

Dear Councillor

You are formally summoned to attend a meeting of
WEST SWINDON PARISH COUNCIL
Monday 20 March 2023 at 6.00 pm
Unit 25 Westmead Industrial Estate, SN5 7YT
Online: Teams Meeting – link below



Parish Manager

AGENDA

Public Questions, Comments or Representations (20 mins)

If you are unable to attend the meeting in person or online, you can ask for a question to be raised on your behalf

1. Welcome & Declarations of Interest/Applications for Dispensation

To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 23 May 2022.

2. Minutes of the previous meeting:

To confirm as a true record the minutes of the Parish Council meeting held on Monday 27 February 2023.

3. Minutes of the Planning, Leisure & Environment Committee

To confirm as a true record the minutes of Planning, Leisure & Environment Committee held on Wednesday 15 March 2023.

4. Minutes of the Finance & Staffing Committee

To receive Recommendation (Minute ref: 247) that 42 payments for February 23 totalling £56,293.63 be approved.

To confirm as a true record the minutes of Finance & Staffing Committee held on Wednesday 15 March 2023.

5. Update from Swindon Borough Councillors

To receive verbal updates and information from Swindon Borough Councillors present.

6. Updates from Parish Councillors

To receive verbal updates from Parish Councillors.

7. **Review of Annual Insurance Cover**

To consider Parish Council insurance cover for 2023-24 (copy to follow)

8. **Parish Council Elections**

To note information relating to the Parish Council elections in May 2023 (copy to follow)

Date of next meeting: Monday 24 April 2023 6.00 pm

Members of the West Swindon Parish Council:

Cllr Umar Ali	Cllr Timothy Makofu	Cllr Keith Williams
Cllr Mike Burtenshaw	Cllr Nick Martin	
Cllr Steph Exell	Cllr Mary Martin (Vice Chair)	
Cllr Suresh Gattapur	Cllr Trish Philpot	
Cllr Nigel Gibbons (Chair)	Cllr Nandini Singh	
Cllr Geoff Gould	Cllr Tim Swinyard	
Cllr Prakash Khaitan	Cllr Caryl Sydney Smith	

Access Instructions:

The Parish Committee meetings are open to the public at the address above. Each meeting includes public question time at the start of the meeting.

There is the option to attend or observe a meeting virtually. For online access, you need to open the link below to access a Microsoft Teams invitation: You may need to download Teams – there is a link below to do this.

Microsoft Teams meeting

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Meeting ID: 316 285 993 646

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WEST SWINDON PARISH COUNCIL

**Monday 27 February 2023
at 6.00 pm
Unit 25 Westmead Industrial Estate, SN5 7YT**

FULL COUNCIL

Present:

CLlr Mike Burtenshaw
CLlr Suresh Gattapur
CLlr Nigel Gibbons
CLlr Nick Martin
CLlr Mary Martin (Vice Chair)
CLlr Trish Philpot
CLlr Caryl Sydney Smith
CLlr Keith Williams

Others: Paula Harrison, Parish Manager

Public: Two

Public Questions:

Residents from the Prinnels area, thanked the Council for the new bin recently installed.

Residents asked why the Grandison CI 20mph zone had been dropped and requested the addition of a no through road sign.
CLlr Williams advised that there had been little resident support communicated to Swindon Borough Council. Request for a sign would be Borough highways matter and was noted.

Residents asked for it be noted that work cutting back around the rear of Grandison Close and removed bramble and reduced wildlife areas.
The Parish Manager agreed to arrange a site meeting.

Residents reported that the Ecofest event was postponed to next year.

CLlr Gould asked CLlr Williams to review the reasons for Swindon Borough Council retaining the Windmill School site rather than considering signing over to the Parish Council.

Meeting start 6.12 pm.

223. Welcome & Declarations of Interest/Applications for Dispensation

Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 23 May 2022 received – CLlr Sydney Smith noted an association with one of the organisers of the Toothill Youth Club as joint directors of the Toothill Hub in relation to Agenda Item 11.

