

CENTRAL SWINDON NORTH PARISH COUNCIL

FINANCE & STAFFING COMMITTEE MEETING

Minutes of the meeting held on 7th May 2019 at 7.30pm at 32 The Circle

Present	Cllr K Small	(Chair)
	Cllr S Exell	(Vice-chair)
	Cllr J Ballman	
	Cllr R Ballman	
	Cllr D Moffatt	
Officers	A Briggs	(Estates Manager)
	H Morgan	(Deputy Clerk)
	M Szczepanek	(Project Manager)

Public None

482 **Apologies**
Cllr J Rodrigues
Cllr T Smith

483 **Declarations of Interest & Applications for Dispensation**
None

484 **Minutes of previous meetings**

RESOLVED that the minutes of the Finance & Staffing Committee meeting held 2nd April 2019 be approved as a correct and accurate record.

485 **Grant Applications & Ward Allowance Spend**
Chronic Pain Awareness Group - £500
Cllr K Small introduced two representatives of the applying group, Shellie Sallis and Kerrie Barrett.

Shellie explained what the group do and who benefits from their service. The group were asking for a grant of £500 to support the monthly meeting costs, provide refreshments and help pay for a meal out for all members. It was explained that many members of the group do not have family or friends and are isolated. The meal out for members is intended to allow members to socialise; to get out and meet new people and improve their confidence.

Kerrie Barrett stated that the group wanted to begin advertising more to increase awareness of the group.

Cllr J Ballman commented that it was a modest amount being applied for and stated that the group represented a worthwhile cause and was run by volunteers.

Cllr R Ballman asked how the group was run currently. Kerrie Barrett explained that the group hold 3 informal meetings each month from the Pinecones Café at Pinetrees Community Centre and 1 meeting from the meeting room at Pinetrees Community Centre to which guest speakers are invited. The group host a Facebook page and visit members who live locally to reduce isolation and ensure the health and wellbeing of individuals who aren't able to get out of the house.

Kerrie Barrett added that she had spoken with Cllr J Ballman about the possibility of running drop in sessions from the Citizen Advice Bureaus (CAB) offices within Pinetrees Community Centre.

Cllr J Ballman informed members that he had raised the subject of using the CAB

offices to allow the groups members to speak privately.
Kerrie Barrett added that she had recently completed a counselling qualification enabling her to give professional advice and guidance as well as assisting people with completing forms for various benefits they may be entitled to.

Cllr D Moffatt offered his support of the application and proposed granting the £500 applied for.

Cllr J Ballman seconded the proposal. All agreed.

RESOLVED that £500 be granted to the Chronic Pain Awareness Group.

Cllr K Small informed representatives of the group that proof of spend would need to be provided retrospectively.

486 **Projects Update**

A written report was circulated, a copy of which can be found as Annex A in the Minute Book.

John Moulton Hall

The Projects Manager informed members that some complaints had been received about scratches on the main hall floor. Having spoken with the floor specialists it had been suggested the floor be re-oiled during the summer period and that the floor then be maintained annually.

Churchward Allotments

The Projects Manager referred to a drawing of an alternative parking area included in the report.

Cllrs voiced their preference for the alternative proposal.

The Projects Manager explained that Swindon Borough Council had advised that their rates had been revised in April 2019 and the original quote of £10,800 given in October 2018 for the installation of the car parking area had increased to over £20,000. The Projects Manager had queried the new amount which had been reduced to approx. £14,000.

The contractor who had provided the 2nd lowest quote in October 2018, Linnet Construction, had been contacted and were willing to complete the works for the original amount quoted, approx. £11,000, meaning SBC were no longer the cheapest contractor.

The Projects Manager informed the Committee that the lowest quoting contractor completed the works on the car parking area installed at the Rodbourne Farm Leisure Garden site.

Cllr D Moffatt praised the works that had been completed at the Rodbourne Farm Leisure Garden site and proposed that the lowest quoting contractor be contracted to complete the works at the Churchward Avenue Leisure Garden site. Cllr J Ballman seconded the proposal. All agreed.

