

SWINDON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON MONDAY 20TH JULY 2026 AT 7:30 PM
IN SWINDON VILLAGE HALL

Parish Councillors Present:

Alison Berry (Chair)

Natalie Blankley (Vice Chair)

Sharon Collicutt

Katy Kendry

Lynne Allen

Also Present:

Meg Humphries (Clerk), 7 members of the public

26/109 TO RECEIVE APOLOGIES

Cllrs Cornish and Carvell

26/110 TO RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA BELOW

None.

26/111 ADJOURNMENT FOR THE PUBLIC SESSION

Numerous concerns and comments were presented by members of the public regarding the Hyde Lane application

- Concerns raised regarding access arrangements, potential new road links, green space loss, infrastructure capacity and the cumulative impact of development in the area.
- Highways concerns including traffic volumes, rat-running, road network feasibility, impacts on village safety/wellbeing and the need for a strategic transport review. Cllr Berry confirmed Cllr Cornish has requested a GCC Highways meeting.
- Concerns regarding school capacity, potential expansion needs and the impact of development on the character of the village.
- Questions raised around affordable housing delivery and whether the proposed housing mix could change over time.
- Concerns regarding drainage, sewage capacity, flooding, maintenance of Hyde Brook and potential impacts on existing properties. Resident has photographs and may have submitted comments via the planning portal.
- Query regarding whether land near the church/bridge area may serve as a drainage maintenance berm.

In addition, issues with signage visibility at the Hyde Lane railway bridge were raised; Cllr Berry confirmed a FixMyStreet report had been submitted.

26/112 TO RECEIVE REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

None received.

26/113 TO APPROVE AND SIGN THE MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 8TH JUNE 2026, AND TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON MONDAY 29TH JUNE

2026.

The Council **RESOLVED** to approve the minutes of the Full Council Meeting on 8th June 2026 and the Extraordinary Council Meeting on 29th June 2026. The Chair was authorised to sign them.

26/114 TO CONSIDER MATTERS ARISING

NEW ACTION 26/114/1: Clerk to prepare and maintain an action tracker for future meetings.

26/115 TO RECEIVE UPDATES ON THE COMMUNITY GOVERNANCE REVIEW AND AGREE A CONSULTEE RESPONSE AND ACTIONS

Council **RESOLVED** to ratify the consultation response drafted and circulated by Cllr Cornish.

26/116 TO NOTE CORRESPONDENCE REGARDING THE VILLAGE MOSAIC, TO CONSIDER A RESPONSE AND TO AGREE ANY ACTIONS

Members **NOTED** a letter from a resident regarding ongoing lawnmower damage to the Centennial Art Work mosaic on the playing field by grounds contractors.

Council **RESOLVED** to reply to the letter advising that consideration will be given to the mosaic in the upcoming park master plan.

NEW ACTION 26/116/1 Clerk to reply to resident as above.

26/117 TO RECEIVE AN UPDATE REGARDING KERBS IN THE PARISH FOLLOWING WORKS FROM HIGHWAYS

Council **NOTED** recent correspondence between a resident and Highways requesting dropped kerbs at ten locations in the parish, four of which had now been taken forward for installation.

26/118 TO CONSIDER QUOTATIONS AND SELECT A CONTRACTOR FOR ESSENTIAL TREE WORKS

The Council considered two competitive arboriculture quotes to complete recommended works on a TPO-protected Beech tree (T4) on Manor Road. Council **RESOLVED** to appoint Chris Arnold at a cost of £1,440 including VAT.

26/119 TO REVIEW AND APPROVE THE COUNCIL'S ANNUAL INSURANCE POLICY RENEWAL TERMS

The Clerk presented the renewal terms for the Council's insurance policy, confirming that the cost remains unchanged at £300, the policy is due to renew on 29th August, and that the asset values held by the insurer match the Parish Council's latest asset register.

Council **RESOLVED** to defer the item to the August Full Council Meeting to allow time to confirm that the asset register reflects all Council assets and to advise the insurer of any amendments and any resulting change to the premium.

NEW ACTION 26/119/1: Clerk to review asset register and liaise with the insurer.

26/120

26/120 TO CONSIDER THE APPOINTMENT OF PATA PAYROLL SERVICES FOR COUNCIL PAYROLL AND PENSION PROCESSING

The Clerk recommended appointing PATA Payroll Services following a review of payroll providers for single-employee councils and based on previous positive experience. The proposed cost was £17.10 per month, including pension deduction processing, plus the applicable one-off setup fee.

