

SWINDON PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 12<sup>th</sup> JANUARY 2021 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  
Lisa Whitaker

Also Present:

Borough Councillor Cllr. Clucas, Borough and County Councillor Cllr. Fisher and Shaun Cullimore (Clerk).

**21/1 APOLOGIES**

None.

**21/2 DECLARATIONS OF INTEREST**

None.

**21/3 ADJOURNMENT FOR THE PUBLIC SESSION**

No members of the were public present.

**21/4 MINUTES OF PREVIOUS MEETING**

The Council **RESOLVED** to accept the minutes of 8<sup>th</sup> December 2020 as a true record.

**21/5 MATTERS ARISING**

ACTION 19/106/1 – The Clerk to approach other local councils to firm up the requirement for evening training places. It was agreed that we would look for a Monday in March and the Tuesday of the following week. **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 would raise the matter again when schools were fully open after lockdown. Action suspended.

ACTION 19/195/1 – Cllr. Cornish to set up an informal meeting between the Parish Council and the Village Hall Committee. The Clerk was discussing the issues with a solicitor who specialises in trusts. Action superseded.

ACTION 20/183/1 – Clerk to investigate the provision of a path near the gym. Cllr. Fisher had not yet heard from Danny Taylor (Local Area Highways Manager, Gloucestershire Highways), who is checking that the verge is in the ownership of Highways. **Action continues.**

ACTION 20/203/1 – Clerk to write to the charities operating the donation banks at Sainsbury's. The Clerk had written to Oxfam, who had replied saying that the current coronavirus pandemic was creating operational difficulties. It was agreed that the Clerk

would include an article on the problem in the Village News. Action complete.

ACTION 20/204/2 – Clerk to contact the owner of Swindon Lodge regarding the dangerous wall. The Clerk had written to the occupier. Action complete.

ACTION 20/212/1 – Clerk to organise a refund for the parishioner who had overpaid for Covid-19 shopping support. The payment is on the list to be authorised at this meeting. The Clerk had written to the gentleman asking for bank details. Action complete.

ACTION 20/214/1 – Clerk to clarify issues around ownership of the Village Hall with the solicitor. The Clerk had written to Roger Taylor of Wellers Hedleys Solicitors. Action complete.

ACTION 20/215/1 – Cllr. Cornish to write a report of the working methods meeting.  
**Action continues.**

ACTION 20/221/1 – Clerk to incorporate changes to the budget and publish a new draft. The revised budget had been circulated and was an agenda item for this meeting. Action complete.

ACTION 20/223/1 – Clerk to ask for the stile in the park to be modified to allow easier passage. The Clerk had written to Adam Reynolds (CBC). Action complete.

**21/6 ACCOUNTS PAYABLE**

The Council **RESOLVED** to make the payments shown in appendix 1.

**21/7 PLANNING AND LICENSING**

There were no licensing applications to be considered.

**21/8 COUNCIL RESPONSE TO CORONAVIRUS PANDEMIC**

Cllr. Cornish reported that there are now no residents requiring the Council's support. The telephone number and email address are still active but there had not been any recent requests for help.

Cllr. Clucas reported that the Borough Council were determined to continue to offer support to residents through the Food Support and Essentials projects. The Essentials project (providing basic home furniture) was more difficult to sustain. The service was being relocated, which should improve matters.

**21/9 EMERGENCY PLANNING**

Cllr. Cornish had made progress on the document. It would hopefully be available for the next meeting.

**21/10 VILLAGE HALL**

Cllr. Cornish had drafted a document to define the scope of authority that the Village Hall Committee could exercise without reference to the Parish Council. There was general agreement with Cllr. Wells's suggestion that the document should form one part of a set of Operating Procedures for the Village Hall. Cllr. Wells offered to assist with the mapping out of the wider document.

**NEW ACTION 21/10/1** – Cllr. Cornish to circulate his Delegation of Authority document to the members.

**21/11 COUNCIL WORKING METHODS**

No progress.

