

CENTRAL SWINDON SOUTH
PARISH COUNCIL

ANNUAL COUNCIL MEETING

Minutes of the meeting held on 17 May 2017 at 6.30pm
in Committee Room 6, Civic Offices

Present Cllr J Ali
Cllr S Allsopp
Cllr N Burns-Howell
Cllr M Dickinson
Cllr J Firmin
Cllr M Gladman
Cllr A Hawkins
Cllr N Hopkins
Cllr J Lowry
Cllr J Miah
Cllr M J Miah
Cllr J Milner-Barry
Cllr D Pajak
Cllr S Pajak
Cllr T Philpot
Cllr T Robson
Cllr I Shaikh
Cllr J Short
Cllr B Thompson
Cllr C Watts
Cllr N Watts
Cllr D Wood

Officers Joyce Holman (Parish Clerk)

Cllr C Watts, Chair of Central Swindon South Shadow Parish Council in the Chair.

Public Eighteen

Public Session Mr Doubleday referred to a paper that he had sent to the Chair about openness and asked if all decisions of the Council could record the votes. The Chair stated that he had not had an opportunity to go through the paper in detail and would respond to Mr Doubleday directly.

Ms Boyd asked whether the Police would be invited to attend Parish Council meetings in the future. The Chair stated that this would be considered.

Mr Townsend asked about 2 payments at the last meeting and these were explained by the Clerk. Mr Townsend asked what was being done about the homeless people camping at Lawns Park. Cllr Milner-Barry stated that the Homeless Officer at Swindon Borough Council was working with them to find suitable housing.

1 Election of Chair for 2017/18

Cllr S Pajak was proposed and seconded. Cllr J Short was proposed and seconded.
Cllr C Watts was proposed and seconded.

RESOLVED that Cllr C Watts be elected Chair for the 2017/18 municipal year.

2 **Declaration of Acceptance of Office**

The Chair signed the Declaration of Acceptance of Office.

3 **Election of Vice-Chair for 2017/18**

Cllr J Lowry was proposed and seconded. Cllr J Short was proposed and seconded.

RESOLVED that Cllr J Lowry be elected Vice-Chair for the 2017/18 municipal year.

4 **Apologies**

Cllr P Dixon

5 **Declarations of Acceptance of Office - Councillor**

The Chair stated that due to Councillors being absent from the Annual Parish Council a date needed to be set for the signing of the Declaration of Acceptance of Office for those Councillors not present.

RESOLVED that the Declarations of Acceptance of Office be signed by all Councillors by 31 May 2017.

6 **Code of Conduct**

RESOLVED that the Parish Council adopts the Swindon Borough Council Code of Conduct.

7 **Declaration of Interest & Applications for Dispensation**

None

8 **Minutes of the Previous Meeting**

RESOLVED that the minutes of the Shadow Parish Council Meeting on 27 April 2017 be approved as a correct record.

9 **Terms of Reference and Delegation Scheme**

The Clerk submitted a draft Terms of Reference and Delegation Scheme a copy of which appears as Appendix A in the Minute Book.

Cllr Dickinson referred to the emergency spending power and asked that in these cases the Clerk inform all Councillors by email when this emergency power was used.

In view of the number of Councillors that wished to serve on Finance and Staffing Committee the limit for this committee needed to be increased to eleven.

RESOLVED that subject to the amendment to the emergency spending power and number of Councillors serving on Finance and Staffing being increased to eleven, the Draft Terms of Reference and Delegation Scheme be approved.

10 **Appointment of Committee 2017/18**

Councillors indicated their preference for Committees at the meeting.

RESOLVED that the committee structure for Planning & Environment, Leisure &

Amenities and Finance & Staffing Committees for the 2017/18 municipal year which appears as Appendix B to these Minutes be approved.

11 Election of Chair and Vice-Chair of Planning & Environment Committee

RESOLVED that Cllr B Thompson be elected Chair of Planning and Environment Committee.

RESOLVED that Cllr N Watts be elected Vice-Chair of Planning and Environment Committee.

12 Election of Chair and Vice-Chair of Leisure & Amenities Committee

RESOLVED that Cllr N Hopkins be elected Chair of Leisure and Amenities Committee.

RESOLVED that Cllr B Thompson be elected Vice-Chair of Leisure and Amenities Committee.

13 Appointment of Working Parties

Councillors indicated their preference for Working Parties at the meeting.

RESOLVED that the Working Parties and their membership for the 2017/18 municipal year which appears as Appendix C to these Minutes be approved.

