



**WEST SWINDON PARISH COUNCIL**

Dear Councillors

16 October 2024

You are formally summoned to attend a meeting of the  
**FULL COUNCIL**  
to be held on **MONDAY 21 OCTOBER 2024 at 6.30 pm**  
at: **Unit 25 Westmead Ind Estate, Westlea, SN5 7YT**  
**Online via Teams – see details below**

**AGENDA**

**Public Questions, Comments or Representations (20 mins)**

If you are unable to attend the meeting in person or online, you can ask for a question to be raised on your behalf

**1. Apologies & Declarations of Interest/Applications for Dispensation**

To receive any Apologies and Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 20 May 2024.

**2. Minutes of the last Meeting**

To receive Minutes from the last meeting, the Parish Council meeting held on Monday 30 September 2024 for approval and adoption.

**3. Minutes of the Finance & Staffing Committee**

To receive Recommendation (Minute 97) that the following payments are approved

- a) 68 payments retrospectively totalling **£76,206.64** for July 2024
- b) 50 payments retrospectively totalling **£96,872.26** for August 2024

To receive Minutes from the last Finance & Staffing Committee meeting, held on Monday 30 September 2024 for approval and adoption.

**4. Minutes of the Planning, Leisure and Environment Committee**

To receive Recommendation (Minute 110) that

- a) Council approves an outline budget for Shaw Ridge Play Area to be agreed as £100-125,000 to support the tender process to be initiated
- b) that a working group for play refurbishment be created to review life span and the play refurbishment cycle for future budget planning and inform a Play Strategy

To receive a Minutes from the Planning, Leisure & Environment Committee held on Monday 14 October 2024 for approval and adoption.

5. **Farmers Market Report** – as requested by Cllr Nandini Singh  
For discussion: to receive a verbal report setting out the idea for a community fresh food market.
6. **Services Report**  
For information: to receive an update on Parish Council services for July 2024 (copy attached).
7. **Swindon Local Council's Forum/Joint Council Group**  
For information: to receive a verbal update
8. **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'.
9. **Property Surveys**  
For information: To review pre-acquisition reports for building surveys (attached)

Date of next meeting: **Monday 18<sup>th</sup> November 6.30 pm**, West Swindon Parish Office

***Council Members:***

- Cllr Junab Ali
- Cllr Peter Bates
- Cllr Mustafa Dayan
- Cllr Mustafa Ertas
- Cllr Suresh Gattapur
- Cllr Leon Grother
- Cllr Rose Llewellyn (Chair)
- Cllr Tim Makofu
- Cllr Graham Philpot
- Cllr Trish Philpot
- Cllr Nandini Singh
- Cllr Andrew Swinyard
- Cllr Caryl Sydney Smith
- Cllr Keith Williams
- Cllr Sean Wilson

**Access Instructions:**

The Parish Committee meetings are open to the public at the address above. Please use what.3.words to locate us – follow.good.soak as the postcode is generic with other addresses.

Each meeting includes public question time at the start of the meeting. For most meetings, there is the option to attend or observe a meeting virtually. Please let us know if you would like to use this option so that we can check and advise you accordingly. If you are unable to attend the meeting in person or online, you can ask for a question to be raised on your behalf. Please contact the clerk before midday on the meeting date: [clerk@westswindon-pc.gov.uk](mailto:clerk@westswindon-pc.gov.uk)

*For online access, you need to open the link below to access a Microsoft Teams invitation: You may need to download Teams – there is a link below to do this.*

**Microsoft Teams [Need help?](#)**

**[Join the meeting now](#)**

**Meeting ID: 389 428 490 016**

**Passcode: UswXrW**

West Swindon Parish Office: [office@westswindon-pc.gov.uk](mailto:office@westswindon-pc.gov.uk) Tel: 01793 299399