

**WEST SWINDON PARISH COUNCIL**  
**Minutes of the online meeting of the**  
**WEST SWINDON PARISH COUNCIL held on**  
**Monday 23<sup>rd</sup> November 2020 at 7.00pm**

**Present:**

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

**Officers:**

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

**Public:** Seven incl. Cllr Matthew Courtliff (Swindon Borough Council)

**Presentation: Scottish & Southern Electricity Networks**

*Ms Melanie Grace from SSE gave an overview of the Priority Services Register. This targets those most in need of a consistent electricity supply to be registered in the event of supply problems. This would include anyone aged over 60 years, families with under 5 year olds, and those with medical equipment requiring electricity supplies. Ms Grace asked that everyone promotes the register and to notify the network of any problems – direct telephone number 105. There is also an app Powertrack for updates and reporting. Assistance can be given to those with disruptions including a visit from a welfare van. Ms Grace encouraged everyone to have a few basic items to hand in case of power failures such as torches, glow sticks, ignition clickers. Cllr Williams asked if there were preparations in place for the growth in electric vehicles, Ms Grace offered to provide additional information.*

**Public Question time:**

A set of questions were submitted as follows:

1a Following the imposition of double yellow lines along part of Tregoze Way and Hay Lane despite the objections of many residents and its resulting disastrous impact on the safety of the Zebra Crossing by Sleaford Close, with cars at the weekend parking from the end of the yellow lines across the bus stop and right up to the edge of the crossing, will the Parish Council now please press for the lines to be extended up Hay Lane to the roundabout at the top and down Tregoze Way to Walter Close, and press for this work to be carried out as a matter of urgency before there is another tragedy at the crossing.

B Will they now press for a speed limit of 20 mph to be imposed on the same stretch of road in the light of the presence of two schools in the immediate vicinity and numerous small children who live in the side roads.

C What measures can be put in place for the residents of the side roads who now find that visitors to Lydiard Park are now parking in those side roads, often in residents only parking spaces, across peoples' driveways or in a haphazard manner.

D To increase the safety of Hay Lane and Tregoze Way will the Parish Council now press for the removal of the pinch points which are used as a chicane and in the case of the lower one has poor visibility as it is sighted near a bend

The Chair thanked the resident for their questions and advised that anything not covered would be taken to the next relevant committee.

Cllr Mary Martin advised that chicanes did work some years ago. Cllr Williams advised that Swindon BC had confirmed that the scheme extension would be reviewed.

A resident raised concerns that the double yellow lines may create more acceleration and asked for when the safety work was being completed. Cllr Philpot advised that the Road Safety Officer had been contacted and the start of works was imminent.

Cllr Swinyard reported that matters would be addressed as a matter of priority.

**7.27 pm meeting start.**

**572. Apologies**

Cllr Steph Exell & Cllr Swinyard had other meeting commitments. Apologies for Absence received were approved

**573. Declarations of Interest & Applications for Dispensation**

None.

**574. Minutes of the previous meetings**

**Correction:** Minute 539 Cllr Caryl Sydney Smith be noted as a deputy on the Planning Committee not Deputy Chair.

**575. RESOLVED** that the minutes of the Parish Council meetings held on Monday 26 October and Monday 9 November 2020 be approved and adopted.

**576. Minutes of the Planning & Environment Committee**

**RESOLVED** that the minutes of the Planning & Environment Committee held on Monday 09 November 2020 be approved and adopted.

**577. Minutes of the Finance and Staffing Committee**

**RESOLVED** that Recommendation (Minute 558) that expenditure for October 2020 of 40 Payments totalling £47,215.02 be approved

**RESOLVED** that the minutes of the Finance and Staffing Committee meeting held on Monday 09 November 2020 be approved and adopted.

**578. Minutes of the Leisure & Amenities Committee**

**RESOLVED** that the minutes of the Leisure & Amenities Committee held on Wednesday 11 November 2020 be approved and adopted.

**579. Update from the Parish Council Chair**

Cllr Nigel Gibbons (Chair) reported that a meeting had been held with the Highways department to review the issue of bollards on Eastleaze Road. Cllr Keith Williams has since given support for this to be added to the Members project list. The Chair reported that he had written to the Chief Executive of Swindon Borough Council to set out a number of concerns about the delays to Mead Way. A detailed written response has since been received, a copy of which is attached as **Appendix A** in the Minute Book. The Chair asked for it to be noted that the cracking on Whitehill Way was still an unresolved issue.

**580. Update from Swindon Borough Councillors**

Cllr Mary Martin reported that the Government had allocated £615,000 to Swindon Borough Council to support vulnerable families and children over the winter. This would include £15,000 for school meal vouchers and organisations providing support for food and meals. Support for rough sleepers was also included.

Cllr Swinyard reported that discussions were underway with Council representatives regarding housing proposals for the former Windmill Hill School site.

Cllr Williams reported that the impact of HGVs driving through Westlea had been acknowledged and thanked Ms Pinson for providing photographs. A draft Carbon Reduction Strategy has been published and is open to public consultation:

[www.swindon.gov.uk/carbonreductionstrategy](http://www.swindon.gov.uk/carbonreductionstrategy) The battery storage area at Mannington should be active by June 2021.

