

CENTRAL SWINDON NORTH PARISH COUNCIL

COUNCIL MEETING

Minutes of the meeting held on 20th March 2019 at 7.00pm at 32 The Circle

Cllr D Moffatt (Chair)
Cllr J Ballman (Vice-Chair)
Cllr P Baker
Cllr R Ballman
Cllr P Exell
Cllr S Exell
Cllr S Henderson
Cllr M Lucas
Cllr D Montaut
Cllr J Rodrigues
Cllr D Patey
Cllr K Small
Cllr S Thompson
Cllr K Parker
Cllr J Yeowell

Officers Andy Reeves (Parish Manager)
Hannah Morgan (Deputy Clerk)
Aaron Webb (Youth Worker)
Andy Briggs (Estates Manager)

Public None

423 **Apologies**
None received

424 **Declarations of Interest & Applications for Dispensation**
Cllr J Ballman and Cllr S Thompson declared a non-pecuniary interest in agenda item 7.

425 **Minutes of the previous meeting**

RESOLVED that the minutes of the Parish Council meeting held on 20 February 2019 be approved as a correct record.

426 **Finance & Staffing Committee**

Cllr D Montaut spoke about the precept and affordability for parishioners.
Cllr K Small commented that the vast majority of services being provided by the Parish Council were once provided by Swindon Borough Council (SBC) and added that the Parish Council are investing in Community Centres which are highly utilised by parishioners.

Cllr P Baker suggested the Parish Council needed to communicate to parishioners why the precept was increasing and give examples of services being provided. Cllr D Moffatt responded that there were difficulties in knowing how best to communicate.
Cllr M Lucas agreed that more transparency is needed on what the Parish Council is spending money on.

Cllr J Ballman commented that assets had been passed to the Parish Council on the basis that they be taken on by the Parish Council or close.

The Parish Manager commented about mixed messages being published across the Borough.

RESOLVED that the minutes of the Finance & Staffing Committee meeting held on 5 March 2019 be confirmed and adopted.

427 **Planning & Environment Committee**

Cllr P Exell referred to Minute 408 and confirmed that all members declared an interest in items 3.1 and 3.2. He added that there were no solicitors involved in the Verge Parking Consultation discussions in reference to Minute 412.

RESOLVED that the minutes of the Planning & Environment Committee held on 6 March 2019 be confirmed and adopted with the suggested amendments.

428 **Leisure & Amenities Committee**

In reference to Minute 419 Cllr K Small stated that the Parish Council needed to be fair to all allotment holders when allowing beehives on sites.

Cllr R Ballman asked about skips being provided at allotments. Cllrs M Lucas responses that it hadn't been mentioned at the Leisure & Amenities Committee meeting, but it had been agreed previously that skips would be provided in March/April 2019.

Cllr S Exell referred to Minute 421 and suggested the Parish Council be mindful about what types of bins are purchased. The Deputy Clerk confirmed that the bins being purchase would be metal as per Luke Jones recommendation.

RESOLVED that the minutes of the Leisure & Amenities Committee held on 6 March 2019 be confirmed and adopted.

429 **Ward Allowances**

The Parish Manager explained that a request had been received from Cllr K Parker for £300 to be spent on an Easter Party to take place at Deers Leap. He added that a grant application had been provided but it was understood that the request was actually for Ward Development Allowance (WDA) spend. The application received was circulated to provide a breakdown of the requested spend.

Cllr K Parker explained that residents of Penhill had been asking for a party after a Halloween party wasn't able to take place. The landlady of the Deers Leap had been asked and agreed to organise a party for the young people and parents living in Penhill should the funding be available.

He went on to explain that the landlady was keen to work with the Parish Council with regards to John Moulton Hall (JMH) and sharing bookings should the space in either facility be more suitable.

Cllr D Moffatt confirmed the address provided on the application was the pubs address. Cllr K Small commented that he would prefer the proposed party to take place in JMH and would be happy to cover purchases in arrears. He added that there could be a slight risk with regards to child safeguarding and these would be the responsibility of the party organisers, but some responsibility would still fall to the Parish Council as funders.

Cllr D Moffatt explained that why the request for funding for a Halloween party had been refused previously. He went on to give the reasons why it would be preferred for an event to take place in JMH. Cllr P Baker agreed with the reasons given.

Cllr S Exell suggested there were more issues than a change of venue to give attention to. She went on to explain that the suggested event would need to be managed by trained staff. The Youth Worker agreed and stated he would be happy to be involved with organising an event along with his Youth Work colleagues.