14 Membership of Other Bodies

The Clerk submitted a list of the Membership of Other Bodies a copy of which appears as Appendix D in the Minute Book.

RESOLVED that the Membership of Other Bodies for the 2017/18 municipal year which appears as Appendix D in the Minute Book be approved.

15 Representatives on Outside Bodies

The Clerk submitted a list of Representatives on Outside Bodies required and Councillors indicated their interest at the meeting.

RESOLVED that the Representatives on Outside Bodies for the 2017/18 municipal year which appears as Appendix E to these Minutes be approved.

16 Councillor Allowances

The Clerk submitted a report a copy of which appears as Appendix F in the Minute Book.

Cllr Dickinson proposed that there be no payment of allowances to Councillors in 2017/18 and the budget of £9,000 be allocated to the budgets Community £3,000 and Library Funding £6,000. The Clerk pointed out that changes to the budget would need to be made in a motion with the necessary notice in accordance with Standing Order 9b. Cllr Dickinson amended the motion to state no payment of allowances to Councillors in 2017/18.

The motion was seconded but not carried.

(Cllr Dickinson requested a recorded vote in accordance with Standing Order 3p)
(For: Cllrs Burns-Howell, Dickinson, Hawkins, D Pajak, S Pajak, Robson, Short, Wood)
(Against: Cllrs Ali, Allsopp, Firmin, Gladman, Hopkins, Lowry, J Miah, M J Miah, Milner-Barry, Philpot, Shaikh, Thompson, C Watts, N Watts)

RESOLVED

- a) that Councillors receives an allowance of £375 per annum;
- b) that the Chair receives an allowance of £750 per annum;
- c) that expenses only be paid for travel to represent the Parish Council outside the parish.

(Cllr Dickinson requested a recorded vote in accordance with Standing Order 3p)
(For: Cllrs Ali, Allsopp, Firmin, Gladman, Hopkins, Lowry, J Miah, M J Miah, Milner-Barry, Philpot, Shaikh, Thompson, C Watts, N Watts)
(Against: Cllrs Burns-Howell, Dickinson, Hawkins, D Pajak, S Pajak, Robson, Short, Wood)

17 Appointment of Internal Auditor

The Clerk submitted a quotation and list of duties carried out by an internal Auditor a copy of which appears as Appendix G in the Minute Book.

The Clerk explained that there was only a small number of companies offering this service and Lightatouch audited a number of Parish Councils in the Swindon area. The Clerk had received details of the audit service provided by Swindon Borough Council which was charged at £275 a day.

RESOLVED that Lightatouch be appointed the Internal Auditor for 2017/18 financial year.

18 General Power of Competence

The Clerk submitted a report a copy of which appears as Appendix H in the Minute Book.

The report provided details of the General Power of Competence which needed to be confirmed at the Annual Parish Council. The Parish Council met the conditions set out in the Localism Act 2011.

RESOLVED that the Parish Council adopts the Power of General Competence for the 2017/18 municipal year.

19 Policy Document

The Clerk explained that the Parish Council should have their own Policy Document. It was agreed that the Chair & Vice-Chair should draw up a document for consideration by the Parish Council at a future meeting.

20 Forward Plan

The Clerk explained that the Parish Council should consider a Future Plan and the priority for the achievement of various issues. It was agreed that the Chair & Vice-Chair should draw up a Forward Plan for consideration by the Parish Council at a future meeting.

21 Review of Standing Orders

The Clerk submitted the Standing Orders a copy of which appears as Appendix I in the Minute Book.

RESOLVED that the Standing Orders which appears as Appendix I in the Minute Book be approved.

22 Review of Financial Regulations

The Clerk submitted the Financial Regulations a copy of which appears as Appendix J in the Minute Book

RESOLVED that the Standing Orders which appears as Appendix J in the Minute Book be approved.

23 Freedom of Information

The Clerk submitted a draft Freedom of Information Scheme a copy of which appears as Appendix K in the Minute Book.

RESOLVED that the Freedom of Information Scheme which appears as Appendix K in the Minute Book be approved.

24 Review of Property and Assets

The Clerk submitted the Asset Register a copy of which appears as Appendix L in the Minute Book.

The Asset Register was noted by Members.

25 Review of Insurance

The Clerk submitted details of the insurance documents a copy of which appears as Appendix M in the Minute Book.

The Chair added that the insurance had been effected by the Shadow Parish Council from 1 April 2017. The insurance documents were noted by Members.

