

## **WEST SWINDON PARISH COUNCIL**

Minutes of the  
**WEST SWINDON PARISH COUNCIL MEETING**  
on **MONDAY 29 JANUARY 2018** at **6.30pm**  
at **WEST SWINDON LIBRARY**

**Present:**

Cllr Matthew Courtliff  
Cllr Suresh Gattapur  
Cllr Nigel Gibbons (Chair)  
Cllr Ellen Heavens  
Cllr Vinay Kumar  
Cllr John Lenton  
Cllr Timothy Makofu  
Cllr Mary Martin  
Cllr Nick Martin (Vice-Chair)  
Cllr Peter Stoddart  
Cllr Tim Swinyard  
Cllr Caryl Sydney Smith  
Cllr Matt Walker

**Officers:**

Joyce Holman (Clerk)  
Paula Harrison (Parish Manager)

Public: Five

**Public Session:**

Resident asked for an update on problem parking around Westlea School and was advised that work with observations and use of the school enforcement vehicle were ongoing.

Resident requested that minutes be posted online prior to the meetings and suggested 10 working days after the meeting has taken place. The Chair advised that draft minutes could be put online subject to being confirmed and adopted at Full Council.

Resident queried why papers relating to quotes from different companies were not in circulation to the public. The Chair advised that it was normal Parish Council practice to maintain confidentiality when discussing tenders however decisions relating to those tenders would be included formally in the relevant minutes.

Resident asked if progress has been made into cutting back the shrubbery on the end of the foot/cycle path adjacent to Westlea School. The Chair advised that this was being progressed.

Resident requested that the date of the next meeting be announced at the end of the public part of each meeting. The Chair agreed this could be a standing agenda item.

Meeting start 6.40 pm

**269. Apologies**

Cllr Stephanie Exell  
Cllr Keith Williams

Cllr Mary Martin joined the meeting at 6.42 pm.

**270. Declarations of Interest & Applications for Dispensation**

None.

**271. Minutes of the previous meeting**

**RESOLVED** that the minutes of the Parish Council meeting held on 18 December 2017 be confirmed and adopted.

**272. Minutes of the Leisure and Amenities Committee**

**RESOLVED** that the minutes of the Leisure & Amenities Committee meeting held on Wednesday 3rd January 2018 be confirmed and adopted.

**273. Minutes of the Planning and Environment Committee**

**RESOLVED** that the minutes of the Planning & Environment Committee meeting held on Monday 8th January 2018 be confirmed and adopted.

**274. Minutes of Finance and Staffing Committee**

**RESOLVED** that the minutes of the Finance and Staffing Committee meeting held on Thursday 11<sup>th</sup> January 2018 be confirmed and adopted.

**275. Update from Swindon Borough Councillors**

Cllr Swinyard reported that work was underway to review safety measures at Gainsborough/Worsley Road roundabout.

**276. Reports from Parish Council Representatives**

Cllr Courtliff reported that following proposals determined by the Leisure and Amenities Committee, new dual purpose bins were now being installed at various locations across the Parish.

**277. Report from the Parish Council Chair**

Cllr Gibbons reported that there had been two charity fundraising dinners in the last month. The Chair reported a positive meeting with the Chair of Shaw Residents Association to discuss joint working on the protection of the essential setting of Lydiard Park. The Chair also indicated that there had been discussions with potential tenderers.

**278. Toothill Community Centre**

Councillors noted receipt of correspondence relating to expressions of interest to run Toothill Community Centre, copies of which are attached as **Appendix A** in the Minute Book. Cllr Mary Martin advised that she is the Swindon Borough Council Cabinet Member with responsibility for community centres. The Chair reported that the Parish Council hoped that viable operators would come forward and that the Parish Council would be monitoring the outcome very closely.

**279. 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: Tender Proposals discussion.*

**280. Update on Reviewing Grounds Maintenance and Street Cleaning Services**

The Parish Manager circulated a report, a copy of which is attached as **Appendix B** in the Minute Book, and reported that the Parish Council had circulated a tender opportunity for companies to bid to assist the Parish Council to

- a) Review and benchmark the existing Streetsmart contract and service level agreement including an assessment on market value
- b) Depending on the outcome of a) to assist the Parish Council with a full tendering and evaluation process

This invitation was posted on the Parish Council website and also direct invitations were made to five independent companies. Three bids had been received with a fourth to follow. Councillors considered the bid documentation provided.

**RESOLVED** that West Swindon Parish Council's Services Working Party reviews the bid documentation in more detail and makes a recommendation to the next Full Council meeting on 5 March.

The meeting closed at 7.21 pm

Signed.....

Date.....

Chair of the Council .