

# **CENTRAL SWINDON NORTH PARISH COUNCIL**

## **COUNCIL MEETING**

Minutes of the meeting held virtually via Zoom on 6<sup>th</sup> May 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 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** One

**Public Session** There were no questions or comments put forward by the member of public present.

**494** **Apologies**  
None

**495** **Declarations of Interest & Applications for Dispensation**  
Cllrs J Ballman & S Thompson declared a non-pecuniary interest in Hreod Burna Urban Forest (HBUF).

**496** **Minutes of the previous meeting**  
Cllr S Exell commented on some typing and grammatical errors within the minutes presented. She stated that it would be useful to have a complete 'pack' of papers in good time ahead of meetings in future so comments and corrections can be made prior to the meeting at which they are presented.

Cllr J Ballman ran through the minutes in numerical order.

### **Delegated Clerks Decision**

It was confirmed that there were no further decisions to report.

### **StreetSmart Update**

Members were informed that the final transfer date of 3<sup>rd</sup> August 2020 could be brought forward as group consultations with staff were to begin on 14<sup>th</sup> May 2020 and a meeting with Swindon Borough Council (SBC) had been arranged for the 19<sup>th</sup> May 2020. It was confirmed that the interim arrangement with *idverde* was coming to an end.

Cllr M Lucas stated that the list of bins provided by *idverde* was not up to date. The Clerk confirmed that new bins installed by the Parish were not included and would be tagged by *idverde*.

The Parish Clerk commented on the challenges being experienced with regards to the tupe transfer of staff and a possible legal situation.

idVerde – logos livery and uniform on vehicles

The Libraries Manager confirmed that updated logos had been sent out to Cllrs via email after the previous Full Council meeting.

Cllr K Small asked that an updated report be presented at the next Full Council meeting.

**RESOLVED** that the minutes of the Full Council meeting held on 22 April 2020 be approved as a correct record with the necessary corrections made to typing and grammatical errors.

**497** **Scrap Store Emergency Parcel Relief Grant Request**

A grant application and summary provided by Scrapstore had been circulated prior to the meeting.

It was confirmed that there was no representation present and only elected members and officers would be speaking to the item.

The Parish Clerk explained that Scrapstore were asking for £800 funding to help them in providing support to the public.

Since the Coronavirus Pandemic and Lockdown first occurred in March 2020 the manager of Scrapstore had been contacted via social media and various networks from people in need of support. As a result, Scrapstore had been providing food parcels to those that needed them.

The Scrapstore has a turnover of approx. £20,000 per annum but were struggling with the demand for their support which they were having to fund from their reserves.

It was confirmed that the Scrapstore were working closely with Swindon Borough Council (SBC) and were filling an apparent gap in support for those Social Distancing.

The Parish Clerk informed members that Scrapstore were keeping records of the support being given and this had been shared with Parish Officers. He added that people were contacting Scrapstore due to the ease of access and difficulties experienced registering on the dedicated Government Website and problems contacting SBC.

The Scrapstore were receiving referrals from SBC but were struggling to maintain the levels of food needed.

It was stated that 42% of the people in receipt of food parcels from the Scrapstore lived within the Parish.

Cllr K Small stated that he would be supportive of providing £800 as a one off grant to support parishioners in need. Cllr R Ballman agreed and reminded members that the Parish Council had been supported by the Scrapstore in the past and had been offered free boxing sessions for the Youths supported by the Youth Worker.

The Grants Manager informed members that other Parish Councils had been approached and asked whether they could support the Scrapstore in providing funding relative to the number of their parishioners in receipt of the support being offered.

Cllr S Thompson suggested £800 be granted and the situation be reviewed in June 2020.

Cllr S Exell proposed that £800 be granted and the Scrapstore be asked to return to the Council to report on how the funds had been spent and the benefits recognised.

Cllr K Small seconded the proposal.

A vote took place. All unanimously agreed.

**RESOLVED** that £800 be granted to the Scrapstore to help fund the support being offered to parishioners and the organisation be asked to return to the Council to report on how the granted funds had been spent and the benefits recognised.

**498 Committee Structure Proposals 2020/21**

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

The Parish Clerk commented that the Council was evolving, and a review of the Committee structure was needed. Cllrs were being asked to consider the report and whether the suggested structure reflected and provided a suitable range of options.

The Parish Clerk ran through the report.

Cllr K Small commented that the proposed Environment Committee would look at the delivery of the Street Cleansing and the Leisure & Recreation Committee would oversee the Grounds Maintenance. He added that the Moredon Sports Hub would sit under the Leisure & Recreation Committee.

Cllr P Exell expressed a preference to retain the existing title of Planning & Environment Committee for the proposed Environment Committee. He queried whether the Community Centres should sit under the Community & Wellbeing Committee rather than the Leisure & Recreation Committee.

Cllr K Small responded that he was happy to amend the name of the Environment Committee and that the Community Centres would be looked at from a strategic point of view by the Leisure & Recreation Committee, rather than managing the relationships with Community Centres and their tenants.

Cllr J Yeowell asked whether the Allotments Working Group would still be required or whether this would be integrated into the Leisure & Recreation Committee. He explained how the Working Group meet with Leisure Garden site reps and allotment tenants.

Cllr K Small confirmed that if the existing Allotments Working Group wanted to continue to meet as they have done previously the group would continue to exist.

