

SWINDON PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 8<sup>TH</sup> SEPTEMBER 2025 AT 7:30PM  
IN SWINDON VILLAGE HALL

Parish Councillors Present:

Alison Berry (Chair)

Natalie Blankley

Sharon Collicutt

Ruth Hudson

Also Present:

Shaun Cullimore (Clerk), Borough Councillor Flo Clucas, one member of the public.

**25/135 APOLOGIES**

James Cornish, Lynne Allen.

**25/136 REPORTS FROM BOROUGH COUNCILLOR**

Cllr. Clucas reported that work on the stile in the park had been completed.

Cllr. Clucas had been discussing local traffic issues with Gloucestershire Highways and offered to set up a meeting between our councillors and Gloucestershire County Council's councillor with responsibility for traffic matters plus relevant officers.

Issues of graffiti and fly tipping continue to be reported. The meeting felt that some reduction in new tagging had been seen.

An objection to the catering trailer had been lodged.

The Clerk asked about the 20mph campaign. Cllr. Clucas confirmed that the Parish Council needs to send a response.

Cllr. Clucas was thanked and left the meeting.

**25/137 DECLARATIONS OF INTEREST**

None.

**25/138 ADJOURNMENT FOR THE PUBLIC SESSION**

Mr. Pearce, the allotments manager, asked if the Parish Council would put up the £100 deposit for the skittles evening as it did last year. The Council **RESOLVED** to do so.

Mr. Pearce was thanked and left the meeting.

**25/139 MINUTES OF LAST MEETING**

The Council **RESOLVED** to accept the minutes of the meeting of 11<sup>th</sup> August 2025 as a true record.

**25/140 MATTERS ARISING**

ACTION 24/61/1 – Clerk to commission a tree inspection in the summer. After no response from previous contractor the Clerk has a new contact. Action continues.

ACTION 25/64/2 – Cllrs. Cornish and Blankley to discuss the Village Hall constitution and operation in a bid to assist the current officers. Action continues.

ACTION 25/107/1 – Cllr. Collicutt to approach Eileen Allen to see if her history archives contain any pertinent information about the press. Press is privately owned.

Action discontinued.

ACTION 25/107/2 – Cllr. Cornish to obtain quotes for the remedial work the cider press requires. Press is privately owned. Action discontinued.

ACTION 25/107/3 – Clerk to ask GCC Highways about the cider press. Press is privately owned. Action discontinued.

ACTION 25/112/1 – Clerk to cancel Zoom account as no longer needed. Action complete.

ACTION 25/114/1 – Cllr. Cornish to write up the Parish Council's response to the Community Governance Review. Action complete.

ACTION 25/116/1 – Cllr. Collicutt to look into scrapping the three grit bins. GCC had agreed to remove our three bins and provide one for Manor Court. Action complete.

ACTION 25/117/1 – Cllr. Berry to draft a letter of support to the Village Hall's bid for funding. Action completed by Cllr. Blankley.

ACTION 25/117/2 – Clerk to look into repainting the lines in the Village Hall car park, installing EV charging points and improving signage. The Clerk had obtained two quotes for lining with a third on the way. It was agreed that we should aim to get the work done in half term (27<sup>th</sup> to 31<sup>st</sup> October). Signs saying "Switch off engines, car park is used at owner's risk" would be appropriate. Action continues.

#### **25/141 INSURANCE**

The Clerk confirmed that he had arranged insurance with Zurich at a cost of £300.

#### **25/142 ACCOUNTS PAYABLE**

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

#### **25/143 PLANNING AND LICENSING**

There were no planning or licensing applications to be considered.

#### **25/144 MISSING FINGER POST**

The Clerk had obtained a number of quotes. See appendix 3.

It was **RESOLVED** that the quote from Signs of the Times would be accepted, subject to confirmation from GCC that the sign is acceptable from its point of view.

#### **25/145 INTERNAL AND EXTERNAL AUDIT**

Three issues had been identified.

