

**SOUTH SWINDON PARISH COUNCIL**  
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

**ANNUAL COUNCIL MEETING**

Minutes of the meeting held on 14 May 2019 at 6.30pm  
in Lounge, Broadgreen Community Centre

- Present** Cllr C Watts (Chair)  
Cllr J Howarth (Vice-Chair)  
Cllr S Ahmed  
Cllr S Allsopp  
Cllr V Ayris  
Cllr P Dixon  
Cllr J Firmin  
Cllr M Gladman  
Cllr D Griffiths  
Cllr M Hamid  
Cllr E Heavens  
Cllr P Herring  
Cllr N Hopkins  
Cllr W Horley  
Cllr S James  
Cllr L Kasmaty  
Cllr J Miah  
Cllr M J Miah  
Cllr J Milner-Barry  
Cllr S Pajak  
Cllr M Strinkovsky  
Cllr N Watts
- Officers** Rob Core (Parish Clerk)  
Jake Mee (Deputy Parish Clerk)
- Public** Eight
- Public Session** A member of the public had received a letter from Swindon Borough Council and asked if any Councillors at South Swindon Parish Council had been advised not to reply to public emails.
- Cllr. C Watts responded that the letter is nothing to do with the Parish Council and Swindon Borough Council have not asked the parish council to not respond to public emails.
- Cllr. C Watts thanked the member of the public and stated that the letter would be kept for record, but it had not been something actioned by the parish.
- A member of the public said thank you for the work done in the parish it is much improved especially the play areas and gardens.
- A member of the public pointed out that the neighbourhood plan working party listed was not followed up from previous meetings so where is the neighbourhood plan working party being established from.

Cllr C Watts explained that appointment of a neighbourhood plan working party was being recommended as being removed from the current meeting.

A member of the public asked if Shaftesbury Lake work had been completed and how much it is costing the parish to do this bit of the Lake

The Clerk responded that the lake is now completed although some signage and matting in the lake are to be done.

The Deputy Clerk responded that the cost was circa £53,000

A member of the public stated that the paths in the Lawns are dangerous and they need to be restored, also very few residents now use the Lawns due to difficulty with cyclists using the paths and being afraid of being knocked over. They suggested adding signage for cyclists to be aware of elderly and children using the paths.

Cllr C Watts advised that the member of the public should speak to their ward councillors.

A member of the public asked if the drain cover that had been reported had been fixed and if Litter bins for Bath Road and Eastcott.

The Clerk confirmed that the drain cover was a Swindon Borough Council issue and had been reported to them and a bin had been ordered for Bath Rd.

**631 Election of Chair for 2019/20**

Cllr C Watts was proposed and seconded.

**Resolved** that Cllr C Watts be elected Chair for the 2019/20 municipal year.

**632 Declaration of Acceptance of Office**

The Chair signed the Declaration of Acceptance of Office.

**633 Election of Vice-Chair 2019/20**

Cllr J Howarth was proposed and seconded.

**RESOLVED** that Cllr J Howarth be elected Vice Chair for the 2019/20 municipal year.

**634 New Councillors**

The Chair welcomed all new and returning Councillors who had been elected to the Parish Council on the 7<sup>th</sup> May 2019 the Chair also confirmed that all had completed their Declaration of Acceptance of Office.

**635 Apologies**

Cllr J Ali  
Cllr T Philpot

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

None

**637 Minutes of the Previous Meeting**

**RESOLVED** that the minutes of the Parish Council Meeting held on 16 April 2019 be approved as a correct record. A copy of which appears as Appendix A in the Minute Book.

**638 Finance & Staffing Committee**

**RESOLVED** that the minutes of the Finance and Staffing Meeting held on 23 April 2019 be approved as a correct record a copy of which appears as Appendix B in the Minute Book.

**639 Planning & Environment Committee**

**RESOLVED** that the minutes of the Planning and Environment Meeting held on 30 April 2019 be approved as a correct record a copy of which appears as Appendix C in the Minute Book.