26 Review of Risk Assessment

The Clerk explained that there were no risk assessments in place for the Parish Council at this point. However, the Parish Council had just taken ownership of the allotment sites and in the process of setting up an office and that risk assessments and risk management would be brought to a future meeting for consideration by the Parish Council.

27 Complaints Procedure

The Clerk submitted a draft Complaints Procedure a copy of which appears as Appendix N in the Minute Book.

RESOLVED that the Complaints Procedure which appears as Appendix N in the Minute Book be approved.

28 Review of other Policies

The Clerk submitted a draft Policy Documents for Data Protection and Information Security; Equality & Diversity; Grants; Habitual & Vexatious Complainant; Health & Safety; Internal Controls; Investment Strategy; Memorial; Press & Media; Recording & Reporting on Council Meetings; Records Management; Training copies of which appear as Appendix O in the Minute Book.

RESOLVED that the draft Policies which appear as Appendix O in the Minute Book be approved.

29 Transfer of Services from Swindon Borough Council (Min.68 – 27.04.17)

The Clerk submitted a report from the Service Manager at Swindon Borough Council and the amended Deed to be signed by the Parish Council for the transfer of responsibility of services copies of which appears as Appendix P in the Minute Book.

Cllr Hawkins questioned whether the maps in the Deed were complete and the Chair explained that this had been a concern raised by Cllr Foley and the Parish Council needed to ensure that the signed Deed had a complete set of maps.

The Chair informed new Councillors of the history of the preparation of the Deed and his unease at signing the Deed without independent legal advice. He also stated that the cost of this legal advice should be met from the Transition Fund provided by Swindon Borough Council.

The Chair stated that a Services Working Party needed to start work at looking at the different options for the delivery of services in the future as a decision regarding this would need to be made in November when the Parish Council started to look at their budget for the following financial year.

RESOLVED

- a) that the Parish Council obtains independent legal advice before signing the Deed for the transfer of services;
- b) that the Parish Council approach Swindon Borough Council to fund the cost of the legal advice from their Transition Fund;
- c) that a Services Working Party be set up to investigate the options for the future delivery of services;
- d) that the Services Working Party reports to Full Council;
- e) that the Members of the Services Working Party be Cllrs Allsopp, Firmin, Hawkins, Hopkins, Lowry, Short, Thompson, C Watts, Wood;
- f) that the Terms of Reference for the Services Working Party be agreed at the next meeting of the Council.

30 Transfer of Assets from Swindon Borough Council (Min.69 – 27.04.17)

The Clerk reported that the only assets passed to the Parish Council in the Order were the allotment sites that were required to be transferred in Statute.

The Chair explained to new Councillors that the assets were originally going to be transferred with the freehold to the Parish Councils, but Swindon Borough Council had changed this and they were now offering assets on a 99 year lease. The Shadow Parish Council had already agreed to the transfer of the play areas and were going to look at other open space, parks and community buildings.

The Chair stated that an Assets Working Party needed to be set up to look into the transfer of assets.

RESOLVED

- a) that an Assets Working Party be set up to make recommendations on the transfer of assets;
- b) that the Assets Working Party reports to Full Council;
- c) that the Members of the Services Working Party be Cllrs Allsopp, Dickinson, Hopkins, Lowry, Robson, Short, Thompson, C Watts;
- d) that the Terms of Reference for the Assets Working Party be agreed at the next meeting of the Council.

31 Broadgreen Community Centre (Min.45 – 02.03.17)

The Clerk informed new Councillors that the Shadow Parish Council has asked for a Broadgreen Working Party to be set up by the elected Parish Council. The future operation of Broadgreen Community Centre had become more urgent to resolve, as the remaining member of staff employed by Swindon Borough Council was due to leave at the end of June 2017.

RESOLVED

- a) that a Broadgreen Working Party be set up to make recommendations on the future of Broadgreen Community Centre;
- b) that the Assets Working Party reports to Leisure & Amenities Committee;

- c) that the Members of the Broadgreen Working Party be Cllrs Ali, Firmin, Gladman, Lowry, Shaikh, Thompson;
- d) that Frances Barrone who works at Broadgreen Community Centre and Mark Walker from Swindon Borough Council be invited to Working Party meetings;
- e) that the Terms of Reference for the Broadgreen Working Party be agreed at the next meeting of the Council.

32 **Parish Office**

The Clerk reported that the Parish Office was in the process of being set up in the Old Reference Library. Councillor would be informed when the office was ready to open the doors to the public, which would hopefully be later in the month.

The meeting closed at 8.10 pm

Signed.....
Date.....
Chair of the Council

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