

SWINDON PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD ON 12<sup>th</sup> MAY 2015  
IN SWINDON VILLAGE HALL

Councillors Present:

Peter Allen (Chairman)  
John Conmee  
David Iliffe

Shannon Kerr  
Arran Stibbe

Also Present:

Shaun Cullimore (Clerk)

**15/53 APOLOGIES**

Apologies were noted from Cllr. Frances Hunter, Cllr. Glenn Simpson and Cllr. Helen Wells.

**15/54 ELECTION OF CHAIRMAN**

Cllr. Allen was elected unanimously.

**15/55 ELECTION OF VICE-CHAIRMAN**

Cllr. Simpson was not present but had indicated to the Clerk his willingness to stand again. Cllr. Simpson was elected unanimously.

**15/56 DECLARATIONS OF INTEREST**

None.

**15/57 ADJOURNMENT FOR PUBLIC SESSION**

No members of the public were present.

**15/58 MINUTES OF PREVIOUS MEETING**

Accuracy of Minutes

**RESOLVED** that the minutes of the meeting held on 14<sup>th</sup> April 2015 be accepted as a true record.

Matters Arising

ACTION 14/116/2 – Clerk to establish whether the sign for the racecourse that had appeared at the Hyde Lane bridge was legitimate. Cllr. Allen reported that the sign had been removed. Action complete.

ACTION 14/150/1 – Clerk to write to householders in Rivelands Road and Church Road requesting that hedges be cut back. **Action continues.**

ACTION 15/17/1 – Clerk to raise the matter of the Village Hall connection to the sewer system with Severn Trent in support of the Village Hall committee. **Action continues.**

ACTION 15/17/3 – Clerk to ask the Borough Council what their policy is with regard to recycling centres given the closure of the facilities at “Seasons” and Tesco. Replies had been received from both the officers and members of Cheltenham Borough Council and had been circulated to councillors. Action complete.

ACTION 15/29/1 – Clerk to write to the Post Office asking for visibility of their activity schedules. **Action continues.**

ACTION 15/41/1 – Clerk to enquire if the Cheltenham Town Football Club sign is permitted where it is currently situated. **Action continues.**

ACTION 15/48/1 – The Clerk to set up a pension scheme in compliance with the law. The Clerk had opened an account with NEST. There were no costs involved. Action complete.

ACTION 15/52/1 – Clerk to approach Hope Construction Materials with a view to reducing the material deposited on the road. The Clerk had taken a look at the area on a number of occasions with a view to photographing the problem but the road had been clear. It was agreed that since the problem may have been a one off the matter would be closed pending a reoccurrence.

**NEW ACTION 15/58/1** – Clerk to advise Barry Simon of the Parish Council's decision to support the objectives of the Cheltenham Alliance.

#### **15/59 FINANCIAL REGULATIONS**

The Council **RESOLVED** to adopt the revised Financial Regulations prepared by the Clerk.

#### **15/60 STANDING ORDERS**

The Council **RESOLVED** to adopt the revised Standing Orders prepared by the Clerk.

#### **15/61 BANK RECONCILIATION FOR 2014-2015**

The Council **RESOLVED** to accept the bank reconciliation for 2014-015 prepared by the Clerk.

#### **15/62 ANNUAL RETURN**

The Clerk presented the Annual Return to the Council. The Clerk had filled in section 1 (Accounting Statements) using the figures from the accounts the Council had approved at the April meeting (see minute 15/49). Section 2 (Annual Governance Statement) was also completed.

The Council **RESOLVED** to accept sections 1 and 2 of the Annual Return as drafted. Both sections were signed by Mr. Cullimore as Clerk/RFO and Cllr. Allen as Chairman.

#### **15/63 STATEMENT OF VARIANCES**

The Council is required to submit a Statement of Variances with the Annual Return. Any variances from last year's income and expenditure above a certain threshold must be explained. The Clerk had prepared such a statement and distributed it to Councillors.

The Council **RESOLVED** to accept Statement of Variances.

