

# **CENTRAL SWINDON NORTH PARISH COUNCIL**

## **COUNCIL MEETING**

Minutes of the meeting held on 20<sup>th</sup> November 2019 at 7.00pm at 32 The Circle

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

**Officers** Andy Reeves (Parish Clerk)

**Public** One

### **Public Session**

**298** **Apologies**  
Cllr D Moffatt (Chair)  
Cllr P Baker  
Cllr K Parker

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

**300** **Minutes of the previous meeting**

**RESOLVED** that the minutes of the Parish Council meeting held on 16 October 2019 be approved as a correct record.

**301** **Finance & Staffing Committee**  
Cllr K Small asked that the draft Minutes be updated to give the title of agenda items referred to.

Cllr J Yeowell asked if the meeting with the Committee of Even Swindon Community Centre took place. This was confirmed by the Parish Clerk.

The process of the paying of grants given for the hire of Parish Community Centres was explained.

It was confirmed that Parkrun were using Pinetrees Community Centre for their meetings and the reasons for this was given.

Cllr J Ballman informed the Committee that the Sevenfields Park run had got off to a good start, was being well attended and talked about positively.

**RESOLVED** that the minutes of the Finance & Staffing Committee Meeting held on 5 November 2019 be confirmed and adopted with suggested amendments.

**302 Planning & Environment Committee**

Cllr P Exell confirmed that he had spoken at the Swindon Borough Council Planning Committee meeting re: planning application S19/0946 and that the application had been rejected.

Cllr K Small gave thanks to Cllr P Exell and the Planning & Environment Committee for their response to the planning application.

Cllr J Ballman asked about the current status of the Neighbourhood Plan. The Parish Clerk responded and confirmed that the Terms of Reference had been agreed and an initial meeting of the Working Group had taken place. A date for the first meeting with the Consultant was to be set and would be communicated.

**RESOLVED** that the minutes of the Planning & Environment Committee Meeting held on 6 November 2019 be confirmed and adopted.

**303 Leisure & Amenities Committee**

Cllrs R Ballman and K Small commented on the success of the Christmas Light Switch on event held in Rodbourne and the positive feedback received.

It was confirmed that the Swindon Advertiser had been invited to the event but hadn't attended.

It was confirmed that a resolution was being sought to place a Christmas Tree at Mervyn Webb Place.

Cllr J Yeowell referred to Minute 293 and queried when a dropped kerb would be installed outside Pinetrees Community Centre.

Cllr S Exell queried whether tactile paving would be installed leading to the front door to assist less able users gaining access to the Community Centre.

The Parish Clerk explained the different dropped kerbs available and their uses and relevant legislation.

It was confirmed sliding doors were now in place at Pinetrees Community Centre.

Cllr J Yeowell referred to Minute 289 and asked if any further thought had gone into installing a ramp at Moredon & Rodbourne Cheney Library. Cllr P Exell responded that the Estates Manager was to look into the cost of installing a ramp.

Cllr J Rodrigues suggested the Parish Council do more to advertise the work of the Youth Worker.

Cllr J Ballman spoke of the work the Youth Worker was completing outside of the Parish which was good advertisement.

Cllr K Small spoke of the JNC qualification and the opportunities it presents for work with other bodies. He offered to provide any contact details he had for groups he had worked with previously.

Cllr J Ballman commented on the funding available to other Parish Councils.

Cllr D Montaut asked how the work of the Youth Worker was evaluated and how the Parish Council could evaluate whether they were achieving value for money. The Parish Clerk spoke of the work done locally and how this fed into national campaigns. He explained the KPIs put in place when the Youth Worker joined the Parish Council in November 2018 and how the reported to be presented at the meeting of the Leisure & Amenities Committee meeting in December will demonstrate what has been achieved over the past 12 months.

Cllr J Ballman spoke of the work being completed with Scrappers Gym and funding available. The Parish Clerk confirmed that funding was available which could help cover the revenue cost of the Youth Worker post.

Cllr K Small suggested the JNC qualification be offered to the Youth Worker to encourage and support him. The Parish Clerk was asked to look into the cost of the qualification to include in the 20/21 budget.

