

**WEST SWINDON PARISH COUNCIL**  
**Minutes of the online meeting of the**  
**WEST SWINDON PARISH COUNCIL held on**  
**Monday 29 November 2021 at 7.00 pm**

**Present:**

Cllr Steph Exell (v)  
Cllr Suresh Gattapur (v)  
Cllr Nigel Gibbons  
Cllr Geoff Gould  
Cllr Prakash Khaitan  
Cllr Tim Makofu  
Cllr Nick Martin (v)  
Cllr Mary Martin (v)  
Cllr Nandini Singh  
Cllr Tim Swinyard  
Cllr Caryl Sydney Smith

Officers: Paula Harrison (Parish Manager)

Public: Three in person Three virtual

**Public Questions:**

Resident reported that it had been while since the Pump Track had been discussed and it was very welcome to see it being progressed.

Resident advised that the hedge on Eastleaze Road was being proposed for reduction. The resident advised that it would be better for wildlife, climate change and the privacy and security of residents if it were left taller. The Chair advised he would review the matter.

Resident advised that during the presentation from New Generation Bond CIC, they gave the impression that they were a charity when they are a community interest company which cannot be a charity. Did Councillors feel misled by this? The Chair advised that the charitable status of the organisation did not materially change the nature of the grant proposed and so didn't change the decision. The Chair advised that checks would be undertaken on the expenditure.

Resident advised that in relation to social media and marketing, the Parish Council could consider another local organisation – The Platform as a vehicle for support. This would be significantly cheaper and it has links with the Link Magazine. The Chair noted the proposal.

Resident advised that as a member of the Remuneration Panel, extra information was available in relation to how the Councillor Allowances are determined. The Chair noted the offer

Resident advised that new flytipping signs around the Prinnels pond area looked good and would hopefully help deter flytipping. Resident asked how to progress getting Neighbourhood Watch signs. The Parish Manager offered to share contact details. Resident advised that work was progressing with Swindon Borough Council and the removal of self seeded willows. Plans for a residents association were going well. The Chair thanked the resident for the update.

Resident reported problems with the growth of the hedgerow around Brookfield School. The Chair advised this was the responsibility of the school.

**Presentation: Keith Philips, Digital Writes Projects in West Swindon.**

Keith reminded Councillors of recent local projects such as West Words and film making with the West Swindon Youth group. The organisation has a grant from the Culture Recovery fund. This will be about engaging with the local community and boosting creativity. Keith invited the Parish Council to continue to partner the Digital Writes projects and gave an open invite for the Parish to be involved in the future.

Meeting start 7.27 pm

192. **Welcome**

The Chair opened the meeting and thanked those present for attending.

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

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

Cllr Gibbons indicated that he was related to Abby Pansegrauw Item no.9.

194. **Minutes of the previous meeting**

**RESOLVED** that the minutes of the Council meeting held on Monday 25 October 2021 be confirmed and approved.

195. **Minutes of the Planning & Environment Committee**

**RESOLVED** that the minutes of the Planning & Environment Committee held on Wednesday 3<sup>rd</sup> November 2021 be adopted and approved.

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

**RESOLVED** that Recommendation (Minute 178) that expenditure for October 21 of 47 Payments totalling £55,355.17 are approved.

197. **RESOLVED** that the minutes of the Finance and Staffing Committee meeting held on Wednesday 3<sup>rd</sup> November 2021 be adopted and approved

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

**RESOLVED** that the minutes of the Leisure & Amenities Committee meeting held on Monday 08<sup>th</sup> November 2021 be adopted and approved

199. **Update from Swindon Borough Councillors**

Cllr Sydney Smith advised that following the presentation from New Generation Bond at the last Full Council meeting, Toothill Big Local had not refused funding to the group. The group had not applied through the grant process and had purchased items before being approved for a grant.

Cllr Sydney Smith encouraged other Councillors to attend the quarterly Community

Safety Group meetings in order to partner with other community safety organisations including the Police on local issues.

200. **Updates from Parish Council Representatives**

Cllr Gattapur and Cllr Gould reported that Swindon Borough Council's street sweeper had been active in Westlea and Freshbrook.

