

**CENTRAL SWINDON NORTH**  
**PARISH COUNCIL**

**COUNCIL MEETING**

Minutes of the meeting held on 14 June 2017 at 7.00pm  
in Pinetrees Community Centre

**Present** Cllr P Baker  
Cllr J Ballman  
Cllr R Ballman  
Cllr P Exell  
Cllr S Exell  
Cllr H Fullick  
Cllr S Henderson  
Cllr M Lucas  
Cllr D Moffatt  
Cllr D Montaut  
Cllr K Parker  
Cllr J Rodrigues  
Cllr K D Small  
Cllr T Smith  
Cllr J Yeowell

**Officers** Joyce Holman (Parish Clerk)  
Andy Reeves (Parish Manager)

**Public** One

**Public Session** There was no questions or comments from the member of the public.

**38** **Apologies**  
None

**39** **Declarations of Interest & Applications for Dispensation**  
None.

**40** **Admission of Public and Press – Item 17**  
The Chair explained that Item 17 on the agenda concerned the future staff of the Parish Council and for that reason the public and press would be asked to leave the meeting at that stage.

(Cllr K Parker arrived at the meeting during this item).

**41** **Chairs Report**  
The Chair stated that there were some changes to the allocation of Committees and Working Parties. Cllr M Lucas would serve on the Planning & Environment Committee in place of Cllr D Moffatt and Cllr M Lucas would serve on the Assets Working Party.

**42** **Parish Council Representatives' Report**  
Cllr Montaut informed Councillors of an event in memory of Jo Cox that would take place on Saturday 17 June 2017 at Sussex Place, Walcot and he was looking for volunteer helpers for the setting and taking down on the day.

**43 Parish Council Name**

The Parish Manager submitted a report a copy of which appears as Appendix A in the Minute Book.

The report stated that local schools had been contacted to put forward a new name and logo for the Parish Council, but there had been very little response. Cllr Parker said that schools were all busy with exams at this time and there may be a better response if the Parish Council sent out letter again next month.

Councillors discussed several names including suggestions of SN2 and Rodbourne Hill.

**RESOLVED** that Central Swindon North Parish Council changes its name to North Swindon Parish Council and reviews this again after one year.

**44 Parish Council Badges**

The Parish Manager stated that name badges for the Parish Councillors could be provided at a cost of £1.20 each. Councillors asked the Parish Manager to investigate whether Councillors would require key fobs to allow them to enter the Parish Office at Pinetrees Community Centre. Some Councillors had also requested business cards.

**RESOLVED**

- a) that Parish Councillors and Parish Council staff be provided with Parish Council Badges;
- b) that business cards be provided for Councillors on request.

**45 Insurance – Local Groups**

The Parish Manager provided more information about local groups that had asked if they could be included in the Parish Council's insurance policy. The Parish Manager had made enquiries with the insurers and volunteer activity that was being overseen by the Parish Council with the necessary risk assessment put in place would be covered by the Parish Council insurers. However, the policy did not cover voluntary groups acting on their own and these groups would have to take out their own insurance.

It was agreed that the Parish Council could still financially help these groups by providing grants and the Parish Manager was asked to inform the groups concerned of the position.

**46 Pinetrees Community Centre (Min.33 – 12.05.17)**

The Parish Manager submitted a report a copy of which appears as Appendix B in the Minute Book.

The report provided an update of the progress in obtaining a lease for Pinetrees Community Centre and suggested a new pricing structure. The Chair added that the community centre was well used, but he wanted to encourage local people to use Pinetrees Community Centre. The luncheon club currently operating at Manor Garden Centre had expressed an interest in providing an additional day from Pinetrees Community Centre.

The Parish Manager explained that by taking a 3 year lease this should give sufficient time for Swindon Borough Council to carry out all the urgent repairs identified in the recent survey.

Cllr Baker said that there were also other hall within the parish in need of help and he highlighted the needs of the John Moulton Hall. Cllr Parker added that a number of local groups had moved out of the hall and that the building was only now used by the Clivey. There had been lots of offers of help from local people that wanted to get the hall back

running as a community centre and St Peters were also interested in supporting this. The Chair stated that he appreciated that there was work to be done at John Moulton Hall in order for the building to run again as a community centre.

