

SWINDON PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD ON 14TH OCTOBER 2024 AT 7:30PM  
IN SWINDON VILLAGE HALL

Parish Councillors Present:

Alison Berry (Chair)  
Lynne Allen  
Natalie Blankley

Sharon Collicutt  
Tom Harcourt

Also Present:

Shaun Cullimore (Clerk), one member of the public

**24/154 APOLOGIES**

James Cornish, Lisa Whitaker, Borough Cllr. Flo Clucas.

Cllr. Whitaker joined the meeting by phone but would not be permitted to vote.

**24/155 DECLARATIONS OF INTEREST**

None.

**24/156 ADJOURNMENT FOR THE PUBLIC SESSION**

The Parish Council's allotment manager was present. He described arrangements for the annual allotments bonfire due to take place on 2<sup>nd</sup> November. The fire brigade will be notified in advance. The Allotment Tenancy Agreement allows bonfires to be set. The Council **RESOLVED** that the measures taken were appropriate for the event to proceed.

The Allotment Manager asked if the Council would be prepared to pay the £100 deposit to secure the skittles social venue, the deposit to be returned once the money had been collected. The Council **RESOLVED** to provide the deposit.

The allotments AGM would take place in January at a date to be agreed.

**24/157 MINUTES OF PREVIOUS MEETINGS**

The Council **RESOLVED** to accept the minutes of the meeting held on 9<sup>th</sup> September 2024 as a true record.

**24/158 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 on the maintenance of the churchyard. See item 24/161 below. Action complete.

ACTION 24/137/1 – Cllr. Collicutt to get a quote for refurbishing the noticeboard in the churchyard. A tradesman had been approached for a quote but had actually done the work at minimal expense. Action complete.

ACTION 24/144/1 – Clerk to approach Hugh Evans if he would be prepared to walk us around the churchyard. See item 24/161 below. Action complete.

ACTION 24/153/1 – Cllr. Allen to ask Sam Reader (CBC Trees) about the possibility of a memorial tree. The Borough Council had changed its policy in respect of memorials. No more memorial trees would be allowed in the park and the existing ones would be moved to Cheltenham cemetery. Action complete.

ACTION 24/153/2 – The Clerk to ask Stagecoach when bus service H will return to its normal schedule. Although Manor Road is now open the H bus no longer serves Sainsbury's. It has been impossible to get an answer out of Stagecoach. Action complete though efforts to get an answer will continue.

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

#### **24/159 ACCOUNTS PAYABLE**

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

#### **24/160 PLANNING AND LICENSING**

The following planning applications were considered:

- 24/01665/FUL – Installation of external plant equipment and enclosures Centrum Park (M&S)
- 24/01351/FUL – Carport, porch, covered walkway and balcony 2 Glynbridge Gardens
- 24/01615/FUL – Proposed side extension and relaying tarmac drive 17 Rivelands Road
- 24/01614/ADV – Installation of illuminated totem sign Centrum Park (M&S)
- 24/01607/ADV – Installation of illuminated fascia sign and 16 vinyl signs Centrum Park (M&S)

The Council **RESOLVED** to make no objection to any of the above.

There were no licensing applications to be considered.

#### **24/161 CLOSURE OF THE CHURCHYARD**

Hugh Evans was kind enough to walk a group round the churchyard on 26<sup>th</sup> September. This highlighted a number of potentially serious maintenance issues (unguarded drops, dry stone walls and railings requiring work, large trees, root damaged pavements, etc.).

The Clerk had established that, in law, the Borough Council could increase the council tax in Swindon Parish to cover the cost of maintaining the churchyard (should it choose to do so).

The Borough Council could also contribute towards the cost of the Parish Council

maintaining the churchyard but had confirmed that it would not so so.

The Clerk had written to the Ministry of Justice who administer the matter. The matter would be considered by the Privy Council on 13<sup>th</sup> November 2024. Once that decision has been taken the Parochial Church Council would need to write to the Parish Council. Therefore the earliest point at which the three months notice would commence would be 13<sup>th</sup> November 2024. The Parish Council would need to communicate its decision by 12<sup>th</sup> February 2025 at the earliest.

**24/162 GRANT TO THE ROYAL BRITISH LEGION**

The Council **RESOLVED** to make a grant of £120 to the Royal British Legion. We would obtain a wreath which would be laid by Cllr. Whitaker on Remembrance Sunday (10<sup>th</sup> November).

