

WEST SWINDON PARISH COUNCIL

Minutes of the
WEST SWINDON PARISH COUNCIL MEETING
on **MONDAY 5 MARCH 2018** at 7.30pm
at **WEST SWINDON LIBRARY**

Present:

Cllr Matthew Courtliff
Cllr Suresh Gattapur
Cllr Nigel Gibbons (Chair)
Cllr Ellen Heavens
Cllr Vinay Kumar
Cllr John Lenton
Cllr Mary Martin
Cllr Nick Martin (Vice-Chair)
Cllr Peter Stoddart
Cllr Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Matt Walker
Cllr Keith Williams

Officers:

Joyce Holman (Clerk)
Paula Harrison (Parish Manager)

Public: Seven

Public Session:

Resident asked whether the consultant to be appointed in Agenda Item 13 would be told everything about the standards and resident feedback on the quality of grasscutting. Resident was advised that the consultant appointed would be fully independent and would be given the public feedback to date.

Resident asked for confirmation as to which Councillors were in receipt of a Councillor allowance as detailed in the Finance and Staffing minutes for February 2018. Resident was advised that Cllrs Heavens, Kumar, Lenton, Makofu, Walker and Gibbons received allowances.

Resident asked for an update on litter bins. Resident advised that this was a discussion planned for the next Leisure and Amenities Committee on Wednesday 07 March 2018.

Resident asked if action could be taken to address the overgrown hedge at Worsley Road/Gainsborough Way junction. Resident was advised that this was part of the school grounds but the matter would be raised.

Resident asked if in relation to the 27 November minutes, the Parish Council had plans to fine for littering. Resident was advised that the Parish Council

had no powers to fine however Swindon Borough Council does have powers to designate other organisations as its agent in certain enforcement matters. This will be a discussion between the Parish Council and Swindon Borough Council and is something we are in the process of doing.

Meeting start 7.39 pm

307. Apologies

Cllr Stephanie Exell
Cllr Timothy Makofu

308. Declarations of Interest & Applications for Dispensation

None.

309. Minutes of the previous meeting

RESOLVED that the minutes of the Parish Council meeting held on 29 January 2018 be confirmed and adopted.

310. Minutes of the Leisure and Amenities Committee

RESOLVED that Recommendation (Minute 284) to approve the allocation of up to £9,000 from the current 'General Maintenance' (4590) budget to undertake play area maintenance as highlighted in the Play Inspection Reports be approved.

Power: To acquire and maintain land for public recreation, Open Spaces Act 1906, Section 10
Budget: 4590 Maintenance £9,000 allocated.

RESOLVED that the minutes of the Leisure & Amenities Committee meeting held on Wednesday 7th February 2018 be confirmed and adopted.

311. Minutes of Finance and Staffing Committee

RESOLVED that Recommendation (Minute 290) that the Schedule of Payments for February 2018 of nine Payments totalling £9069.33 be approved.

RESOLVED that the minutes of the Finance and Staffing Committee meeting held on Thursday 8th February 2018 be confirmed and adopted.

312. Minutes of the Planning and Environment Committee

RESOLVED that Recommendation (Minute 301) that the Parish Council sets up a Litter Working Party to investigate best practice and options to tackle litter and flytipping be approved.

RESOLVED that the minutes of the Planning & Environment Committee meeting held on Monday 12th February 2018 be confirmed and adopted.

313. Update from Swindon Borough Councillors

Cllr M Martin reported that works at Mannington Roundabout were commencing and planned for 12-15 months. First change is that the bus lane is now a two lane exit merging before the bridge. This is designed to reduce the queue at Mannington.

Cllr Williams reported that Swindon Borough Council maintained responsibility for Lydiard Park and rumours reported in the Press were untrue. There is ongoing liaison with the Trust with Cllr Swinyard and Cllr Williams and Cllr Mary Martin has provided commercial advice.

314. Reports from Parish Council Representatives

Cllr Heavens reported that the Swindon Area Committee (SAC) had met with Swindon Borough Council but had been unable to resolve most of the issues due to lack of officer attendance. Minutes were available and any issues could be taken to the next SAC on 15 March 18. Cllr M Martin advised that she had raised concerns about officers not sending deputies in their absence to the meeting.

315. Report from the Parish Council Chair

Cllr Gibbons reported that there had been a meeting of the Parish Chairs for Central Swindon North and Central Swindon South. The Chairs exchanged notes on progress to date, asset transfer and the relationship with Streetsmart. There was some interest to look at working together for economies of scale. The meetings should continue every 2 to 3 months.

316. Litter Working Party

Councillors received a draft Terms of Reference for a Litter Working Party, a copy of which appears as **Appendix A** in the Minute Book. The Chair advised that the Planning and Environment Committee had initiated the proposal in response to a passionate presentation from Cllr Heavens. A Working Party would be able to look closely at the coordination of volunteers and groups, education and enforcement and review those areas that are not as well looked after as others.

RESOLVED that

- a) the draft Terms of Reference be adopted
- b) Cllr Williams, Cllr Heavens, Cllr Lenton and Cllr N Martin be members of the Working Party.

317. Enhanced Tree/Tall Shrub Service

Councillors received a draft Change Control Note for the Streetsmart Service Level Agreement in respect of an enhanced response to trees and tall shrubs detailing a cost of £50,000 for one year, a copy of which appears as **Appendix B** in the Minute Book.

RESOLVED that the Change Control Note be approved and signed.

Power: Power to acquire and maintain land for open spaces, Open Spaces Act 1906, ss.9 and 10
Budget: 4830 Tree Maintenance £50,000 allocated.

318. Admission of Public and Press

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 instructed to withdraw'.

Reason: Tender Proposals discussion.

7.57 pm

319. Services Working Party

The Parish Manager circulated a report setting out recommendations from the Services Working Party, a copy of which appears as **Appendix C** in the Minute Book. The Report

indicated that the Working Party noted that the proposals submitted were eligible in terms of expertise, ability to commence, and, price. Bidders were as follows:

- *PBA Consulting Landscape and Tree Management*
- *Plan B Management Solutions*
- *KMC Management Consultancy Ltd*
- *Waste Consulting*

The Working Party members reported that KMC Consultancy Ltd had a national reputation based on extensive experience across the sector of grounds maintenance and performance management systems, and would also be able to offer a local perspective.

RESOLVED that KMC Management Consultancy Ltd be appointed as the preferred provider for the Streetsmart Review.

320. Staffing

The Clerk informed Councillors that the draft Secondment Agreement drawn up by Swindon Borough Council had been reviewed by the Chair and the Clerk and minor amendments made. The Parish Manager had also checked the document and was happy with the agreement.

The Secondment Agreement was for one year and would expire on 31 March 2019. Cllr M Martin said that the Parish Council needed to ensure that they gave sufficient time to a recruitment process for March 2019 and it was agreed that this should start in September 2018.

RESOLVED that the draft Secondment Agreement between Swindon Borough Council and the Parish Council be approved.

The meeting closed at 8.17 pm

Signed.....

Date.....

Chair of the Council .