

# SWINDON PARISH COUNCIL

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## NOTICE OF MEETING

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YOU ARE HEREBY SUMMONED to attend a MEETING of SWINDON PARISH COUNCIL, which will be held in **Swindon Village Primary School, Church Road** on Tuesday 13<sup>th</sup> July 2010 at 7.30pm.

Stephen Holley  
Clerk of the Council

3<sup>rd</sup> July 2010

## AGENDA

### **PUBLIC SESSION**

*Members of the Public are welcome to attend Meetings of the Council. Questions may be put to the Council during the Public Session, from 7.30pm to 8.00pm*

### **AGENDA ITEM 1 - Apologies**

To note apologies for absence.

### **AGENDA ITEM 2 - Declarations of Interest**

Members are invited to declare any interests they may have in any matter identified for discussion at the Meeting.

### **AGENDA ITEM 3 - Minutes**

**(to follow)**

1. To approve, as correct records, the Minutes of the Annual Meeting of the Council, held on 11<sup>th</sup> May 2010 and the Minutes of the Meetings of the Council, held on 8<sup>th</sup> June 2010 and to consider any matters arising not covered elsewhere on the Agenda.
2. To consider approving the following amendment to the Minutes of the Meeting of the Council, held on 19<sup>th</sup> January 2010:

Finance - Accounts Approved for Payment (Minute 10/011.1)

Cotswold District Council - Printing Agendas and Minutes	48.96
Public Works Loan Board - loan repayment in respect of Embankment Repair Project (4 <sup>th</sup> payment of 20) (Ratification of payment issued before the meeting)	921.71
Communicorp – Subscriptions to ‘Clerk and Council Direct’	88.00

## Items for Consideration and Decision

### **AGENDA ITEM 4 - Co-option to Fill Vacancy on the Council**

To fill a vacancy on the Council by co-option (if applicable).

Note: There is now one vacancy on the Council. The vacancy is to be filled by co-option as there was no request for an election within the statutory period.

### **AGENDA ITEM 5 - Boy Racers/Cruisers**

#### **1. Invited Speakers**

Denise Powell, the Environmental Protection Manager at Cheltenham Borough Council, has offered to attend to explain what she can do to help alleviate the problems caused by Boy Racers / Cruisers. She feels that a lot of the problems may come more under her remit, than they do under the police and would like to share this meeting with a representative from the local police. Ms Powell and Police Sergeant Paul Simmons have been invited to the Meeting, but at the time of despatch of this Agenda it is not known whether they are able to accept.

#### **2. Boy Racer Working Group**

To note the Minutes of the meeting of the Boy Racer Working Group, held on 11<sup>th</sup> June 2010 (circulated by email); and to receive any update reports.

### **AGENDA ITEM 6 - Administration**

#### **1. Correspondence**

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To note correspondence received, and to agree administrative action where appropriate. Note: Any correspondence received after the despatch of this Agenda will be reported at the Meeting.

#### **2. Sundial Mosaic**

On 2<sup>nd</sup> July 2010, Mr. Hugh Evans reported the following to the Chairman, "Today I have cut back the grass from the edge of the sundial, removed all weeds from between the bricks, and swept the surface. I did not touch the approach path as I believe this to be Borough Council property." The Chairman has already replied with his thanks.

#### **3. Call for Evidence - State Pension Age**

To consider a response to a request to Public Sector employers in the South West to submit evidence in response to the Government's proposals to reform the retirement system in the UK and its launch of a review on the timing of the increase in state pension age to 66. The Local Government Employers and the Local Government Association will be co-ordinating a response to the government. Submissions are to be submitted by 30<sup>th</sup> July 2010.

#### **4. Budget Statement on Public Sector Pay**

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To note advice from the Local Government Employers, following the recent budget statement which announced “a two-year pay freeze for public sector workforces, except for workers earning less than £21,000 a year who will receive an increase of at least £250 per year in these years. // We are seeking urgent discussions to clarify government’s expectations on the application of this policy to local government pay for 2011/12 and beyond. // However, at this stage we can confirm that the announcement does not affect: local government pay for 2010/11, where the position remains that the employers have not offered an increase; or contractual annual increments, which should continue to be paid.

The Council should also note that the Clerk’s full-time equivalent salary does not exceed £21,000 per year. However, the Clerk recommends waiting for advice from NALC as to how the ruling should be implemented (if at all).

