

SWINDON PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD ON 13<sup>TH</sup> JANUARY 2025 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).

**25/1 APOLOGIES**

Lisa Whitaker, James Cornish, Borough Cllrs. Flo Clucas, Suzanne Williams and Frank Allen.

**25/2 DECLARATIONS OF INTEREST**

None.

**25/3 ADJOURNMENT FOR THE PUBLIC SESSION**

No members of the public were present.

**25/4 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. It was agreed that Cllr. Collicutt obtain a contact via the tree surgeon with whom she had been in touch. 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. The landscape of Dog Bark Lane had been transformed by recent County Council action. This would be the subject of a complaint. Action discontinued.

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. This action was discharged via the last comments on the home Farm proposals. Action complete.

ACTION 24/185/1 – Cllr. Collicutt to obtain three quotes to deal with the remaining willow branches overhanging Manor Court. One quote had been obtained. Other tree surgeons approached had not been interested. 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 received advice from GAPTC. The Parish Council can reclaim VAT on works but if the car park is gifted to the Village Hall within 10 years HMRC may look to reclaim some of the VAT. As the Village Hall operates as a charity it would be legal to provide a grant under Section 137

provided the grant is to the benefit of the community and compliant with the Parish Council's Financial Regulations. Action complete.

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

ACTION 24/196/2 – Clerk to establish the cost of printing the Village News in colour. The cost increase would be 60% to 70%. Action complete.

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

ACTION 24/200/1 – Clerk to liaise with the Village Hall regarding the display of the scrolls in the hall. The Chair of the Village Hall Committee is happy for the scrolls to be displayed. Action complete.

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

ACTION 24/203/1 – Clerk to look into getting other quotes for the seat/shelving in the bus shelter. Another tradesman had declined to bid. It was **RESOLVED** that the bid from Mr. Beasant be accepted. Action complete.

ACTION 24/206/1 – Cllr. Cornish to draft a response to the proposal to close the Swindon Road recycling centre. Action continues.

#### **25/5 ACCOUNTS PAYABLE**

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

The Clerk had included his 23-24 salary rather than the revised figure for 24-25 plus back pay. It was agreed that the Clerk be paid at the old rate and that the difference be made up next month.

#### **25/6 CLERK'S MEMBERSHIP OF SLCC**

The Clerk's Contract of Employment states that he should be a member of the Society of Local Council Clerks (SLCC) and that the Council will pay the fee. The Council **RESOLVED** to pay for membership for 2024-2025.

#### **25/7 PLANNING AND LICENSING**

The following planning applications were considered:

- 24/00009/FUL - Padel Courts at Festival Trade Park. The Council **RESOLVED** to make no objection.

There were no licensing applications to be considered.

#### **25/8 CLOSURE OF THE CHURCHYARD**

Royal assent had been given to the closure of the St. Lawrence churchyard to new burials. The Parish Council **RESOLVED** that the responsibility for maintaining the churchyard would be too much for the Parish Council and that responsibility should be passed to the Borough Council.

**NEW ACTION 25/8/1** – Clerk to notify the Borough Council that the Parish Council would not be agreeing to undertake maintenance of the churchyard.

**25/9 RECOGNITION OF FREEDOM OF THE PARISH RECIPIENTS**

Cllr. Allen had confirmed that Cheltenham Tree Group could supply two varieties of cherry tree to be planted in recognition of Helen Wells and David Iliffe. Cllr. Harcourt would oversee the planting and would obtain two plaques.

**25/10 MAINTENANCE OF OLD MILL WAY (FORMERLY “THE AMENITY AREA”)**

See action 24/185/1 above. It appears that the planning consent given for the recent tree works did not include the willow behind 12 Manor Court as intended.

**NEW ACTION** 25/10/1 – Clerk to contact the Borough Council Tree Officer to discuss.

Cllr. Harcourt had obtained more hedging whips at no cost. As they were bare rooted he would plant them within the week.

**25/11 VILLAGE HALL CAR PARK**

Funding may be available to install new car park gates. Cllr. Blankie will tell the Village Hall Committee at their meeting on Thursday.

**25/12 BUS SHELTER BOOK CASE AND SEAT**

The Parish Council **RESOLVED** to accept the quote from Mr. Beasant.

**25/13 ALLOTMENTS ISSUES**

The Clerk had attended the Allotment Holders’ AGM on 8<sup>th</sup> January 2025. He had reinforced 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. A letter will also be sent. Action will then be instigated against anyone ignoring the rules.

The Allotment Managers are looking into a scheme to extend the water supply. This would involve the hire of a digger to dig a trench for a new pipe. The digger would also be used to do clearance work. The son of one of the plot holders works for a plant hire company and can rent a digger at a greatly reduce price. The works were agreed in principle subject to full costings and a risk assessment regarding any potential impact on underground services.

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

**25/14 MOVE TO A UNITARY AUTHORITY**

Item added at the request of Cllr. Cornish but deferred in his absence.

**25/15 FLOODING**

Item added at the request of Cllr. Cornish but deferred in his absence.

**25/16 PRINTING THE VILLAGE NEWS IN COLOUR**

The Council felt that the nature of the content would not justify the cost increment in moving to colour (see action 24/196/2 above). The current editor felt that a colour magazine would require additional skills and she would not wish to continue if colour was adopted. The Council **RESOLVED** not to adopt colour printing.

**25/17 REPORTS**

The Council set the following litter pick dates:

- 26<sup>th</sup> January 2025

Unconfirmed Minutes of Swindon Parish Council 13<sup>th</sup> January 2025

- 23<sup>rd</sup> February 2025
- 23<sup>rd</sup> March 2025 (to avoid Mothers' Day)

Trees had been cut down in Manor Road. The Parish Council were not made aware of the plans.

**NEW ACTION** 25/16/1 – Clerk to contact Cllr. Fisher (Gloucestershire County Council) to protest.

Cllr. Berry has been involved in a project sampling the water quality of the River Chelt.

The meeting closed at 9:37pm.

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

<b>Description</b>	<b>Amount</b>
Clerk salary and expenses (ref 2425-067, 2425-068, 2425-069, 2425-070)	£568.87
Society of Local Council Clerks membership (ref 2425-064)	£150.00

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

**APPENDIX 2 – RECEIPTS**

<b>Description</b>	<b>Amount</b>
Interest (on 09/12/2024 and 09/01/2025)	£7.38