site and by telephone, but again no action is being taken.

Cllr. Wells reported that Ubico were now refusing to collect her bins as they say that Stantons Drive is in a dangerous state.

It was reported that Post Office vans regularly park dangerously on the corners of Rivelands Road when make deliveries.

**NEW ACTION** 14/150/2 – Clerk to write to the Post Office asking if their delivery drivers could be asked to park considerately.

The meeting closed at 9:25pm.

Signed:	Date:
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