



ST ANDREWS PARISH COUNCIL

Redhouse Community Centre, Frankel Avenue, Swindon SN25 2GY
Telephone: 07900 631 733 Email: clerk@standrews-pc.gov.uk
www.standrews-pc.gov.uk

Minutes of the Full Council Meeting Held on Wednesday 9th March 2022 at 7:30pm at Redhouse Community Centre, Frankel Avenue, Swindon

Councillors Present: Daniel Adams, Kola Beyioku, Jean Blake, Jake, Chandler, Mary Friend, Steve Heyes*, Sue MacDonald, Paul Morris, Vera Tomlinson (Chairman), Paul West and Vince Williams

Officer Present: Emma Sylvester (Clerk)
Luke Jones ** (Grounds Maintenance Manager)

* Left at 9:02pm

** Arrived at 8:25pm

132. APOLOGIES FOR ABSENCE

None.

133. DECLARATIONS OF INTERESTS

Cllr Heyes declared an interest in agenda item 16 and said he would leave the room. He asked for the item to be moved to the end of the meeting. **RESOLVED** to move agenda item 16, Depot to the end of the meeting.

134. MINUTES

RESOLVED

That the Minutes of the last meeting held on 26th January 2022 be approved as a true record and signed by the Chairman.

135. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

- (i) The Grounds Maintenance Manager had reported a delay to the installation of the bus shelter due Swindon Borough Council unable to schedule in the works. It is hoped that work will commence week beginning 14th March. The Chairman, Cllr Tomlinson, requested that members made themselves available for an official opening and photographs. The Clerk, informed members that the pre-election period will soon be starting, and any publicity may have to be delayed until after.
- (ii) The Chairman reported that it had been agreed in the budget to have an assistant for the Clerk, as her workload was increasing, and requested that the Staffing Committee begin the recruitment process.

136. PUBLIC RECESS

No public present

137. SUPPORT FOR UKRAINE

Cllr Adams addressed the meeting asking members to discuss how the parish council could show solidarity to Ukraine. Cllr Adams suggested planting sunflowers as it was Ukraine's national flower. Members also discussed collecting donations and fundraising.

RESOLVED



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To encourage those wishing to help people impacted by crisis in Ukraine to consider donating money via the Disasters Emergency Committee as they are a recognised charity and the UK Government will match donations from the public pound-for-pound up to £25 million, meaning support will go even further.

To plant sunflowers, the country's national flower, at Redhouse Community Centre.

138. RISK ASSESSMENT

Members reviewed the Risk Assessment following changes to Covid-19 restrictions and the setting up of a new Grounds Maintenance Team.

RESOLVED

To approve the Risk Assessment

139. ASSET REGISTER

RESOLVED

To approve the Asset Register for 2021/2022 as attached in the Minute Book

140. INSURANCE

Members consider the Clerk's report on insurance requirements for 2022/23

RESOLVED

To accept the recommend changes and delegate the decision of renewing the insurance to the Clerk so that the new policy will be in place by 1st April 2022.

141. POLICIES

Members reviewed policies and **RESOLVED** to adopt the following:

Internal Controls

Memorial Policy

Investment Strategy and Policy

Recording and Reporting on Council Meetings

Press and Media Policy

142. BANKING AND ACCOUNTS

(i) Payments for January 2022 totalling £34,321.15, February 2022 totalling £34,625.43, checked by Cllr J Blake, as detailed in the attached documents in the Minute Book were noted.

(ii) Members received management reports for 3rd Quarter up to 31st December 2021 as filed in the Minute Book.

(iii) Members noted that the Nationwide 1 Year Saver will mature on 10th March 2022.

RESOLVED

To change the account to a 90 Day Saver.

143. INTERNAL AUDITOR

Members received the mid-year check report from the Internal Auditor. The Clerk outlined the two small recommendations, reporting that the amendment to website had been made and policies would be brought to Full Council over a period time to ensure that all are reviewed in a timely manner.



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Cllr J Blake requested the Clerk was thanked for her hard work stating that it was a very good report from the Internal Auditor. All agreed and expressed thanks to the Clerk.

144. REDHOUSE COMMUNITY CENTRE RESOLVED

For Cllr Tomlinson and Williams to sign the Redhouse Community Centre sub-lease for use of Redhouse Community Centre by Glitterbugs. A copy of the signed lease is filed in the Minute Book.

145. CLIMATE CHANGE

Members discussed the report produced by Cllr Chandler on ways the parish council can become more climate friendly. It was agreed that the council could accomplish many things in the report and requested Cllr Chandler draft a Climate Change plan for the next Full Council meeting.

146. GROUNDS MAINTENANCE

Cllr Williams reported that the Grounds Maintenance Team were doing an excellent job and asked the Grounds Maintenance Manager to update the council on recent works. The Grounds Maintenance Manager outlined work completed in the winter which included, planting new trees, hard cutback to shrubs, clearing moss, removal of lots of fly tipping and graffiti. Cllr Williams said he had received lots of positive comments from residents and asked for the team to be thanked. All councillors agreed and thanked the Grounds Maintenance Manager and his team.

Cllr Williams reported the Grounds Maintenance Committee had been approached by a local school to see if there were any opportunities for work experience. Cllr Williams informed members that the Grounds Maintenance Committee had discussed the possibility in depth with the Assistant Headteacher and recommended that the parish council go ahead with a work experience opportunity on a 4 week trial period.

RESOLVED

To go ahead with a 4-week trial period work experience student.

147. PLAY AREA LEASES

The Clerk reported that Swindon Borough Council had not confirmed a meeting date following a request from the Play Areas Committee to further discuss tree maintenance as part of the play areas leases and a response regarding works to land at Cobbett Close was still awaited. Members discussed the issues.

RESOLVED

To not take on the leases of play areas in the parish if the clause 3.3.2, in relation to the maintenance of trees, remains in the lease. The Clerk was asked to inform Swindon Borough Council that if they wanted to have a meeting to understand the parish council's reasoning this could be arranged.

148. DEPOT

The Chairman reported on three possible options for a depot and explained that she only had the finances for one. There had been no further response from the agent with



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land in the parish and a formal proposal from a neighbouring parish council was expected at the end of the month. It was agreed to wait until further information had been received before discussing the location any further.

Cllr Williams requested that the Depot Working Group investigate the costings of a building and associated facilities. All agreed.

The meeting closed at 9:25pm.

Chairman _____

Date _____