Cllr K Parker suggested JMH may not be big enough for the suggested event. He added that the Deers Leap were holding events that the Parish Council should be hosting at JMH.

Cllr P Baker stated he would rather see the suggested party take place at JMH.

Cllr K Small suggested spend of £300 be agreed for an event to be held at JMH plus an additional £200 for the appropriate staff to be involved.

Cllr P Baker asked if a contribution could be made to purchase the Easter eggs included in the cost breakdown. The Parish Manager confirmed £75 had been included on the grant application form for the purchase of Easter eggs and these could be purchased and provided by the Parish Council. Cllr D Moffatt agreed.

Cllr S Exell disagreed with the idea that the Parish Council provide anything to another organisation who may not have the necessary processes in place to run the suggested event.

Cllr R Ballman commented that the Parish Council should run an event from JMH even if an Easter party takes place at the Deers Leap. She added that this would increase the knowledge of Youth Work taking place in the area.

Cllr J Ballman suggested the 2 options; provide Easter eggs for an event to be held at the Deers Leap or agree to £500 maximum spend for the Youth Worker and colleagues to arrange an event at JMH.

4 voted for providing eggs for an event to be held at the Deers Leap.

7 voted for approving maximum spend of £500 for an event to be held at JMH.

RESOLVED that a maximum of £500 be spent on arranging and holding youth event at John Moulton Hall.

The Parish Manager displayed an image of Lynmouth Road. He explained that there was an area that was 'no mans land' where hedges and verges were not being looked after by StreetSmart and that Cllr S Exell had requested to spend her remaining 18/19 WDA on clearing the area.

Cllr S Exell thanked Cllr D Moffatt for his efforts and work completed behind the scenes to get to the current point with management companies etc. She added that it was a good area to take on and would make a difference to the Churchward Area.

Cllr D Moffatt confirmed the area concerned sat between 2 company managed areas so no one would take responsibility for it.

All agreed that the remainder of Cllr S Exells 18/19 WDA be spent on clearing the no mans land on Lynmouth Road.

RESOLVED that the remainder of Cllr S Exells 18/19 WDA be spent on clearing the unmanaged area on Lynmouth Road.

The Parish Manager explained that Cllr S Thompson wished to purchase a tractor for the Hreod Burna Urban Forest (HBUF).

Cllr S Thompson explained his position in HBUF, and that the organisation had applied for grant funding to purchase a tractor. A £20,000 application had been unsuccessful, but the organisation had received £2,400 from the Charity Ball and £5,000 from the Parish Council.

Cllr S Thompson confirmed that he had £10,000 remaining from his 18/19 WDA and would like to spend it on a tractor for HBUF. He added that due to the suggested large contribution from the Parish Council the tractor would be available for the Parish Council

to use.

The Parish Manager explained that a tractor would be useful across the whole of the parish and that it could be housed within the Southbrook depot. He added that if a tractor was to be used around the parish it would need to be road taxed and considerations would have to be made for ongoing revenue costs, training etc.

It was suggested that the Parish Council purchase a tractor and put a Service Level Agreement (SLA) in place permitting HBUF to use it.

The cost of the tractor was confirmed as approx. £21,000 with VAT. If the Parish Council were to purchase the tractor, the VAT could be reclaimed.

An image of the tractor HBUF were proposing to purchase was displayed.

It was confirmed that the cost of maintenance would be included in the ongoing revenue costs and any agreement with HBUF would cover ongoing costs as well as use.

It was confirmed that the £7,400 HBUF currently held for the purchase of a tractor would be transferred to the Parish Council.

All agreed that the Parish Council should purchase a tractor and an SLA with HBUF be put in place.

RESOLVED that the Parish Council purchase a tractor and an SLA be put in place with HBUF which covers shared use and ongoing costs.

Cllr P Exell explained that he would like to use some of his remaining 18/19 WDA to complete works in the Moredon & Rodbourne Cheney Library. The Parish Manager informed members that he was awaiting a quote for the works.

430 **CAB Funding**

The Parish Manager summarised a report circulated, a copy of which can be found at Annex A.

Cllr S Exell asked for further detail of the staff costs. These were provided by the Parish Manager.

Cllr S Exell stated that a lack of support in the area concerned was vastly obvious in Rodbourne as cases were getting more complicated.

It was added that this was an example of the Parish Council supporting a service not necessarily covering the whole parish. It was asked how the Parish Council could ensure the service(s) being offered were available to and supported people across the parish. Cllr J Ballman responded that the CAB service would be based in Pinehurst but would be available to people across the whole parish. He added that a discussion could be had with management to ensure the service would be advertised around and provided to the whole parish.

