

**SOUTH SWINDON**  
**PARISH COUNCIL**

**EXTRAORDINARY COUNCIL MEETING**

Minutes of the meeting held on 22 August 2017 at 6.30pm  
in Lounge, Broadgreen Community Centre

**Present** Cllr C Watts (Chair)  
Cllr J Howarth (Vice-Chair)  
Cllr J Ali  
Cllr S Allsopp  
Cllr N Burns-Howell  
Cllr M Dickinson  
Cllr P Dixon  
Cllr J Firmin  
Cllr A Hawkins  
Cllr J Milner-Barry  
Cllr T Philpot  
Cllr I Shaikh  
Cllr J Short  
Cllr N Watts

**Officers** Joyce Holman (Parish Clerk)  
Gifty Tawiah (Community Centre Development Manager)

**Public** Three

**Public Session** Mr Harvey asked about the future of West End Bowls Club and would like to arrange a meeting with the Parish Council to discuss this further. The Chair, Vice-Chair and Cllr Firmin said that they would be happy to attend a meeting.

**140** **Apologies**  
Cllr M Gladman  
Cllr N Hopkins  
Cllr J Miah  
Cllr M J Miah  
Cllr D Pajak  
Cllr S Pajak  
Cllr T Robson  
Cllr B Thompson  
Cllr D Wood

**141** **Declaration of Interest & Applications for Dispensation**  
Cllr Allsopp declared a prejudicial interest in the Allotment Working Party (Min.142) and took no part in the discussion and voting thereon.

**142** **Allotment Working Party**  
The Allotment Working Party submitted a report a copy of which appears as Appendix A in the Minute Book.

The report gave details of the transfer of the allotments to the Parish Council and the decisions to be made regarding the new pricing structure and tenancy agreement.

Cllr Burns-Howell stated that he would like to give allotment holders one year's notice

before increasing the rent and he proposed that the non-parishioners rent be set as the same as the Swindon Borough Council rate for this year.

Cllr Short expressed his concerns about not allowing bonfires and that if this was the case the Parish Council would have to look at an alternative for green waste removal.

**RESOLVED**

- a) that the charges from 1 October 2017 be set as follows:

Full Plot	£46	Half Plot	£23
65 and over Full Plot	£42	Half Plot	£21
Non Parishioner Full Plot	£61	Half Plot	£30.50
- b) that the charges from 1 October 2018 for non-parishioners be double the charge for parishioner;
- c) that a decision on bonfires be deferred to the Plot Holders Meeting;
- d) that the new Tenancy Agreement in Appendix A be approved.

(Cllr Allsopp declared a prejudicial interest in this item and took no part in the discussion and voting thereon)

**143 Lakes at East Wichel (Min.135 – 25.07.17)**

The Chair gave a brief summary of the issues. Wroughton Parish Council had failed to maintain the lakes area at East Wichel which they stated had never been their responsibility, despite it being within their parish. Swindon Borough Council stated that the lakes were included in the maps provided and that Wroughton Parish Council had received transitional funding to maintain the area. They only residents affected by this were those living in East Wichel who used the lakes area for recreation.

SBC had carried out some grass cutting recently, but both SBC and Wroughton Parish Council had both indicated that they had no intention of doing any further work.

The Head of StreetSmart had contacted the Parish Council to discuss whether South Swindon Parish Council would take on the maintenance. The cost of the maintenance for the remainder of this year would be £1,500 and SBC would provide transitional relief of £750. The full cost of maintenance for next year would be £3,000 and the transitional relief would be 25%, being £750.

The Chair suggested that this could be done for the next 2 years when a Community Governance Review was due to take place and the boundaries of the parish at Wichelstowe could be changed.

**RESOLVED** that the Parish Council take over the maintenance of East Wichel lakes for the remainder of this financial year and the following financial year at a cost of £1,500 for 2017/18 and £3,000 for 2018/19 and receive Transitional Funding of £750 for each financial year.

**144 Transfer of Services from Swindon Borough Council (Min.115 – 18.07.17)**

The Chair reported that he had attended a meeting that afternoon with the Chair of North Swindon Parish Council, the Clerk and officer from Swindon Borough Council to discuss the Deed for the transfer of services. This was based on the legal advice received from the Parish Council's solicitor.

Swindon Borough Council has agreed to a number of the changes put forward and it had been a positive meeting. The Clerk would put together a full report to be considered at the next Full Council Meeting.

**145      Calculation of Council Tax Support Grant**

The Clerk submitted a paper from the Director of Finance at Swindon Borough Council a copy of which appears as Appendix B in the Minute Book.

The report gave details of the current calculation of the Council Tax Support Grant which was based on the number of Council Tax claimants within each parish. It contained proposals to change the calculation to be based on the population of each parish.

Cllr Firmin asked why Swindon Borough Council were considering this change as the reason for the payment was clearly to compensate parishes according to their number of claimants. The Chair stated that North Swindon Parish Council were looking into this in more detail and he asked Councillors to direct any questions or comments to the Clerk. The closing date for responses to the paper was the end of September 2017 and the Parish Council could agree their response at the next Full Council meeting.

**146      Staffing Matters**

The Chair welcomed Gifty Tawiah to the meeting, who had been appointed as the new Community Centre Development Manager at Broadgreen Community Centre and had started in the post on Monday 21 August 2017.

The Chair informed Councillors that the Clerk had formally given notice of her intention to retire. Councillors thanked the Clerk for her work for both the Parish Council and the Shadow Parish Council. There had been no date set and the Clerk had indicated that she would remain until a new Clerk was in post.

The Chair suggested setting up a Recruitment Working Party to undertake the appointment of a new Clerk. The first task would be to work on the Job Description, Person Specification, Application Form and advert and these would be brought back to the next Finance & Staffing Committee.

**RESOLVED**

- a) that a Recruitment Working Party be set up to oversee the appointment of the new Clerk;
- b) that the Recruitment Working Party reports to Finance & Staffing Committee;
- c) that the Members of the Services Working Party be Cllrs Burns-Howell, Hopkins, Howarth, C Watts;
- d) that the Terms of Reference for the Recruitment Working Party be agreed at the next meeting of the Council.

The meeting closed at 7.40pm

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