

WEST SWINDON PARISH COUNCIL

12 May 2017

Notice of the
WEST SWINDON ANNUAL PARISH COUNCIL MEETING
to be held on **THURSDAY 18 MAY 2017 at 6.00pm**
at **WEST SWINDON LIBRARY**

AGENDA

Public Questions, Comments or Representations (**maximum of 10 minutes**).

1. **Election of Chair for 2017/18**
To receive self-nomination papers (copies attached).
2. **Declaration of Acceptance of Office**
3. **Election of Vice-Chair 2017/18**
To receive self-nomination papers (copies attached).
4. **Apologies**
5. **Declaration of Acceptance of Office – Councillors**
To approve the latest date for the signing of the Declaration of Acceptance of Office for any Councillors not present at this meeting.
6. **Code of Conduct**
To adopt the Code of Conduct recommended and supported by Swindon Borough Council (copy already circulated).
7. **Declarations of Interest & Applications for Dispensation**
To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council in Item 6.
8. **Minutes of the previous meetings**
To confirm as a true record the minutes of the Shadow Parish Council meeting held on 24 April 2017.
9. **Membership of Other Bodies**
To approve the membership of other bodies (copy attached).
10. **Representatives on Outside Bodies**
To approve the Council's Representatives on Outside Bodies for the 2017/18 municipal year (copy attached).
11. **Councillor Allowances**
To consider the report of the Clerk regarding Councillor Allowances (copy attached).

12. General Power of Competence

To consider the report of the Clerk regarding General Power of Competence (copy attached).

13. Appointment of Internal Auditor

To review the scope of work of the Internal Auditor and appoint the Internal Auditor for 2017/18 (copy attached).

14. Review of Standing Orders

To review and adopt Standing Orders for 2017/18 (copy already circulated).

15. Review of Financial Regulations

To review and adopt Financial Regulations for 2017/18 (copy already circulated).

16. Review of Policies

To review and adopt the Reporting and Recording of Meetings Policy for 2017/18 (copy already circulated). To note the following policies to be recommended by the Policies and Governance Working Party:

- Freedom of Information Scheme
- Data Protection Policy
- Complaints Procedure
- Equality Policy
- Health and Safety Policy
- Training and Development Policy
- Forward Plan

17. Review of Property and Assets

To review the Asset Register (copy attached).

18. Review of Insurance

To review the insurance effected on 1 April 2017 (copy attached).

19. Appointment of Bank Signatories (Min.51. - 24.04.17)

To appoint a minimum of two signatories to countersign payments on behalf of the West Swindon Parish Council.

20. Risk Management Schedule

To review and adopt the Risk Management Schedule for the West Swindon Parish (copy attached).

21. Review Calendar of Meetings

To review the Calendar of Meetings (copy attached)

22. Review the Committee Structure and Delegations Scheme (Min.52. – 24.04.17)

To adopt the Committee Structure and Delegations Scheme (copy circulated)

23. Standing Committees

To appoint Councillors to the following Standing Committees

- *Planning & Environment Committee*
- *Finance and Staffing Committee*
- *Leisure and Amenities Committee*

To appoint Chair and Vice Chair for Planning and Environment and Leisure and Amenities Committees.

24. Working Parties

To appoint Councillors to the following Working Parties

- *Allotments*
- *Policies and Governance*
- *Staffing*
- *Response Working Party*

To consider an additional Working Party for the Toothill area (report attached)

25. Transfer of Services and Assets

Streetsmart Report (copy attached)

26. Planning Applications

Report attached.

S/HOU/17/0630
2 Chepstow Close,
Toothill
SN5 8BP

Erection of an attached annex (Retrospective)

S/HOU/17/0796
37 Bloomsbury Close
Freshbrook
SN5 8PG

Erection of single storey rear extension

S/HOU/17/0644
28 Basingstoke Close,
Freshbrook
SN5 8RB

Erection of a two storey side extension

S/ADV/17/0053
KFC, Welton Road
Westlea
SN5 7XP

Display of various illuminated and non-illuminated signage

S/17/0629
Site I Trigonos
Windmill Hill Business Park
SN5 6PB

Erection of new plant enclosures and replacement of atrium roof

27. Schedule of Payments

To approve the Payments Schedule for May 2017 (copy to be tabled at meeting).

