

SWINDON PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 12<sup>th</sup> MAY 2020 AT 7:30PM

*Due to the COVID-19 virus pandemic this meeting was conducted as an audio/video conference in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.*

Parish Councillors Present:

Peter Allen (Chairman)  
James Cornish

Yvonne Pirso  
Helen Wells

Also Present:

Shaun Cullimore (Clerk)

**20/60 APOLOGIES**

Borough Cllr. Flo Clucas

**20/61 DECLARATIONS OF INTEREST**

None.

**20/62 ADJOURNMENT FOR THE PUBLIC SESSION**

No members of the public were present.

**20/62a ELECTION OF CHAIRMAN**

The Council **RESOLVED** to re-elect Cllr. Allen as Chairman.

**20/63 MINUTES OF PREVIOUS MEETING**

The Council **RESOLVED** to accept the minutes of 14<sup>th</sup> April 2020 as a true record.

**20/64 MATTERS ARISING**

ACTION 19/106/1 – The Clerk to approach other local councils to firm up the requirement for evening training places. **Action continues.**

ACTION 19/169/1 – Cllr. Pirso to approach the school head teacher with a view to the school being represented at a meeting on the parking situation. Cllr. Pirso had spoken to Mr. Mills, head teacher. Cllr. Pirso had emailed the local PCSO but had not received a reply. **Action continues.**

ACTION 19/195/1 – Cllr. Cornish to set up an informal meeting between the Parish Council and the Village Hall Committee. Cllr. Cornish felt it would be too difficult to get everyone together and would draft a letter to GRCC asking on what basis they had advised the Village Hall Committee that they own the Village Hall. **Action continues.**

ACTION 19/210/1 – Clerk to send a summary of the County Council issues outstanding to the GCC Chief Executive. **Action continues.**

ACTION 19/215/1 – Cllr. Cornish to distribute the Social Media documents to the Council as they stand and to make the Facebook site live. The site has been made live and the policy document has been distributed and is on the agenda. Action complete.

ACTION 19/224/2 – Clerk to write to the police regarding nitrous oxide cannisters being left in the Village Hall car park. The Clerk had gone through the police reporting procedure but had simply been directed to contact the Borough Council to get the cannisters removed. Action complete.

ACTION 20/10/1 – Cllr. Allen to draft a response to the traffic data from the survey conducted in the parish. **Action continues.**

ACTION 20/30/1 – Clerk to contact CBC Tree Officer regarding the number of trees being lost in the parish. **Action continues.**

ACTION 20/52/1 – The Clerk should arrange for the Council to use Internet banking. The Clerk had advised members what they needed to do. Cllr. Pirso had completed her application. Cllr. Wells would do the same. Action complete.

ACTION 20/59/1 – Cllr. Wells to draft a response to the Local Transport Plan. Cllr. Wells had completed a response. The Clerk had forwarded it and had received an assurance that our comments would be taken into account. Action complete.

**20/65 ACCOUNTS PAYABLE**

Payments approved at this meeting or between meetings are shown in appendix 1.

**20/66 INTERNAL AUDIT 2019-2020**

Members had reviewed the report of the internal auditor. The only observation related to risk management. This topic is on the agenda. The Council **RESOLVED** to accept the report.

**20/67 BANK RECONCILIATION 31ST MARCH 2020**

Members had been provided with a copy of the bank reconciliation for the end of 2019-2020. The Council **RESOLVED** to accept the bank reconciliation.

**20/68 ANNUAL GOVERNANCE STATEMENT FOR 2019-2020**

Members had been provided with a blank copy of the Annual Governance Statement for 2019-2020. The Council **RESOLVED** to direct the Clerk to answer all the questions positively.

**20/69 ACCOUNTING STATEMENTS FOR 2019-2020**

Members had been provided with a copy of the detailed accounts for 2019-2020 and a summary thereof in the Accounting Statements page of the Annual Governance and Accountability Return. The Council **RESOLVED** to accept the Accounting Statements for 2019-2020.

**20/70 EXEMPTION FROM EXTERNAL AUDIT FOR 2019-2020**

The Clerk explained that, as a small council, we meet the criteria to exempt ourselves from external audit (as had been done in the previous two years). The Council **RESOLVED** to exempt itself from external audit for 2019-2020.

**20/71 PLANNING AND LICENSING**

- 20/00684/FUL – Rear extension to industrial unit C A Honemaster Ltd Unit 1 To 2 Malmesbury Road. It was agreed that we would submit comments prepared by Cllr. Allen but with the added concern that the parking area available to the unit was not being increased.

