

# **CENTRAL SWINDON NORTH PARISH COUNCIL**

## **COUNCIL MEETING**

Minutes of the meeting held virtually via Zoom on 20<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 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)

**Public** None

**502** **Apologies**

Cllr K Toward-Parker  
Cllr S Thompson

**503** **Declarations of Interest & Applications for Dispensation**

Cllrs J Ballman declared a non-pecuniary interest in Hreod Burna Urban Forest (HBUF).

**504** **Minutes of the previous meeting**

Cllr S Henderson queried the corrections that were to be made to the minutes of the meeting held 22 April 2020.

Cllr P Exell asked if there was a list of any amendments made to the minutes of the meeting held 22 April 2020. The Deputy Clerk responded that there wasn't a list of corrections made and suggested the amended minutes be circulated and re-presented at the next Full Council meeting.

Cllr S Exell queried a quote minuted in the previous minutes being spoken of.

Cllr J Ballman suggested the minutes needed to be re-reviewed and corrected before they could be signed off.

**505** **Planning & Environment Committee**

Cllr P Exell informed members that he had not received the minutes until that same afternoon, and they had not been comprehensively reviewed.

Cllr P Exell queried whether one attendee noted had attended the meeting. The Deputy Clerk responded that the attendee had logged in late to the meeting.

The Parish Clerk suggested the minutes being presented be deferred to the next meeting so the Chair of the Committee and Cllrs would have time to read and review them.

**506** **AGM & Committee Structure 2020/21**

The Parish Council explained that the Council were being asked to consider whether they felt an AGM was needed and whether they were in favour of an AGM being held.

The Parish Clerk quoted legislation regarding the requirement for an AGM. He confirmed that it was not a legal requirement to hold an AGM but if an AGM were held and decisions made with regards to the membership of committees would stand. It was added that under the new Committee Structure new Committees existed and a vote on membership was needed.

Cllr K Small commented that the Finance & General Purpose Committee was a newly formed committee and a vote needed to be had on its membership. He added that he felt that elections for committees should take place for all new and existing committees and that it seemed sensible to affirm positions.

Cllr S Henderson felt that it was a good thing to hold an AGM if it could be held effectively in June 2020.

Cllr S Exell concurred with the comments made by Cllrs K Small and S Henderson and stated that the Parish Council could hold an AGM if they were able to do so as it was a standard usual way of starting the year and given that a new committee structure had been put in place.

Cllr R Ballman asked if the Parish Clerk had received any comments from Cllrs in response to an email circulated. The Parish Clerk responded that responses had been received from Cllr M Lucas, who was present, and Cllr S Thompson who was in favour of an AGM taking place providing one months' notice could be given.

Cllr P Exell agreed with the comments made and stated that he was in favour of an AGM taking place to ratify positions within the Council and Committees.

Cllr M Lucas commented that many of the Committees remained the same regardless of name changes and queried whether an AGM was needed and whether there was time to hold an AGM.

The Parish Clerk confirmed that the timing of the AGM would be for Cllrs to decide. He added that roles and responsibilities of committees had change as well as the frequency of meetings at that these changes were large enough to warrant a vote on Chairs and members etc.

Cllr D Patey agreed that holding an AGM was a good idea as it provided the opportunity to confirm roles and membership.

Cllr J Yeowell stated that he was in favour of holding an AGM, especially in light of the Social Cohesion Working Group being evolved to make up a new committee.

The Parish Clerk suggested that an AGM takes place in a fortnight, on 3 June 2020. Cllr K Small queried whether it would be legal to hold an AGM in two weeks' time. The Parish Clerk confirmed that there was no notice required.

A vote took place. 12 voted in favour, 1 against.

**RESOLVED** that an AGM takes place on 3 June 2020.

**507** **Virtual Meetings – Options Appraisal**

The Deputy Clerk explained that she had been looking into the different options and platforms available for holding virtual meetings and that there weren't many differences

of note between the 3 main platforms looked at. Focus had been given to two platforms and the main difference which may cause a problem for officers is the way participants were viewed.

