

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

Parish Councillors Present:

Lisa Whitaker (Chair)

Lynne Allen

Alison Berry

James Cornish

Sharon Collicutt

Also Present:

Shaun Cullimore (Clerk), one member of the public.

24/190 APOLOGIES

Natalie Blankley, Tom Harcourt, Borough Cllrs. Flo Clucas and Frank Allen.

24/191 DECLARATIONS OF INTEREST

None.

24/192 ADJOURNMENT FOR THE PUBLIC SESSION

One member of the public, interested in observing proceedings, was present.

24/193 MINUTES OF PREVIOUS MEETINGS

The Council **RESOLVED** to accept the minutes of the meeting held on 11th November 2024 as a true record.

24/194 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. The Clerk had written to the arborist who had written the last report. He had not yet received a reply. Action continues.

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

ACTION 24/177/1 – Parish Council to write to the Borough Council asking that the developers be required to honour their previous commitments in respect of phasing of the Elms Park development. Action continues.

ACTION 24/185/1 – Cllr. Collicutt to obtain three quotes to deal with the remaining willow branches overhanging Manor Court. Phone calls had been made. Action continues.

ACTION 24/189/1 – The Clerk to investigate the the relationship between the Village Hall and the Parish Council in terms of reclaiming VAT, our ability to provide grant funding and signing the car park over to the Village Hall. The Clerk had requested advice from GAPTC but not received a reply. Action continues.

24/195 ACCOUNTS PAYABLE

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

24/196 BUDGET FOR 2025-2026

The Clerk had provided members with a draft budget. The following changes were agreed:

- Income of £500 representing car park rental payable by the Village Hall should be included
- The expense for the summer celebration event should be increased from £1000 to £1100
- The expense for maintenance of the car park should be reduced from £5000 to £1000
- The precept should be increased by 5% rather than 3%
- The amount drawn from reserves should be adjusted accordingly

Following these changes the budget showed a net spending requirement of £16,143.01 and a precept of £13,423.58 with additional funding of £2,719.43 coming from reserves.

NEW ACTION 24/196/1 – Clerk to distribute revised budget by email.

If there are no more comments then the budget as amended will be published.

If there are more comments then the budget will need to be agreed at the January meeting.

NEW ACTION 24/196/2 – Clerk to establish the cost of printing the Village News in colour.

24/197 CLERK'S PAY

Agreement has now been reached at national level on local government pay. The Clerk is on grade SCP12. Effective 1st April 2024 the monthly salary on that grade is £531.44 (pro rata, 37 hours per month).

The Clerk been paid at the old rate of £508.10 from 1st April 2024, pending the completion of pay negotiations. The Clerk has been at that rate up to and including November. From December onwards the Clerk's salary will be changed to £531.44 per month. In addition back pay of £186.78 (correcting the 8 months at £508.10 rather than £531.44) will be due.

NEW ACTION 24/197/1 – Clerk to ask the PAYE processing bureau to implement the change to salary.

24/198 SELECTION OF INTERNAL AUDITOR

The Clerk proposed that GAPTC continue to perform the mandatory annual internal audit. The Council **RESOLVED** to accept the recommendation.

24/199 CLOSURE OF THE CHURCHYARD

The Parochial Church Council (PCC) had not yet received notification from the Ministry of Justice that the closure had been confirmed. At that point the PCC will write to the Parish Council. The Parish Council will then have three months to either accept responsibility for maintaining the churchyard or pass that responsibility to the Borough Council. Members were tending to the view that the responsibility would be too much but the decision was deferred.

24/200 RECOGNITION OF FREEDOM OF THE PARISH RECIPIENTS

Cllr. Harcourt was not present to report progress on the two trees to be planted in Old Mill Way in recognition of Helen Wells and David Iliffe.

Copies of the Freedom scrolls given to Peter Allen, David Iliffe and Helen Wells are in the possession of the Clerk.

NEW ACTION 24/200/1 – Clerk to liaise with the Village Hall regarding the display of the scrolls in the hall.

24/201 MAINTENANCE OF OLD MILL WAY (FORMERLY “THE AMENITY AREA”)

See action 24/185/1 above.

24/202 VILLAGE HALL CAR PARK

Members had expressed concern that the newly laid Tarmac was breaking up. The Clerk had met with the contractor (Mark of First Drainage). He Accepted that there was a problem, probably caused by the Tarmac cooling too quickly. His team will return on 4th March 2025 to address the issue.

NEW ACTION 24/202/1 – Cllr. Cornish to obtain three quotes for cutting back the trees and hedges surrounding the Village Hall car park.

24/203 BUS SHELTER BOOK CASE AND SEAT

The Parish Council had received one quote for the work. Cllr. Blanklie will be asked to chase her contact for a quote. Cllr. Allen offered to ask a contact of hers for a quote.

NEW ACTION 24/203/1 – Clerk to look into getting other quotes.

24/204 ALLOTMENTS ISSUES

The Allotments Manager is preparing a case for improving the drainage on the allotments. He hopes to have it available for the next meeting.

The Allotment Holders will hold an AGM on 8th January 2025. The Clerk will use the opportunity to reinforce the message that the allotments should be maintained and used for their intended purpose or relinquished. We have over 10 residents on the waiting list.

The Allotment Holders will hold a skittles evening on 7th March 2025. It will be self-financing.

24/205 PLANNING AND LICENSING

The following planning applications were considered:

- 24/02037/FUL - Exterior changes to Brandon Tool Hire Unit P1 Kingsditch Lane
- 24/01782/FUL - Installation of dropped kerb 14 Orchard Park
- 24/01779/ADV - Consent to advertise the residential development at Swindon Farm (retrospective)

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

There were no licensing applications to be considered.

24/206 REPORTS

The Council was deeply concerned to hear of the imminent (and possibly permanent) closure of the Swindon Road Recycling Centre.

NEW ACTION 24/206/1 – Cllr. Cornish to draft a response.

The meeting closed at 9:39pm.

Signed:	Date:
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APPENDIX 1 – APPROVED PAYMENTS

Description	Amount
Clerk salary and expenses (ref 2425-060, 2425-061, 2425-065)	£561.68
Perpetua printing of December/January Village News (ref 2425-064)	£285.90
Severnside Safety hi-vis vests (ref 2425-047)	£286.50

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

APPENDIX 2 – RECEIPTS

Description	Amount
Interest (on 09/10/2024 and 11/11/2024)	£41.75