

SWINDON PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD ON 10th JULY 2023 AT 7:30PM
IN SWINDON VILLAGE HALL

Parish Councillors Present:

James Cornish (Chair)

Lisa Whitaker (Vice Chair)

Lynne Allen

Alison Berry

Sharon Collicutt

Also Present:

Shaun Cullimore (Clerk).

23/94 APOLOGIES

Natalie Blankley, Helen Wells, Borough and County Councillor Bernard Fisher, Borough Councillor Flo Clucas.

23/95 DECLARATIONS OF INTEREST

None.

23/96 ADJOURNMENT FOR THE PUBLIC SESSION

No members of the public were present.

23/97 MINUTES OF PREVIOUS MEETING

The Council **RESOLVED** to accept the minutes of 12th June 2023 as a true record.

23/98 MATTERS ARISING

ACTION 22/191/2 – Task leaders to complete a Project Proposal for each of their tasks. Action continues.

ACTION 23/17/1 – Cllr. Collicutt offered to produce a project plan to consider retaining at least parts of the sundial mosaic. Action continues.

ACTION 23/76/1 – Cllr. Cornish to liaise with the Clerk to Painswick PC to see what we can learn about engaging with the telecommunications company. Cllr. Cornish had made contact but the telecoms company had withdrawn their application. Action discontinued.

ACTION 23/76/2 – Cllr. Cornish to engage with the telecommunications company with a view discussing the type and location of aerials. The telecoms company had withdrawn their application. Action discontinued.

ACTION 23/78/1 – The Clerk to get new/revalidated quotes for conveyancing. Action continues.

ACTION 23/88/1 – The Clerk to draft an email to the planning officer and give it to Cllr. Berry for her thoughts. The email was drafted, approved by Cllr. Berry and sent to Lucy White. Action complete.

ACTION 23/91/1 – The Clerk to contact GCC Highways and County Councillor Fisher regarding the fallen tree. The Clerk had emailed them. Action complete.

ACTION 23/91/2 – The Clerk to contact Spirax Sarco with a view to them getting involved in the Amenity Area project. Cllr. Collicutt agreed to progress this, the Clerk to

supply contact details. Action continues.

23/99 ACCOUNTS PAYABLE

Members **RESOLVED** to make the payments identified in Appendix 1.

23/100 PLANNING AND LICENSING

- 23/01091/CONDIT – Variation of planning condition at Unit 1 Centrum Retail Park. The Council **RESOLVED** to make no objection

There were no licensing applications.

23/101 ENVIRONMENTAL IMPACT ASSESSMENT (EIA) FOR HOME FARM

NEW ACTION 23/101/1 – Cllr. Berry to ring Lucy White (planning officer) to discuss why an EIA is not required.

NEW ACTION 23/101/2 – Cllr. Cornish to contact Paul Instone with a view to attending the Elms Park update meeting.

23/102 INTERNAL AUDIT

The Clerk reported that the Internal Audit had been successfully concluded with no observations or concerns noted on the high level summary report.

A more detailed report contained some minor recommendations. The Clerk would go through the report then forward his recommendations to the Council.

23/103 ANNUAL GOVERNANCE STATEMENT

The Clerk stated that he should not have asked the Council to approve the Annual Governance Statement prior to the completion of the internal audit. Given that the internal audit gave the Council a clean bill of health, the Clerk asked members to confirm that they stood by the responses recorded in the Annual Governance Statement. The Council **RESOLVED** to so confirm.

23/104 AMENITY AREA

Tom Harcourt (Gloucestershire Wildlife Trust) had not responded to an email from the Clerk.

It was agreed that it would be useful if a walk through the area could be organised including a representative from the Environment Agency.

NEW ACTION 23/104/1 – The Clerk to ask the Borough Council Tree Officer if planning consent is necessary to deal with the fallen willow near Manor Road.

23/105 VILLAGE HALL CAR PARK

NEW ACTION 23/105/1 – Cllr. Cornish to ask the Village Hall Management Committee whether they are continuing to pay rent to Cheltenham Borough Council despite the fact that the lease agreement has expired.

23/106 INSURANCE

The Clerk informed members that the Council's insurance is due to be renewed in August. We are in a three year agreement so we cannot consider other insurance suppliers but we should consider whether the present cover is appropriate.

The question was asked whether the insurance would need to change when we

acquire the car park.

NEW ACTION 23/106/1 – The Clerk to review whether the insurance would need to change once the car park was acquired.

With the proviso that cover may need to change following acquisition of the car park the Council **RESOLVED** that the current insurance cover meets its needs.

23/107 GRIT BINS

Some of the grit bins in the parish are in a poor state. The Clerk stated that the parish Council only owned three of the bins (Quat Goose Lane, Manor Road and Glynbridge Gardens). He understood that the others were the property and responsibility of GCC.

Cllr. Berry stated that Danny Taylor (GCC Local Highways Manager) said that GCC will supply bins in parished areas; he believes the Parish Council's should purchase them.

23/108 PÉTANQUE TERRAIN

A resident had requested that the Council consider building a pétanque terrain in Swindon Village Park. CBC would be broadly supportive but would not be able to fund it. Grant funding may be available. It was agreed that this initiative should only be considered as part of a broader strategy for the leisure use of the park.

NEW ACTION 23/108/1 – Cllr. Whitaker to contact the resident requesting the pétanque terrain.

23/109 REPORTS

It was agreed that bottle of wine be given to Barry Simon in recognition of the work he had done on the mosaic.

It was noted that the stream had been cloudy and then run clear minutes later. It was suggested that this be reported on Fix My Street.

At C5 there had been a presentation on behalf of Charlton Kings Parish Council on CK Futures. It was felt that they might have ideas/resources that we could leverage.

At C5 one of the parishes described issues that they were having as a result of an inadequate complaints policy.

NEW ACTION 23/109/1 – The Clerk to investigate Complaints Policies.

The meeting closed at 9:16pm.

Signed:	Date:
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APPENDIX 1 – APPROVED PAYMENTS

Description	Amount
Clerk salary and expenses (ref 2324-016, 017, 019)	£523.46
Cotswold District Council printing June Village News (ref 2223-018)	£261.59
Swindon Village Hall grant towards coronation celebrations approved at meeting of 9 th January 2023 (ref 2324-020)	£1000.00

The Clerk would set up the payments to be made by bank transfer. Cllrs. Wells and Whitaker were delegated to approve the payments.