**21/12 WAR MEMORIAL**

The Clerk had prepared a document to outline the renovation project. Quotes would be sought from suitable contractors.

**NEW ACTION 21/12/1** – The Clerk to obtain quotes for renovating the war memorial.

**21/13 PARISH COUNCIL BUDGET FOR 2021-2022**

The Clerk had circulated a revised budget for 2021-2022. The Council **RESOLVED** to accept the budget. It appears as appendix 2.

**NEW ACTION 21/13/1** – The Clerk to notify the Borough Council of the parish's precept requirement.

**21/14 COUNCIL INCOME AND EXPENDITURE**

The Clerk had circulated a report of the council's income and expenditure for the third quarter and a bank reconciliation statement as of 31<sup>st</sup> December 2020. Members noted receipt.

**21/15 REPORTS**

Cllr. Fisher reported that the Borough Council was looking into the possibility of extending the Honeybourne Line footpath and cycle way to the mouth of the tunnel near Swindon Lane. The Parish Council would be consulted.

Cllr. Fisher reported that, as the end of the financial year was approaching, he was working to ensure agreed projects were completed (e.g. the speed indicator sign in Hyde Lane and the bus shelter on Windyridge Road).

Members were concerned that there were still problems with traffic backing up from the McDonald's drive-through to the roundabout on Tewkesbury Road. The police are involved.

The meeting closed at 9:30pm.

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

<b>Description</b>	<b>Amount</b>
Clerk salary and expenses for December <i>(ref 2021-108)</i> <i>Payment by BACS</i>	£484.37
Helen Wells reimbursement for flowers for Karen Evans upon her retirement as Village News editor <i>(ref 2021-086)</i> <i>Payment by BACS</i>	£20.50
Karen Evans reimbursement for collecting the printed Village News from Cirencester <i>(ref 2021-109)</i> <i>Payment by BACS</i>	£17.55
Duncan Conway reimbursement for excess payment made for Covid-19 support <i>(ref 2021-027)</i> <i>Payment by BACS</i>	£17.19

**APPENDIX 2 – BUDGET FOR 2021-2022**

Agreed under item 21/13 above.

**SWINDON PARISH COUNCIL**

**Budget for 2021-2022**

(agreed at the Parish Council meeting of 12<sup>th</sup> January 2021)

