

SWINDON PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD ON 8TH APRIL 2024 AT 7:45PM  
IN SWINDON VILLAGE HALL

Parish Councillors Present:

Lisa Whitaker (Vice Chair)  
Lynne Allen

Alison Berry  
Natalie Blankley

Also Present:

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

In the absence of the Chair, Cllr. Whitaker lead the meeting.

**24/49 APOLOGIES**

Sharon Collicutt, James Cornish, Borough Cllr. Flo Clucas.

**24/50 DECLARATIONS OF INTEREST**

None.

**24/51 ADJOURNMENT FOR THE PUBLIC SESSION**

Barry Simon stated that he wanted to agree certain arrangements with the Council following the death of Cllr. Helen Wells. The annual Save the Countryside Walk would be renamed Helen's walk. It would take place on 12<sup>th</sup> May 2024. Mr. Simon would discuss the details with Rich Wells. The walk would end at either Trail's End or the Village Hall.

**24/52 MINUTES OF PREVIOUS MEETING**

The Council **RESOLVED** to accept the minutes of 11<sup>th</sup> March 2024 as a true record.

**24/53 MATTERS ARISING**

ACTION 23/149/1 – Cllr. Cornish to approach Bishops Cleeve, Uckington and Elmstone Hardwicke Parish Councils to consider a joint plan to the use of CIL/Section 106 monies. Action continues.

ACTION 23/155/1 – Matters arising from the Internal Audit to be progressed. The major action outstanding was the periodic inspection of the Council's assets. Members agreed to each inspect one or two assets. The Clerk would allocate assets to the members. Action continues.

ACTION 23/190/2 – Cllr. Cornish to decide on a process by which we would come up with a new and better name for the Amenity Area. Action continues.

ACTION 24/7/1 – Cllrs. Cornish and Wells to contact the members of CBC's planning committee to express their concerns about the Home Farm planning application. Cllr. Allen agreed to take up the matter, hopefully with assistance from Cllr. Berry. Cllr. Clucas had raised the concerns with the Borough Council. Action complete.

ACTION 24/11/1 – Cllr. Cornish to ask the other Parish Councils via C5 if they also suffer from planning documents being made public at times when in depth review is difficult to accommodate. Cllr. Whitaker would be attending the next C5 meeting and agreed to take up the matter. Action continues.

ACTION 24/28/1 - The Clerk to circulate the map of the park and suggested initiatives

that had been prepared previously. Action continues.

ACTION 24/28/2 - The Clerk to ask CBC to clarify what will happen to the pavilion in the park. Action continues.

**24/54 ACCOUNTS PAYABLE**

Members **RESOLVED** to make the payments identified in Appendix 1. Cllrs. Whitaker and Allen were assigned to approve.

**24/55 INTERNAL AUDIT**

Members **RESOLVED** to accept the Clerk's recommendation that GAPTC continue be used to provide an internal audit.

**24/56 FINANCIAL INSPECTION**

Members **RESOLVED** that Cllr. Allen would perform a financial inspection. Cllr. Blankley would also participate if available.

**24/57 PREPARATION FOR THE END OF THE FINANCIAL YEAR**

The Clerk had provided members with a document describing the process. Little could be signed off at this meeting as actions had to be progressed in the following order:

- The Internal Audit is completed
- With knowledge of the internal auditor's conclusions, the Annual Governance Statement is signed off
- The Annual Accounting Statements are signed off

**24/58 PLANNING AND LICENSING**

The following planning application was due for consideration.

- 24/00545/FUL – Proposed extension to side/rear of property 27 Hulbert Close. The Council **RESOLVED** to raise no objection.

There were no active licensing applications to be considered.

**24/59 STRATEGIC AND LOCAL PLAN**

Nothing to report.

**24/60 ANNUAL PARISH MEETING**

The meeting will take place on 14<sup>th</sup> May. It was intended that a presentation be made of the Freedom of the Parish on behalf of Helen. It was agreed that we should consider new names for the Amenity Area on the night, also asking for suggestions in advance. Cllr. Whitaker agreed to set up a page for the Village News on the topic.

**24/61 AMENITY AREA**

The Clerk confirmed that the tree works being undertaken on 14<sup>th</sup> May by Chris Arnold Tree Surgery would address all urgent/public safety matters. It was agreed that a further tree inspection should be commissioned and that a maintenance plan be put in place, including inspections at regular, appropriate intervals.

**NEW ACTION 24/61/1** – Clerk to commission a tree inspection in the summer.

**24/62 VILLAGE HALL CAR PARK**

The Clerk had been made aware of a recurring problem with the sewer connection to the village hall. The sewer backs up on a recurring basis. There appear to be issue

with the sewer pipe between the two manhole covers in the car park and possibly beyond the second manhole cover. The Borough Council's position is that maintenance of the sewer is the responsibility of the Parish Council as lessee. The Clerk had obtained a copy of a sewer map which shows that the pipe is not a Severn Trent asset. The Clerk is continuing to negotiate the matter with the Borough Council.

The Clerk was asked to enquire if the solicitor presently dealing with the purchase of the car park could also draft a rental agreement between the Village Hall (as lessee) and the Parish Council (as lessor).

#### **24/63 REPORTS**

The Council revised the litter pick dates as follows.

- 5<sup>th</sup> May – Cancelled
- 2<sup>nd</sup> June – Cancelled
- 9<sup>th</sup> June – Starting from the Village Hall
- 14<sup>th</sup> July – Starting from the Cross Hands

The Clerk informed the meeting that he had received notification that the Council would receive £3,551.66 in Community Infrastructure Levy (CIL) funding in respect of the St. Peters Vicarage development at 375 Swindon Road.

The meeting closed at 9:20pm.

Signed:	Date:
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#### **APPENDIX 1 – APPROVED PAYMENTS**

<b>Description</b>	<b>Amount</b>
Perpetua printing March edition of the Village News (ref 2324-084)	£246.90
Clerk salary and expenses (ref 2324-077, 078, 081, 082, 083)	£583.26

*The Clerk would set up the payments to be made by bank transfer.*