

CENTRAL SWINDON NORTH PARISH COUNCIL

COUNCIL MEETING

Minutes of the meeting held virtually via Zoom on 22nd April 2020 at 7.00pm

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 K Small
Cllr S Thompson
Cllr J Yeowell

Officers Andy Reeves (Parish Clerk)
Hannah Morgan (Deputy Clerk)
Andrew Briggs (Estates Manager)
Gladys Barr (Grants Manager)
Aaron Webb (Youth Worker)
Aaron Cripps (Libraries Manager)
Hakan Armagan (Allotments Officer)

Public None

475 **Apologies**
Cllr J Rodrigues

476 **Declarations of Interest & Applications for Dispensation**
Cllrs J Ballman & S Thompson declared a non-pecuniary interest in agenda item 6 as members of Hreod Burna Urban Forest which was mention in the report.

477 **Leisure & Amenities Committee**
Cllr K Small referred to agenda items to be discussed later in the meeting that would be referred to Full Council by the Leisure & Amenities Committee is usual circumstances. It was asked if the Leisure & Amenities Committee had viewed and discussed the reports provided to Full Council.
Cllr M Lucas confirmed that, given the current Covid-19/Coronavirus Pandemic and the resulting reduced meeting schedule, the Leisure & Amenities Committee had not had the opportunity to discuss the reports presented.

RESOLVED that the minutes of the Leisure & Amenities Committee meeting held on 4 March 2020 be approved as a correct record.

478 **Finance & Staffing Committee**

RESOLVED that the minutes of the Finance & Staffing Committee meeting held on 10 March 2020 be approved as a correct record.

479 **Delegated Clerks Decision**

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

The Parish Clerk confirmed that a list of decisions made under delegated authority since

17 March 2020 was being presented for Cllrs to agree, query and/or challenge.

Cllr K Small expressed concerns over staffing matters not being raised with the Chair of the Finance & Staffing Committee or Parish Chair prior to being implemented.

Cllr D Montaut asked about the responsibilities of the 4 staff seconded to Swindon Borough Council (SBC).

The Estates Manager gave details of the daily tasks undertaken. These included collecting prescriptions for shielded and sheltered residents, collecting and dropping off food, working with various supermarkets to deliver food parcels and helping with hospital discharges. It was confirmed that PPE was provided and worn.

The Libraries Manager added that approx. 450 people were receiving regular support from 'Compassionate Swindon' who the Parish Council were supporting.

Cllr D Montaut spoke of a grant made to a shop in Walcot and the difficulties in knowing the best way to distribute funds to the most worthy and appropriate causes or people.

Cllr J Ballman informed members that Parish Councillors and staff joined a weekly conference call with SBC, various organisations from the voluntary sector and other Parish Councils with regards to the help and support being given to those in need during the current pandemic. These calls gave the impression that the need of the public was rising. It was suggested that Sue Wald and her team, from SBC, would be the best person to speak to gather intel on the best way to share available funds.

The decisions made by the Clerk on each relevant date were referred to.

1st April 2020

The Grants Manager informed members that she had received calls from people shielding that were struggling to get registered via the dedicated Government telephone line and who, as a result were not able to take advantage of priority shopping.

Cllr J Ballman commented that the matter would be raised on the weekly call with SBC.

10th April 2020

Cllr K Small state that the costs involved needed to be looked into and it needed to be determined where any funds needed would come from.

The Parish Clerk confirmed that the action was cost neutral and SBC had been informed that money would be retained from any final received to cover the cost of tasks completed by Idverde.

Cllr M Lucas asked if any other Parish Councils had been contacted to find out if there was any interest in others using Idverde. The Parish Clerk confirmed that other Parish Councils had been contacted.

The Parish Clerk spoke about the possibility of undertaken detached Youth Work. He explained that he had spoken with the Police and confirmed there was a definite need for work to be carried out and the Police were keen to work in conjunction with the Parish to ensure work could be carried out lawfully and the benefits recognised.

It was suggested that a detached youth work be trialled in Penhill & Pinehurst, working with Shine and the Police, and this could be rolled out elsewhere if successful and needed.

The Youth Worker confirmed that he had spoken with the Parish Clerk in detail about the possibility of carrying out detached Youth Work and he was aware of the processes and possible risks.

Cllr S Exell expressed concerns over the level of protection that would be provided to the Youth Worker. The Parish Clerk confirmed that a full Risk Assessment (RA) would be completed before a decision on any action to take was made. He added that the Police would be asked to provide protection if needed.

Cllr S Exell commented on the different approach being suggested, working in conjunction with the Police, and how young people may react to this. Cllr K Small agreed with the comments made by Cllr S Exell and commented on the possible loss of credibility and reputation built up to date.