#### **15/64 DAMAGED BUS SHELTER IN WYMANS LANE**

The bus shelter in Wymans Lane had been damaged either accidentally or maliciously. The matter was considered urgent as public safety might be at risk.

The Clerk had sought quotes for the repair from two local businesses on 30<sup>th</sup> April 2015. Martin Gautrey replied the same day. The Clerk was going on holiday so on the 2<sup>nd</sup> May 2015 recommended to Cllr. Allen (as Chairman) that Mr. Gautrey's quote be accepted. Cllr. Allen wrote to Mr. Gautrey accepting his quote on 3<sup>rd</sup> May, the same day that the second business wrote expressing interest in the work.

#### **15/65 ACCOUNTS PAYABLE**

The Council agreed the following payments.

<u>Description</u>	<u>Sub-Total</u>	<u>Total</u>	<u>Cheque Number</u>
Swindon Village School hire of room for Annual Parish Meetings (ref 1516-004)		£55.50	920
Clerk			
• Internet service (ref 1516-002)	£3.30		
• Purchase of ring binders (ref 1516-003)	£16.47		
• Salary (ref 1516-005)	£353.35		
• Expenses (ref 1516-005)	£32.00		
		£405.12	921
Cotswold District Council (ref 1516-006)		£167.10	922

#### **15/66 PLANNING AND LICENSING**

The following planning applications were discussed.

- 15/00747/FUL – Creation of new clean steam facility Spirax Sarco. No objection.
- 15/00747/ADV – Spirax Sarco branding and divisional signage. No objection.
- 15/00762/FUL – Change of use Unit L Runnings Road.

**NEW ACTION** 15/66/1 – Cllr. Allen asked the Clerk to seek clarification from the planning officer on a number of points related to application 15/00762/FUL.

There were no licensing applications to be considered.

#### **15/67 REPORTS**

Cllr. Clucas had submitted a written report.

Cllr. Conmee noted the displaced manhole covers in Manor Road had not been fixed. The Clerk said that he had reported the matter to the County Council with photographs and had been informed that a safety officer would take a look.

It was reported that the hand rails on the bridge over the brook in the Amenity Area were loose.

**NEW ACTION** 15/67/1 – Clerk to report the loose hand rails to GCC as a safety issue.

The JCS enquiry would shortly begin. Cllr. Stibbe would be attending on 14<sup>th</sup> July. Cllr. Allen would try to attend on 21<sup>st</sup> July (subject to work commitments).

It was noted that public consultation on the Cheltenham Local Plan would commence shortly.

The Annual Parish Meeting had been poorly attended. We have only really had good attendance when a controversial subject has been addressed (e.g. street lighting or the JCS). It was suggested that we could ask local clubs and societies to do presentations (as it is a parish meeting not a council meeting). Alternatively we could accept that attendance will be low and hold it in the Village Hall bar area which is a smaller but cheaper venue.

Cllr. Kerr had looked at the Neighbourhood Watch materials the police had supplied and would pursue the scheme when his work allowed.

It was reported that youngsters from Cheltenham Town FC had been driving in Swindon Village without consideration for others.

**NEW ACTION 15/67/2** – Clerk to ask Cheltenham Town FC to have a word with their young car drivers.

It was reported that the terms of the Amey contract with GCC require pot holes to be fixed within 28 days. There are still concerns that GCC do not get road repairs fixed under the guarantees that contractors have to provide.

Cllr. Clucas asked the Parish Council for feedback on proposed changes to speed limits on Evesham Road and Brockhampton Lane. Following a discussion it was agreed by a majority that Brockhampton Lane would be safer with a 40mph speed limit. The Council saw no reason to reduce the speed limit on the Evesham Road from its present 60mph.

**NEW ACTION 15/67/3** – Clerk to communicate the Council's opinion to Cllr. Clucas.

Some councillors had ID badges. Cllr. Simpson had observed that these had now expired. Following discussion it was concluded that it was not worth pursuing ID badges.

The meeting closed at 8:50pm.

Signed:	Date:
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