

WEST SWINDON PARISH COUNCIL

20 June 2017

Dear Councillor

You are formally **summoned** to attend a meeting of the
WEST SWINDON PARISH COUNCIL
to be held on **Monday 26th June 2017 at 6.30pm**
at **WEST SWINDON LIBRARY**



Joyce Holman
Transitions Parish Clerk

AGENDA

Public Questions, Comments or Representations (**maximum of 10 minutes**).

1. **Apologies**
2. **Declarations of Interest & Applications for Dispensation**
To receive any Declarations of Interest required by the Code of Conduct adopted by the Shadow Parish Council on 18 May 2017.
3. **Minutes of the previous meetings**
To confirm as a true record the minutes of the Annual Parish Council meeting held on 18 May 2017.
4. **Minutes of the Leisure and Amenities Committee**
To receive Recommendation (Minute 38) that the Parish Manager submits a report to Full Council setting out the volunteer protocol and Calendar of activities.

To confirm and adopt the minutes of the Leisure and Amenities Committee meeting held on Tuesday 6 June 2017.
5. **Minutes of the Planning and Environment Committee**
To receive Recommendation (Minute 44) that the West Parish Council Terms of Reference and Delegation Scheme be amended so that matters relating to Litter bins are transferred to the Leisure and Amenities Committee.

To confirm and adopt the minutes of the Planning and Environment Committee meeting held on Monday 12 June 2017.

6. **Minutes of Finance and Staffing Committee**
To confirm and adopt the minutes of the Finance and Staffing Committee meeting held on Monday 19 June 2017.
7. **Update from Swindon Borough Councillors**
To receive information and updates from Swindon Borough Councillors present.
8. **Reports from Parish Council Representatives**
To receive reports from any Councillors who have represented the West Swindon Parish Council since the last Full Council Meeting.
9. **Report from the Chair**
The Chair to report to the Committee on any meetings or representation undertaken on behalf of the West Swindon Parish Council
10. **Policies and Governance Working Party**
To consider new policies proposed for adoption:
 - Equalities Policy (copy attached)
 - Complaints Procedure (copy attached)
11. **Assets Working Party**
To agree the initiation of an Assets Working Party (report attached).
12. **Volunteer Events Parish Protocol**
Parish Manager to report on a draft protocol for volunteer events (report attached).
13. **Hazelwood Academy School Crossing**
Report from Hazelwood Academy (copy attached).
14. **Website**
To review progress on establishing a website for the West Swindon Parish.

Members of the West Swindon Parish Council:

Cllr Matthew Courtliff
Cllr Stephanie Exell
Cllr Suresh Gattapur
Cllr Nigel Gibbons
Cllr Ellen Heavens
Cllr Vinay Kumar
Cllr John Lenton
Cllr Timothy Makofu
Cllr Nick Martin
Cllr Mary Martin
Cllr Peter Stoddart
Cllr Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Matt Walker
Cllr Keith Williams

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

WEST SWINDON PARISH COUNCIL

Minutes of the
WEST SWINDON ANNUAL PARISH COUNCIL MEETING
on **THURSDAY 18 MAY 2017** at **6.00pm**
at **WEST SWINDON LIBRARY**

Cllr Matthew Courtliff
Cllr Stephanie Exell
Cllr Suresh Gattapur
Cllr Nigel Gibbons
Cllr Ellen Heavens
Cllr Vinay Kumar
Cllr John Lenton
Cllr Timothy Makofu
Cllr Nick Martin
Cllr Mary Martin
Cllr Peter Stoddart
Cllr Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Matt Walker
Cllr Keith Williams

Officers:

Joyce Holman (Parish Clerk)
Paula Harrison (Parish Manager)

Public: 19

Cllr Keith Williams, Chair of the West Swindon Shadow Parish in the Chair.

Public Session:

Mr Ogle congratulated the parish councillors on their election to the Parish Council and said that he hoped there would be no party politics at the Parish Council.

A member of the public asked if the provision of litter bins could be a priority particularly at bus stops.

A member of the public requested that the West Swindon Parish Council establishes a website as no information is easily available.

A member of the public asked for clarification on the amount set aside in the budget for parish councillors allowances. This was confirmed as £9,000.

A member of the public expressed dissatisfaction on the consultation to changes in the bus lane on Wootton Bassett Road. The Chair explained that it was one part of wider proposals and requested that this be considered at a future meeting.

A member of the public commented on grass cutting which was not being swept from pavements and was creating a hazard in wet weather.

Mr Ogle reminded members of the Parish Council that at a previous meeting on 22nd March 2017, there had been discussion about the involvement of local children in the design of a

logo for the Parish Council. It was suggested that this would also need professional graphic design expertise and that there was a teacher at Lydiard Park Academy that might be able to provide assistance.

A member of the public raised an issue of the volume of learner drivers using the roads around Toothill, causing obstructions and parking outside the school. The Chair reminded residents that this was an issue in West Swindon however there is no restricted access for learner drivers.

1. Election of Chair for 2017/18

Cllr Nigel Gibbons was proposed and seconded.

RESOLVED that Cllr Nigel Gibbons be elected as Chair for the municipal year 2017/18 unopposed.

Cllr Gibbons took the Chair.

2. Declaration of Acceptance of Office

Cllr Gibbons signed the Declaration of Acceptance of Office of Chair

3. Election of Vice-Chair 2017/18

Cllr Nick Martin was proposed and seconded.

RESOLVED that Cllr Nick Martin be elected as Vice Chair for the municipal year 2017/18 unopposed.

4. Apologies

None

5. Declaration of Acceptance of Office – Councillors

The Chair explained that as all Councillors had signed the Declaration of Acceptance, a Closing date was not required.

