

SWINDON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 13TH APRIL 2026 AT 7:30PM
IN SWINDON VILLAGE HALL

Parish Councillors Present:

Alison Berry (Chair)
Natalie Blankley
Sharon Collicutt

James Cornish
Tom Harcourt
Ruth Hudson

Also Present:

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

26/46 APOLOGIES

Cllr. Lynne Allen, Borough Councillor Flo Clucas, County Councillor Richard Stanley.

26/47 DECLARATIONS OF INTEREST

None.

26/48 PUBLIC SESSION

The Allotment Manager reported that the digger had been hired and used as agreed with the Clerk.

A resident asked about recycling bulky cardboard. The nearest facility is at Stoke Orchard.

A noisy dog is regularly being exercised in the park in the early hours of the morning. This should be reported to Environmental Health.

26/49 BOROUGH AND COUNTY COUNCILLOR REPORTS

Richard Lawler, who will be standing for the Borough Council, reported on behalf of our Borough Councillors.

Mr. Lawler stated that the default for paying Council Tax in instalments is 10 payments per year. The Borough Council will change this to monthly payments on request.

Problems of flooding in Manor Road are being investigated (again).

The Manor Road traffic lights and their temporary replacements have failed (incorrect mains supply and stolen batteries respectively). Highways and the developer are now disputing who is responsible.

26/50 MINUTES OF THE LAST MEETING

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

26/51 MATTERS ARISING

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

Williams. Cllr. Cornish had met with representatives of the group maintaining the churchyard. Action complete, see item below.

ACTION 26/38/1 – The Clerk to contact HMRC and the accountant running the payroll to clarify the exact position. The matter has now been resolved. Action complete.

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

26/52 ACCOUNTS PAYABLE

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

26/53 PLANNING

- 25/01972/ADV – Proposed freestanding totem sign to Kingsditch Retail Park. The Council **RESOLVED** to raise no objection.

It was noted that Uckington Parish Council are producing a Neighbourhood Plan.

26/54 RECRUITING FOR A CLERK

Sixteen candidates had come forward. Six candidates were identified for interview. The interviews would take place on the evenings of 27th, 28th and 29th April. Three councillors (from Cllrs. Berry, Cornish, Blankley and Harcourt) would form an interview panel, possibly with the Clerk also in attendance.

NEW ACTION 26/54/1 – Clerk to request use of the bar area of the Village Hall for interviewing.

The remaining candidates would be told they had been unsuccessful.

NEW ACTION 26/54/2 – Cllr. Cornish to draft emails to the unsuccessful candidates for the Clerk to send.

NEW ACTION 26/54/3 – Cllr. Cornish to generate an interview template.

NEW ACTION 26/54/4 – Clerk to come up with some interview questions.

26/55 RISK LOG

The Clerk presented a draft risk log. The Council **RESOLVED** to approve the document.

26/56 GARDENING EQUIPMENT

It was **RESOLVED** that the Council would purchase and own the tools agreed between Cllr. Cornish and Mr. Williams. The list comprised the following Stihl equipment.

- 2 x mowers
- 1 x strimmer
- 3 x batteries
- 1 x battery charger

Mr. Williams will place the order at Cheltenham Garden Machinery and ask the company to invoice the Parish Council.

NEW ACTION 26/56/1 – Clerk to investigate insurance position in respect of the tools we are purchasing.

NEW ACTION 26/56/2 – Cllr. Harcourt to source a suitable risk assessment for the use of the tools.

NEW ACTION 26/56/3 – Clerk to get volunteering policy from CBC.

26/57 GRANT APPLICATIONS

The Playgroup based at the Mary Godwin Pavilion are trying to get new flooring for the outside area.

NEW ACTION 26/57/1 – Clerk to ask a representative of the group to come to a Parish Council meeting.

26/58 VILLAGE HALL CAR PARK SIGNAGE

It was agreed that if the Village Hall Committee specify the signage they would like to see the Parish Council will pay for it.

26/59 PROCUREMENT POLICY

Cllr. Harcourt is investigating.

26/60 ANNUAL PARISH MEETING

The Annual Parish Meeting will take place on 24th April 2026 at 7:30pm start. The agenda will be:

- Minutes of the last Annual Parish Meeting
- Report from the Chair of the Parish Council
- Financial report from the Clerk of the Parish Council
- Any other business

NEW ACTION 26/60/1 – Clerk to publish notices of the Annual Parish Meeting.

NEW ACTION 26/60/2 – Cllr. Berry to advertise the Annual Parish Meeting on Facebook.

26/61 REPORTS

It was agreed that the maintainer of the horse trough be given a budget of £100 to buy plants.

It was noted that Mr. Simon intends to do more maintenance work on the mosaic.

Cllr. Collicutt will be involved in a meeting with all interested parties to discuss the possibility of a path from Seasons to the back of the school.

Cllr. Harcourt has been planting more trees in Old Mill Way.

The new noticeboard has arrived in the Persimmon sales office.

NEW ACTION 26/61/1 – Cllr. Cornish to discuss with Persimmon the location of the noticeboard.

The meeting closed at 9:35pm.

Signed:	Date:
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APPENDIX 1 – APPROVED PAYMENTS

Description	Amount
HMRC PAYE and NI (ref 2526-092)	£129.52
Clerk salary and expenses (ref 2526-092)	£476.64
Perpetua printing April Village News (ref 2526-091)	£273.00
Micheson Plumbing Services (ref 2526-093)	£195.00
Audio Visual Direct (ref 2526-079)	£7,134.00
Cllr. Alison Berry reimbursement (ref 2526-089)	£31.73
Society of Local Council Clerks (ref 2526-076)	£158.00

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

APPENDIX 2 – RECEIPTS

Description	Amount
Interest	£7.61