1. One of the figures in the Annual Accounting Statement was incorrect. A figure for the previous year had been copied from the incorrect column. *A corrected Accounting Statement would be published on the website.*
2. The Parish Council had not been conducting an annual risk assessment. *The matter would be put on the agenda of the next meeting.*
3. The Clerk had not registered with the Pension Regulator. This is required even though the Clerk does not want a pension from his parish council employment. *He had tried to register without success but would try again.*

**25/146 GRANT AWARDING POLICY**

The meeting **RESOLVED** to accept the Grant Awarding Policy proposed by the Clerk, subject to any comments Cllr. Cornish might provide.

**25/147 STANDING ORDERS**

The meeting **RESOLVED** to accept the draft Standing Orders.

**25/148 FINANCIAL REGULATIONS**

The meeting **RESOLVED** to accept the draft Financial Regulations.

**25/149 PROVISION OF TOOLS**

It was agreed in principle that the Parish Council would purchase tools which could be used by the group maintaining the churchyard amongst others. Issues of liability, secure storage, PAT testing, etc. need to be resolved. It would be best if representatives of the churchyard group attended the next meeting.

**25/150 DEAD TREE ON OLD MILL WAY**

The meeting **RESOLVED** to accept the quote from LM Tree Care Ltd.

**25/151 GRIT BINS AND ROAD SALT**

See action 25/116/1 above.

It was agreed that we need to be able to store road salt. Cllr. Blankley would ask the Village Hall if the outside storage could be restored/upgraded.

**25/152 MAINTENANCE OF ALLEYWAYS**

The matter has been passed to County Councillor Ian Cameron to progress.

**25/153 CCTV**

The matter has been discussed before. The meeting felt that there were too many issues surrounding use of CCTV and did not feel it was worth pursuing.

**25/154 PROVIDING A BENCH FOR THE BUS STOP IN WYMANS LANE**

The meeting agreed in principle to the installation of a bench in Wymans Lane. However, the bus shelter and the bus stop no longer align.

**NEW ACTION** 25/154/1 – Clerk to canvas local opinion regarding the best place a bench.

**25/155 REPORTS**

It was suggested that, subject to the Borough Council's agreement, we could put more benches in the park. The pavilion was also seen as a good potential location for a cafe.

The meeting closed at 9:40pm.

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|---------|-------|
| Signed: | Date: |
|---------|-------|

### APPENDIX 1 – APPROVED PAYMENTS

| <b>Description</b>  | <b>Amount</b> |
|---|---------------|
| Clerk salary and expenses <sup>1</sup><br>(ref 2526-047)          | £665.49       |
| Zurich Insurance<br>(ref 2526-035) PAID IN ADVANCE OF THE MEETING | £300.00       |
| Perpetua printing September Village News<br>(ref 2526-048)        | £293.00       |
| Crimestoppers for tagging posters<br>(ref 2526-045)               | £42.00        |
| RB Renovations for the bus shelter bench<br>(ref 2526-045)        | £710.00       |

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> |
|-----------------------------|---------------|
| Advertising in Village News | £27.00        |
| Interest                    | £2.75         |

### APPENDIX 3 – FINGER POST QUOTES

| <b>Company</b>            | <b>Cost ex VAT</b> | <b>Carriage</b> | <b>Total</b> | <b>Notes</b>        |
|---------------------------|--------------------|-----------------|--------------|---------------------|
| Fitzpatrick Woolmer       | £1188              | £275            | £1463        | Not black and white |
| Heritage Street Furniture | £1716              | Not quoted      | £1716        | Not black and white |
| Middlepeak Engineering    | £1339              | £295            | £1634        | Black and white     |
| Signet                    | £890               | £55             | £945         | Not black and white |
| Signs of the Times        | £840               | £130            | £970         | Black and white     |

1 The Clerk had not had time to prepare a claim for all of his expenses. It was agreed that he would be paid £665.49 (salary plus £32.00 fixed expenses) with other expenses (2526-038 and 2526-046) deferred until next month.