6. Code of Conduct

RESOLVED that the Swindon Borough Council Code of Conduct be adopted.

7. Declarations of Interest & Applications for Dispensation

There were no declarations of interest nor applications for dispensation.

The Clerk advised that the Head of Democratic Services had provided advice that Swindon Borough Councillors did not need to declare a conflict of interest when dealing with Swindon Borough Council responsibilities at a Parish meeting. Cllr Exell stated that as a member of the Swindon Borough Council Planning Committee, she would not be voting on planning issues.

8. Minutes of the previous meetings

Cllr Mary Martin referred to Minute 54 and stated that the Calendar of Meetings had not been approved.

RESOLVED that with the amendment to Minute 54, the minutes of the Shadow Parish Council meeting held on 24 April 2017 be approved as a correct record.

9. Membership of Other Bodies

The Chair explained that West Swindon Parish Council had an opportunity to join other bodies in order to benefit from parish-related advice and resources such as the Society

of Local Council Clerks and the Wiltshire Association of Local Councils (WALC), and Swindon Area Committee of WALC.

RESOLVED that Membership of Other Bodies for 2017/2018 municipal year as set out in **APPENDIX A** in the Minute Book be approved.

10. Representatives on Outside Bodies

The Chair explained that the interests of the West Swindon Parish Council were able to be represented on a number of outside bodies and asked for nominations to WALC, Rights of Way, and, Transport group.

RESOLVED that the Representatives on Outside Bodies for 2017/2018 municipal year which appears as **APPENDIX B** in the Minute Book be approved.

11. Councillor Allowances

The report of the Clerk regarding Councillor Allowances was considered and appears as **APPENDIX C** in the Minute Book. Councillor N Martin proposed that the Councillor allowances be set at £1 per day for non Swindon Borough Council allowances and no Councillor allowance set for serving Swindon Borough Councillors. Councillor Exell asked that there should be no delineation between parish councillors who are also Swindon Borough Councillors, and those who are not. The Chair stated that the Councillor Allowance should be set and it was up to individual Parish Councillors whether they decide to take it or not.

RESOLVED

- a) that the Parish Councillors allowance be set at £365 for the municipal year 2017/18
- b) that the Chair receives double the allowance (£730) municipal year 2017/18
- c) that expenses only be paid to Councillors when representing the West Swindon outside of the Parish.

12. General Power of Competence

The report of the Clerk was considered and appears as **APPENDIX D** in the Minute Book

RESOLVED that the Parish Council adopts the General Power of Competence for the municipal year 2017/18.

13. Appointment of Internal Auditor

The report of the Clerk was considered and appears as **APPENDIX E** in the Minute Book.

RESOLVED that Lightatouch be appointed as the Internal Auditor for financial year 2017/18. Cllr Exell asked for her vote to be recorded in accordance with the Standing Order 3.p. Cllr Exell abstained.

14. Standing Orders

The Clerk submitted the Standing Orders, a copy appears **APPENDIX F** in the Minute Book.

RESOLVED that the Standing Orders for 2017/18 be adopted.

15. Financial Regulations

The Clerk submitted the Financial Regulations, a copy appears as **APPENDIX G** in Minute Book.

RESOLVED that the Financial Regulations for 2017/18 be adopted.

16. Parish Council Policies

The Clerk submitted the Reporting and Recording of Meetings Policy.

Councillors noted that further policies to be recommended to Full Council by the Policies and

- Governance Working Party including
- Freedom of Information Scheme
 - Data Protection Policy
 - Complaints Procedure
 - Equality Policy
 - Health and Safety Policy
 - Training and Development Policy
 - Forward Plan

RESOLVED that the Reporting and Recording of Meetings Policy for 2017/18 be adopted. A copy of which appears in **APPENDIX H** in the Minute Book.

17. Property and Assets

The Clerk submitted the Asset Register, a copy appears as **APPENDIX I** in the Minute Book.

RESOLVED that the Asset Register for 2017/18 be approved.

18. Review of Insurance

The Clerk submitted details of the Parish Council insurance effected on 1 April 2017. Councillors noted the documents, a copy of which appears as **APPENDIX J** in the Minute Book.

19. Appointment of Bank Signatories (Min.51. - 24.04.17)

The Parish Manager confirmed that the application for an online banking account had been completed and required at least two Councillors to act as counter signatories.

RESOLVED that the Chair and Vice Chair act as bank signatories for West Swindon Parish Council. Cllr John Lenton and Cllr Matthew Courtliff agreed to act as additional Signatories.

20. Risk Management Schedule

The Parish Manager submitted a Risk Management schedule, a copy of which appears as **APPENDIX K** in the Minute Book.

RESOLVED that the Risk Management Schedule for 2017/18 be adopted.

21. Calendar of Meetings

The Parish Manager submitted a revised Calendar of Full Council meetings for the municipal year 2017/18, a copy of which appears as **APPENDIX L** in the Minute Book. It was agreed that Swindon Borough Councillors would trial an Open Forum for public questions 30 minutes prior to the start of the Parish Council meeting. The Forum slot would be 6.00 pm with the Full Council meeting starting at 6.30 pm.

RESOLVED that the Calendar of Full Council meetings be approved.

22. Committee Structure and Delegations Scheme (Min.52. – 24.04.17)

The Clerk submitted a draft Terms of Reference and Delegations Scheme, a copy of which appears as **APPENDIX M** in the Minute Book. The Chair suggested that consideration be given to approval of expenditure going through Full Council only. Cllr Courtliff suggested that for efficiency, sub committees needed to be trusted with delegated decision making. Cllr M Martin suggested that delegation be limited for six months and then reviewed. Cllr Exell indicated that assigning the Chair and Vice Chair to also Chair and Vice Chair the Finance and Staffing Committee did not broaden involvement of other Parish Councillors. Cllr Williams suggested reducing the amount of funding delegated to the Committees from the £10,000 proposed in the Delegations Scheme. The Chair proposed a trial of £2,500 per sub committee.

