

SWINDON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON MONDAY 17TH AUGUST 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

Dave Boon (co-opted during item 26/134)

Also Present:

Meg Humphries (Clerk)

Two members of the public

26/128 TO RECEIVE APOLOGIES

Apologies were received from Cllrs Cornish and Carvell.

The Council agreed to take agenda item 26/134 at this point in the meeting, before agenda item 26/129.

26/134 TO CONSIDER THE CO-OPTION OF A COUNCILLOR TO FILL A VACANCY ON THE COUNCIL

Dave Boon expressed his willingness to join the Council.

The Council **RESOLVED** unanimously to co-opt Dave Boon to the Parish Council.

Cllr Boon signed a Declaration of Acceptance of Office, which was subsequently signed by the Clerk. He also completed a Register of Interests form and provided this to the Clerk.

Cllr Boon then joined the meeting as a member of the Council.

26/129 TO RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA BELOW

Cllr Berry declared an interest in agenda item 26/137 in relation to a quotation submitted for the park masterplan.

26/130 ADJOURNMENT FOR THE PUBLIC SESSION

The meeting was adjourned for the public session.

A resident raised concerns regarding the proposed Hyde Lane development. An update was provided on the environmental assessment process and the Council's previous responses to the applications. The Council's concerns regarding cumulative impacts, particularly highways and ecology, were noted.

A request was made for approximately £200 towards preservative for the community shed. The Council indicated its support for the expenditure, subject to receipts being provided to the Parish Council. The expenditure will be brought to the next meeting for formal approval.

The condition of the community barbecue at the allotments was also discussed. Quotations for replacement options will be obtained.

The meeting was reconvened.

26/131 TO RECEIVE REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

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

ACTION: The Clerk will contact Cllrs Clucas and Lawler to invite a conversation on the current Gloucestershire Fire and Rescue Service consultation.

26/132 TO APPROVE AND SIGN THE MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 20TH JULY 2026

The Council **RESOLVED** to approve the minutes of the Full Council Meeting on 20th July 2026. The Chair was authorised to sign the minutes as a correct record.

26/133 TO CONSIDER MATTERS ARISING

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

ACTION: Clerk to contact Cllr Harcourt regarding the position of the volunteering policy.

ACTION: Clerk to contact the contractor requesting that the poor-quality remedial work to the yellow lines in the Village Hall car park be rectified as soon as possible, advising that the Council may consider further action if the matter remains unresolved.

26/135 TO CONSIDER PLANNING AND LICENSING MATTERS

The Council considered the following planning applications:

26/00813/CLPUD – 4 Whitethorn Cottages, Dark Lane, Cheltenham, Gloucestershire, GL51 9RW; Proposed dropped kerb and hardstanding for vehicle access.

26/01085/FUL – McDonald's Restaurants Ltd, Kingsditch Retail Park, Kingsditch Lane; Refurbishment of the restaurant, including redecoration of elevations, replacement drive-thru booth windows and associated works.

26/01010/FUL – 1 Swindon Hall, Church Road, Swindon Village; Installation of solar panels on the roof of the garden annex.

26/01155/FUL – 3 Whitethorn Cottages, Dark Lane; Rear full-width single-storey extension and first-floor bedroom extension.

26/01050/FUL – 4 Pendil Close Cheltenham Gloucestershire GL50 4SR Proposed rear flat-roof dormer to provide additional bedroom.

26/136 TO NOTE THE GLOUCESTERSHIRE FIRE AND RESCUE SERVICE CONSULTATION AND CONSIDER A RESPONSE

The Council **NOTED** the Gloucestershire Fire and Rescue Service consultation.

It was **AGREED** that the consultation would be added to the agenda for the September meeting so that the Council can consider and agree a formal response.

26/137 TO CONSIDER APPOINTING A CONSULTANT TO DEVELOP A MASTERPLAN FOR IMPROVEMENTS TO THE PARK

Members discussed the potential appointment of a consultant to develop a masterplan for improvements to the park.

It was **NOTED** that the park is owned by Cheltenham Borough Council, which has expressed its willingness for the Parish Council to make improvements.

The matter was **DEFERRED** for further consideration at the September meeting.

26/138 TO ADOPT THE UPDATED ASSET REGISTER

The Council **RESOLVED** to adopt the updated Asset Register.

26/139 TO REVIEW AND APPROVE THE COUNCIL'S ANNUAL INSURANCE POLICY RENEWAL TERMS

The Council **AGREED** to renew the annual insurance policy on the terms presented at a cost of £300.

Members also discussed the insurance position in relation to the allotments.

ACTION: Clerk to investigate ownership of the allotment land and any implications for insurance cover.

26/140 TO CONSIDER DESIGNATING THE POST OF CLERK AS ELIGIBLE FOR MEMBERSHIP OF THE LOCAL GOVERNMENT PENSION SCHEME AND TO AGREE ANY ACTIONS

The Council **RESOLVED** unanimously to designate the post of Clerk as eligible for membership of the Local Government Pension Scheme.

