

**SOUTH SWINDON PARISH COUNCIL**  
(CENTRAL SWINDON SOUTH PARISH COUNCIL)

**COUNCIL MEETING**

Minutes of the Extraordinary meeting held on 14 July 2020 at 6.30pm  
at a VIRTUAL ZOOM MEETING

- Present** Cllr C Watts Chair  
Cllr J Howarth Vice-Chair  
Cllr S Ahmed  
Cllr J Ali  
Cllr S Allsopp  
Cllr V Ayris  
Cllr J Firmin  
Cllr M Gladman  
Cllr D Griffiths  
Cllr A Hamid  
Cllr E Heavens  
Cllr P Herring  
Cllr N Hopkins  
Cllr S James  
Cllr L Kasmaty  
Cllr M J Miah  
Cllr J Miah  
Cllr J Milner-Barry  
Cllr S Pajak  
Cllr T Philpot  
Cllr M Strinkovsky
- Officers** Rob Core Clerk  
Jake Mee Deputy Clerk and RFO  
Matt Bradley Communications and Events Manager  
Theresa Gordon Agenda Clerk
- Public** Three
- Public Session** A member of the public asked if councillors were aware that Covid 19 guidance signs for play areas are not visible when entering some of the play parks and also asked if only one sign per site is required legally or is it to save on cost. The Chair replied that the comments regarding the play park signage were noted.
- A member of the public asked if a cygnet that had been found dead in Queens Park at the weekend had been examined to find a cause of death as other swans could be at risk. The Chair said that the issue had been reported to the borough council, an officer collected the cygnet, and the borough council would respond if there was an issue.
- 1132** **Apologies.**  
Cllr W Horley  
Cllr N Watts
- 1133** **Declarations of Interest & Applications for Dispensation**  
None
- 1134** **Chairs Report**  
The Chair said that following updated government guidance Parish facilities have continued to gradually reopen and following a decision at the last Parish Council Meeting the toilets at the Town Gardens and Queens Park reopened on Saturday 4<sup>th</sup> July. The

toilets' reopening has had very positive reviews with the toilet attendants on site being complimented by residents for being helpful and welcoming.

All but one of the play areas have been reopened (Hesketh Crescent Play Area is due to reopen on Wednesday 15<sup>th</sup> July). The Parish Councils' Park Rangers have done an excellent job cleaning equipment and providing the necessary maintenance before their reopening. Signs have also been added advising residents on the action's users can take to avoid spreading the Coronavirus when using the equipment.

Parish Councillors are in the current meeting deciding on the future opening of Broadgreen Community Centre and Old Town Library. Although the government has said libraries and community centres can reopen the reality is that they will not be open in the same way as before Lockdown for some time to come.

### **Projects**

As the economy has begun to reopen the Parish Council has pressed forward with their projects.

After long delays due to the Covid Lockdown, work at Cambria Bridge Play Area has now been completed. A formal reopening of the Play Area will be taking place later this week.

Work at Cavendish Green is near to completion and should be finished by the end of the week.

Thanks to the work of the Parish Council's World Wars Working Party and Parish Officers, we are now in position to have a memorial and mural in place for the 75<sup>th</sup> Anniversary of VJ Day (August 15<sup>th</sup>). Should Parish Councillors decide at this meeting to commission this work we will be holding a socially-distanced event to commemorate this important day and remember those who sacrificed for our freedom both at home and abroad 75 years ago.

The Blacksmith had been continuing to work on restoring the Town Gardens gates during Lockdown, albeit without the help of his staff member due to self-isolation. The final modifications that are necessary for the Goddard Avenue gate and adjoining fences should take place next week. After that piece of work is completed the Blacksmith will be removing the pillars from the Quarry Road entrance and taking them away for restoration. The Projects Officer believes that September is a realistic completion date for the project.

Quotes are currently being obtained for the drainage works and new equipment required for the East Wichel Play Area refurbishment. It is hoped to bring a full specification with quotes to a future council meeting.

Work to open up the section of our upcoming South Swindon Green Corridor between Coate Water and Croft Country Park has been taking place with the required tree surgery due to be completed on Tuesday 21<sup>st</sup> July. The necessary groundwork required to make the Green Corridor accessible for more of the year will be placed on the next Parish Council Meeting agenda.