RESOLVED that the Committee Structure and Delegations Scheme be adopted with an amendment of a three month trial of delegated authority of expenditure up to £2,500.

23. Standing Committees

RESOLVED that nominations to Standing Committees to be as follows:

Planning and Environment Committee: Cllrs Nigel Gibbons, Ellen Heavens, Vinay Kumar, John Lenton, Timothy Makofu, Nick Martin, Caryl Sydney Smith, Tim Swinyard, Keith Williams.

Keith Williams nominated and seconded as Chair.

Ellen Heavens nominated and seconded as Vice Chair.

Finance and Staffing Committee: Cllrs Steph Exell, Suresh Gattapur, Nigel Gibbons (Chair), Vinay Kumar, John Lenton, Nick Martin (Vice Chair), Mary Martin, Peter Stoddart, Tim Swinyard.

Leisure and Amenities Committee: Cllrs Matthew Courtliff, Suresh Gattapur, Nigel Gibbons, Ellen Heavens, Vinay Kumar, Timothy Makofu, Nick Martin, Caryl Sydney Smith, Matt Walker
Matthew Courtliff nominated and seconded as Chair.

Matt Walker nominated and seconded as Vice Chair.

24. Working Parties

RESOLVED that membership of the Working Parties to be as follows:

- *Allotments*
Cllrs Tim Swinyard, Caryl Sydney Smith, Matt Walker
- *Policies and Governance*
Cllrs Suresh Gattapur, Nigel Gibbons, Nick Martin
- *Staffing*
Cllrs Steph Exell, Nigel Gibbons, Vinay Kumar, Mary Martin, Nick Martin, Tim Swinyard
- *Response Working Party*
Cllrs John Lenton, Timothy Makofu, Nick Martin, Keith Williams

The Parish Manager submitted a report recommending an additional Working Party for the Toothill area and community assets, a copy appears as **APPENDIX N** in the Minute Book. Members of the Toothill Community Centre to join the Working Party were identified as Lisa Corcoran, Jacky Parry and John Edgerton.

RESOLVED that a Working Party for Toothill be set up and that Councillor membership comprise the Parish Councillors elected for the Toothill ward.

25. Transfer of Services and Assets

The Clerk submitted a Streetsmart report from Mr Rob Core, Service Manager at Swindon Borough Council, a copy of the report appears as **APPENDIX O** in the Minute Book. The report was noted.

26. Planning Applications

The Parish Manager submitted a report on planning applications to date, a copy of which appears as **APPENDIX P** in the Minute Book.

RESOLVED that the Chair and Vice Chair respond to the applications on behalf of the Parish Council.

27. **Schedule of Payments**
No payments submitted for approval.

28. **West Swindon Parish Office**
The Parish Manager submitted a report regarding progress on setting up a West Swindon Parish Office. A copy of the report appears as **APPENDIX Q** in the Minute Book.

RESOLVED that the Parish Manager continues to progress establishing an office within the footprint of the West Swindon Library.

29. **Admission of Public and Press.**
To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw'.
Reason – Commercially Sensitive.

The meeting was adjourned at 7.29 pm to allow the public to leave and reconvened at 7.40 pm.

30. **Website**
The Parish Manager submitted a report regarding quotes for a website for West Swindon Parish Council a copy of which appears as **APPENDIX R** in the Minute Book.

RESOLVED that

- a) Cllr Keith Williams set up a basic framework for public access to key information and minutes;
- b) Cllr Keith Williams set up email addresses for West Swindon Parish Councillors;
- c) Cllr Matthew Courtliff, Cllr Suresh Gattapur and Cllr Keith Williams will form a working group to create a brief/specification for a website to support future commissioning;
- d) the Parish Manager will report back on access to the mod.gov. app.

The meeting closed at 7.52 pm.

Signed:
Chair, West Swindon Parish Council

Date:

WEST SWINDON PARISH COUNCIL

Minutes of the
LEISURE AND COMMUNITIES MEETING
on **MONDAY 06 JUNE 2017** at **6.00pm** at **WEST SWINDON LIBRARY**

Present:

Cllr Matthew Courtliff (Chair)
Cllr Nigel Gibbons
Cllr Vinay Kumar
Cllr Timothy Makofu
Cllr Nick Martin
Cllr Caryl Sydney Smith
Cllr Matt Walker (Vice Chair)

Officers:

Paula Harrison (Parish Manager)

Public: 7

Public Session:

Mrs Kiddle asked the Committee if there was an opportunity for the Toothill Street Reps to apply for a grant for a family event on 22nd July. The Chair indicated that the Parish had not set up a grants scheme at present.

A resident asked that if the budget for litter bins was only £1,000, this was unlikely to improve the situation and why wasn't the Parish looking at enforcement. The Chair indicated that a range of responses would be considered as part of the Agenda item later.

Another resident indicated that one of the main problems related to householders flytipping over their garden fences.

Richard Williams – Westlea Church asked for clarification on the status of volunteers with existing equipment. The Chair advised that this would have been transferred over to the Parish so groups would be welcome to continue to use equipment they have on loan. The Chair advised that volunteering would be considered later in the meeting. The Chair asked the Parish Manager to write to KFC and other take away outlets to support the new Parish with work to keep West Swindon clean.

A resident asked if it would be cheaper to turn some grassed areas over to wildflower meadows and therefore reduce the grass cutting pressures. The Chair asked that this be added to an Agenda of a future meeting.

A resident asked if overgrown hedgerows in Toothill could be on the list of the programme in Autumn. The verges in Toothill Park were identified to have grown over the path.

Councillors noted their thanks to Suresh Gattapur, Parish Councillor for Westlea and the work he and volunteers have undertaken around Park Springs in Westlea.

The Chair reported that weed spraying would be getting underway as a part of a widespread programme.

Meeting opened 6.26 pm.

30. Apologies

Cllr Ellen Heavens and Cllr Suresh Gattapur

31. Logo for West Swindon Parish Council

The Parish Manager reported to Councillors that this Committee was responsible for publicity and communications, and as a result could progress the design of a logo for the Parish Council. Councillors agreed it would be helpful to have community feedback and involvement. It was agreed that an open competition could attract interest from the wider community and the end of October should be the closing date to allow for schools to get involved in the Autumn term. It was agreed that the logo would potentially need refining in order to be suitable for printing.

RESOLVED that:

- a) The Parish Manager to send information about a logo competition to the Link magazine.
- b) The Parish Manager to send an invitation to local West Swindon schools.

32. Noticeboards

The Parish Manager submitted a report regarding noticeboards within the Parish a copy of which appears as **Appendix A** in the Minute Book.

RESOLVED that:

- a) The Parish Manager to use the West Swindon Library window as the current Parish Noticeboard.
- b) The Parish Manager to report back to a future meeting more detail on costings, potential site locations in West Swindon village centres and ongoing maintenance costs.

33. Litter bins

The Parish Manager submitted a report on litter bins in West Swindon, a copy of which appears as **Appendix B** in the Minute Book. Councillors agreed that a budget allocation of £1,000 was restricting. Cllr Makofu indicated that Toothill lacked bins and Councillors agreed that consideration needed to be given to the existing provision and whether this is effective or not before identifying potential new sites. Cllr Kumar queried who was responsible for bins on the periphery of Lydiard Park. Councillors agreed that existing litter picking volunteers should be registered with the Parish Council.

RESOLVED that:

- a) The Parish Manager to seek transfer of information and equipment that relates to litter picking volunteers in West Swindon
- b) The Parish Manager to check the capital cost of new bins, cost of installation and/or moving bins and ongoing revenue costs of emptying bins
- c) The Parish Manager to initiate an audit of type, location and useage of existing litter and dog bins
- d) The Parish Manager to investigate sponsorship options and report back to a future meeting of this Committee

34. Trees

The Parish Manager submitted a report detailing current maintenance of trees in West Swindon, a copy of which appears as **Appendix C** in the Minute Book. A case example was considered:

RFS 101003148503 Paulet Close

Reason for request: Tree is obscuring Sky signal.

Swindon Borough Council categorisation: Level 3

Quote for work:

£480 to reduce the height of the tree canopy for a number of years

£880 to remove trees.

Feedback from Streetsmart: *Neighbours of this address have put aerials and sat discs on poles rather than cutting down trees. These trees also act as a sound barrier from the road and this could be a problem.*

Councillors agreed that this was a difficult area of work in terms of responsibilities and liabilities.

Councillors agreed that there needed to be a tangible list of circumstances within which the Parish would take action.

RESOLVED that the Tree Officer, Frank Donachie be invited to inform the Parish Council on Swindon Borough Council's position on tree maintenance.

35. Play Areas

Cllr Gibbons indicated that he had a meeting with Cllr David Renard, Leader of Swindon Borough Council on Tuesday 13th June to discuss the leasing of play areas and other assets. This will be updated at the next Full Council meeting.

RESOLVED: that the Parish Manager to circulate a map of play area assets and report on the stock condition to a future meeting.

36. Sports Pitches Strategy

Parish Councillors had received a report regarding Swindon Borough Council's Sports Pitches Strategy, a copy of which appears as **Appendix D** in the Minute Book. The report was noted.

37. Peatmoor Copse

The Parish Manager submitted a report highlighting work to be undertaken at Peatmoor Copse, a copy of which appears as **Appendix E** in the Minute Book. Councillors noted the additional improvement work. Councillors noted the potential improvement work that could be implemented by the Peatmoor Woodland Group.

RESOLVED that:

- a) The Parish Manager to seek clarification on the potential obligations relating to Peatmoor Copse if the Parish Council were to consider its transfer to the Parish
- b) Councillors conveyed their thanks to the Peatmoor Woodland Group.

38. Protocol and Timetable for Volunteer events

The Parish Manager submitted a report on the benefits of setting up a calendar of events, a copy of which appears as **Appendix F** in the Minute Book.

RECOMMENDED that the Parish Manager submits a report to Full Council setting out the volunteer protocol and Calendar of activities.

39. Volunteer Risk Assessment and Safe System of Working

The Parish Manager submitted a draft risk assessment and safe system of working for volunteers, copies of which appear as **Appendix G** in the Minute Book.

RESOLVED that the Volunteer Litter Picking Risk Assessment and Safe System of Working be adopted.

40. Defibrillators

The Parish Manager submitted a report on considerations for installing community Defibrillators, a copy of which appears as **Appendix H** in the Minute Book.

RESOLVED that further investigation be undertaken to establish whether there is a need for additional defibrillators in West Swindon.

41. Bring Recycling Sites

Councillors considered a resident request to reinstate the Bring recycling sites in West Swindon (Asda car park and Freshbrook Village Centre). Councillors agreed that there was ongoing potential for low level flytipping as a result of removal.

RESOLVED that Swindon Borough Council Cabinet Member for Streetsmart be informed that the West Swindon Parish Council requests the reinstatement of the Bring sites.

Meeting closed 7.39 pm.

