

South Swindon Parish Council

Full Council Meeting

Minutes of the meeting held on 17 March at 6.30pm

In the Parish Council Office, Gladstone Street, SN1 2AU

Present:

Cllr Neil Hopkins (Chair)	Cllr Rebecca Banwell-Moore (Vice-Chair)
Cllr Steve Allsopp	Cllr Patrick Herring
Cllr Mike Davies	Cllr Sam James
Cllr Domingos Dias	Cllr Linda Kasmaty
Cllr John Firmin	Cllr Joseph Pereira
Cllr Abdul Hamid	Cllr Tom Silberberg

Apologies:

Cllr Junab Ali	Cllr Jamal Miah
Cllr Meural Cardoso	Cllr Graham Philpot
Cllr Dave Griffiths	Cllr Trish Philpot
Cllr Janine Howarth	Cllr Danial Vales
Cllr Marriane Le-Coyte Grinney	Cllr Nadine Watts

Absent: Cllr Saleh Ahmed

Officers:

Jake Mee	CEO
Max Tanner	Governance & Support Lead

Public: 1

Public Questions: A resident attended the meeting to ask questions regarding: Queen's Park Lake desilting and the Queen's Park Hot House demolition project.

2526 – 315 **Apologies**
The council accepted apologies from Cllr J Ali, Cllr D Griffiths, Cllr J Howarth, Cllr M Le-Coyte Grinney, Cllr J Miah, Cllr G Philpot, Cllr T Philpot, Cllr D Vales, Cllr N Watts.

2526 – 316 **Declaration of interest & Applications for dispensation**
None

2526 – 317 **Chair's Report**
We've got so much going with many active projects.

The latest spotlight should be hitting the streets soon if it hasn't already. It'll be great to see the response because I think that's been an excellent piece of work by the team.

Progress is continuing on the acquisition of the allotments in Badbury Park, there's been some issues, but we're still trying to get that over the line, and I think we're still hoping that will happen in time for the growing season.

We've had some Commonweal students who were looking for work experience and our Community Engagement Officer made some arrangements for them to undertake a series of surveys across the three heritage parks, focusing on improvements to the parks. This data will be input into a helpful format for determining which improvements we should focus on in the future.

2526 – 318 **Minutes – Executive Sub-Committee**
RESOLVED: To defer this item to the April Full Council Meeting.

2526 – 319 **Minutes – Full Council**

The Council were presented with the draft minutes for the Full Council Meeting held on 17 February 2026 for approval. A copy of which appears in the Minute Book as Appendix A.

RESOLVED: That the minutes of the Full Council Meeting held on 17 February 2026 are approved as a true record.

2526 – 320

Minutes – Planning

The Council were presented with the draft minutes for the Planning Committee Meeting held on 24 February 2026 for adoption and approval. A copy of which appears in the Minute Book as Appendix B.

RESOLVED: That the minutes of the Planning Committee Meeting held on 24 February 2026 are adopted and approved as a true record.

2526 – 321

Minutes – Leisure, Environment & Amenities

The Council were presented with the draft minutes for the Planning Committee Meeting held on 3 March 2026 for adoption and approval. A copy of which appears in the Minute Book as Appendix C.

RESOLVED: That the minutes of the Planning Committee held on 3 March 2026 are adopted and approved as a true record.

2526 – 322

Bleed Kits

The Governance & Support Lead submitted a report regarding the installation of Bleed Kits in the Parish. A copy of which appears in the Minute Book as Appendix D.

Recommendations

3.1 To approve the purchase of 11 bleed kit dispenser units and a contingency of £371 to at a total cost of £3,000 to be funded from the community fund, as set out in Point 2.4.

3.2. To delegate authority to the CEO, in conjunction with the Chair and Vice-Chair of the Council, to confirm the locations, as set out in point 2.4.

3.3 To approve to work with local organisations Owen's World and Change Lives No To Knives to place their logos on the kits on the condition they assist with promoting the project, as set out in Point 2.4.

RESOLVED: To approve recommendations 3.1, 3.2 & 3.3.

2526 – 323

Interim Internal Audit 2025-26

The council were presented with the Interim Internal Audit for 2025-26. A copy of which appears in the Minute Book as Appendix E.

RESOLVED: To note the contents of the Internal Audit.

RESOLVED: To thank the Finance Team for their hard work in managing the council's accounts.

2526 – 324

The Bowl Update

Project Manager of The Bowl Refurbishment submitted a report providing an update on the project. A copy of which appears in the Minute Book as Appendix F.

RESOLVED: To note the contents of the report.

2526 – 325

The Hot House Update

The Governance & Support Lead submitted a presentation regarding the Queens Park Hot House Project. A copy of which appears in the Minute Book as Appendix G.

RESOLVED: To note the contents of the presentation.

2526 – 326

HR Provision

The Staffing Working Party submitted a report detailing options for future HR provision.

A copy of which appears in the Minute Book as Appendix H.

Recommendations

3.1 The working party has considered the above and recommend proceeding with Option 2 as detailed in 2.5. If a suitable provider cannot be found to provide a wrap-around solution then Option 3 as detailed in 2.6 should be explored.

3.2 That Chair and the CEO develop a specification for the required service. This should be sent to prospective providers, following which, they will evaluate and recommend a suitable solution to the next appropriate meeting.

RESOLVED: To approve recommendations 3.1 & 3.2.

2526 – 327

Feed Ducks Initiative

The CEO submitted a report regarding the Feed Ducks Initiative. A copy of which appears in the Minute Book as Appendix I.

RESOLVED: To enter into a 3 year agreement with the Feeds Ducks Initiative.

2526 – 328

Emergency Decision

The CEO submitted a report regarding an emergency decision on the recruitment of a Community Engagement Officer. A copy of which appears in the Minute Book as Appendix J.

Recommendations

3.1 To note the report and decision made.

RESOLVED: To note the report and decision made.

2526 – 329

Projects Update Tracker

The Council received a report detailing the progress of projects undertaken by the Parish Council.

RESOLVED: That the CEO will send the Projects Update Tracker to Cllrs.

2526 – 330

Admission of Public and Press

RESOLVED: that 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: Commercial Sensitivity.

2526 – 331

Grounds Maintenance & Street Cleaning

The CEO provided an update on grounds maintenance & street cleaning, and the Council were asked to select a digital services system. A copy of the update appears in the Confidential Minute Book as Appendix A.

RESOLVED: To appoint Civic.ly as the Council's digital services system.

2526 – 332

Town Gardens Café Lease

The CEO provided an update regarding an extension to the lease for Town Gardens Café.

RESOLVED: To note the contents of the update.

2526 – 333

Youth Worker Recruitment

The Youth Working Party submitted a report regarding the temporary recruitment of a part-time Youth Worker. A copy of which appears in the Confidential Minute Book as Appendix A.

Recommendations

3.1 To support the Youth Working Party recommendation to recruit a Youth Support Worker on a 6-month fixed-term contract with a view to recruiting for the permanent position after the fixed-term contract ends.

RESOLVED: To approve recommendation 3.1.

2526 – 334

Staff Survey

To receive a report from the Staffing Working Party regarding further work on the Staff Survey.

RESOLVED: To note the contents of the report.

Meeting Closes at 19:47

Signed.....

Date.....

Chair of the Parish Council