

# 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 Hall, Church Road** on Tuesday 10<sup>th</sup> January 2012 at 7.30pm.

Stephen Holley  
Clerk of the Council

4<sup>th</sup> January 2012

**IMPORTANT:**  
Until further notice, the **venue** for meetings of the Parish Council will be the Bar Area of the Village Hall

## AGENDA

### **AGENDA ITEM 1 - Election of Chairman and Vice-Chairman**

1. Chairman

Councillor David Iliffe has resigned his position as Chairman due to ill-health. Councillor Iliffe will remain an ordinary Member of the Council. In view of this, the Council will be requested to elect a Chairman of the Council, to serve until the Annual Meeting of the Council in 2012.

2. Vice-Chairman

In the event of the Vice-Chairman standing for the position of Chairman, the Council will be requested to elect a Vice-Chairman of the Council, to serve until the Annual Meeting of the Council in 2012.

Nominations for either of these two positions should be forwarded to the Clerk. Proposers and seconders should first ensure that their nominee is happy to serve.

### **ADJOURNMENT FOR THE 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 2 - Apologies**

To note apologies for absence.

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**AGENDA ITEM 3 - Declarations of Interest**

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

**AGENDA ITEM 4 - Minutes**  
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To approve, as a correct record, the Minutes of the Meeting of the Council, held on 13<sup>th</sup> December 2011 and to consider any matters arising not covered elsewhere on the Agenda.

**Items for Consideration and Decision**

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

To receive any related reports.

**AGENDA ITEM 6 - Administration**

**1. Correspondence**  
**(to follow)**

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. Queen's Diamond Jubilee**

In November and December, were placed in Village News, stating that the Council was interested to know what residents would like to do in celebration of the Queen's Diamond Jubilee in June 2012 and seeking offers to assist. A couple of suggestions from the Council were that the Council could help co-ordinate a street party (to be run by a Village Committee), or install a bench (possibly similar to the Millennium Bench). Any other ideas would be considered. No responses have been received. Consequently, the Clerk suggests that the matter be dropped and that no provision be made in the Budget for 2012/13.

**3. Members' Responsibilities - Vacancies**

In view of ill-health, Councillor Iliffe is no longer able to drive and has therefore had to give up representing the Council at meetings of the Wingmoor Farm Liaison Group and Forum and the Borough Council's 'C5' Parishes meeting. Volunteers are requested.

**4. Other Administrative Matters**

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

**AGENDA ITEM 7 - Reports**

To receive the following reports (if submitted):-

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

**AGENDA ITEM 8 - Planning and Licensing**

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

11/01868/FUL - Kynance, Swindon Hall - Demolition of bungalow and construction of replacement dwelling

Plus any other applications received prior to the Meeting.

2. **Joint Core Strategy**

To consider any reports and to agree appropriate action.

3. **Other Planning Matters**

To consider action regarding other Planning matters of relevance to the Council (if any).

4. **Licence Application(s)**

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

**AGENDA ITEM 9 - Traffic and Highways**

1. **Purchase of Salt/Grit Bins - Update Report**

To receive the Clerk's report and to agree any unresolved matters.

2. **Changing Hyde Lane to 'access to Swindon Village only' from the western end**

To consider the merits of the above proposal.

3. **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))

**4. Other Traffic and Highway Matters**

To consider responses to other Traffic and Highway matters of relevance to the Council (if any).

**AGENDA ITEM 10 - Allotments**

**1. Allotment Rent Review**

To review the Council’s rental charges in respect of the Allotments on Stanton Drive, for implementation with effect from 1<sup>st</sup> April 2012. The Council last amended (increased) its charges with effect from 1st April 2007. They were last reviewed in October 2009, when it was agreed to make no change (Minute 06/126.1 refers, copied below).

*“The Council was requested to review its rental charges for plots at the Stanton Drive Allotments, with any changes to be implemented with effect from 1<sup>st</sup> April 2010. It was noted that the last review had been in February 2007, when it had been agreed to increase the rent for a full plot from £20.00 to £25.00, and the rent for a half-plot from £12.00 to £14.00, with effect from 1<sup>st</sup> April 2007.*

*It was AGREED that the current economic climate was not one in which to make significant increases in charges. Also, the Council had no plans for work at the Allotments which would justify an increase.*

***RESOLVED that no changes be applied to the annual rental charges for an Allotment provided by the Council for the Financial Year starting 1<sup>st</sup> April 2010.”***

The Clerk recommends that, because five years will have passed since the last increase, water service charges are continuing to increase, and the Council is currently considering work to the Allotments, that it is now an appropriate time to amend the Council’s rental charges. The Clerk suggests that the rent for a full plot be increased to £29.00 and the rent for a half plot be increased to £16.00.

**2. Other Allotment Matters**

To receive any other reports relating to the Council’s Allotments.

**AGENDA ITEM 11 - Finance**

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

	£	£
Clerk's Salary, (December)	367.81	
Less PAYE	73.56	
Plus Expenses	<u>32.00</u>	
		326.25
Swindon Village Hall, room hire		
Meetings, August 2011 to March 2012 (8 x £20)	160.00	
Allotments Meeting, 1 <sup>st</sup> November 2011	<u>10.00</u>	
		170.00

**2. Ratification of Payment Made Between Meetings**

	£	£
Seltek Solutions - Provision of three salt/grit bins	341.94	
VAT	<u>68.38</u>	
(Reimbursement to the Clerk)		410.32

**3. Note of Periodic BACS Payment**

Public Works Loan Board – loan repayment in respect of Embankment Repair Project (8 <sup>th</sup> payment of 20)	921.71
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**4. Financial Statement for year to date and Budget and Precept for 2012/13 (Refer to attached spreadsheet)**

To consider a Financial Statement on the Council's accounts for the current year (to date) and to consider for approval a draft Budget and Precept for 2012/13. The Council must submit its Precept demand to the Borough Council by the end of January each year, so final decisions on the Budget and Precept must be made at the present Meeting.

**5. Bank Balances**

As detailed on the above Financial Statement.

**6. Section 137 monies for 2012/2013**

The Department for Communities and Local Government has not yet confirmed the appropriate sum for the purposes of section 137(4) (a) of the Local Government Act 1972 ("the 1972 Act") for parish and town councils in England for 2012/ 2013. For the remainder of the current year the sum is £6.44 per elector.

**AGENDA ITEM 12 - Matters Identified for Future Consideration**

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

- Actions arising from the Allotment Tenants' Evening held on 8<sup>th</sup> November 2011
- Extension of the footpath from the Amenity Area to Swindon Playing Fields
- Establishing interest in creating a 'No cold calling' zone
- Producing a Neighbourhood Plan or an alternative

**AGENDA ITEM 13 - 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