



St Andrews Parish Council

DRAFT Minutes of the Full Council Meeting
Held on Wednesday 20th September 2023 at 7:30 pm
at Redhouse Community Centre, Frankel Avenue, Swindon

Councillors Present: Kola Beyioku*, Jake Chandler (Presiding Chairman), Steve Heyes, Sue MacDonald, Paul Morris, Paul West, Bradley Williams and Vince Williams
Officer Present: Emma Sylvester- Parish Clerk
Luke Jones – Grounds Maintenance Manager
Public Present: 2

*Arrived 19:33

52. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Tomlinson. Members requested best wishes were sent to Cllr Tomlinson hoping she felt better soon.

53. DECLARATION OF INTERESTS

Cllrs D Adams and J Chandler declared an interest in agenda item 12 and 14 as they were both Swindon Borough Councillors.

54. MINUTES

RESOLVED to accept the minutes of the last meeting held on 24th July 2023 as a true record and signed by Cllr J Chandler.

55. PUBLIC RECESS

Cllr Hailstone, from Haydon Wick Parish Council spoke to members about the work of Swindon Local Council Forum and how as a forum they had campaigned for Council Tax support grant from Swindon Borough Council, improvements to CIL payments

56. **RESOLVED** to bring forward agenda item 6 Swindon Local Council Forum.

57. SWINDON LOCAL COUNCIL FORUM

Members discussed the benefits of joining Swindon Local Council Forum (SLCF) along with the costs.

RESOLVED

To join Swindon Local Council Forum for the rest of the year at a cost of £90 and the two representatives would be Cllr Vera Tomlinson and Cllr Steve Heyes.

58. CHAIRMAN'S ANNOUNCEMENTS

Cllr Chandler reported that he had the following announcements from Cllr Tomlinson in her absence:

The monthly e-newsletter was now being sent out on a regular basis and was brilliant. The Clerk added that the Chief Executive of NALC had commented on a great job by St Andrews Parish Council.

Cllr Chandler reported that he had met with another local bus company about local issues and asked if any members wanted to join an army Engagement event on Wednesday 8th November. Cllr Chandler agreed to circulate details of the event.

59. EASYFUNDRAISING

- (i) Members noted that donations are now being received through council purchases and supporters via a website called EasyFundraising.
- (ii) Members **RESOLVED** to earmark these funds for youth projects.

60. COMMITTEES

Members noted the minutes of the following committees:

Climate Crisis 3rd July 2023

Redhouse Community Centre 19th July 2023

Planning 26th July 2023

Youth 26th July 2023

Play Areas 5th September 2023 – Cllr Heyes added that 2 play surfaces needed replacing.

61. REDHOUSE COMMUNITY CENTRE

- (i) Members considered a report from the Centre Manager of Redhouse Community Centre regarding purchasing a scrubber dryer for Redhouse Community Centre. Cllr Morris spoke on the item explaining the benefits which including time-savings and environmental.

RESOLVED

That in principle there is a need for the iMop but would like to see the annual cost to purchase including consumables at the next meeting. Full Council also requested that the Redhouse Community Centre Committee budget for the item rather than expenditure coming from General Reserves.

- (ii) Members **RESOLVED** to approve the following procedures:

Broom Sweeping Hard Floors

Cleaning Oven, Fridge and Microwave

Dusting and Damp Wiping

Emptying Bins

Hoovering Floors

Machine Scrubbing

Manual Scrubbing

Mopping Hard Floors

Painting

Spillage Clearance

Toilet Washroom

Use of Steam Cleaner

Window Cleaning

- (iii) Members **RESOLVED** to approve the following risk assessments:

Floor mopping and Hoovering

Ladder Use

Office and Admin

Painting and Decorating

Scrubber Buffer

Steam Cleaner

62. ACCOUNTS

- (i) Members note attached payments for June 2023 totalling £55,927.93 and July 2023 totalling £46,028.97
- (ii) Members received Quarter 1 management reports as detailed in documents attached in the Minute Book.

63. WEBSITE INFORMATION

RESOLVED to add signposting information regarding mental health as requested by Cllr B Williams to the parish council website.

64. ELECTION CONSULTATION

Members discussed the options following correspondence received from Swindon Borough Council on their election consultation.

RESOLVED

To not make any comment.

65. WILTSHIRE AND SWINDON PREPARED

Members receive correspondence from Wiltshire and Swindon Prepared.

RESOLVED

To put Cllr Vera Tomlinson, Parish Clerk and Grounds Maintenance Manager as emergency contacts.

66. Councillor Kola Beyioku left the meeting at 9:27 pm.

67. COMMUNITY SPEED WATCH

Members considered correspondence received from Blunsdon Community Speed Watch group requesting permission to carry out a community speed watch at Tadpole Lane.

RESOLVED

To inform Blunsdon Community Speed Watch group that the parish council had no objections to members carrying out a community speed watch at Tadpole Lane.

68. OUTDOOR GYM EQUIPMENT

(i) Members noted that the chest press has been removed from outdoor gym due to the excessive noise and will be replaced shortly by an inclusive double chest press.

(ii) The Grounds Maintenance Manager reported that it had not been possible to obtain quotes for painting the new equipment orange but he had been able to get Kompan to provide orange seats.

Members **RESOLVED** to accept the new double chest press with orange seats.

69. TREES FOR CLIMATE

The Grounds Maintenance Manager reported that the tree application was progressing, and he had now obtained 3 quotes for tree planting and maintenance. The Grounds Maintenance Manager reported that Swindon Borough Council had confirmed that the payment of the contractor would be covered by the grant.

Members discussed the quotations and and community tree planting days.

RESOLVED

To inform Swindon Borough Council that [Company] has been approved as the tree planting contractor.

That payment of up to £15,000 can be paid if needed so long as this can be claimed back through the grant application.

70. GROUNDS MAINTENANCE SERVICES

- (i) Members considered a report from Cllr Steve Heyes regarding providing grounds maintenance services. Members discussed costs associated with additional labour, equipment and materials.

RESOLVED

For Cllr S Heyes to gather further information and bring the item back to Full Council once this has been received.

- (ii) The Clerk reported information to members on taking on an apprentice. Members considered the requirements and agreed that the parish council was not able to offer the experience for a student studying Horticulture. Members agreed that they would consider other opportunities to take on an apprentice in the future.
- (iii) **RESOLVED** in the absence of Cllr Vera Tomlinson to defer the item on Grounds Maintenance salaries.

71. STAFF ACCIDENTS

The Clerk reported that there had been two minor accidents. One with a staff member of Redhouse Community Centre and one with a staff member from Grounds Maintenance.

72. **RESOLVED** to extend Standing Orders to complete the final item.

73. REDHOUSE COMMUNITY CENTRE

- (i) **RESOLVED** to approve policy attached in the minute book for St Andrews Parish Council to provide a taxi for Redhouse Community Centre staff home who do not have their own transport when they finish work late during the winter months.
- (ii) The Clerk reported on issues with the cleaning of Redhouse Community Centre and a request from hirer for a set cleaning fee. Members were happy with the request and **RESOLVED** to delegate the decision for setting the amount to Redhouse Community Centre Committee.
- (iii) The Clerk reported on a proposal to increase a new member of staff's salary. **RESOLVED** to increase salary as detailed in the attached document.

The meeting closed at 10:08 pm

Chairman _____

Date _____