

SWINDON PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD ON 8th MAY 2018
IN SWINDON VILLAGE HALL AT 7:30PM

Parish Councillors Present:

Peter Allen (Chairman)
John Conmee

Stuart Deakin
Helen Wells

Also Present:

Shaun Cullimore (Clerk).

18/67 APOLOGIES

Borough Councillors Flo Clucas and Bernard Fisher.

18/68 ELECTION OF CHAIRMAN

Cllr. Allen was unanimously elected.

18/69 ELECTION OF VICE-CHAIRMAN

Cllr. Conmee was unanimously elected.

18/70 DECLARATIONS OF INTEREST

None.

18/71 ADJOURNMENT FOR PUBLIC SESSION

No members of the public were present.

18/72 MINUTES OF PREVIOUS MEETING

The Council **RESOLVED** to accept the minutes of 10th April 2018 as a true record.

18/73 MATTERS ARISING

ACTION 17/81/1 – Cllr. Allen to draw up a plan of the park. **Action continues.**

ACTION 18/28/2 – Clerk to ask Mr. Murphy of the Football Club if he would remind members to show consideration. **Action continues.**

18/74 ALLOCATION OF MEMBERS TO ROLES

The Chairman represents the Council on C5 and Chartered Parishes meetings. Cllr. Allen would also continue to represent the Council on the Wingmoor Liaison Meetings.

Cllr. Wells offered to stand in when required if she was available.

The Council has no committees.

18/75 CONSIDERATION OF THE REPORT OF THE INTERNAL AUDITOR

The Clerk had provided members with a copy of the report. No major points had been raised. A few minor recommendations had been made. The Clerk had annotated these with his response. The Council **RESOLVED** to accept the Clerk's proposed actions.

18/76 RISK MANAGEMENT

The Clerk had provided members with a Risk Register, recording the major risks the Council faced.

Cllr. Allen was concerned that the operation of the snow plough might represent a risk to the Council, e.g. if the Council asked for work to be done and the road surface was damaged as a result. The Clerk had asked GCC for a copy of the terms under which the snow plough operator is engaged. A response is awaited. The Risk Register can be updated when the risks, if any, are clarified.

The Council **RESOLVED** to accept the Risk Register.

18/77 BANKING AND INVESTMENT ARRANGEMENTS

The Council has a Treasurer's (Current) Account and a Savings Account with Lloyds. Lloyds Bank is a member of the Financial Services Compensation Scheme (FSCS) which protects investor's money up to a limit of £85,000. The Clerk recommended continuing with the present banking arrangements and the Council **RESOLVED** to do so.

18/78 BANK MANDATE

The Clerk had prepared a bank mandate change form to remove as signatories the two councillors who had not stood for re-election. The form was signed by two members.

The four remaining councillors are all full authority signatories.

18/79 REVIEW OF INTERNAL CONTROL

The Council has a number of measures in place to ensure the probity of its handling of public money. These measures include:

- An effective internal audit process
- Periodic inspection of assets
- Member checks of financial transactions
- Identification of the legal "power to spend" for each transaction
- Appropriate insurance in place
- Identification and mitigation of risks
- Quarterly reports of spend v budget

The Council **RESOLVED** to accept as adequate the existing internal controls.

18/80 ANNUAL GOVERNANCE STATEMENT

The Clerk read each of the statements to the Council. The Council **RESOLVED** to answer each of the statements in the affirmative and the Chairman and Clerk then signed the statement.

18/81 ACCOUNTING STATEMENTS

The Clerk had provided members with a detailed statement of accounts and various reports showing how they had been derived. The figures were then summarised in the formal Accounting Statement in the Annual Governance and Accountability Return (AGAR). The Clerk (as RFO) had signed the Accounting Statements. The Council **RESOLVED** to accept the Accounting Statements and the Chairman added his signature.

18/82 BANK RECONCILIATION

The Clerk had prepared a bank reconciliation for 2017-2018 and signed it (as RFO). The Council **RESOLVED** to accept the bank reconciliation and the Chairman added his signature.