Cllr J Ballman agreed that a way in which the Youth Worker could continue working in an appropriate way needed to be found.

The Parish Clerk agreed that issues raised previously still existed and the Parish Council needed to liaise with Police to see if Youth Work could continue lawfully with the consent of but with the presence of Police.

Cllr J Ballman stated that the Youth Worker should not undertake any of the suggested work until the Council were completely satisfied that the work completed to date would not be disrepute and confident that the personal safety of the Youth Worker would be protected. All agreed.

The Parish Clerk outlined the process of completing a RA.

Cllr S Exell suggested it would be helpful to have a triangulated review with SBC and/or the Police so all concerned would be aware of and satisfied with any assessments made. The Parish Clerk agreed.

Cllr J Ballman reiterated that the Youth Worker should not get involved in any work until a RA had been completed and valid points about practise had been resolved. The Parish Clerk suggested that no further action be taken until the current lockdown period had ended and that it be delegated to the Chair of the Council and Chair of the Finance & Staffing Committee to make a decision on whether work could be undertaken based on a completed RA and feedback from the Police. All agreed.

RESOLVED that no further action be taken until the current lockdown period had ended and that it be delegated to the Chair of the Council and Chair of the Finance & Staffing Committee to make a decision on whether work could be undertaken based on a completed RA and feedback from the Police.

480 Southbrook Recreation Ground & Depot

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

Cllr J Ballman commented that costs included in the report were academic at present and would most likely change. He added that the American Football team had shown a reasonable interest and an increase in income from football could be gained. He added that the report was being presented to determine Cllrs views on whether the project would be worth pursuing in the future.

Cllr K Small expressed concerns over the item being included in the agenda as the project had not been included in the Capex programmed for 2020/21. He added that he supported the suggested works to the car park, but the item should be discussed by the Leisure & Amenities Committee and/or Finance & Staffing Committee prior to be presented to Full Council.

Cllr K Small queried why a tractor was being purchased.

Cllr J Ballman agreed that the report presented needed to be amended and presented through the proper processes. He added that the report was regarding a project development and had evolved from a decision made previously re: shipping containers.

Cllr K Small reiterated that the report was to go through the proper processes and be presented to the relevant committees. He concluded that he could not support the recommendation of the report and suggested the report be noted and referred to committees for a decision.

Cllr D Montaut agreed that no decision could be made without the financial implications being discussed and considered. He agreed that the report be deferred to Committees.

Cllr S Exell agreed with the comments made by Cllr K Small and commented on a number of social projects within the Parish which could be developed other than sports facilities. She added that projects should be prioritised based on the benefits to parishioners and asked how priorities were being set.

Cllr M Lucas informed members that under different circumstances the report would've been passed through the correct process and presented to Committees ahead of Full Council but given the current situation committee meetings were not taking place as they usually would.

The Parish Clerk suggested that he and the Chair of the Finance & Staffing Committee discuss and develop the committee structure so virtual meetings could take place based on a revised structure.

Cllr S Thompson confirmed that Hreod Burna Urban Forest (HBUF) had no interest in the parking area being discussed. He commented on the purchase of a tractor and the partnership between HBUF and the Parish Council.

The Parish Clerk confirmed that external funding for the purchase of a tractor had been obtained.

Cllr K Small asked why a tractor was being purchased if Idverde were now being contracted to completed grounds maintenance. Cllr M Lucas confirmed that the tractor purchase was in relation to the upgrading of the football pitches which would not be completed by Idverde.

Various comments were made about the use of a tractor and the tasks to be completed by Idverde.

It was suggested that Idverde could be contracted to complete the pitch maintenance programme funded by the Football Association (FA) to mitigate the tendering process.

Cllr K Small referred to the report presented and the need for works to the car parking area for a tractor. It was asked whether a tractor was needed.

Cllr J Ballman suggested there was an opportunity for the Parish Council to create their own workforce to complete tasks at Leisure Garden sites, football pitches and other areas of the Parish Council choosing. A tractor shared with HBUF would be a useful addition to enable this. He commented on the decision made and funds set aside for a tractor previously as well as equipment for the Allotments Officer which had been budgeted for. He summarised that a directly controlled workforce could utilise a tractor without there being any conflict with Idverde.

Cllr K Small stated that funding for a tractor may not be obtainable if the tractor is not be used for the maintenance of football pitches and further clarification was needed.
Cllr J Ballman agreed that the specifics of the original grant application would need to be looked at.

Cllr S Exell reiterated her opposition to the decision made to contract Idverde to complete grounds maintenance and street cleaning.

