

SOUTH SWINDON
PARISH COUNCIL

COUNCIL MEETING

Minutes of the meeting held on 19 September 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 M Gladman
Cllr A Hawkins
Cllr J Miah
Cllr M J Miah
Cllr J Milner-Barry
Cllr S Pajak
Cllr T Philpot
Cllr I Shaikh
Cllr J Short
Cllr N Watts

Officers Joyce Holman (Parish Clerk)

Public Five

Public Session Mr Walter referred to the new houses being built in Euclid Street and had concerns that they were not being built to current Building Regulations. The Chair asked the Clerk to report this to Swindon Borough Council.

Mrs Brownlee stated that the map on the website was difficult to read as the boundary was marked with a thick black pen. The Clerk was asked to find a new map.

Mr Townsend said that he had noticed that the grass cutting standards had started to drop. He also asked whether damaged trees in Lawns would be tidied up. The Chair said that the Parish Council would find out the winter maintenance programme and make it available on the website. Mr Townsend also referred to the Planning Application for the tented market and the Chair confirmed that the amended plans would be considered at a future meeting of the Planning and Environment Committee.

174 **Apologies**
Cllr N Hopkins
Cllr D Pajak
Cllr T Robson
Cllr B Thompson
Cllr D Wood

175 **Declaration of Interest & Applications for Dispensation**
None.

176 Minutes of the previous meetings

RESOLVED that the minutes of the Parish Council Meeting on 18 July 2017 be approved as a correct record.

177 Extraordinary Parish Council Meeting

RESOLVED that the minutes of the Extraordinary Parish Council Meeting on 22 August 2017 be approved as a correct record.

178 Finance & Staffing Committee

RESOLVED that the minutes of the Finance & Staffing Committee held on 25 July 2017 be confirmed and adopted.

179 Planning & Environment Committee

RESOLVED that the minutes of the Planning & Environment Committee held on 25 July 2017 be confirmed and adopted.

180 Leisure & Amenities Committee

RESOLVED that the minutes of the Leisure & Amenities Committee held on 12 September 2017 be confirmed and adopted.

181 Planning & Environment Committee

RESOLVED that the minutes of the Planning & Environment Committee held on 12 September 2017 be confirmed and adopted.

182 Information from Borough Councillors

There was no information from Borough Councillors.

183 Parish Council Representatives' Report

There were no report reports from Councillors.

184 Chair's Report

The Chair reported that he had met with several community groups in the last few weeks which included the Friends of Broadgreen Community Centre, Broadgreen Community Council and CARIG.

There were plans in place by CARIG for the refurbishment of the toilets in the GWR Park for which they had some funds and would be looking for additional funding from the Parish Council. The Broadgreen Community Council had purchased a defibrillator and wanted this to be erected on the wall of Broadgreen Community Centre. They also asked about improvements to the MUGA in the open space adjacent to Broadgreen Community Centre.

The Chair reminded Councillors that the first Allotment Holders Meeting would be held on Thursday 21 September 2017 and he encouraged Members to attend.

185 Transfer of Services from Swindon Borough Council (Min.144 – 22.08.17)

The Clerk submitted a report regarding the meeting that took place on 22 August 2017 and a copy of the draft amended wording for the Deed copies of which appear as Appendix A in the Minute Book.

The Chair referred to Paragraph 3.3 and Paragraph 4.3 of the report which contained decisions to be made in addition to the approval of the amended wording of the Deed.

RESOLVED

- a) that the draft amended wording in Appendix A be approved;
- b) that Paragraph 3.3 be amended as detailed in Appendix A and reciprocal arrangements be approved;
- c) that Paragraph 4.3 must be removed from the Deed;
- d) that with the changes made to the Deed as detailed in a) to c) that the Deed be approved for signing.

186 Change of Name and Logo of Parish Council (Min.118 – 18.07.17)

The Chair reported that the change of name to South Swindon Parish Council would be considered at Swindon Borough Council's Full Council Meeting on 28 September 2017 and he would speak on behalf of the Parish Council at this meeting.

The Clerk circulated a paper containing 5 possible designs for a logo a copy of which appears as Appendix B in the Minute Book. The Clerk explained that this was to give an idea of the logo and from the decision a professional logo would be drawn up to be agreed at a future meeting.

RESOLVED that a logo be drawn up based on Number 3 in Appendix B and the final design of the logo be approved at the next meeting.

187 Calculation of Council Tax Support Grant (Min.145 – 22.08.17)

The Chair reported on a meeting that had been held on 15 September 2017 with the Chair of North Swindon Parish Council, the Chair of Stratton St Margaret Parish Council and the Director of Finance at Swindon Borough Council.

The Director of Finance had not given a clear explanation as to why the consultation was being conducted or answer questions about how the responses would be evaluated. Cllr Allsopp asked if other authorities were changing the way the Council Tax Support Grant was calculated and asked the Clerk to make enquiries.

The Clerk submitted a draft response to the consultation a copy of which appears as Appendix C in the Minute Book.

RESOLVED that the draft response to the consultation that appears as Appendix C be approved.

188 Terms of Reference for Library Working Party and Gardens Working Party

The Clerk submitted draft Terms of Reference for the Library Working Party, Recruitment Working Party and Gardens Working Party a copy of which appears as Appendix D in the Minute Book.

RESOLVED that the draft Terms of Reference in Appendix D be approved.

189 Community Safety Forum (Min.121 – 18.07.17)

The Clerk reported that she had heard back from all the Parish Councils in the South Swindon Police area and they were all interested in attending a Community Safety Forum.

The Clerk would contact Inspector Hobman to arrange the first meeting and 2 Councillors would be invited from each Parish Council. It was agreed that the Chair and Cllr Shaikh would attend on behalf of the Parish Council.

190 Reform of Data Protection Legislation

The Clerk submitted a Legal Briefing from NALC a copy of which appears as Appendix E in the Minute Book.

The NALC paper provided details of the changes to the Data Protection Act which would come into effect next year and the need to appoint an independent Data Protection Officer. The Clerk would ask the Internal Auditor if he would also take on this role for the Parish Council and report back.

191 Admission of Public and Press

RESOLVED that in accordance with Standing Order 3d) that in view of the confidential nature of the business about to be transacted that the press and public be temporarily excluded and they be instructed to withdraw; the reason being Staffing Matters.

192 Staffing Matters (Min.146 – 22.08.17)

The Recruitment Working Party circulated a report which contained copies of the advert, job description, letter, parish description, person specification and application form.

Cllr Dixon requested that an additional question be added to the application form to ask for a personal statement of the reasons why they were applying for the position.

RESOLVED

- a) that the post of the Clerk be graded as SCP 52 to 55 with a starting salary of £46,727 pa;
- b) that the advert, job description, letter, parish description and person specification be approved;
- c) that with the additional question added, the application form be approved;
- d) that members of the Recruitment Working Party be delegated authority to carry out the recruitment process and appoint a new Clerk.

The meeting closed at 7.30pm

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