### **Transfer of Services**

Due to delays in procuring the new vehicles needed to self-deliver grounds maintenance services and the consultation period for TUPE transfer only just starting, the Parish Council has written to Swindon Borough Council stating that we would not be able to satisfactorily accept their grounds maintenance staff on August 1<sup>st</sup>.

We have instead proposed a TUPE transfer date of the 2<sup>nd</sup> November. Affected staff have been told and between 1<sup>st</sup> August and 2<sup>nd</sup> November the Parish Council would continue to honour contract payments to Swindon Council to ensure a seamless service for residents. Parish Councillors will be informed when an official response from the Council to our proposed date is received.

### **Broadgreen Safer Neighbourhood Project**

As the relationship between the Local Policing Team and South Swindon Parish Council continues to grow, a new project is starting between us which aims to address the fact that the Police receive limited information from the Broadgreen community about crime

and anti-social behaviour taking place in their area. This project for Broadgreen is being pressed forward under the banner "Safer Neighbourhoods".

So far, the Police and Councillors have identified and spoken to community leaders who can lead this initiative and have raised awareness verbally in the community that a new initiative to address crime and anti-social behaviour is on the way. The next step in this project is to get "buy-in" from Broadgreen residents for this project. The Police have committed to letter dropping the community informing them of this project and Councillors have agreed with the Police to establish a Facebook Page dedicated to raising awareness of the police's activities in the Broadgreen area and to encourage Broadgreen residents to get in touch with the Police with local intelligence.

At their last meeting to discuss this initiative there was agreement between the Police and Central Ward Councillors that it would be best if the Parish Council "hosted" the Facebook Page for this Safer Neighbourhood initiative.

The Chair asked Councillors for their support of this initiative.

**1135 Payment Schedule June 2020**

The RFO submitted the Payment Schedule for June 2020, a copy of which appears as Appendix A in the Minute Book.

**RESOLVED** that the Payment Schedule for June 2020 totalling £466,878.11 be approved.

**1136 Accounts June 2020**

The RFO to submit the Payment Schedule for June 2020.

**DEFERRED** to a future meeting.

**1137 Re-opening of the Old Town Library**

The Clerk submitted a report including recommendations regarding the safe re-opening of the Old Town Library for consideration, a copy of which appears as Appendix B in the Minute Book.

The Clerk said that a risk assessment had been produced by the parish safety officer and the librarian. HQ Theatres Building Compliance had agreed to carry out the required checks at the library which will take place imminently and the provisional opening date of 20<sup>th</sup> July would be extended.

The Chair thanked the librarian, Deborah for all the great work that she had been doing on you-tube and Facebook which had received 7,500 views to date.

**Recommendations**

- 3.1 To continue to monitor the current pandemic and local infection rates.
- 3.2 To review and update the Risk Assessment, Safe System of Work and Management Plan in line with any guidance changes.
- 3.3 To seek clarity from HQTC and SBC on building compliance timings for safe access to the building.
- 3.4 To commence a limited "Click and Collect, Grab and Go and Personal Shopper" service following the above guidelines, safe systems of work and the risk assessment with a proposed start date 20<sup>th</sup> July 2020 (Subject to agreement with HQTC over compliance and cleaning).

**RESOLVED** that recommendations 3.1, 3.2, 3.3 and 3.4 be approved

**1138 Re-opening of the Broadgreen Community Centre**

The Clerk submitted a report regarding the safe re-opening of Broadgreen community centre for consideration, a copy of which appears as Appendix C in the Minute Book.

The Clerk said that a risk assessment had been produced by the parish safety officer and the Centre Manager. He said that the Hazard & Description (potential consequences) in the risk controls area of the assessment had been amended from a 12 to 8. Councillors

discussed the risk factors and determined that they were not comfortable with the centre re-opening at the present time and that the risks should be reviewed.

**RESOLVED**

1. That the risk assessment be reviewed taking councillors concerns into consideration.
2. That the Chair and Vice Chair apply delegated powers if satisfied with the revised report.

**1139 World Wars Working Party**

The Chair of the World Wars Working Party submitted a report regarding the installation of a Civilian War Memorial and a Mural in Queens Park, a copy of which appears as Appendix D in the Minute Book.

Councillor Firmin presented three designs for a Civilian War Memorial to celebrate the 75<sup>th</sup> anniversary of VE and VJ day 2020. The chosen design would be placed in the WWII Memorial Garden at Queens Park, this would be in addition to a Mural adjacent to the lake, which the working party hoped to involve pupils from one of the local secondary schools.