Cllr D Montaut commented that the issues being raised needed long debate and the implications and ramifications needed to be looked at in detail.

Cllr D Montaut moved that the report presented and project referred to be presented to the relevant committees for consideration. Seconded by Cllr D Patey. All agreed.

RESOLVED that the proposed project presented be referred to and a report presented to the relevant committees.

481 St Marks Recreation Ground - Parking

It was confirmed that the tennis facilities at St Marks Recreation Ground transferred to the Libraries & Leisure Trust on 1st April 2020.

The tennis and associated facilities attracted a number of parishioners and made a significant turnover.

The Parish Clerk and Libraries Manager had held a meeting with the Tennis Coach and Café Manager and a successful agreement in relation to the transfer had been put in place. Reserves built up by the Tennis Community were being transferred to the Libraries & Leisure Trust and would be spent on works to be completed as agreed by the Trust.

It was explained that a variety of people used the car park at the recreation ground, and it was being abused by commuters, shop users and local residents.

The Parish Clerk explained that he wished to open discussion about the possibility of installing grass crete at the current overflow space to create 20 additional legitimate car parking spaces. He added that there was a need to make use of the car park legitimate and that a Traffic Regulation Order (TRO) could be used to remove abuse.

The Parish Clerk asked Cllrs to consider an option for having a paid parking model alongside a TRO, allowing 4 hours (or reasonable amount of time) parking.

Cllr S Henderson agreed with the suggestions being made and suggested the Leisure & Amenities Committee be asked to look into the details and make a recommendation to Full Council. Cllr K Small agreed and P Exell agreed.

Cllr J Ballman asked all Cllrs to put ideas forward for future projects so a list could be created, prioritised and budgeted for in the future.

482 StreetSmart Update

Allyson King-Smith was welcomed to the meeting.

The Parish Clerk explained that Idverde had been asked to start work within the Parish to complete tasks not being completed by Swindon Borough Council (SBC) under the StreetSmart contract. Any additional work that will be completed by Idverde will be paid for by a reduction in the final bill to be received from SBC.

Allyson King-Smith spoke of the current mobilisation and confirmed that no problems

were envisaged. Contract documents were being pulled together and a Risk Register had been received from Idverde which was to be distributed for comments.

Idverde teams had been completing walks of Parish sites and had been gathering data to compile a database of assets and photographs etc.

The issue of the tupe transfer of staff was still be resolved as SBC were not providing the information required.

If requested information had not been received by the given date Idverde would be issuing a letter re: the legal right to apply directly for the required information.

Cllr K Small queried whether there was any legal requirement for the Parish Council to get involved with issues around the transfer of staff given that the staff were transferring from SBC to Idverde, and not the Parish Council.

It was confirmed that Parish Council had no contractual obligations and the issue was to be resolved by Idverde.

The Parish Clerk spoke of the terms & conditions of staff to be transferred and confirmed that further meetings between management were to be had.

Allyson King-Smith informed members that Idverde were in the process of contacting suppliers for equipment and vehicles and had identified some locations for possible depots.

It was that the final deadline for the completion of the transfer was still the 3rd August 2020.

Allyson King-Smith asked that the Parish Council think about the impact of standard works and additional works and to establish what's wanted and needed.

Cllr K Small commented on the need to establish what is classed as being part of a football pitch.

Cllr J Ballman commented that various policy points were to be discussed and worked out with the Parish Clerk.

Cllr J Yeowell asked how reports would be received. Allyson King-Smith confirmed that examples of reports and their formatting could be distributed by the Parish Clerk. The Parish Clerk shared an example of the reports and explained how the report parameters could be set.

Allyson King-Smith ended by informing attendees that they had been invited to meet Idverdes helpdesk teams to find out how reports are generated. It was suggested that a 'Meet the Parishioners' days takes place when practical so that members of the public can meet the teams that would be working around the area.

483 idVerde – logos livery and uniform on vehicles

The Libraries Manager explained that he had been tasked with designing some logos which could be used for livery and uniform on Idverdes vehicles.

The draft designs were shared on screen.

Cllr K Small commented on a team name being adopted and becoming unanimous to all.

Cllr S Exell suggested that the logo needed to incorporate the work 'Parish'.

Cllrs shared their views on the draft logos.

The Libraries Manager suggested he adjusts and amends the logos presented based on the comments received from Cllrs and shares view email for further comment.

Cllr K Small proposed that a formal vote on the final designs takes place at a future Full Council. Seconded by Cllr S Exell. All agreed.

RESOLVED that a formal vote to select a final logo design takes place at a future Full Council meeting.

The meeting closed at 9.37pm

Signed.....

Date.....

Vice-chair of the Council