**24/163 REMEMBERING FREEMEN OF THE PARISH**

The Council **RESOLVED** to acquire two blossom trees from Cheltenham Tree Group and put them either side of the path in Old Mill Way in memory of Helen Wells and David Iliffe.

It was agreed that the second copies of the scrolls (David's, Helen's and Peter's) could be put in the Village Hall.

**24/164 ASSET REGISTER**

The Clerk had prepared a draft Asset Register changing the name of the Amenity Area to Old Mill Way and adding the Village Hall car park. With additional minor changes identified by Cllr. Berry the Council **RESOLVED** to adopt the modified Asset Register.

**24/165 MANOR ROAD**

The road is now open but with traffic controls so that one carriageway can be closed whilst works continue.

**24/166 MAINTENANCE OF OLD MILL WAY (FORMERLY "THE AMENITY AREA")**

There is a litter pick planned for 17<sup>th</sup> November. It was agreed that the litter pick (starting from the Village Hall at 10:30am) would be combined with the planting of the hedging trees in Old Mill Way (overseen by Cllr. Harcourt).

The tree works done in Old Mill Way had not included some willow branches extending over a property in Manor Court. The Clerk would seek quotes for the additional work required. The Council **RESOLVED** to let the Clerk proceed with a maximum price of £500.

**24/167 COMMUNITY INFRASTRUCTURE LEVY (CIL)**

The Parish Council has been provided with a schedule of the payments it will receive, as follows.

Date	Planning Application	Amount
15/05/2024	21/01786/FUL	£3,551.66
28/10/2024	20/00749/FUL	£11,896.12
28/10/2024	20/00759/FUL	£8,826.37
28/10/2024	20/00759/FUL	£38,368.65
28/04/2025	20/00759/FUL	£38,368.65
28/10/2025	23/01431/FUL	£9,953.23

The Clerk stated that, given the significance of the sums, this is something of a game changer. The population of the parish will also increase dramatically as a result of the developments that are taking place.

It was not understood why the Council was receiving money for the St. Peter's Vicarage site as it outside the parish. No money had been received for Apple Blossom Drive and St. Lawrence Court.

**NEW ACTION 24/167/1** – The Clerk to clarify the rationale behind the CIL payments.

**24/168 NOTICEBOARDS**

See action 14/137/1 above.

**24/169 QUAT GOOSE LANE BUS SHELTER**

**NEW ACTION 24/169/1** – Cllr. Allen to ask her contact to look at producing an integrated bench and bookshelf.

**24/170 DOG BARK LANE**

Quad bikes had been illegally using Dog Bark Lane. One of the concrete pipes had been removed to facilitate this.

**NEW ACTION 24/170/1** – Cllr. Whitaker to raise the issues posed by the accessibility of Dog Bark Lane at the Police Co-ordination Meeting.

**24/171 VILLAGE HALL CAR PARK**

The purchase had been completed. The Parish Council, as part of the settlement, had paid £419 rent arrears. The Council **RESOLVED** not to pursue the Village Hall for this money. The solicitor will be returning £183 to the Parish Council as the amount of outstanding rent had been overestimated.

Work had started on the replacement of the sewer.

**24/172 PURCHASE OF MORE HI-VIS BIBS**

The Council **RESOLVED** to purchase more hi-vis vests in various sizes. The Clerk had received a quote of £140 for 20. Cllr. Harcourt suggest that a quote be obtained from Severnside Safety, a local business.

**NEW ACTION 24/172/1** – The Clerk to get a quote for hi-vis vests from Severnside Safety.

**24/173 REPORTS**

The Borough and Parish Council networking event had been cancelled. Cllr. Whitaker asked members to consider whether the event should continue.

More graffiti has been found. Cllr. Berry will report it.

The meeting closed at 9:35pm.

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

<b>Description</b>	<b>Amount</b>
PKF Littlejohn LLP external audit fee <i>(ref 2425-043, paid in advance of meeting)</i>	£252.00
Clerk salary and expenses <i>(ref 2425-044)</i>	£590.57
Perpetua printing of October Village News <i>(ref 2425-046)</i>	£259.90

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

**APPENDIX 2 – RECEIPTS**

<b>Description</b>	<b>Amount</b>
Allotment rental	£688.00
Village News advertising	£72.00
Interest	£20.52