

SWINDON PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD ON 14<sup>th</sup> AUGUST 2023 AT 7:30PM  
IN SWINDON VILLAGE HALL

Parish Councillors Present:

James Cornish (Chair)

Lynne Allen

Alison Berry

Natalie Blankley

Helen Wells

Also Present:

Shaun Cullimore (Clerk), Borough Councillor Flo Clucas.

**23/110 APOLOGIES**

Sharon Collicutt, Lisa Whitaker (Vice Chair).

**23/111 DECLARATIONS OF INTEREST**

None.

**23/112 ADJOURNMENT FOR THE PUBLIC SESSION**

No members of the public were present.

**23/113 MINUTES OF PREVIOUS MEETING**

The Council **RESOLVED** to accept the minutes of 10<sup>th</sup> July 2023 as a true record.

**23/114 MATTERS ARISING**

ACTION 22/191/2 – Task leaders to complete a Project Proposal for each of their tasks. Cllrs. Blankley and Whitaker had given the Clerk drafts. Other than those, 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 23/78/1 – The Clerk to get new/revalidated quotes for conveyancing. The Clerk had previously received three quotes (Christopher Davidson £1250 + VAT, Willans £1500 + VAT and Tayntons £1500 + VAT). As the quotes had been quite similar the Clerk asked the Council for authority to progress matters on the basis of the existing quotes. The Clerk recommended Christopher Davidson on the basis of price and that their man (Andrew Raistrick) had asked pertinent questions and offered good advice. The Council **RESOLVED** to authorise the Clerk to approach Christopher Davidson or either of the other companies provided the new quote did not exceed their previous quote by more than £250.00 or £1,750.00 in total. Action discontinued.

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. To this end the Clerk had forwarded contact details. Action continues.

ACTION 23/101/1 – Cllr. Berry to ring Lucy White (planning officer) to discuss why an EIA is not required. Cllr. Berry had discussed the issue with Ms. White and was satisfied with the response. Action complete.

ACTION 23/101/2 – Cllr. Cornish to contact Paul Instone with a view to attending the Elms Park update meeting. Cllr. Cornish had arranged a separate meeting, attended by himself and Cllrs. Berry and Wells. Action complete.

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. Mr. Chavasse had told the Clerk to proceed with the felling. Action complete.

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. Action continues.

ACTION 23/106/1 – The Clerk to review whether the insurance would need to change once the car park was acquired. The current policy includes £10,000,000 cover for public liability. In the Clerk's opinion no changes would be necessary. Action complete.

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

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

**23/115 ACCOUNTS PAYABLE**

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

Since 2021 a liability of £150.00 has been shown in the accounts to Graham King (Tree King Services) for consultancy on tree issues. Mr. King has kindly waived payment so the liability will be cancelled.

**23/116 REPORT FROM BOROUGH COUNCILLOR CLUCAS**

Cllr. Clucas has been dealing with many complaints about CityFibre.

Due to a mix up over addresses the police conducted a raid on a property in Swindon Village that was not the intended target.

Cllr. Clucas is trying to progress the repair of potholes with the County Council. The Council has been refusing to fill some problematic holes because it claims they do not meet the criteria for repair. The County Council has even repaired one hole but left other adjacent holes untreated.

Cars are being parked blocking the pavement at the Wymans Lane end of Church Road.

The large cedar tree in the park has shed another branch and is sadly dying.

Cllr. Clucas suggested that the Parish Council come up with outline uses for the Local Green Space. This may help when we have to go through another round of justifying its retention.

**NEW ACTION 23/116/1** – Cllr. Cornish to set up a meeting in September to consider possible uses of the Local Green Space.

The Borough Council has refused to remove or modify the uplift clause included in the draft agreement for the sale of the Village Hall car park to the Parish Council. This will have the effect of making improvements to the Village Hall (e.g. the provision of a second entrance) unaffordable. Cllr. Clucas agreed to take this up with Simon Hodges (CBC officer).

Cllr. Clucas left the meeting.