26/141 TO CONSIDER SLCC MEMBERSHIP FOR THE CLERK

The Council discussed membership of the Society of Local Council Clerks (SLCC) for the Clerk.

It was **AGREED** that the matter would be brought back to the October meeting, following cancellation of the existing membership arrangements.

26/142 TO APPROVE THE BANK RECONCILIATION TO 31 JULY 2026

The Council **RESOLVED** to approve the bank reconciliation to 31 July 2026.

26/143 TO NOTE THE INCOME STATEMENT AND BALANCE SHEET TO 31 JULY 2026

The Council **NOTED** the Income Statement and Balance Sheet to 31 July 2026.

26/144 TO CONSIDER OPTIONS FOR THE FIXED-TERM SAVINGS ACCOUNT MATURING ON 14 AUGUST 2026

The Council **AGREED** that the funds from the matured fixed-term savings account should remain in the current account for the time being.

It was agreed that the position would be reviewed at the October meeting.

ACTION: Clerk to prepare a summary of regular monthly outgoings associated with the Clerk's role to assist the Council in determining an appropriate level of readily accessible funds.

26/145 TO CONSIDER AND APPROVE ACCOUNTS PAYABLE (SEE APPENDIX 1)

The Council considered and **APPROVED** the accounts payable as set out in Appendix 1.

26/146 TO NOTE AND RATIFY THE BANK MANDATE AND UPDATED USER ACCESS TO BANKING

The Council discussed the updated banking arrangements and **NOTED** the issue of a new debit card.

The updated bank mandate and user access arrangements were **NOTED** and **RATIFIED**, with banking access held by Cllrs Berry, Blankley, Allen and Collicutt and the Clerk.

26/147 TO NOTE COMPLETION OF VAT RETURN 1 JUNE 2024 TO 31 JULY 2026 (TOTAL £7,402.43)

The Council **NOTED** the completion of the VAT return for the period 1 June 2024 to 31 July 2026, with a total claim of £7,402.43.

26/148 TO APPROVE THE SETTING UP OF A DIRECT DEBIT FOR SCRIBE SUBSCRIPTION PAYMENTS

The Council **RESOLVED** to approve the setting up of a Direct Debit for Scribe subscription payments.

26/149 TO NOTE THE AUDIT RECOMMENDATIONS ACTION LIST AND PROGRESS TO DATE

The Council **NOTED** the Audit Recommendations Action List and progress made to date.

26/150 TO RECEIVE COUNCILLOR AND CLERK REPORTS

- Cllr Blankley reported on a potential pantomime event at the Village Hall and a proposal for the Parish Council to subsidise a dedicated session for older residents.
- The cost of a flat-fee performance was reported as £700. The Council considered the option of subsidising tickets but agreed not to proceed.
- Cllr Berry reported concerns regarding graffiti and litter within the parish, including the presence of nitrous oxide canisters. Reports are being made through the relevant reporting system and action is being sought to address graffiti in the parish.

- It was noted that there would be no organised litter-pick in August and confirmed that future litter-picks are planned for the last Sunday of each month, and details would be included in the September edition of the Village News.
- Cllr Allen reported on the recent archaeology open day at Junction 10.
- The Council **NOTED** with appreciation the contribution of residents undertaking litter-picking activities independently.
- A resident had raised concerns with Persimmon regarding litter around the development site. Residents have been advised to contact the Clerk regarding overgrown trees or vegetation where these appear to be on public land.
- The Council thanked Cllr Kendry for her work and input in preparing planning responses.
- **ACTION:** Clerk to establish whether the procurement policy, including ethical procurement considerations, had been completed and to follow up as necessary.

26/151 TO NOTE THE DATES OF THE NEXT THREE MEETINGS

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

Monday 21 September 2026, 7.30 pm

Monday 19 October 2026, 7.30 pm

Monday 16 November 2026, 7.30 pm

There being no further business, the meeting closed at 9.47 pm.

Signed:	Date:
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Appendix 1: LIST OF ACCOUNTS PAYABLE APPROVED AT THE MEETING

Reimbursement to Clerk – dedicated mobile phone for Clerk (ref 2627-028) – **£459.99**

GALC – internal audit 25/26 (ref 2627-029) – **£280.00**

Clerk salary mid-June to end of July (MH) (ref 2627-030) – **£1,382.46**

HMRC PAYE and NI mid-June to end of July (MH) (ref 2627-031) – **£487.49**

Clerk salary and expenses July (SC) (ref 2627-032) – **£578.22**

HMRC PAYE and NI July (SC) (ref 2627-033) – **£165.24**

Scribe Accounting – monthly subscription (ref 2627-034) – **£30.00**

Scribe Accounting – one-off setup fee (ref 2627-035) – **£238.80**

Reimbursement to G Bull – allotment shed materials (ref 2627-036) – **£40.65**