



# St Andrews Parish Council

**Draft Minutes of the Full Council Meeting**  
**Held on Wednesday 14<sup>th</sup> December 2022 at 7:30pm**  
**at Redhouse Community Centre, Frankel Avenue, Swindon**

**Councillors Present:** Daniel Adams, Kola Beyioku, Jake Chandler, Mary Friend, Steve Heyes, Sue MacDonald, Paul Morris, Vera Tomlinson (Chairman), Paul West, Bradley Williams and Vince Williams  
**Officer Present:** Emma Sylvester, Parish Clerk  
**Public Present:** 2

## 109. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mary Friend

## 110. DECLARATION OF INTERESTS

Cllr Tomlinson declared an interest in agenda item 11.

Cllr Heyes declared a non-pecuniary interest in agenda items 13 and 15.

## 111. MINUTES

**RESOLVED** to accept the minutes of the last meeting held on 9<sup>th</sup> November 2022 as a true record and signed by the Chairman.

## 112. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

- (i) Two grounds maintenance team workers were off work, one with a bad back and the other with flu and asked members if they received any complaints to explain that apart from the weather, we have two out of five members of staff off sick. The Centre Manager was also off work and a sign had been placed on the door to signpost people to the parish office if they need assistance. The Grounds Maintenance Manager was also absent from work, and it is hoped he will return on Monday 19<sup>th</sup> December 2022.
- (ii) Swindon Borough Council has reported to the Chairman that they will not be passing on any other services to the parish council that they can't look after this coming financial year. However, after 2024, Swindon Borough Council are looking for parish councils to collectively agree to take on extra services.
- (iii) Residents have experienced flooding in Gaveller Road and Borough Councillors have worked very hard on this to for a solution through talks with Swindon Borough Council, Environment Agency and Thames Water. Swindon Borough Council has cleared the drains and a schedule of regular maintenance has now been established. Cllr Vera Tomlinson thanked all Borough Councillors.

## 113. PUBLIC RECESS

No public wished to speak

## 114. COMMITTEES

- (i) Members noted the following committee minutes:  
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

- (ii) **RESOLVED** to approve new Terms of Reference for the Grounds Maintenance committee as detailed in the document attached in the minute book and for Cllr B Williams to become a member of the committee.
- (iii) Members consider the hedge cutting equipment report from the Grounds Maintenance Manager and **RESOLVED** to purchase 1 x Stihl petrol at a cost of £572.40  
The Clerk reported that a company had loaned a harness to the parish council which is a new product to the market to help take the weight of any handheld equipment. This is thought to take the weight off the lower back and help reduce back strain in staff. The Grounds team will test the product before manager reports back to council.
- (iv) **RESOLVED** To change the Youth task group to a committee using the Terms of Reference as detailed in the document attached in the minute book.
- (v) Members consider the recommendations from the Youth Task Group for 2023/24 budget requirements. **RESOLVED** to discuss this at the next budget meeting.
- (vi) Members discussed the vacancy on the Youth committee **RESOLVED** for Cllr P Morris to become a member of the Youth committee.
- (vii) Members considered the recommendations received from the Play Area Committee
  - a) **RESOLVED** to spend the remaining budget of Highdown Way Earmarked Reserves on bench relocation, paint and rubber repairs.
  - b) **RESOLVED** to move forward with the play area lease for Groundwell, Standen, Wallis Drive and Highdown, to include the parish council maintaining the trees, which will have a health check by Swindon Borough Council free of charge.  
**RESOLVED** to wait on Cobbett Close lease until Swindon Borough Council confirm that works to the drainage will go ahead

#### 115. POLICIES

**RESOLVED** to adopt the following revised policies as attached in the Minute Book.

Financial Reserves

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

**RESOLVED** to defer the Asset Management policy to seek advice on money received from selling of assets.

Cllr Heyes asked if the Investment Policy could be reviewed at the next meeting

#### 116. PLANTING TREES

The Clerk reported that a meeting had been held with Swindon Borough Council's tree officer and three sites (maps attached in the Minute Book) had been agreed in principle. Swindon Borough Council will look to give the parish council a Trees for Climate grant which will cover the cost of plants and materials and aftercare for up to 15 years (paid retrospectively each year). **RESOLVED** to defer this item until the next meeting and invite the Grounds Maintenance Manager.

#### 117. BUDGET

**RESOLVED** to hold budget meetings at 7:30pm on Wednesday 4<sup>th</sup> January 2023 and Wednesday 18<sup>th</sup> January 2023

## 118. ACCOUNTS

Members noted payments (attached in the Minute Book) for October 2022 totalling £39,800.72 as checked by Cllr West.

## 119. COUNCILLOR ALLOWANCES

(i) Members received councillor allowance recommendations from Swindon Borough Council's Remuneration Panel and discussed the amount for St Andrews Parish Council. **RESOLVED** to keep Councillor Allowances for 2022-23 the same as 2021-2022 which are as follows:

Parish Councillors	£1098
Parish Chairman	£5272

## 120. PROPOSED TRAFFIC ORDER CONSULTATIONS

**RESOLVED** to comment that St Andrews Parish Council was in favour of 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.

## 121. WILTSHIRE ASSOCIATION OF LOCAL COUNCILS (WALC)

**RESOLVED** for the Chairman Cllr Vera Tomlinson and the Parish Clerk to be parish council representatives for Wiltshire Association of Local Councils (WALC) and to attend the next meeting of WALC on Wednesday 18<sup>th</sup> January at 6:30pm via Zoom.

## 122. EXTERNAL AUDITOR

Members notes that the Smaller Authorities Audit Appointments (SAAA) had 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.

## 123. PENSION

Members correspondence received from Wiltshire Pension Fund regarding the pension valuation process and cessation policy and agreed not to make any comments.

## 124. DEFIBRILLATOR

**RESOLVED** to purchase of new battery and electrode pads for the defibrillator located at Redhouse Community Centre totalling £93 + VAT from General Reserves from Defib4life Ltd.

## 125. EXCLUSION OF PRESS AND PUBLIC

**RESOLVED** to exclude members of the public as the business to be transacted contained the likely disclosure of exempt information.

**126. DEPOT**

The Chairman reported on the costs of borrowing and the rising costs of materials, suggesting to members that it wasn't the right time to be borrowing money. Members agreed other options should be explored and further discussions were needed.

**127. COMMUNITY CENTRE SUB-LEASES**

The Chairman reported on outstanding balances, and it was agreed to review the situation in the New Year.

**128. STAFF ISSUES**

The Chairman reported on issues relating to working from home, use of telephone and holidays. **RESOLVED** for the Chairman to speak to the Clerk to ensure that both the parish office and Redhouse Community Office were open to the public at regular times throughout the week and the details displayed.

The meeting closed at 10:20 pm

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

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