18/83 FINANCIAL POSITION AT END OF 2017-2018

The Clerk had provided members with a report showing the financial performance of the Council versus the budget for 2017-2018 (i.e. the year ending 31st March 2018).

18/84 PLANNING AND LICENSING

An informal meeting had been held on 24th April 2018 with council officers regarding Elms Park. Present were Cllrs. Allen, Wells and Conmee, Borough Councillor Clucas and the Clerk. Mr. Hemphill represented Cheltenham Borough Council and John Hinett represented Tewkesbury Borough Council. Infrastructure funding provided by the developer will be nearly all Section 106 monies rather than CIL (Community Infrastructure Levy). The councillors emphasised their desire to see community consultation and involvement in deciding how money should be spent to best mitigate the effects of the development.

The Council had received consultation documents from a developer proposing to develop housing on Brockhampton Lane adjoining current housing. Cllrs. Allen and Wells had emailed their concerns. The Council **RESOLVED** to submit a response based on those inputs.

NEW ACTION 18/80/1 – Clerk to submit a response to the Brockhampton Lane developer.

There were no licensing applications to consider.

18/85 SUNDIAL MOSAIC

The Clerk had requested that CBC instruct their mower operators to not run their machines over the mosaic as further damage was being caused.

18/86 SPEED REDUCTION INITIATIVES

Cllr. Allen emphasised that the Council needs to consider the whole of the parish not just the Village area. It was agreed that all members would consider what is needed and take photographs if appropriate. A consolidated plan will then be constructed.

18/87 IMPROVEMENTS TO THE PARK

The Clerk had asked CBC for an update. Two items of play equipment have yet to be delivered. Once they have been received contractors will be engaged to install the equipment.

18/88 SPIRAX SARCO ENGAGEMENT ACTIVITY

Spirax Sarco have twelve volunteers lined up to do a litter pick on 13th June. The Clerk will advertise the event and will meet with Janice Peacey (CBC) tomorrow to discuss arrangements.

With regard to the hedge along Manor Road, Spirax Sarco are seeking to clarify whether it is theirs or the County Council's.

18/89 INSTALLATION OF NOTICEBOARD NEAR THE CROSS HANDS

Rob Vale (GCC) has agreed to supply and install two posts. GCC will conduct a check of whether there are services embedded in the grass verge at that time. The Clerk will obtain quotes for a suitable noticeboard.

18/90 VILLAGE HALL

It was suggested that a meeting between councillors, hall users and the retiring committee might be useful in finding a positive way forward. The Clerk was asked to discuss this with Mr. Piff (Village Hall Committee Chairman).

18/91 REPORTS

Cllrs. Clucas and Fisher had provided written reports to the Clerk which had been circulated.

It was noted that opposite the Manor Road exit on to Tewkesbury Road there were very tall laylandii trees. These trees were shedding material into nearby gardens and causing concern.

Cllr. Wells asked where the allotments noticeboard had gone. The Clerk reported that the allotment holders were in the process of reurbishing it.

The farmer farming fields adjacent to Manor Road had complained to Cllr. Wells about dogs on the land. The Council felt that this was a matter for the County Council as the footpath authority. The Council were also concerned that mud continued to be left on the road through tractor movements. A pile of manure had also been left blocking a footpath.

The meeting closed at 9:40pm.

Signed:	Date:
---------	-------

APPENDIX 1 – LIST OF PAYMENTS

Description	Sub-Total	Total	Cheque Number
Clerk			
• Salary (ref 1819-009)	£397.34		
• Expenses (ref 1819-009)	£32.00		
• Cost of web hosting (April) (ref 1819-003)	£3.59		
• Purchase of refreshments for Annual Parish Meeting (ref 1819-005)	£52.00		
• Travel to Highnam for GDPR training course 24.2 miles at 45p per mile (ref 1819-010)	£10.89	£495.82	1047
Cllr. Helen Wells reimbursement of expenditure on refreshments and flowers for Annual Parish Meeting (ref 1819-004)		£37.65	1048
Karen Evans collection of May Village News from Cirencester 26 th April 2018 (ref 1718-089)		£17.55	1049
GAPTC for cost of GDPR course (ref 1819-006)		£40.00	1050