The issue of funding not being available from the Parish Council after the initial period and the risk of bad press was mentioned.

It was asked whether the Parish Council could look at providing the service long-term and whether if this was provided directly it could reduce costs.

It was confirmed that the report circulated had not been shared with CAB

It was confirmed that the cost of the service would be a capital cost for the Parish Council

to cover CABs revenue costs. For this reason, the Parish Council could only agree to fund for 1 year.

Cllr D Moffatt stated that he didn't think there was anything that could be done other than agree to fund the service. He added that society needed to do better at providing support and believed a better service could be provided from the Parish Libraries.

Cllr S Henderson commented how it would be difficult to put any service similar to CAB in place due to legislation and the processes and procedures needed.

Cllr S Exell commented that there was not time to scrutinise processes or services at this point. She reiterated that the service would need to be provided to a wider audience and that the Parish Council could look at how CAB could provide services from other locations. It was added the Parish Council needed to carry its own scrutiny of services.

Cllr J Ballman commented that there was an opportunity to talk to CAB about the hours they are open and how effective they could be. He added that CAB had expressed an interest in those that use the library service and how they could help them with benefit claims etc.

Cllr J Ballman offered support to the recommendation of the report.

Cllr D Moffatt moved the recommendation of the report. All agreed.

RESOLVED that:

1. the Parish Manager be instructed to provide the Swindon CAB with £15,000 in a two-part tranche.
2. an evidence-based 2019/20 SLA is drafted to the CAB CEO Clare Newport outlining a bi-annual report to identify CAB users, types of enquires, and whether the user was a Parish resident.
3. the agreement is for 12 months from April 2019-March 2020 with no holdover commitment.
4. the Parish Grants Manager continues to seek full or partial external funding.
5. in conjunction with the CAB the existing CAB offices are marketed as available on the CSNPC online booking portal to hire outside of the core CAB offer.
6. consideration is given for 2020/21 and that the Parish Manager investigates:
 - i. Directly employing/commissioning DWP support in lieu of future CAB funding.
 - ii. Options with the CSNL< of delivering bespoke DWP support directly from the libraries.
 - iii. Financial/Social impact of retaining the 2019/20 status quo.

431

Assets

The Parish Manager summarised the current position. He explained that the future of the tennis pavilion was in jeopardy as the courts could not be used. For this reason, the Parish Council had refused to take on the asset which had resulted in Swindon Borough Council (SBC) offering £20,000 so that the Parish Council could complete the required resurfacing works.

The Parish Council had contracted the works which would begin before the end of March 2019.

SBC legal teams are dealing with the issues of the invisible tenant at Chippenham Close Community Centre.

The Parish Council had asked for the transfer of the Southbrook Depot to be treated as a priority.

SBC had now employed a locum solicitor, to start in April 2019, to work exclusively on producing leases for the Parish Councils.

432 Library Asset Custody Migration

Cllr D Moffatt explained that all assets currently within the Parish Libraries would transfer to the Library Trust. All agreed.

RESOLVED that all assets currently held within the Parish Libraries be transferred to the Libraries and Leisure Trust.

433 Assets Register & Risk Assessment

The Assets Register and Risk Assessment was circulated and noted.

434 RAG System

The revised RAG system was displayed, and the Parish Manager ran through the projects and their statuses.

Cllr S Exell queried the status of the ‘bus shelters’.

Cllr J Ballman asked about the play equipment at St. Marks rec which had been fenced off. Cllr R Ballman queried when the equipment would be replaced. The Parish Manager confirmed that the equipment had been ordered by Swindon Borough Council.

435 Social Cohesion Working Group

Cllr S Henderson circulated a document re: the agenda planning processes and asked for affirmation and support of the proposed process. All members were content with the process.

436 Parish Council Representatives’ Report

Cllr D Moffatt informed Cllrs that discussions with South Swindon Parish Council had come to a stop as South Swindon Parish Council were engaged with elections.

437 AGM Date

The suggested date for the AGM was the 22nd May 2019.

Cllr D Moffatt suggested committee meetings to be held on the 1st Weds in May 2019 be moved to the 8th May 2019.

All agreed.

RESOLVED that the AGM takes place on the 22nd May 2019 and Committee meetings to take place on the 1st Wednesday in May 2019 be moved to the 8th May 2019.

The meeting closed at 9.30pm

Signed.....

Date.....

Chair of the Council