

# **CENTRAL SWINDON NORTH PARISH COUNCIL**

## **COUNCIL MEETING**

Minutes of the meeting held on 15 August 2018 at 7.00pm at 32 The Circle, Pinehurst

<b>Present</b>	Cllr D Moffatt	(Chair)
	Cllr J Ballman	(Vice-Chair)
	Cllr R Ballman	
	Cllr P Exell	
	Cllr S Exell	
	Cllr S Henderson	
	Cllr M Lucas	
	Cllr D Montaut	
	Cllr J Rodrigues	
	Cllr S Thompson	
	Cllr J Yeowell	
<b>Officers</b>	Andy Reeves	(Parish Manager)
	Hannah Morgan	(Deputy Clerk)
	Bernice Mack	(Community Assets Manager)

**Public** None

**138** **Apologies**

Cllr K Parker  
Cllr T Smith

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

None.

**140** **Minutes of the previous meetings**

**RESOLVED** that minutes of the Parish Council Meeting held 18 July 2018 be approved as a correct record.

Cllr J Yeowell commented on minute 95 and asked if the ecological survey at Churchward Avenue Leisure Garden had been completed. The Parish Manager confirmed that Chalkhill Environmental Consultants had been contracted and confirmation as to when the surveys would take place was to be received.

Cllr S Thompson asked about the Councillor vacancy. The Parish Manager confirmed this would be advertised within the next week and explained the process.

Cllr R Ballman commented on minute 97 and asked about the status of the One Stop Shop. The Parish Manager confirmed the One Stop Shop had opened in a temporary location in the Old Library building on The Circle and that the Parish had ceased selling essentials from Pinetrees Community Centre.

The effect on the application for a nursery to be located within the Old Library building was not known.

Cllr S Henderson commented on minute 98 regarding Social Cohesion. Cllrs were informed of anti-social behaviour experienced recently by residents in Moredon which had been reported to Cllr S Henderson. 5 other Cllrs shared reports of drug related anti-social behaviour being experienced within their wards and a lack of police presence which was put down to a lack of resources.

Cllr R Ballman referred to minute 100 and asked when the trip to Weston-Super-Mare

was taking place. The Parish Manager confirmed the day trip would be taking place on Monday 20 August.

The Assets Manager, Bernice Mack, was thanked and congratulated for organising the trip so quickly and for her efforts in trying to make the trip a success.

**141 Planning & Environment Committee**

**RESOLVED** that the minutes of the Planning & Environment Committee held on 1 August 2018 be confirmed and adopted.

Cllr S Henderson referred to minute 108 and asked if or when the wall mounted noticeboards would be installed. The Parish Manager stated that officers would ensure this is actioned asap.

Cllr S Henderson went on to ask if it would be possible to have a noticeboard placed in Moredon and suggested the side of Moredon Community Centre as a suitable location. The Parish Manager confirmed this would be possible if agreed.

**142 Leisure & Amenities Committee**

Cllr M Lucas requested an amendment be made to para 2 in minute 115.

**RESOLVED** that with the amendment requested by Cllr M Lucas the minutes of the Leisure & Amenities Committee held on 1 August 2018 be confirmed and adopted.

Cllr J Yeowell referred to minute 115 and asked if SALGA had been contacted about meeting to discuss the Allotment Shop. The Deputy Clerk confirmed she had been waiting for Cllr M Lucas to return from holiday before arranging the meeting.

Cllr R Ballman informed Cllrs that any surplus produce from the community allotment plots at the Pickards Field Leisure Garden is currently donated to the Open Door Centre.

**143 Finance & Staffing Committee**

**RESOLVED** that the minutes of the Finance & Staffing Committee held on 7 August 2018 be confirmed and adopted.

Cllr S Henderson referred to minute 130 and suggested that identifying activities to take place in the Parish Pitstop Café could be something the Social Cohesion Working Group could look at.

Cllr R Ballman commented on minute 137 and asked about the status of the employee handbook. The Parish Manager confirmed that he was working on completing the handbook for it to be reviewed and approved.

Cllr J Rodrigues referred to minute 123 and queried whether Swindon Borough Council (SBC) would be contributing anything towards the refurbishment costs. The Parish Manager confirmed that SBC would not be contributing to the refurb but would be making a payment towards the new doors which it was agreed to install.

The Parish Manager went on to speak about Reverse Premiums and referred to minute 131.

Cllr J Rodrigues suggested the Grants Manager could be asked to seek funds to support works being completed by the Parish Council. The Parish Manager confirmed that the Grants Manager had submitted a grant application for the Even Swindon Community Centre works and clarified that the Parish Council could not apply for grants directly, but the Community Libraries & Leisure Trust was able to.

