

# CENTRAL SWINDON NORTH PARISH COUNCIL

## FULL COUNCIL MEETING

Minutes of the meeting held virtually via Zoom on 17 March 2021 at 7.00pm.

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

**Officers** A Reeves (Clerk/RFO)  
A Briggs (Estates Manager)  
A Cripps (Libraries Manager)  
J Smart (Head of Finance & Governance)  
A Webb (Youth Worker)  
G Barr (Grants Officer)  
N Abrahamson (Administrator)

**Also Present** Rob Ogden, Quantity Surveyor (Abacus for British Cycling).

**Public** Four

**Public Session** A member of the public asked why a large part of the meeting is endorsing the minutes of committees. The Chair responded that the committees do the business, and the Full Council is the hub, all committee minutes need to pass through the Full Council.

515 **Apologies**  
Apologies were received from Cllr K Parker and Cllr S Thompson.

516 **Declarations of Interest & Applications for Dispensation**  
Declarations of non-pecuniary interests were received from Cllr J Ballman in respect of his membership of the Hreod Burna Urban Forest and of the RSPB.

Declarations of pecuniary interests were received from Cllr M Lucas in regards to agenda item 9 as an allotment holder. Cllr Lucas did not take part in the vote.

*The Chair moved Agenda Item 11 up the meeting.*

517 **Moredon Sports Hub**  
The Clerk informed Members that the funding for the Moredon Sports Project had been secured from Sport England and introduced Rob Ogden to give a short presentation on the modular building which will now be installed at Moredon Sports Hub.

Mr Ogden presented the revised plans for the modular building and provided visual examples of other modular buildings that he had worked on.

There was some discussion over whether solar panels could be installed on the modular building, Mr Ogden recommended that the Council confirm this with the Architect.

Action – Clerk to confirm with Swindon Borough Council Architect that solar panels may be installed on the modular building.

There was some discussion around the officials changing room and whether they should be split for 4 and 2 people rather than 3 and 3. Further discussion was had around the reduced floorspace for the Gym, having the baby changing station in the accessible toilet and the security of the window and door shutters.

The Clerk informed Members that there would be opportunity to review the building in more detail and that Swindon Borough Council now need to confirm what capital funds they will be contributing.

Members thanked Mr Ogden for his attendance.

Members noted the report of the Head of Finance & Governance regarding a timeline for decision making concerning the governance of the Moredon Sports Hub, a copy of which appears as Appendix A in the Minute Book.

There was some debate over the merit of deferring the decision on governance of the Moredon Sports Hub until after the Parish Council elections.

**RESOLVED** to defer the decision on the governance of the Moredon Sports until after the Parish Council elections, due to take place in May 2021.

Cllr K Small (Chair of Finance & General Purposes Committee) asked why agenda item 10 had been brought to Full Council rather than Finance and General Purposes. The Head of Finance & Governance responded that it had been practice at other Councils to have the terms of reference and membership approved at full council and apologised that this was not the practice at Central Swindon North Parish Council.

*The Chair moved agenda item 10 up the agenda.*

518. **Financial Regulations and Procedures Working Group**

Members agreed that any Member wishing to join the Working Group contact the Chair of Finance & General Purposes and express their interest.

Cllr K Small asked why the recruitment items 13 and 14 were also on the Full Council agenda rather than the Finance & General Purposes Committee. The Clerk explained that the items were for reshaping existing roles within the agreed staffing budget.

There continued some debate over whether the roles should be deferred to Finance & General Purposes Committee and whether the roles were new or within the existing approved budget and structure.

It was agreed that agenda items 13 and 14 be deferred to Finance & General Purposes Committee and that the Chair would call an Extraordinary Full Council meeting to ratify the recommendations.

519. **Minutes of the Previous Meeting**

Cllr T Smith informed Members that he had been missed off the attendance list for the Full Council Meeting on 17 February 2021.

**RESOLVED** that the minutes of the Full Council meeting held virtually on 17 February

2021 be approved as a true and correct record with the amendment of adding Cllr T Smith to the attendance list.

520. **Environment & Planning Committee**

**RESOLVED** that the minutes of the Environment & Planning Committee meetings held virtually on 3<sup>rd</sup> February 2021 and 24<sup>th</sup> February 2021 be approved as a true and correct record.

521. **Finance & General Purposes Committee**

**RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held virtually on 2 February 2020 be approved as a true and correct record.

522. **Leisure & Recreation Committee**

**RESOLVED** that the minutes of the Leisure & Recreation Committee meeting held 9<sup>th</sup> February 2021 be approved as a true and correct record.

523. **Community Wellbeing Committee**

**RESOLVED** that the minutes of the Community Wellbeing Committee meeting held 3<sup>rd</sup> February 2021 be approved as a true and correct record.

524 **Play Area Survey**

Members noted the recommendation from the Leisure & Recreation committee to proceed with the production of a general play area survey via 'Survey Monkey' and to approve the costs for printing and distribution of leaflets to all homes within the Central Swindon North Parish Boundary.

- o Leaflets, A4, full colour, 2 sided, 130g gloss - £186.00 per 5000 (circa 15,000 required) – approx. - £558.00
- o Delivery - £88 per 1000 - approx. - £1,320.00

Approx. total - £1,878.00

The Estates Manager confirmed that the leaflet would be sent to all households within the Parish and that Members would be sent the draft before printing.

**RESOLVED** to proceed with the production of a general play area survey via 'Survey Monkey' and to approve the costs for printing and distribution of leaflets to all homes within the Central Swindon North Parish Boundary.

- o Leaflets, A4, full colour, 2 sided, 130g gloss - £186.00 per 5000 (circa 15,000 required) – approx. - £558.00
- o Delivery - £88 per 1000 - approx. - £1,320.00

Approx. total - £1,878.00 (Budget - Play Area EMR).

525 **Allotment Pricing**

Members noted the recommendation from the Leisure & Recreation Committee and report of the Estates Manager (a copy of which appears as Appendix B in the Minute Book) regarding the revised pricing and sizing review, for an increased annual allotment income of £1,520.00. Implementation for the next billing year (21/22). Furthermore, that a pricing review occurs annually. To agree a 25% concession for those tenants in receipt of council tax benefit.

The Estates Manager also presented the supplementary pricing document detailing individual plot rents, a copy of which appears as Appendix C in the Minute Book.

There was some discussion around the proof required for the concessionary rate, Members were informed that proof of Council Tax benefit is requested in order to claim the concessionary rate.

**RESOLVED:**

1. To approve option 2 within the Estate Manager's report for an increased annual allotment income of £1,520.00.
2. To implement the price increase in the next billing year (21/22).
3. To complete annual pricing reviews.
4. To agree a 25% concession for those tenants in receipt of council tax benefit.

The meeting closed at 8.28pm.

Signed.....

Date.....

Chair of the Council