**640 Finance & Staffing Committee**

**RESOLVED** that the minutes of the Finance and Staffing Meeting held on 1 May 2019 be approved as a correct record a copy of which appears as Appendix D in the Minute Book.

**641 Terms of Reference and Delegation Scheme**

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

Councillor C Watts requested amendments to the Terms of Reference and Delegation Scheme – Pages 6, 8 and 17 of the documents.

**RESOLVED** that the Terms of Reference and Delegation Scheme including amendments be adopted.

**642 Appointment of Committee 2019/20**

Nominations were received from Councillors and voted on where necessary

**RESOLVED** that the Appointment of Committee of 2019/20 be approved.

**643 Election of Chair of Planning & Environment Committee 2019/20**

**RESOLVED** that Cllr T Philpot be elected Chair of Planning and Environment Committee for the 2019/20 municipal year.

**644 Election of Vice-Chair of Planning & Environment Committee 2019/20**

**RESOLVED** that Cllr P Herring be elected Vice Chair of Planning and Environment Committee for the 2019/20 municipal year.

**645 Election of Chair of Leisure & Amenities Committee 2019/20**

**RESOLVED** that Cllr N Hopkins be elected Chair of Leisure and Amenities Committee for the 2019/20 municipal year.

**646 Election of Vice-Chair of Leisure & Amenities Committee 2019/20**

**RESOLVED** that Cllr J Firmin be elected Chair of Leisure and Amenities Committee for the 2019/20 municipal year.

**647 Appointment of Working Parties**

**RESOLVED** to approve the Working Parties shown as Appendix F a copy of which appears in the Minute Book.

**648 Membership of Other Bodies**

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

**RESOLVED** to approve the list of Membership of Other Bodies.

**649 Councillor Allowances**

The Clerk Submitted a report regarding an allowance which is available to every elected Councillor and will be the same except for the Chair, who can be paid more, a copy of which appears as Appendix H in the Minute Book.

**RESOLVED**

3.1 That the Parish Council agree the payment of Councillor Allowance for 2019/20.

3.2 That the amount of the allowance for Councillors be set at £375 per annum and the Chair's Allowance be set at £750 per annum.

3.3 That expenses only be paid to Councillors when representing South Swindon Parish Council outside of the parish.

3.4 That unclaimed Councillor allowances are paid to a charity nominated by the Chair at the end of the financial year.

**650 Appointment of Internal Auditor**

The Deputy Clerk submitted a quote and scope of works from Internal Auditors Lightatouch for 2019/20 which appears as Appendix I in the Minute Book.

**RESOLVED** Cllr N Hopkins recommended that Lightatouch be appointed as the Internal Auditor for 2019/20 financial year.

**651 Forward Plan**

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

Cllr Howarth asked if the new office furniture on the plan was for the move to the new offices once the lease was agreed. This was confirmed as correct by the Clerk.

Cllr. W Horley raised a concern over who controls the Badbury Park notice boards as the current group are self-elected and may not represent all the residents in the area. This item will be discussed by the Clerk and Cllr Horley offline.

The Clerk responded that the issue would be taken offline.

**RESOLVED** that the Forward Plan be noted.

**652 Review of Standing Orders**

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

Councillor C Watts requested changes to the Standing Orders item 5c and item 5g on page 9 of the document.

**RESOLVED** to adopt the Standing Orders with amendments.

**653 Review of Financial Regulations**

To review and adopt the Financial Regulations.

**RESOLVED** that the current Financial Regulations which appears as Appendix L in the Minute Book be approved and adopted.

**654 Review of other Policies**

To review and adopt the following Policy Documents: Freedom of Information Scheme, Complaints Procedure, Equality & Diversity; Habitual & Vexatious Complainant; Health & Safety; Internal Controls; Investment Strategy; Press & Media; Recording & Reporting on Council Meetings; Records Management; Training; Grants Policy, Data Protection and Information Security (copies circulated prior to meeting).

