

**CENTRAL SWINDON NORTH PARISH COUNCIL**

**FULL COUNCIL MEETING**

Minutes of the Full Council Meeting held at Pinetrees Community Centre, Pinehurst, Swindon on Wednesday 18 August 2021 at 7.00pm.

**Present** Cllr John Ballman  
Cllr Ray Ballman  
Cllr Marilyn Beale  
Cllr Ian Edwards  
Cllr Paul Exell  
Cllr Steph Exell (Chair)  
Cllr Mick Lucas (Vice Chair)  
Cllr David Patey  
Cllr Kevin Small  
Cllr Will Stone  
Cllr James Yeowell

**Officers** Andrew Briggs (Estates Manager)  
Aaron Cripps (Libraries Manager – via Zoom)  
Andy Reeves (Parish Clerk)  
Jodie Smart (Head of Finance & Governance)

**Public** None.

**FC053** **Apologies**  
Apologies were received from Cllr Telcy Araujo.

**FC054** **Declarations of Interest**  
None.

**FC055** **Minutes of Previous Meetings**  
**RESOLVED** that the minutes of the meetings held on 21<sup>st</sup> July 2021 be approved as a true and correct record with the following amendment to Minute reference FC051 as follows:

Members NOTED: The verbal report of the Chair of Finance & General Purposes (Cllr K Small), regarding a Parliamentary Boundary Review. Cllr K Small stated that a parliamentary review is taking place. Responses are due in August. Cllr Small requested that a Working Party is set up to formulate the response. Cllr Small elaborated that there is a suggestion to incorporate Even Swindon within the Swindon South Constituency which means that the Parish will no longer all be within the same constituency. To ensure that the whole of the parish remains within one constituency and no constituency fall outside the permitted number of voters per constituency, then a number of small changes will be needed to neighbouring constituencies including the new East Wiltshire one.

**FC056** **Delegated Authority Spend**  
Members NOTED the report of the Estates Manager outlining spend from the virtual Leisure & Recreation Meeting held on 27<sup>th</sup> July 2021, a copy of which appears as

Appendix A in the Minute Book.

There was some discussion around item 2.5 within the report and whether there was a need to reduce the equipment to extend the flooring for the play area at Pinetrees Community Centre.

**RESOLVED** that spending agreed at the Leisure & Recreation meeting held on 27<sup>th</sup> July 2021 be approved as per Appendix A with a review of item 2.5 at the next appropriate committee meeting.

**FC057**

**Western Flyer**

Members NOTED the report of the Clerk outlining improvements needed for the Western Flyer from Sheppard Street underpass to Iffley Road East, a copy of which appears as Appendix B in the Minute Book.

There was some discussion over taking over the responsibility for this area as it is currently the responsibility of Swindon Borough Council Highways department. Members expressed concern over the ongoing financial implication of including this site within the maintenance contract. Members agreed to obtain a quotation and review with the budget setting for 2022/23.

**RESOLVED:**

To price up an annual maintenance regime from ID Verde for the Western Flyer from Iffley Road to Sheppard Street underpass (Officially known by Network Rail as 'Wilts and Glos Canal Underbridge', MLN1 77m 37c) for later inclusion in the 2022/23 revenue budget. This will include:

- i. Cycleway sweeping.
- ii. Verges maintenance on land NOT leased to Seven Capital
- iii. Graffiti removal from 18 columns, 36 barriers, 5 'flash signs', 2 subway underpasses.

To permit the spend of £1,200 for CSNPC branded signage warning against graffiti, leaving food for pigeons and warning CCTV is in place. Also signage encouraging users to report issues. To install the signs at high level on Column 1 and Column 18 of the route.

**FC058**

**RAG Resolution Checklist**

Councillors NOTED the Head of Finance & Governance August 2021 RAG resolution checklist to include committee resolutions & actions, a copy of which appears as Appendix C in the Minute Book.

Cllr R Ballman asked when the rest of Gorse Hill Community Centre is going to be washed. The Estates Manager confirmed that this would be done when the Allotments Officer returns from Annual Leave.

