

SWINDON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 13th APRIL 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

Helen Wells
Lisa Whitaker

Also Present:

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

21/52 APOLOGIES

Cllr. Yvonne Pirso.

21/53 DECLARATIONS OF INTEREST

None.

21/54 ADJOURNMENT FOR THE PUBLIC SESSION

No members of the were public present.

21/55 MINUTES OF PREVIOUS MEETING

In section 21/44 the action reference 12/12/1 should read 21/12/1. Subject to that change the Council **RESOLVED** to accept the minutes of 9th March 2021 as a true record.

21/56 MATTERS ARISING

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

ACTION 21/37/1 – The Clerk to write to O'Hare Stone Conservation accepting the quotation. Action complete.

ACTION 21/37/2 – The Clerk to write to the planning officer suggesting that the bus stop outside the former Vibixa site be discontinued on the grounds of safety and the fact there is another bus stop (with a layby) nearby. This had been done but the planning officer stated that the position of the bus stop had already been agreed. Action complete.

ACTION 21/42/1 – Clerk to summarise the findings of the solicitor for the Council. The Clerk was waiting for the invoice and final report from the solicitor. **Action continues.**

ACTION 21/49/1 – The Clerk to enquire about getting the two rights of way onto the definitive map. **Action continues.**

21/57 ACCOUNTS PAYABLE

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

21/58 PLANNING AND LICENSING

- 21/00771/FUL – Replacement of roller doors Units G & H Ashville Trading Estate. The Council **RESOLVED** to make no objection to the application.
- 21/00775/FUL and 21/00775/LBC – Alterations to St Lawrence House Rectory Lane. The Council **RESOLVED** to make no objection to the application.

There were no licensing applications to be considered.

21/59 FINANCIAL OUTTURN

The Clerk had circulated a report to members of the Council's financial performance versus budget for 2020-2021.

21/60 BANK RECONCILIATION

The Clerk had circulated the bank reconciliation as at 31st March 2021. The figures in the accounts exactly matched the bank statements; there were no outstanding transactions.

21/61 REPORT OF THE INTERNAL AUDITOR

The summary report of the Internal Auditor had been circulated to members. No issues had been identified.

21/62 ANNUAL GOVERNANCE STATEMENT

The Clerk had circulated the Annual Governance Statement to members for their consideration.

It was noted that, due to the pandemic, the formal review of financial transactions with the Clerk had not taken place. However, the audit trail of sample transactions had been followed in meetings. The Internal Auditor had also followed the audit trail of sample transactions.

The Council **RESOLVED** to answer the questions 1 – 8 on the Annual Governance Statement in the affirmative. Question 9 (for managing trustees) did not apply.

21/63 ACCOUNTS FOR 2020-2021

The Clerk had circulated to members the detailed accounts for 2020-2021 and also the shortened format required in the Annual Governance and Accountability Return.

The Council **RESOLVED** to accept the accounts.

21/64 EXEMPTION FROM LIMITED ASSURANCE REVIEW

The Clerk confirmed that the Council met the criteria for exemption from limited assurance review. The Council **RESOLVED** to exempt itself.

21/65 FUTURE MEETINGS

The Clerk stated that the Council's right to hold virtual meetings was not going to be extended beyond 6th May 2021.

The Council **RESOLVED** to hold the Annual Parish Meeting as a virtual meeting on 4th May 2021 commencing at 7:30pm.

It was agreed that an interview with a councillor(s) would be featured.

Ben Williams would also be invited to talk about the Village Hall.

NEW ACTION 21/65/1 – Clerk to ask Craig Hemphill attend the Annual Parish Meeting to discuss the Swindon Farm planning application and the wider Elms Park development.

The Council **RESOLVED** to return to face to face Parish Council meetings from 11th May onwards.

NEW ACTION 21/65/2 – Clerk to liaise with the Village Hall regarding the return to physical meetings.

21/66 COUNCIL RESPONSE TO CORONAVIRUS PANDEMIC

Cllr. Cornish reported that only one volunteer is now actively supporting a resident.

Cllr. Clucas reported on the Borough Council's pantry programme and also the "No Child Left Behind" initiative.

21/67 EMERGENCY PLANNING

Cllr. Cornish reported that he had completed the document and would circulate it next week.

21/68 VILLAGE HALL

Cllr. Cornish reported that the village hall was allowing groups to restart their activities. The hall was still not available for private hire. COVID-secure procedures had been put in place.

Village Hall Committee planned to spend £10,000 on new insulation but would be receiving grants to offset some of the costs.

The pub nights might restart at the end of May.

21/69 COUNCIL WORKING METHODS

Deferred.

21/70 WAR MEMORIAL

The Clerk had met with the stone conservator. He did not see any major issues with the war memorial. A formal report is awaited.

21/71 FOOTPATH BY THE GYM

Gloucestershire Highways believe that they own the land and are investigating how deep the foundations of the wall extend. A path should be possible.

21/72 FOOTPATH BY NEXT

Cllr. Fisher continues to press for the clearance of the rubbish.

21/73 "BEING A BETTER COUNCILLOR" COURSE

The course was considered a success though a "face to face" one (had it been possible)

would have been preferred. The Council had made a surplus by offering places on the course to local councils.

21/74 MAINTENANCE OF BUS SHELTERS

The work had been satisfactorily completed.

21/75 CHELTENHAM CHARTER

The Council noted that a revised version of the Cheltenham Charter had been agreed and published.

21/76 REPORTS

A number of short power cuts had been observed in the parish.

NEW ACTION 21/76/1 – Clerk to ask Western Power why this was happening based on information Cllr. Cornish would supply.

The meeting closed at 9:45pm.

Signed:	Date:
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APPENDIX 1 – LIST OF PAYMENTS

Description	Amount
Andy Molineux bus shelter painting (ref 2021-144) Payment by BACS	£262.08
Cotswold District council for printing the April edition of the Village News (ref 2021-147) Payment by BACS	£203.69
GAPTC “Being a Better Councillor” course (ref 2021-121) Payment by BACS	£450.00
GAPTC internal audit (ref 2021-142) Payment by BACS	£175.00
P L Gauntlett accounts for payroll services (ref 2021-146) Payment by BACS	£45.00
Wellers Hedleys (Solicitors) for Village Hall advice (ref 2021-119) Payment by BACS	£460.00
Clerk salary and expenses for March (ref 2021-132) Payment by BACS	£517.49
Karen Evans reimbursement for collecting the printed Village News from Cirencester (ref 2021-149) Payment by BACS	£17.55