Cllr D Montaut commented on recognising the achievements of staff by rewarding financially.

Cllr K Small referred to Minute 294 and asked about the use of the Southbrook Recreation Ground for American Football. It was confirmed that the American Football pitch was separate to and did not interfere with the use of the site for football.

It was confirmed that the use of a football pitch for American Football had no impact on the funds applied for to purchase a tractor.

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

**304 Social Cohesion Working Group**

Cllr S Henderson spoke of finding innovative ways in which the Parish Council can help and support services and service providers which are needed and used within the Parish area. Conversations have started in order to establish where there are gaps in provisions and to investigate whether the Parish Council can help fill the gaps.

**305 Assignment Notices**

The Parish Clerk confirmed that the final Assignment Notices had been issued by Swindon Borough Council (SBC) to the Community Centres which had transferred over to the Parish Council. He explained that the notices meant that the buildings were now the responsibility of the Parish Council.

The Parish Clerk explained that some queries had been received from Community Centres and that a meeting was to be set-up between the Parish Council and Community Centre representatives so the Parish Council could formally introduced themselves and explain different processes which will be put in place going forward.

**306 Parish Council Representatives' Report**

Cllr K Small asked why the Agenda Item continued to be included on agendas and proposed it be omitted in future, seconded by Cllr S Exell. All agreed.

**RESOLVED** that Parish Council Representatives Report be omitted from future Full Council agendas.

**307 Exclusion of Public and Press**

**RESOLVED** that in accordance with Standing Order 3 (d) that in view of the confidential nature of the business about to be transacted that the public and press be excluded, and they be instructed to withdraw from the meeting.

The member of public present left the meeting.

**308 Moredon Sports Hub.**

The Parish Clerk explained that work had been continuing on the numbers and 3 income streams and that there was more work to be done on the Cycling income stream. Detailed revised figures had been presented at the previous Finance & Staffing

Committee meeting.

Capital costs had been given by Swindon Borough Council (SBC) and there were some questions to be asked around these.

It was confirmed that a decision didn't need to be made re: the Sports Hub until February 2020 and there was further engagement and investigative work to be completed.

The Parish Clerk confirmed that he had attended an SBC Scrutiny meeting where the Hub was discussed, and reassurances given.

A final refresher on the figures would be provided in January 2020 before a final decision is to be made by the Parish Council.

Plans for legal interventions will be drafted in December 2019 with assistance and guidance from the Parishes solicitors.

Cllr K Small spoke of the sinking fund which would be available and the reduced risk. He added that 2 options may need to be presented for the 20/21 budget, one assuming the Parish Council goes ahead with the Moredon Sports Hub and one assuming it doesn't.

Cllr J Ballman spoke of the residential development associated with the Moredon Sports Hub.

Cllr S Exell queried how the Parish can ensure the Hub used outside of usual seasons and timings when activities take place. The Parish Clerk responded and spoke of cycle track users he had spoken with who confirmed they currently use circuits all year round.

Cllr J Rodrigues queried the subsidy and where it would come from. The Parish Clerk confirmed that the subsidy would be covered by the Parish Precept. He added that the Budget Working Group would look at the costs and funds in more detail.

**309 StreetSmart**

The Parish Clerk referred to the timeline presented previously and explained that the detailed figures for providing an in house service were being presented.

The Parish Clerk went through the presented figures in detail and explained how they were calculated and what assumptions had been made.

Cllr K Small left the meeting during this item.

The Parish Clerk concluded that the figures presented were a work in progress and the next steps would be to obtain costs for a service provided by the private sector. He went on to explain the procurement process.

**310 Staffing Review**

The Parish Clerk referred to the report circulated previously which Cllrs had been asked to read in advance. He went on to explain the position of the parish from a legal point of view and the process regarding a restructure.

Cllr J Ballman queried the reasons for the report. The Parish Clerk responded to explain and referred to the evolution of the Parish Council and the structures in place at other Parish Councils.