Signed:
Chair, Leisure and Amenities Committee

Date:

WEST SWINDON PARISH COUNCIL

Minutes of the
PLANNING & ENVIRONMENT MEETING
on **MONDAY 12 JUNE 2017** at **6.00pm** at **WEST SWINDON LIBRARY**

Present:

Cllr Nigel Gibbons
Cllr Ellen Heavens (Vice Chair)
Cllr Vinay Kumar
Cllr John Lenton
Cllr Timothy Makofu
Cllr Nick Martin
Cllr Keith Williams (Chair)

Officers:

Paula Harrison (Parish Manager)

Public: 5

Meeting opened 6.02 pm.

42. Apologies

Cllr Caryl Sydney Smith and Cllr Tim Swinyard

43. Planning Report

The Parish Manager submitted a planning report outlining planning applications in West Swindon. Councillors agreed the following:

44.1 S/HOU/17/0714

38 Sandacre Road,
Nine Elms
Swindon SN5 5UA

Erection of a single storey side extension
and conversion of garage into habitable
space

Decision: No Objection

44.2 S/HOU/17/0794

3 Cavie Close,
Nine Elms
Swindon SN5 5XD

Erection of a single storey side and rear
extensions

Decision: No Objection

44.3 S/HOU/17/0865

1 Tamworth Drive,
Ramleaze
Swindon SN5 5QF

Erection of a single storey side extension

Decision: No Objection

44.4 S/HOU/17/0854
3 Babington Park,
Grange Park
Swindon SN5 6EZ

Erection of two storey side and single storey front extensions, and single storey extension to detached garage

Decision: No Objection

44.5 S/17/0737
Minerva House,
800 Welton Road
Westlea Swindon SN5 7XS

Alterations to the external appearance of building.

Decision: No Objection

44. Terms of Reference

Councillors reviewed the Terms of Reference for the Planning and Environment Committee.

Recommended that the West Parish Council Terms of Reference and Delegation Scheme be amended so that matters relating to Litter bins are transferred to the Leisure and Amenities Committee

Meeting closed 6.32 pm.

Signed:
Chair, Planning & Environment Committee

Date:

WEST SWINDON PARISH COUNCIL

Minutes of the
FINANCE & STAFFING COMMITTEE
on **MONDAY 19 JUNE 2017** at 7.30pm at **WEST SWINDON LIBRARY**

Present:

Cllr Steph Exell
Cllr Vinay Kumar
Cllr John Lenton
Cllr Peter Stoddart

Officers:

Paula Harrison (Parish Manager)

Public: 2

Public Session: No Questions or Comments

Meeting opened 7.30 pm.

45. Apologies

Cllr Suresh Gattapur, Cllr Nigel Gibbons, Cllr Mary Martin, Cllr Nick Martin, Cllr Tim Swinyard.

46. Declarations of Interest and Applications for Dispensation

None.

47. Bank Account

The Parish Manager gave a verbal update indicating that the Parish's bank account with Barclays Bank was expected to be confirmed open by week commencing 26.06.17. Signatories were confirmed and approved as Cllr Nigel Gibbons, Chair and Cllr Nick Martin Vice Chair. Two additional signatories would allow cover for absences.

48. Payment Schedule

The Parish Manager submitted a payment schedule, a copy of which appears as **Appendix A** in the Minute Book.

RESOLVED that:

- a) The payment of £3,829 to WPS Insurance Brokers for the West Swindon Parish Council Insurance be approved.
- b) The Parish Manager to confirm the full annual cost of the insurance to the members of this Committee at the next meeting.

49. Quarterly Monitoring Report

The Parish Manager submitted a report outlining a draft template for the Quarterly Monitoring Report for the committee, a copy of which appears as **Appendix B** in the Minute Book. Councillors requested that the draft be amended to show a line by line detail.

RESOLVED that the template be amended to show line by line detail.

50. Office and Administration Update

The Parish Manager submitted a report, a copy of which appears as **Appendix C** in the Minute Book, outlining progress to establish an office within the West Swindon Library. The report detailed potential costs for the set up of the office and submitted two quotes for accounts and finance software packages. Cllr Exell indicated that Haydon Wick Parish Council were willing to demonstrate their software if Councillors were interested.

RESOLVED that

- a) the Parish Manager/Parish Clerk be approved delegation of up to £1,000 for office related expenditure as per the West Swindon Parish Financial Regulations.
- b) Councillors visit Haydon Wick Parish Council to view their accounts software

Meeting closed 7.52 pm.

Signed:
Chair, Finance & Staffing Committee

Date:

DRAFT

West Swindon Parish Council

EQUALITY POLICY

Approved by Full Council
On:

1. Introduction

The Public Sector Equality Duty came into force in April 2011 (s.149 of the Equality Act 2010) and public authorities including Parish Councils are required, in carrying out their functions, to have due regard to the need to achieve the objectives set out under s149 of the Equality Act 2010 to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;¹**
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;**
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.²**

To ensure transparency, and to assist in the performance of this duty, the Equality Act 2010 (Specific Duties) Regulations 2011 require public authorities, to publish:

- equality objectives, at least every four years (from 6th April 2012)
- information to demonstrate their compliance with the public sector equality duty (from 31st January 2012)

West Swindon Parish Council like all public bodies and organisations carrying out public functions has a duty to consider the needs of all individuals in their day to day work – in shaping policy, in delivering services and in relation to its own employees. The Public Sector Equality Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all.

The purpose of this policy is to provide equal opportunities for everyone who comes into contact with West Swindon Parish Council, irrespective of their characteristics (unless it can be shown that the treatment is a proportionate means of achieving a legitimate aim).

