

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: