

MINUTES of the St Andrews Parish Council meeting held on Monday 14 April 2025 at 7.30pm in the Redhouse Community Centre, St Andrews, Swindon.

PRESENT: Cllrs Jake Chandler (chair). Cherie Adams, Daniel Adams, Steve Heyes, Paul Morris, Sue MacDonald, Paul West, Vince Williams, Debbie Young.
Mrs Deborah Bourne (Locum Clerk).

Also Present: Two members of the public

Questions / Statements to the Council

Public: A question was raised about naming of companies who tender for services. This is due to information being confidential until a decision is made.

Swindon Borough Councillors: Cllr Adams is currently trying to get a flooded path fixed. The flooding is due to an underground spring so not possible to cure completely. SBC are asking St Andrews Grounds Maintenance Manager if he can help keep the path as safe as possible.

Swindon Borough Cllr Jason Mills did not attend. No apologies or written reports were received.

Chair, St Andrews: Cllr Chandler has been in contact with SBC about re-positioning the main Libraries within Swindon. The parish of Haydon Wick have been approached about taking responsibility for the Library based at the Orbital Shopping Centre. This building comes with adjacent office space; it may be possible to share this office space between Haydon Wick and St Andrews parishes. It is understood that SBC may be persuaded to release the office space first and return at a later date to hand over the Library.

It has also been announced that at the next elections in 2026 St Andrews parish will be split into two wards. The proposal is St Andrews East with five councillors and St Andrews West with six councillors.

FC25-34 Apologies for Absence

Apologies for absence were received from Cllr Kola Beyioku.

FC25-35 Declarations of Interest

There were no Declarations of Interest in items on this agenda.

FC25-36 Minutes

The minutes of the Full Council meeting held on Monday 10 March 2025 were adopted as a true record of the meeting and duly signed by the chair.

FC25-37 Co-Options

There had been one application to fill the vacant seat left by the casual vacancy of Cllr Emma Faramarzi.

The applicant, Mrs Katherine Tomlinson, was invited to address the council. Members then requested she leave the room while they discussed her possible co-option.

RESOLVED to accept Mrs Katherine Tomlinson on to St Andrews Parish Council as a Co-Opted member; she was then invited to sign her Declaration of Acceptance of Office and to join members at the meeting.

FC25-38 Pre-Application Planning Contact

A communication has been received inviting Parish Councillors to meet with a leading developer who is hoping to redevelop land to the North of the parish at Lady Lane. Invitations will be sent out shortly to residents and stakeholders to gauge their opinions. The developer is also keen to meet with Parish Councillors soon to discuss initial proposals for the area.

Discussion included:

- Approaches like this one are becoming more usual
- There will be CIL and s106 monies available to the parish
- One of the companies have previously spoken to residents about another development
- This development will be on the site of the speedway and greyhound racing tracks.
- Councillors must not make any decisions before formal application is submitted

RESOLVED to invite the developer's agent to attend the Full Council meeting in June, for them to give a presentation prior to the start of the meeting.

FC25-39 HR (Human Resources) Contract

At the present time St Andrews PC does not employ an HR company to oversee its employment obligations. All HR related work has been carried out by the Clerk and various Councillors.

The Council were presented with quotations from three HR companies. This enabled Councillors to discuss the pros and cons of having such a contract.

RESOLVED to appoint three Councillors (Cllr Chandler, Cllr Heyes and Cllr Young) to work with the Locum Clerk to investigate these contracts in more depth and to bring a further report back to a future Full Council meeting.

FC25-40 Outsourcing of Payroll

The Council was asked to consider outsourcing its payroll obligations. By outsourcing this function there would be less reliance on one person within the staff to manage this monthly task. By outsourcing payroll the Council is protecting its Clerk against any accusations of impropriety when preparing their own monthly salary.

RESOLVED to address this request at the same time as carrying out research for the HR contract above. Councillors will be the same as above.

