

WEST SWINDON PARISH COUNCIL

WEST SWINDON ANNUAL PARISH COUNCIL

MONDAY 23 MAY 2022

MINUTES

Members of the Parish Council Present:

Cllr Nigel Gibbons
Cllr Mike Burtenshaw - v
Cllr Umar Ali - v
Cllr Suresh Gattapur
Cllr Geoff Gould
Cllr Prakash Khaitan -v
Cllr Timothy Makofu
Cllr Nick Martin
Cllr Mary Martin
Cllr Trish Philpot - v
Cllr Caryl Sydney Smith
Cllr Keith Williams

Officers: Paula Harrison, Parish Manager

Residents: 5

Public Question Time:

Resident stated that there are lots of community groups working in woodlands etc., who used to receive woodchip from WSPC but that this has now stopped and they asked whether it is possible to restart? The request was noted, the Parish Manager advised that very little is generated this time of year, however, Swindon Borough Council tree team can often assist.

Resident stated that English bluebells in woods in West Swindon are being overwhelmed by a Spanish variety. Councillors (Cllrs) noted that this issue had been raised before and that it has been difficult to find a solution. Resident proposed a possible solution may be to remove the Spanish variety before it seeds and suggested that Neil Pullen may have more information on the subject. Cllrs will advise residents via social media channels to be aware of the potential problems caused by the Spanish variant to native species.

Resident Sean Wilson introduced himself as the new SBC Cllr for Lydiard and Freshbrook and stated that he had emailed some of the Parish Cllrs and requested that they review said emails. He has corresponded with Paula Harrison (Parish Manager) and with regard to community gardens and asked for an update. PH advised that progress had stalled and that she will contact SBC housing colleagues to see how they want to progress. WSPC has offered to prepare the beds for planting if housing can identify residents who would be interested in maintaining the beds. Cllr Wilson offered to chase up with SBC. PH will liaise with SBC in the first instance and update Cllr Wilson.

Meeting start: 7:15pm

1. **Election of Chair for 2022/23**

Nominations received for Cllr Nigel Gibbons.

RESOLVED that Cllr Gibbons is duly elected as Chair of West Swindon Parish Council 2022/23.

2. **Declaration of Acceptance of Office**

Cllr Gibbons accepted the Office of Chair.
Declaration of Office book signed.

3. **Election of Vice-Chair 2022/23**

Nominations received for Cllr Mary Martin

RESOLVED that Cllr Mary Martin is duly elected as Vice Chair of West Swindon Parish Council 2022/23

4. **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 Code of Conduct is adopted

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

None declared

6. **Minutes of previous meetings**

Councillors reviewed the minutes of the Parish Council meeting held on 25th April 2022 a copy of which appears as **APPENDIX B** in the Minute Book.

RESOLVED that the Minutes of Full Council held on 25th April 2022 be approved and adopted.

RESOLVED that the Planning & Environment Committee minutes held on Monday 9th May 2022 be approved and adopted.

RESOLVED that the Finance & Staffing Committee minutes held on Monday 9th May 2022 be approved and adopted.

RESOLVED that (Minute 368) payments totalling **£35,692.04** be approved.

RESOLVED that the minutes of the Leisure & Amenities Committee held on Monday 9th May be approved and adopted.

7. **Terms of Reference and Delegation Scheme**

Councillors reviewed the Terms of Reference and Delegation Scheme for 2022/23. It was proposed to trial a merger of the Leisure Committee into the Planning & Environment Committee. This is now proposed as a single committee.

RESOLVED that the above proposal is approved and adopted.

RESOLVED that the Terms of Reference and Delegation Scheme for 2022/23 be approved and adopted.

8. Appointment of Committees 2022/23

Nominations to Committees received, a copy of which appears as **APPENDIX C** in the Minute Book.

RESOLVED that all nominations to Committees be approved.

9. Election of Chair and Vice-Chair 2022/23

Nominations received for Cllr Nigel Gibbons to Chair of West Swindon Parish Council and nominations received for Cllr Mary Martin to Vice Chair of West Swindon Parish Council

RESOLVED that Cllr Gibbons is duly elected as Chair and Cllr Mary Martin is duly elected as Vice Chair

Nominations received for Chair and Vice Chair of the newly formed Planning, Leisure and Environment Committee.

RESOLVED that Cllr Sydney-Smith is duly elected as Chair and Cllr Tim Makofu is duly elected as Vice Chair.