Cllr R Ballman went on to mention the Pembroke Garden Changing Rooms and suggested football associations could be asked for contributions. The Parish Manager stated that this project had been put on hold.

**144**      **Youth Worker**

Cllr S Henderson informed Cllrs that the Finance & Staffing Committee had concerns about the cost of employing a Youth Worker when the item was discussed at their meeting held 07 August 2018. He went on to suggest that the Social Cohesion Working Group need to do some thorough research and be able to demonstrate the benefits of and options for employing a Youth Worker.

Cllr D Moffatt shared comments made at the Finance & Staffing Committee meeting held 07 August 2018 around the amount of council tax received from particular areas and stated that Cllrs have to be aware where Parish Council funds come from and what they are spent on.

Cllr J Rodrigues agreed with the comments made about funds available and suggested parishioners be asked if they think the Parish Council should be providing a Youth Worker.

It was mentioned that a Parish Plan, or strategic plan, was required which would help to identify firstly the core offers of a Parish Council and secondly the social aspects.

Cllr D Moffatt referred to an email circulated by the Grants Manager re: Youth Workers. Cllr J Ballman stated that the approach offered by the Grants Manager would be the best approach for the Parish Council to take.

Cllr D Moffatt suggested the Grant Managers email be included on the Social Cohesion Working Group agenda and that the Finance & Staffing Committee delay making any judgements on employing a Youth Worker until a future meeting when the Working Group could report back.

All agreed.

**RESOLVED** that the Social Cohesion Working Group review the Grant Managers email and report back at a future Finance & Staffing meeting on the subject of employing a Youth Worker.

**145**      **RAG (Red, Amber, Green) System**

Cllr J Ballman gave a brief overview of a RAG system, which some Cllrs were already aware of. He went onto to say that, due to the ever-increasing number of projects being undertaken by the Parish Council and the number of tasks officers are being asked to complete, a RAG system would allow officers to indicate and Cllrs to recognise how well projects are progressing.

A RAG system would bring all projects together in one document and Cllrs would be able to easily identify projects that were of interest and importance to them. It would enable Cllrs to form a better understanding of where the Parish Council is and where they are heading.

Cllr D Montaut suggested that if a system is put in place it should include reasons for the RAG status selected for projects and who is responsible for actioning/implementing them.

Cllr S Exell agreed that implementing a RAG system was a good idea to keep Cllrs informed. She went on to say that it enables identification of whether resources, financial and personnel, are available to implement projects.

Cllr R Ballman and J Yeowell both added their views of support of implementing a system as it would allow Cllrs to identify how Ward Allowance spends are progressing and reduce the number of requests for verbal updates.

Cllr D Moffatt moved that officers implement and develop a RAG system that could be administered by the Admin Assistant.

All agreed.

**RESOLVED** that the Parish Council introduce a RAG system, and this be implemented and developed by officers.

**146** **Allington Road Leisure Garden site**

The Deputy Clerk referred Cllrs to the report circulated, a copy of which is available at Annex A, and gave a brief overview.

Cllr D Moffatt proposed Cllrs accept the recommendation of the report.  
All agreed.

**RESOLVED** that the Parish Council accept the transfer of the Allington Road Leisure Garden site from Swindon Borough Council providing the Freehold for the land is transferred as per the other Leisure Garden sites transferred in October 2017.

**147** **Parish Manager secondment to Leisure & Libraries Trust**

Cllr D Moffatt referred to the report circulated, a copy of which can be found as Annex B in the minute book.

Cllr D Moffatt gave some background information and informed Cllrs of a report submitted to cabinet regarding Swindon Borough Council (SBC) libraries which made no mention of the 7 Community Libraries. This had led to Cllr D Moffatt requesting a meeting with SBC Library Managers which would also be attended by the Parish Manager. Cllr D Moffatt stated that the existing library staffs' contracts end 31 March 2019 and it was South Swindon Parish's intention to tupe staff over from SBC to their own employment. SBC had assumed that all Parishes would do the same, but this was not the intention of Central Swindon North Parish Council who would want the Community Libraries & Leisure Trust to employ their own library staff directly. This would be discussed at the planned meeting.

The matter of the Parish Managers secondment to the Community Libraries & Leisure Trust would be considered under agenda item 14.

