

South Swindon Parish Council

Full Council Meeting

Minutes of the meeting held on 20th February 2024 at 6.30pm
In the Council Chamber, Parish Council Office, Gladstone Street, Swindon.

Present:	Cllr N Hopkins (Chair) Cllr J Howarth (Vice-Chair) Cllr J Ali Cllr R Banwell-Moore Cllr D Dias Cllr J Firmin Cllr D Griffiths	Cllr P Herring Cllr S James Cllr L Kasmaty Cllr R Leather Cllr G Philpot Cllr T Silberberg Cllr N Watts
Officers:	Jake Mee Carol Clark	Chief Executive Officer Administration Assistant
Public:	Three	
Apologies:	Cllr S Allsopp Cllr M Davies Cllr M Le Coyte-Grinny	Cllr J Miah Cllr J Pereira Cllr T Philpot
Absences:	Cllr S Ahmed Cllr A Hamid	Cllr D Vales

2324 – 325 Declarations of Interest & Applications for Dispensation

Cllr J Firmin and Cllr P Herring declared a non-pecuniary interest in item 14, Local Government Boundary Review of Swindon.

2324 - 326 Public Questions

Question: Is there an updated plan of the Mesothelioma Garden?

Answer: There isn't an updated plan. By removing the rail wheels from the original scope of works, we have an amended plan. South Swindon Parish Council are in contact with 3 contractors and waiting for quotes. A report is expected to be available for the March 2024 Full Council meeting.

Question: Residents highlighted that flooding had returned to the area of Newburn Crescent. They asked what was being done regarding flooding alleviation.

Answer: The Chief Executive Officer has been in contact with Swindon Borough Council, and they have confirmed that they have it in hand. The Parish Council are clearing allotment land to make way for a tractor that will dredge part of the river Fleet behind Newburn Crescent. The Environment Agency are aware of the dredging plans.

2324 – 327 Chair's Report

Buckhurst Field project continues with the Parish Council working and building positive community relationships. This project aims to improve youth activities from playgrounds, skate parks and football.

2324 – 328 Information from Borough Councillors

None present.

2324 – 329 Presentation – SBC Director of Operations

Brian Pinchbeck, Swindon Borough Council's Director of Operations and Cllr Jim Grant the Cabinet Member for Communities and Joint Working presented the key headlines regarding the Borough Council's proposed transfer of services to Parish Councils. A question and answer session followed the presentation.

Cllr J Howarth left the meeting at the end of this item.

2324 – 330 Minutes – Finance & Staffing

RESOLVED: That the minutes of the Finance & Staffing Committee Meeting held on 23rd January 2024 be adopted and approved as a correct record.

2324 – 331 Minutes – Full Council

RESOLVED: That the minutes of the Full Council meeting held on 23rd January 2024 be approved as a correct record.

2324 – 332 Payment Schedule – January 2024

The Chief Executive Officer submitted the Payment Schedule for January 2024, a copy of which appears as Appendix A in the Minute Book.

RESOLVED: that the Payment Schedule for January 2024 totalling, £247,998.91 including VAT be approved.

2324 – 333 Buckhurst Field Improvement Programme

The Projects Officer submitted a report regarding improvements to Buckhurst Field. A copy of which appears as Appendix B in the Minute Book.

Recommendations

1. Contract Company 1 to construct the Buckhurst Skatepark based on their design.
2. Contract Company 1 to rebuild the play area, as per their design.
3. Subject to funding from the Football Foundation and Oakfield Development Board being secured, install a Playzone on the site of the existing Buckhurst MUGA with football, basketball and volleyball being accommodated.
4. Authorise the CEO to agree a 5-year lease with the Swindon Robins FC at a rate of £4,000 per year.
5. Contract Company 3 to deliver the pitch maintenance contract at Buckhurst Field.
6. Support the installation of a goal store as an annexe to the New College Astro Pitch fencing with funding from S106 George Gay Gardens monies.

7. Support the Parish Council making renovations to the Buckhurst Sports Pavilion and authorise the CEO to deliver the Buckhurst Sport Pavilion project utilising available S106 funding and external funding available.
8. Authorise the CEO to, if necessary, use Building Reserve monies to fully fund the renovations to the Sports Pavilion.
9. Subject to no further external funding becoming available for the Buckhurst Improvement Project, authorise the CEO to use up to £25,000 of the Open Spaces Reserve to level and tarmac the remaining area of the Buckhurst car park.
10. To grant Swindon Borough Council permission to build a cycle path along the Park North side of Buckhurst Field.