10. Working Parties

It was proposed that the current members of the Working Parties remain and carry forward for 2022/23.

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

11. Membership of Other Bodies

It was proposed that Membership of Other Bodies be suspended until or unless it is needed going forward.

RESOLVED that the Membership of Other Bodies 2022/23 is suspended.

12. Statement of Reserves

The report setting out Reserves was reviewed, a copy of which appears as **APPENDIX E** in the Minute Book.

RESOLVED that the Statement of Reserves be approved and adopted.

13. General Power of Competence

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

RESOLVED that West Swindon Parish Council confirms that it meets the criteria to exercise the General Power of Competence in 2022/23 and is duly adopted.

14. Appointment of Internal Auditor

Councillors confirmed Auditing Solutions Ltd, as internal auditors for 2022/23.

15. Review of Standing Orders

Councillors considered the Standing Orders for 2022/23, a copy of which appears as **APPENDIX G** in the Minute Book.

RESOLVED that the Standing Orders 2022/23 be adopted as is.

16. Review of Financial Regulations

Councillors reviewed Financial Regulations for 2022/23 a copy of which appears as **APPENDIX H** in the Minute Book.

RESOLVED that the Financial Regulations be approved and adopted.

17. Calendar of Meetings 2022/23

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

RESOLVED that the calendar of meetings be approved and adopted.

18. Review of Property and Assets

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

RESOLVED that the Register of Assets be approved and agreed.

19. Review of Key Policies

Councillors reviewed policies for 2022/23, copies of which appear as **APPENDIX K** in the Minute Book.

RESOLVED that the following policies be approved and adopted for 2022/23:

- Health & Safety
- Training
- Grievance Procedure
- Formal Complaints Procedure
- Recording & Reporting of Meetings
- Data Protection
- Freedom of Information

20. Update from Swindon Borough Councillors

Cllr Williams gave an update on SBC's 'Solar Together' project, to which currently 600 residents have registered. Registration remains open until 14th June 2022. Letters with detailed information will be sent out by SBC next week to owner/occupiers.

Cllr Mary Martin has stepped down as a Borough Councillor and confirmed that Cllr Suresh Gattapur will replace her seat in Shaw Ward.

Cllr Gattapur stated that the 20mph speed zone on Westlea Rise consultation. Information has been distributed.

21. Update from Parish Councillors

Cllr Gould advised that a second litter picking group has been formed in Freshbrook and will operate on the third Saturday morning of each month.

Cllr Gibbons gave an update on Mead Way road works. The barriers are yet to be installed above the underpass – a new design is being worked on. A fault with the pedestrian crossing was discovered prior to opening. SBC are trying to source equipment to put it right. The traffic cones along Mead Way will remain in-situ as they will be used to cone off the inside lane whilst the barriers are installed above the subway.

Paula Harrison gave an update on planning for Rivermead skate park. She was informed by Property Services/Planning at SBC that the earliest date for a decision to be made will be June 18th. PH asked if the decision could be made earlier as the works could begin on 30th May. No response has been received. Cllr Williams agreed to email Planning Services (David Dewart) to request progress on the Certificate of Lawfulness.

22. Update from Services Working Party

Village Centres: A meeting was held with SBC Property Services regarding the maintenance work that WSPC carries out in the village centres even though SBC are contracted to do this work. Property Services has proposed WSPC formally take on the work. WSPC will provide a cost proposal for Freshbrook, Toothill and Shaw village centres for maintenance work suitable for the skill-set of the team. This will be reviewed at the next Finance & Staffing Committee Meeting for approval before it is shared with SBC.

Red Diesel: Following changes to legislation regarding the use of red diesel, WSPC has been trying to get clarification of the definitions for use. For example tractors can only be used to cut verges that border public roads (there aren't any in West Swindon). Most of the hedges cut in West Swindon are located in the parks. There would also be an issue keeping red and white diesel onsite and having to flush tanks to switch use between the red and white fuels.

Renewal of Vehicle Leases: The Kangoo is on a 2-year lease which runs out at the beginning of August 2022 but can be extended by a minimum of 12 months. The other vehicles have 15 months left on the lease. The Working Party recognises that

decisions have to be made in the near future regarding the choice of diesel versus electric vehicles and the cost-effectiveness of both.

It was proposed that a test drive is arrange of MAN electric van and if successful will be leased or a similar van up to £340 per month.

The proposal was approved in principle.

Date off next meeting: Monday 27th June, 6:00pm

Signed:
Chair, West Swindon Parish Council

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