

SWINDON PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD ON 9TH SEPTEMBER 2024 AT 7:30PM
IN SWINDON VILLAGE HALL

Parish Councillors Present:

Lisa Whitaker (Chair)

Lynne Allen

Alison Berry

Natalie Blankley

Sharon Collicutt

Tom Harcourt

Also Present:

Shaun Cullimore (Clerk), Borough Cllr. Suzanne Williams and two members of the public

24/138 APOLOGIES

James Cornish, Borough Cllrs. Frank Allen, Flo Clucas and Peter Jeffries

24/139 DECLARATIONS OF INTEREST

None.

24/140 ADJOURNMENT FOR THE PUBLIC SESSION

Two members of the public were present. The tree surgeons had completed their work in Old Mill Way. One of residents had understood that willow branches overhanging the rear of her property would be cut back. This had not happened. Before the meeting the Clerk had discussed the matter with the resident and had subsequently written to the tree surgeon seeking their opinion.

24/141 MINUTES OF PREVIOUS MEETINGS

The Council **RESOLVED** to accept the minutes of the meeting held on 12th August 2024 as a true record.

24/142 MATTERS ARISING

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

ACTION 24/61/1 – Clerk to commission a tree inspection in the summer. Action continues.

ACTION 24/126/1 – Clerk to establish the date by which the Parish Council must make its decision. The Clerk had written to the Ministry of Justice who administer the matter. As yet no reply. Action continues.

ACTION 24/137/1 – Cllr. Collicutt to get a quote for refurbishing the noticeboard in the churchyard. A tradesman had been approached but had not responded. Cllr. Collicutt had other options to explore. Action continues.

ACTION 24/137/2 – Clerk to get a quote for a new noticeboard. The Clerk had looked at a number of options. Prices were around £1,000. Action complete.

24/143 ACCOUNTS PAYABLE

Members **RESOLVED** to make the payments identified in Appendix 1. Cllrs. Whitaker and Allen were assigned to approve.

The payment to Chris Arnold Tree Surgery was deferred. There was a query regarding whether all of the agreed work had been completed (see item 24/140 above). Also, the quote was for £1,140 but the invoice was for £1,500.

24/144 CLOSURE OF THE CHURCHYARD

It was suggested that it would be useful for the Parish Council to be walked around the churchyard to get a better sense of what the maintenance responsibilities would be.

NEW ACTION 24/144/1 – Clerk to approach Hugh Evans if he would be prepared to walk us around the churchyard.

24/145 PLANNING AND LICENSING

The following planning applications were considered:

- 24/01425/FUL – Single storey rear extension, alterations to porch and garage 30 Rivelands Road.
- 24/01507/FUL – Erection of 6x4 ft green aluminium and glass greenhouse 1 St Lawrence Court.

The Council **RESOLVED** to make no objection to either application.

There were no licensing applications to be considered.

24/146 REVIEW OF THE COUNCIL'S PLANNING APPLICATION REVIEW PROCESS

When the Council is notified of planning applications it has 21 days in which to comment. For applications received 21 days or less ahead of a Parish Council meeting then the application can be considered at the meeting. Applications received more than 21 days before a meeting cause a problem, though the Clerk can ask the Planning Officer to accept late comments if the delay is small.

Council decisions should be made in public. This could be a full council meeting or a meeting of a committee. The meeting must be advertised three clear days in advance, quorate, held in a place accessible to the public and minuted.

It was **RESOLVED** that we should set up ad hoc planning committee meetings, as required. All members of the Council would be members of the planning committee. Any three members would constitute a quorum.

The Clerk noted that a change to Standing Orders would be required as we do not have any rules covering committees at the moment.

We can continue to hold informal working groups to consider complex planning applications provided their conclusions are reviewed by a committee or full council meeting.

24/147 ALLOTMENT RENTS

The rent for a "standard" allotment plot was £27 in 2022-2023 and £30 in 2023-2024. The Council **RESOLVED** to set the rent at £33 for 2024-2025.

24/148 MANOR ROAD

The permit for the closure of Manor Road expires on 13th September. The developer anticipates reopening the road at that point, but with traffic controls so that one carriageway can be closed whilst works continue.

24/149 MAINTENANCE OF OLD MILL WAY (FORMERLY “THE AMENITY AREA”)

Covered in the public session, see item 24/140 above.

24/150 VILLAGE HALL CAR PARK

The solicitor had provided individual documents for signature to Cllrs. Whitaker and Cornish. It had not been made clear that both copies needed to be returned with both signatures. At the moment the solicitor has one document signed by both councillors. Cllr. Whitaker has the other document bearing only her signature. She will collect Cllr. Cornish’s signature over the weekend. She will then return the document to the solicitor by hand on Monday 16th September. The solicitor’s representative will then send both documents to Cheltenham Borough Council by registered post.

The car park rental agreement between the Parish Council and the Village Hall is being drafted by Cllr. Cornish.

24/151 NOTICEBOARDS

See actions 24/137/1 and 24/137/2 above.

24/152 MASTER PLAN FOR THE PARK

Realistically the Council does not have the capacity to address this item. The item will be dropped from the agenda in the short term.

24/153 REPORTS

The Council was keen to enact its plan to have a monument to former councillor Helen Wells.

NEW ACTION 24/153/1 – Cllr. Allen to ask Sam Reader (CBC Trees) about the possibility of a memorial tree.

Cllr. Berry has been addressing the problem of graffiti in the parish, both personally and through Cheltenham Borough Council.

Noted that Gloucestershire Highways has reiterated its recommendation that the Home Farm planning application be refused as the village roads are considered unsafe for construction traffic.

NEW ACTION 24/153/2 – The Clerk to ask Stagecoach when bus service H will return to its normal schedule.

A resident had asked whether the Parish Council could facilitate elderly residents getting access to handyman services for simple tasks. It was agreed that this was difficult topic. It would not be appropriate for the Parish Council to recommend particular individuals or companies. There would also be a possibility that the Council might inadvertently introduce inappropriate individuals to vulnerable folk.

NEW ACTION 24/153/3 – Clerk to mention provision of handyman services in the Village News.

The meeting closed at 9:15pm.

Signed:	Date:
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APPENDIX 1 – APPROVED PAYMENTS

Description	Amount
Clerk salary and expenses (ref 2425-035)	£561.68
Perpetua printing of September Village News (ref 2425-034)	£246.90

The Clerk had set up the payments to be made by bank transfer. Cllr. Allen and Whitaker to approve.

APPENDIX 2 – RECEIPTS

Description	Amount
Interest	£23.87