Cllr Khaitan reported that Councillors needed to keep a log of complaints relating to speeding vehicles to pass to Police colleagues.

Cllr Singh offered thanks to the Parish team for helping cut back and tidy up around Spenser Close.

Cllr Exell praised the efforts of the Toothill volunteers who continue to work hard litter picking with thanks to the Team for their support. Cllr Exell advised that reports regarding the cold conditions of the library had not been responded to.

Cllr Gattapur reported that there were lots of complaints about the obstruction and mess from city fibre cable work which have been passed to Mr Robert Buckland MP.

7.50 pm Cllr Exell left the meeting for a training commitment.

201. **Presentation AbbyP PR**

Abby Pansegrau gave an update presentation to the Council following a short contract to update the Parish Council's social media and the website. A copy of the presentation slides appears as **Appendix A** in the Minute Book. Ms Pansegrau summarised work that had been undertaken to simplify the website, improve picture images and content style, improve Councillors profiles, and encourage interactions through social media including Instagram and Facebook. Ms Pansegrau gave examples of content for the noticeboards, social media and resident communications.

Ms Pansegrau asked Councillors to consider

- a) committing to a number of outputs/content in the Link Magazine
- b) updating to a new website that would be more flexible and creative than the current version and adding google analytics
- c) establishing content and newsletter creation
- d) links to social media
- e) updating and formatting the noticeboards

The Chair thanked Ms Pansegrau for the presentation.

202. **Proposal - Communications Working Party**

Councillors considered a report from the Communications Working Party, a copy of which appears as Appendix B in the Minute Book. The report set out options to make an agreement with the Link Magazine for a bi-monthly newsletter update and consideration of commissioning social media and PR input on a weekly basis on a 12 monthly basis. Councillors agreed that the website did not render well on multiple devices and there is limited capacity within the staff team currently to commit to creating copy for public notices and newsletters.

Councillors agreed that revisiting the Link Magazine would be purposeful providing there are

assurances that the articles are clearly advertised within the magazine, copy is available online as well as in print and

**RESOLVED** that .

- a) the Parish Manager openly advertises a tender opportunity for 4-5 hours per week of social media and communications support
- b) subject to finalising the appointment of social media and communications support, the Council forms an agreement with the Link Magazine as quoted in **Appendix A**.

203. **Swindon Independent Remuneration Panel – Recommendations on Councillor Allowances**

Councillors noted the Panel's report, a copy of which appears as **Appendix C** in the Minute Book and considered a report from the Parish Manager, a copy of which appears as **Appendix D** in the Minute Book. Councillors noted that options were now available for Councillors to attend meetings virtually and that the demands of the Chair's role were greater.

**RESOLVED** that the Councillor Allowance for 2022-23 be set at £1500 for the Chair and £500 for Parish Councillors who wish to claim.

204 **West Wheels Pump Track**

The Parish Manager circulated a letter from Community First confirming that the Parish Council's grant application of £22,000 has been approved. A copy of the letter appears as **Appendix E** in the Minute Book.

The Parish Manager circulated a report setting out the financial breakdown of the West Wheels Pump Track project, a copy of which appears as **Appendix F** in the Minute Book.

**RESOLVED** that

- a) West Swindon Parish Council formally commissions the commencement of the West Wheels Track at Rivermead skate park based on the tender process previously agreed (Minute 695) with a tender award of £97,900.
- b) That this Council makes a resolution to allow 15% (£14,685) contingency costs approving an overall expenditure of up to £112,585.00

**Artificial Sports Pitches – as requested by Cllr Mike Burtenshaw**

Postponed to a future meeting.

205. **Staffing and Recruitment Update**

The Parish Manager updated the Council on recruitment to date. Councillors considered the Recommendation (Minute 183) from the Finance & Staffing Committee requesting a change to the Operation Supervisors salary as a result of a pay review.

**RESOLVED** that (Minute 183) from the Finance & Staffing Committee be approved.

*Meeting closed 8.55 pm*

*Signed: .....*

Date: .....

Chair, West Swindon Parish Council

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