28. West Swindon Parish Office

To consider location of the West Parish Office (copy attached)

29. 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 they be instructed to withdraw'.

Reason – Commercially Sensitive.

30. Website (Min.57 – 24.04.17)

To consider the report of the Parish Manager (copy attached).

Members of the Parish Council:

Cllr Matthew Courtliff
Cllr Stephanie Exell
Cllr Suresh Gattapur
Cllr Nigel Gibbons
Cllr Ellen Heavens
Cllr Vinay Kumar
Cllr John Lenton
Cllr Timothy Makofu
Cllr Nick Martin
Cllr Mary Martin
Cllr Peter Stoddart
Cllr Tim Swinyard
Cllr Caryl Sydney Smith
Cllr Matt Walker
Cllr Keith Williams

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

WEST SWINDON
SHADOW PARISH COUNCIL

COUNCIL MEETING

Minutes of the meeting held on 24 April 2017 at 6.00pm
at West Swindon Library

Present Cllr K Williams (Chair)
Cllr T Swinyard (Vice-Chair)
Cllr M Courtliff
Cllr S Exell
Cllr M Martin
Cllr N Martin
Cllr J Robbins
Cllr C Sydney-Smith

Officers Joyce Holman (Transitions Parish Clerk)
Paula Harrison (West Parish Manager)

Public Twenty two

Public Session A member of the public asked if the Lead Member for Streetsmart (Swindon Borough Council) should have made a declaration of interest in the previous meeting in relation to the Streetsmart service working for the Parish. The Chair agreed to gain clarification.

A member of the public asked about the grass cutting schedule for West Swindon. The Chair advised that this information should be accessible via the Swindon Borough Council website.

A member of the public reported that they have recently contacted Streetsmart because of issues in the Westlea area including the park with leaves and mud debris making the paths very slippery. They were told this was a low priority item. The Chair agreed to raise the issue with the Streetsmart service and advised that Streetsmart would be asked seek clarification from the parish with regards to the priority setting of additional work.

Mr Ogle indicated that the Link Magazine would be publishing prospective candidates profiles.

A member of the public asked if a future meeting of the Parish Council could consider reviewing the removal of the bring recycling sites. The Chair agreed this would be an item for a future meeting of the elected Parish.

A member of the public asked if information and papers relating to Parish Council business could be publicised more including on facebook/websites. The Chair indicated this would be considered later in the meeting.

A member of the public asked if volunteer litter pickers were now working for the Parish? The Chair reported that volunteers participating in Parish activities would be under the umbrella of the Parish but those not directly volunteering with the Parish would not.

46 **Apologies**

Cllr K D Small
Cllr K Williams

47 **Declarations of Interest & Applications for Dispensation**

Cllr Nick Martin, Cllr Steph Exell, Cllr Jim Robbins and Cllr Tim Swinyard declared a prejudicial interest in minute no. 56 as they are members of the Swindon Borough Council Planning Committee, and took no part in the discussion or voting thereon.

48 **Minutes of the Previous Meetings**

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

49 **Transfer of Services from Swindon Borough Council (Min. 36 – 22.03.17)**

The Clerk submitted the 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 appear as Appendix A in the Minute Book.

The Clerk explained that the only change to the Service Level Agreement was the change of the insurance value to £10 million, which was included as standard in the new insurance effected by the Parish Council. The changes to the Deed were the insurance value, a further clarification that the prosecution of fly-tipping would be the responsibility of Swindon Borough Council and the removal of footpath and bridleways from Schedule 1 as Rights of Way would also remain the responsibility of Swindon Borough Council.

Streetsmart reporting

The Clerk submitted a draft report template from Mr Rob Core, Grounds Maintenance, Parks and Open Spaces Service Manager for reports to the Parish from Streetsmart team, a copy of which appears as Appendix B in the Minute Book.

