

WEST SWINDON PARISH COUNCIL

**WEST SWINDON ANNUAL PARISH COUNCIL
MONDAY 24 MAY 2021
SHAW PRIMARY SCHOOL, COMMUNITY ROOM, 7.00 PM**

MINUTES

Members of the Parish Council Present:

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

Others:

Paula Harrison Clerk/Parish Manager
Leanne Curtis, Assistant Clerk

Cllr Matthew Courtliff (Swindon Borough Council)

Residents: Two present two virtual.

Public Question Time:

Mrs Pinson circulated pictures of West Swindon and asked Councillors to identify any images that would be the preferred backdrop for an anti-littering leaflet being printed by Plastic Free Swindon. Councillors thanked Mrs Pinson for her efforts.

Resident asked whether the Parish Council cleaned road signs as many were poorly presented in West Swindon. The Parish Manager advised that highways signs were Swindon Borough Council's responsibility and the Parish would clean (on request) residential street name signs. It was agreed that this would be clarified on the website.

Resident asked for it to be noted under Item 26 – Updates from Parish Councillors that some Parish Councillors had not given any update on feedback since their election. Resident asked that they be asked to provide an update at a future meeting.

Meeting start: 7.15 pm - Cllr Exell and Cllr Sydney Smith joined the meeting.

1. Election of Chair for 2021/22

Nominations received for Cllr Nigel Gibbons.

RESOLVED that Cllr Nigel Gibbons is duly elected as Chair of West Swindon Parish Council 2021/22.

2. Declaration of Acceptance of Office

Cllr Nigel Gibbons accepted the Office of Chair.

3. Election of Vice-Chair 2021/22

Nominations received for Cllr Suresh Gattapur

RESOLVED that Cllr Suresh Gattapur is duly elected as Vice Chair of West Swindon Parish Council 2021/22

4. Apologies

Apologies for absence – Cllr Umar Ali and Cllr Simon Firth have conflicting commitments. All apologies received were approved.

5. Code of Conduct

Swindon Borough Council's Code of Conduct has been circulated, a copy of which appears as **APPENDIX A** in the Minute Book

RESOLVED that the Code of Conduct be approved and adopted.

6. Declarations of Interest & Applications for Dispensation

None.

7. Minutes of previous meetings

Councillors reviewed the minutes of the Parish Council meeting held on 26 April 2021, a copy of which appear as **APPENDIX B** in the Minute Book.

RESOLVED that

- a) the Minutes of Full Council 26 April 2021 be approved and adopted
- b) Recommendation (Min. 749) that 58 payments detailed in the schedule of payments totaling £194,255,10 are approved.
- c) the minutes of the Finance and Staffing Committee meeting held on Monday 10 May 2021 be approved
- d) the minutes of the Leisure & Amenities Committee held on Wednesday 12 May 2021 be approved
- e) the minutes of the Planning & Environment Committee held on Wednesday 12 May 2021 be approved

8. Terms of Reference and Delegation Scheme

Councillors reviewed the Terms of Reference and Delegation Scheme for 2021/22.

RESOLVED that the Terms of Reference and Delegation Scheme for 2021/22 be approved and adopted subject to the amendment proposed. A copy of which appears in the Minute Book as **APPENDIX C**.

9. Appointment of Committees 2021/22

Nominations to Committees received, a copy of which appears as **APPENDIX D** in the Minute Book as follows:

Planning & Environment

Prakash Khaitan
Keith Williams
Tim Makofu
Nigel Gibbons
Geoff Gould
Mike Burtenshaw
Suresh Gattapur
Nick Martin
Mary Martin
Tim Swinyard

Leisure & Amenities

Keith Williams
Tim Swinyard
Tim Makofu
Nigel Gibbons
Geoff Gould
Trish Philpot
Mike Burtenshaw
Suresh Gattapur
Umar Ali
Caryl Sydney Smith
Nick Martin
Steph Exell

Finance & Staffing

Nigel Gibbons
Suresh Gattapur
Geoff Gould
Caryl Sydney Smith
Nick Martin
Prakash Khaitan
Mary Martin
Simon Firth

RESOLVED that all nominations to Committees be approved.

