

CENTRAL SWINDON SOUTH
SHADOW PARISH COUNCIL

COUNCIL MEETING

Minutes of the meeting held on 27 April 2017 at 6.30pm
in Committee Room 6, Civic Offices

- Present** Cllr C Watts (Chair)
Cllr J Ali (Vice-Chair)
Cllr S Allsopp
Cllr E Bushell
Cllr P Dixon
Cllr F Foley
Cllr J Milner-Barry
Cllr S Pajak
Cllr N Watts
Cllr B Wright
- Officers** Joyce Holman (Transitions Parish Clerk)
Mark Walker (Community Programme Lead, Swindon Borough Council)
- Public** Fifteen
- Public Session** Mrs Bond, Chair of Swindon Walcot and Parks Community Group stated that members of the community group were pleased with the improved standard of the grass cutting. There was an issue with a hump that had appeared in the pavement adjacent to the telephone box which meant that wheelchairs and pushchairs could no longer use the pavement. It had been reported to Swindon Borough Council and the Chair asked to be kept informed and he would chase up if necessary.
- Miss Ford asked who to contact for allotments and obtaining new keys for the sites. The Clerk stated that this would be dealt with by the Parish Council office in the future, but during the period of transfer of service, the first contact should still be Swindon Borough Council at the moment.
- Miss Ford also asked about volunteer clear up days in future. Cllr Wright said that this would be something for the elected Parish Council to support and organise.
- Mr Townsend reported damage to the tombstones at Holyrood Chapel at Lawns. The site was not secure and needed a fence at the rear to stop people accessing the site and also CCTV cameras. When he first reported issues to Swindon Borough Council he was originally directed to the Parish Council.
- Cllr Foley stated that if the public were being given incorrect advice about who to contact, they should contact either Ward Councillors or the Clerk who would take up the matter. She said that she also had concerns about the condition of Holyrood Chapel and she asked the Parish Council to write to the Leader of Swindon Borough Council to bring this to his attention the poor maintenance of a Listed Building.
- Mrs Freeguard said that she was disappointed at the number of prospective Councillors that were standing for political parties as she had been lead to believe that Parish Councils were not political. The Chair stated that he hoped that the elected Parish Council would work in the same way as the Shadow Parish Council with all Councillors working together in the best interests of the parish.

Mr Hopkins referred to the transfer of assets from Swindon Borough Council and expressed concerns that the Parish Council would be taking on buildings with issues to be resolved. Cllr Foley stated that the Parish Council were aware of the need to carefully examine assets in advance of any transfer.

65 Apologies

Cllr A Amin
Cllr C Ellis
Cllr D Montaut
Cllr D Wood

66 Declarations of Interest & Applications for Dispensation

None.

67 Minutes of the previous meetings

RESOLVED that the minutes of the Shadow Parish Council Meeting on 29 March 2017 be approved as a correct record.

68 Transfer of Services from Swindon Borough Council (Min.51 – 29.03.17)

The Clerk submitted the further amended Service Level Agreement for the delivery of services and the amended Deed to be signed by the Parish Council for the transfer of responsibility of services copies of which appears as Appendix A in the Minute Book.

The Chair referred to the Service Level Agreement and stated that the only change was the Public Liability insurance value had been increased from 5 to 10 million, which was included in the Parish Council insurance. Cllr Foley again expressed her disappointment out that there was no map for the Badbury Park and Coate area.

The Chair stated that more details had been added to the Deed to make it clearer that the responsibility for fly-tipping prosecutions remained with Swindon Borough Council. There were a number of Parish Councils that had not signed the Deed and were obtaining legal advice themselves. The Chair suggested that the Parish Council wait to find out the result of other legal advice and then allow the elected Parish Council to make the decision. Cllr Foley insisted that maps of the whole parish were included in the Deed, as this was a legal document.

RESOLVED

- a) that a decision to agree and sign the Deed be deferred to the elected Parish Council following the result of legal advice obtain by other Parish Councils;
- b) that the Service Level Agreement for the delivery of services by StreetSmart, Swindon Borough Council be approved and signed.

69 Transfer of Assets from Swindon Borough Council (Min.52 – 29.03.17)

The Clerk submitted an email dated 19 April 2017 from the Head of Operational Assets a copy of which appears as Appendix B in the Minute Book.

The email confirmed that Swindon Borough Council would be transferring assets by a 99 year lease, rather than a freehold of the land and a decision was required regarding the future of the toilets at Victoria Road.

The Clerk submitted a plans of the 14 allotment sites a copy of which appears as Appendix C in the Minute Book.

The position regarding allotments had now changed and the allotment sites would all be in the Order to transfer ownership to the Parish Council and the Order would include a

right of access for those allotment sites that were not adjacent to a road.

Councillors expressed their frustration that the ownership of assets could not be transferred to the Parish Council in the Order and that instead 99 year leases would be required. Cllr Foley suggested that the Parish Council write to the Leader of Swindon Borough Council setting out the position of the Parish Council and asking for an explanation.