The Deputy Clerk asked for the views from Cllrs and steer as to whether to look in other available options, test an option not used to date or amend processes to continue using the platform being used currently.

Cllr J Ballman commented on security issues with the current platform being used and referred to a new version being advertised. The Deputy Clerk confirmed that all meetings held would be via the most up to date and secure version of the platform available. Cllr K Small agreed that there was not much difference between the main platforms being discussed and suggested meeting continue to be held via the platform being used currently.

Cllr J Ballman stated he was happy to continue using the current platform for the time being provided no issues regarding security are raised.

The Parish Clerk agreed that the current platform could continue to be used safely providing links to meeting were not shared in the public domain. It was confirmed how the public were able to access meetings and that the sharing of screens had been restricted.

508

### **Return to Business**

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

The Estates Manager confirmed that a meeting had been set up with members of the committees from the externally managed community centres.

Cllr J Ballman asked about the cost implications of the report presented and what work had been completed to determine any costs. It was also asked what the Parish Councils legal position was with regards to the committee managed Community Centres.

The Estates Manager responded that no work had been completed to date to establish any cost implications.

The Parish Clerk confirmed that the leases for the committee managed Community Centres stated that charities were responsible for the facilities and their management and that the Parish Council should advise and support the committees and urge them to work together and follow the same timelines and steps towards opening.

It was noted that Cllr S Exell gave way to allow Cllrs J Ballman and K Small to speak.

Cllr K Small agreed with the points made about the need for establishing what might need to be funded by the Parish Council and the costs of this. He added that responsibilities and liabilities of all relevant parties needed to be clear so that the Parish Council could not be made liable for the inappropriate actions of any other parties.

Cllr K Small stated that he would be against barring anyone allowed to go out by law from any of the Parish facilities. The Parish Clerk responded that people could be advised against attending facilities, but this would not be enforced. Cllr K Small agreed with this approach.

Cllr J Yeowell queried Health & Safety and what would happen if any individuals required first aid which would mean that 2 metre distancing could be kept. The Parish Clerk responded that Health & Safety matters would be incorporated into the necessary Risk Assessments and information regarding first aid had been received from St Johns Ambulance.

Cllr J Ballman commented on the Neighbourhood Wardens, who held an office within Pinetrees Community Centre, and their exclusion from the report presented. The Estates Manager stated that the Wardens were considered to be a partner and completed their own Risk Assessments.

The Parish Clerk raised concerns about the Wardens and their lack of social distancing and the need for this to be addressed in the future when it could become an issue once the Community Centre reopens.

Cllr R Ballman raised concerns about the Wardens going in and out of the Community Centre and the resulting cleaning required. It was suggested that deep cleans would need to be carried out prior to any facilities reopening. The Parish Clerk agreed and added that cleaning resumes would need to be in place throughout the hours any facilities were open, and a permanent cleaning presence would be needed. It was suggested that the externally managed Community Centres made need assistance from the Parish Council to carry out additional cleaning activities.

Cllr R Ballman commented that hourly cleans may be required and the cost of which could outweigh any income.

The Parish Clerk informed members that Officers would shortly be contacting all regular user groups to obtain feedback on any plans they may have for running their groups safely in the future. He added that one of the groups which was a regular user of Pinetrees Community Centre had already stated that would not be viable to continue within the reduced capacity of the hall and meeting room.

Cllr S Henderson commented that church groups would not be meeting in person anytime soon and that he personally felt that testing, tracing, and isolation was needed. He added that he was happy with the report and the stance being taken.

Cllr J Ballman asked if Chapel Street Toilets would remain closed for a period of time. The Parish Clerk confirmed and stated that the Government had described public toilets as high risk facilities. Cllr J Ballman added that when the facility could open the additional cleaning required would be substantial and would increase costs.

