

SWINDON PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD ON 13TH MAY 2024 AT 7:30PM
IN SWINDON VILLAGE HALL

Parish Councillors Present:

James Cornish (Chair)

Lisa Whitaker (Vice Chair)

Lynne Allen

Alison Berry

Natalie Blankley

Sharon Collicutt

Also Present:

Shaun Cullimore (Clerk), Borough Cllrs. Flo Clucas, Frank Allen and Suzanne Williams and four members of the public. Note that the parish has been split across two Borough Council wards; Cllrs. Clucas and Allen represent the part of the parish that is in Swindon Village ward and Cllr. Williams is one of two councillors representing the part of the parish that is in Springbank ward.

24/64 APOLOGIES

None.

24/65 ELECTION OF CHAIR

Cllr. Cornish announced that he was standing down. He was thanked for the work he had done and confirmed his intention to continue as a member. Cllr. Whitaker was unanimously elected as Chair.

24/66 ELECTION OF VICE-CHAIR

Cllr. Berry was unanimously elected as Vice Chair.

24/67 DECLARATIONS OF INTEREST

None.

24/68 ADJOURNMENT FOR THE PUBLIC SESSION

Two local residents were hoping to get the Parish Council to support their objection to proposed developments at 36 Church Road (reference 24/00756/FUL). They had no objection to the proposed extension to the ground floor but a loft conversion was proposed which would have an extensive glazed area overlooking adjacent properties.

The Council **RESOLVED** to support the objection.

24/69 REPORT FROM BOROUGH COUNCILLORS

The closure of Manor Road had caused major issues of traffic jams and loss of trade. Cllrs. Clucas and Allen felt that the proposed 17 week closure was far too long. An on-site meeting was planned for Wednesday 15th May. It had been organised by County Cllr. Fisher and would be attended by Persimmon (the developer), senior officers representing Gloucestershire Highways and the Clerk and two members of the Parish Council.

Cllr. Clucas had met with Sport England in a bid to prevent the development of the Folly. Although it is not within the parish the Folly is one of the last remaining undeveloped green spaces in Cheltenham town centre.

The Borough Councillors left the meeting.

24/70 MINUTES OF PREVIOUS MEETINGS

The Council **RESOLVED** to accept the following minutes of meetings held on 8th April

2024 as a true record.

- The minutes of the special meeting (award of Freedom of the Parish to Helen Wells)
- The minutes of the regular monthly meeting

24/71 MATTERS ARISING

ACTION 23/149/1 – Cllr. Cornish to approach Bishops Cleeve, Uckington and Elmstone Hardwicke Parish Councils to consider a joint plan for 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 complete.

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. Names have been requested and a decision will be made at the Annual Parish Meeting. 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. The Clerk had circulated a document which he thought contained the map. However, it did not. Action continues.

ACTION 24/28/2 - The Clerk to ask CBC to clarify what will happen to the pavilion in the park. The Clerk has written to Simon Hodges, Principal Estates Surveyor, Cheltenham Borough Council. A girls' football club is considering taking the pavilion on. Action complete.

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

24/72 VILLAGE HALL CAR PARK

The Clerk had obtained quotes for investigating the sewer problem.

- Gloucester Drains - CCTV "look and see" survey £195 + VAT, CCTV survey with full report £395 + VAT
- Cotswold Drain Service - CCTV survey including a written report and a link to the video footage £225 + VAT
- Drain Doctor - CCTV survey with report £260 + VAT

The Clerk recommended that the Council engage Cotswold Drain Service and the Council **RESOLVED** to do so.

If quotes for repairing the sewer come to more than £5,000 it was agreed that we would pause the purchase process to consider our options.

The solicitor had quoted £600 to undertake a "health check" of the proposed

agreement between the Parish Council and the Village Hall Management Committee. The Council **RESOLVED** to accept this.

24/73 ANNUAL PARISH MEETING

Cllr. Clucas had kindly accepted the Parish Council's request that she present Helen's Freedom of the Parish award to Helen's family. The agenda would be:

- To consider the minutes of the last Annual Parish Meeting held on 26th April 2023
- Presentation of the Freedom of the Parish award to Helen's family
- Presentation by Councillor Lisa Whitaker, Chair of the Parish Council
- Presentation by Shaun Cullimore, Clerk to the Parish Council
- Any matters our Borough and County Councillors wish to raise
- Renaming of the Amenity Area
- Any other business

The Council **RESOLVED** to authorise Cllrs. Berry and Collicutt to purchase refreshments for the evening.