Cllr Gould asked if there were plans in place for public charging points, Cllr Williams confirmed that a range of points would be available in the town centre and infrastructure being installed into pavements.

Cllr Courtliff reported that school safety zone work at Sleaford Close should have begun and many have been active on this issue. Indications are that the Hay Lane double yellow lines will be extended. In terms of the effect of Covid on waste and recycling services, feedback has been generally positive. As a member of the Grass verges and pavement parking task force, please get in touch with key issues and it will be brought to the Committee with a report to Cabinet planned in February 2021.

**581. Updates from Parish Council Representatives**

Cllr Nick Martin noted that the refurbished play areas were being well used and well received by local families.

**582. Pilgrim Close Parking**

The Parish Manager circulated a report setting out the proposal to provide additional car parking spaces in the Pilgrim Close development. A copy of the report appears as **Appendix B** in the Minute Book. The developer has since reported that the Parish Council needs to fund the completion works. Councillors considered the history of the proposal and noted that it had not been agreed that the Parish Council would fund the works.

**RESOLVED** that the Parish Manager writes to the Swindon Housing Company to request

that the parking bays are completed at the cost of the Housing Company as per the original agreement.

7.54pm Cllr Gattapur left the meeting.

**583. Streetsmart Contract Update**

The Parish Manager circulated a copy of a report setting out the recent correspondence with representatives of Swindon Borough Council for the cost of Streetsmart services from 1 April to 31 July 2020. A copy of the report appears as **Appendix C** in the Minute Book. Cllr Gould highlighted that based on costings provided by Streetsmart itself, the proposed bill included charges for vehicles and machinery that were not active or in operation during this time period.

**RESOLVED** that

- a) the Parish Manager returns a summary of actual costings with a copy of Cllr Gould's findings to Streetsmart
- b) if the Parish proposal is not agreed, a meeting is arranged with appropriate officers to agree the costings on a line by line basis

**584. Operational Update**

The Parish Manager referred to an update regarding a number of operational issues, a copy of which appears as **Appendix D** in the Minute Book.

- Insurance claims: 3 active claims at the moment, 2 vehicle 1 theft of equipment
- Operating procedure: Councillors considered the operating procedure for the tractor and side arm. It was noted that a number of changes would reduce the likelihood of the side arm hitting an obstacle such as a drain, post, fence.

**RESOLVED** that the review of the operating procedure notes that :

- a) staff conduct a thorough search of the area before work commences, including checking for ground obstacles
- b) the side arm is used in a vertical position and not horizontal
- c) the cage is lowered
- d) the impact of the changes are monitored in terms of delays and impact on effectiveness

- Staffing

The Parish Manager reported that a member of the team had handed in their notice to leave at the end of November. This will put pressure on the staff resources so steps to fill the vacancy will be discussed with the next Finance & Staffing Committee.

- Christmas

The Parish Manager reported that there were no plans in place to have a group celebration with staff as per previous years. Councillors discussed options.

**585. **RESOLVED** that**

- a) a small hamper up to the value of £25 be arranged for each member of staff in recognition of their year's work
- b) at least half the team is present to cover the working days over the festive period.

**586. Update from Services Working Party**

Following the extraordinary meeting of Full Council on Monday 9 November 2020, the Chair was informed that the Parish Council was unsuccessful in its offer on premises at Westmead Industrial Estate. However, the agent identified another vacant unit on the estate that is under refurbishment. The particulars appear as **Appendix E** in the Minute Book. In summary £56,272.50 per annum (£7.50 per sq ft) exclusive, 5 year lease agreement, service charge is £4,550.05 per annum (£0.59 per sq ft + VAT) and rates currently payable approximately £15,600 in 2020/21

Councillors discussed the option.

**RESOLVED** that

- a. That Council approves the acquisition of Unit 25, Westmead Industrial Estate within the agreement set out in the draft Heads of Terms.
- b. That a building survey is initiated by the Parish Council's agent
- c. That Council appoints Bevirs Solicitors to complete the lease on its behalf
- d. That the Chair be authorised to sign a 5 year lease agreement on behalf of the Parish Council.

The Parish Manager referred to a summary report, a copy of which appears as **Appendix F** in the Minute Book. The report highlighted the Parish Council's current costings of fuel as charged by Swindon Borough Council. The report set out options for fuel cards as researched by Cllr Gould and the Services Working Party.

**RESOLVED** that the Council approves acquisition of fuel cards for the Parish Council machines and vehicles.

The report set out the Parish Council's current commitments to the Parish Office and West Swindon District Centre mess room.

**RESOLVED** that the Parish Council serves notice on the library office and requests acceptance of a one month notice period.

**RESOLVED** that the Parish Council serves notice on the use of the mess room once the depot is acquired.

Meeting end 8.41 pm.

**Date of next meeting: Monday 21 December 2020 7.00 pm**

Signed: .....

Date: .....

Chair, West Swindon Parish Council