

MINUTES of St Andrews Parish Full Council meeting held on Monday 11th November 2024 at 7.00pm in the Redhouse Community Centre, Frankel Road.

PRESENT: Cllrs Daniel Adams, Kola Beyioku, Jake Chandler (vice-chair), Emma Faramarzi, Steve Heyes, Sue MacDonald, Paul Morris, Paul West.
Locum Clerk Mrs Deborah Bourne, Grounds Maintenance Manager
Luke Jones, Admin Assistant Mrs Louise Rose.

Also Present: PCSOs Emma Harriman, Jason Dyer, Wiltshire Constabulary,
Two members of the public

Presentations

Age UK were due to give a presentation but sent apologies as they were unable to attend this meeting at short notice.

PCSO Emma Harriman, on behalf of Wiltshire Constabulary, gave a presentation detailing the pros and cons of having a Knife Amnesty Bin within the parish. It was explained that there are currently no bins of this type within the North of Swindon, the nearest being in the Penhill area. There are also charities promoting the installation of Community Catastrophic Bleed Kits, locally this charity is Owens World – in memory of someone killed within Haydon Wick. These Bleed Kits are usually installed and available for the public to access in the same way as Community Defibrillator units.

Public Question Time

A resident asked for clarification regarding a recent payment (min ref: 50b) made by the chair of the council before authorisation for such action had been given, especially as he considered the failure to be due to dynamics within the Council and not due to outside pressures. The resident was concerned the Council was not safeguarding public money enough. The vice-chair replied that advice had been sought, prior to the decision being taken at the last meeting, that money should be repaid to the chairman and that additional protocols will be put in place to prevent similar situations arising in the future.

Swindon Borough Councillors

A verbal report was given by Cllr Daniel Adams on behalf of the three Swindon Borough Councillors representing St Andrews parish on that Local Authority.

Chairmans Announcements

Cllr Jake Chandler read out announcements on behalf of the chairman of the Council. Including a request for the council to adopt a policy on use of the Redhouse Community Centre by individual groups of Councillors when they wished to discuss council matters.

Cllrs Jake Chandler, Daniel Adams and Kola Beyioku were thanked for their attendances at remembrance Sunday services where they laid wreaths on behalf of the Council.

54 Apologies for Absence

Apologies for Absence were received from Cllrs Mary Friend, and Vera Tomlinson (chair of the Council). Cllr Chandler (vice-chair) was present, so chaired this meeting.

55 Declarations of Interest

There were no Declarations of Interest in matters contained on this Agenda.

56 Minutes

The minutes of the Full Council meeting held on Monday 11th November 2024 had previously been circulated.

RESOLVED to adopt these minutes as a true record of the meeting. They were duly signed by Cllr Chandler as confirmation of the decision.

57 Committee Work

Chairs of the below committees were invited to update members on recent activity.

- a. Grounds Maintenance/Play Areas : New equipment is required, see later in this meeting.
- b. Planning : No planning issues to report except for a housekeeping issue with access to the Swindon Borough Council planning portal.
- c. Staffing
- d. Redhouse Community Centre
- e. Youth
- f. Parish Council Office (Working Group)

Members noted all comments.

58 Knife Amnesty Bins and Bleed Kits

Members received a written report from the Grounds Maintenance Manager about the installation of Knife Amnesty Bins and Catastrophic Bleed Kits at sites within the parish of St Andrews.

Discussions included:

- Bins are obtainable from Owens World and the Wiltshire Police and Crime Commissioners Office (PCC), there may be some grant funding available from the PCC.
- In consideration of the large area covered by the parish would the installation of two bins / bleed kits be appropriate?
- Bins will need to be affixed to a strong concrete type wall, away from CCTV coverage

- Various locations were discussed
- Should Public Consultation take place before a decision is made?
- Officer comments: Knives have previously been found hidden within this parish. Members should have consideration to the safety of lone working staff within the Community Centre and around the parish generally.

RESOLVED that this project be supported in principle, with the provision of Knife Amnesty bins and Community Bleed Kits. Actual locations, and how to progress will be discussed separately.

RESOLVED for Cllrs Adams, Faramarzi, MacDonald and West to work with the Grounds Maintenance Manager regarding the most appropriate locations for these items, being proactive with the project and obtaining good PR opportunities for the Council.

59 Grounds Maintenance Equipment

A written report detailing the need for 2 x ride on mowers and 1 x tractor during the next financial year. The report also advised that other ancillary equipment relating to the mowers and tractor are still in good condition and it is hoped will not need to be renewed.

Options for both Leasing and Hire Purchase were obtained from three companies.

Company Lease	Monthly cost exc set up fee	Servicing	Total Monthly cost	Delivery
A	5+55 months at £2072.36+ VAT	5+55 months at £552.43+ VAT	£2,624.79+ VAT	FOC
B	1+59 months at £1,770.81+ VAT	1+59 months at £426.00+ VAT	£2,196.81+ VAT	FOC
C	60 months at £1759.00+ VAT	60 months at £161.85+ VAT	£1,920.85+ VAT	FOC
Company HP	Monthly cost exc Deposit	Servicing element	Total Monthly cost	Delivery
A	5+55 months at £2072.36+ VAT	5+55 months at £552.43+ VAT	£2,624.79+ VAT	FOC
B	1+59 months at £2,039.09+ VAT	1+59 months at £426.00+ VAT	£2,465.09+ VAT	FOC
C	60 months at £2,050.26+ VAT	60 months at £161.85+ VAT	£2,212.85+ VAT	FOC

RESOLVED to purchase identified machinery from Company C, using Hire Purchase, allowing the assets to stay with St Andrews Parish Council at the end of the five-year period. The Grounds Maintenance Manager will contact the company and place the relevant orders.

60 Accounts

There was no schedule of accounts ready for this meeting. The schedule will be included in the next Agenda.

61 Annual Governance and Accounts Return (AGAR)

The End of Year Accounts must be approved by Parish/Town Councils by 30 June annually. Min Ref details issues with submission of the 2023/24 end of year accounts which are now placed before members to consider.

Approval is split into two parts the accounts, or actual figures, and the governance of the accounts, the detail of how public money is protected by this council. The Governance aspect must be considered prior to members consideration of the accounts.

(a) Annual Governance Statement for 2023/24

Each of the nine statements were read out by the chairman for members to consider individually.

RESOLVED that the Council met its responsibilities for 2023/24 and approved the Annual Governance Statement by asserting a YES agreement on statements one to eight and asserting “Not Applicable” when considering if the Council had met its obligations regarding any charitable trusts they managed. The form was duly signed by the chairman of the meeting and countersigned by the locum clerk.

(b) Annual Accounting Statements for 2023/24

It is usual for these statements to be signed by the Responsible Financial Officer prior to the Council meeting at which they are to be approved. The Responsible Financial Officer (RFO) has been on sick leave since June. The Council has yet to appoint a locum RFO as a result these figures have been presented to the council unsigned.

RESOLVED to accept the figures shown at section two – Accounting statements 2023/24 on the AGAR as a true reflection of the accounts at the end of the 2023/24 financial year; and to accept reasons for the variances shown. The chairman signed to confirm the above resolution.

Cllr Emma Faramarzi wished it recorded that she abstained from voting due to not being a Councillor during the period covered. The locum clerk will send the completed AGAR to the Internal and External Auditors for their considerations.

62 Date of the Next Meeting

The next Full Council meeting will be held on Monday 9th December 2024 at 7.30pm in the Redhouse Community Centre.

The meeting closed at 8.30pm.

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Chairman