Cllr. Cornish left the meeting.

24/74 INTERNAL AUDIT

The Clerk provided members with a copy of the Internal Audit report. No issues had been identified.

24/75 ANNUAL GOVERNANCE STATEMENT

The Clerk provided members with a copy of the Annual Governance Statement. The Council **RESOLVED** to complete the Statement without identifying any concerns. The Annual Governance Statement was then signed by the Clerk and the Chair.

24/76 DETAILED ACCOUNTS

The Clerk provided members with a copy of the detailed accounts.

24/77 ACCOUNTING STATEMENTS

The Clerk provided members with a copy of the Accounting Statements he had signed as RFO. The Council considered the Accounting Statements and **RESOLVED** to approve them. The Accounting Statements were then signed by the Chair.

24/78 RECONCILIATION BETWEEN BOX 7 AND BOX 8 IN SECTION 2 OF THE AGAR

The Clerk provided members with a copy of the statement reconciling the differences between the Council's net assets and its cash position (i.e. a statement of debtors and creditors).

24/79 BANK RECONCILIATION

The Clerk provided members with a copy of the Bank Reconciliation as at 31st March. The Council **RESOLVED** to accept the Bank Reconciliation. The document was signed by the Chair.

24/80 EXPLANATION OF VARIANCES

The Clerk provided members with a copy of the Explanation of the Variances between the financial position of 2022-2023 and 2023-2024. The Council **RESOLVED** to accept the Explanation of the Variances.

24/81 ACCOUNTS PAYABLE

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

24/82 GENERAL POWER OF COMPETENCE

To adopt the General Power of Competence the Council needs to have at least two thirds of its members to be elected. The Council has only six councillors with three vacancies. One of the members is co-opted, therefore the Council does not meet this requirement.

24/83 STANDING ORDERS

The Clerk knew of no changes required. The Council **RESOLVED** to make no change to the document.

24/84 FINANCIAL REGULATIONS

The Clerk informed the Council that NALC had recently revised the model text. The Clerk had produced a document based on the model text but tailored to the needs of the Council. He would circulate it for approval.

NEW ACTION 24/84/1 – Clerk to circulate a revised version of the Council's Financial Regulations aligned with the latest NALC model text.

24/85 PLANNING AND LICENSING

Planning application 24/00756/FUL had been discussed.

There were no other planning applications and no active licensing applications to be considered.

24/86 MEMORIAL TO HELEN WELLS

As instructed the Clerk had obtained two scrolls for a total of £140.50 plus VAT and had them framed.

The Clerk had sought three quotes for framing the scrolls as follows.

- Cleeve Picture Framing - £90.52
- Cotswold - £71.60
- Cheesmans - Unable to get quote

The Clerk had taken the scrolls to Cotswold for framing.

24/87 NOTICEBOARDS

The Clerk reported that the noticeboards, in particular the one in the churchyard, were in a poor state. This matter was not urgent and would be deferred.

24/88 REPORTS

Helen's Walk (formerly the Save the Countryside Walk) had been a great success.

Cllr. Whitaker had attended the C5 meeting. Another joint parishes and Borough Council event is planned for either 5th or 12th October.

The meeting closed at 9:35pm.

Signed:	Date:
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APPENDIX 1 – APPROVED PAYMENTS

Description	Amount
Clerk salary and expenses <i>Ref 2425-001, 007, 008, 013</i>	£585.68
Campaign for the Protection of Rural England <i>Ref 2425-010</i>	£40.00
GAPTC membership <i>Ref 2425-003</i>	£512.15
GAPTC internal audit fee <i>Ref 2425-011</i>	£215.00
Perpetua printing May Village News <i>Ref 2425-009</i>	£246.90
Swindon Village Hall room hire <i>Ref 2425-002</i>	£260.00
Communicorp production of two scrolls <i>Ref 2425-005</i>	£168.60
Cotswold Framing Company framing of two scrolls <i>Ref 2425-006</i>	£71.60

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

APPENDIX 2 – RECEIPTS

Description	Amount
Advertising payment received 05/04/2024	£18.00
Precept received 10/04/2024	£12,784.36
Advertising payment received 16/04/2024	£36.00