

# **CENTRAL SWINDON NORTH PARISH COUNCIL**

## **COUNCIL MEETING**

Minutes of the meeting held on 21 February 2018 at 7.00pm  
at Pinetrees Community Centre

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

**Officers** Joyce Holman (Parish Clerk)  
Andy Reeves (Parish Manager)  
Hannah Morgan (Deputy Clerk)  
Bernice Mack (Community Assets Manager)

**Public** None

**353** **Apologies**

Cllr H Fullick  
Cllr S Henderson  
Cllr K D Small

**354** **Declarations of Interest & Applications for Dispensation**

None.

**355** **Minutes of the previous meetings**

Cllr R Ballman referred to Minute 317 and asked if in future the Budget papers could be distributed earlier to Councillors and Cllr Rodrigues asked for the increase to be stated in a percentage figure in future. The Chair said that these suggestions would be acted upon for next year.

**RESOLVED** that the minutes of the Parish Council Meeting on 17 January 2018 be approved as a correct record.

**356** **Planning & Environment Committee**

**RESOLVED** that the minutes of the Planning & Environment Committee held on 17 January 2018 be confirmed and adopted.

**357** **Planning & Environment Committee**

The Chair referred to the minutes and informed Councillors that the Section 106 funds had all been located by Swindon Borough Council and transferred to the Parish Council and he thanked the Parish Manager for his work in chasing this.

**RESOLVED** that the minutes of the Planning & Environment Committee held on 7 February 2018 be confirmed and adopted.

**358 Leisure & Amenities Committee**

The Chair referred to Minute 348 and stated that a letter had been sent to Justin Tomlinson MP and a reply had not yet been received. He also referred to Minute 350 and confirmed that a ten year lease had been agreed with Swindon Borough Council and work would start on the improvements the following week. This would include a sign to inform the public that the work had been carried out by the Parish Council.

**RESOLVED** that the minutes of the Leisure & Amenities Committee held on 7 February 2018 be confirmed and adopted.

**359 Finance & Staffing Committee**

Cllr Rodrigues pointed out that his apologies had not been recorded. Cllr Baker referred to Minute 328 and asked for some clarity about how the funds could be used. The Chair confirmed that it was for capital items and that there should not be an ongoing revenue cost. All expenditure would still need to be agreed by the Finance & Staffing Committee.

Cllr J Ballman referred to Minute 329 and expressed concern about spending funds on changing rooms before they had passed to the Parish Council. The Chair confirmed that there was more work for the Finance & Staffing Committee to do before any funds were spent on an upgrade of changing rooms.

**RESOLVED** that the minutes of the Finance & Staffing Committee held on 6 February 2018 be confirmed and adopted.

**360 Chairs, Officers and Members Report**

**360.1 Identify Capital Spend – Ward/Neighbourhood Policy**

Cllr P Exell stated that he wished to make clear that the Ward/Neighbourhood Policy would not allow Councillors to make an arrangement that more funds were spent in one parish ward than another and he was mindful that a Freedom of Information request in the future could request the expenditure under this scheme for each ward.

It was agreed that the Chair and the Parish Manager would review the wording of the Policy and the Chair stated again that all expenditure under this scheme had to be agreed by the Finance & Staffing Committee.

**360.2 Snake Path**

Cllr Baker provided Councillors with a short history of the site in Penhill where a path had been built by Swindon Borough Council but urgently needed to be extended. This would be a great help to children walking to school as it would provide a safe route.

It was agreed by Councillors that they would support the extension of the path and the Parish Manager was asked to contact Swindon Borough Council for the necessary permission and to explore whether this could be funded on a 50/50 basis, obtain quotations and make a report to a future Finance & Staffing Committee.

**360.3 Asset Transfer**

The Chair informed Councillors of the history of the transfer of assets to the Parish Councils. The Parish Council was keen to make improvements in the parish and this meant that leases had to be put in place.

It was agreed that the Chair, Vice-Chair and Parish Manager would put together a list of assets to be leased from Swindon Borough Council and work with Swindon Borough Council to provide leases to sign as soon as possible. They would also look into the cost to the Parish Council in obtaining legal advice on the leases and also whether the Parish Council could draw up their own agreements to be signed by Swindon Borough Council.

**360.4 Grass Verges Protection**

Cllr Lucas distributed photographs of grass verges where heavy lorries had parked on verges and sunk into the grass and left deep ruts behind which looked unsightly and were a trip hazard. There was some discussion about how to stop this happening and also the use of grasscrete as an option, but all the options would be expensive for the Parish Council to implement.

Councillors agreed that they wanted to do something to prevent this happening in the future and the Parish Manager was asked to provide a report for a future Planning & Environment Committee Meeting.

**360.5 Community Facilities Premises Assistant**

The Chair informed Councillors that the Parish Council had identified the need to employ a Community Facilities Premises Assistant as they were currently using the services of 2 people from Pertemps. In view of the applicants for the post, the Parish Manager had now made a case for 2 members of staff and a report would be made to a future Finance & Staffing Committee providing more details.

**361 Parish Council Representatives' Report**

Cllr J Ballman reported that the Library Trust was all set up ready to go and they were just waiting for confirmation from the Charities Commission. He had heard that Swindon Borough Council were considering setting up the core libraries as a Trust, but he could not see how this could be done when this was a statutory duty.

**362 Pinetrees Community Centre Internal Improvements**

The Chair and Parish Manager circulated details of the costings and they informed Councillors that the carpet to the Main Meeting Room and Parish Office needed to be replaced urgently.

**RESOLVED** that the quotation for new carpet at a cost of £4,000 be approved.

**363 Allotment Officers Tools & Equipment Requirements**

Cllr J Ballman and the Parish Manager distributed a list of tools that would be required by the Allotment Officer to carry out his duties. The total cost of the tools was approximately £15K. Cllr R Ballman asked about the interviews for the post and proposed that Cllr Thompson should be part of the interview team because of his experience of allotments and grounds maintenance.

**RESOLVED**

- a) that the expenditure of up to £15K for the purchase of tools be approved in principle and the Allotment Working Party be asked to prepare a list of tools to be purchased;
- b) that Cllr Thompson be part of the interview panel for the Allotment Officer.

The meeting closed at 9.00 pm

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