



# St Andrews Parish Council

**Draft Minutes of the Full Council Meeting**  
**Held on Wednesday 10<sup>th</sup> September 2025 at 7pm**  
**at Redhouse Community Centre, Frankel Avenue, Swindon**

**Councillors Present:** D Adams, K Beyioku\*, J Chandler (Chairman), S Heyes, S MacDonald, Paul Morris, V Williams\*  
**Councillors Not Present:** C Adams K Tomlinson, Paul West, D Young  
**Officer Present:** Emma Sylvester, Parish Clerk  
Luke Jones, Grounds Maintenance Manager (GMM) \*\*

**Public Present:** 1

## **Public Question Time**

A member of the public spoke in favour of the proposal regarding Cyber Essentials accreditation.

## **72. APOLOGIES FOR ABSENCE**

Apologies were received from P West, D Young and K Tomlinson

## **73. DECLARATION OF INTERESTS**

Cllrs D Adams and J Chandler stated that they had approved the Code of Conduct at Swindon Borough Councillors.

\*arrived 7:08pm

## **74. CHAIRMAN'S ANNOUNCEMENTS**

- (i) The Chairman reported that the Parish Council has been approached by a local community radio station to host a regular slot providing updates on parish news.
- (ii) Swindon Borough Council has commenced its consultation on the Local Plan, which proposes 1,000 new homes in the parish. The Chairman stated his intention to organise engagement sessions across the parish to consult with residents.
- (iii) A bat walk event will take place at Highdown Way Play Park on Friday, 12th September.

## **75. CORRESPONDENCE**

- (i) Members noted communications sent to Cllr Jake Chandler (Chairman of Council) and Cllr Vince Williams (Chairman of Planning Committee) requesting sites for possible biodiversity net gain purposes within St Andrews Parish Council area. It was agreed to refer this item to the Planning Committee and Grounds Maintenance Committee to propose sites.
- (ii) Members noted correspondence received from Swindon Borough Council regarding the new Local Plan and engagement sessions. The Clerk reminded members to respond to the email indicating which sessions they would like to attend.

## **76. FINANCE**

- (i) Budget 2025/26 – The Clerk presented the reworked budget to align with the precept request for 2025/26, highlighting areas where insufficient funds were available for certain codes and noting that additional funding would need to come from general reserves. The Clerk also advised that general reserves currently stood at around £60,000, whereas it is recommended that a council of this size maintain reserves of at least three months' expenditure, approximately £200,000.

**RESOLVED** to approve the reworked budget as detailed in the document attached to the Minute Book.

- (ii) AGAR Update – The Clerk reported that due to discrepancies in information for submission to DCK Accounting including staff salaries and pension contribution from 24/25 the AGAR was not ready
- (iii) Payments – The Clerk reported that due to the back log of work on the 24/25 accounts a list of payments for April 2025 to July 2025 was not ready.
- (iv) Accounts – Members to received Quarter 1 management reports. the Clerk reported that the reports did not accurately reflect the accounts due to issues with the accounts prior to her return to work and advised that she would be addressing these issues in time for Quarter 2 reporting.

## **77. S106 REQUEST**

Members discussed transfer of S106 monies from Swindon Borough Council.

**RESOLVED** to request transfer of S106 monies from Swindon Borough Council £10,260.59

**RESOLVED** to refer the spending of the funds to the Grounds maintenance and Play Area committee

## **78. ASSET REGISTER**

- (i) Members noted the current Asset Management Policy, which supports the Council's duty under the AGAR to maintain an accurate and up-to-date Asset Register. Members further noted that the Asset Register was last correctly approved on 24 May 2023, and that the version presented in July 2024 was not formally approved in accordance with proper process
- (ii) **RESOLVED** to approved the Asset register for 2023/24 as attached in the Minute Book
- (iii) **RESOLVED** to approve the Asset register for 2024/25 as attached in the Minute Book

## **79. RISK ASSESSMENTS**

- (i) Members to noted:
  - a. Councils are required to carry out and minute a review of the effectiveness of internal controls at least once each year, to support the AGAR.
  - b. The Annual Risk Assessment was last adopted on 14 February 2024.
- (ii) Members were reviewed the updated Risk Assessment. It was noted that during the Clerk's recent absence some procedures had not been followed and that additional safeguards have now been included.  
**RESOLVED** that the updated Risk Assessment be approved.
- (iii) Members considered the Risk Assessment findings, which highlighted the need for formal officer cover during the Clerk's absence, and discussed whether provision for a Deputy Clerk should be included in future budget planning.  
**RESOLVED** that the matter of a Deputy Clerk be referred to the Staffing committee.
- (iv) Members reviewed the attached Parish Office Health & Safety Risk Assessment.  
**RESOLVED** that the Parish Office Health & Safety Risk Assessment be adopted.

## **80. CODE OF CONDUCT**

Members discussed the new Code of Conduct as recommended and supported by Swindon Borough Council.

**RESOLVED** to adopt the Code of Conduct as detailed in the document attached in the Minute Book.

## **81. POLICIES**

- (i) Members noted that employers are legally required under the Equality Act 2010 to protect staff from harassment, including sexual harassment. It was noted that St Andrews Parish Council currently does not have a policy in place.  
**RESOLVED** that the attached Dignity at Work Policy be adopted.
- (ii) Members noted that recent changes in employment law regarding flexible working hours require the Council to have a formal policy in place.  
**RESOLVED** that the attached Flexible Working Hours Policy be adopted.

- (iii) Members reviewed and discussed the current Out of Hours Policy and Council Office opening hours in light of recent changes to staffing and councillor availability.  
**RESOLVED** to amend the policy to remove councillor telephone numbers so that there was no requirement to update the policy each time the Chairman and Vice-Chairman changes. It was agreed that a separate document listing all councillors and their telephone numbers would be displayed alongside the opening hours on noticeboards.  
**RESOLVED** to further amend the policy to remove the individual opening times, stating only that the office is open Monday to Thursday and requesting visitors to the office make an appointment in advance as officers may not always be available.

**82. GROUNDS MAINTENANCE**

The GMM reported that the lease on the 4x4 would need to be extended, which would result in costs exceeding the previously approved amount.

**RESOLVED** to approve expenditure of up to £350 per month for the extended lease.

\*\* GMM left at 8:08pm

**83. REDHOUSE COMMUNITY CENTRE**

Members considered the implementation date for the new hirer charges for Redhouse Community Centre.

**RESOLVED** that the new hirer charges be implemented with effect from 1st October 2025.

**84. CIVILITY AND RESPECT PLEDGE**

Members considered signing up to the Civility and Respect Pledge. By signing the pledge, the Council commits to treating councillors, staff, volunteers, members of the public, and partner organisations with civility and respect; to implementing training and governance arrangements; to addressing issues of bullying or harassment promptly; and to following best practices in the sector.

**RESOLVED** that the Council signs up to the Civility and Respect Pledge and that Members and Clerk undertake the training as outlined in the report.

**85. RESOLVED** to have an adjournment of the meeting for 2 minutes.

**86. GENERAL RESERVES**

Members received a presentation from Cllr Williams regarding a proposal for calculating General Reserves based on financial risk.

**RESOLVED** that Cllr Williams work with officers to prepare a draft proposal to be considered by each committee, and that, once complete, the draft be brought back to Full Council for approval.

**87. REGISTER LAND**

The Clerk advised Members on changes to the deeds relating to registered land.

**RESOLVED** to keep two councillors to execute deeds as detailed in Standing Orders

**RESOLVED** To instruct the solicitor to ensure that the relevant information is submitted to the Land Registry, at a cost of £350.

**88. IT SUPPLIER**

- (i) Members considered quotes for a new IT supplier, following a report provided by the Clerk.  
**RESOLVED** that the Council enters into a contract with Cloudy IT at the agreed cost £5492.80 per year.
- (ii) Members considered the Council obtaining Cyber Essentials accreditation,  
**RESOLVED** That Cllrs Williams, and Heyes with the Clerk investigate the accreditation and report back with recommendations.

**89. COMMITTEES**

- (i) Members noted the minutes from the following committee meetings:  
Youth – 2<sup>nd</sup> July 2025  
Staffing – 22<sup>nd</sup> July 2025

Grounds Maintenance – 30<sup>th</sup> July 2025

- (ii) Members considered the recommendation from the Grounds Maintenance and Play Committee to purchase and install a Bike Repair Service Station, as reported by Cllr Heyes. **RESOLVED** to approve a budget of £2,000 for the purchase and installation of the Bike Repair Service Station.

**90. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** That, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business to be discussed.

**91. LIBRARY**

**RESOLVED** that Cllr J Chandler join the Clerk in a meeting with Swindon Borough Council to discuss office space at the library.

**92. STAFFING**

Members received a report from the Clerk on staffing matters:

- (i) Members agreed to discuss a Capability Policy at the next meeting.
- (ii) Members noted a payroll issue.  
**RESOLVED** that the staff member is not required to return the overpayment.
- (iii) Members noted that the Clerk has consulted with staff and that the Council will be moving to a new payroll provider for October pay.
- (iv) Members noted that the Council had previously acted incorrectly regarding holiday pay.  
**RESOLVED** that the correct holiday pay be provided to the staff member, along with a gesture of goodwill of one additional day's pay for the inconvenience caused.
- (v) Following Occupational Health assessments, the Clerk reported a requirement for new chairs.  
**RESOLVED** to approve the purchase of three new chairs at a cost of £496 each.
- (vi) **RESOLVED:** to ratify payment to Robinson Grace for resolving pension and maternity pay issues during 2024/25, at a cost of £6,446.82.
- .

The meeting closed at 9:32pm

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

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