Council **RESOLVED** to appoint PATA Payroll Services to provide the Council's payroll service.

NEW ACTION 26/120/1: Clerk to commence the payroll setup with PATA. Pension contribution details to be added to the August agenda and provided to PATA once confirmed.

26/121 TO SELECT A NEW EMAIL AND WEBSITE PROVIDER AND AGREE THE DETAILS OF THE DIGITAL TRANSITION

The Clerk presented a review of the Council's website, domain and email provision, recommending a transition to a professionally managed solution.

Council **RESOLVED** to appoint HugoFox as the Council's new website and email provider and approved the proposed digital transition.

NEW ACTION 26/121/1: Clerk to initiate the website and email migration with HugoFox.

26/122 TO SELECT A NEW ACCOUNTING SOFTWARE PACKAGE AND PROVIDER

The Clerk presented a review of specialist local authority accounting software, comparing two platforms with costs and features.

Council **RESOLVED** to subscribe to Scribe accounting.

NEW ACTION 26/122/1: Clerk to initiate the transition to Scribe accounting.

26/123 TO SELECT A DEDICATED MOBILE PHONE FOR THE CLERK AND A DEDICATED BUSINESS SIM CONTRACT

The Clerk presented options for a dedicated Clerk's mobile phone and SIM-only business contract following the Council's prior approval.

Council **RESOLVED** to approve the purchase of Samsung Galaxy S25 FE 128GB Jet Black from A1 Tech Deals £415 including VAT plus £6 delivery and a SIM contract with Lebara at £5 per month for 1,000 texts, 1,000 minutes and 5GB data.

NEW ACTION 26/123/1: Clerk to purchase phone and set up contract as above.

26/124 TO CONSIDER AND APPROVE ACCOUNTS PAYABLE (SEE APPENDIX 1)

Members reviewed the accounts payable list attached at Appendix.

Council **RESOLVED** to approve and ratify (as applicable) all payments listed.

26/125 TO NOTE AND RATIFY THE BANK MANDATE AND UPDATED USER ACCESS TO BANKING

The Council **NOTED** that the Clerk had been added to the internet banking system, and further notes that upon receipt of the login card and card reader, the Clerk's first action will be to add Councillor Blankley as a signatory as previously agreed followed by Councillors Carvell and Kendry.

26/126 TO CONSIDER PLANNING AND LICENSING MATTERS

The Council **NOTED** the planning applications received since the last Full Council Meeting.

The Council **RESOLVED** to submit a formal response to application 26/00466/OUT (outline application for up to 165 residential units), based on the draft prepared by Cllr Carvell. Cllr Kendry would prepare a concluding summary and the Clerk would submit the response by email.

NEW ACTION 26/126/1: Cllr Kendry to draft and circulate a conclusion; Clerk to submit response to planning department.

The Council **RESOLVED** to ratify the consultation response submitted in respect of application 26/01048/SCOPE, which had been sent prior to the meeting to meet the consultation deadline.

The Clerk advised that representatives of Blenheim Strategic Partners wished to meet with the Council to discuss the proposed development on land between Swindon Lane and Hyde Lane. Council **AGREED** to set up a meeting.

NEW ACTION 26/126/2: Clerk to liaise with Blenheim regarding a potential meeting as above.

26/127 TO RECEIVE REPORTS

- Cllr Collicutt advised that the allotment community had invited all councillors to a barbecue at the allotments on Saturday 8 August at 4 pm.
- Cllr Allen reported on the Junction 10 information event and advised that she had made contact with an individual interested in attending future Elms Park meetings with the developer.
- Cllr Allen plans to inspect Brockhampton Bridge following graffiti removal.
- Cllr Blankley highlighted that the recent yellow line repairs in the village hall car park were unsatisfactory and the Clerk confirmed that she would pursue the matter with the contractor.
- Cllr Berry advised that she and the Clerk would meet on Thursday for a one-to-one.
- Cllr Blankley reported attending a Gloucestershire community flood planning session.

The meeting closed at 9:37 pm.

The next meeting of the Council will be held on Monday 17 August 2026 at 7.30 pm in Swindon Village Hall.

Signed:	Date:
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