

CENTRAL SWINDON NORTH PARISH COUNCIL

COUNCIL MEETING

Minutes of the meeting held on 12 July 2017 at 7.00pm at Pinetrees Community Centre

Present Cllr D Moffatt (Chair)
Cllr J Ballman (Vice-Chair)
Cllr P Baker
Cllr R Ballman
Cllr M Lucas
Cllr D Montaut
Cllr K Parker
Cllr J Rodrigues
Cllr T Smith
Cllr J Yeowell

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

Public Ten

Public Session A member of the public said that the public toilets at Chapel Street were closed in the afternoon. He had reported this to the Parish Manager and was waiting for a reply. The Chair confirmed that this was being investigated.

A member of the public asked about the Council Tax Support Grant and wanted to know the percentage of households in the parish that were receiving benefits. The Chair explained that the Parish Council does not have these figures available, but agreed that the parish had the highest proportion of low value houses in Swindon.

Complaints were received that Chapel Street had only been cleaned on one side of the street and Wheeler Drive had not been cleaned. The Chair replied that the Parish Council intended to regularly invite a representative from StreetSmart to meetings to resolve these issues.

A member of the public asked about community safety and Neighbourhood Watch. The chair confirmed that Swindon Borough Council and the Police & Crime Commissioner for Wiltshire would remain the lead in this area and the Parish Council would do all they could to support this work.

85 **Apologies**
Cllr P Exell
Cllr S Exell
Cllr H Fullick
Cllr S Henderson
Cllr K Small

86 **Declarations of Interest & Applications for Dispensation**
None

87 **Admission of Public and Press – Item 20**
The Chair explained that Item 20 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.

88 Minutes of Annual Parish Council Meetings

RESOLVED that the minutes of the Annual Parish Council Meeting on 12 May 2017 be approved as a correct record.

89 Minutes of the previous meetings

RESOLVED that the minutes of the Parish Council Meeting on 14 June 2017 be approved as a correct record.

90 Planning & Environment Committee

RESOLVED that the minutes of the Planning & Environment Committee held on 14 June 2017 be confirmed and adopted.

91 Finance & Staffing Committee

RESOLVED that the minutes of the Finance & Staffing Committee held on 14 June 2017 be confirmed and adopted.

92 Leisure & Amenities Committee

RESOLVED that the minutes of the Leisure & Amenities Committee held on 14 June 2017 be confirmed and adopted.

93 Planning & Environment Committee

The Chair referred to Minutes 76, 77, 78 and 79 which contained recommendations to be approved.

Minute 76

RESOLVED that Cllrs P Baker, P Exell and M Lucas draw up a list of noticeboard locations and the Parish Manager produce a report with costing for a future meeting of the Planning & Environment Committee to consider.

Minute 77

RESOLVED that the Parish Manager produces a list of potential projects for CIL funding and this be approved at a future meeting of Full Council.

Minute 78

RESOLVED that the Parish Manager be asked to arrange Planning training for all Councillors to attend which should include independent advice on the planning process and neighbourhood plans.

Minute 79

RESOLVED that the Parish Council undertakes a consultation with parishioners to establish unadopted road and backways that have been used for over 20 years and could become right of ways.

RESOLVED that the minutes of the Planning & Environment Committee held on 5 July 2017 be confirmed and adopted.

94 Leisure & Amenities Committee

The Chair referred to Minute 83 which contained a recommendation to be approved. Cllr R Ballman stated that she had attended the meeting but the Minutes recorded Cllr J Ballman.

There was some discussion about the current StreetSmart service, the amount of work to produce a tender document and obtaining best value.

RESOLVED

- a) that the Parish Council continue with StreetSmart for the delivery of grounds maintenance services from April 2018;
- b) that the Parish Manager obtains more detailed information from StreetSmart regarding their work and the costings in order to draw up a tendering document;
- c) that the Parish Manager looks into improved delivery of some services by the employment of an additional member of staff and a report be brought to a future meeting of the Full Council;
- d) that the Parish Manager investigates the planting up unused planters in the parish;
- e) that the Parish Council consults with parishioners to help shape the StreetSmart Service Level Agreement.

