

SWINDON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 9TH MARCH 2026 AT 7:30PM
IN SWINDON VILLAGE HALL

Parish Councillors Present:

Alison Berry (Chair)
Lynne Allen
Natalie Blankley

James Cornish
Tom Harcourt
Ruth Hudson

Also Present:

Shaun Cullimore (Clerk), three members of the public.

26/32 APOLOGIES

Cllr. Sharon Collicutt, Borough Councillor Flo Clucas.

26/33 DECLARATIONS OF INTEREST

None.

26/34 PUBLIC SESSION

The Allotment Manager handed the Clerk a copy of a document relating to the original ownership of the allotments. He also stated that he was looking into hiring a digger to level the community plot. He was advised to bring quotes to the Parish Council.

A resident stated that he was a member of the group maintaining the churchyard. He asked what the status was of their request for funding for tools. Changes to the list of tools had been made by Mr. Williams but had not been seen by members. Also, security concerns need to be addressed.

The Borough Council has indicated that it is happy for the group to continue "but it has to be in line with our volunteer policy which means they need to formally constitute themselves, have public liability insurance, risk assessments, child and vulnerable adult protection policy etc." It might be easier to achieve this if the group were volunteers acting on behalf of the Parish Council.

NEW ACTION 26/34/1 – Cllr. Cornish to discuss the maintenance of the churchyard with Mr. Williams.

The Council was asked whether the playgroup based at the Mary Godwin Pavilion might be eligible for a grant from the Parish Council for repairs to the outdoor play surface. The grant policy on the Parish Council website should be consulted.

26/35 BOROUGH AND COUNTY COUNCILLOR REPORTS

County Councillor Ian Cameron stated that Swindon Lane is to be resurfaced. He had submitted our request for other footpaths to be resurfaced but the paths in question were the responsibility of Highways rather than PROW (Public Rights of Way). He would press for action.

26/36 MINUTES OF THE LAST MEETING

The Council **RESOLVED** to accept the minutes of 9th February 2026.

26/37 MATTERS ARISING

ACTION 24/61/1 – Clerk to commission a tree inspection. The inspection has been completed and the reports are available. Action complete.

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 25/154/1 – Clerk to canvas local opinion regarding the best place a bench. The Clerk had not heard back from GCC following their offer to install a bench in the Wymans Lane bus shelter. Action continues.

ACTION 26/14/1 – Clerk to approach CBC to consult on best way forward with the park and CIL. The Clerk had contacted Adam Reynolds (CBC). Mr. Reynolds would be happy to meet. Action complete.

ACTION 26/25/1 – The Clerk to update the risk log. The Clerk had updated the document and would circulate it. Action complete.

ACTION 26/26/1 – Cllr. Berry to compare the Village Hall grant application against the specific requirements of the grant policy. This had been done and, as a result, a grant had been awarded. Action complete.

ACTION 26/29/1 – Cllr. Cornish to prepare a response to Bloor Homes regarding their proposed Willowbrook development. This had not been done but Cllrs. Berry, Blankley and Hudson had met with Bloor. Action discontinued.

26/38 CLERK'S PAYE AND NATIONAL INSURANCE

The Clerk explained that he had always been paid gross and then paid the income tax due from his personal account. Before April 2025 no employer's National Insurance contributions were payable. The Clerk had not noticed that NI was now due, with the result that the Council owed money to HMRC. The Clerk had paid the amount requested and was claiming it back (see the "Accounts Payable" section).

NEW ACTION 26/38/1 – The Clerk to contact HMRC and the accountant running the payroll to clarify the exact position.

Going forward the Clerk would claim his net pay and separately arrange for payment of income tax and National Insurance to HMRC.

26/39 ACCOUNTS PAYABLE

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

26/40 COUNCIL'S FINANCIAL POSITION

On 25th February 2026 the Clerk had emailed members with a statement of the Council's financial position versus budget to that date. There were no concerns.

26/41 MATURING FIXED TERM DEPOSIT

The Council has a fixed term investment of £20,000 maturing on 11th March. The Council has recently paid a major grant to the Village Hall and is considering other requests. Members **RESOLVED** to retain the money in the Current Account for now.

26/42 PLANNING

- 26/00216/FUL – Single storey side and rear extensions with internal alterations, hip to gable conversion, front porch and dropped kerb to accommodate further parking. 25 Rivelands Road. The Council **RESOLVED** to raise no objection.

26/43 RECRUITING FOR A CLERK

Three applications had been received. The Council was keen to encourage more applications.

NEW ACTION 26/43/1 – Clerk to advertise job on Indeed.

It was agreed that the closing date for further applications should be 8th April. A decision will be made by 13th April and applicants will be notified by 17th April.

26/44 ANNUAL PARISH MEETING

The Scouts have offered to vacate the hall early on 24th April 2026 allowing us an 7:30pm start. We will put a flyer in the Village News.

26/45 REPORTS

The Village Hall Committee would like to have some signage in the car park. It was agreed that they should specify what they want and we will consider purchasing it.

It was noted that some graffiti has been cleaned and fly tipping cleared.

The next C5 meeting is on 15th April. Swindon Parish is chairing, Cllrs. Berry and Cornish will attend.

The meeting closed at 10:00pm.

Signed:	Date:
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APPENDIX 1 – APPROVED PAYMENTS

Description	Amount
Clerk salary and expenses <i>(ref 2526-070, 2526-074, 2526-085)</i>	£631.34
HMRC PAYE and NI <i>(ref 2526-085)</i>	£129.32
Perpetua printing March Village News <i>(ref 2526-077)</i>	£309.00
Cheltenham Borough Council contribution to collaborative event <i>(ref 2526-086)</i>	£75.60
Audio Visual Direct grant to Village Hall <i>(ref 2526-079) PAID IN ADVANCE OF THE MEETING</i>	£7134.00
Cllr. Alison Berry reimbursement <i>(ref 2526-081) PAID IN ADVANCE OF THE MEETING</i>	£288.75
Lindsey Shakespeare tree reports <i>(ref 2526-073) PAID IN ADVANCE OF THE MEETING</i>	£700.00

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

APPENDIX 2 – RECEIPTS

Description	Amount
Village News advertising	£27.00
Return of deposit for Allotment Holders' Skittles Evening	£100.00
Interest	£1.97