



# Chiseldon Parish Council

## Minutes of the Full Council MEETING

Held on Monday 10<sup>th</sup> October 2022 at 7.30pm. The Recreation Hall, off Norris Close, Chiseldon.

**Present:** Cllrs Matt Harris (Chairman), Chris Rawlings, Paul Sunners, Pauline Barnes, Keith Bates, Andy Rogers, Chay Ford, Justine Randall (Vice Chairman), Ian Kearsy, Jenny Jefferies (also Ward Cllr. Late arrival), Jon Jackson. Also Clair Wilkinson, Clerk.

Ward Cllr Lawrence Elliott also in attendance.

**Before the meeting commenced there was a minutes silence for her Majesty Queen Elizabeth II.**

### **22/56. Approval of apologies given.**

Absence with apologies: Cllr Danielle Simpson is unable to attend due to a family issue. Cllr Duke is away with work. Ward Cllr Sumner had also sent his apologies.

Absence without apologies: Cllrs Patel and Dogra.

**A proposal was made to approve these apologies given. The proposal was seconded and all Cllrs were in favour.**

Cllr Jefferies arrives 19.36

### **22/57. Declarations of interest. None**

**22/58. Public recess.** No public

### **22/59. Approval of minutes from 11<sup>th</sup> July 2022. No changes**

**A proposal was made to approve these minutes as an accurate account of the meeting. The proposal was seconded and all Cllrs were in favour.**

### **22/60. Action points from previous meeting.**

#### **Clerk**

22/7. Direct contact number/email for reports regarding the Firs site shared via weekly newsletter, community FB page and website. Clerk to advise Cllr Jefferies when does she need to provide details in time for this Fridays newsletter. Cllr Jefferies is awaiting a reply from SBC

22/55. Arrange an informal session to go over the features of MS Teams and how it works. Ideally before next full council meeting. **DONE**



# Chiseldon Parish Council

## Cllr Jefferies

20/16. Investigate end of Badbury footpath being blocked. Still waiting for SBC officer update. ONGOING

## 22/61. Community Safety and police report. Cllr Sunners

Local crime mentioned – theft of trailer from Rec ground compound, burnt out stolen Landrover, minor incidences of vandalism over school summer holidays.

Cllr Sunners has met with PC Justine Trueman.

Cllr Jefferies advised that on the latest Wiltshire Police report more training is being targeted and following up on reports of crime.

## 22/62. Ward Cllrs reports

Lawrence Elliott – Chiseldon and Lawn Ward

Wished to draw attention to the global inflation and fuel crisis. This will affect corporate bodies and drip down to PC level. Service levels will be impacted. Budgets are stretched. Need to be aware that services that are “Nice to have” will be impacted first. SBC might not be able to do as much as residents want us to do. This situation is expected to last for the next 2 years. Global markets are getting more expensive which will effect the costs of materials etc.

Ward Cllr Elliott will investigate who fixes bus timetable boards for the board on Castle View Road.

Jenny Jefferies – Chiseldon and Lawn Ward

The Earthline appeal has concluded. Their Statutory Review request was rejected.

Data Centre on Brimble Hill. HGV movements will conclude at end of October. Road improvements are now being looked at. Meeting with SBC Highways soon to discuss New Road, Hodson Road, Build Out and parking provisions at Draycot Foliat and Windmill Piece.

Many emails received from the public with regards to traffic lights at the New Road/A346 junction. SBC have accepted there is an issue at this junction.

Cllr Sunners raised the white lines at this junction being worn. Ward Cllr Jefferies has asked this be raised via Neighbourhood Watch to the police so they can inform SBC. Also raised concerns over new LED lights being obscured by foliage.

Cllr Ford mentioned that signs on the A346 junction with Ridgeway Road are obscured.

There is an action for the next planning meeting to discuss a crossing point at the New Road/Hodson Road roundabout.

## 22/63. Approval of Policies

### Procurement



## **Chiseldon Parish Council**

**A proposal was made to approve this policy. The proposal was seconded and all Cllrs were in favour.**

### **Health and Safety general statement**

**A proposal was made to approve this policy. The proposal was seconded and all Cllrs were in favour.**

### **22/64. Quarterly review of council website.**

It was confirmed that the "Our Work" heading would be changed to "Meetings and agendas" to aid navigation.

This review will now move to a 6 months cycle.

### **22/65. FINANCE. Approval of costs for a Pre-Christmas newsletter to the parish**

The Clerk recommended a 2 page colour A4 newsletter printed by Mule Creative for £134.00

**A proposal was made to the Mule Creative costs of £134 for a newsletter. The proposal was seconded and all Cllrs were in favour.**

### **22/66. FINANCE. Approval of additional costs for solar lights on Strouds Hill**

£3000 in the council planning budget for this. The project was over budget by £221.00 and this amount needed approval. The planning committee had already approved the choice of lights and location.

**A proposal was made to approve the extra costs of £221.00 for solar lights at Strouds Hill. The proposal was seconded and the majority of Cllrs were in favour.**

### **22/67. FINANCE. Vote on whether to take Cllrs allowances for 2023/24 financial year. For elected Cllrs only and must be taxed.**

**A proposal was made that Cllrs will not take an allowance in 2023/24. The proposal was seconded and the majority of Cllrs were in favour.**

### **22/68. FINANCE. Approve a quote for re-pointing in lime at Chapel and museum.**

The quotes were reviewed and the Limeway quote at £810 was decided up. Cllr Rawlings will liaise with Limeway on this project to the point of conclusion. The Clerk will pass all details over. It was decided to wait for this work to be done to allow the building to settle further.

**A proposal was made that the Limeway quote at £810 be accepted for work to the Chapel and Museum and Cllr Rawlings liaise on the project . The proposal was seconded and all Cllrs were in favour.**



## **Chiseldon Parish Council**

### **22/69. FINANCE Quarterly review of budget vs expenditure report.**

Some Cllrs found the format in excel difficult to read and navigate. A simple summary page will be created for the next time the item is on the agenda.

The report was reviewed and the following lines where expenditure exceeded budget were noted and approved as acceptable:

EGPA Misc Expenditure – (No budget set but amount of expenditure reviewed). No 1 large item but larger spends include - £729 tree guard for Jubilee event. The majority of the remaining sum was work the handyman has carried out that cannot be specified under another cost centre.

Building Maintenance – Budget to date £271 (pro rata). Emergency lighting upgrades to current standards. £840.00, £2760.00 and £1680.00 across all council buildings. Solar bollards for Chapel £594.00

Finance, Website etc – Budget to date £208 (pro rata). £2025 website updates. Other costs regular payments to website company.

Rec Ground Improvement – No budget set so will always show overspend. £3237 spent on architect.

CVPA General Maintenance – Budget to date £258 (pro rata) No 1 large item but spends include – grass cutting, minor repairs and replacement items. Graffiti removal.

### **22/70. Planning.** No items

### **22/71. Committee reports**

Finance – Transaction reports review.

**A proposal was made that the July 2022 report was an accurate reflection of the councils transactions. The proposal was seconded and all Cllrs were in favour.**

**A proposal was made that the August 2022 report was an accurate reflection of the councils transactions. The proposal was seconded and all Cllrs were in favour**

**A proposal was made that the Sept 2022 report was an accurate reflection of the councils transactions. The proposal was seconded and all Cllrs were in favour.**

The October to date report was noted.

EGPA – Cllr Rogers. Funded 1000 bulbs for New Road site. Xmas tree provision being discussed with gardening club.

Planning – Cllr Kearsey. The NHP group did a parish walk around with Andrea Pellegram. Making good progress. Meeting in 2 weeks' time. Draft 1 of the NHP is expected shortly. Setting up a meeting with landowner and developer to talk about NHP.



## Chiseldon Parish Council

Green spaces and non-heritage assets being worked on. Investigating getting an ecology report created.

Finance – Cllr Harris. Nothing to report

Recreation Hall – Cllr Harris. Made advances. Feedback from the estate is warm. Draft 1 of the plans have been tweaked. Will be applying to SBC for pre-planning advice. No public consultation date yet. Will work with NHP on Rec ground plans.

Risk Assessments –

### **March assessments were:**

Chiseldon Street furniture overdue and pending.

### **July assessments were:**

Financial – pending. With RFO and Finance Chairman

### **August assessments were:**

Leaflet delivery – complete. remains static – no new issues  
Pavilions – pending. With handyman  
Allotments – pending. With handyman  
Interments and funerals. Done. First assessment. Static status.  
Graveyard Maintenance by handyman – pending. With handyman  
Handyman and manual handling – pending. With handyman  
Outside gym. Complete. Remains static. Only graffiti reported.

### **September assessments were:**

Infectious diseases. Completed by the Clerk. Completed no issues.  
Website accessibility – Completed by the Clerk. Completed no issues.

### **October assessments are: (all in hand)**

Clerk  
RFO and Admin officer  
Street Furniture Chiseldon  
Street Furniture other areas  
Village Planters

Correspondence feedback for Cllrs – The sad passing of former Clerk Dave Thomas was noted.

**22/72. Items for next agenda.** None

Meeting closed 20.07

**Date of next meeting:** Monday 14<sup>th</sup> November 7.30pm Recreation Hall, Off Norris Close, Chiseldon.

### **Actions**

*All Actions to be completed by the next Full Committee meeting unless otherwise specified.*



## Chiseldon Parish Council

### Clerk

22/7. Direct contact number/email for reports regarding the Firs site shared via weekly newsletter, community FB page and website. Clerk to advise Cllr Jefferies when does she need to provide details in time for this Fridays newsletter.

22/64. Ask Sanders to make wording change to website heading.

22/67. Reply to SBC that CPC will not be taking an allowance for Cllrs.

22/68. Advise Limeway they have been appointed to do the work and send information to Cllr Rawlings to conclude the project.

22/69. Ensure next budget vs expenditure report has a summary page of variances.

### Cllr Jefferies

20/16. Investigate end of Badbury footpath being blocked. Waiting for SBC officer update.

### Glossary of abbreviations:

SBC - Swindon Borough Council

NHW - Neighbourhood Watch

CPC – Chiseldon Parish Council

DF – Draycot Foliat

CVPA – Castle View Play Area

SID – Speed Indicator Device

RWV – Ridgeway View

STEAM – Museum in Swindon.

RA – Risk Assessment

CPRBB – Chiseldon Parish Residents for Better Broadband

NHP – Neighbourhood Plan

PIR – Passive Infrared sensor

EGPA – Environment, General Purpose & Amenities Committee

WALC – Wiltshire Area Local Councils

WARP – Washpool Area Restoration Project

CIL – Community Infrastructure Levy

WC – Ward Councillor

Cllr – Councillor (Parish)

TW – Thames Water

STWFC – Swindon Town Women's Football Club

CSW – Community Speed Watch

GWH – Great Western Hospital

SYFC – Swindon Youth for Christ

TRO – Traffic Regulation Order

JD – Job Description

RFO – Responsible Financial Officer

PCC – Police and Crime Commissioner

AONB – Area of Outstanding National Beauty

RoSPA – Royal Society for the Prevention of Accidents