

SWINDON PARISH COUNCIL

**UNCONFIRMED MINUTES OF THE MEETING HELD ON MONDAY 21st SEPTEMBER 2026 AT
7:30 PM IN SWINDON VILLAGE HALL**

Parish Councillors Present:

Alison Berry (Chair)

Natalie Blankley (Vice Chair)

Sharon Collicutt

James Cornish

Katy Kendry

Dave Boon

Andy Carvell

Also Present:

Meg Humphries (Clerk)

Twelve members of the public

26/152 TO RECEIVE APOLOGIES

Apologies were received from Cllr Allen.

26/153 TO RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA BELOW

Cllr Berry declared an interest in agenda item 26/164 in relation to a quotation submitted for the park masterplan and advised she would not vote on this item.

Cllr Collicutt declared an interest in agenda item 16/161 as a member of the action group requesting funding support.

26/154 ADJOURNMENT FOR THE PUBLIC SESSION

The meeting was adjourned for the public session, which included the following points:

- Residents expressed transport and traffic concerns regarding Hyde Lane, specifically during school drop-off times.
- It was noted that the Parish Council has submitted comments on Home Farm at both phases, and traffic survey cables were observed on Brockhampton Lane and Quat Goose Lane.
- For Hyde Lane and Swindon Lane:
 - The Parish Council will closely review future development proposals.
 - Cllr Cornish highlighted that the next Strategic Local Plan consultation is due in October and presents an opportunity to submit comments. It is crucial to focus on material planning concerns under the NPPF.
 - Discussions were held regarding engagement with developers and methods to improve local infrastructure. It was highlighted that housing growth is restricted until Junction 10 works are completed.
 - Residents were encouraged to submit feedback on the planning portal regardless of their views once the SLP consultation opens.
- A resident pointed out that the 30mph sign on the corner of Church Road, just past the church, is obscured by overgrown greenery.

The meeting was reconvened.

26/155 TO RECEIVE REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

No reports were received; Cllr Flo Clucas sent her apologies.

ACTION: Clerk to contact Cllrs Flo Clucas, Richard Lawler, Suzanne Williams and Peter Jeffries to request reports/invite attendance for future meetings.

26/156 TO APPROVE AND SIGN THE MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 17TH AUGUST 2026

The Council **RESOLVED** to approve the minutes of the Full Council Meeting on 17th August 2026. The Chair was authorised to sign the minutes as a correct record.

26/157 TO CONSIDER MATTERS ARISING

The Clerk provided an update on outstanding matters, which the Council **NOTED**.

26/158 TO CONSIDER A RESPONSE TO THE GLOUCESTERSHIRE FIRE SERVICE CONSULTATION

It was noted that Cllr Cornish had requested detailed modelling from the Fire Service, but they declined to release it.

Cllr Cornish presented a draft objection based on a lack of evidence that the proposal is viable, noting that figures cited are Cheltenham-wide (125k population) despite high-risk areas being localised (e.g., Springbank and industrial estates in West Cheltenham). District councillors Clucas and Lawler had submitted similar objections.

RESOLVED: To submit the official objection response.

ACTION: Clerk to send response to the fire service.

26/159 TO NOTE UPDATES ON THE LOCAL GOVERNMENT REORGANISATION AND COMMUNITY GOVERNANCE REVIEW AND CONSIDER ANY RESULTING ACTIONS

Cheltenham Borough Council (CBC) consulted on governance options. Initial suggestions from Swindon PC were rejected, but CBC subsequently asked if the Parish Council would take on "RB", currently in Prestbury. This represents approximately 900 electors now, plus an estimated 1,500 future electors once Elms Park is completed.

RESOLVED: To submit a formal response confirming the Council is happy to take on RB.

ACTION: Cllr Cornish to write to CBC confirming the parish council's support of adopting RB.

26/160 TO CONSIDER A LIST OF COMMUNITY BENEFIT PROPOSALS TO SHARE WITH DEVELOPERS

Members discussed the merits of sharing proposals with developers, weighing a new community building against upgrading existing facilities.

