

# **CENTRAL SWINDON NORTH PARISH COUNCIL**

## **COUNCIL MEETING**

Minutes of the meeting held virtually via Zoom on 15<sup>th</sup> July 2020 at 7.00pm

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

**Officers** Andy Reeves (Parish Clerk)  
Andrew Briggs (Estates Manager)

**Public** None

**85**      **Apologies**  
None

**86**      **Declarations of Interest & Applications for Dispensation**  
Cllrs J Ballman & S Thompson declared a non-pecuniary interest as members of Hreod Burna Urban Forest.

**87**      **Meeting Protocols**  
Cllr S Henderson reminded Councillors of the need to adhere to Standing Orders even during online virtual meetings and to allow everyone to speak unhindered.

**88**      **Minutes of the previous meeting held on 17th June 2020**  
Cllr S Henderson proposed that he wished to make an amendment to the minutes to reflect that Cllr J Ballman was incorrectly listed as Vice Chair and to amend to Cllr S Henderson as Chair and Cllr S Exell as Vice Chair. Cllr P Exell seconded.

**RESOLVED** that the minutes of the Full Council meeting held on 17 June 2020 be amended as specified.

Cllr D Montaut advised he wished for a record to be made of his request to have agendas and minutes posted to his home address.

Cllr S Henderson advised that this request is noted and the Clerk will action for future Full Council meetings.

Cllr R Ballman asked a question on meeting minutes for 17<sup>th</sup> March 2020.

Cllr S Henderson proposed the minutes of June 17<sup>th</sup> 2020 be adopted. Cllr P Exell seconded.

**RESOLVED** that the minutes of the Full Council meeting held on 17 June 2020

be approved as a correct record with the amendments detailed.

**89 Planning & Environment Committee**

**RESOLVED** that the minutes of the Planning & Environment Committee meeting held on 6<sup>th</sup> July 2020 be approved as a correct record.

**90 Community Wellbeing Committee**

**RESOLVED** that the minutes of the Community Wellbeing Committee meeting held on 1<sup>st</sup> July 2020 be approved as a correct record.

**91 Finance & General Purposes Committee**

To confirm and adopt the minutes of the Finance & General Purposes Committee meeting held on 7<sup>th</sup> July 2020.

**RESOLVED** that the minutes of the Finance & General Purposes Committee be approved at the next Full Council on 16<sup>th</sup> September 2020.

**92 Parish Council CV-19 Re-Opening Plan**

The Parish Clerk presented a three-part summary illustrating the reopening schedule of assets, including those assets open and those assets pending. The Clerk also outlined the Risk Management plan associated with safe CV19 management for the foreseeable future.

The Clerk also outlined costs associated with risk mitigation.

Cllr K Small asked that further detailed costs be presented to the August Finance & General Purposes Meeting so these can be appropriately allocated.

Cllr J Ballman raised concerns over the safe filtration of buildings with AHU's. Cllr J Ballman cited Pinetrees offices and communal areas. The Clerk advised that we have consulted the HSE and government guidance advises AHU's are a low risk vector provided they are properly maintained and that ventilation is suitable.

It was agreed ventilation through open windows may be problematic in winter months and guidance should be sought again later in the year.

Cllr J Ballman asked that Cllrs and Officers consult the Municipal Journal.

**RESOLVED** that Cllrs note the proposed plan and the Clerk will present detailed costs at the August Finance & General Purposes Committee.

**93 IDVerde Final Stage Mobilisation Update**

The Clerk made a verbal update that the IDVerde transfer has now completed.

The Clerk advised there is outstanding work on Pension control which we hope to finalise later this month.

IDVerde have moved into new premises on Cheney Manor Industrial Estate, Fleet and Equipment have now arrived and are in use.

The Clerk has shared contact details of how to raise 'work tickets' which so far have been effective and well received from residents.

An 'Opening' event will be scheduled for Councillors to participate in once social distancing regulations permit.

**RESOLVED** that Cllrs note the Clerks verbal update on the conclusion of mobilisation works.

**94**      **Exclusion of Press and Public**

To RESOLVE that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations, the public and press be excluded during consideration of the following items on the basis of **Personal Staffing Issue**.

**95**      **Business Continuity & Staffing Report**

The Clerk presented a verbal report, timeline and detailed area of work deficit from March-July 2020 with regards the Deputy Clerk.

Cllr J Ballman raised concerns over whether an external body should lead the investigation and whether the Clerk held skills to present the case when placed against employee representation.

The Clerk responded that it is standard process for the Clerk to investigate such matters as defined in the Councils 2017 Disciplinary Process.

Cllr S Exell reiterated the importance of ensuring scrutiny on expenditure as some invoices to Swindon Borough Council are exceptionally large and must be managed appropriately.

Cllr J Rodrigues advised that suspension is a neutral matter and that paying staff under suspension is standard procedure. Cllr J Rodrigues advised he believed the Clerk and Councillors had the matter under control.

Cllr K Small advised the Clerk is preparing evidence but it is not the Clerk who determines any sanctions. Cllr K Small advised there is sufficient external control.

The Clerk advised in response to this that our independent Accountant, Internal Auditors, the independent HR advisor and the Designated Officer from South Swindon Parish Council ensure full external challenge, support and scrutiny throughout this process.

Cllr M Lucas reassured the Clerk that support can be made available for day to day tasks on inputting invoices and SAGE if required. The Clerk responded that once Year End 2019/20 is completed next week then that will be actioned.

Cllr S Henderson noted the comments and reiterated that whilst there is sufficient external scrutiny the Clerk will have responsibility to manage the process according to the Councils procedure.

The meeting closed at 8.44pm

Signed.....

Date.....

Chair of the Council