

# **CENTRAL SWINDON NORTH PARISH COUNCIL**

## **COUNCIL MEETING**

Minutes of the meeting held on 17 October 2018 at 7.00pm at 32 The Circle

**Present** Cllr D Moffatt (Chair)  
Cllr J Ballman (Vice-Chair)  
Cllr R Ballman  
Cllr P Exell  
Cllr S Exell  
Cllr D Montaut  
Cllr J Rodrigues  
Cllr K D Small  
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** One

**Public Session** Mr Hambidge, Chair of Western Community Centre spoke about the issues with the building which had received no investment from Swindon Borough Council (SBC) for a number of years. A new committee had taken over the running of the centre from April 2018 and they had started to address the refurbishment and were holding events to raise funds. The main concern was the flooring in the foyer which had lifted and was dangerous. He invited Cllrs to visit the community centre to learn more about their plans. He asked whether the Parish Council would consider taking a lease for the building from SBC and provide some funding for the community centre. The Chair said that the Parish Council supported the community centre and would consider the requests that had been made.

Cllr J Rodrigues arrived during this item

**220 Apologies**

Cllr P Baker  
Cllr S Henderson  
Cllr M Lucas  
Cllr K Parker  
Cllr T Smith

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

None.

**222 Minutes of the previous meetings**

Cllr Small stated that he had attended the meeting and was not included in attendees.

Cllr R Ballman referred to Minute 187 and asked if the document was completed and ready for publication. The Parish Manager confirmed that this was in hand.

Cllr J Rodrigues referred to Minute 189 and asked if the Youth Worker would be restricted to Penhill or would they work across the whole Parish. The Chair said that it was for the whole Parish and that there had been a delay in moving this forward as South Swindon Parish Council had indicated that they might be interested in some joint working. The Chair confirmed that the Parish Council would go ahead on their own.

Cllr R Ballman referred to Minute 185 and asked if the Super Councils meeting was still going ahead. The Parish Manager confirmed the meeting was being held and said that there was some confusion as Swindon Borough Council had called one of their meetings the same name.

**RESOLVED** that with the amendment to the attendees the minutes of the Parish Council Meeting held on 19 September 2018 be approved as a correct record.

**223      Finance & Staffing Committee**

The Chair stated that the Minutes of the Meeting held on 2 October 2018 were not ready and this item would be deferred to the next meeting.

**224      Planning & Environment Committee**

Cllr P Exell referred to Minute 214 and confirmed that the response had been delivered on time by the Deputy Clerk.

**RESOLVED** that the minutes of the Planning & Environment Committee held on 3 October 2018 be confirmed and adopted

**225      Leisure & Amenities Committee**

The Chair referred to the recommendation in Minute 219 to consider the change to the allotment rents for 2018/19. Cllr K Small confirmed that this would mean a loss of income of £375 per annum and that the rental income for the year would be approximately £17K. Cllr J Ballman pointed out that the allotments would involve investment by the Parish Council after years of neglect by Swindon Borough Council.

**RESOLVED** that the proposed allotment rents for 2018/19 in Minute 219 be approved.

Cllr Yeowell referred to minute 218 and asked whether the petrol generator had been purchased. The Parish Manager confirmed that this was still to be purchased but this would be done in the near future.

**RESOLVED** that the minutes of the Leisure & Amenities Committee held on 3 October 2018 be confirmed and adopted.

**226      Asset Transfers**

The Chair submitted an email from the Cllr K Williams, Cabinet Member at Swindon Borough Council (SBC) a copy of which appears as Appendix A in the Minute Book.

The email, from the Cabinet Member responsible for the asset transfers to the Parish Councils, confirmed that it was the intention of SBC to offer a lease to the Parish Council for Western Community Centre.

The Chair confirmed that the Parish Council would find out what capital funds had been set aside by SBC to make sure that they were transferred to the Parish Council. Cllr J Rodrigues asked if the Parish Council had a plan of how to deal with the assets. The Chair stated that there would be a lot of work to be done looking at details of the running of assets and the work of Trustees and Cllr K Small confirmed that there would need to be strict financial planning in future budgets.

The Chair suggested transfers would need to be dealt with in some form of priority and he put forward that the first assets to be worked on should be Western Community Centre, Even Swindon Community Centre and the changing rooms at Southbrook.

Cllr J Ballman said that St Mark's should be added to this list as they had recently had several break-ins and the damage was still to be repaired by SBC.

**RESOLVED** that the Projects Manager be asked to obtain quotations for the refurbishment work to Western Community Centre and proceed with Even Swindon Community Centre once asset transfer was clear and both projects be considered by the Finance & Staffing Committee.

**227      Budget Strategy**

Cllr K Small reminded Cllrs that the budget process for 2019/2020 needed to be started and the Parish Council would need to consider the funding for allotments, recreation grounds, play areas, grounds maintenance, a youth worker and the StreetSmart Contract.

Cllr K Small proposed the setting up of a Budget Working Party.

**RESOLVED** that a Budget Working Party be approved and that Cllrs J Ballman, R Ballman, K Small and the Chair serve on this Working Party.

Cllr Small left the meeting at the end of this item.

**228      Projects Update**

The Project Manager submitted a Projects Update Report, a copy of which appears as Annex A in the Minute Book.

The report provided details of the current works being carried out by the Parish Council. The Project Manager added that the work to John Moulton Hall had been started; the Swindon Borough Council Conservation Officer was making an inspection of Even Swindon Community Centre the following week to access the building for asbestos; new drawings were being drawn up for 32 The Circle

Cllr J Rodrigues asked about the Grants Officer and the grant funding that had been raised. The Chair confirmed that the Grants Officer would make a report and attend the next Full Council Meeting.

**229      StreetSmart VfM Working Group**

The Chair informed Cllrs that the independent Best Value Review had been completed and the report contained a number of issues.

The report concluded that the Parish Council should consider entering into a 3-5 year agreement for Grounds Maintenance from 2019 and a 1 year agreement for Street Cleaning with StreetSmart.

The Parish Manager stated that more information was needed by the Parish Council including the costs for materials, sport facilities and management costs. The Parish Manager would find out the information required and this would then be considered by the Parish Council.

**230      Youth Worker**

The Chair stated that the future of the Youth Worker had been discussed earlier in the meeting and is contained in Minute 222.

**231      Chairs, Officers and Members Report**

The Parish Manager referred to the Christmas Hampers scheme which had been very successful the previous year and extremely appreciated by parishioners and sought authority to carry out the scheme for Christmas 2018. The plan would be to extend the numbers to include more people living alone.

Last year the hampers had been filled with donations and there had been very little cost

to the Parish Council. However, the Parish Manager asked for a budget of up to £1,000 to purchase food for the hampers.

**RESOLVED** that the Christmas Hamper scheme take place for Christmas 2018 and a budget of £1,000 be approved for the purchase of food for the hampers.

**232 Parish Council Representatives' Report**

The Chair reported that he and the Deputy Clerk had attended a Police Meeting held at Broadgreen Community Centre which covered diversity.

**233 Employee Handbook**

The Parish Manager had previously submitted a draft Employee Handbook.

**RESOLVED** that the Employee Handbook be approved and adopted.

**234 Parish Councillor Vacancy**

The Parish Manager confirmed that 2 applications had been received from prospective candidates for the Parish Councillor vacancy.

The candidates would be interviewed by the Staffing Panel before the November 2018 Finance & Staffing Committee meeting with the meeting following at a later start time.

A recommendation would be made to the next Full Council Meeting.

The meeting closed at 8.51pm

Signed.....

Date.....

Chair of the Council