RESOLVED that

- a) the Service Level Agreement for the delivery of services by StreetSmart, and, Deed for the transfer of responsibility of services Borough Council be signed
- b) Streetsmart reports are received as proposed and Mr Rob Core, Grounds Maintenance, Parks and Open Spaces Service Manager at Swindon Borough Council should be invited to a future meeting

50 **Insurance (Min.39. - 22.03.17)**

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

At the last meeting the Chair and Vice-Chair had been delegated authority to effect the insurance and this decision now needed to be approved retrospectively.

RESOLVED that the quotation of £3,829.00 from WPS for the insurance for West Swindon Parish Council be approved and the cost be met from the Insurance Budget.

51 **Bank Account**

The Parish Manager reported that the bank account was ready for set up with Barclays Bank. A copy of minutes from the Parish Council alongside completed forms was required to complete set up. Two signatories could sign off any one payment through online authentication however any signatory would need to complete a Personal details form for Barclays in order to be approved.

RESOLVED that the Chair be delegated authority to sign approval forms for the set up of the bank account. Other signatories to be determined by the elected Parish Council.

Cllr Courtliff arrived during this item.

52 **Committee Structure and Delegations Scheme (Min.43 – 22.03.17)**

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

Cllr Courtliff advised that public relations needed to be part of the delegations for the Leisure and Amenities Committee. Cllr Exell reported that delegated decision making should be considered carefully and only a small number of decisions should be made by separate committees with the overall decisions made by the 15 elected Councillors.

Councillors decided that the adoption of the Delegation Scheme be deferred to the elected Parish Council.

53 **Allotments**

The Parish Manager gave an update report in relation to the setting of allotment fees for parish and non parish residents and conditions of tenancy to be agreed by the allotments working party. A copy of which appears as Appendix E in the Minute Book.

Councillors decided that this should be deferred to the elected Parish Council's Allotment Working Party.

RESOLVED that allotment holders be charged the Swindon Borough Council rate for allotments during 2017/18.

54 **Calendar of Meetings**

The Clerk submitted a draft calendar of Full Council meetings.

RESOLVED that the Calendar of Meetings be approved.

55 Planning Applications

- 55.1 S/17/0507**
Land off Hillmead Drive
Hillmead Industrial Estate Erection of 5no. industrial units (Classes B
B8) and associated works.

Decision: No Objection

- 55.2 S/HOU/17/0540**
15 Brandon Close Erection of single storey front and
Grange Park rear extension
SN5 6AA

Decision: No Objection

- 55.3 S/HOU/17/0597**
40 Winlaw Close Erection of front porch
Shaw
SN5 5WX

Decision: No Objection

- 55.4 S/HOU/17/0608**
1 Ryan Close Erection of single storey side/rear
Sparcells elevation
SN5 5WA

Decision: No Objection

- 55.5 S/HOU/17/0621**
12 Friesian Close Erection of first floor side extension
Ramleaze
SN5 5RA

Decision: No Objection

Cllr. S Exell, Cllr. N Martin, Cllr J Robbins, Cllr T Swinyard declared a prejudicial interest and took no part in the discussion or voting thereon.

56 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 Commercially Sensitive and Staffing Matters.

The meeting was adjourned at 6.35pm to allow the public to leave and reconvened at 6.45pm.

57 **Website**

The Parish Manager distributed a report setting out three quotes for a Parish website. A copy of which appears as Appendix F in the Minute Book.

Councillors decided that this should be deferred for consideration by the newly elected West Parish Council.

58 **Staffing (Min.45. - 22.03.17)**

The Clerk circulated a draft Service Level Agreement from Central South Swindon Parish Council. A copy of which appears as Appendix G in the Minute Book.

RESOLVED that the Service Level Agreement be signed on behalf of the West Swindon Parish Council.

The Chair thanked Cllr Robbins for his attendance and support to the West Shadow Parish.

The meeting closed at 6.58 pm.

Signed:
Chair, West Swindon Parish Council

Date:

WEST SWINDON PARISH COUNCIL

Councillor Allowances

1. Introduction

In the Local Authorities (Members' Allowances (England) Regulations 2003 Part 5 Parish Councillors are entitled to receive an allowance and a decision regarding allowances is normally made at the Annual Parish Council.