**FC059**

**Chippenham Close Community Centre**

Members NOTED the Clerks verbal update on the Chippenham Close Community Centre lease arrangements with SBC.

The Clerk thanked Cllr Beale for her assistance in progressing the matter. In 2019 the Community Centre was part of an intended lease transfer, however, as the existing tenant had not complied with many financial reporting requirements of the Charities committee the Parish Council did not undertake the lease transfer. The existing tenant has informed the Clerk that they wish to relinquish the lease and so the Community Centre will now transfer to the Parish Council following 2019 resolution. The Clerk has asked Swindon Borough Council to draft a lease and is investigating costs to be included within the next budget setting. The Clerk will report costing to Full Council in September.

There was discussion around dilapidation of the building and the fact that there is a sitting tenant. The Clerk confirmed that he was in talks with Swindon Borough Council regarding transitional funding to cover works highlighted in a dilapidation report and to cover updated requirements to comply with the Disability Discrimination Act. The Clerk will also liaise with the sitting tenant to enquire whether they wish for the hire agreement to continue.

**FC060**

**Capital Buildings Dilapidations Programme**

Members NOTED the Clerks visual presentation on a proposed capital maintenance strategy to be proposed in October 2021 for 2022/23 budget setting consideration. A copy of which appears as Appendix D in the Minute Book.

The Chair of the Leisure & Amenities Committee, Cllr M Lucas explained the process of devising the strategy.

There was some discussion around making the procurement process swifter, Cllr K Small confirmed that he will bring a report to the Finance & General Purposes Committee regarding this.

The Chair added that the Parish Council needs to have more corporate type activities to know what it's got to spend over the coming years. This should also include play areas.

**FC061**

**St Marks Bench Replacement**

Cllr R Ballman asked why this item was referred to Cllr P Exell before coming to this meeting. The Chair explained that benches are now the responsibility of the Environment & Planning Committee.

Cllr R Ballman asked why Gorse Hill Ward Councillors were not contacted about the benches. Cllr D Patey confirmed that there was an email sent out to Gorse Hill Ward Councillors regarding the discussion at the Leisure & Recreation meeting around the benches being referred to Full Council.

The Head of Finance & Governance confirmed that street furniture had been moved to the Environment & Planning Committee when the Terms of Reference were reviewed and approved by Full Council on 16 June 2021 (Minute Ref. FC030).

The Head of Finance & Governance also confirmed the following Minute from the Leisure & Recreation Committee meeting held on 27 July 2021 (Minute Ref LR021):

Action – The Estates Manager to seek costs for comparable replacement bench and Wrought iron gates.

Cllr P Exell raised that consideration may need to be given to source 3 identical benches if a singular replacement cannot be found.

Cllr S Exell recommended the item be included on the August 21 Full Council Agenda.

Cllr P Exell advised he was content for the item of the park benches to be deferred from the E&P Committee to the August 21 Full Council Committee meeting.

The Parish Manager acknowledged and confirmed it would be included on the August 21 Agenda.

Members agreed.

Cllr J Ballman stated that he never voted for this and didn't agree with it. Cllr J Ballman asked whether the St Marks/Green Flag project is now part of Environment & Planning Committee.

There was some discussion over emails which had passed between the Clerk and Cllr J Ballman regarding the benches at St Marks and some confusion had occurred regarding the replacement of a third bench.

*Cllr K Small left the meeting at 7.51pm.*

Cllr R Ballman stated that St Marks comes under her remit rather than Cllr P Exell's.

The Chair confirmed that the remit of benches falls under the remit of the Environment & Planning Committee and that there is no one person involved as it is a whole committee meeting.

Cllr W Stone suggested that Cllr P Exell include Cllr R Ballman and other Gorse Hill Councillors in discussions regarding the bench at St Marks.

*Cllr R Ballman left the meeting at 7.55pm.*

Cllr M Lucas clarified that the third bench had been scrapped and that Council are trying to get a similar bench. It has come back to Full Council as there is no budget line. This is nothing to do with any particular Councillor. This is the cycle of events. Cllr Lucas stated that Council has to replace a bench as close to the specification as the other two on site.