#### **509 St Marks Recreation Ground**

The Libraries Manager confirmed that the Parish Council and in turn the Libraries and Leisure Trust had taken over the asset from 1<sup>st</sup> April 2020. The tennis courts had been forced to close due to Covid-19 and during the closure the gates had been updated. Tennis centres were now being allowed to reopen under new government guidelines. A meeting had taken place with the Community Tennis Trust and it had been agreed that the courts could be reopened once the new gates and booking system was in place. Work to reopen had proceeded at pace. Guidance issued by the LTA was reviewed and appropriate signage had been displayed.

Members of the centre had been notified of works and the intention to open.

The Tennis Centre was reopened on Saturday 16<sup>th</sup> May 2020, as planned. Since opening lots of bookings had been made and high usage of the courts was reported.

#### **510 Pinecones on Wheels**

The Youth Work explained to members that there was an issue with older, vulnerable and shielding people not receiving cooked, hot nutritious meals and there was an opportunity for the Parish Council to assist by providing and delivering meals to those in need twice a week. This work would be carried out alongside the Olive Tree/Pinecones Café who were able to provide volunteer cooks and delivery drivers.

The Youth Worker gave details of the types of meals to be provided; roast dinners and comfort food, along with activities such as quizzes.

The Youth Worker had been visiting Stratton Parish Council, who delivered a similar type of project, to fact find and had spoken with Swindon Borough Council and the existing lunch clubs which ran at Pinetrees Community Centre and John Moulton Hall.

To date approx. 30 people had shown an interest in receiving a meal and it was hoped the project could benefit up to 70 people who lived within the Parish.

Cllr K Small asked how the project would be funded. The Youth Worker responded that it was hoped that the Parish Council would cover any initial costs which were being kept as low as possible. The Parish Clerk added that the full costing was to be available and it was likely the total cost would be approx. £300-400 per month. He added that the offer would not be open ended as there were other agencies better placed to deliver the scheme.

Cllr K Small confirmed that he was comfortable with the idea being presented but care needed to be taken when developing ideas which cost money.

Cllr S Exell queried the types of food and options that would be available. The Estates Manager confirmed that it would be down to the Manager of the Oliver Tree Café to look into allergens, nutritional values etc.

#### **511 Grants Update**

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

The Grants Manager explained that recently a lot of work had been completed with Swindon Scrap Store and her main focus in recent months had been on the Moredon Sports Hub.

The Grants Manager had been involved in completing business plans and funding applications for the Sports Hub and had been successful in submitting large bids for football and cycling.

The Grants Manager informed members that her focus was now moving to looking at funding streams available as many schemes had been suspended, new streams created and changes to criteria had been a result of the recent pandemic.

Cllr J Ballman commented on the significant contribution of the Grants Manager in obtaining funding for the Sports Hub. The Grants Manager was thanked for the work completed.

Cllr S Henderson spoke of a proposal for a Youth Council which had been discussed by the Social Cohesion Working Group. He asked that the Parish Council ensure they communicate with youths effectively.

#### **512 Citizens Advice Bureau**

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

Cllr S Exell referred to an email sent (copied to all) in response to the report circulated.

It was asked if the Citizens Advice Bureau (CAB) were providing the service previously funded by the Parish Council as they had been asked to grow their service and provision to other areas outside of Pinehurst.

Cllr S Exell expressed concerns about the growing number of service users and how CAB would manage this with it appeared that staffing levels and capacity had reduced.

It was said that an assessment on how best to provide help to parishioners with resources available.

Cllr J Yeowell queried what services would be provided by CAB going forward and asked if checks as to whether social distancing guidelines were being followed if the organisation were to be relocated to The Reading Rooms, The Circle. The Estates Manager responded that the main service would be providing support to those accessing services online. He added that checks to ensure guidance was being followed would be completed.

It was confirmed that the reconfiguration of the reception area and current CAB office space would be an improvement.