RESOLVED that the lowest quoting contractor, Linnet Construction, be contracted to complete the installation of the hardstanding car park area at the Churchward Avenue Leisure Garden site.

The Projects Manager confirmed that Linnet Construction had advised that they were able to start works at the end of May 2019.

Even Swindon Community Centre, Jennings Street

The Projects Manager explained the delay in the works starting that had led to a delay

in completing the flooring works which fell into a period when the Community Centre was fully booked. This had meant that the floor was not given enough time to dry and scratches had already appeared meaning a 3rd coat would be required.

Cllr K Small stated that a member of the Community Centre management committee had asked how the electrics were to be fed to the new automatic doors. The Projects Manager confirmed that the electrics would be covered with plastic trunking.

The Projects Manager went on to explain issues with the work being completed and the speed at which tasks were being done and complaints had been received from the Community Centre Management Committee.

Cllr R Ballman commented that the Projects Manager should not be on the receiving end of any complaints about the contractors and/or works being completed.

It was confirmed that no payment had been made to the contractors to date.

Cllr S Exell suggested the relationships between the Parish Council, Contractors and Management Committees be better managed in future.

It was suggested that a meeting be held with the contractors where any concerns and problems could be explained, and compensation sought.

The Projects Manager asked for any meeting to be delayed for 2 weeks to allow ongoing works to be completed.

All agreed.

RESOLVED that a meeting be held with the Contractors so all issues and concerns can be explained, and compensation sought.

Cllr D Moffatt formally requested the contact details for the contractors.

32 The Circle

The Projects Manager confirmed that the project was being handled by the Estates Manager.

The Estates Manager confirmed that he had met with Cllr D Moffatt to discuss the works and was awaiting a follow up email.

Cllr D Moffatt explained that a decision had been made to progress any works slowly. He confirmed that a lease had been offered at a commercial rate of £4,000 per year and he encouraged taking a 5-10 year lease.

Cllr J Ballman commented on the number of times the Parish Council utilise the building in a year and suggested the Parish Council should be looking to hire out the building.

Cllr K Small agreed that a 5-10 year lease was appropriate and suggested the lease cost should take account of any works the Parish Council completes and the resulting increase in asset value.

Cllr S Exell asked for clarification of the what works were to be completed. The Estates Manager explained that pieces of work would be cherry picked from the Project Managers original list of works, and that any works would be completed in stages up to the value originally discussed by the Committee, approx. £50,000.

Cllr S Exell confirmed she was keen for the Parish Council to have a base and didn't feel it necessary to hire the space out to other users. She added that a commitment was needed to establish a base.

Various comments about the works to be completed were made.

Cllr K Small asked for confirmation from the Committee that they were happy for Officers to obtain a 5-10 year lease for £4,000 per year and that any works completed by that resulted in an increase of the asset value be taken into account within the rental cost. All agreed.

RESOLVED that Officers be given authority to obtain a 5-10 year lease for 32 The Circle for £4,000 per year and that any works completed by the Parish Council that resulted in an increase in the asset value be taken into account within the rental cost.

Western Community Centre

The Projects Manager explained an incident that occurred on the 2nd May 2019, Polling Day, where the contractors had arrived to fit some flooring. Any issues were resolved within a couple of hours.

The Projects Manager confirmed 3 roofing contractors had been contacted and meetings on site were being arranged. It was thought that the roof profile was still available but other details had to be considered.

Visual inspections were being requested and quotes were being gathered for the complete renewal of the roof based on expert opinions.

Rodbourne Farm Allotments (Barnfield Close)

Cllr K Small congratulated the Projects Manager on the works completed. This was echoed by Cllr S Exell.

487 Petanque Fencing, St Marks

The Estates Manager referred to a written report that had been circulated, a copy of which can be found as Annex B in the Minute Book.

The Estates Manager explained that he had been asked to into the options of installing security fencing around the petanque area where anti-social behaviour had become a problem with groups of youths congregating in the area and leaving rubbish etc.

It was added that members of the Boules Club had expressed a want to take on the petanque area to increase usage.

Cllr K Small questioned the availability of CIL funds. This was to be confirmed.

Cllr K Small confirmed a preference for option 3.

Cllr J Ballman asked about the stability of the proposed fencing. The Estates Manager confirmed that the fencing was similar to the fencing already in place around the tennis courts.

Cllr S Exell expressed some reservations and suggested the Boules Club should be expected to make a contribution.

Cllr J Ballman informed the Committee that St Marks was transferring to the Parish Council, including the Boules Club.

Cllr K Small, D Moffatt and J Ballman confirmed they were happy to support the installation of the fencing as per option 3 given in the report and that any available CIL monies be used. All agreed.

RESOLVED that the Estates Manager proceeds with Meta Fence Quotation 3:

1. To supply and install 63 linear m of 2m high extreme mesh system
 2. Removal of existing fencing to be stored at Southbrook Depot
- And available CIL monies be used.

488 Parish Christmas Lighting Scheme – Rodbourne & Gorse Hill

The Estates Manager referred to the written report circulated, a copy of which can be found as Annex C in the Minute Book.

Cllr D Moffatt confirmed he was happy to support the installation of lights at both sites.

Cllr R Ballman asked in the columns in Rodbourne had been tested. The Estates Manager confirmed these would be tested along with the columns in Gorse Hill.

Cllr K Small stated he was supportive of the lights but queried which budget line the costs would come from.

Cllr K Small asked for confirmation that Cllrs were in favour of opting for option 2 lighting at both sites. All agreed.

Cllr K Small suggested a report be brought back to the Finance & Staffing Committee for a decision to be made re: funding. All agreed.

RESOLVED that depending on results of column tests, lights be installed in Rodbourne and Gorse Hill and a report be brought back to a future Finance & Staffing Committee meeting for a funding decision.

489 Ward Maintenance

Cllr S Exell explained that grounds maintenance wasn't being completed as expected in Rodbourne in comparison to other areas. She explained that the areas concerned were within a small geographical area and concerns had been raised with the Parish Manager.

Cllr S Exell informed members that the tree works at Pasture Close had been requested by a resident for many years as leaves being shed onto a pathway were a health and safety hazard.

It was explained that Swindon Borough Council (SBC) would not complete any works on the tree as part of their standard works.

The Deputy Clerk informed the Committee that the Allotments Officer had been to look at the tree but it was too tall for him to be able to complete the required works himself.

The Estates Manager confirmed he was meeting with a member of SBC Tree Maintenance Team at Mannington Park to obtain a quote for completing some requested works.

Cllr S Exell stated that it was worrying that SBC wouldn't complete work under contract but were able to if it was a paid service.

Cllr R Ballman suggested that leaves falling onto a footpath should be cleared by the SBC StreetSmart Teams under the existing SLA.

Cllr S Exell confirmed that she would be happy to pay for works using her Ward Allowance if the funds were not needed at Even Swindon Community Centre. She went on to explain an issue at Barnfield Close where there is no fencing or bund between the Travelodge Car Park and the houses on Barnfield Close causing a lack of privacy. The Developer had said that they would consider installing fencing but

were not obligated to.

Cllr S Exell added that the residents had to be given some hope that some action would be taken as the Barnfield development had a big impact on residents.

Cllr K Small suggested Borough Cllrs channel requests for action to the correct avenues.

Cllr D Moffatt confirmed the location of a pond which a tree had fallen into.

Cllr R Ballman asked if the Allotments Officer could be tasked with removing the tree from the pond area. The Deputy Clerk confirmed this was a possibility.

Cllr D Moffatt asked if the Committee would consider a request to install a bus shelter opposite Brunel Crescent and that Cllr J Rodrigues was happy for his Ward Allowance to be used. He added that the bus stop currently in place would need to be moved and SBC would need to be consulted.

Cllr D Moffatt confirmed that he would present a report at a future meeting.

The meeting closed at 9.11pm

Signed.....

Date.....

Chair of the Finance & Staffing Committee