

CENTRAL SWINDON NORTH PARISH COUNCIL

COUNCIL MEETING

Minutes of the meeting held on 15 November 2017 at 7.00pm
in St Andrews Methodist Church

- Present** Cllr D Moffatt (Chair)
Cllr J Ballman (Vice-Chair)
Cllr R Ballman
Cllr P Exell
Cllr S Exell
Cllr M Lucas
Cllr D Montaut
Cllr J Rodrigues
Cllr K D Small
Cllr T Smith
Cllr S Thompson
Cllr J Yeowell
- Officers** Joyce Holman (Parish Clerk)
Andy Reeves (Parish Manager)
Hannah Morgan (Deputy Clerk)
- Public** Six
- Public Session** A member of the public asked if St Andrews Methodist Church would now be the regular meeting venue for the Parish Council. The Chair explained that Pinetrees Community Centre was fully booked and that the Parish Council would be meeting at different locations for the time being. They plan to set a permanent venue as soon as possible.
- 237** **Apologies**
Cllr P Baker
Cllr H Fullick
Cllr S Henderson
Cllr K Parker
- 238** **Declarations of Interest & Applications for Dispensation**
None.
- 239** **Minutes of the previous meetings**
RESOLVED that the minutes of the Parish Council Meeting on 18 October 2017 be approved as a correct record.
- 240** **Planning & Environment Committee**
Cllr J Ballman stated that he had attended a Planning Meeting at Swindon Borough Council where the Outline Planning Permission of the Snow Dome had been discussed, but this Planning Application had not been referred to the Parish Council for comment. He suggested that when the Planning Application was received that the Planning Officer be invited to the Planning & Environment Committee of the Parish Council to provide more information before the Parish Council make their decision.
RESOLVED that the minutes of the Planning & Environment Committee held on 1 November 2017 be confirmed and adopted.

241 Leisure & Amenities Committee

Cllr R Ballman referred to Minute No.221 and asked for the latest position regarding the bus shelter in Beech Avenue and the Deputy Clerk stated that she had contacted Swindon Borough Council and was still waiting for an answer.

Cllr Small pointed out that there was not a budget for bus shelters and that the purchase of 2 new bus shelters would have to be funded from General Balances as a virement had not been agreed. The Chair stated that Swindon Borough Council received income from advertising on bus shelters and the Parish Council should also be able to do the same and Cllr Rodrigues suggested that the public may also like to contribute towards the cost. The Parish Manager confirmed that he was awaiting a map from Swindon Borough Council which showed the location of street furniture in the parish, which should make it easier to identify where new seats, bins etc were needed.

The Parish Manager provided a further update on the libraries by confirming that the company installing the new IT would be working in the libraries the following week.

RESOLVED that the minutes of the Leisure & Amenities Committee held on 1 November 2017 be confirmed and adopted.

242 Finance & Staffing Committee

Cllr R Ballman referred to Minute No.228 and asked if Homeline had been contacted to identify people in need and Cllr Small confirmed that had been done.

RESOLVED that the minutes of the Finance & Staffing Committee held on 7 November 2017 be confirmed and adopted.

243 'Safe Spaces' Scheme

Cllr R Ballman informed Councillors of more details of this scheme. It was being re-launched by the Learning Disability Partnership Board and the purpose was to provide people with learning disabilities a safe place to get help if they were in difficulty. The Parish Council would need to nominate a member of staff and they would receive training, but there was no cost to the Parish Council. Cllr Ballman was suggesting that this is set up for Pinetrees and could then be extended to the John Moulton Hall and libraries.

Cllr J Ballman stated that he thought this would be most needed in shopping centres and he asked whether this was being considered. Cllr Rodrigues asked whether any additional insurance would be required for this additional liability and the Parish Manager was asked to check with the Parish Council's insurer.

RESOLVED that the Parish Council supports the 'Safe Spaces' Scheme and arranges for any additional insurance required.

