

SWINDON PARISH COUNCIL

NOTICE OF MEETING

Councillors ARE HEREBY SUMMONED to attend the MEETING of SWINDON PARISH COUNCIL in SWINDON VILLAGE HALL on **Monday 21st September 2026 at 7:30 pm.**

The public and press are invited to attend. The public may participate during the public session of the meeting.



Meg Humphries
Proper Officer of the Council
15th September 2026

AGENDA

- 1 To receive apologies
- 2 To receive Declarations of Interest
- 3 Adjournment for the Public Session (*Members of the public are welcome to attend meetings of the Council. Questions may be put to the Council during the Public Session.*)
- 4 To receive reports from County and Borough Councillors
- 5 To approve and sign the minutes of the Full Council Meeting held on Monday 17th August 2026
- 6 To consider matters arising
- 7 To consider a response to the Gloucestershire Fire Service consultation
- 8 To note updates on the Local Government Reorganisation and Community Governance Review and consider any resulting actions
- 9 To consider a list of community benefit proposals to share with developers
- 10 To consider a funding contribution towards leaflet printing for the Action Group opposing Green Belt development.
- 11 To consider traffic assessment and modelling and authorise expenditure for related highways and transport studies.
- 12 To consider planning and licensing matters
 - i. Elms Park: To note the revised Design Code and consider any actions or comments
 - 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
 - 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.
- 13 To consider appointing a consultant to develop a masterplan for improvements to the park
- 14 To consider funding tree supply, planting, and maintenance at Swindon Village Playing Field following tree removals, and to review the associated quotation.
- 15 Allotment matters:
 - i. To formally approve the annual allotment rent for 26/27 as £35.
 - ii. To approve amendments to the allotment tenancy agreement wording.
 - iii. To note an update regarding plot 22A.

- iv. To ratify up to £200 reimbursement for preservative for the allotment community shed.
- 16 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
- 17 To consider purchase options for Microsoft Office package and approve purchase via the council debit card.
- 18 To consider booking the ILCA training course for the Clerk
- 19 To note the local government pay award for 2026/27 and retrospective pay awards for the Clerk and former Clerk
- 20 To consider and approve accounts payable (see appendix 1)
- 21 To note the audit recommendations action list and progress to date
- 22 To receive councillor and Clerk reports
- 23 To note the dates of the next three meetings and agree charring arrangements for Monday 19th October

APPENDIX 1 – ACCOUNTS PAYABLE

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

APPENDIX 2 – RECEIPTS

<u>Description</u>	<u>Amount</u>
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 acc interest (paid 09/09/26)	£14.26