2. Report Details

2.1 The allowance for every Councillors will be the same with the exception of the Chair, who can be paid more. The allowance is paid quarterly and will be taxable.

2.2 The allowance is only paid to elected Parish Councillors and not paid to those that have been co-opted.

2.3 If the Parish Council wishes to pay allowances, then the amount needs to be set by Councillors and should have regard to amount recommended by the Swindon Independent Remuneration Panel. However, the review of Councillors Allowances for 2017/18 undertaken by Swindon Borough Council in June 2016 did not include Parish Councillors.

An amount of £9,000 has been set aside for Councillor Allowances in the budget for 2017/18.

2.4 If it was agreed that the Chair receives double the amount paid to other Councillors, then each Member would receive £562 per annum. The Chair would receive an allowance of £1,125. If the amount to be set is greater than this figure, then saving would need to be found from another budget head.

2.5 It is entirely a matter for each Councillor to decide whether they wish to receive their allowance.

2.6 When an allowance is paid then expenses are normally only paid to Councillors that attend meetings or event outside of the parish and this would also need to be agreed.

3. Recommendations

3.1 That the decision of the Parish Council is sought regarding the payment of allowances.

3.2 That the amount of the allowance for Councillors and the Chair be set.

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

WEST SWINDON PARISH COUNCIL

General Power of Competence

Full Council – 18 May 2017

1. Introduction

The 'General Power of Competence' was introduced as part of the Localism Act 2011 and the Parish Council is in a position to decide whether to exercise this power.

2. Report Details

- 2.1** The Parish Council meets the criteria to use this additional power. The criteria are that two-thirds of the total number of Councillors must be elected and the Clerk must hold a Certificate in Local Council Administration (CiLCA).
- 2.2** The 'General Power of Competence' allows a Parish Council to do anything that an individual can do without the need to find the power in another Act. For example, the Parish Council could decide to run a shop or pub or give their funds to their favourite charity. It does not give the Council the power to carry work on say the highways as an individual would not be able to do this.
- 2.3** The 'General Power of Competence' has to be confirmed annually at the Annual Parish Council that the Council still meets the criteria.
- 2.4** The suggestion is that the Parish Council should always look for the powers to carry out their functions in the current legislation and when the 'General Power of Competence' is used this should be contained in the resolution.

3. Recommendations

- 3.1** That the 'General Power of Competence' is adopted.

WEST SWINDON PARISH COUNCIL
ASSET REGISTER

18 May 2017

Land and Buildings

Land	ID#	Item	Location	Date	Value £	Description
	LD001	Allotments	Blagrove		1	
					<u>1</u>	

WEST SWINDON PARISH COUNCIL

RISK MANAGEMENT SCHEME To be adopted 18.05.17 To be reviewed 01.05.18.

Subject and Risk(s) identified	High (H) Medium (M) Low (L)	Management/control of Risk	Action to consider
<p>Council funding & precept</p> <p>Precept is sufficient for the planned budget of the Council to carry out its statutory obligations and duties.</p>	L	<p>To determine the annual precept amount required, the Council has a number of processes throughout the year</p> <ul style="list-style-type: none"> • It appoints a Finance & Staffing Committee to review the budget requirements of the Council and to secure costs for current and future works. • The Clerk compiles a monthly budget update report • The Council agrees a forward plan for key areas of expenditure such as play areas, recreation spaces, community buildings and grounds maintenance preparing outline requirements in a timely manner ahead of setting the precept. • At the precept meeting (Dec/Jan) the Council receives a budget report, which sets out the current actual budget position, and the projected position to the end of the financial year. With this information the Council maps out the required budget for standing costs and projects for the new financial year and revises the budget lines, the total of which is resolved to be the precept amount to be requested from Swindon Borough Council. The figure is submitted by the Clerk in the Precept Demand notice. 	Existing procedure adequate.
<p>Financial Accountability¹</p> <p>Inadequate records</p> <p>Financial irregularities</p>	L L	<p>The Council has Financial Regulations and Standing Orders which sets out the requirements of the Council. The Council appoints a Responsible Financial Officer (RFO) to ensure appropriate financial procedures are observed. The Council also appoints an internal auditor to review the accounts during the financial year and an external auditor for an annual audit. The Council's Financial Regulations are in line with the Governance and Accountability for Smaller Authorities in England (March 2016). Councillors share accountability for the finances of the Council and support the Clerk/RFO. Two signatories on payments.</p>	<p>Existing procedure adequate</p> <p>Review the Financial regulations when necessary.</p> <p>Review the delegations on annual basis.</p> <p>Recommendation from the internal or external audit are acted upon.</p>
<p>Bank Account queries or irregularities</p> <p>Inadequate checks</p> <p>Banking errors</p>	L L	<p>The Council's Financial Regulations set out banking requirements.</p> <p>The Clerk/RFO conducts a monthly reconciliation. Councillors receive a monthly budget update. Internal audit is undertaken.</p>	<p>Existing procedure adequate</p> <p>Existing procedure adequate</p>

