

SWINDON PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD ON 9<sup>th</sup> OCTOBER 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), Borough Councillor Flo Clucas.

**23/145 APOLOGIES**

Natalie Blankley, Helen Wells.

**23/146 DECLARATIONS OF INTEREST**

None.

**23/147 ADJOURNMENT FOR THE PUBLIC SESSION**

There were no members of the public present.

**23/148 MINUTES OF PREVIOUS MEETING**

The Council **RESOLVED** to accept the minutes of 11<sup>th</sup> September 2023 as a true record.

**23/149 MATTERS ARISING**

ACTION 22/91/2 – Task leaders to complete a Project Proposal for each of their tasks. Action continues.

ACTION 23/91/2 – Cllr. Collicutt to contact Spirax Sarco with a view to them getting involved in the Amenity Area project. The Clerk had forwarded Spirax Sarco contact details. Action continues.

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

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

**NEW ACTION 23/149/1** – Cllr. Cornish to approach Bishops Cleeve, Uckington and Elmstone Hardwicke Parish Councils to consider a joint plan to the use of CIL/Section 106 monies.

ACTION 23/120/1 – The Clerk to obtain three quotes for the cutting back of the hedge along Stantons Drive. The Clerk had obtained one quote. Action continues.

ACTION 23/128/1 – Clerk to send map of proposed speed reduction measures and project template to Cllr. Berry to initiate speed reduction project. The resident we had thought would assist Cllr. Berry had since withdrawn and Cllr. Berry does not have enough time to progress this on her own. The Clerk would distribute the map anyway. Action continues.

ACTION 23/138/1 – The Clerk to obtain three quotes for cutting back the hedge of the

allotments along Stantons Drive. Action discontinued as it is a repeat of action 23/120/1.

ACTION 23/144/1 – The Clerk agreed to forward to Cllr. Cornish a summary of the interactions the Parish Council had had with the police. The summary was emailed to all members on 20<sup>th</sup> September. Note that it had also been sent on 15<sup>th</sup> January. Action complete.

**23/150 ACCOUNTS PAYABLE**

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

**23/151 REPORT FROM BOROUGH COUNCILLOR CLUCAS**

There have been issues with teenagers and children causing disruption, for example at the shops. Cllr. Clucas would encourage all residents to report such behaviour.

Regarding M5 Junction 10, Cllr. Clucas stated that Tracy Birkinshaw (responsible CBC officer) would be happy to come to a Parish Council meeting.

Cllr. Clucas stated that CBC have a Health and Wellbeing Fund. It closes to applications at the end of the month.

Cllr. Clucas left the meeting.

**23/152 BANK MANDATE**

The Council **RESOLVED** to add Cllrs. Allen, Berry and Blankie as full signatories to the Lloyds bank account.

Further the Council **RESOLVED** to apply for a debit card on the Lloyds bank account for the use of the Clerk to pay subscriptions and incidental expenses.

**23/153 ROYAL BRITISH LEGION POPPY APPEAL**

The Council **RESOLVED** to give a grant of £110 to the appeal. The Council would receive a poppy wreath which would be laid at the war memorial.

**23/154 PLANNING AND LICENSING**

There were no planning or licensing applications to be considered.

**23/155 INTERNAL AUDIT CONCLUSIONS**

The Clerk had distributed the detailed internal audit report to members and had identified the following items requiring action.

- Risk management. We still have no specific risk log. Cllr. Whitaker agreed to progress this.
- Assets have not been inspected recently. Cllr. Collicutt agreed to look at the asset register and take photos.
- There was no evidence of internal checks being made in 2022-2023 (the year to which the audit applied) but Cllr. Allen had done some checks for this financial year. We should do these checks regularly.
- Review of bank mandate. This issue was discussed and resolved in this meeting.
- Contract of Employment and pension provision. The auditor recommends that the Clerk's contract be reviewed. The contract allows for a pension but the Clerk doesn't want one. The Clerk should clarify the position with the Pension Regulator.

- The auditor recommends an Accessibility Statement be added to the website home page. The Clerk stated that he would do this.

**NEW ACTION 23/155/1** – Matters arising from the Internal Audit to be progressed.

**23/156 AMENITY AREA**

The fallen willow tree at the bridge on Manor Road was felled on 27<sup>th</sup> September 2023.

The Clerk had obtained quotes for dealing with the two horse chestnut trees, as follows:

Chris Arnold	£900 + VAT
Silver Trees	£1,986 + VAT
Spa Trees	Work could not be accommodated until the new year. A quote was not pursued.

The Council **RESOLVED** to accept the Chris Arnold quote.

**23/157 ALLOTMENTS HEDGE**

The Clerk had obtained a quote from Chris Arnold. It was suggested that CBC (Ubico) might take on this type of work on a commercial basis.

**23/158 VILLAGE HALL CAR PARK**

The Clerk had engaged Jaron Crooknorth (commercial solicitor) of Taytons to progress the matter on behalf of the Parish Council. He has been supplied with the Heads of Terms document provided by Simon Hughes of Cheltenham Borough Council.

**23/159 COUNCILLOR ADVOCACY SCHEME**

The Councillor Advocacy Scheme is a new project with the aim of creating and strengthening relationships between the neighbourhood policing team and local councillors. It will enable a direct line of communication between local councils and their neighbourhood teams as well as the Office of the Police and Crime Commissioner (OPCC). Councils are asked to nominate a representative to become the councillor advocate who will be the representative for the area.

The Council **RESOLVED** to nominate Cllr. Whitaker as its representative with Cllr. Berry as deputy.

**23/160 PRINTING OF THE VILLAGE NEWS**

The Council has been informed that Cotswold District Council, the current printer of the Village News, is closing its print room on 15<sup>th</sup> December 2023. It will accept print requests up to 8<sup>th</sup> December 2023. This means that the November and December issues of the Village News can be printed by Cotswold District Council. There isn't an issue in January so it will be mid January before we need to decide on the new printer.

**23/161 CHRISTMAS TREE FESTIVAL**

Last year a neighbour of Cllr. Berry produced a decorated Christmas tree for the festival on behalf of the Parish Council. The Council would be delighted if they were prepared to do the same again this year.

**23/162 MASTER PLAN FOR THE PARK**

This matter was deferred.

**23/163 REPORTS**

Parents of young footballers using the park appear to expect to be able to use the car park and toilet facilities of the Village Hall. There had been confrontations between these parents and private hirers of the Village Hall. Cheltenham Borough Council are being asked to clarify with users of the park that the only facilities available to them are at the Mary Godwin Pavilion.

Another local van had been broken into.

Cheltenham Borough Council have offered to rent the cricket pavilion in the park to the parish Council for £150 per annum.

**NEW ACTION** 23/163/1 – Cllr. Cornish to enquire regarding the terms for renting the cricket pavilion.

The meeting closed at 9:15pm.

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

<b>Description</b>	<b>Amount</b>
Cotswold District Council printing September and October editions of the Village New <i>(ref 2324-040, 041, paid in advance of the meeting)</i>	£486.12
Greenway Treecare Ltd. Felling of the willow on Manor Road <i>(ref 2324-035, paid in advance of the meeting)</i>	£1,500.00
Clerk salary and expenses <i>(ref 2324-038, 039, 045)</i>	£523.46
Karen Evans collecting the October Village News from Cirencester <i>(ref 2324-042)</i>	£17.55

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