RESOLVED: To draft and forward a list of community benefit proposals to the developer.

ACTION: Cllr Kendry to draft a community benefit proposals list that can be shared with developers.

26/161 TO CONSIDER A FUNDING CONTRIBUTION TOWARDS LEAFLET PRINTING FOR THE ACTION GROUP OPPOSING GREEN BELT DEVELOPMENT

Clarification noted: funding is intended for purchasing banners and posters opposing Green Belt development. Council noted maintenance cost implications for facilities and the requirement to maintain impartiality.

RESOLVED: Not to grant direct funding to the Action Group, but to raise awareness impartially about engagement opportunities. The Parish Council will publish and distribute a full leaflet (including a Facebook QR code) when a new consultation is planned.

Print run increased from 1,150 to 1,500 copies to reach surrounding affected areas.

ACTION: Cllrs Collicutt and Boon to draft informational parish leaflet wording with a focus on raising awareness and a neutral stance.

26/162 TO CONSIDER TRAFFIC ASSESSMENT AND MODELLING AND AUTHORISE EXPENDITURE FOR RELATED HIGHWAYS AND TRANSPORT STUDIES

Cllr Cornish presented options for independent modelling of Kingsditch Lane / Wymans Lane junctions: full gold-standard modelling (£50k–£60k), utilising existing data in an established model (£10k+), or engaging an expert to review/critique existing developer models. Statutory requirements for wildlife assessments were noted as relatively low.

RESOLVED: To obtain quotes for independent traffic modelling expertise.

ACTION: Cllr Cornish and Clerk to obtain quotes for traffic modelling and expert review.

26/163 TO CONSIDER PLANNING AND LICENSING MATTERS

i. Elms Park: To note the revised Design Code and consider any actions or comments

Cllrs Berry and Carvell gave a brief update following a meeting with the borough council lead on Elms Park.

RESOLVED: Establish a logical structure to review the design code section-by-section. Working group meeting scheduled for Tuesday 6th at 7:00 pm (venue TBC).

ACTION: Cllr Carvell to lead on structuring the Design Code consultation submission and assign sections to councillors.

ii. 26/01405/FUL: Unit C Kingsditch Trading Estate Malmesbury Road Cheltenham Gloucestershire GL51 9PL; Change of Use to Classes E g(III), B2 and B8 with trade counter/showroom and external improvements including re-cladding and re-roofing and alterations to car parking of Units B and C, Kingsditch Trading Estate

No comments.

iii. 26/01323/FUL: Spirax Sarco Ltd Runnings Road Cheltenham; Extension to energy centre to accommodate new electric boiler, with relocation of existing cycle shelter.

No comments.

26/164 TO CONSIDER APPOINTING A CONSULTANT TO DEVELOP A MASTERPLAN FOR IMPROVEMENTS TO THE PARK

RESOLVED: To appoint Rapport for the park masterplan.

ACTION: Clerk to write to both consultant applicants with the outcome.

26/165 TO CONSIDER FUNDING TREE SUPPLY, PLANTING, AND MAINTENANCE AT SWINDON VILLAGE PLAYING FIELD FOLLOWING TREE REMOVALS, AND TO REVIEW THE ASSOCIATED QUOTATION.

RESOLVED: To defer major tree-planting work until the park masterplan is complete.

ACTION: Clerk to respond to CBC to advise of the decision.

26/166 ALLOTMENT MATTERS

i. To formally approve the annual allotment rent for 26/27 as £35.

RESOLVED: Formally approved annual allotment rent at £35.00.

ii. To approve amendments to the allotment tenancy agreement wording.

RESOLVED: Approved amendments to the allotment tenancy agreement wording.

iii. To note an update regarding plot 22A.

It was noted that the plot had been in breach of the tenancy agreement for a prolonged period.

ACTION: Clerk to clarify council liability regarding site clearance and contents.

ACTION: Clerk to post formal notice on Plot 22A and obtain clearance quotes.

