

## **WEST SWINDON PARISH COUNCIL**

Minutes of the  
**FULL COUNCIL**  
held on **Monday 26<sup>th</sup> June 2023 at 6.00 pm**  
**Unit 25, Westmead Industrial Estate, Swindon, SN5 7YT**

**Present:**

Cllr Junab Ali (Chair)  
Cllr Peter Bates  
Cllr Mustafa Dayan  
Cllr Mustafa Ertas  
Cllr Suresh Gattapur  
Cllr Rose Llewellyn (Vice Chair)  
Cllr Trish Philpot  
Cllr Graham Philpot  
Cllr Andrew Swinyard  
Cllr Caryl Sydney Smith  
Cllr Keith Williams  
Cllr Sean Wilson

**Officers:** Paula Harrison (Parish Manager)

**Public:** Two

**Meeting Start:** 6.55 pm

**Public Questions:**

*Resident raised the matter of the closure of the post office at the West Swindon District Centre and the lack of communication about plans to reinstate the post office since January. Cllr Gattapur advised that recent updates had indicated that a provider would be in place in the Autumn.*

*Resident raised the observation that the Swindon Borough Council website did not have the updated information of the newly elected Councillors. Chair noted the information and would raise with the Borough Council.*

*Resident thanked the efforts of the previous Parish Council in making a positive improvement in the appearance of West Swindon and hoped that the new Parish Council would continue the work.*

*Resident reported that Councillor attendance records were not updated and asked that this be updated monthly. Chair noted the request.*

*Resident asked that working party meetings particularly allotments and services be actioned. Chair noted the request.*

**41. Welcome & Declarations of Interest/Applications for Dispensation**

Declarations of interest required by the Code of Conduct adopted by the Parish Council on 22 May 2023: None received.

**42. Minutes of the previous meeting:**

**RESOLVED** that the minutes of the Annual Parish Council meeting held on 22 May 2023 be approved and adopted.

**43. Minutes of the Planning, Leisure & Environment Committee**

**RESOLVED** that the minutes of Planning, Leisure & Environment Committee held on Monday 5 June 2023 be approved and adopted.

**44. Confirmation of Committee Membership**

The Parish Manager circulated the Committee Membership agreed at the Annual Parish Council. A copy appears as **Appendix A** in the Minute Book.

**RESOLVED** that the Committee membership be agreed subject to the addition of Councillor Peter Bates and Councillor Graham Philpot to the Planning, Leisure & Environment Committee.

**45. Update from Swindon Borough Councillors**

Cllr Gattapur reported that the safety barrier from Westlea Rise to Tewkesbury Way had been reinstated. Road sweeper requests were ongoing.

Cllr Williams reported that the Mead Way junction to Westmead Industrial Estate was to be reviewed/amended. Repairs to the Mead Way carriageway to Whitehill Way would also be taking place.

Cllr Wilson reported that the Nexus sculpture at Freshbrook Village Centre had been repaired. Tree removal at Windmill Business Park had been necessitated by ash dieback and would be replanted. The objections regarding the proposed 5g mast at Idovers Drive had been noted and the application was rejected.

Cllr Ali reported that sites meetings were taking place for school safety zones at Peatmoor and Brookfield schools. Highways would be observing the issues arising from parent parking.

**46. Update from Parish Councillors**

Cllr T Philpot noted the Nexus sculpture completion.

Cllr Gattapur reported two litter picks taking place in Toothill, one with Toothill scouts and one with Toothill Junior youth club.

Cllr Dayan reported a resident reports on rubbish in Westlea and a resident request for a bench on Shaw Ridge. The Parish Manager advised that this would be a good placement for a memorial bench.

Cllr Wilson noted that the planters at Toothill Village Centre had been well received.

Cllr G Philpot reported that the Councillor led Toothill litter pick had gone well. It was noted that there was a request for an accessible bleed kit and defibrillator. Noted for discussion at a future meeting.

Cllr Llewellyn reported that the first Peatmoor litter pick was planned for 01 July at 10.00 am from the Woodlands Edge pub.

**47. Confirmation of Councillors Allowances**

The Parish Manager circulated a report on options for the Councillors allowances in 2023-24. Councillors noted the report, a copy of which appears as **Appendix B** in the Minute Book.

**RESOLVED** that the allowances be set as per the previous year at £500 per Councillor and £1500 Chair's allowance for the municipal year 2023-24, paid quarterly in arrears.

Cllr Gattapur voted against the resolution.

**48. Membership of the Swindon Area Forum/Committee**

The Chair opened a discussion on future membership of the Swindon Area Forum. It was agreed that a member of the forum be invited to speak to the Council on the benefits of membership.

**49. Internal Auditors Report**

A report for Claire Lingard, Auditing Solutions Ltd was circulated. A copy appears as **Appendix C** in the Minute Book. The Parish Manager advised that whilst the general accounting and payment practice of the Parish Council was not in question, some important recommendations were within the report relating to risk management, investments, and tendering.

Councillors noted the report and agreed measures could be put in place to safeguard the Parish Council's practices in 23-24.

**50. Year End Accounts 2022-23 – Annual Governance Statement**

Councillors noted the receipt of the Year End Accounts 2022-23 and Annual Governance Statement for submission. A copy appears as **Appendix D** in the Minute Book. The Parish Manager asked the Parish Council to approve the accounting statements as set out in the formal Annual Governance Statement for the financial year end accounts 2022-23.

**RESOLVED** that this Council approves the Annual Governance Statement as part of the 2022-23 Annual Return and documentation signed on behalf of the Parish Council.

**51. Year End Accounts 2022-23 – Accounting Statement**

The Parish Manager had circulated the Year End Accounts 2022-23 and the Accounting Statement as part of the 2022-23 Annual Return, a copy of the papers appears as **Appendix E** in the Minute Book.

**RESOLVED** that this Council approves the Year End Accounts 202-232 and the Accounting Statement as part of the 2022-23 Annual Return and submits signed documentation accordingly.

**52. Councillor Emails**

Councillors received a report setting out costs for new Councillor emails. A copy appears as **Appendix F** in the Minute Book. Councillors discussed the options. It was agreed that uniform emails would be created with @westswindon-pc.gov.uk addresses.

**RESOLVED** that Microsoft Business Basic Accounts are set up for each Parish Councillor.

**53. Risk Management Policy & Play Risk Management Policy 2023-24**

In response to the Internal Auditor's report, the Parish Manager circulated a revised Risk Management Policy and Play Risk Management Policy for 2023-24 for approval and adoption. Copies appear as **Appendix G** in the Minute Book.

**RESOLVED** that the Risk Management Policy and Play Risk Management Policy for 2023-24 is approved and adopted.

**Meeting finished: 7.41pm**

**Date of next meeting: Monday 24 July 2023**

Signed: .....

Chair, West Swindon Parish Council

Date: .....