The Chair confirmed that Victoria Road toilets would remain open with funding by the Parish Council until a final decision was made.

RESOLVED

- a) that the future of Victoria Road Toilets be deferred to the elected Parish Council;
- b) that the transfer of the 14 allotment sites be approved for inclusion in the Order;
- c) that the Parish Council write to the Leader of Swindon Borough Council to set out the views of the Parish Council and request an explanation of the future of assets.

70 BRING Site – Prospect Place (Min.53 – 29.03.17)

Cllr Pajak and Cllr Dixon both stated that recycling was still being left at the BRING site in Prospect Place and they made a case for the return of the BRING site. The Clerk stated that the price stated by StreetSmart of £800 for the next year would be honoured, but this would almost certainly increase in future years, as the Prospect Place BRING site would be the only one in Swindon.

RESOLVED that the BRING site at Prospect Place be reinstated at a price of £800 per annum and the cost be met from the General Maintenance Budget.

71 Libraries (Min.54 – 29.03.17)

The Clerk reported that the Business Case for Old Town library had been submitted and subsequent questions had been asked which had been answered.

It was expected that a decision would be made in the next week and the Clerk would circulate the result to Councillors as soon as known.

72 Insurance (Min.54 – 29.03.17)

The Clerk reported that the insurance had been effected by the Chair and tis needed to be approved retrospectively.

Cllr Ali asked about insurance for terrorism and personal accident cover. Cllr Dixon asked about insurance for volunteers. The Clerk would find out more information about this and circulate to Members.

RESOLVED that the quotation from WPS of £5,086.80 for the Parish Council insurance be approved and the cost be met from the Insurance Budget.

73 Temporary Parish Council Office (Min.56 – 29.03.17)

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

The report provided details about the setting up of a temporary Parish Office as soon as possible and until the elected Parish Council had taken the decision on a permanent Parish Office.

There was some discussion about the cost of new computers and accounting and payroll software and getting the best prices.

The Chair confirmed that he would ensure that the Parish Council obtained best value.

There was also the question of lone working for the Clerk and a risk assessment would be required for this function.

RESOLVED

- a) that the temporary Parish Office be located in the Old Reference Library;
- b) that the Chair and the Clerk be delegated authority to purchase new computers, accounting packages and other services required to set up the office;
- c) that the details of a short-term agreement with Swindon Borough Council for the Parish Office be approved at a future meeting of the Parish Council.

74 Temporary Meeting Venue (Min.57 – 29.03.17)

The Clerk submitted a draft Calendar of Meetings a copy of which appears as Appendix E to these Minutes.

The Clerk explained that the meeting for May and June had been booked at Swindon Borough Council in order to have a venue for the upcoming meetings. The Clerk had looked at Broadgreen Community Centre and they had 2 possible rooms that could be used and they were available to book on a Tuesday evening.

RESOLVED

- a) that the draft Calendar of Meetings be approved;
- b) that Broadgreen Community Centre be used as the venue for Parish Council meetings from July 2017 onwards.

75 Committee Structure (Min.58 – 29.03.17)

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

RESOLVED that the draft Terms of Reference and Delegation Scheme be adopted.

76 Website (Min.64 – 29.03.17)

The Chair reported that the website had gone live, but there was still a lot of work to do to populate with information. The address was www.centrawindonsouth.uk.

77 Planning Applications

The Chair stated that as the parish was now established the Parish Council had started to receive Planning Applications for comment as a statutory consultee. In future these would be considered by the Planning Committee, but in the meantime the Parish Council needed to decide whether to make any response to those currently received.

It was agreed that as Ward Councillors also received the Planning Applications, then they should contact the Clerk if they wanted the Parish Council to make a response. Otherwise, the Parish Council would not respond until the Planning Committee sat.

Councillors agreed that there were no Planning Application currently that they wanted to the Parish Council to make a response.

78 Payment Schedule

The Clerk submitted a Payment Schedule for April 2017 a copy of which appears as Appendix G to these Minutes.

RESOLVED that the Payment Schedule for April 2017 be approved.

79 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.

80 Staff Employment

The Clerk submitted a report regarding future employment opportunities and the future employment of a Clerk.

RESOLVED

- a) that the appointment of Community Transition Manager at Broadgreen Community Centre be noted and the request regarding terms be deferred to the elected Parish Council;
- b) that the recruitment of a part-time Administration Assistant be approved;
- c) that the advert and Job Description of the Administration Assistant be approved;
- d) that the Chair and Clerk be delegated authority to appoint an Administration Assistant;
- e) that the Clerk be delegated authority to engage a temp through Pertemps to carry out administration work until a permanent Administration Assistant can be appointed.

The Chair stated that this was the last meeting of the Shadow Parish Council and he thanked all Councillors for their work. Councillors thanked the Chair and the Clerk for their work for Central Swindon South Shadow Parish Council.

The meeting closed at 8.25 pm

Signed.....
Date.....

Chair of the Council