ACTION: Clerk to enquire about whether the plotholder still seemingly active on site.

iv. To ratify up to £200 reimbursement for preservative for the allotment community shed.

RESOLVED: Approved reimbursement of up to £200.00 for shed preservative.

26/167 TO APPROVE THE NEW INTERNAL CONTROLS PROCESS AHEAD OF COMMENCING NEXT MONTH, AND TO APPOINT A CONTROLLER FOR THE REMAINDER OF 2026/27 FINANCIAL YEAR

Resolved: Approved the new Internal Controls process ahead of next month's implementation.

ACTION: Clerk to ask Lynne to act as Controller for the remainder of 2026/27.

26/168 TO CONSIDER PURCHASE OPTIONS FOR MICROSOFT OFFICE PACKAGE AND APPROVE PURCHASE VIA THE COUNCIL DEBIT CARD

RESOLVED: Approved Option C via council debit card.

26/169 TO CONSIDER BOOKING THE ILCA TRAINING COURSE FOR THE CLERK

RESOLVED: Approved ILCA training booking for the Clerk.

ACTION: Clerk to speak to Gotherington Parish Council regarding sharing working hours for the course.

26/170 TO NOTE THE LOCAL GOVERNMENT PAY AWARD FOR 2026/27 AND RETROSPECTIVE PAY AWARDS FOR THE CLERK AND FORMER CLERK

NOTED: Pay award for 2026/27 and retrospective payments for current and former Clerk.

26/171 TO CONSIDER AND APPROVE ACCOUNTS PAYABLE (SEE APPENDIX 1)

RESOLVED: Accounts payable approved (as per Appendix 1).

ACTION: Clerk to get outstanding invoices signed.

26/172 TO NOTE THE AUDIT RECOMMENDATIONS ACTION LIST AND PROGRESS TO DATE

NOTED: Progress on audit action list reviewed and noted.

26/173 TO RECEIVE COUNCILLOR AND CLERK REPORTS

- Cllr Carvell noted ongoing review of Persimmon's unmet planning conditions regarding Elms Park.
- Cllr Kendry reported on her work to get quotes for refurbishment of the cider press. Timber, ironwork, and stone require repair/replacement; tipping hazard noted. Land ownership remains unconfirmed; laying flat remains an option.
- Cllr Collicutt raised resident requests for park benches.

26/151 TO NOTE THE DATES OF THE NEXT THREE MEETINGS AND AGREE CHAIRING ARRANGEMENTS FOR MONDAY 19TH OCTOBER

The dates of the next three Full Council meetings were noted as:

Monday 19 October 2026, 7.30 pm

Monday 16 November 2026, 7.30 pm

December meeting: To be confirmed (due to 21st December being very close to Christmas).

Minutes of Swindon Parish Council 21st September 2026

Due to uncertain member availability at this time, it was agreed that the Chair for the meeting on Monday 19th October 2026 would be decided on the night.

There being no further business, the meeting closed at 9.48 pm.

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

APPENDIX 1 – ACCOUNTS PAYABLE

Ref	Description	Amount
2627-037	Web hosting (16/8 to 15/9) reimbursement to S Cullimore	£6.29
2627-038	Clerk salary August (paid start of month)	£888.50
2627-039	Election administration charge (Cheltenham Borough Council)	£380.60
2627-040	HMRC PAYE and NI August	£334.27
2627-041	Scribe Accounting – monthly subscription (Direct Debit)	£30.00
2627-042	Postage reimbursement to Clerk (signed-for allotment letter)	£5.95
2627-043	Reimbursement to Clerk for printer cartridges	£29.99
2627-044	Perpetua Press – Village News September 2026	£302.00

APPENDIX 2 – RECEIPTS

Description	Amount
HMRC refund (paid 12/08/26)	£7,402.43
Village News advertising (paid 11/09/26)	£18.00
Village News advertising (paid 14/09/26)	£72.00
September savings account interest (paid 09/09/26)	£14.26