



# St Andrews Parish Council

**Draft Minutes of the Annual Parish Council Meeting**  
**Held on Wednesday 18<sup>th</sup> May 2021 at 8:10pm**  
**at Redhouse Community Centre, Frankel Avenue, Swindon**

**Councillors Present:** Daniel Adams, Kola Beyioku, Jake Chandler, Steve Heyes, Sue MacDonald, Paul Morris, Vera Tomlinson, Paul West and Vince Williams  
**Officer Present:** Emma Sylvester  
**Public Present:** 0

- 1. ELECTION OF CHAIRMAN  
RESOLVED**  
To elect Cllr Vera Tomlinson as Chairman.
- 2. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**  
Cllr Vera Tomlinson read out and signed the Declaration of Acceptance of Office.
- 3. ELECTION OF VICE CHAIRMAN  
RESOLVED**  
To elect Cllr Vince Williams as Vice Chairman.
- 4. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**  
Cllr Vince Williams read out and signed the Declaration of Acceptance of Office.
- 5. APOLOGIES FOR ABSENCE**  
Cllr Mary Friend
- 6. DECLARATIONS OF INTERESTS**  
Cllr P Morris declared an interest in agenda item 18
- 7. CHAIRMAN'S ANNOUNCEMENTS**
  - (i) The Chairman congratulated Jake Chandler on becoming a Borough Councillor.
  - (ii) The Chairman was pleased to announce that, after suffering with her eyesight and mobility since catching Covid, there had been a huge improvement and doctors have said that there is no longer a need for an operation. She was also delighted to let the council know that she had become a grandma again as her son, Justin Tomlinson, and wife, had had another baby girl.
  - (iii) The Chairman reported that a meeting had been set up with the CIL and S106 officer of Swindon Borough Council and requested permission to seek funds for parish council projects. All agreed.
  - (iv) The Chairman informed councillors that a resident had complained about the earth mounds at Redhouse and explained that advice had been taken from a long serving, highly qualified Swindon Borough Council planning officer who said that under planning law the Parish Council was within its rights to protect its asset, the land we own.
- 8. MINUTES OF THE COUNCIL MEETING HELD ON 9 APRIL 2022  
RESOLVED**  
That the Minutes be approved as a true record and signed by the Chairman.
- 9. PUBLIC RECESS**  
No public in attendance

## 10. STANDING ORDERS AND FINANCIAL REGULATIONS

### (i) RESOLVED

To amend Standing Orders removing 5 items from 5. Ordinary Council Meetings j xiii, xiv, xvi, xvii, xviii business to be included as part of the Annual meeting as the Clerk brings this to the council at other council meeting.

### RESOLVED

To adopt the Standing Orders as detailed in attached sheets in the Minute Book.

### (ii) RESOLVED

To amend Financial Regulations adding that in the absence of the Clerk and Chairman payments can be authorised by the Vice-Chairman and one other councillor up to £1000.

### RESOLVED

To adopt the Financial Regulations as detailed in attached sheets in the Minute Book.

## 11. CODE OF CONDUCT

### RESOLVED

To adopt the Code of Conduct as detailed in attached sheets in the Minute Book.

## 12. TERMS OF REFERENCE AND DELEGATION OF POWERS TO COMMITTEES 2019/20

### RESOLVED

To adopt the Terms of reference and Delegation of Powers to Committees as detailed in attached sheets in the Minute Book.

## 13. COMMITTEES AND WORKING GROUPS

(i) Members were appointed to the Planning Committee, Staffing Committee, Play Areas Committee, Grounds Maintenance Committee, Redhouse Community Centre Committee, Depot Working Group and Youth Task Group as detailed in attached sheet in the Minute Book.

(ii) **RESOLVED** To approve schedule of meetings as attached in the Minute Book

## 14. SUBSCRIPTIONS

Members considered annual subscriptions

### RESOLVED

To pay the annual subscription to NALC and WALC at a cost of £1645.24 +VAT

## 15. BANKING AND ACCOUNTS

(i) Members noted March payments totalling £98,060.74 as attached in the Minute Book.

(ii) Members noted year end bank reconciliations for all ten cash books as attached in the Minute book.

(iii) **RESOLVED** to authorise Clerk to make BACS and Direct Debit Payments as attached in the Minute Book.

(iv) **RESOLVED** to appoint Cllr Paul West to do monthly finance checks

## 16. PLAY AREA LEASES

Cllr Heyes along with 5 other councillors requested that the council reconsider its previous resolution regarding play area leases and agree to take them on including maintenance of the trees. Members agreed that they wanted to take on the leases but agreed that this needed to be discussed further with Swindon Borough Council. **RESOLVED** to set up a meeting with Swindon Borough Council.

## 17. YOUTH PROGRAMME

Cllr Beyioku addressed the council on behalf of the Youth Task Group explaining the recommendation to run a summer programme of youth activities using funds from Youth Earmarked Reserves.

### RESOLVED

To approve a youth programme of activities consisting of 7 sessions using Redhouse Community Centre during the summer holidays provided by Best – A Better You Charity at a cost of £1400 from Youth Earmarked Reserves.

**18. TADPOLE GARDEN VILLAGE**

Members discussed correspondence received from Preim requesting contribution from the parish council towards projects including CCTV in play area and inclusive play equipment.

**RESOLVED**

To respond inviting residents at Tadpole Garden Village to submit a grant application detailing individual projects along with the financial contribution requested so that the parish council can consider appropriately.

The meeting closed at 10:06pm.

**Chairman** \_\_\_\_\_

**Date** \_\_\_\_\_