#### **5. Members’ Training**

To note that Councillor Frances Hunter has elected to attend the one-day ‘Being a Good Councillor’ training course to be held on 23<sup>rd</sup> November 2010 and to approve payment of the £80 fee (N.B. the Council has a 50% discount as a member of GAPTC)

#### **6. Standing Orders**

To consider how the Council should review its Standing Orders, subsequent to the issue of new Model Standing Orders by NALC. The Clerk suggests that a working group – ideally including at least the Chairman or the Vice-Chairman, plus one or two other members and the Clerk – consider the Model together with the Standing Orders currently adopted by the Council. The Working Group need not meet; it could exchange observations by email prior to circulating a recommended text to all other members. After any alterations the amended text would be considered at the next Meeting of the Council.

#### **7. Other Administrative Matters**

To receive the Clerk’s report on other administrative matters, if any.

### **AGENDA ITEM 7 - Quality Parish Status - Update Report**

1. The Council resolved to engage in such work as was necessary to obtain Quality Parish status at its meeting held on 16<sup>th</sup> February 2010 (Minute 10/020 refers). It was learned that the next meeting of the Gloucestershire Assessment Panel after 7<sup>th</sup> July 2010 was scheduled for December 2010. As very little work was required to complete the portfolio, the Clerk made arrangements for the Council’s portfolio to be submitted to the July meeting of the Panel.

2. Payment of the application fee (£58.75) is in accordance with the above resolution and the Chairman and Vice-Chairman counter-signed the cheque.

#### **RECOMMENDED:**

- (a) that the submission of the Council’s application for Quality Parish Status be noted; and**
- (b) that the payment of the application fee be ratified.**

### **AGENDA ITEM 8 - Reports**

To receive the following reports (if submitted):-

1. Report of the County Councillor
2. Report(s) of the Borough Councillors
3. Reports from Members of Swindon Parish Council

### **AGENDA ITEM 9 - Planning and Licensing**

#### **1. Planning Applications referred to the Council for observations**

(i) To note comments on applications delegated to the Clerk for observations (subsequent to consultation with Members of the Council)

10/00580/FUL - Barrington House, Kingsditch Lane (C F Roberts premises) - Erection of two storey extension to provide office/stockroom/workshop. Summary of OBJECTION: The site is in a most sensitive location and the proposed two-storey extension will result in this building having a significant visual impact on the character of the residential area in very close proximity to the site. In addition, the proposed two storey extension will create problems of overshadowing, overlooking and loss of privacy.

(ii) To consider responses to any other applications referred to the Council  
10/01045/COU - Hyde Farm, Hyde Lane - Change of use of existing agricultural buildings and associated yard to B8 storage. (Retrospective).

10/01008/FUL - Topps Tiles, Unit 3, Kingsditch Lane - Cladding of external elevations of building.

10/01011/LBC - The Lodge, 31 Church Road - Installation of replacement fenestration, blocking up of existing kitchen door and insertion of new rear door.

#### **2. Decisions on Planning Applications**

To note decisions on Planning Applications notified by the Borough Council (if any).

#### **3. Joint Core Strategy**

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To note developments in the production of the Joint Core Strategy (JCS) for Cheltenham-Gloucester-Tewkesbury, subsequent to the promised abolition of Regional Spatial Strategies.

#### **4. Green Belt**

To receive any reports from the Meeting held on 29<sup>th</sup> June 2010.

#### **5. Licence Application(s)**

To consider responses to Licensing applications referred to the Council for observations (if any)

### **AGENDA ITEM 10 - Traffic and Highways**

**1. Members' Reports**

(Note: Members are encouraged not to wait until Meetings of the Council to report routine matters such as potholes. It would be more efficient - and reduce meeting time - if Members used the Gloucestershire Highways online fault reporting system, and simply informed the Clerk that such a report has been submitted, or asked the Clerk to do so. It would help if the report number is quoted. Gloucestershire Highways helpline telephone number is 08000 514514 and its email address is [highways@gloucestershire.gov.uk](mailto:highways@gloucestershire.gov.uk))

**2. Parking on the Pavement – Corner of Rivelands Road and Quat Goose Lane**

To note that the Clerk has forwarded to the Police a complaint, with supporting photographs, in respect of vehicles parked on the pavement.

