



## ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY  
Telephone: 07900 631 733 Email: [clerk@standrews-pc.gov.uk](mailto:clerk@standrews-pc.gov.uk)  
[www.standrews-pc.gov.uk](http://www.standrews-pc.gov.uk)

**TO: THE MEMBERS OF THE PARISH COUNCIL - Councillors D Adams, K Beyioku, J Chandler, M Friend, S Heyes, S MacDonald, P Morris, V Tomlinson (Chairman), P West, B Williams and V Williams**

Dear Councillor,

You are summoned to attend the meeting of the **Parish Council** to be held at **Redhouse Community Centre, Frankel Avenue** on **Wednesday 14<sup>th</sup> December 2022** at **7.30 PM** when the business set out in the following agenda will be transacted.

**Miss Emma Sylvester**  
**Parish Clerk to the Council**  
**7<sup>th</sup> December 2022**

**Members of Public and Press are welcome.**

### AGENDA

**1. APOLOGIES FOR ABSENCE**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk or the Chairman

**2. DECLARATION OF INTERESTS**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the St Andrews Parish Council Code of Conduct for Members and by the Localism Act 2011.

**3. MINUTES**

To receive and approve the minutes of the last meetings held on 9<sup>th</sup> November 2022

**4. CHAIRMAN'S ANNOUNCEMENTS**

To receive announcements from Chairman

**5. PUBLIC RECESS**

Members of the public are invited to make representations to St Andrews Parish Council on any matters relating to the work of the Council. Public Bodies (Admission to Meetings) Act 1960

**6. COMMITTEES**

- (i) Members to note the attached minutes of the following committees:  
Grounds Maintenance – 2<sup>nd</sup> November 2022  
Planning – 21<sup>st</sup> November 2022  
Youth Task Group – 21<sup>st</sup> November 2022  
Play Areas – 29<sup>th</sup> November 2022

Redhouse Community Centre – 7<sup>th</sup> December 2022 (to follow)

- (ii) To approve attached Grounds Maintenance Terms of Reference which now includes Climate Change.
- (iii) To consider attached report from Grounds Maintenance Manager regarding hedgecutting equipment.
- (iv) To approve changing the Youth Task Group to a committee using the attached draft Terms of Reference.
- (v) To consider the recommendation from the Youth Task Group to budget £4000 for youth provision in 2023/24 on top of the £1650 in Earmarked Reserves.
- (vi) To fill vacancy on Youth Task Group/Committee
- (vii) To approve the following recommendations from the Play Area committee:
  - a) To spend the remaining Earmarked Reserves for bench relocation, paint and rubber repairs.
  - b) To approve that the parish council take on the play area leases for Ground well, Standen, Wallis Drive, Highdown and Cobbett Close (see attached plans) with the trees, which will have a health check by Swindon Borough Council free of charge, providing that work is completed to stop the water flowing from Thamesdown Drive on to the play area at Cobbett Close play area. The Grounds Team will clear the shrubs so that a land drain can be put in by SBC.

## **7. POLICIES**

To adopt the following revised policies

Asset Management

Financial Reserves Policy

Accident, Incident, Ill-Health Reporting and Investigation Policy & Procedure

## **8. PLANTING TREES**

Members to approve areas in the parish where trees can be planted and agree application via Swindon Borough Council for funding for the cost of trees and planting.

## **9. BUDGET**

To agree dates of meetings to discuss budget for 2023-24

## **10. ACCOUNTS**

To note attached payments for October 2022

## **11. COUNCILLOR ALLOWANCES**

- (i) To receive recommendation from Swindon Borough Council's Remuneration Panel (attached) and consider member's allowance scheme for 2022/23
- (ii) To note that no recommendations have been received for 2023/24

## **12. PROPOSED TRAFFIC ORDER CONSULTATIONS**

Members to consider making representation on the following proposed traffic orders:

- i) ST&I/TRO/Williams Morris Way 30mph – to introduce 30 mph speed limit of William Morris Way from the junction Blunsdon Hill/Front Lane for a distance of 939 metres in a north-westerly direction
- ii) ST&I/TRO/William Morris Way – to introduce 'No Waiting at Any Time' restriction and 'School Keep Clear' markings which prohibit vehicles from stopping Mon – Fri 8am – 5pm, on the south-east side of William Morris Way.
- iii) ST&I/TRO/Greene Street – to introduce 'No Waiting at Any Time' restriction on Green Street and Eastlake, 'School Keep Clear' markings which prohibit vehicles from stopping, Mon – Fri 8am to 5pm on the east side of Green Street and a 'Bus Stop Clearway' where stopping is prohibited except for buses on Greene Street.

- 13. WILTSHIRE ASSOCIATION OF LOCAL COUNCILS (WALC)**  
To agree parish council representative to attend the next meeting of WALC on Wednesday 18<sup>th</sup> January 2023 via ZOOM. (Further information attached).
- 14. EXTERNAL AUDITOR**  
To note that Smaller Authorities Audit Appointments (SAAA) has appointed **PKF Littlejohn LLP** as the parish council external auditor for **2022-23 to 2026-2027** and expected annual fees will be £1365 as the parish council annual expenditure is between £500k and £750k.
- 15. PENSION**  
To consider attached correspondence received from Wiltshire Pension Fund regarding pension valuation process and cessation policy and agree if any comments are to be made.
- 16. DEFIBRILLATOR**  
To agree purchase of new battery and electrode pads for the defibrillator located at Redhouse Communicaty Centre totaling £93 + VAT from General Reserves
- 17. EXCLUSION OF PRESS AND PUBLIC**  
**To RESOLVE that pursuant to the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.**
- 18. DEPOT**  
The Chairman of the Parish Council to update Councillors.
- 19. COMMUNITY CENTRE SUB-LEASE**  
The Chairman of the Parish Council to report.
- 20. STAFF ISSUES**  
Chairman to report on the following issues:
- i) Working from home
  - ii) Use of telephone
  - iii) Holidays