Cllr S Henderson commented that a full costing for the reconfiguration was needed and the Parish Council needed to keep in contact with CAB and needed to ensure with neither were assuming too much or trying to do more than they are able to.

The Estates Manager confirmed that there was no rush for CAB or Parish staff to return an office environment as all are able to work from home. There was time available to consider options available and Cllrs were being asked to feedback their views on the proposals made in the report.

Cllr K Small informed members that the possibility of utilising the existing CAB office space for Parish staff had been spoken of previously and there was an opportunity to make a decision on a permanent move, rather than temporary due to Covid-19 changes. During previous discussions it had been suggested that CAB had more space than needed which could be better used by the Parish Council. Cllr K Small stated that it was time to look at the financial implications of proposals and to look at the short & long term benefits for making any changes.

Cllr R Ballman voiced concerns over attitudes towards CAB and commented on the restrictions to access to buildings in other areas.

Cllr M Lucas commented on the space currently being utilised by CAB being under used and the expected service uptake increasing. He spoke of the possibility for delivering services from libraries where access to services could be gained through their computers. It was suggested that the Social Cohesion Working Group look at the facilities needed and what the Parish Council could offer.

Cllr K Small agreed that the issues being discussed could be looked at in more detail by the Community Wellbeing Committee and agreed with the comments made regarding moving the CAB service to somewhere within Pinehurst which was accessible via public transport.

Cllr J Ballman agreed that asking the Community Wellbeing Committee to look into options was reasonable.

The Parish Clerk stated that even if the demand for the CAB increased the provision would remain the same and the existing hours would not be increased. It had been suggested by CAB that the current model was unworkable, and an interview set-up would be suitable going forward.

Cllr P Exell commented on 2 points: 1. to allow CAB to remain in Pinehurst but make their services accessible to others. He added that previously it had been suggested that CAB could be asked to hold satellite sessions.  
2. The risk to staff and users if The Reading Rooms, The Circle was opened up for CAB to use.

Cllr S Henderson asked was the Community Wellbeing Committee were being asked to do and asked that there be clear steer on what they should consult on.

Cllr J Ballman spoke of the location of CAB and a suggestion by a CAB staff member that working remotely was not great and a belief that face to face meetings would return. He asked that the Community Wellbeing Committee consult further with Parish Officers, Cllrs, and CAB.

**513 Street Smart Transfer**

The Parish Clerk confirmed that issues with the Tupe transfer of staff from SBC had been resolved and staff would be transferring to idverde. Project Plans were being worked through and depots established.

The Parish Council now needed to look at how to shape the service; how idverde would report back to the Council and how work would be monitored. The Parish Clerk ran through some draft KPIs and confirmed there would be shared with all.

Cllr K Small commented on the comprehensive list of KPIs and suggested 2 areas needed to be added: clearing of gutters and staff welfare.

**514 idVerde – logos livery and uniform on vehicles**

The Libraries Manager explained that there were a number of options for logos to be voted on. The options were displayed.

Options for how a vote might take place were mentioned.

Cllr P Exell commented that some of the logos included a 'P' for Parish as well as the word Parish. This was noted.

It was confirmed that idverde vans would be green and any logo conversed as needed.

Cllrs were asked to vote for their favourite 2 logos.

1 vote for logo 1, 2 votes for logo 3, 2 votes for logo 5, 1 vote for logo 6, 2 votes for logo 9, 3 votes for logo 11 and 5 votes for logo 12.

From the vote logos 11 and 12 were the favourites.

A second vote took place and Cllrs were asked to select their preferred logo from 11 or 12.

4 votes for logo 11, 5 votes for logo 12.

It was confirmed that logo 12 would be the Parish Councils selected logo to be displayed by idverde.

The Libraries Manager stated that he would send logo 12 to a graphic designed so it could be reworked.

The meeting closed at 9.39pm

Signed.....

Date.....

Vice-chair of the Council