

NYTHE, ELDENE & LIDEN
PARISH COUNCIL

ANNUAL COUNCIL MEETING

Minutes of the meeting held on 15 May 2017 at 6.30pm
in Nythe Community Centre

Present Cllr D Bell
Cllr B Cockbill
Cllr G Cruse
Cllr Z Hawson
Cllr A Hunt
Cllr O Ibitoye
Cllr K Parry
Cllr B Solomon
Cllr G Stubbs

Cllr D Heenan (Retiring Chair)

Officers Joyce Holman (Parish Clerk)

Public Three

Public Session A member of the public asked about the future of libraries in the area. Cllr Heenan explained that a new Trust had been set up and had submitted a bid to Swindon Borough Council to run Covingham and Liden libraries. They were waiting to hear whether the bid had been successful.

A member of the public requested that meetings be held in Eldene and Liden and not only Nythe.

A member of the public asked about recycling for tetrapacks. Cllr Heenan offered to find out more information.

Cllr D Heenan, Retiring Chair of Nythe Parish Council in the Chair.

1 Election of Chair for 2017/18

Cllr K Parry was proposed and seconded. Cllr A Hunt was proposed and seconded.

RESOLVED that Cllr K Parry be elected Chair for the 2017/18 municipal year.

Cllr K Parry took the Chair.

2 Declaration of Acceptance of Office

The Chair signed the Declaration of Acceptance of Office.

3 Election of Vice-Chair for 2017/18

Cllr D Bell was proposed and seconded. Cllr B Solomon was proposed and seconded.

RESOLVED that Cllr D Bell be elected Vice-Chair for the 2017/18 municipal year.

4 **Apologies**

None

5 **Declarations of Acceptance of Office - Councillor**

The Chair stated that all Councillors were present and had signed the Declaration of Acceptance of Office.

6 **Declaration of Interest & Applications for Dispensation**

Cllr Cruse declared a personal interest in Nythe Allotment Society (Minute No 20)

7 **Minutes of the Previous Meeting**

Cllr Bell referred to Minute No 99 which should say West View.

RESOLVED that with the amendment above to Minute No 99 the minutes of the Nythe Parish Council Meeting on 13 March 2017 be approved as a correct record.

8 **Membership of Other Bodies**

The Clerk submitted a list of the Membership of Other Bodies a copy of which appears as Appendix A in the Minute Book.

RESOLVED that the Membership of Other Bodies for the 2017/18 municipal year which appears as Appendix A in the Minute Book be approved.

9 **Representatives on Outside Bodies**

The Clerk submitted a list of Representatives on Outside Bodies required and Councillors indicated their interest at the meeting.

RESOLVED that the Representatives on Outside Bodies for the 2017/18 municipal year which appears as Appendix B to these Minutes be approved.

10 **Councillor Allowances**

The Clerk submitted a report a copy of which appears as Appendix C in the Minute Book.

The report set out the details for the payment of an allowance to Councillors.

RESOLVED

a) that Councillors receives an allowance of £540 per annum;

b) that the Chair receives an allowance of £1,080 per annum;

c) that expenses only be paid for travel to represent the Parish Council outside the Parish.

11 **Appointment of Internal Auditor**

The Clerk submitted details of the work of the Internal Auditors a copy of which appear as Appendix D in the Minute Book.

RESOLVED that Lightatouch be appointed Internal Auditor for the 2017/18 financial year.

12 **Review of Standing Orders**

The Clerk submitted the Standing Orders a copy of which appears as Appendix E in the Minute Book.

Cllr Cockbill stated that he had some questions about the Standing Orders. The Chair

asked him to discuss them with the Clerk and if any changes were required to Standing Orders these could be referred to a future meeting.

RESOLVED that the Standing Orders which appears as Appendix E in the Minute Book be approved.

13 Review of Financial Regulations

The Clerk submitted the Financial Regulations a copy of which appears as Appendix F in the Minute Book.

RESOLVED that the Financial Regulations which appears as Appendix F in the Minute Book be approved.

14 Freedom of Information

The Clerk submitted a draft Freedom of Information Scheme a copy of which appears as Appendix G in the Minute Book.

RESOLVED that the Freedom of Information Scheme which appears as Appendix G in the Minute Book be approved.

15 Review of Property and Assets

The Clerk submitted the Asset Register a copy of which appears as Appendix H in the Minute Book.

The Asset Register was noted by Members.

16 Review of Insurance

The Clerk submitted details of the insurance documents a copy of which appears as Appendix I in the Minute Book.

The insurance details were noted by Members.

17 Review of Risk Assessment

The Clerk explained that the risk assessments needed to be put in place and these would be referred to the next Parish Council meeting.