Cllr J Rodrigues queried the day to day tasks of the proposed new roles. The Parish Clerk referred to the Job Descriptions circulated and referred to a number of the tasks the roles would be responsible for.

Cllr S Exell referred to a section of the report and stressed the importance and benefits of it.

Cllr S Henderson proposed the first recommendation of the report, seconded by Cllr S Exell. All agreed.

**RECOMMENDATION** that the Parish Council commence a thirty-day consultation with two affected members of staff regarding the revisions of their job titles and job descriptions, and the affected staff are provided with a copy of the revised Job Description and a 'Key Facts' Summary which would outline any changes to pay, hours of work, location of work, sick and holiday entitlement. Which would all remain unchanged.

Cllr P Exell proposed the second recommendation of the report, seconded by Cllr M Lucas. All agreed.

**RECOMMENDATION** that the Parish Council approve the Job Description for the role of a new position; Head of Planning, Projects & Service Delivery.

The Parish Clerk went on to speak about the recommendation regarding the Parish Libraries.

Cllr J Ballman asked about the future of the Leisure & Libraries Trust should the recommendation re: libraries be agreed and asked about the financial implications. The Parish Clerk referred to a summary sent, and the additional costs outlined in the report circulated.

The Parish Clerk confirmed the position of the Trust in terms of advising and guiding the Parish Council and developing the libraries. It was confirmed that the assets would continue to be held by the Trust but the staff would be provided by the Parish Council.

Cllr S Exell referred to the library staff and the structure and security provided by the Parish Council.

Cllr J Rodrigues left the meeting during this item.

The recommendation was proposed by Cllr S Henderson, seconded by Cllr J Yeowell. All agreed.

**RESOLVED** that on approval of Full Council on November 20th 2019; the Parish Clerk writes to SBC to provide notice and commences the recruitment of one Library Manager and 3 Library Assistants as agreed by Finance & Staffing Committee members in October 2019.

The Parish Clerk referred to the recommendation re: a Grounds Maintenance and Street Cleansing Manager and the reasons for the position. It was confirmed that this would be agreed on the assumption that the Parish Council will provide an in house Street Cleaning and Grounds Maintenance service in future.

It was confirmed that the details and costs involved with the position would be scrutinised by the Finance & Staffing Committee.

Cllr S Henderson proposed the recommendation, seconded by Cllr S Exell. All agreed.

**RESOLVED** that should Councillors agree to an in-house Street Cleaning & Grounds programme on or around January 2020; that the Clerk prepares a Job Description to

present to the Finance & Staffing Committee for review and appointment.

The Parish Clerk referred to the fixed term Premises Assistant roles and the proposal to make the roles permanent now that the leases for Pinetrees Community Centre and John Moulton Hall had been signed.

Cllr S Thompson moved the recommendation, seconded by Cllr S Henderson.  
Cllr D Patey abstained from the vote. All agreed.

**RESOLVED** that the two Part Time Positions of 0.81FTE & 0.64FTE Premises Assistant are novated from fixed term to permanent with the existing post holders from 01/12/2019.

The Parish Clerk explained the stand-by and call out procedure currently in place and the proposed revisions, options available and related additional costs.

The number of call outs was queried, and an approx. number was provided by the Parish Clerk.

It was confirmed that the Parish Clerk would not undertake call out duties but would be notified of any major issues and contacted should a major decision need to be made. Cllr S Exell expressed concerns over the reliance on the Parish Clerk and the increase in hours. It was suggested that the policy be amended so that there was no requirement for the Parish Clerk to be contacted in every instant.

It was agreed that the recommendation of the report be approved with the amendment to the policy to omit the requirement for the Parish Clerk to be contacted for all major issues.

**RESOLVED** that the call out standby protocol is bought in house and the new rates applied and that the policy in place is revised to reduce the required involvement of the Parish Clerk.

Cllr J Ballman suggested the Parish Council should offer all staff free flu jabs. All agreed.

**RESOLVED** that all Parish Council staff be offered flu jabs free of charge.

The meeting closed at 9.30pm

Signed.....

Date.....

Vice-chair of the Council