¹ It is important for the Council to consider this objective from a number of perspectives e.g. as an employer, in the way it conducts Council meetings and how it delivers local services.

² For this objective, the Council needs to consider local relationships between individuals and different communities and how it can promote community cohesion and importantly, not act in any way that damages good relations.

2. **Discrimination:**

To discriminate against someone means to treat them less favourably, to harass or victimise them or to subject them to a provision, criterion or practice which puts them at a disadvantage. It is unlawful to discriminate against an individual on the grounds of the following 'protected characteristics' (as defined in the Act):

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage and civil partnership

West Swindon Parish Council opposes all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010. We are committed to the promotion and delivery of equal opportunities in the work place and in the delivery of services. This policy is fully supported by all Members of the Council.

3. **Our Commitment to Employees**³

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.⁴

Breaches of the Council's Equal Opportunities Policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimisation through the council's Grievance Procedure.

If any member of the public has particular needs in relation to access to the West Swindon Parish meetings, documents or general information, please contact the West Swindon Parish Clerk in the first instance for assistance.

The policy will be monitored and reviewed annually.

³ It is important for the Council to be mindful of its obligations under the Equality Act 2010 in terms of recruitment and retention of employees. The principles of a supportive and accessible workplace should be embedded in other employment practices such as access to information, observance of religious practices, maternity leave, access to office facilities etc.

⁴ As Councillors can be interacting with staff and members of the public in their role as a Councillor, they need to be mindful to their obligations within the Equalities Policy to the same degree as paid staff or contractual arrangements.

4. Delivery of functions and services:

In exercising its functions and delivering services, the West Swindon Parish Council will have due regard to the three aims of the Equality Duty and it will take a proportionate approach when complying with it. Equality issues will be an influence on our policies and decisions.

The West Swindon Parish Council will consider equality issues in its contractual terms and conditions as agreed with external contractors as appropriate.

Other policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that this council strives to remain an Equal Opportunities employer.

West Swindon Parish Council acknowledges the following sources of information from which this policy has been created:

- The Equality Act 2010 (Specific Duties) Regulations 2011, 2011 No. 2260
- Society of Local Council Clerks - Model Equal Opportunities Policy (Oct 2010)
- National Association of Local Councils – Legal Topic Note 78: Equality Act 2010 (Jan 2013)

Formal Complaints Procedure

Adopted:tbc

Revised:

For the benefit of good local administration, it is recommended that Councils adopt a standard and formal procedure for considering complaints either made by complainants direct or which have been referred back to the Council from other bodies. Such a procedure is needed to ensure that complainants can feel satisfied that their complaint or grievance has been properly and fully considered.

1. Introduction

- 1.1 All formal complaints against the parish council, a parish councillor or officer must be communicated in writing. This can be letter or email or via a complaints form. The complainant must state at the outset if he/she wants the complaint to be treated confidentially. The Parish Council must comply with its obligations under the Data Protection Act 1998 to safeguard against the unlawful disclosure of personal data.

2. Complaints Procedure

- 2.1 Any complaint should be submitted in writing, to the Parish Manager at West Swindon Parish Council, c/o West Swindon Library, Link Centre, Whitehill Way, Swindon, SN5 7DL or by email to: parishmanager@westswindon.org.uk
- 2.2 If a complaint concerns the Clerk or Parish Manager, the letter should be sent to the Chairman of the Parish Council - Cllr Nigel Gibbons, Chair – West Swindon Parish Council c/o West Swindon Library, Link Centre, Whitehill Way, Swindon, SN5 7DL or by email to: ngibbons@westswindon.org.uk
- 2.3 Upon receipt of a written complaint, the Parish Manager (or Chairman in the case of 2.2 above) will acknowledge receipt of the complaint within 7 days and will confirm to the complainant whether the matter will be treated as confidential, and confirm the next steps in the complaints procedure.
- 2.4 On receipt of a written complaint the Clerk or Chairman, will investigate the facts and collate relevant evidence. A complaint against the Clerk or any of the Councillors will be notified to that person giving them an opportunity to comment. All written complaints will be reported to the next meeting of the Parish Council.
- 2.5 Where the Clerk or Chairman receives a written complaint about their own actions, they will refer the complaint to the Parish Council.

- 2.6 Wherever possible complaints will be dealt with by communication in writing that is agreed between the Clerk/Parish Manager and the Chairman.
- 2.7 If helpful, the complainant will be invited to a meeting with the Clerk/Parish Manager or the Chairman to discuss their complaint in an attempt to settle the matter. The procedure for that meeting will be explained.
- 2.8 At the meeting the Clerk/Parish Manager will explain the council's position and questions may be asked by the complainant. Both parties will be given an opportunity to explain their respective positions.
- 2.9 The complainant will be advised when a decision about the complaint is likely to be made and when it is likely to be communicated to them.

3. Complaints Panel

- 3.1 Depending on the complexity or sensitivity of a complaint being lodged with the Council, it may wish to establish a Panel to deal with such a complaint. This avoids the need for full Council having to assemble and also makes the process less daunting for a complainant if he or she chooses to attend a meeting in person. If a panel is formed, it should report its conclusions to the next Council meeting. Any Councillor can be called upon to act on such a Complaints Panel which will comprise the Chairman or Vice Chairman of the Council. No Councillor so nominated should be connected in any way with the matter which has led to the complaint.

Before the Complaints Panel meeting:

- 3.2 The Clerk/Parish Manager shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the panel established for the purposes of hearing complaints.
- 3.3 The complainant shall be invited to attend the relevant meeting and to bring with him or her such representative as he or she wishes.
- 3.4 Seven clear calendar days prior to the meeting, the complainant shall provide the Panel with copies of any documentation or other evidence, which he or she wishes to refer to at the meeting. The Panel shall similarly provide the complainant with copies of any documentation upon which it wishes to rely on at the meeting.