244 Parliamentary Boundary Review

Cllr Small made a presentation to the meeting a copy of which appears as Appendix A to these Minutes in the Minute Book.

The presentation concluded with 3 options to be considered and Cllr Small explained them in detail giving the implications for the future for each option.

RESOLVED that the Parish Council supports Option 3 to retain Mannington in the North Parliamentary Constituency and move part of Nythe to the South Parliamentary Constituency and the Parish Council responds to the Boundary Commission Consultation to this effect.

245 Parish Council Christmas Tree – Bruce Street Bridges

The Parish Manager explained that this item had been put on the agenda of Full Council because the cost of putting up a Christmas Tree at Bruce Street Bridges was going to be approximately £3,000 and a decision had to be made straight away for the tree to be put up in time for December.

Cllr R Ballman said that she was unable to support a Christmas Tree at this location and Cllr Montaut also questioned the choice of location. Alternative suggestions were made for locating a Christmas tree for future years. Cllr R Ballman suggested that the Parish Council could provide all the community centres and libraries with a Christmas tree either outside or inside the buildings and the Parish Manager would need to obtain the necessary permissions.

RESOLVED

- a) that the Christmas Tree at Bruce Street Bridges be put on hold;
- b) that the Parish Council supplies Christmas Trees and lights for the community centres and libraries in the parish;
- c) that each tree contains a label to say that it was supplied by North Swindon Parish Council.

246 Chair's & Officer's Report

The Chair circulated the first draft of a Newsletter that had been produced to circulate to parishioners. The Newsletter needed some work and Cllr S Exell offered to proof read the document. The Chair stated that he had received quotes of £15K to print and circulate to all houses in the parish.

Cllr Montaut referred to the future gritting of roads in the parish and asked whether the Parish Manager could write to Swindon Borough Council to object to any roads in the parish being removed from the gritting schedule. There had been a recent consultation made by Swindon Borough Council on this subject.

The Chair spoke about allotments and the task of transferring 670 allotments from Swindon Borough Council to the Parish Council. It was hoped that invoices would be ready to send shortly and that this would generate income of £23,000.

The Internal Auditor had visited the Parish Office and would be returning on 21 November 2017 to carry out his first audit of the Parish Council for the first half year.

The refurbishment of Chapel Street toilets was still being worked on with the help of Marcus Szepanek. The original quotations that were received were far too expensive and Mr Szepanek was prioritising the work and quotes obtain for individual jobs in order to bring the costs down.

247 Parish Council Representatives' Report

The Chair reported that the transitional funding had not yet been received as the Deed with the amendments agreed by the Parish Council had not yet been drawn up by Swindon Borough Council for signing. He would be chasing this up with the Director of Law later in the week.

248 Admission 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 employment. The Parish Manager and Deputy Clerk also left the meeting.

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Staff Employment

The Clerk and the Chair submitted reports about future staffing and Councillors discussed various options.

RESOLVED

- a) that the future management staffing structure for the Parish Council be: Part-Time Clerk working 5 hours per week, Full-Time Parish Manager;
- b) that the Job Description of the Parish Manager be reviewed by the Chair, Vice-Chair and Cllr S Exell to ensure that the post contains the necessary authority to run the Parish Council day to day in consultation with the Clerk;
- c) that the agreement with South Swindon Parish Council for the engagement of their current Clerk as the Part-Time Clerk be agreed and the document signed by the Chair;
- d) that the Parish Council approve the joining of the Wiltshire Pension Fund;
- e) that the Parish Council approve the TUPE (Transfer of Undertakings (Protection of Employment) transfer of the Swindon Borough Council Localities Officer currently on secondment to the Parish Council to the post of Parish Manager on the same terms and conditions of employment;
- f) that the Chair and Vice-Chair enter decisions with Swindon Borough Council for an immediate TUPE transfer and be delegated authority to complete the negotiations of this process to a conclusion.

The meeting closed at 9.05 pm

Signed.....

Date.....

Chair of the Council