Councillor S Allsopp stated that a footer should be added to the Review of other Policies document showing when they had been last reviewed.

**RESOLVED** to adopt the Freedom of Information Scheme, Complaints Procedure, Equality & Diversity; Habitual & Vexatious Complainant; Health & Safety; Internal Controls; Investment Strategy; Press & Media; Recording & Reporting on Council Meetings; Records Management; Training; Grants Policy, Data Protection and Information Security.

**655 Health, Wellbeing and Attendance Policy**

To review and adopt the Health, Wellbeing and Attendance Policy

**RESOLVED** to approve the Health, Wellbeing and Attendance Policy shown as Appendix M a copy of which appears in the Minute Book

**656 Review of Property and Assets**

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

Cllr M Strinkovsky asked if the new vehicles had been purchased yet. The Deputy Clerk confirmed that they had not been purchased yet.

Cllrs S Allsopp and N Hopkins asked if the Parish were replacing signage across all assets transferred to the Parish to ensure that the Communities were aware of the ownership of the assets. The Deputy Clerk confirmed that all assets would have new signage when the transfers had been completed.

**RESOLVED** that the Asset Register be noted.

**657 Review of Insurance**

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

**RESOLVED** that the insurance documents be noted.

**658 Review of Risk Assessment**

The Clerk submitted a copy of the 13<sup>th</sup> November 2018 Review of Risk Assessment which had not been updated recently as more assets have been taken on, however the Risk Assessment is as up to date as it can be. A copy of which appears as Appendix P in the Minute Book.

**RESOLVED** that the Review of Risk Assessment be adopted.

**659 Broadgreen Working Party**

The Clerk submitted the report of the Broadgreen Working Party to be considered . A copy of which appears as Appendix Q in the Minute Book.

**RESOLVED** that the Broadgreen Working Party report be approved.

**660 In Bloom Working Party**

The Clerk submitted the report of the In Bloom Working Party to be considered . A copy of which appears as Appendix R in the Minute Book.

**RESOLVED** that the In Bloom Working Party report be approved.

**661 Letter from Police & Crime Commissioner**

The Clerk Submitted a letter from the Police and Crime Commissioner for Wiltshire and Swindon shown as Appendix S a copy of which appears in the Minute Book.

**RESOLVED** that the Police Commissioners letter be noted.

**662 StreetSmart SLA for 2019/20**

The Clerk submitted the amended SLA for 2019/20 financial year shown as Appendix T a copy of which appears in the Minute Book.

**RESOLVED** that the StreetSmart SLA 2019/20 be adopted

**663 Internal Auditor Report Quarter 4 2019/20**

To consider the Final Internal Audit for 2019/20 shown as Appendix U a copy of which appears in the Minute Book.

**RESOLVED** to be noted

**664 Year End Accounts 2018/19 – Annual Governance Statement**

The Clerk submitted the Year End Accounts 2018/19 Annual Governance Statement shown as Appendix V a copy of which appears in the Minute Book.

**RESOLVED** that the 2018/19 Annual Governance Statement be approved.

**665 Year End Accounts 2018/19 – Accounting Statement**

The Clerk submitted the Year End Accounts 2018/19 Accounting Statement a copy of which appears as Appendix W in the Minute Book

**RESOLVED** that the 2018/19 Accounting Statement be approved.

**666 Admission of Public and Press**

To resolve in accordance with Standing Order 3 (d) that ‘In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and were instructed to withdraw, the reason being – Staffing.

**667 Staff and Training programme to re-adopt the General Power of Competence**

Item carried from previous Full Council Meeting, the Clerk gave a report regarding acquiring a locum Clerk and is currently taking legal advice and waiting for information from WALC .

This item cannot be adopted at this meeting as unable to do with a locum.

**RESOLVED** to defer to the next Financial and Staffing meeting which will be held on 4<sup>th</sup> June 2019.

The meeting closed at 7.45 pm

Signed.....

Date.....

Chair of the Council