224. Minutes of the previous meeting:

RESOLVED that the minutes of the Parish Council meeting held on Monday 23 January

2023 be approved and adopted.

225. Minutes of the Planning, Leisure & Environment Committee

RESOLVED that the minutes of Planning, Leisure & Environment Committee held on Wednesday 08 February 2023 be approved and adopted.

226. Minutes of the Finance & Staffing Committee

RESOLVED that Recommendation (Minute ref:218) that Full Council approves 49 payments for January 2023 totalling £67,593.29 be approved.

RESOLVED that the minutes of Finance & Staffing Committee held on Wednesday 08 February 2023 be approved and adopted.

227. Update from Swindon Borough Councillors

Cllr Williams advised that the next round of Solar Together would be going ahead as a joint initiative with Wiltshire. Registration will open May/June 2023.
Cllr Williams advised that Swindon Borough Council officers would be assessing the Westlea School Safety zone on site.

228. Updates from Parish Council Representatives

Cllr Singh reported that bins at Plattes Close and the Prinnels had been installed.
Cllr Gould reported that the Freshbrook litter pick for March would be going ahead.

229. Feedback from Swindon Borough Council re: Library Grant

The Parish Manager circulated a communication from Ms Sally Burnett regarding proposals to amend the library opening hours for 2023 to 2024 in line with the grant reduction. A copy appears as **Appendix A** in the Minute Book. Councillors noted that the changes to the library service to include the delivery of Swindon Borough Council customer services. It was noted that this would be helpful to local people but also meant that the Parish Council was financially supporting this service. Councillors noted the communication and noted the proposed opening hours.

230. Blagrove Allotments

The Parish Manager referred to a quote setting out the detail of the soil contamination testing, a copy of which is attached as **Appendix B** in the Minute Book.

Councillors discussed the options. It was noted that other quotes were likely to be below £4,000.

RESOLVED that authority is delegated to the Allotment Working Party to commission soil testing up to a cost of £6,000.

231. King's Coronation Weekend

The Parish Manager referred to a report, a copy of which is attached as **Appendix C** in the Minute Book. The report advised that the Parish Council could add bunting to the village

centres and street furniture such as planters to celebrate the Coronation. Grants could also be made available for local celebrations. Community activities could be funded through the Clean and Green fund. It was agreed that local groups should be reminded of the Big Lunch and Big Help Out and communication could be coordinated.

RESOLVED that up to £1,000 be allocated for bunting and flags.

232. Grant Applications

The Parish Council received a grant application from Toothill Junior Youth Club for operational running costs. The group had notified the Parish Manager that funding had been released by the Lottery and as a result the group needed funding from December 2023 onwards.

RESOLVED that the application be approved subject to a pro rata cost for running costs be approved for December to March based on costs being reduced and split across the remaining months c. £2000.

233. Website Update

The Parish Manager updated that Stage One of the website re-design was complete and shared examples of how the pages have been designed. Councillors noted the progress to date.

RESOLVED that H2 Creative Digital be commissioned to deliver Stage Two of their proposal.

234. Purdah & Future Meetings

Councillors considered the requirement for meetings within the Purdah period starting after 27th March.

RESOLVED that a single meeting be held on Monday 24th April 2023 to enable approval of operational costs and related decisions.

6.50 pm.

235. Admission of Public and Press

It was agreed that in order to resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw'.

Reason: To receive an update on Swindon Borough Council's response to Roughmoor Way/Mead Way ground works

Councillors discussed issues relating to the standard and impact of works to public open space by Swindon Borough Council. It was agreed that signage could be implemented advising that these works were undertaken by Swindon Borough Council to avoid complaints about the Parish Council team. It was agreed that the site visit with the Head of Operations should proceed.

Meeting closed 7.10 pm.

Date of next meeting: Monday 20 March 2023 6.00 pm

Signed:
Chair, West Swindon Parish Council

Date:

Draft