Cllr M Lucas noted that the proposed Leisure & Recreation Committee remained much the same as the Leisure & Amenities Committee, other than Youth Work falling under the proposed Community Wellbeing Committee. He asked how it was envisaged the length of the Leisure & Recreation meetings would be reduced if they were only to occur every 2 months.

It was commented that the feedback reports from Officers currently presented at the Leisure & Amenities Committee meetings could be reduced to the length of meetings.

Cllr K Small agreed that the reports were not needed at every meeting.

Cllr J Yeowell suggested that the various reports could be alternated between meetings.

Cllr S Exell agreed that there was a need for a different Committee structure as the existing was put in place when it suited the Council 2 years ago. She added that she was supportive of the Social Cohesion Working Group being integrated into the Community Wellbeing Committee and commented on the need to focus on parishioners.

Cllr S Exell summarised that she was supportive of the report as whole.

Cllr P Exell suggested that the proposed structure with the amendment to the naming of the Environment Committee and the inclusion of the Allotments Working Group be approved.

Cllr J Ballman spoke of the length of the Planning & Environment and Finance & Staffing Committee meetings in comparison to the Leisure & Amenities Committee meetings due

to the number of verbal reports given at the latter. He added that the current structure was not overloaded with the exception of the Leisure & Amenities Committee for which the chair has the ability to decide which reports will be taken.

Cllr J Ballman commented on the content of the report; that he was unsure what was meant by Neighbourhood Services, queried whether Rights of Way remained the responsibility of Swindon Borough Council (SBC) and whether the Parish Council should be looking at financial support, debt and advocacy. He added that the Leisure & Amenities Committee needed to be reorganised, not deleted.

Cllr J Ballman queried why no consultation with chairs or members had taken place. Cllr K Small stated that at the previous meeting he and the Parish Clerk had been asked to draw up proposals for the Council to consider which had resulted in the report presented for debate with a recommendation to agree, disagree or amend the proposed structure.

Cllr S Exell commented that she would like to pass the report and that dates, times and cycles of meetings could be tweaked as the new Committees met.

Cllr P Exell proposed that the proposed structure be adopted with the amendment to the Environment Committee name and the inclusion of the existing Allotments Working Group. Seconded by Cllr S Exell.  
A vote took place. All unanimously agreed.

**RESOLVED** that the proposed structure be adopted with the amendment to the Environment Committee to 'Environment & Planning Committee' and the inclusion of the existing Allotments Working Group.

**499** **'The New Normal' – Business Continuity Post Covid19 Restrictions**

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

The Parish Clerk ran through the report presented.

Cllr J Ballman commented on the situation of other councils.

It was confirmed that the Parish Council were not receiving any funds from Swindon Borough Council for the seconded staff.

It was confirmed that there was legislation in place to allow for decisions to be made virtually until May 2021 so an option will remain in place for people to join meetings virtually should they not want to attend in person when face to face meetings resume.

Cllr J Ballman stated that for virtual meetings to continue the Council would need to ensure their security. He referred to an earlier incident and suggested the Parish Council may need to look into alternative methods and platforms for hosting meetings.

The Parish Clerk gave details of the issues which had occurred for the current meeting had begun.

Members spoke of various issues and ways around the problem of unwanted access.

**500** **Live Well Hub**

The Parish Clerk confirmed that a list of decisions made under delegated authority since **Live Well Hub** The Estates Manager gave an update on the work being completed by Parish Council staff seconded to Swindon Borough Council (SBC).

It was explained that:

- Parish Council Staff and Cllrs continued to have weekly check in calls with SBC and the voluntary sector.
- Approx. 7,500 letters were sent to Swindon Residents advising them to shield. Information on the number of people within the Parish was expected to be received later in the week.
- The main duties being undertaken by seconded staff were prescription collections and deliveries, collecting food from supermarkets, delivering food parcels, hospital discharges and furniture relocation.
- Over the last 6 weeks the 4 seconded staff had completed over 500 deliveries. The number being greatly influenced by the number of deliveries completed by the Allotments Officer.
- The hub was working to resolve issues with arranging deliveries via one point of contact.
- Arrangements were being made to identify those that no longer needed food parcels and those that had surplus food.
- A recovery plan is being worked on by the Hub Team to formalize plans on how support could be put into practise once the lockdown is relaxed. The main points of discussion were around what would happen to rough sleepers, the effect on peoples self-confidence, leads into mental health and the 'New Normal'.

The Estates Manager concluded that positive reports of the support offered and received had been received from those in receipt of aid and collaborating organisations.

Cllr S Henderson commented on the comprehensive report and the gave respect to the work being completed.

Cllrs J Ballman and S Exell thanked the Officers for the work completed and Cllr S Exell thanked the Estates Manager for the weekly Health & Wellbeing Sessions being held.

**501 Youth Work Risk Assessment**

A detached Work Policy and Risk Assessment was circulated prior to the meeting.

It was confirmed that the Youth Worker would be going out in the public to complete outreach work and to find out if there was a need which would be monitored. The Youth Worker would be going out with another Youth Worker and not the Police.

Cllr S Exell proposed that the suggested work goes ahead now the necessary mitigating actions had been taken. Seconded by Cllr S Henderson.

A vote took place. All agreed unanimously.

**RESOLVED** that outreach work and other relevant activities could be carried out by the Youth Worker.

The meeting closed at 9.15pm

Signed.....

Date.....

Vice-chair of the Council