<p>Reporting and auditing</p> <p>Lack of public information communication</p>	<p>L</p>	<p>Financial information is a regular agenda item (Finance Report) and discussed/reviewed by the Finance & Staffing Committee and approved at each Council meeting. The Council can use its website to publish key financial decisions and budget information that should be accessible to the public.</p>	<p>Existing procedures adequate.</p>
<p>Accounting for payment of rents/leases</p> <p>Defaulting or delayed payments</p>	<p>L</p>	<p>Monies payable to the Parish Council will be the subject of lease or rent agreements and will be invoiced in accordance to the agreement. The Finance & Staffing Committee will agree the process and policy for payments and arrears. Allotment working group reviews the payment process for allotments.</p>	<p>Existing procedure adequate. Regular monitoring will ensure necessary recommendations</p>
<p>Grants payable</p> <p>Authorisation of Council to pay</p> <p>Correct use and record keeping</p>	<p>L</p>	<p>All such expenditure in the form of grants goes through the required process for approval which will vary depending on the amount but is set out in the Financial Regulations. Approval of expenditure will be minuted and listed accordingly if a payment is made using S137 powers of expenditure.</p>	<p>Existing procedure adequate.</p>
<p>Procurement</p> <p>Less than best service provided.</p> <p>Overspend on services or no contingency plan.</p>	<p>M</p> <p>M</p>	<p>Parish Council practice would be to seek, quotations in line with the Council's Financial Regulations. The decisions will take into account, reliability, quality of service and track record for any significant work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract or performance the Clerk would investigate the situation and report to the Council. The Council will also seek advice from Swindon Borough Council. For new contracts, the Council will take advice from other parish councils and Swindon Borough Council.</p> <p>Significant contracts will include service standards, clauses and contingencies.</p>	<p>Existing procedure adequate but to be reviewed as part of the review of Financial Regulations. The Council will also take advice from officers within Swindon Borough Council particularly in relation to contracting new work such as play area refurbishment and grounds maintenance.</p>
<p>Salaries and assoc. costs</p> <p>Salary paid incorrectly.</p> <p>Inaccurate deductions withdrawn.</p>	<p>L</p> <p>L</p>	<p>The Council is fully aware of its responsibilities in terms of payment of staff salaries, pensions and national insurance. The Council will create a process with the necessary Financial Controls to establish regular and timely payment. It will take advice from external bodies and regularly review the required payments schedule through the Finance Committee. Financial controls will be reviewed annually.</p>	<p>Existing procedure adequate.</p>
<p>Employees</p> <p>Fraud by staff</p> <p>Health and safety</p>	<p>L</p> <p>L</p>	<p>Requirements of the Insurance adhered to with regards to fraud. The scheme of delegation should protect against fraud as well as involvement and vigilance from the RFO and councillors. Monthly budget updates should keep track of any unusual variances. Internal audit will provide a further check.</p> <p>All employees to be provided adequate direction and safety equipment needed to undertake their roles. All Councillors and employees adhere to the Councils Health and Safety Policy.</p>	<p>Existing procedures adequate. Take into account any recommendations arising from audit.</p> <p>Monitor health and safety requirements and insurance annually.</p>
<p>VAT</p>	<p>L</p>	<p>The Council has Financial Regulations which set out the requirements. This will be verified by the internal audits and external annual audit. VAT claims calculated by the IT</p>	<p>Existing procedures adequate</p>