**NEW ACTION 20/71/1** – Clerk to submit the Council's comments on planning application 20/00684/FUL.

The Council had been advanced notice that a development would shortly be proposed by Persimmon Homes as a first stage of Elms Park. The following information is known:

- 260 units
- 8.31ha site area
- Located to the west of Manor Road
- Access from Manor Road
- Mix of 1, 2, 3 and 4 bedroom units
- 91 affordable (35%) including both for rent and intermediate/shared ownership

If there were an average of two adults per household this would increase the electoral roll of the parish by 36%. This is a major application for us and will set precedents for future Elms Park applications. It will be large and complex and will need to be divided between councillors for review.

**NEW ACTION 20/71/2** – Clerk to liaise with Dave Oakhill (Borough Council Head of Planning) regarding the time available for review of the application.

There were no licensing matters to consider.

**20/72 COUNCIL RESPONSE TO CORONAVIRUS PANDEMIC**

Cllr. Cornish reported that the Council had spent approximately £600 on food in support of vulnerable residents. The Council will not ask for the money to be repaid until it safe to do so as we are likely to be dealing with cash.

A video conference is being held with the Borough Council on 14<sup>th</sup> May to discuss the Community Hub and COVID-19 related issues. It was **RESOLVED** that the Council would not give invoices to residents until after the meeting, when the financial responsibilities would have been clarified. In any event the Council would be relaxed about repayment timescales.

**20/73 EMERGENCY PLANNING**

This item was deferred.

**20/74 USE OF SOCIAL MEDIA**

A Facebook page for dissemination of Parish Council information and a Facebook group for interaction with the public had been set up. The Council **RESOLVED** to proceed with this approach.

Cllr. Cornish had distributed a Social Media Policy. Cllr. Allen had submitted comments. Cllr. Wells and the Clerk would do the same.

**20/75 RISK MANAGEMENT**

This item was deferred, but the comment from the internal auditor was noted.

**20/76 VILLAGE HALL**

Members noted with regret the deaths of Peter Piff (former Chairman of the Village Hall Committee) and Hugh Stanford (leader of the local Beavers group).

**20/77 ANNUAL PARISH MEETING**

At present the law still requires an Annual Parish Meeting to be held in the window of 1<sup>st</sup> March to 1<sup>st</sup> June (Local Government Act 1972 Schedule 12 Part 3 Section 14(1)). Such a meeting would be against government COVID-19 forbidding gatherings.

**NEW ACTION 20/77/1** – Clerk to put a notice on the website declaring that there would not be an Annual Meeting.

**20/78 BENEFITS OF OFFICE 365**

Cllr. Cornish had produced a report outlining the capabilities of Office 365 and other collaboration tools. The Clerk felt that we should be considering how we wanted to work going forward and then look at tools to support our working practices.

Cllr. Allen said that it would be useful to have tools that would deal with measuring distances on planning applications.

**NEW ACTION 20/78/1** – All to consider how our working methods could be improved.

**20/79 REPORTS**

There had been at least three instances of fly tipping in the area. They had been reported to the Borough Council. It had dealt with one in Stantons Drive. The Borough Council would not deal with the instance in the Amenity Area as it was not their land. Cllrs. Wells and Stibbe volunteered to deal with it.

The Council noted with appreciation that Cllr. Fisher had got the County Council to install tables in Malmesbury Road to discourage cruisers/boy racers.

There had been various complaints about footpaths and bridleways, including paths being blocked and paths being ploughed up.

**NEW ACTION 20/79/1** – Cllr. Wells to contact Andrew Hulbert regarding responsibility for the end of Quat Goose Lane and bridleway CHS/6.

It was noted that the gate to footpath CHS/3 from the “D” on Hyde Lane was difficult to operate. The builder who had redeveloped the stables had also left mesh fencing panels and other rubbish next to the footpath.

If more fly tipping occurs in the Amenity Area we may need to consider fencing or bollards to restrict access. Access will still be required for mowers.

“Growing Our Communities” funding is available from Gloucestershire County Council. If we make a bid Cllr. Fisher has indicated he would be happy to support it. A project involving footpaths was suggested.

**NEW ACTION 20/79/2** – Clerk to submit a bid for a grant from the “Growing Our Communities” fund.

The meeting closed at 10:10pm.

Signed:	Date:
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**APPENDIX 1 – LIST OF PAYMENTS**

<b>Description</b>	<b>Amount</b>	<b>Cheque Number</b>
GAPTC internal audit (ref 2020-006) <i>Signed in advance of meeting</i>	£168.15	1132
Clerk salary and expenses for April (ref 2021-007)	£465.76	1133
Registration with the Information Commissioner's Office (ref 2021-008)	£40.00	1134