

**WEST SWINDON PARISH COUNCIL**

Minutes of the  
**WEST SWINDON PARISH COUNCIL** on  
**MONDAY 28 JANUARY 2019** at 6.30pm at  
**WEST SWINDON LIBRARY**

**Present:**

Cllr Matthew Courtliff  
Cllr Stephanie Exell  
Cllr Suresh Gattapur  
Cllr Ellen Heavens  
Cllr John Lenton  
Cllr Tim Makofu  
Cllr Nick Martin (Vice Chair)  
Cllr Mary Martin  
Cllr Tim Swinyard,  
Cllr Caryl Sydney Smith  
Cllr Keith Williams

**Officers:**

Paula Harrison (Parish Manager)  
Leanne Curtis (Assistant Clerk)

Public: Ten

**Public Session:**

Resident asked why Swindon Borough Council was dictating the level of allowances to be set by the Parish Council. The Chair advised that this would be discussed as part of the Agenda item.

Resident reported good turnouts for litter picking in Westlea and thanked the Parish Council for providing extra equipment.

Resident asked when a decision on the grounds maintenance contract would be discussed and reported publicly. The resident was advised that the Parish Council was considering discussions to date however any final decision on the awarding of the contract would be made in public.

Resident asked why Great Western Way was littered badly. The resident was advised that cleansing on Great Western Way was subject to financial restrictions that Swindon Borough Council sets and therefore only one litter pick is undertaken per annum due to the cost of the necessary safety considerations. The Parish could choose to spend extra for additional cleansing.

Resident suggested that West Swindon Parish Council insists on itemised invoices that set out cost of material and cost of labour.

Resident asked why it takes so long to get dumped furniture or abandoned vehicles removed. Resident was advised that there is a set process to follow to instruct that items/vehicles are removed from the public highway.

Resident queried why there was no visible activity at Toothill Community Centre including use of the noticeboard. Cllrs advised that the noticeboard would be considered by the Leisure and Amenities Committee.

Resident suggested that in response to recent coverage of damage to litter bins, the Parish Council could consider a reward for relevant information. Resident was advised that these incidents are generally isolated so sometimes it is more beneficial not to promote incidents or vandalism, so as not to attract further occurrences.

Meeting start 6.47  
pm

260.

**Apologies**

Cllr Prakash Khaitan  
Cllr Vinay Kumar  
Cllr Nigel Gibbons (Chair)

261.

**Declarations of Interest & Applications for Dispensation**

None.

262.

**Minutes of the previous meeting**

**RESOLVED** that the minutes of the Parish Council meeting held on Monday 17 December 2018 be confirmed and adopted.

263.

**Minutes of the Leisure & Amenities Committee**

**RESOLVED** that Recommendation (Minute 256) that the Parish Council funds the purchase of an additional 18 bins up to a cost of £7,200.00. Budget: 4890, Power: Litter Act 1986 s. 5,6.

**RESOLVED** that the minutes of the Leisure & Amenities Committee held on Monday 14 January 2019 be confirmed and adopted.

264.

**Minutes of the Planning & Environment Committee**

**RESOLVED** that the minutes of the Planning & Environment Committee meeting held on Monday 14 January 2019 be confirmed and adopted.

**265. Minutes of Finance & Staffing Committee**

**RESOLVED** that Recommendation (Minute 214) that the Payment Schedule for December 18 of fifteen payments totalling **£44,467.90** be approved.

**RESOLVED** that Recommendation (Minute 216) that the draft Grievance Policy is adopted.

**RESOLVED** that Recommendation (Minute 217) that the West Swindon Library grant award of £25,021.97 is approved.

**RESOLVED** that Recommendation (Minute 219) that the Internal Auditors Interim Report is noted.

**RESOLVED** that the minutes of the Finance and Staffing Committee meeting held on Wednesday 5<sup>th</sup> December 2018 be confirmed and adopted.