Members NOTED the options presented by the Estates Manager for the replacement of a damaged bench in St Marks Park, a copy of which appears as Appendix E in the Minute Book.

Cllr J Ballman stated that he could find two identical benches. Cllr J Ballman suggested that the Swindon North End Bowls Club be approached as they have two unused benches identical to those in St Marks.

The Chair asked that Members should read their agenda packs in good time and that if they have any issues or suggestions regarding any agenda items they should approach the relevant Officers.

**RESOLVED** To delegate authority to the Clerk to purchase two benches for St Marks up to a cost of £1,630.00 and that the Clerk should first approach the Swindon North End Bowls Club to enquire about purchasing one of their benches. Cost attributed to the insurance pool budget line, as replacement of a damaged street furniture item.

**FC062**

**John Moulton Hall Roof Repairs**

Members NOTED the quotation for works in order to undertake necessary emergency roof repairs at the John Moulton Hall Community Centre, a copy of which appears as Appendix F in the Minute Book.

**RESOLVED** to approve the expenditure of £4,300.00 for the repairs to the John Moulton Hall Roof Repairs, cost to be attributed the Community Centre Major Capital Works EMR.

**FC063**

**Exclusion of Press and Public**

**RESOLVED** 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 Tenant & Staffing confidentiality.

*The meeting recording was stopped at 8.07pm.*

**FC064**

**Gorse Hill Community Centre**

Members NOTED the Estates Managers written report for spend on the Gorse Hill Community Centre EMR, a copy of which appears as Appendix G in the Minute Book.

**RESOLVED** To proceed with quotation as itemised within point 4.6 – Provided by Lake Edge Ltd at a total cost of £24,920.00 + VAT. Cost attributed to the identified Gorse Hill EMR budget line for the project. To allow a 5% contingency for any unforeseen matters arising. To consider 4.2, to replace the signage at a later date, as part of the minor capital works programming for Community Centres, still within the 21/22 financial year.

**FC065**

**Moredon Community Centre**

Members NOTED the Clerks verbal update on the Moredon Community Centre lease arrangements with SBC.

The Clerk informed Members that the Moredon Community Centre is currently leased and run by a community association. It is starting to run into some financial difficulties. Back in June the Clerk received a communication from the community association as it was struggling to keep the centre going. As the tenant Pre-school did not meet Ofsted regulations it had been closed. There is now a potential for the Parish Council to take the facility back.

The Clerk presented a financial update for the Community Centre, a copy of which appears as Appendix. F in the Minute Book.

The Clerk also presented the suggested next steps, a copy of which appears as Appendix G in the Minute Book.

There was some discussion around the use of the site and location on the boundary of the Moredon ward. Cllr J Ballman suggested selling the site to build an improved community centre at the Pembroke site, some further discussion was had around this. Members commented that they would like to take the views of the Moredon Residents into consideration and were not generally in favour of selling the existing Community Centre.

**ACTION:** The Clerk and Cllr I Edwards to discuss the potential of the Parish Council taking on the management of the site with the Moredon Community Centre Trustees at their upcoming AGM.

**FC066**

**Grounds & Maintenance Manager**

Members NOTED the Clerks update regarding Autumn maintenance contingency.

The Clerk informed Members that the Maintenance Manager will be returning to work in September or October. The Clerk stated that there is a lot of work on the maintenance programme that needs doing in his absence.

**RESOLVED** to approve £3,375.00 expenditure to fulfil the maintenance programme to October 2021.

*The Chair added the following emergency item to the agenda.*

**FC067**

**Administration Assistant**

The Clerk informed Members that due to health reasons the Administrative Assistant's driving licence had been revoked for 12 months and requested that Members consider

approving expenditure of up to £25 per working day for the Administrative Assistant to travel to and from work via taxi.

**RESOLVED** to approve the expenditure of up to £25 per working day for the Administrative Assistant to travel to and from work via taxi, where possible the Allotments Officer will provide lifts to and from work. This will be reviewed at the next Full Council meeting.

The meeting closed at 8.36pm.

Signed.....

Date.....

Chair of the Council.