

SWINDON PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 9<sup>th</sup> MAY 2022 AT 7:30PM  
IN SWINDON VILLAGE HALL

Parish Councillors Present:

James Cornish (Chair)  
Lisa Whitaker (Vice Chair)  
Natalie Blankley

Sharon Collicutt  
Lisa Whitaker  
Helen Wells

Also Present:

Shaun Cullimore (Clerk) and one member of the public for the first two items of business.

**22/76 ELECTION OF CHAIRMAN**

The Council **RESOLVED** to appoint Cllr. Cornish as Chair.

**22/77 ELECTION OF VICE-CHAIRMAN**

In recent years the Council had decided against having a Vice-Chair. The Council wished to reverse this position and **RESOLVED** to appoint Cllr. Whitaker to the post.

**22/78 APOLOGIES**

None.

**22/79 DECLARATIONS OF INTEREST**

None.

**22/80 ADJOURNMENT FOR THE PUBLIC SESSION**

No members of the public were present.

**22/81 MINUTES OF PREVIOUS MEETING**

The Council **RESOLVED** to accept the minutes of 11<sup>th</sup> April 2022 as a true record.

**22/82 MATTERS ARISING**

ACTION 22/37/2 – Clerk to invite a representative of Atkins to the Annual Parish Meeting. It was subsequently decided to invite Martin Horwood (Borough Councillor) and John Rowley (Borough Council Officer) to discuss Neighbourhood Plans, CIL and Section 106. Action discontinued.

ACTION 22/50/1 – The Clerk to produce a report on the Village Hall car park summarising the points raised by Cllr. Cornish in his report, the discussions that took place during the meeting and any advice received from GAPTC. The Clerk issued a report on 9<sup>th</sup> March and issued the report with revisions on 9<sup>th</sup> April. Action complete.

ACTION 22/55/1 – The Clerk to enquire about the availability of the Village Hall in early May for the Annual Parish Meeting. The hall had been booked for 18<sup>th</sup> May. Action complete.

**22/83 CLERK'S DOCUMENT DESCRIBING THE END OF YEAR PROCESS**

The Clerk had sent members a document describing the process for closing out the year. The document contained:

- The report of the Internal Auditor. No non-compliances were identified. A more detailed report with some recommendations is also available and will need to be considered by the Council.
- Detailed accounts for 2021-2022.
- Bank statements for both the current account and savings account.
- A bank reconciliation for 31<sup>st</sup> March 2022.
- A final statement of income and expenditure versus budget for 2021-2022.
- The Annual Governance Statement for consideration.
- The Accounting Statements (in proscribed form).
- An explanation of the Council's debtors and creditors.
- An explanation of the variances between the Accounting Statements for 2020-2021 and those for 2021-2022, including an explanation of the high reserves.
- The Certificate of Exemption for consideration.
- The proposed Notice of Public Rights.

**22/84 CONSIDERATION OF EXEMPTION FROM EXTERNAL LIMITED ASSURANCE REVIEW**

The Council **RESOLVED** that it meets the exemption criteria for 2021-2022 and that it wishes to be an exempt authority, not subject to limited assurance review, for 2021-2022. The Certificate of Exemption was duly signed.

**22/85 APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT**

The Council **RESOLVED** to approve the Annual Governance Statement, which was duly signed.

**22/86 APPROVAL OF THE ACCOUNTING STATEMENTS**

The Council **RESOLVED** to approve the Accounting Statements, which were duly signed.

**22/87 CONSIDERATION OF ADOPTION OF THE GENERAL POWER OF COMPETENCE**

The General Power of Competence is defined in "*The Localism Act 2011*". In summary it permits a council to do anything an individual can lawfully do.

The conditions which Parish Councils must meet in order to adopt the General Power of Competence are described in "*The Parish Councils (General Power of Competence) (Proscribed Conditions) Order 2012*". In summary at least two thirds of the members of the Council must be elected and the Council must have a qualified and trained Clerk. The Council meets these conditions.

The Council **RESOLVED** to adopt the General Power of Competence.

