



## Minutes of the Full Council MEETING

Held on Monday 10<sup>th</sup> July 2023 at 7.30pm. The Recreation Hall, off Norris Close, Chiseldon.

**Present:** Cllrs Chris Rawlings, Jenny Jefferies, Chay Ford, Pauline Barnes, Andy Rogers (Vice Chairman), Fareed Ahmed Quidwai, Paul Sunners. Also Clair Wilkinson, Clerk. Also in attendance Ward Cllr Elliott (Late arrival).

### **23/49 Public recess. No public**

### **23/50. Approval of apologies given.**

Absence with apologies: Cllr Jackson has just returned home from a trip. Cllr Kearsey is away. Absence with no apologies given – None

Ward Cllr Sumner and Ward Cllr Hopkins had sent their apologies.

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

### **23/51. Co-option of Cllrs. Chay Ford**

Mr Ford had been a Cllr until the May 4<sup>th</sup> elections. He requested to be co-opted back onto the council to continue being involved in local issues and decisions. It had been checked that Mr Ford met the joining criteria and was not disqualified.

**A proposal was made to co-opt Mr Ford as Parish Cllr. The proposal was seconded and all Cllrs were in favour.**

Cllr Ford signed the Declaration of Acceptance of office.

### **23/52. Declarations of interest. none**

Ward Cllr Elliott arrived 19.32

**23/53. Approval of minutes from 12<sup>th</sup> June 2023. 1 change. Item 23/45 change “support this objection” to “support this application”.**

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

**23/54. Approval of confidential item minutes from 12<sup>th</sup> June 2023. 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.**



## **23/55. Action points from previous meeting.**

### **Clerk**

23/29. Arrange to meet handyman to download Badbury SID data x2. DONE. Data shared with councillors and on website.

23/29. Chase up Badbury hedge cutting and white line painting issues with Ward Cllr Sumner. Second enforcement letter sent to home owner by SBC. SBC will progress with cutting hedge and recouping costs if not done. White lines can be chased after this is complete.

23/43. Write to SBC to thank them for sending the health survey document and commend them on the quality of the report. DONE

23/44. Create monthly Ward Cllr rota when details are known. PENDING.

23/47. Write to business owner with results of confidential item decision. DONE

### **Ward Cllr Hopkins and Elliott**

20/16. Investigate end of Badbury footpath being blocked. Waiting for SBC officer update. Ward Cllr Elliott has logged a new request for this.

23/09. To ask SBC if P.Cllrs can attend SBC training if there are spaces. DONE. Confirmed Parish Cllrs can attend unless it specifically says they cannot.

23/10. To find out the current situation with regards to public footpaths and maintenance after the Countryside Access talk that SBC did not attend. PENDING.

### **23/56. Vote to add Cllrs Quidwai, Jackson and Ford to the Finance Committee.**

**A proposal was made to add these 3 Cllrs to the Finance Committee. The proposal was seconded and all Cllrs were in favour.**

### **23/57. Approval of Vexatious or habitual complainer, and communications policy.**

A vote was not required as these policies had previously been approved in March and April 2023.

### **23/58. Policy and Community report. Cllr Sunners**

The May crime stats for the Parish plus Badbury Park are:

34 crimes with 16 for the Parish.

PCSO Trueman makes regular visits to the Primary School to talk about how children play their part in the community.

The BMW is still in the bus layby on the A346. It now has a parking ticket on it and expired MOT. Ward Cllr Elliott will follow up with SBC.



**23/59. Ward Cllrs reports. Ward Cllr Elliott for Chiseldon and Lawn Ward.**

The written report received was circulated to Cllrs prior to the meeting.

CIL and S106 funds. Ward Cllr Elliott has started his own enquiry on what is due for Chiseldon Parish.

The travellers in the Swindon area have refused the offer of hiring the Firs site.

PCSO Trueman has advised of the "Herbert Protocol" with Age UK. A document for family and friends for those with dementia or Alzheimer's to assist with finding anyone that goes missing. The police can use the document if needed.

Cllr Ford left the meeting 19.56

Knife crime is increasing locally. There are talks to bring the "Knife Angel" statue to Swindon next year to highlight awareness of the issue.

3<sup>rd</sup> August is the next meeting with head of SBC Strategic Highways ref New Road. Road must be dug out and re-built. The work itself is estimated to take around a week.

**23/60. Review of quarterly budget vs expenditure report and explanatory document from the RFO.**

There were no comments or questions on this document.

**23/61. Review of BEST provision for local children over the summer holidays.**

Confirmed as Thursday 10.30 to 12.30 for 6 weeks over the summer holidays. Free but must be booked.