At the Complaints Panel Meeting

- 3.5 The Complaints Panel shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press.
- 3.6 The Chairman will introduce everyone and explain the procedure to be followed.
- 3.7 The Complainant (or representative) will outline his or her grounds for complaint.

- 3.8 Councillors will ask any question of the complainant.
- 3.9 If relevant, the Clerk/Parish Manager will explain the Council's position.
- 3.10 Councillors will ask any question of the Clerk/Parish Manager.
- 3.11 The Clerk/Parish Manager, if appropriate, and the complainant, will be offered the opportunity of last word (in this order).
- 3.12. The Clerk/Parish Manager, if appropriate, and the complainant will be asked to leave the room while Members decide whether or not grounds for the complaint have been made. (If a point of clarification is necessary, both parties will be invited back).
- 3.13 The Clerk/Parish Manager and the complainant will return to hear the decision or formal recommendation to be made to the Council and to be advised when a decision will be made by the Council.

After the Complaints Panel Meeting

- 3.14 Once a decision has been taken by the Council, this should be confirmed in writing within seven calendar days together with details of any action to be taken.
- 3.15 The Council shall defer dealing with any written complaint only if it is of the opinion that issues arise on which advice is necessary from sources of legal advice. The complaint will be dealt with at the next meeting after the advice has been received.

4. Swindon Borough Council Standards Committee

- 4.1 In the event of a complaint about the behaviour of a Councillor, which involves an alleged breach of the Code of Conduct, complainants should be reminded that they may complain to the Standards committee of Swindon Borough Council.
- 4.2 The Standards Committee (England) Regulations 2008 direct that parish and town councils must be notified if a complaint about one of their members is being assessed by the District Council, and must be informed of subsequent significant steps taken in dealing with the complaint.
- 4.3 Swindon Borough Council's Director of Law and Legal Services will be informed that the Parish Council's Proper Officer is the person to whom all information concerning a complaint made against one of its members should be directed, unless the Proper Officer is the person making the complaint.

- 4.3 The Parish Council will appoint two Councillors to be consulted on receipt of information about a complaint.
- 4.4 On receipt of information, the Proper Officer will consult the two members who are not involved in the complaint. The Proper Officer and the two members will consider what action, if any, needs to be taken, bearing in mind the need to keep the fact of the complaint, and its nature, confidential, until the district council standards committee has published its findings.

Such action may include

- Making arrangements for securing and providing evidence
 - Where the complainant is an employee of the Council, making appropriate arrangements between the employee and the subject member
 - Notifying members of the Council by confidential memorandum
 - Reporting to the Council or a committee if the nature of the information received necessitates a Council or committee decision. **If such a report is required:**
- 4.5 The Agenda for the meeting should not identify the subject and nature of the complaint. The item should be considered in confidential session. The minutes of the meeting should be written in such a way as to preserve confidentiality.

WEST SWINDON PARISH COUNCIL

Assets Working Party

1. Introduction

Following the transfer of Streetsmart services across the Parish, work needs to be undertaken to consider any further transfer of ownership or responsibility from Swindon Borough Council assets to the West Swindon Parish Council. Swindon Borough Council is proposing 99 year lease arrangements for each asset.

2. Report Details

2.1 West Swindon Parish has 21 play areas, 4 community centre buildings and a range of public open spaces

2.2 It is proposed to set up an assets working party to consider the detail of leases and make recommendations to Full Council.

2.3 Assets Working Party Terms of Reference

1. To review each asset in turn and review the proposed lease for that asset.
2. To give feedback on each draft lease agreement including detail of tenure, access, liabilities, improvement works and development.
3. To review the detail of final lease agreements.
4. To make recommendations to Full Council in relation to each lease agreement.

3. Recommendations

3.1 The Parish Council considers the creation of an Assets Working Party.

3.2 Nominations to the working party are agreed.

3.3 The Terms of Reference are approved.

**Paula Harrison
Parish Manager**

WEST SWINDON PARISH COUNCIL

Volunteer Protocol

1. Introduction

The West Swindon Parish has a number of active volunteer groups and active individual volunteers who regularly volunteer to improve the West Swindon area.

2. Report Details

- 2.1** The Leisure and Communities Sub Committee have considered voluntary activity within the parish and have identified that there are two types:
- a) Activities that are undertaken by individuals and groups as a matter of course without any involvement, engagement or support from the Parish
 - b) Activities and events or individual participation that are directly linked to the Parish either through initiation by Parish Councillors or by direct requests for support, equipment or assistance
- 2.2** For the latter, it is important that there is a simple protocol that enables the individuals or groups to participate in the voluntary activity in a safe, efficient and organised way.
- 2.3** Additionally, the protocol helps to ensure that the Parish Council's Health and Safety Policy and Insurance requirements are observed.

2.4 Draft Protocol:

1. Registration

All planned activities and events are registered with the Parish Manager. All individual are also registered with the Parish. The Parish Manager updates a calendar of Parish activities.

2. Communication

The Parish Manager informs the other parish councillors for the area about the event and will assist with securing relevant permissions and delivery of training as required.

3. Risk Assessment

Parish Councillors or group organisers will work with the Parish Manager to

- Review the risk assessment for the event
- Review the safe system of working
- Identify any equipment required for the event and liaise with the Parish

Manager for the loan/return of equipment.