18 Complaints Procedure

The Clerk submitted a draft Complaints Procedure a copy of which appears as Appendix J in the Minute Book.

RESOLVED that the Complaints Procedure which appears as Appendix J in the Minute Book be approved.

19 Review of Other Policies

The Clerk submitted a draft Policy Documents for Data Protection and Information Security; Equality & Diversity; Grants; Habitual & Vexatious Complainant; Health & Safety; Internal Controls; Investment Strategy; Memorials; Press & Media; Recording & Reporting on Council Meetings; Records Management; Training copies of which appear as Appendix K in the Minute Book.

RESOLVED that the draft Policies which appear as Appendix K in the Minute Book be approved.

20 Transfer of Services and Assets from Swindon Borough Council (Min.91 – 13.03.17)

The Clerk submitted the amended Deed to be signed by the Parish Council for the

transfer of responsibility of services and a copy of the allotment site that was transferred to the Parish Council in the Order copies of which appears as Appendix L in the Minute Book.

The Chair explained that the Deed had previously been approved by the Parish Council but had been amended to increase the insurance cover. The allotment site was leased to Nythe Allotment Society by Swindon Borough Council and as part of the Order that lease would now be with the Parish Council. The lease had recently expired and although Swindon Borough Council had agreed a new lease, one had not been issued.

The Chair also pointed out that it was unclear who maintained the underpass and that this should be shared with Covingham Parish Council.

RESOLVED

- a) that the Deed for the transfer of services from Swindon Borough Council to the Parish Council be approved and signed;
- b) that the Parish Council enters into a new Lease Agreement with Nythe Allotment Society for the transferred allotment site for a period of 10 years.

(Cllr Cruse declared a personal interest in this item)

21 Service Level Agreement and Contract for Grounds Maintenance (Min.94 – 13.03.17)

The Clerk informed Councillors that there had been some teething problems with the contractor that had taken on considerable more work in looking after Eldene and Liden. The Chair added that there had been similar problems when they started the work in Nythe.

The Chair and the Clerk were going to meet with the Contractor the following week and the result of this meeting would be reported to the next Parish Council meeting.

22 Nythe Community Centre Buildings (Min.95 – 13.03.17)

The Chair explained that Nythe Parish Council had set up a Community Working Party to look at the future of the building at Nythe Community Centre site. The Community Working party would also include Ward Councillors and representatives from Nythe Community centre and the other users.

He asked for Councillors to put their names forward for this working party.

RESOLVED that Cllr D Bell, Cllr G Cruse and Cllr K Parry be appointed to the Community Working Party.

23 Communications (Min.96 – 13.03.17)

The Chair stated that Nythe Parish Council had already spoken about distributing a Newsletter to keep the public informed about the changes to the Parish Council.

The Clerk was asked to draw up a draft Newsletter for approval at the next meeting of the Parish Council.

The Chair stated that there needed to be noticeboards in Eldene and Liden in order to advertise the agendas for meeting and other information. The Chair would agree with the Clerk suitable locations and a quotation would be brought back to the next meeting of the Parish Council.

24 **CCTV (Min.98 – 13.03.17)**

The Clerk confirmed that Nythe Parish Council had agreed to purchase 5 cameras and these had been ordered. Cllr Cruse explained that CCTV did not exactly describe the cameras; they were camouflage cameras that recorded movement following a recent spate a break-ins at the allotment site. The cameras would also be available to use at other areas in the parish in the future.

25 **Play Area Repairs**

The Chair reported that there had been some vandalism at the Richard Jefferies Play Area which had been repaired. The play equipment was reaching the end of its life and if the vandalism continued, then it might be necessary to take away the item of play equipment.

The Chair also referred to the dog bins at Liden Green Park which were overflowing. As part of the meeting with the contractor, the issue of dog and litter bins would be discussed.

RESOLVED that the Chair and the Clerk be delegated authority to purchase new dog and litter bins as a result of this meeting.

26 **Payment Schedule**

The Clerk submitted the Payment Schedule for March 2017, April 2017 and May 2017 a copy of which appears as Appendix M in the Minute Book.

RESOLVED that the Payment Schedules for March 2017, April 2017 and May 2017 be approved.

27 **Exclusion of Public and Press**

RESOLVED that in accordance with Standing Order 3d) that in view of the confidential nature of the business about to be transacted that the press and public be temporarily excluded and they be instructed to withdraw; the reason being Staffing Matters.

28 **Staff Employment**

The Chair informed new Councillors of the arrangements for the current Clerk and the need to now employ a new Clerk.

RESOLVED

- a) that the draft advert for the new Clerk be approved:
- b) that the Chair and Vice-Chair be delegated authority to interview and appoint a new Clerk.

The meeting closed at 7.30 pm

Signed.....
Date.....
Chair of the Council