**RESOLVED**

- a) that the Parish Council enters into a 3 year lease for the running of Pinetrees Community Centre;
- b) that the details of the lease be considered by the Leisure & Amenities Committee;
- c) that the pricing structure outlined in paragraph 2.6 of Appendix B be approved.

**47 Delegated Powers to Committees**

The Chair proposed a change to the delegated powers to Committees in respect of revenue expenditure.

**RESOLVED** that the Delegation Scheme be amended to state that Committees can approve expenditure from funds within the purview of the Committee and expenditure from General Balance up to a maximum of £10,000 for capital items but revenue budget commitments must be approved by Full Council.

**48 Transfer of Assets from Swindon Borough Council (Min.31 – 12.05.17)**

The Chair reported that he had attended a meeting of the Chairs of the new Parish Council with the Leader of Swindon Borough Council on 13 June 2017 to discuss the transfer of assets to the Parish Councils.

Swindon Borough Council had not changed their position and the transfer of assets would still be by 99 year leases. A standard lease would be shared with the Parish Councils as a basis for negotiating the leases required and the Clerk was asked to forward a copy of this lease to Councillors.

The Chair explained that there were other issues to consider, like what would happen if Swindon Borough Council was taken over by Wiltshire Council. Central Swindon South Parish Council had asked for legal advice before signing the Deed for the transfer of services and the Parish Council would need to obtain legal advice before entering into any 99 year leases with Swindon Borough Council. There was an opportunity for the 5 Parish Council to work together and this work should be done by the Assets Working Party which they would need to report back to Full Council with recommendations for approval.

**49 Bank Accounts**

The Parish Manager stated that the 3 Councillors signatories on the bank account, Cllrs J Ballman, Henderson and Moffatt had all completed the paperwork and he had been told by Barclay Bank that the account would be open by the following day.

(Cllr Baker left the meeting at the end of this item)

**50 Delegated Power to Parish Manager**

The Parish Manager submitted a report a copy of which appears as Appendix C in the Minute Book.

The report laid out the delegated authority for the Council, Committees and the Clerk or Parish Manager within Financial Regulations and asked Councillors to consider additional delegated powers.

The Chair stated that on reflection, the proposal to deduct StreetSmart payments at source would lead to complications and that proposal had been withdrawn. Cllr Small suggested that the appointment of emergency temporary staff should be in consultation

with the Chair and Vice-Chair.

**RESOLVED** that Financial Regulations be amended and the following clause be added at 4a) 'in consultation with the Chair & Vice-Chair the Clerk may appointment temporary staff up to a maximum of £1,000 and retrospective approval be obtained at the following Finance & Staffing Committee'.

**51**      **Calendar of Meetings**

The Parish Manager submitted a draft Calendar of Meetings 2017/18 a copy of which appears as Appendix D in the Minute Book.

**RESOLVED** that the draft Calendar of Meetings 2017/18 which appears as Appendix D be approved and their suitability be reviewed again at the August meeting of the Parish Council.

**52**      **Appointment of Internal Auditor**

A decision on the appointment of an Internal Auditor was deferred to the next meeting and the Parish Manager was asked to prepare a report setting out the costs. The Clerk explained that Parish Council was also required to appoint an External Auditor and this was normally done through NALC, who took out Contracts for the majority of Town and Parish Councils in the country in order to reduce costs. As the Parish Council were a member of NALC this would be done as part of that membership.

**RESOLVED** that the Parish Council appoints their External Auditor through the NALC scheme.

**53**      **Website**

The Parish Manager confirmed that the website was now live, but there was work to be done in populating it with information. This would be done over the coming weeks.

**54**      **Exclusion of Public and Press**

**RESOLVED** that in accordance with Standing Order 3d) that in view of the confidential nature of the business about to be transacted that the press and public be temporarily excluded and they be instructed to withdraw; the reason being Staffing Matters.

The meeting closed at 9.24 pm

Signed.....  
Date.....  
Chair of the Council