	<b>Actual</b>	<b>Budget</b>	<b>Forecast</b>	<b>Budget</b>	
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021<sup>1</sup></b>	<b>2021-2022</b>	
01 Income (other than precept)					
01 Allotment Rental	£1,271.00	£1,260.00	£1,260.00	£1,260.00	
02 Advertising in Village News	£630.00	£482.00	£482.00	£500.00	
03 Miscellaneous	£20.23	£20.00	£20.00	£20.00	
04 Interest	£1.92	£2.00	£2.00	£2.00	
05 Growing Our Communities Grant	£0.00	£0.00	£2,000.00	£0.00	Grant was a one off in 2020-2021
	<b>£1,923.15</b>	<b>£1,764.00</b>	<b>£3,764.00</b>	<b>£1,782.00</b>	
02 Expenses					
01 Staff Costs					
01 Clerk's Salary	£4,982.16	£5,131.58	£4,692.60	£4,786.45	
02 Clerk's Expenses	£384.00	£480.00	£384.00	£384.00	
03 PAYE Processing Fees	£40.00	£50.00	£40.00	£50.00	
03 Other					
01 Administration					
01 Audit Fees					
01 Internal	£165.00	£178.92	£178.92	£184.29	Assumes 3% increase
02 External	£0.00	£0.00	£0.00	£0.00	Assume we are exempt
02 Insurance	£349.28	£359.76	£358.26	£369.01	Assumes 3% increase
03 Subscriptions					
01 Subscription to GAPTC	£420.76	£433.38	£437.89	£451.03	Assumes 3% increase
02 Books, Magazines and Web Sites	£0.00	£100.00	£100.00	£100.00	
03 Subscription to CPRE	£40.00	£40.00	£40.00	£40.00	
04 Subscription to SLCC	£149.00	£139.86	£139.86	£144.06	Assumes 3% increase
05 Subscription to Fields in Trust	£0.00	£50.00	£50.00	£50.00	
04 General Administration	£93.18	£384.16	£384.16	£384.16	
05 Training for Councillors and Clerk	£0.00	£300.00	£300.00	£1,000.00	Need to train three new councillors
02 Communications					
01 Village News	£1,708.34	£2,544.93	£2,359.90	£2,430.70	
02 Web Site Expenses	£50.58	£200.00	£200.00	£200.00	
03 Zoom Subscription	£0.00	£0.00	£143.88	£0.00	Assume Google Workspace/Microsoft Teams
04 Facebook expenses	£0.00	£0.00	£99.98	£100.00	
05 Google/Microsoft Cloud Services	£0.00	£0.00	£0.00	£420.00	Assume 7 people at £5 per month
03 Ground Works	£0.00	£2,500.00	£2,500.00	£2,500.00	
04 Allotments	£17.83	£400.00	£400.00	£400.00	
05 Meeting Room Hire	£240.00	£327.73	£327.73	£300.00	
06 Grants <sup>2</sup>	£80.00	£80.00	£80.00	£90.00	
07 Chairman's Allowance	£0.00	£100.00	£100.00	£100.00	
08 Volunteer Support	£0.00	£100.00	£100.00	£100.00	
09 Special Projects	£1,426.16	£4,000.00	£4,000.00	£0.00	
01 Legal Advice for Village Hall				£2,000.00	
02 Redevelopment of sundial				£2,000.00	
03 Purchase of a tablet				£2,000.00	
04 Maintenance of War Memorial				£1,500.00	
04 General Projects				£2,000.00	Take this out and only have specific list of items?
10 Winter maintenance	£0.00	£200.00	£200.00	£200.00	
	<b>£10,146.29</b>	<b>£18,100.33</b>	<b>£17,617.18</b>	<b>£24,283.69</b>	
Net spending requirement	<b>£8,223.14</b>	<b>£16,336.33</b>	<b>£13,853.18</b>	<b>£22,501.69</b>	
Funding from reserves	<b>-£3,639.27</b>	<b>£4,118.05</b>	<b>£1,634.90</b>	<b>£10,326.11</b>	
Funding from precept	<b>£11,862.41</b>	<b>£12,218.28</b>	<b>£12,218.28</b>	<b>£12,175.58</b>	Assumes household council tax unchanged

<sup>1</sup>Projected end of financial year position using actual spend to end September 2020.

<sup>2</sup>Power is LGA 1972 Part VII section 137 (4) (a). Spend limit per elector was £8.32 for 2020-2021. Figure for 2021-2022 not yet known.

Assumes all VAT reclaimed.

## SWINDON PARISH COUNCIL

### Council Tax per Household

	<b>2020-2021</b>	<b>2021-2022</b>	
Tax base for 2021-2022	682.6	680.2	Tax based is reduced
Council tax for band D property in 2021-2022	£17.90	£17.90	

### Allocation of Reserves

The reserves are a breakdown of the Council's net assets

Reserves at start of 2020-2021	<b>£24,400.99</b>
Expected deficit at end of 2020-2021	£1,634.90
Predicted reserves at start of 2021-2022	£22,766.09
Expected deficit at end of 2021-2022	<u>£10,326.11</u>
Predicted reserves at end of 2020-2021	<b><u>£12,439.98</u></b>
Legal reserve (provision for specialist legal advice)	£1,000.00
Election reserve (potential requirement for approx. £3000 in May 2022)	£3,000.00
Locum clerk reserve (approx. 6 months cover for absence of the clerk)	£2,000.00
General reserve	<u>£6,439.98</u>
	<b><u>£12,439.98</u></b>