Reclaiming/charging		financial tool and checked by the Clerk.	
Annual Return Submit within time limits	L	Annual Governance Statement is completed and approved by the Council, submitted to internal auditor for completion and signing then checked within time frame. Statements and Audit reports are submitted online and on local noticeboards with the prescribed time frame by the Clerk.	Existing procedures adequate.
Legal Powers Illegal activity or payments	L	All activity and payments to be enacted within the powers of the Parish Council to be resolved at full Council Meetings, including review of powers to be used as part of the Council Standing Agenda Item on Finance. Training for new Councillors will cover the range of powers and duties in order that the Council operates in an informed manner. Clerk clarifies legal position on new proposals. Legal advice to be sought where necessary. Clerk attend training updates. Membership of the Wiltshire Association of Local Councils should also assist as a source of advice should queries arise in the exercise of powers. Councillors monthly report should also monitor and track expected transactions. Further safeguarding through monthly bank reconciliation.	Existing procedures adequate
Meeting paperwork and Notices follow Statutory guidance on format and publication	L	Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agendas are publicly displayed according to legal requirements. Venues meet requirements.	Existing procedures adequate.
Members interests Conflict of interests	L	Declarations of interest by members at Council meetings. Register of member's interests forms reviewed regularly.	Existing procedures adequate. Council members update the register.
Insurance Adequacy	L	An annual review is undertaken of all insurance requirements. West Swindon Parish will need to liaise with Swindon Borough Council in relation to technicalities on management and ownership of assets. Employers and Employee liabilities are adequately covered.	Existing procedure adequate. Insurance reviewed annually in conjunction with Swindon Borough Council.
Data protection Policy provision	L	The Parish Council is registered with the Data Protection Agency and has a Data Protection Policy that it adheres to.	Ensure annual renewal of registration
Freedom of Information Compliance	L	The Council adopts a Freedom of Information Publication Scheme. The office resources should be able to deal with day to day requests for information. The website offers an opportunity to self serve general requests.	Monitor any requests made under FOI
Assets Loss or damage and potential injury, risk/damage to third party	L	An annual review of the parishes assets is undertaken for insurance provision and to evaluate potential maintenance requirements. This includes external annual audit of play areas.	Existing procedures adequate

<p>Maintenance</p> <p>Poor quality or sub standard assets or amenities</p>	<p>L</p>	<p>All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured and consideration will be given to replacement or refurbishment in the event of loss or damage.</p>	<p>Existing procedures adequate</p>
<p>Council records – paper</p> <p>Secure storage to minimise loss due to fire, flood, theft.</p>	<p>M</p>	<p>The copies of the Parish Council paper records are stored in the Parish Council offices. Individual Council members also have access to personal copies of papers and reports. Papers are stored in a secure fire-proof cabinet within the office. The building meets minimum fire regulations and includes a sprinkler system.</p>	<p>Damage or theft is unlikely but not impossible - provision is adequate.</p>
<p>Council records – electronic</p> <p>Loss through theft, fire damage, IT corruption or loss of computer</p>	<p>L</p>	<p>The Parish Council electronic records are stored on the Council computers. There is more than one computer to allow for ongoing access to records in the event of damage or corruption to a single device. Hard drive back up storage is also undertaken at regular intervals and stored securely.</p>	<p>Existing procedures considered adequate.</p>
<p>Security of council assets, buildings, equipment</p>	<p>H</p>	<p>Regular security inspections by parish staff. Internal fire risk assessment carried out. Leased buildings operated securely. Health and Safety Policy reviewed on an annual basis.</p>	<p>Existing procedures considered adequate.</p>

Paula Harrison
Parish Manager

WEST SWINDON PARISH COUNCIL 2017/18

Agenda Item 21
Full Council 18 May 2017

Calendar of Council Meetings

May 2017

Annual/Full Parish Council Thursday 18 May 2017 6.00pm West Swindon Library

June 2017

Full Parish Council Monday 12 June 2017 6.00pm West Swindon Library

July 2017

Full Parish Council Monday 10 July 2017 6.00pm West Swindon Library

August 2017

Full Parish Council Monday 7 August 2017 6.00pm West Swindon Library

September 2017

Full Parish Council Monday 4 September 2017 6.00pm West Swindon Library

October 2017

Full Parish Council Monday 9 October 2017 6.00pm West Swindon Library

November 2017

Full Parish Council Monday 6 November 2017 6.00pm West Swindon Library

December 2017

Full Parish Council Monday 4 December 2017 6.00pm West Swindon Library

January 2018

Full Parish Council Monday 8 January 2018 6.00pm West Swindon Library

February 2018

Full Parish Council Monday 12 February 2018 6.00pm West Swindon Library

March 2018

Full Parish Council Monday 12 March 2018 6.00pm West Swindon Library

April 2018

Full Parish Council Monday 9 April 2018 6.00pm West Swindon Library

May 2018

Annual Parish Council Monday 14 May 2018 6.00pm West Swindon Library

WEST SWINDON PARISH COUNCIL

Toothill Working Party

1. Introduction

The West Swindon Parish has four community building sites

- Roughmoor Social Hall
- Freshbrook Community Centre
- Toothill Farmhouse/Scout Hut
- Toothill Community Centre

Toothill has been awarded £1 million from the Big Local Trust and through the Toothill Big Local Group, has identified community interest in investing in the Toothill Community Centre site.

2. Report Details

- 2.1** Toothill Community Centre is owned by Swindon Borough Council and is leased to the Toothill Community Centre charity.
- 2.2** Toothill Big Local group have conducted community consultation and engagement over the last 12 months to identify community preferences for investment in one of the sites in Toothill. Toothill Community Centre has been highlighted as a preferred site for investment.
- 2.3** The West Swindon Shadow Parish has deferred any decisions regarding transfer of buildings to the elected Parish Council. A Working Party would enable the West Swindon Parish to work with in a positive and facilitative role with community representatives to determine the best outcomes for the local people in the Toothill area. A Working Party would also consider the position of the Parish Council in terms of asset transfer.
- 2.4** Terms of Reference are proposed as follows:

General

The Toothill Working Party reports to the Full Council. The Working Party has been established to consider and make recommendations on matters relating to the community assets in Toothill.

The Toothill Working Party will include 4 Councillors and up to 4 community representatives from Toothill Big Local, and, Toothill Community Centre Charity Committee.

The Working Party will be chaired by a nominated Parish Councillor.

Terms of Reference

1. To understand the current results from local community consultation and engagement conducted by Toothill Big Local.
2. To facilitate a joint dialogue on the potential design and layout in response to community feedback.
3. To facilitate a joint dialogue on the future operating model for any refurbished or new assets

as a result of the investment from Toothill Big Local.

4. To make recommendations to Full Council in relation to future asset transfer for the Toothill community assets.

3. Recommendations

- 3.1 The Parish Council considers the creation of a Working Party for Toothill.
- 3.2 Nominations to the working party are agreed.
- 3.3 The Terms of Reference are approved.

**Paula Harrison
Parish Manager**

Report from Streetsmart
West Swindon Parish Council

Grass Maintenance Schedule – Weekly Update

As part of the Service Level Agreement, the Borough Council provides a 3 weekly grass cutting service between April and October subject to the prevailing weather and ground conditions.

After a favourable start to the mowing season weather-wise, the grass cutting is currently on schedule with all areas having received their first cut. However in certain areas where grass growth is particularly strong, the amount of grass clippings left on the surface may be considerable. However, any accumulations of grass clippings that fall onto footpaths or the highway and that may cause a hazard to the public will be removed.

Please note that part of the challenge with the appearance of grass cutting at this time of year is caused by grass seed heads which make the grass look much longer and can be flattened rather than cut by some types of grass cutting machinery, causing it to spring back up within days. This situation will resolve itself once the seed head period ends.

Bulb planted areas are left uncut for a period of at least 8 weeks after flowering to allow the bulbs to recover before the areas are returned to the normal cutting frequency. We anticipate that the cutting of bulb areas will commence at the end of May / early June and will take around 3 weeks to complete.

