

SWINDON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 9th APRIL 2019
IN SWINDON VILLAGE HALL AT 7:30PM

Parish Councillors Present:

Peter Allen (Chairman)
John Conmee (Vice Chairman)

James Cornish

Also Present:

Shaun Cullimore (Clerk).

19/61 APOLOGIES

Borough/County Councillor Bernard Fisher, Borough Councillor Flo Clucas.

19/62 DECLARATIONS OF INTEREST

Cllr. Cornish declared an interest in planning application 19/00700/FUL (as the applicant).

19/63 ADJOURNMENT FOR PUBLIC SESSION

No members of the public were present.

19/64 MINUTES OF PREVIOUS MEETING

The Council **RESOLVED** to accept the minutes of 12th March 2019 as a true record.

19/65 MATTERS ARISING

ACTION 18/178/1 – The Clerk to raise cycle path issues with Cllr. Fisher. Wrote on 4th December, response awaited. The Clerk will remind Cllr. Fisher. **Action continues.**

ACTION 18/195/1 – Cllr. Cornish to produce a plan for the use of social media by the Council. An initial draft would be considered at this meeting (see item 19/79 below). Action complete.

ACTION 18/210/1 – Clerk to ask Rob Vale to assist with the installation of the new noticeboard. See item 19/76 below. Action complete.

ACTION 19/32/1 – Clerk to set up defibrillator training with the local paramedic. See item 19/74 below. Action complete.

ACTION 19/58/1 – Clerk to write to other local councils to see if they would be interested in sharing the cost of an evening training course. See item 19/82 below. Action complete.

ACTION 19/59/1 – Cllr Pirso to talk to the Village Hall Management Committee

about the possibility of a joint event. This had been discussed. For this year it was agreed that time was against us. The Annual Parish Meeting would take place on 16th May at 7:30pm. Action complete.

19/66 ACCOUNTS PAYABLE

Details of all the month's payments are shown in appendix 1.

19/67 PLANNING AND LICENSING

The following planning applications were considered.

- 19/00590/FUL – Change of use of building on Centrum Park to become a bouldering centre. The Council **RESOLVED** to raise no objection.
- 19/00590/FUL – Illuminated signs in relation to the above. The Council **RESOLVED** to request that the signs only be illuminated during the centre's opening hours.
- 19/00700/FUL – Replacement of a shed in Newland View. The application had been made by Cllr. Cornish. He had therefore declared an interest. As the Council would not be quorate without Cllr. Cornish the matter could not be discussed.

There were no licencing applications to consider.

19/68 COUNCIL'S YEAR END

The Clerk distributed a document to Councillors containing:

- The Certificate of Exemption from External Audit
- A final statement of income and expenditure for 2018-2019
- A list of recent bank transactions (from Internet banking)
- A bank reconciliation for the year end (31st March 2019)
- A final report of income and expenditure vs. budget for 2018-2019
- The Annual Governance Statement from the Annual Return
- The Accounting Statements from the Annual Return
- Reconciliation of boxes 7 and 8 in the Annual Return
- Explanation of Variances in the Accounting Statements in the Annual Return
- The Notice of Public Rights

Cllr. Cornish would conduct a review of the financial documents prior to the Council being asked to sign them off at the May meeting.

19/69 CERTIFICATE OF EXEMPTION FROM EXTERNAL AUDIT

The Clerk explained that, as in the previous year, councils that met certain criteria could exempt themselves from external audit. In lieu of an external audit the council's key documents would be open to public scrutiny on the website.

The criteria were:

1. that gross income and gross expenditure below £25k; and
2. that no public interest report/statutory recommendation/advisory

- notice/judicial review/application to court re unlawful item of account issued by its external auditor in the prior year; and
3. that the council had been in existence since before 1/4/2015.

The Clerk confirmed that the Council met the criteria. The Council **RESOLVED** to exempt itself from external audit for 2018-2019. The form was duly signed.

19/70 REPORT OF THE INTERNAL AUDITOR

The Clerk had circulated the Report of the Internal Auditor. Some comments had been raised, to which the Clerk had drafted responses.

Specific points that were discussed were:

1. Responsibility for the safety of the War Memorial. The Clerk had corresponded with Tony Jilbert (Church Warden) who had confirmed that the church thought that safety was the responsibility of the church as the memorial is on church land. He is unsure who owns the memorial.
2. The Council's arrangements for risk management need to be reviewed.
3. The receipts of cash (Village News advertising income and allotment rental receipts) should be added to the financial monitoring process.
4. Clerk's income tax. At the moment the Clerk is paid gross and takes responsibility for paying the income tax. The Internal Auditor felt that this was a loophole and that the Council should pay the Clerk net of tax and pay the income tax directly. The Council considered that as the Clerk keeps a record of the tax payments and that they can be reviewed as part of the financial monitoring the current process was adequate.

19/71 ANNUAL PARISH MEETING

The Council **RESOLVED** to hold the Annual Parish Meeting on 16th May 2019 starting at 7:30pm in the Village Hall.

19/72 SUNDIAL MOSAIC

Nothing to report.

19/73 SPEED REDUCTION INITIATIVES

Cllr. Fisher had reported that he would raise this matter with Rob Vale (GCC Highways) in a scheduled meeting with him on Friday.

19/74 DEFIBRILLATOR TRAINING

The Clerk had been in touch with the local paramedic suggesting a training session prior to the Annual Parish Meeting on 16th May. His reply was awaited.

19/75 VILLAGE HALL MANAGEMENT

Cllr. Cornish was representing the Parish Council on the Committee.

The Clerk had supplied the Committee with a copy of the conveyance document.

Cllr. Cornish confirmed that the enthusiasm for the hall is being sustained and that there is no shortage of bookings.

An asbestos survey will be undertaken and a new Internet router will be installed.

19/76 NOTICEBOARD

Rob Vale (GCC Highways) had told the Clerk that this would be actioned in April. Cllr. Fisher had reported that he would remind him in their scheduled meeting on Friday.

19/77 GDPR

The two privacy notices had been circulated to members but had not yet been reviewed.

19/78 EMERGENCY PLANNING

Cllr. Cornish had not been able to distribute a draft prior to this meeting but would aim to do so prior to the May meeting.

19/79 USE OF SOCIAL MEDIA

Cllr. Cornish circulated a policy document and a process document for comment.

19/80 CHELTENHAM LOCAL PLAN

The Council is concerned at the new inspector's view that areas of Local Green Space need to be justified yet again.

The Clerk had been approached by a member of Leckhampton and Warden Hill Parish Council seeking support for a briefing from Cheltenham Borough Council Planning Department to all Cheltenham parish councils.

Independently, Cllr. Wells had approached the CBC Planning Department to ask for a meeting with John Rowley.

19/81 CHELTENHAM CONNECTIVITY FORUM

Cllr. Cornish reported had attended another meeting. Cheltenham Borough Council are considering extensive 20mph speed limits. They also wanted to return to Royal Well being the focus for bus services. Attendees at the meeting wanted CBC to adopt a proper strategy for cyclepaths.

19/82 EVENING TRAINING FOR MEMBERS

The Clerk had contacted other councils and had received a positive reaction from those that had replied. As parish councils in Tewkesbury have elections in May it makes sense to wait until after the elections. There will be new parish councillors in place who are likely to require training.

19/83 REPORTS

Cllr. Allen had attended a C5 meeting between Cheltenham Borough Council and the Cheltenham parishes.

The meeting closed at 10:10pm.

Signed:	Date:
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APPENDIX 1 – LIST OF PAYMENTS

Description	Sub-Total	Total	Cheque Number
Cotswold District Council printing Village News (ref 1819-089)		£198.45	1087
James Cornish expenses for the Piffs retirement gift (ref 1819-088)		£26.50	1088
Swindon Village Hall hire of bar area for meetings in 2018-2019 (ref 1819-087)		£240.00	1089
Clerk			
• Salary (ref 1819-085)	£405.27		
Expenses (ref 1819-085)	£32.00		
• Purchase of web hosting (March) (ref 1819-086)	£3.59		
• Travel to Churchdown for CIL meeting 11 miles at 45p per mile (ref 1819-084)	£4.95		
		£445.81	1090
Karen Evans collection of April Village News on 26 th March (ref 1819-090)		£17.55	1091
P. L. Gauntlett Ltd payroll service for 2018-2019 (ref 1920-002)		£40.00	1092
GAPTC membership for 2019-2020 (ref 1920-001)		£420.76	1093