- Identify a **lead person** for the event on the day and who will be representing the Parish at the event/activity
- Agree a date and location for any collection of waste

4. Implementation

On the day of the event/activity itself, the **lead person** will need to make sure that

- the risk assessment and safe system of working is available
- all participants are aged over 18 or else supervised by an adult
- all participants sign a register
- a health and safety announcement is given at the start
- all activities undertaken match those listed on the risk assessment
- all equipment is collected in at the end and returned to the Parish Manager
- any incidents are reported on an Incident Report form
- photo consent forms are signed (if it is planned to take photos of the event)
- Everyone is thanked at the end and the event is closed

5. End of event/activity

The lead person or Parish Councillor involved in the event will provide a summary of the activity to the Parish Manager. All equipment, tools and Registers will be returned to the Parish Office.

6. Ongoing Activities/Individual Volunteers

Where the Parish has individuals who are volunteering on an ad hoc basis, the Parish Manager will maintain contact with the volunteers to ensure that volunteer needs are met.

3. **Recommendations**

- 3.1 The Parish Council agrees and adopts the Volunteer Protocol.

Paula Harrison
Parish Manager

Hazelwood Academy Road Safety Exposure Report - 20th June 2017

Background

The crossing warden allocated to Hazelwood retired in February 2017 and was not replaced by Swindon Borough Council. At that time the school was informed by Jane Deeley, the Road Safety Officer at the Council, that there is a recruitment freeze and that surveys were being commissioned at all vacant and active sites in the coming weeks. The school has been told that once these are complete a report will go to the Cabinet Member for Transport for a decision to be made about how to proceed. We are now 5 months further on with no resolution in sight.

Issue

The road outside the entrance to Hazelwood Academy, Stokesay Drive, is very busy at the start and end of the school day, and other than a dropped curved and flashing warning lights on Stokesay Drive and Flint Hill (which tend to be ignored as they are partially hidden by foliage and on for long durations), there is no safe crossing point. This road has become a shortcut for drivers wishing to avoid queues on Tewkesbury Way.

In addition, the location of the local One-Stop Shop means there are regularly very large, heavy lorries making deliveries to the car park directly opposite the school pedestrian entrance.

Since the retirement of the crossing warden, besides the numerous accounts from parents of speeding drivers and careless parking that we have received, we have had reports of at least two near misses which could so easily have resulted in serious injury or the death of a pupil. On the 16th May a child narrowly escaped being hit by a taxi at the end of the school day. He and his mother were left shaken and distressed at the incident, which was also reported to 101. We have reported cars driving carelessly and at dangerous speeds to the local community police on more than two occasions; however have since been informed by Rory Draper, the community police coordinator that these have not been logged as they don't meet the required threshold.

Actions taken by school

As soon as the school became aware of how dangerous this situation had become we sought the advice of our ward councillor, Steph Exell, who has been working tirelessly towards influencing a resolution to the issue.

The school set up an Informal Action Group consisting of: Councillor Exell; Mr Robin Stagg, Parent; Mrs Julie Collar, Governor; Mrs Suzanne Lloyd, Headteacher; Mrs Kate Ayliffe, Business Manager.

A petition was signed by over 400 members of the school and wider community.

The petition garnered enough support for the case to be heard at a meeting of the full council on 6th April 2017. The headteacher, a school governor, a parent representative attended and participated in the discussion and although there was some support, there was no outcome, and no promise of further action other than the on-going surveys. However, Councillor Keith

Williams requested that he be directly informed by email of any further issues. Following the near miss, he was contacted by a number of concerned parties, however due to a change in role no response was received from him regarding this.

On the 3rd March, the Headteacher and Business Manager met with Rory Draper, Police Community Coordinator. His recommendation was to speak to the Swindon Borough Council Road Safety Officer, with regard to organising volunteer wardens. Having initially requested this information from the Road Safety Officer in March, we have still to be given clear instruction on how this can be accomplished.

Extract from email from Jane Deeley, Road Safety Officer, 14th June 2017

“Further to my recent conversation with Cllr Exell, we have now commissioned traffic surveys at the remaining Crossing Patrol sites, and these are due to take place over the next couple of weeks. The results of these surveys, together with those from the vacant sites will be used to inform decisions about the service in the future.

We are not in a position to recruit new staff to fill existing vacancies at present. This budget position was agreed by Cabinet at their meeting in February this year, requiring a budget saving in this area in order to help relieve the wider financial pressures on the Council.

To date, I have been unable to confirm SBC policies on using unpaid volunteers for such a role, partly due to other work deadlines. However, national guidelines make it clear that Patrols do not need to be paid employees, but legally they must be appointed by or on behalf of the council. As discussed, there are potential issues around commitment of volunteers, insurance responsibility and maintenance of required service standards. Parents and schools need to be confident that there will be someone on duty as expected every day, rain or shine and as the Highway Authority, we have an obligation to ensure that any volunteer is acting lawfully at all times. This is something I will need to investigate further when I return from leave so that we can advise schools accordingly.”

On the 14th June the Chair of Governors, Julie Nurden wrote to Robert Buckland MP, requesting his assistance in expediting a solution to this situation. To date we have not received a response.

Steph Exell and Kate Ayliffe met with Suzanne Coles, Traffic Manager at Swindon Borough Council on 20th June, where a greater understanding was gained of the process regarding the traffic surveys, analysis of the data and decision making process. However, there was still no specific timescale for an absolute decision. Suzanne has agreed to keep the school informed of progress.

Summary

As a school, with the safeguarding of our children at the heart of everything we do, we are extremely concerned at the high level of risk posed to our pupils and other members of our community due to the lack of safe crossing facilities on Stokesay Drive. Other schools in the area have a number of measures, including zebra crossings, road calming measures and crossing wardens, whilst our pupils are left exposed.

We are concerned that it will take a serious injury or even a death to get the Borough Council to act on this issue.