FC25-41 New Phone System

St Andrews Parish Council does not operate with a "land line", currently having four mobile phones that public and councillors use to contact the Parish Council office. It has been suggested that this communication approach does not set a professional image for the council.

The mobile phone network is poor around the Redhouse Community Centre, and at times non-existent within the shed, which is used as the Council office. To be operationally more efficient various phone systems should be investigated.

RESOLVED that an alternative phone system be investigated. Councillors should work with the Locum Clerk to research various options, which must have the ability to move premises when alternative office accommodation has been located.

FC25-42 **Committee Updates**

Committee chairs gave an update on previously held meetings. Members were able to ask questions of the committee chairs for more clarification of any items if needed.

- a. *Staffing Committee : Cllr Jake Chandler*
Annual Salary Rises have been agreed by the committee where they are contractually required, (Min Ref: St25-14). No other discussion took place due to the confidential nature of this committee.

- b. *Youth Committee : Cllr Paul Morris (chair Kola Beyioku)*
An event has been arranged for the school half-term in May, to take 15 young people Ten Pin Bowling. Each young person must be accompanied by a parent, (Min Ref: Y25-20). It is also hoped to arrange summer events and Councillors are invited to put their ideas to the Youth Committee, (Min Ref: Y25-21).

Committee members also wished to record their thanks to the Admin Officer Louise Rose, who has worked extensively to get the projects ready; making sure the council is acting correctly for the events to take place safely.

- c. *Redhouse Community Centre : Cllr Paul Morris*
The Redhouse Community Centre committee will meet next week,

- d. *Grounds Maintenance/Play Areas* : Cllr Steve Heyes
It was reported that the Toyota Hilux that had been recommended for replacement was no longer available; the nearest suitable vehicle, at a similar price, is an Izuzu truck. (Min Ref:GM25-14). A trial Weed Killing contract was recommended (Min Ref: GM25-15)

Between meetings the Grounds Manager had the opportunity to purchase a “Cut and Collect” machine, which will be a very useful addition to the Councils assets. The machine is previously owned by South Swindon Parish Council, the selling price was £4,000 (Four Thousand Pounds). It is recommended this be purchased.

- e. *Individual Councillors Projects*: The Chair invited members to put forward their ideas for future projects. Ideas included:

Monthly litter picks	Bird Boxes
Outdoor Cinema	Summer Camps
VE Day Celebrations	Nature Walks
Photo Competition.	

RESOLVED to ratify the decisions from FC25-42 a-d identified with minute references and to agree the purchase of the Cut and Collect machine.

Members were thanked for their positive ideas in Fc25-42e above. These will be explored when possible.

FC25-43 **Community Hero Award**

Each year St Andrews Parish Council gives an award to a resident in recognition of all their hard work within the Community. Applications for this award must come from residents and then chosen by Parish Councillors.

This year there was just one nomination¹, they will be contacted and offered the award, which will be presented at the Annual Parish Meeting being held on Monday 12 May 2025.

RESOLVED that an Award will be given at the Annual Parish Meeting; the award being a voucher of £50.00.

¹ Name is kept confidential until Award Ceremony

FC25-44 Pavement Parking Petition

Cllr Daniel Adams presented an initiative by the Swindon Borough Council to keep motor vehicles from parking on the pavements. There is to be a pilot project across the Borough to see if pavement parking can make it safer for pedestrians.

The areas in St Andrews put forward for the trial include: Eastbury Way, Millgrave Street, Redhouse Way. Residents are required to sign a petition if this approach is to be trialled in this area.

FC25-45 Dates of the Next Meeting

The date of the next meeting will be 12 May 2025. There will be two meetings at this date: the Annual Parish Meeting², starting at 7.00pm, which is called by the chair of the Parish Council and required to be held between the 1st March and 1st June every year. The Annual Parish Council meeting³ will take place afterwards, when the first item must be the election of a chair.

The meeting ended at 8.59pm.

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Chair

² Local Government Act 1972 s9(1) & s14(1)

³ Local Government Act 1972 sch 12 p7(1&2)