RESOLVED: To approve recommendations 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10.

2324 – 334 East Wichel Open Space Improvements

The Projects Officer submitted a report regarding improvements to East Wichel open space and play area. A copy of which appears as Appendix C in the Minute Book.

Recommendations

There is no reason not to go for the cheapest price. Recommend we award the task to Company 1, Total £22,465.

RESOLVED: To approve Company 1 for a total of £22,465.

2324 – 335 Broadgreen Hut

The Deputy CEO submitted a report regarding a 1-year lease of the Broadgreen Hut with Changing Suits. A copy of which appears as Appendix D in the Minute Book.

Recommendations

3.1 Authorise the Parish Council's CEO to agree a lease for the Broadgreen Hut with Changing Suits based on the terms stated in Point 2.4.

3.2 To refurbish the Broadgreen Hut at a total cost of £14,000, funded from the Parish Council's Buildings Reserve.

RESOLVED: To approve recommendations 3.1 and 3.2.

2324 – 336 Town Gardens Planting Scheme

The Town Gardens Head Gardner submitted a proposed planting scheme at the Town Gardens. A copy of which appears as Appendix E in the Minute Book.

RESOLVED: To defer this item until a future Full Council meeting.

2324 – 337 Quarry Road Drainage Works

The Deputy CEO submitted a report regarding drainage works required at the Quarry Road Tennis Courts. A copy of which appears as Appendix F in the Minute Book.

Recommendations

3.1 To contract Company 1 to complete the Quarry Road Drainage works based on the original Sustainable Drainage System design.

RESOLVED: To approve recommendation 3.1.

2324 – 338

GWR Park Information Boards

To consider designs of Information Boards being produced for GWR Park through the Heritage Page 2 of 2 Action Zone. A copy of which appears as Appendix G in the Minute Book.

Recommendations

3.1 Approve the designs of the two information boards in GWR Park.

3.2 Approve the lectern style for both signs.

RESOLVED: To approve recommendations 3.1 and 3.2.

2324 – 339

Local Government Boundary Review of Swindon

To consider whether the Parish Council wishes to respond to the consultation reviewing the Borough Council's Ward Boundaries. A copy of which appears as Appendix H in the Minute Book.

Recommendations

3.1 That council approve a response to the consultation.

RESOLVED: To respond to the Local Government Boundary Review of Swindon highlighting the three known unnatural boundaries for South Swindon Parish as listed in 2.3 of the report.

2324 – 340

Precept Information Leaflet

The Communications Officer submitted a draft precept information leaflet for 2024-25. A copy of which appears as Appendix I in the Minute Book.

RESOLVED: To approve the draft precept information leaflet for 2024-2025.

2324 – 341

Calendar of Meetings 2024/25

The Deputy CEO submitted the Parish Council's Meetings Calendar for 2024/25. A copy of which appears as Appendix J in the Minute Book.

Recommendations

3.1 To consider and give feedback on the preferred Calendar of Meetings for 2024-2025.

RESOLVED: That the Leisure, Environment and Amenities Committee meetings are to be held monthly.

RESOLVED: That the Finance & Staffing meeting will continue to occur every quarter and will be held on the same evening as the monthly Planning meeting.

2324 – 342 **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: Staffing**

2324 – 343 **Staffing Working Party**

To consider recommendations from the Staffing Working Party regarding changes to the Parish’s staffing structure and the division of responsibilities. A copy of which appears as Appendix A in the Confidential Minute Book.

Recommendations

3.1 That an Assistant Clerk position be created with a current Administration Assistant being offered this post, as per the proposal in Point 2.1.

3.2 That an amended Administration/Office Assistant post be created as proposed in Point 2.2 with this post being offered on a trial basis of 3 months.

3.3 That a new Maintenance Manager position be created and offered to a current Maintenance Officer, as proposed in Point 2.3.

3.4 To create a new gardener position for GWR Park as proposed in Point 2.4.

3.5 To offer a temporary Services Manager position until the end of 2024 with commensurate salary uplift as proposed in Point 2.5.

RESOLVED: To approve recommendations 3.1, 3.2, 3.3, 3.4 and 3.5.

Meeting Closed at 20:20pm

Signed:

Dated:

Chair of the Parish Council