**23/117 BANK RECONCILIATION AND THE STATEMENT OF FINANCIAL POSITION**

The Clerk had supplied members with the above documents for the end of the Council's first quarter (to 30<sup>th</sup> June 2023). There were no questions.

**23/118 PLANNING AND LICENSING**

- 23/01360/FUL – Replacement/reconfiguration of plant at Sainsbury's. The changes are at the back of the store in an area screened by trees. The Council **RESOLVED** to make no objection.

Cllrs. Cornish, Berry and Wells had met with Paul Instone to discuss Elms Park. Mr. Instone is contracted to Cheltenham and Tewkesbury Borough Councils to be the planning officer for Elms Park.

The Elms Park outline planning application will go to the planning committee in October at the earliest. It is more likely to be delayed until December due to the need to accommodate the M5 Junction 10 changes.

Phase 1 of Elms Park will include a doctors' surgery, junior and senior schools and a park and ride.

Mr. Instone would like our input on how section 106/CIL money from the development should be spent.

Up to 1,000 new homes could be built before the M5 Junction 10 changes are completed.

**NEW ACTION 23/118/1** – Cllr. Cornish to approach Bishops Cleeve Parish Council to learn about their approach to community facilities and Local Green Space.

There were no licensing applications.

**23/119 INTERNAL AUDIT CONCLUSIONS**

Item deferred.

**23/120 HEDGES ALONG THE ALLOTMENTS**

**NEW ACTION 23/120/1** – The Clerk to obtain three quotes for the cutting back of the hedge along Stantons Drive.

**23/121 AMENITY AREA**

The Clerk had obtained three quotes for dealing with the willow tree.

- Greenway Treecare - £1250.00 + £250.00 VAT, £1500.00 total
- Cheltenham Tree Services - £1275.00 + £255.00 VAT, £1530.00 total
- Silver Trees - £1640.00 + £328.00 VAT, £1968.00 total

All VAT will be reclaimed.

The plan is for the willow to be felled to ground level, the cord wood to be left stacked on site as a habitat and the rest to be chipped. The chippings will go to the allotments. The elm next to it will be halved in height. All companies were helpful and capable. The Clerk recommended Greenway Treecare on the basis of price. The Council **RESOLVED** to accept the quote from Greenway.

**23/122 VILLAGE HALL CAR PARK**

This matter was covered under action 23/078/1 and item 23/116 above.

**23/123 INSURANCE**

See action 23/106/1. The Council **RESOLVED** to authorise payment.

**23/124 GRIT BINS**

Cllr. Berry had received feedback from GCC stating that replacement grit bins could be ordered. The Council **RESOLVED** to order four bins and thirty bags of salt.

**23/125 REPORTS**

The Village Hall Committee are in the process of getting a new boiler installed and will be getting the car park cleared.

Elderly residents have asked if it would be possible for small services to be provided for payment. It was suggested that the Clerk invite contractors/handyman to advertise in the Village News.

The Parish will be split into two wards from 2024.

**NEW ACTION 23/125/1** – Cllr. Cornish to invite Cllrs. Suzanne Williams and Peter Jeffries to a parish Council meeting. They will be the Borough Councillors for the new South Ward and Cllr. Williams will be the South Ward County Councillor.

The meeting closed at 9:26pm.

Signed:	Date:
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**APPENDIX 1 – APPROVED PAYMENTS**

<b>Description</b>	<b>Amount</b>
Clerk salary and expenses (ref 2324-023, 028, 029)	£523.46
GAPTC fee for 2022-2023 internal audit (ref 2324-027)	£180.00
Karen Evans for collecting the July/August edition of the Village News (ref 2324-026)	£17.55
Lynne Allen reimbursement of expenditure incurred on behalf of the Parish Council (ref 2324-024)	£53.19
Gallagher Insurance annual insurance renewal (ref 2324-031)	£418.37
Cotswold District Council printing July/August Village News (ref 2223-022)	£245.89
<b>PAID IN ADVANCE OF THIS MEETING</b>	

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