10. Election of Chair of Planning & Environment & Environment Committee 2021/22

Nominations received for Cllr Prakash Khaitan

RESOLVED that Cllr Prakash Khaitan is duly elected as Chair of Planning & Environment Committee 2021/22.

11. Election of Vice Chair of Planning & Environment Committee 2021/22

Nominations received for Cllr Keith Williams 2021/22

RESOLVED that Cllr Keith Williams is duly elected as Vice Chair of Planning & Environment Committee 2021/22.

12. Election of Chair of Leisure & Amenities 2021/22

Nominations received for Cllr Keith Williams.

RESOLVED that Cllr Keith Williams is duly elected as Chair of Leisure & Amenities Committee 2021/22.

13. Election of Vice Chair of Leisure & Amenities 2021/22

Nominations received for Cllr Tim Swinyard.

RESOLVED that Cllr Tim Swinyard is duly elected as Vice Chair of Leisure & Amenities Committee 2021/22.

14. Working Parties

RESOLVED that Councillors are appointed to Working Parties as detailed in **APPENDIX E** in the Minute Book.

15. Membership of Other/Outside Bodies

RESOLVED that the membership of other bodies 2021/22 is agreed as detailed in **APPENDIX F** in the Minute Book

16. Statement of Reserves

Councillors considered a statement of reserves as at 31 March 2021, a copy of which appears as **APPENDIX G** In Minute Book. It was noted that the reserves should be amended to include liabilities relating to the depot. It was also noted that the Internal Auditor would be asked to confirm the minimum level of reserves required to be held by the Parish Council.

17. General Power of Competence

Councillors considered the report of the Parish Manager regarding General Power of Competence, a copy of which appears as **APPENDIX H** in the Minute Book.

RESOLVED that West Swindon Parish Council confirms that it meets the criteria to exercise the General Power of Competence in 2021/22.

18. Appointment of Internal Auditor

Councillors considered a report from the Parish Manager recommending the Reappointment of Auditing Solutions as the Internal Auditor for 2021/22, a copy of which appears as **APPENDIX I** in the Minute Book.

19. Review of Standing Orders

Councillors considered the Standing Orders for 2021/22, a copy of which appears as **APPENDIX J** in the Minute Book. The Parish Manager reported that these had been amended to reflect the practice of dual meetings.

RESOLVED that the Standing Orders 2021/22 be adopted.

20. Review of Financial Regulations

Councillors reviewed Financial Regulations for 2021/22 a copy of which appears as **APPENDIX K** in the Minute Book.

21. Calendar of Meetings 2021/22

Councillors approved the draft Calendar of Meetings, a copy of which appears as **APPENDIX L** in the Minute Book.

22. Review of Property and Assets

Councillors reviewed the Asset Register, a copy of which appears as **APPENDIX M** in the Minute Book.

RESOLVED that the Register of Assets be approved and agreed subject to all purchased machinery and tools being added where value is over £1,000.

23. Review of Insurance

Councillors review the Council’s insurance effected on 1 April 2021, a copy of which appears as **APPENDIX N** in the Minute Book.

RESOLVED that the Insurance Cover (excluding vehicles) be noted.

24. Update from Swindon Borough Councillors

- Cllr Swinyard reported that a successful clean up and been undertaken at Gerrard Walk to remove large amounts of historic waste. Cllr Swinyard thanked the Parish Council for facilitating with the provision of a skip. 15 residents had participated and work had gone well.
- Cllr Courtliff reported that the grass verges and pavement parking report would get a date in the committee diary and a copy of the report would be circulated to the Parish Council. The state of the local footpaths has been raised as an issue for West Swindon.
- Cllr Mary Martin reported that the drain cover problem in Castleton Road had a works order in place. Foster Care fortnight had been taking place 10-23 May and everyone is encouraged to share and communicate that if they are able to.
- Cllr Williams reported that the second phase of Mead Way was on track. A sewerage pipe on Thamesdown Drive will be repaired and may cause traffic issues.
- The Chair reported that Robert Buckland formally opened Unit 25 at Westmead Industrial Estate (new parish office/depot) on Friday 21 May 2021
Meeting closed 8.21 pm

Date of next meeting: Monday 28 June 2021 7.00 pm

Signed:
Chair, West Swindon Parish Council

Date: