



# St Andrews Parish Council

**Draft Minutes of the Full Council Meeting**  
**Held on Wednesday 8<sup>th</sup> February 2023 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), Luke Jones (Grounds Maintenance Manager)  
**Public Present:** 1

## 129. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Paul West who was currently unwell. The Chairman and members asked for best wishes to be sent.

## 130. DECLARATION OF INTERESTS

None

## 131. MINUTES

**RESOLVED** with some small amendments to accept the minutes of the last meeting held on 14<sup>th</sup> December 2022 as a true record and signed by the Chairman.

## 132. CHAIRMAN'S ANNOUNCEMENTS

- (i) The Chairman asked members if there was a way to make use of the small area of land in Eastbury Way park where the adult gym equipment was removed from and wondered if the space could be turned into allotments. Members agreed that it was an aspiration to have allotments however were unsure this was an appropriate site. The Grounds Maintenance Manager raised concerns with access to the land at Eastbury Way. The Chairman asked councillors to look at other ideas. Cllr B Williams and Cllr P Morris suggested a wildlife space for young children and people with access needs. It was agreed to discuss this further at a future meeting.
- (ii) The Chairman announced that the new outdoor gym was open to the public and gave thanks to Cllr Steve Heyes saying that the equipment appears to be busy and a huge success. It was reported that there would be an official opening on Saturday 18<sup>th</sup> March at 11am. The Grounds Maintenance Manager reported that there had been some problems due to poor installation and was working with Kompan to resolve the issues. It was agreed for Cllr S Heyes and Grounds Maintenance Manager to work on a statement with Kompan.

## 133. PUBLIC RECESS

A resident asked the following questions:

- "Cllr Daniel Adams you had an idea of having an open cinema in the parish a few months ago has this idea expanded?"  
Cllr Adams responded that it was an aspiration but the parish council has put aside for the moment as it didn't want to put undue financial pressure on others.

- "If you were to sell the land just outside of the Redhouse Centre due to wanting more money, what would you use the money for?"  
Cllr Tomlinson responded that the land was purchased at a bargain price and there was an idea to build houses of which the money of selling or renting would keep the precept down. The land could be sold if there was a need for the money but no decisions have been made.
- "Is the meeting recorded in the declaration of interests and public recess? If not, why?"  
Cllr Tomlinson responded that minutes are a record of what is reported or agreed in the meeting but currently there isn't a video or audio recording as the parish council does not have this facility. It was agreed to debate this at a future meeting.

#### 134. BUDGET

- (i) Members considered draft budget for 2023/24  
**RESOLVED**  
To agree the budget for 2023/24 as detailed in the attached document in the Minute Book  
To issue a precept of £458,860.00 to Swindon Borough Council
- (ii) Members considered unspent funds in the current year.  
**RESOLVED**  
To agree that the following funds are moved into Earmarked Reserves  
Legal Fees –£5000 for solicitor fee in connection with play area leases  
Training - £500 for staff training  
Depot - £18,000 for future costs regarding a new depot.

#### 135. COMMITTEES

Members noted the following committee minutes:  
Members to note the attached minutes of the following committees:  
Redhouse Community Centre – 7<sup>th</sup> December 2022  
Staffing – 23<sup>rd</sup> December 2022  
Planning -16<sup>th</sup> January 2023  
Play Areas – 24<sup>th</sup> January 2023  
Grounds Maintenance – 25<sup>th</sup> January 2023

#### 136. PLANTING TREES

- (i) Members considered proposed areas in the parish that would be suitable for planting trees along with ways to consult the public.  
**RESOLVED**  
To consult residents on three possible open space sites at Diamond Jubilee Park, Oakhurst Way and Northbourne Road.
- (ii) **RESOLVED** to use consultation letter as attached in the Minute Book
- (iii) **RESOLVED** to consult with the public through hand delivered letters to nearby residents, displaying posters on posts in each area, on noticeboards and on social media places as well as sending out a press release.

#### 137. ACCOUNTS

- (i) Members noted payments (attached in the Minute Book) for November 2022 totalling £58,371.37 and December 2022 totalling £44,460.36 as checked by Cllr West.
- (ii) Members received management reports for 3<sup>rd</sup> Quarter up to 31<sup>st</sup> December 2022. The Clerk reported that the current account had fallen below projected

expenditure for the rest of the year and requested that money was transferred from savings accounts.

**RESOLVED** to transfer £45,000 from Cambridge Building Society and £30,000 from Unity Trust Bank into the current account.

- (iii) The Clerk reported that the parish council was becoming close to limits regarding VAT and should business activities increase the parish council would have to become VAT registered. The Clerk requested permission to attend relevant VAT courses.

**RESOLVED** for both Clerk and Deputy Clerk to attend relevant VAT courses through WALC totalling £120.

### **138. INTERNAL AUDITOR**

Members received a report from the Internal Auditor following mid-year checks (attached in the Minute Book). The Clerk explained that there were two recommendations to ensure that the council complies with the Transparency Code and these had been updated as follows:

- update the date on the Buildings and Land spreadsheet
- list details of grants given by the parish council separately

Cllr P Morris said that it was an excellent report and asked for thanks to be given to the Clerk. All members agreed and said well done to the Clerk.

### **139. RISK ASSESSMENT**

Members reviewed the current risk assessment for St Andrews Parish Council.

**RESOLVED**

To adopt the Risk Assessment as attached in the Minute Book

### **140. POLICIES**

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

Investment Policy

### **141. WILTSHIRE ASSOCIATION OF LOCAL COUNCILS (WALC)**

- (i) **RESOLVED** for the Chairman Cllr Vera Tomlinson to be the parish council representative for Wiltshire Association of Local Councils (WALC)
- (ii) The Clerk reported that WALC would be reviewing the Executive Committee Constitution which may allow other parish councillors to attend and vote.

### **142. 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.

### **143. REDHOUSE COMMUNITY CENTRE**

Members considered a recommendation from the Redhouse Community Centre committee to amend the Debt Recovery Policy.

**RESOLVED**

To accept the recommendation that hirers can rebook if full payment is received at time of booking.

To add that this requirement is for all future bookings.

The adopted policy is filed in the Minute Book

**144. DEPOT**

The Chairman reported that another third party had approached the parish council regarding a building for the parish council depot which would be outside the parish. Members agreed that this was worth pursuing as it may mean costs could be kept low.

**RESOLVED**

To discuss possibility of leasing building from third party.

The meeting closed at 9:30 pm

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

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