**23/62. Review of internal auditor report and comments/recommendations from the RFO.**

There were no comments or questions.

**A proposal was made to formally note the document and approve all suggestions made by the RFO on procedural changes to strengthen the councils proper practices. The proposal was seconded and all Cllrs were in favour.**

**23/63. PLANNING. Review and vote on any planning applications received by Swindon Borough Council after the agenda is published.** There were none.

**23/64. Committee reports**

Finance – Transaction reports review for June 2023.

**A proposal was made that the June 2023 report was an accurate reflection of the councils transactions. The proposal was seconded and all Cllrs were in favour.**



EGPA – Cllr Rogers. Quiet month. Allotment pest control is under way. Approved moving of bench at SHCMG. Repairs to allotment fencing approved. Getting quotes to paint the BT box in Badbury.

Planning – Cllr Jefferies. 2 votes on 20mph zones and improved dropped kerbs and pavements approved.

Risk Assessments – (Months are deleted from this report once all items are complete)

**April assessments were:**

Clerks job role – Clerk to do. DONE. No issues.  
Admin Officer and RFO job role – RFO to do. PENDING Finance committee decision.  
Street Furniture Chiseldon – volunteers needed. Cllr Whitehead completing. DONE. No issues  
Street Furniture other areas – volunteers needed DONE. No issues.  
Chapel and Museum – Clerk to do DONE. No issues. Museum heaters added to PAT testing.  
Financial Risk – RFO and Finance Chairman to complete. DONE. No issues.

**May assessments were:**

Village Planters – Clerk to do with Handyman. DONE. No issues. Hodson Road planter done with 2 people in attendance as per risk assessment.  
Cleaner and manual handling doc – to be sent to the cleaner to complete. COMPLETE. No issues.  
SIDS – Hodson Road and 2x Badbury. Volunteer(s) required. Hodson COMPLETE by Cllr Kearsey. Badbury x2 COMPLETED by Cllr Jackson – no issues.  
Millenium Wood – Volunteer needed. With Cllr Kearsey. DONE. No issues.  
Fire risks (general) - Clerk to complete. COMPLETE. 4 of our emergency lights are not working. Quote received to be voted on at June EGPA meeting to carry out repairs. Repairs completed.

**June assessments were:**

Castle View Play Area – volunteer needed. Cllr Rawlings to do. DONE. No major issues. Bolts tightened.  
Washpool Ponds – Clerk to do with WARP committee. DONE. No issues.

**July assessments are:**

Rec Hall/compound and carpark – Cllr Rawlings to do.  
Rec field - volunteer needed.  
Trees owned by CPC – Sir Henry Calley, Butts Road, Rec field – Cllr Jefferies to do.

Correspondence feedback for Cllrs – None

**23/65. Items for next agenda.**

None

Meeting closed 20.29

**Date of next meeting:** Monday 14<sup>th</sup> August 2023 7.30pm Recreation Hall, Off Norris Close, Chiseldon.



## Actions

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

## Clerk

23/29. Chase up Badbury hedge cutting and white line painting issues with Ward Cllr Sumner.

23/44. Create monthly Ward Cllr rota when details are known.

## Ward Cllr Hopkins and Elliott

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

23/10. To find out the current situation with regards to public footpaths and maintenance after the Countryside Access talk that SBC did not attend.

## Glossary of abbreviations:

SBC - Swindon Borough Council

CPC – Chiseldon Parish Council

CVPA – Castle View Play Area

RWV – Ridgeway View

RA – Risk Assessment

NHP – Neighbourhood Plan

EGPA – Environment, General Purpose & Amenities Committee

WALC – Wiltshire Area Local Councils

CIL – Community Infrastructure Levy

Cllr – Councillor (Parish)

STWFC – Swindon Town Women's Football Club

GWH – Great Western Hospital

TRO – Traffic Regulation Order

RFO – Responsible Financial Officer

AONB – Area of Outstanding National Beauty  
Accidents

NHW - Neighbourhood Watch

DF – Draycot Foliat

SID – Speed Indicator Device

STEAM – Museum in Swindon.

CPRBB – Chiseldon Parish Residents for  
Better Broadband

PIR – Passive Infrared sensor

WARP – Washpool Area Restoration Project

WC – Ward Councillor

TW – Thames Water

CSW – Community Speed Watch

SYFC – Swindon Youth for Christ

JD – Job Description

PCC – Police and Crime Commissioner

RoSPA – Royal Society for the Prevention of

SHCMG – Sir Henry Calley Memorial Garden