Swindon Borough Council will continue to maintain designated major routes and gateways into the town. Within West Swindon, these areas include the Great Western Way (Blagrove Roundabout through to Bruce Street Bridges).

We have now completed 2 grass cuts of the West Swindon Parish Council area and as of week commencing Monday 8th May, we have just started the 3rd cut in the Toothill area and over the next few weeks we will be working in the following sequence: Freshbrook, Grange Park, The Prinnels, Eastleaze, Sparcells, Shaw, Peatmoor, Nine Elms, Ramleaze, Middleleaze and Westlea.

WEST SWINDON PARISH COUNCIL

Planning Applications

1 Introduction:

- 1.1 The West Swindon Parish Full Council will receive recommendations relating to planning applications from its Planning Committee. Until that Committee is formed, planning applications will be considered solely by the Full Council.

2. Planning Applications to be examined:

- | | | |
|-----|--|---|
| 2.1 | S/HOU/17/0630
2 Chepstow Close,
Toothill
SN5 8BP | Erection of an attached annex (Retrospective) |
| 2.2 | S/HOU/17/0796
37 Bloomsbury Close
Freshbrook
SN5 8PG | Erection of single storey rear extension |
| 2.3 | S/HOU/17/0644
28 Basingstoke Close,
Freshbrook
SN5 8RB | Erection of a two storey side extension |
| 2.4 | S/ADV/17/0053
KFC, Welton Road
Westlea
SN5 7XP | Display of various illuminated and non-illuminated signage |
| 2.5 | S/17/0629
Site I Trigonos
Windmill Hill Business Park
SN5 6PB | Erection of new plant enclosures and replacement of atrium roof |

3. Recommendations

- 3.1 Comments and observations of the West Swindon Parish are recorded.

WEST SWINDON PARISH COUNCIL

West Swindon Parish Office

1. Introduction

The new West Swindon Parish needs to set up its own office for the administration of the Parish.

2. Report Details

- 2.1** The West Swindon Parish currently has two members of staff, the West Parish Manager on secondment from Swindon Borough Council (full-time) and the West Swindon Parish Clerk, up to five hours per month.
- 2.2** The West Swindon Parish staff currently operate out of the old Reference library in the town centre managed by Swindon Borough Council. This arrangement is not part of any formal agreement and no rental or utilities have been agreed to date.
- 2.3** The West Swindon Parish has very few transactional services. The allotments are managed with an annual invoice and requests for service or queries relating to Streetsmart are currently channelled to the existing Streetsmart service. Despite this, the West Swindon Parish may consider that a local office would be preferable to allow for local face to face contact, for a more accessible presence for local Parish Councillors and to be locally established, should future operational changes require it.
- 2.4** A budget of £5,000 has been set aside for office rental which is comparable to community rates for small offices in community centres and office premises such as Basepoint.
- 2.5** A draft specification has been drawn up as follows:

Day to day requirements:

Public access point (for payments and enquiries)
Office desks x 2 (ideally 3)
Electrical points
Telephone points x 1 (potentially)
Filing cabinet x 2 – located in a secure environment
Whiteboard/space for wall maps
Wifi/network links between office computers
Access to kitchen/toilets/lockers
Storage for parish equipment e.g. volunteer kits, tools, bags etc.
Parking for staff
Lockable secure safe

Weekly use for Parish business:

Space for parish sub committee meetings (table and chairs)

Monthly use for Parish business:

Space for full council meetings (open to the public)

- 2.6** At the request of the West Swindon Shadow Parish Council, the parish manager has investigated options for a new office base within the footprint of the West Swindon library. The library service has commissioned a feasibility study. This feasibility study is intended to identify the potential to generate income by creating and renting out offices, meeting and activity spaces within its 5 libraries. The West Swindon library is part of this review and the specification for a parish office has been included within the study. A report should be received by the library service by the end of May 2017.

3. Recommendations

- 3.1** The Parish Council confirms its preferred location of a West Swindon Parish Office and tasks the Parish Manager to progress this option.

Paula Harrison
Parish Manager