**AGENDA ITEM 11 - Allotments**

**1. Minor Repair**

The Allotments Manager has advised of a leak in the water supply. The Clerk has advised him to arrange a repair through one of the two tenants who have undertaken such work previously at reasonable cost.

**2. Other Matters**

To receive any other reports from the Allotments Manager and/or the Clerk.

**AGENDA ITEM 12 - Finance**

**1. External Auditor's Report**

To consider the report of the External Auditor (Moore Stephens Accountants) and to consider any actions in response thereto. Moore Stephens have confirmed that, "in our opinion, the information in the Annual Return is in accordance with the Audit Commission's requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met." However, they contacted the Clerk in respect of an incorrect figure supplied at Box 8 of the Annual Return; by mutual arrangement, rather than delay the Report by sending back the Annual Return for amendment, the correct figure has been reported by Moore Stephens as an 'other matter'. This has attracted an additional fee of £25 (as would returning the form).

**2. Accounts to be Approved for Payment**

	£	£
Clerk's Salary, (June)	330.00	
Expenses	<u>32.00</u>	
		362.00
Mrs. Karen Evans – reimbursement for collection of Village News		9.60
Swindon Village Primary School – charges in respect of the Council's use of meeting rooms		tbc

Gloucestershire Association of Parish and Town Councils – fee in respect of Councillor Hunter’s attendance on ‘Being a Good Councillor’ training course, November 2010		80.00
Moore Stephens – Audit of the Annual return 2008/09 plus VAT	160.00 <u>28.00</u>	
		188.00

**3. Ratification of Payment made Between Meetings**

National Association of Local Councils - Application for Quality Parish Status (refer to Item 6, above)		58.75
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**4. Payment by Direct Debit**

Public Works Loan Board - loan repayment in respect of Embankment Repair Project (5 <sup>th</sup> payment of 20)		921.71
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**5. Bank Balances**

Cheque a/c - tbc  
Precept a/c - tbc

**AGENDA ITEM 13 - Matters Identified for Future Consideration**

Members are invited to suggest items for possible inclusion on future Agendas. The list now comprises:

- Publication of the final South West Regional Spatial Strategy
- Eligibility for Quality Council status
- Extension of the footpath from the Amenity Area to Swindon Playing Fields
- Donation/Grant to the Village Hall Committee
- Agenda items for the Annual Parish Assembly in 2010 (to include an update on Boy Racers and a presentation by the Borough Council’s Tree Officer on tree applications and good tree management)
- Updating the Council’s Standing Orders, in the light of the new NALC model

**AGENDA ITEM 14 - Other Business Allowed by the Chairman as Urgent**

(END)

Notes:

1. Items of business should not be raised at meetings without prior notice being given on the appropriate agenda unless: (a) the item has arisen between the compilation of the agenda and the date of the meeting; AND (b) the item requires an urgent decision in the public interest which cannot be dealt with by other means. In all cases the reason for the urgency shall be clearly stated and recorded.
2. There is no item for "Any Other Business". Routine matters should be addressed to the Clerk between Meetings. Matters requiring a decision of the Council should be discussed with the Chairman or the Clerk at least a week in advance of the Meeting, to allow a suitable Agenda Item to be composed. Items which are simply an exchange of information should be raised under the appropriate Agenda Item or under "Reports"
2. If any Member has any general questions about the Meeting or the associated agenda papers, or is unable to attend, he/she is asked to contact Stephen Holley, the Clerk of the Council. Telephone 01452 543914, or email [parish.clerk@swindonparish.org.uk](mailto:parish.clerk@swindonparish.org.uk). Correspondence should be sent to 87 Curlew Road, Abbeydale, Gloucester GL4 4TF

Distribution:

All Members of Swindon Parish Council

Cllr Bernie Fisher – Ward Councillor, Cheltenham Borough Council  
Cllr Paul Massey – Ward Councillor, Cheltenham Borough Council  
Cllr Suzanne Williams – Ward Councillor, Gloucestershire County Council

Mr Richard Gibson – Cheltenham Borough Council  
PCSO Chapman – Hesters Way INA, Gloucestershire Constabulary  
Newsdesk – Gloucestershire Echo  
Rev Michael Cozens – St Lawrence Church  
Mr Peter Piff – Swindon Village Hall