

**WEST SWINDON PARISH COUNCIL**  
**Minutes of the online meeting of the**  
**WEST SWINDON PARISH COUNCIL held on**  
**Monday 23 August 2021 at 7.00 pm**

**Present:**

Cllr Mike Burtenshaw (v)  
Cllr Steph Exell (v)  
Cllr Nigel Gibbons  
Cllr Geoff Gould  
Cllr Prakash Khaitan  
Cllr Nick Martin  
Cllr Mary Martin  
Cllr Trish Philpot (v)  
Tim Swinyard  
Cllr Caryl Sydney Smith

SBC Councillors: None

Officers: Paula Harrison (Parish Manager)

Public: Three (v)

**Public Questions:**

Resident updated that flyers funded by the Parish Council promoting anti littering messages were in distribution to households in West Swindon.

Meeting start 7.06 pm

**94. Apologies**

Apologies received from  
Cllr Tim Makofu due to sickness absence.  
Cllr Suresh Gattapur due to holiday

**RESOLVED** that all apologies received were approved.

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

To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 24<sup>th</sup> May 2021.

None.

**96. Minutes of the previous meetings**

**RESOLVED** that the minutes of the Council meeting held on Monday 26 July 2021 be confirmed and approved.

**97. Minutes of the Finance and Staffing Committee**

**RESOLVED** that Recommendation (Minute 93) that Parish Council notes the process,

and approves the conclusion of staffing matters and related payment, as proposed by Robinson Grace HR and reviewed by the Council's appointed solicitor be adopted and approved.

**RESOLVED** that the minutes of the Extraordinary Finance and Staffing Committee meeting held on Monday 16 August 2021 be adopted and approved

**98. Update from Swindon Borough Councillors**

Shaw Primary School Safety Zone: Cllr Mary Martin reported that Swindon Borough Council Highways had circulated information regarding a set of measures for school safety at Shaw Primary School. Concerns from residents have highlighted potential for displacement parking in the Bramptons. Over forty comments have been sent through to date. This will be summarised when the item is next discussed at Planning & Environment Committee.

**99. Updates from Parish Council Representatives**

Cllr Philpot asked if Borough Councillors could advise on when groups could use public libraries as meeting places again. Cllr Swinyard indicated that libraries were on track to get back to normal –

Cllr Philpot asked for feedback on plans for streets neighbouring Lydiard Park that repeatedly experience parking issues when concerts and events are taking place at Lydiard Park. Cllr Swinyard advised that Swindon Borough Council were aware of the issues for local residents.

**100. Sparcells Toddler Play Area**

The Parish Manager circulated an inspection report for the relocated toddler play area at Sparcells off Sparcells Drive. A copy of the report appears as **Appendix A** in the Minute Book. The Parish Manager advised Councillors that there were a number of issues arising from the installation including poor fencing, query regarding clear fall zones and gates installation. A recent meeting with Swindon Housing Company had agreed that these issues would be resolved.

**RESOLVED** that the Parish Council agrees to take responsibility and ongoing care and management of Sparcells toddler play area once these rectifications have been satisfactorily completed.

**101. Protocol for Councillor Absence**

The Parish Manager advised that the issue of how Councillor absence at public meetings is recorded had been raised by a local resident. As a result, a protocol had been drafted, a copy of which appears as **Appendix B** in the Minute Book. The purpose of any agreed changes would be to ensure that elected Councillors could not avoid triggering the six month absence rule by submitting an apology that gets approved. Councillors considered whether there should be any mitigating factors.

7.34 pm Standing Orders suspended – feedback from residents present.

7.38 pm Standing Orders reinstated.

**RESOLVED** that

- a) Councillors must attend a meeting in person or virtually within any six month consecutive period or they cease to be a member of the authority.
- b) Apologies will no longer be a Standing Item on all agendas and will not be approved.
- c) West Swindon Parish Council's Standing Orders to be updated accordingly.

**102. Co-option Process**

The Council received a report setting out the process for co-opting a new member of the Council, a copy of which appears as **Appendix C** in the Minute Book.

**RESOLVED** that

- a) The process for Co-option remains unchanged as proposed in **Appendix C**.
- b) The Chair has the casting vote
- c) The process is incorporated into the Parish Council's Standing Orders.

**103. Operations Update**

The Parish Manager circulated a report, a copy of which appears as **Appendix D** in the Minute Book. The report highlighted the opportunity to purchase a new rotary hedge cutting tool for the tractor. The report detailed the benefits of the new tool including less mess, better finish to shrubbery. It would be used in conjunction with the tractor sidearm. Few quotes are available and the equipment is generally made to order. Currently, the price for a Bomford Side Arm would be in region of £7,000 to £10,000 depending on fitting. Delivery is estimated at 4-5 months.

**RESOLVED** that the Parish Manager be given approval to order a rotary hedgecutter at a cost of up to £10,000.

**104. Swindon Borough Council Consultations**

For information:

Electric Vehicle Chargepoint Strategy (link already circulated)

Local Cycling and Walking infrastructure Plan (LCWIP) (link already circulated)

**RESOLVED** that these consultations are considered in more detail at the next Planning & Environment Committee.

8.15 pm.

**105. Admission of Public and Press**

Resolved 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: Staffing Matters*

**106. Staffing Update**

Councillors received a private and confidential report setting out a staffing update, a copy of which appears as **Appendix E** in the Minute Book.

**RESOLVED** that Council approves the Without Prejudice Settlement Agreement as circulated and related payment as set out **Appendix E** 1.4.

**Date of next meeting: Monday 25 October 2021 7.00 pm**

*Meeting closed 8.25 pm*

*Signed: .....*

*Date: .....*

*Chair, West Swindon Parish Council*

DRAFT