

WEST SWINDON PARISH COUNCIL

Minutes of the online meeting of the
WEST SWINDON PARISH COUNCIL
held on **Monday 24th August 2020 at 7.00pm**

Present:

Cllr Mike Burtenshaw
Cllr Steph Exell
Cllr Suresh Gattapur
Cllr Nigel Gibbons (Chair)
Cllr Geoff Gould
Cllr Prakash Khaitan
Cllr Nick Martin (Vice Chair)
Cllr Mary Martin
Cllr Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Keith Williams

Officers:

Paula Harrison (Parish Manager)
Leanne Curtis (Assistant Clerk)

Public: Two

Public Question time:

Resident asked why graffiti in Eastleaze Road had not been fully removed despite being reported many months ago. The Chair advised that the Parish Manager would investigate.

A representative of West Swindon Fab (Lynne) shared an update with Councillors on recent work to maintain the Shaw Ridge copse area. This included a walk-through with Neil Pullen from Wiltshire Wildlife Trust. Work has progressed well and is ongoing. Further updates would be forthcoming. The Chair thanked the group for their hard work and commitment.

471. Apologies

Apologies for absence due to work commitments were submitted by Cllr Simon Firth and family commitments from Cllr Trish Philpot.

472. Declarations of Interest & Applications for Dispensation

None.

473. Minutes of the previous meetings

RESOLVED that the minutes of the Parish Council meetings held on Monday 27 July 2020 are approved and adopted.

474. Update from Swindon Borough Councillors

Cllr Williams reported that work on Mead Way was approximately 2 months behind schedule. Primarily this is down to the impact of the pandemic with supply chain and workforce issues. Traffic is moving reasonably well so should not be adversely affected by the delay.

475. Update from Parish Council Representatives

Cllr Nick Martin reported that earlier issues with loose stones at Tumpy Field play area had been resolved and the play area was in good use. Cllr Gould reported that following a visit to The Chesters play area it was also proving popular.

Cllr Gattapur reported concerns about white fluid visible in the stream around Moresby Close/Westlea. The Assistant Clerk advised that this had been reported to the Environment Agency.

476. Grant Review – West Swindon Library

The Parish Manager circulated a written report from Swindon Borough Council's Library & Information Service detailing the changes necessitated in order to provide a service safely whilst responding to the pandemic. A copy of the report appears as **Appendix A** in the Minute Book. The Parish Manager confirmed that the library service would be deducting service costs from April to June as no service was being provided at that time. Now that a service has been renewed, the grant was currently providing 4 hours of public access each week. Councillors noted the requirement for more back office preparation in order to deliver the service in this way.

RESOLVED that the Parish Council continues to support the library service with the grant requested for 2020 – 2021.

477. Review of Property and Assets

The Parish Manager circulated the Assets Register for 2019-20 and indicated that this would usually have been reviewed at the Annual Parish Council meeting and forms part of the returns for external audit. A copy of the register appears as **Appendix B** in the Minute Book.

RESOLVED that the Assets Register for 2019-20 be confirmed and approved.

478. Annual Audit of the Accounts 2019-20

Councillors received a final report for Auditing Solutions Ltd in review of the annual accounts for 2019 to 2020. A copy of the report appears as **Appendix C** in the Minute Book. The Parish Manager confirmed that as stated in the report, there were no recommendations for action with regard to the accounts. The Auditor has signed off the accounts for submission to the external auditors, a copy of this appears as **Appendix D** in the Minute Book.

RESOLVED that the end of year report from Auditing Solutions be duly noted.

479. Year End Accounts 2019-20 – Annual Governance Statement

Councillors received a copy of the Annual Governance Statement setting out statements regarding the Council's risk assessments, controls, processes and procedures in place and conducted during the previous financial year. A copy of the Annual Governance Statement as part of the 2019-20 Annual Return appears as **Appendix E** in the Minute Book. Councillors considered and reviewed the Statement.

RESOLVED that the Annual Governance Statement for 2019-20 be approved, signed and submitted with the relevant papers for the 2019-20 Annual Return

480. Year End Accounts 2019-20 – Accounting Statement

Councillors received copies of the end of year budget accounts, and Accounting Statement, copies of which appear as **Appendix F** in the Minute Book. Councillors reviewed and considered the reports.

RESOLVED that the Year End Accounts 2019-2020 and the Accounting Statement be approved, signed and submitted with the relevant papers for the 2019-20 Annual Return

481. Service Transfer Update

The Parish Manager confirmed that the staff transfer on 1 August 2020 was now complete. Queries on payroll, sickness absence and annual leave had been confirmed. First payroll has been undertaken and no issues arising. The Parish Manager confirmed that the pension arrangements for all transferring employees were maintained as per their previous employment. Behind the scenes, work has been undertaken to ensure that equipment, tools, gardening supplies, machinery and vehicles are in place. This is mostly completed however the cost of setting up is not yet finalised but will be reported to a future meeting. The Parish team have been provided with uniform and vehicles have been fitted with Parish Council signs and website details. A date will be organised to formally launch the change of service delivery.

Most of the vehicles are on site and insurance is in place. Over the coming weeks, a review of work capacity and Parish priority setting will get underway. Key steps ahead for the Services Working Party are reviewing the potential relocation of the Parish office and upgrade to the mess room at the District Centre and securing a site for future vehicle and machinery depot.

Councillors noted the progress and formally conveyed their thanks to Paula, Leanne and Steve for delivering the transfer.

Date of next meeting: Monday 28th September 2020 7.00 pm

Meeting closed 7.35 pm

Signed.....

Date.....

Chair of the Council