Cllr R Ballman asked whether the Parish Manager could afford to spare 5 hours per week to work on the Community Libraries & Leisure Trust considering earlier conversations had re: the RAG system and lack of resources. It was also asked whether it was felt that 5 hours per week was enough time to do the work required to establish the Community Libraries & Leisure Trust. The Parish Manager responded that he was content that the work needed could be done in the suggested time period.

**148** **Chairs, Officers and Members Report**

Cllr S Exell updated Cllrs on an issue with Double Yellow Lines (DYL) being painted on Barnfield Close where the Rodbourne Farm Leisure Garden is sited.

The Parish Council had been informed by tenants of the Rodbourne Farm Leisure Garden site that DYL had been painted on Barnfield Close on 10 August 2018 preventing them from parking on the street during the day.

It transpired that the developers of the site on Barnfield Road had requested a TRO for DYL on Barnfield Close as part of their planning application in March 2018, but nothing had been mentioned since.

No SBC Ward Cllrs, Parish Cllrs, residents of Barnfield Close or tenants of the Rodbourne Farm Leisure Garden site had been consulted about a TRO for the DYLs painted on 10 August 2018.

Cllr K Small sent a very detailed email to SBC about the DYL on 10 August 2018 but had not received a response. In the week commencing 13 August 2018 Cllr S Exell picked up the work Cllr K Small had started and contacted senior SBC officers. A

breakdown in communication was the reason given for no one being consulted on the TRO and Cllr S Exell had asked SBC how they will ensure this wouldn't occur in the future and has stated that communication with all users of Barnfield Close is required to resolve or overcome the parking issues being experienced because of the new DYL.

Cllr D Moffatt added that the Rodbourne Farm Leisure Garden site rep had emailed the Parish Council to complain for a 2<sup>nd</sup> time about the DYL on Barnfield Close. A response had been sent confirming that the Parish Council had no involvement or input into the decision to paint DYL and the tenant was encouraged to complain to the Local Government Ombudsman.

**149 Parish Council Representatives' Report**

Cllr D Moffatt informed Cllrs that he, Cllr J Ballman and the Parish Manager would be attending a meeting of the 'Super Council' on the 21 August 2018. There was a keenness to discuss with others issues such as the delegation of powers for fly-tipping and Double Yellow Line Enforcement, issuing decision notes for dog fouling and enforcing Parish Council fines. The Parish Manager expressed concerns around the deviation of Highways work, such as weight restrictions, and whether this was legal.

**150 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 Community Assets Manager left the meeting.

**151 Staffing Panel, Contracts, Employee Handbook**

Staffing Panel

Cllr D Moffatt moved that Cllr J Ballman should be on the Staffing Panel along with the existing members; Cllr D Moffatt, Cllr S Exell, and Cllr K Small. All agreed.

**RESOLVED** that Cllr J Ballman joins the staffing panel.

Employee Handbook

It was noted that at the Finance & Staffing Committee meeting held in August 2018 it was agreed that the Parish Manager would be asked to create an Employee Handbook. It was asked whether a foreword from the Parish Chair would be included in the handbook. All agreed a foreword should be included.

**RESOLVED** that a foreword from the Parish Chair be included in the Employee Handbook.

Contracts

The Parish Manager confirmed that the StreetSmart Value for Money (VfM) report had been received and advised that the Parish Council continue with Swindon Borough Council (SBC) StreetSmart services on a 5-year contract, allowing for investment into new equipment and vehicles. The report added that under any new contract with SBC reporting and analysis requirements should be included.

Some of the findings of the report were mentioned and the Parish Manager suggested a Working Group is set-up to go through the details of the report and that the Working Group report back to Full Council in December 2018.

All agreed.

Cllr R Ballman suggested Cllr M Lucas be part of the Working Group.

**RESOLVED** that a Working Group consisting of Cllr D Moffatt, Cllr, John Ballman, Cllr M Lucas, Cllr J Yeowell and Cllr S Thompson work through the details of the StreetSmart Report and report back to Full Council in December 2018.

A discussion took place around how requests are submitted to SBC and their complaints/comments processes.

The Parish Manager stated that the SBC StreetSmart teams do not have the resource for reporting. If the Parish Council were to enter into a new contract with SBC additional costs would need to be included to provide for staff for reporting. Break Clauses would also need to be included if a 5-year contract was to be considered.

A conversation took place around the work StreetSmart staff had been completing whilst unable to mow the grass due to the weather.

Further to a verbal report by the Chair on agreeing a contract with the Parish Manager;

**RESOLVED** that the Staffing Panel be delegated authority to conclude a contract and associated documentation.

The meeting closed at 9.20pm

Signed.....

Date.....

Chair of the Council