

SOUTH SWINDON PARISH COUNCIL
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

ANNUAL COUNCIL MEETING

Minutes of the meeting held on 15 May 2018 at 6.30pm
in Lounge, Broadgreen Community Centre

Present Cllr J Ali
Cllr S Allsopp
Cllr N Burns-Howell
Cllr M Dickinson
Cllr P Dixon
Cllr J Firmin
Cllr A Hawkins
Cllr P Herring
Cllr N Hopkins
Cllr J Howarth
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

Officers Joyce Holman (Parish Clerk)

Public Eight

Public Session The Chair informed the public that there were posters for the Street Food Festival for them to take away and display. He also confirmed that there would be an additional meeting of the Finance & Staffing Committee on 17 May 2018 which was not on the Calendar of Meetings. This meeting was purely to discuss staffing and the Finance & Staffing Committee Meeting planned for 29 May 2018 would still go ahead.

Mrs Freeguard referred to the amount of litter at Broadgreen particularly on a Saturday evening and she had picked up 30 bottles from the grass area on the Sunday morning. Cllr Ali offered to speak to take this up with Swindon Borough Council.

Mr Townend referred to the grant given for the children's fete at GWR Park and felt that next year North Swindon Parish Council should be asked to contribute, as the park was close to their boundary.

Ms Ford thanked the Parish Council for putting the newsletter on the website, as people living in the Railway Village did not receive the Swindon Link magazine.

1 Election of Chair for 2018/19

Cllr C Watts was proposed and seconded.

RESOLVED that Cllr C Watts be elected Chair for the 2018/19 municipal year.

2 Declaration of Acceptance of Office

The Chair signed the Declaration of Acceptance of Office.

3 Election of Vice-Chair for 2018/19

Cllr J Howarth was proposed and seconded.

RESOLVED that Cllr J Howarth be elected Vice-Chair for the 2018/19 municipal year.

4 New Councillor

The Chair welcomed Cllr Patrick Herring who had been elected to the Parish Council on 3 May 2018. The Clerk confirmed that Cllr Herring had completed his Declaration of Acceptance of Office.

5 Apologies

Cllr M Gladman

(Cllr Hawkins arrived at the meeting during this item)

6 Declaration of Interest & Applications for Dispensation

None

7 Minutes of the Previous Meeting

RESOLVED that the minutes of the Parish Council Meeting on 17 April 2018 be approved as a correct record.

8 Planning & Environment Committee

RESOLVED that the minutes of the Planning & Environment Committee held on 24 April 2018 be confirmed and adopted.

9 Finance & Staffing Committee

RESOLVED that the minutes of the Finance & Staffing Committee held on 24 April 2018 be confirmed and adopted.

10 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.

RESOLVED that the Draft Terms of Reference and Delegation Scheme which appears as Appendix A be adopted.

11 Appointment of Committee 2018/19

The Clerk submitted a draft list of Committee Appointments drawn up from the Councillors that had indicated their preferences.

Cllr S Pajak proposed that the Parish Council consider a system of substitutes similar to the one operated by Swindon Borough Council. The Clerk informed Members that this would mean making amendments to the Delegation Scheme and the Chair asked Cllr S Pajak to present a written motion for the next Full Council Meeting.

Cllr Howarth stated that the Parish Council had already agreed to keep the membership of each Committee to 11 Councillors and the Planning & Environment Committee had 12 Councillors. Members voted on the Councillor to step down, but after the result was announced by the Clerk Cllr S Pajak offered to withdraw.

RESOLVED

- a) that it would not be a requirement for the Chair and Vice-Chair to sit on all committees as Ex-Officio;
- b) that the Appointment of Committee 2018/19 which appears as Appendix B to these minutes be approved.

12 Election of Chair of Planning & Environment Committee 2018/19

RESOLVED that Cllr T Philpot be elected Chair of Planning and Environment Committee for the 2018/19 municipal year.

13 Election of Vice-Chair of Planning & Environment Committee 2018/19

RESOLVED that Cllr P Herring be elected Vice-Chair of Planning and Environment Committee for the 2018/19 municipal year.

14 Election of Chair of Leisure & Amenities Committee 2018/19

RESOLVED that Cllr N Hopkins be elected Chair of Leisure and Amenities Committee for the 2018/19 municipal year.

15 Election of Vice-Chair of Leisure & Amenities Committee 2018/19

RESOLVED that Cllr J Firmin be elected Vice-Chair of Leisure and Amenities Committee for the 2018/19 municipal year.

16 Appointment of Working Parties

Cllr Milner-Barry proposed a new Working Party to look at preserving wildlife and a green corridor within the parish.

RESOLVED

- a) that a Wildlife Party be set up to look into all aspects of wildlife in the parish;
- b) that the Wildlife Working Party reports to Leisure & Amenities Committee;
- c) that the Members of the Wildlife Working Party be Cllrs Firmin, Hopkins, Milner-Barry, Short, N Watts;
- d) that Terms of Reference for the Wildlife Working Party be agreed at the next meeting of the Council;
- e) that the Working Parties and their membership for the 2018/19 municipal year which appears as Appendix C be approved.

17 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 2018/19 municipal year which appears as Appendix D in the Minute Book be approved.

18 Representatives on Outside Bodies

The Clerk submitted a list of Representatives on Outside Bodies a copy of which appears as Appendix E in the Minute Book.

The Chair indicated that he wished to step down from being a WALC representative.

RESOLVED that with the amendment to one representative for WALC the Representatives on Outside Bodies for the 2018/19 municipal year which appears as Appendix E to these Minutes be approved.

19 Councillor Allowances

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

Cllr Burns-Howell proposed and Cllr C Watts seconded an additional motion to donate any underspend in the budget for Councillor Allowances to the Chair's charity. Cllr Philpot asked what would happen if a Councillor did not support the charity. The Clerk explained that Councillors had until the middle of June to inform her of whether they wanted to claim their allowance and in future years the new Chair would announce their charity at the Annual Parish Council meeting. This would give Members time to make their decision.

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;
- d) that the Parish Council will donate any underspend in the Councillors Allowance Budget at the end of the financial year to the Chair's charity starting with the underspend for 2017/18.

20 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.

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

21 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 2018/19 municipal year.

22 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.

23 Forward Plan

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

Cllr Allsopp suggested that the Forward Plan was regularly reviewed by the Parish Council.

RESOLVED

- a) that the Forward Plan that appears as Appendix I be noted;
- b) that the Forward Plan be reviewed quarterly by the Finance & Staffing Committee.

24 Review of Standing Orders

The Clerk stated that a new NALC model of Standing Orders had been produced and the current Standing Orders would be amended to reflect these changes and submitted to the next Parish Council Meeting.

25 Review of Financial Regulations

RESOLVED that the current Financial Regulations be approved.

26 Freedom of Information

Cllr Firmin stated that Freedom of Information requests should be displayed on the Parish Council website to prevent repeats request for the same information. The Clerk was asked to add this to the Freedom of Information Scheme

RESOLVED that with the addition of information about the display of requests being displayed on the website, the current Freedom of Information Scheme be approved.

27 Review of Property and Assets

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

The Clerk explained that the Parish Council needed to agree a de-minimis value for the recording of assets.

RESOLVED

- a) that a de-minimis value of £1,000 be set for recording assets;
- b) that the Asset Register be noted.

28 Review of Insurance

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

The insurance documents were noted by Members.

29 Review of Risk Assessment

The Clerk explained that the Risk Management would be carried out in July annually. However, as the Parish Council was now embarking on more tasks the Parish Council needed to ensure they had all the correct risk assessments in place.

This may mean using the services of a local company to provide the detailed risk assessment and she would find out more details and report back.

30 Complaints Procedure

RESOLVED that the current Complaints Procedure be approved.

31 Review of other Policies

The Clerk submitted an amended Grants Policy a copy of which appears as Appendix K in the Minute Book.