**266. Minutes of the Leisure & Amenities Committee**

**RESOLVED** that Recommendation (Minute 237) that the Building Grant funding allocated to Toothill Farmhouse site be reserved for a further six months to allow the issues involving lease arrangements be agreed.

**RESOLVED** that the minutes of the Leisure & Amenities Committee held on Monday 10 December 2018 be confirmed and adopted.

**RESOLVED** that Recommendation (Minute 262) that the Payment Schedule for December 18 to January 19 of eleven payments totalling **£151,446.92** be approved.

**RESOLVED** that the minutes of the Finance and Staffing Committee meeting held on Wednesday 16<sup>th</sup> January 2019 be confirmed and adopted.

**267. Update from Swindon Borough Councillors**

Cllr Tim Swinyard reported that a yellow weather warning had been issued and gritters would be out.

Cllr Mary Martin advised that during the summer all grit bins are routinely checked and refilled. During the winter, they are refilled as needed when they are reported. Please report empty grit bins on the Borough Council so they can be topped up.

Cllr Nick Martin reported that planning permission had been granted for the Snowdome at North Star.

Cllr Keith Williams reported that from 7 Feb 2019, a new customer contact centre would be open to residents, with an entrance on Princes St.

**268. Reports from Parish Council Representatives**

Cllr Gattapur reported that following discussions with local businesses, McDonalds and KFC should be providing 2 new bins each.

**269. Toothill Junior Youth Club Grant Application**

Following confirmation of a new lease agreement being proposed which confirmed that Toothill Junior Youth Club (TJYC) to replace windows, Councillors reconsidered a grant application from Toothill Junior Youth Club requesting financial support for new windows and front door. A copy of which appears as **Appendix A** in the Minute Book.

Standing Orders suspended 7.09 pm to allow Mavis Read (TJYC) to make representation.

Standing Orders resumed 7.11 pm

**RESOLVED** that a grant of £5035 be approved.

**270. Councillor Allowances**

Councillors received a copy of the report of the Swindon Independent Remuneration Panel which set out recommendations for Councillor allowances for each Parish Council. A copy appears as **Appendix B** in the Minute Book. Councillors debated the recommendation in the report.

**RESOLVED** that the decision on Councillor Allowances be deferred to the newly elected Parish Council in May 2019. Cllr Steph Exell abstained.

**271. Update on Income and Expenditure 2018-19**

The Parish Manager presented to Councillors a summary of expenditure for information, a copy of which appears as **Appendix C** in the Minute Book.

**272. West Swindon Parish Council Precept 2019-20**

Councillors received a report setting out recommendations for the 2018-2019 Council Budget and Precept, a copy of which appears as **Appendix D** in the Minute Book. The report proposed a 2% increase on the previous year's precept.

**RESOLVED** that the proposed precept budget is approved and that this budget is submitted to Swindon Borough Council. Cllr Matthew Courtliff abstained.

**273. Casual Vacancies**

Councillors considered a report on Casual Vacancies, which set out a process for vacancies. A copy of the report appears as **Appendix E** in the Minute Book.

**RESOLVED** that the report on Casual Vacancies be noted.

**274. Apologies for Absence**

The Parish Manager circulated a report regarding the process for receiving and approving apologies for absence. A copy of the report appears as **Appendix F** in the Minute Book. The report noted that apologies submitted to each formal meeting should be accepted and approved by the Committee and recorded as such in the Minutes.

**RESOLVED** that the amendments to the recording of apologies be agreed and details to be incorporated into the Parish Council's Standing Orders.

**275. Wiltshire Pension Fund - Discretions Policy**

Councillors received a report advising on the adoption of a Discretions Policy in order to comply with the Wiltshire Pension Fund. A copy of the report appears as **Appendix G** in the Minute Book.

**RESOLVED** that the Discretions Policy be approved and submitted to the Wiltshire Pension Fund.

The meeting closed at 7.47 pm

Signed.....

Date.....

Chair of the Council