

WEST SWINDON PARISH COUNCIL

Minutes of the WEST SWINDON ANNUAL PARISH COUNCIL MEETING held on **MONDAY 21 MAY 2018 at **6.30pm** at **WEST SWINDON LIBRARY****

Present:

Cllr Stephanie Exell
Cllr Suresh Gattapur
Cllr Ellen Heavens
Cllr Vinay Kumar
Cllr John Lenton
Cllr Timothy Makofu
Cllr Nick Martin
Cllr Mary Martin
Cllr Caryl Sydney Smith
Cllr Matt Walker
Cllr Keith Williams

Officers:

Joyce Holman (Clerk)
Paula Harrison (Parish Manager)

Residents: Nine.

Public Participation:

Resident reported that despite noticeboards in Shaw and Freshbrook, no notices were on display in Toothill. The resident was advised that the Parish Council had put notices in the Toothill Community Centre noticeboard up until the Centre was closed. The Chair advised that the Parish would look into other options.

Resident reported flytipping on private property in Wakefield Close and asked if the Parish could get involved in seeking its removal. The Chair advised that this was noted and would be followed up.

Resident reported that questions submitted to the Annual Parish Meeting had not been addressed. The resident was advised this would be actioned.

Resident reported disappointment at the delay in tendering the Streetsmart contract – previous responses had indicated that the contract would be tendered as soon as possible. The resident was advised that the consultant was making an assessment and would be reporting to the Parish Council.

Resident reported that the Parish Council was not required to fill the vacancy by co-opting to the seat. The resident was advised that the vacancy was being advertised on the noticeboards and would be filled.

Meeting opened 6.52 pm.

1. Election of Chair 2018/19

RESOLVED that Cllr Nigel Gibbons be elected as Vice Chair for the municipal year 2018/19 unopposed.

2. Declaration of Acceptance

Cllr Gibbons' Declaration of Acceptance to be received before the next Council Meeting.

3. Apologies

Cllr Matthew Courtliff
Cllr Nigel Gibbons
Cllr Tim Swinyard

4. Election of Vice-Chair 2018/19

RESOLVED that Cllr Nick Martin be elected as Vice Chair for the municipal year 2018/19 unopposed.

5. Declarations of Interest & Applications for Dispensation

There were no declarations of interest nor applications for dispensation.

6. Minutes of previous meetings

RESOLVED that the minutes of the Parish Council meeting held on 30 April 2018 be approved as a correct record.

7. Minutes of the Leisure and Amenities Committee

RESOLVED that the minutes of the Leisure and Amenities Committee meeting held on 09 May 2018 be approved as a correct record.

8. Minutes of the Planning and Environment Committee

RESOLVED that the minutes of the Planning and Environment Committee meeting held on 09 May 2018 be approved as a correct record.

9. Minutes of the Finance and Staffing Committee

RESOLVED that Recommendation (Minute 405) that the Schedule of Payments for May 2018 of four payments totalling **£3078.35** be approved as follows:

Councillor allowances	£ 638.75
WALC	£ 84.00
South Swindon Parish Council	£ 1428.00
Link Magazine	£ 927.60

RESOLVED that the minutes of the Finance and Staffing Committee meeting held on 10 May 2018 be approved as a correct record.

10. Terms of Reference and Delegation Scheme

RESOLVED that the Terms of Reference and Delegation Scheme for 2018/19 be adopted, a copy of which appears as **Appendix A** in the Minute Book.

11. Appointment of Committees 2018/19

RESOLVED that membership of the Parish Council Committees be agreed as follows

Finance & Staffing Committee:

Cllrs Gibbons (Chair) N Martin (Vice Chair), Kumar, Lenton, M Martin, Swinyard.

Planning & Environment Committee:

Cllrs Gibbons, Heavens, Kumar, Lenton, Makofu, N Martin, Williams

Leisure & Amenities Committee:

Cllrs Courtliff, Exell, Gattapur, Gibbons, Kumar, Makofu, N Martin, Swinyard, Sydney Smith, Walker.

12. Election of Chair of Planning & Environment Committee 2018/19

RESOLVED that Cllr Keith Williams be elected as Chair for 2018/19

13. Election of Vice Chair of Planning & Environment Committee 2018/19

RESOLVED that Cllr Ellen Heavens be elected as Vice Chair for 2018/19

14. Election of Chair of Leisure & Amenities 2018/19

Councillors present proposed Cllr Matthew Courtliff and Cllr Caryl Sydney Smith.

RESOLVED that Cllr Caryl Sydney Smith be elected as Chair for 2018/19.