Cllr Herring suggested an additional clause that the grant recipient would be required to inform the Parish Council of how the grant was spent.

The Clerk explained that the remaining policies were unchanged being the Policies for Data Protection and Information Security; Equality & Diversity; Habitual & Vexatious Complainant; Health & Safety; Internal Controls; Investment Strategy; Memorial; Press & Media; Recording & Reporting on Council Meetings; Records Management and Training

RESOLVED

- a) that with the addition of a clause for the recipient to report back the Grants Policy be approved;
- b) that the remaining Policies be approved.

32 Calendar of Meetings 2018/19

The Clerk submitted a draft Calendar of Meetings 2018/19 a copy of which appears as Appendix L in the Minute Book.

RESOLVED that the draft Calendar of Meetings that appears as Appendix L be approved.

33 Community Safety Forum

The Chair reported that the next Community Safety Forum would be taking place next week. He had already received details of an issue from the Vice-Chair and he asked other Councillors to inform him of discussion items before the meeting.

34 Broadgreen Working Party

The Broadgreen Working Party submitted a report a copy of which appears as Appendix M in the Minute Book.

The report provided details of a working party meeting that was held on 9 May 2018 and contained recommendations to be considered.

RESOLVED that the Parish Council approves the extension of the Licence to Occupy Broadgreen Community Centre for a further year until 30 June 2019 and makes the necessary arrangements with Swindon Borough Council.

35 World War 1 Working Party

The World War 1 Working Party submitted a report a copy of which appears as Appendix N in the Minute Book.

The report included details of a working party meeting that was held on 9 May 2018 and contained recommendations.

Cllr S Pajak suggested that rather than put photographs on buses, that they could be displayed in the parks within the parish. The Clerk informed Councillors that the original oak tree in Town Gardens had been found.

RESOLVED

- a) that the Parish Council approves a permanent memorial for the centenary of WW1 in GWR Park which will be subject to the permission of Swindon Borough Council;

- b) that the Parish Council obtains designs for the memorial from artists and sets aside a maximum £10K to cover the cost;
- c) that the Parish Council reinstates the Oak Tree and plaque in Town Gardens;
- d) that the Parish Council sponsors a new website for Mr Sutton to use to display his material;
- e) that the Parish Council supports the projects contained in 2.4, 2.5 and 2.7 and the Working Party be given authority to make the arrangements within the budgeted figure of £20K.

36 StreetSmart SLA for 2018/19

The Clerk submitted the StreetSmart SLA for 2018/19 a report a copy of which appears as Appendix O in the Minute Book.

The SLA contained the changes of the SLA to reflect the work being taken over directly by the Parish Council.

RESOLVED that the StreetSmart SLA for 2018/18 be approved for signing.

37 Year End Accounts 2017/18 – Annual Governance Statement

The Clerk submitted the Year End Accounts 2017/18 Annual Governance Statement a copy of which appears as Appendix P in the Minute Book.

RESOLVED that the 2017/18 Annual Governance Statement be approved.

38 Year End Accounts 2017/18 – Accounting Statement

The Clerk submitted the Year End Accounts 2017/18 Accounting Statement a copy of which appears as Appendix Q in the Minute Book.

RESOLVED that the 2017/18 Accounting Statement be approved.

39 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 Issues.

40 Old Town Library Opening Hours

The Clerk submitted a report which provided details of the possibility of extending the opening hours of Old Town Library and the future management of the library.

RESOLVED

- a) that the Parish Council approves the extension to the opening hours at Old Town Library by hours;
- b) that the Chair and Vice-Chair be delegated authority to set the opening hours for Old Town Library in consultation with the Library Assistant;
- c) that the Parish Council requests Swindon Borough Council to initially supply the current Library Assistant to work 10 additional hours;
- d) that the Parish Council employs the Library Assistant directly and arrange a TUPE transfer from Swindon Borough Council;
- e) that the Parish Council investigate further the implications of running all aspects of the library directly and a decision regarding this be made at a future meeting.

The meeting closed at 7.40 pm

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

DRAFT