**22/88 CONSIDERATION OF STANDING ORDERS**

The Council has adopted the Model Text produced by NALC. A change to Standing Order 18 has been made. It relates to procurements of high value and is unlikely to impact the Council. The Clerk recommended that the Council adopt the change to remain aligned with the Model Text.

The Council **RESOLVED** to incorporate the change to Standing Order 18.

**NEW ACTION** 22/88/1 – The Clerk to implement the change to Standing Order 18.

**22/89 CONSIDERATION OF FINANCIAL REGULATIONS**

The Clerk was not aware of any changes needed.

**22/90 CONSIDERATION OF THE CODE OF CONDUCT**

The Council had adopted the Code of Conduct recommended by the Borough Council. No changes had been notified.

**22/91 CONSIDERATION OF THE ASSET REGISTER**

The Council had previously resolved to not insure its assets, given that the assets are not generally of significant value. The Clerk stated that the Internal Auditor had recommended that the Council re-consider its decision, particularly in respect of the war memorial. The Clerk had asked the stone conservator for an estimate of rebuilding costs.

It was noted that the Asset Register lists the Village Hall as a Parish Council asset. The Village Hall is in the ownership of the charitable trust.

**NEW ACTION** 22/91/1 – The Clerk to update the Asset Register to state that the Village Hall is owned by the charitable trust.

**22/92 FINANCIAL MATTERS**

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

**22/93 PLANNING AND LICENSING**

There were no outstanding planning or licensing applications.

**22/94 EMERGENCY PLANNING**

No progress.

**22/95 VILLAGE HALL**

Cllr. Blankley agreed to take over from Cllr. Cornish as the Parish Council's representative on the Village Hall Committee.

The social events put on by the Village Hall were proving very popular.

**NEW ACTION** 22/95/1 – Cllr. Cornish to produce a business plan for the resolution of the issue of the purchase or rental of the village hall car park.

**22/96 FOOTPATH OUTSIDE THE GYM**

Investigations had revealed the presence of services under the grass verge that would make the building of a footpath impossible. However, it is understood that a pelican crossing will be provided to facilitate pedestrian transit between Swindon Road to Wymans lane.

**22/97 TRACK ADJACENT TO NEXT**

No progress.

It was noted that the path from Dog Bark Lane to the back of Gallagher Retail Park (CHS/16) remains closed despite the fact that the archaeological investigations seem to have been completed.

**NEW ACTION 22/97/1** – Clerk to ask Cllr. Fisher why footpath CHS/16 remains closed.

**22/98 CLIMATE CHANGE**

Former Councillor Booyse will continue to help with this initiative when she can.

The “garage sale” had been a success.

Cllr. Whitaker will consider the next steps.

**22/99 ANNUAL PARISH MEETING**

No response had been received from Cllr. Horwood and Mr. Rowley.

**NEW ACTION 22/99/1** – The Clerk to investigate whether it would be possible to have the bar open during the Annual Parish Meeting.

It was agreed that the key points for discussion would be M5 Junction 10, the Village Hall car park and Elms Park.

It was agreed that we would advertise the Annual Parish Meeting with posters.

**22/100 REPORTS**

It was agreed that we would organise litter picks on the last Sunday of each month (though not in August).

The meeting closed at 10:10pm.

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

<b>Description</b>	<b>Cheque</b>	<b>Amount</b>
O'Hare Stone Conservation restoration of war memorial <i>(ref 2223-004) PAID IN ADVANCE OF MEETING</i>	1193	£820.00
P L Gauntlett Accounts Ltd for administering Clerk's payroll <i>(ref 2122-088) PAID IN ADVANCE OF MEETING</i>	1194	£45.00
Clerk salary and expenses for April <i>(ref 2223-005, 006, 007, 009)</i>	1195	£504.23
GAPTC subscription for 2022-2023 <i>(ref 2223-002)</i>	1196	£451.41
GAPTC for conducting internal audit <i>(ref 2122-082)</i>	1197	£178.15
Karen Evans collecting the May Village News <i>(ref 2223-008)</i>	1198	£17.55
Swindon Village Hall for hire of hall for Annual Parish Meeting <i>(ref 2223-003)</i>	1199	£30.00
Cotswold District Council for printing the May edition of the Village News <i>(ref 2223-010)</i>	1200	£210.96