RESOLVED that with the amendment to the Councillors present, the minutes of the Leisure & Amenities Committee held 5 July 2017 be confirmed and adopted.

95 Chairs Report

The Chair stated that the Parish Manager had been working hard to establish a Parish Office in Pinetrees Community Centre and there was still some more work to be done including the purchase of a new computer, software, furniture and a phone system. This would be carried out under delegated powers in conjunction with the Chair.

96 Parish Council Representatives' Report

There were no reports from Councillors.

97 Councillor Vacancy

The Chair report that a vacancy had occurred in the Pinehurst Ward as one of the elected Councillors had not signed the Declaration of Acceptance of Office.

The vacancy had been advertised with a closing date of 17 July 2017. After this date the Parish Council could co-opt a new Councillor and this would be done by the Staffing Working Party with a recommendation to Full Council.

98 Parish Council Name

The Chair stated that there had been a number of complaints received by the Monitoring Officer at Swindon Borough Council about the change of name to North Swindon Parish Council.

The Parish Manager confirmed that the Parish Council had been asked to conduct a consultation and this had been displayed on the website.

Following the consultation the Parish Council would meet with the Monitoring Officer to progress the change of name. All Councillor agree that they wanted to continue the process to change the name.

99 Pinetrees Community Centre (Min. 46 – 06.07.17)

The Parish Manager reported that negotiations were still continuing with Swindon Borough Council in respect of the lease for Pinetrees Community Centre for the running of the building which would be for 3 years. The new pricing structure had been introduced and the building was currently being staffed by temps through Pertemps until the lease agreement was completed.

100 Transfer of Services from Swindon Borough Council (Min. 48 – 06.07.2017)

The Clerk reported that South Swindon Parish Council had received legal advice in respect of the Deed that transferred the services from Swindon Borough Council to the Parish Councils.

The Clerk had contacted the solicitor to find out whether this advice was confidential or could be shared. The Clerk had produced a report based on the advice and this was a public document.

It was agreed by Councillors that if the advice could be shared then the Parish Council should make a contribution to South Swindon Parish Council of one third of their costs.

101 Assets Working Party

The Chair reported that leases for the 4 libraries needed to be agreed before the end of August 2017 in order to give security of tenure for the Trust being set up to run the libraries. There were still issues to resolve as some of the buildings were used by other groups as well as the libraries.

RESOLVED

a) that the Parish Council seeks a 3-year lease from Swindon Borough Council for Moredon and Rodbourne Cheney Library, Even Swindon Community Centre and grounds and John Moulton Hall and grounds;

b) that on assurance that the utilities are being paid and the day to day accounts are available for the Parish Manager to inspect, the Parish Council does not seek to change any existing agreements between Swindon Borough Council and the Trustees of Even Swindon Community Centre and grounds or the John Moulton Hall and grounds;

c) that the Parish Council would fund the emerging Libraries Trust to meet the historic rent paid in those community buildings or such contributions as the Parish Manager agrees that are exclusively relevant to maintain the library service and no other financial support for these buildings is committed or implied by this resolution at this time;

d) that the Parish Council objective remained that all community buildings are managed for the benefit of the whole community in which they are located.

The Parish Manager confirmed that the Parish Council were also in negotiations with Swindon Borough Council on securing a 10-year lease for Chapel Street toilets. Once this lease was in place the Parish Council would undertake a refurbishment of the building which would cost in the region of £11 to £13k. More information about this would be brought to a future meeting.

102 Appointment of Internal Auditor

The Clerk reported that an Internal Auditor for the 2017/18 financial year needed to be appointed and quotations had been received from Lightatouch and Swindon Borough Council.

The Clerk pointed out that the Lightatouch acted as the Internal Auditor for several other local Parish Council and were completely independent.

RESOLVED that Lightatouch be appointed as Internal Auditor for the 2017/18 financial year and the cost of £1,550 be met from the Audit Fees Budget.

103 Exclusion of Public and Press

RESOLVED that in accordance with Standing Order 3 (d) 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.

104 Staff Employment

The Parish Manager that the Deputy Clerk would be starting at the end of the month and that the Parish Council would then need to look at employing an Administration Assistant and a Community Centre Manager.

The meeting closed at 9.14pm

Signed.....

Date.....

Chair of the Council