Design 1	Design consisting of composite photograph panels either side of a laser cut stainless steel silhouette of a woman holding a child aloft with a Union Jack motif.	Cost £6,500
Design 2	Carved stone monolith of hillside and roadway with civilians and service personnel figurines representing those at home and those returning from duty.	Cost £8,500
Design 3	Design of a globe of poppy flowers made of solid brass and enamelled red with weathered interior over time. Measuring 780mm x 1150mm on top of a plinth and with the option to illuminate from the inside at additional cost.	Cost £11,075

**Recommendations**

- 3.1 To approve the design and construction of the WWII memorial in queens Park using Design 1 at a cost of up to £6000 as per 2.4 of the report.
- 3.2 To obtain designs for installation of flagstones around the base of the memorial and the associated quotes as per 2.5 of the report.
- 3.3 To Approve the Mural at Queens Park and associated cost as per 2.6 of the report.

**RESOLVED** that recommendations 3.1, 3.2 and 3.3 be approved.

**1140 Events Working Party**

The Chair of the Events Working Party gave a verbal report regarding the Old town Bowl.

Councillor Hopkins said that most of the summer bookings had been cancelled due to the Covid 19 crisis and that Fandangos a local Events Management Company had approached the Parish Council with a view to holding an all ticket event named “coming out of lockdown” in the bowl. Fandangos had provided an extensive and detailed report which included measures for risk safety, noise management, toilet facilities, bar, food, and entertainment which had all been approved by the Borough Councils’ events safety advisory group (ESAG).

**RESOLVED** that events would proceed beyond the initial period of July 31<sup>st</sup> 2020

**1141 Planning Applications delegated to the Chair & Vice-Chair**

The Deputy Clerk submitted a report containing the delegated responses of the Chair and Vice-Chair, a copy of which appears as Appendix E in the Minute Book.

**RESOLVED** that the responses of the Chair and Vice Chair be approved.

**1142** Planning Decisions

The Deputy Clerk submitted for information a report containing the decisions made by Swindon Borough Council, a copy of which appears as Appendix F in the Minute Book.

Cllr C Watts requested that the Clerk write a letter to the planning department at Swindon Borough Council asking why none of the objections made by the Parish to planning application S/RES/19/1675 had been addressed in the delegated report.

**RESOLVED** to formally request clarification from the planning department at Swindon Borough Council.

**1143** Machine Sweepers Procurement

The RFO submitted a report for consideration regarding the procurement of Machine Sweepers for the future provision of Street Cleaning Services, a copy of which appears as Appendix G in the Minute Book.

The report provided information to assist councillors regarding the purchase of vehicles for the provision of street cleaning services to be self-delivered by the Parish Council.

Summary of the purchase quotes and scoring

Suppliers	Quotes	Scoring
Supplier 1	£60,589 Score	100.0 Rank 1
Supplier 2	£60,922 Score	87.91 Rank 2
Supplier 3	£71,696 Score	79.29 Rank 3

Recommendations

- 3.1 That a three year Repairs and Maintenance contract be taken with Supplier 1 at a total cost of £5,500 per machine, per year as per 2.5 of the report.
- 3.2 That a supply contract for the requirement of 2 x Compact Machine Sweepers be placed with Supplier 1 at a total cost of £121,177.34 as per 2.7 of the report.
- 3.3 That the machines be funded from the £80,000 machine sweepers budget and the remainder from the Earmarked Reserves and a three-year rolling replacement programme established within the budget.

Cllr N Hopkins thanked the Clerk, Deputy Clerk, and the Services Supervisor for all that they had achieved.

**RESOLVED** that recommendations 3.1, 3.2 and 3.3 be approved.

**1144** 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 Commercially Sensitive.

**1145** Broome Manor Allotments

The RFO submitted a document regarding the Allotments at Pipers Way Swindon, a copy of which appears in the Confidential Minute Book.

The RFO said that there had been a rental issue between Swindon Borough Council, and the Parish Council concerning the telecommunications mast located at the Broome Manor allotment site, the RFO had sought legal advice, which revealed that there would be negligible benefit in pursuing any outstanding debt. The RFO recommended that the debt be cancelled.

**RESOLVED** that the recommendation from the RFO to cancel the debt be approved.

The meeting closed at 19.39pm

Signed.....

Date.....

Chair of the Council

DRAFT