15. Election of Vice Chair of Leisure & Amenities 2018/19

RESOLVED that Cllr Matthew Courtliff be elected as Vice Chair for 2018/19

16. Working Parties

RESOLVED that membership of the Working Parties to be as follows:

- **Allotments** *Cllrs Kumar, Sydney Smith, Swinyard & Walker.*
- **Policies and Governance** *Cllr Gibbons*
- **Staffing** *Cllr Gibbons, Heavens, N Martin, M Martin.*
- **Response** *as required*
- **Fly Tipping and Litter** *Cllrs Exell, Gattapur, Heavens, Lenton, Makofu, N Martin, Swinyard, Williams.*
- **Assets** *Cllr Gibbons, Makofu, N Martin, Sydney Smith, Walker.*
- **Services** *as required*

17. Membership of Other Bodies

RESOLVED that Membership of Other Bodies for 2018/2019 municipal year as set out in **APPENDIX B** in the Minute Book be approved

18. Representatives on Outside Bodies

RESOLVED that the Representatives on Outside Bodies for 2018/2019 municipal year which appears as **APPENDIX C** in the Minute Book be approved.

19. Councillor Allowances

The report of the Parish Manager regarding Councillor Allowances was noted and appears as **APPENDIX D** in the Minute Book. Cllr Exell abstained and took no part in the discussion thereof.

RESOLVED that the Councillors Allowances remain unchanged at £365 per year and £730 annual allowance for the Chair of the Parish Council.

20. General Power of Competence

The report of the Parish Manager regarding General Power of Competence appears as **Appendix E** in the Minute Book.

RESOLVED that the Parish Council meets the criteria to use the General Power of

Competence.

21. Appointment of Internal Auditor

The Parish Council considered quotes from Auditing Solutions and Lightatouch.

RESOLVED that Auditing Solutions be appointed as the Internal Auditor for financial Year 2018/19.

22. Review of Standing Orders

The Parish Manager submitted Standing Orders for 2018/19 a copy of which appears as **Appendix F** in the Minute Book.

RESOLVED that the Standing Orders for 2018/19 be adopted.

23. Review of Financial Regulations

The Parish Manager submitted Financial Regulations for 2018/19 a copy of which appears as **Appendix G** in the Minute Book.

RESOLVED that the Financial Regulations for 2018/19 be adopted.

24. Review of Policies

RESOLVED that the following policies for 2018/19 be adopted: copies of which appear as **Appendix H** in the Minute Book.

- Freedom of Information Scheme
- Data Protection Policy
- Complaints Procedure
- Equality Policy
- Health and Safety Policy
- Training and Development Policy
- Tree Policy
- General Reserves Policy
- Annual Project Plan
- Recording and Reporting of Council Meetings
- Risk Management Scheme 2018/19
- Business Continuity Plan 2018/19

25. Calendar of Meetings 2018/19

Councillors received a Calendar of Meetings for the Municipal Year 2018/19, a copy of which appears as **Appendix I** in the Minute Book.

RESOLVED that subject to clarification on the date of the elections in May 2019 and May 2019 dates being reviewed, that the Calendar of Meetings 2018/19 be adopted.

26. Review of Property and Assets

The Parish Manager submitted the Assets Register for 2018/19 a copy of which appears as **Appendix J** in the Minute Book.

27. Review of Insurance

The Parish Manager submitted the Council's insurance effected on 1 April 2018 a copy of which appears as **Appendix K** in the Minute Book.

RESOLVED that the Insurance Schedule for 2018/19 be agreed.

28. Year End Accounts 2017-18 – Annual Governance Statement

The Parish Manager submitted the Annual Governance Statement papers, a copy of which appears as **Appendix L** in the Minute Book.

RESOLVED that the Annual Governance Statement as part of the 2017-18 Annual Return be approved, signed and submitted to external auditors PKF Littlejohn.

29. Year End Accounts 2017-18 – Accounting Statement

The Parish Manager submitted the Year End Accounts 2017-18 and the Accounting Statement, copies of which appear as **Appendix M** in the Minute Book.

RESOLVED that the Year End Accounts 2017-18 and the Accounting Statement as part of the 2017-18 Annual Return be approved, signed and submitted to external auditors PKF Littlejohn.

30. Update from Swindon Borough Councillors

Cllr M Martin reported that her Swindon Borough Council Cabinet portfolio had changed and had switched to Children and Education.

Cllr Williams reported that his Swindon Borough Council Cabinet portfolio had changed and included libraries, customer services, buildings/property, digital inclusion, HR, consultation and engagement, parishes, leisure and Lydiard Park.

31. Reports from Parish Council Representatives

Cllr N Martin reported that the Parish Council year had shaped open spaces, play areas and grounds/jgrass cutting. Refurbishment of play areas would be taking place this year.

Cllr Heavens reported that the Litter and Flytipping Community Workshop had taken Place and thanked residents who attended. The team were working on the feedback and considering solutions to put at end to this. Issues re: Wakefield Close were noted. The Working Party would be keen to continue to hear from litter picking groups.

Cllr Gattapur reported that 162 bags were collected with Westlea church group. This Group meets monthly. Discussion was underway with KFC and McDonalds. Residents have been active in Westlea and looking to keep it tidy. Actively seeking to improve Westlea pond, ongoing street cleaning issues and Welton Road parking.

Meeting closed: 7.45 pm.

Signed:
Chair, West Swindon Parish Council

Date: