

STRATTON ST MARGARET PARISH COUNCIL

FULL COUNCIL

Minutes of the Full Council Meeting of Stratton St Margaret Parish Council held in the Stratton Suite, Grange Leisure, Grange Drive, Stratton St Margaret, Swindon, SN3 4JY on **Tuesday 23 April 2019 at 7.00pm.**

COUNCILLORS PRESENT: Councillors Stuart Leach (Chairman), Steve Benson, Anne Brooker, Claire Crilly, Glenn Castle, Matthew Davis, Barrie Jennings, Andree Murphy, Teresa Page, Robert Jandy, Joe Tray and Tim Page.

OFFICERS PRESENT: Tracy Predeth, Chief Executive Officer / Clerk to Council and Mary Laing, Democratic Personal Assistant.

BY INVITATION: Ricky Clarke, Sales and Account Management Executive - Mod.gov

PUBLIC PRESENT: One member of the public was present.

140. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Brenda Archer, John Foley, Eileen Foley, Alison Bridges, Tara Page and Roger Smith.

141. DECLARATION OF INTERESTS

No declarations of interests were received.

142. MINUTES

Members received the Minutes of the meeting held on the 19 February 2019.

It was agreed that the following amendments were made:

Minute 117 – to include the following: “and another suggested route taking it through Coleview”.

Cllr Barrie Jennings requested that **Minute 120** – to include “that in the Metro Bank is held no more than £85K and that other banks, for instance CCL, holds the bulk of the reserves and transfers to the Metro Bank to meet operational expenditure”.

The Clerk stated that she was not in attendance at the above meeting and raised concern that the amount of £85K was not sufficient for monthly operational expenditure. Both the Democratic PA and the Finance Officer meeting notes did not make reference to this. The Clerk requested that this matter is deferred.

RESOLVED: That in the Metro Bank is held no more than £85K and that other banks, for instance CCL, holds the bulk of the reserves and transfers to the Metro Bank to meet operational expenditure

RESOLVED: that following the amendments the minutes of Council on 19 February 2019 were then agreed and signed as a correct record of the meeting.

Extraordinary Meeting of the Council Tuesday 05 March 2019

RESOLVED: that the minutes of the Extraordinary Meeting of the Council on 05 March 2019 were agreed and signed as a correct record of the meeting.

Extraordinary Meeting of the Council Tuesday 26 March 2019

Minute 133 – To include “The Clerk and Council to review staffing levels in six months”.

RESOLVED: That following the amendment the minutes of the Extraordinary Meeting of the Council meeting held on 26 March 2019 were agreed and signed as correct record of the meeting.

Cllr Joe Tray stated that due to there being inconsistencies raised in what has been agreed recently, it is recommended that at future meetings it is suggested that motions are written down and read out clearly to the Council by the Chairman prior to resolution.

143. CHAIRMAN’S ANNOUNCEMENT

The Chairman announced that today was the 93rd birthday of Her Majesty The Queen, and also it is St George’s Day.

Thanks were given to those that attended the sad funeral of Councillor John Foley.

Parkwood Leisure representatives will be in Grange Leisure tomorrow to consult with staff.

The Neighbourhood Plan has now finished the public consultation and the comments have been passed back to the consultant for finalisation.

144. PUBLIC RECESS

No questions were raised.

145. MOD.GOV CONTRACT

Following a previous report and by request, Councillors received a presentation from Mr Ricky Clarke on the Mod.gov package. Members were informed that both SBC and SSMPC agendas and minutes could be viewed on the same device with different passwords. Councillors were reminded to download the agendas and reports prior to meetings, these can then be viewed without internet access. This programme consists of a good web library where the Clerk and Councillors can access documents quickly and securely.

Training sessions would be held with Councillors and staff.

This programme offers two free updates per annum.

The Chairman thanked Mr Clarke for his presentation.

Mr Clarke left the meeting.

146. ACCOUNTS

RESOLVED: that due to confidentiality, this item be moved to the confidential part of this meeting.

147. BANK MANDATE

RESOLVED: that the Chairman requested that this item be moved to the next meeting, all agreed.

148. DELEGATED AUTHORITY

Councillors received an update from the Clerk on proposed costs associated with the move of the Parish Offices to Meadowcroft.

RESOLVED: To authorise delegated authority to the Clerk to spend up to £6K to cover the move to Meadowcroft, any costs over this will come back to Council for approval.

149. CLERKS REPORT

The Clerk provided the following update to Members of the Council:

- Staff have been consulted with the partnership with Parkwood Leisure and Unions have been involved.
- The Post Office have not responded to numerous contacts, the Clerk is looking at putting in a complaint due to lack of response.
- Bus Service, there has been no progress, however this is the Clerks next priority.
- Library, Building Regulations have been approved so should progress to the next stage and a date for the start of the installation of the lift will follow.
- An election will take place as one ward was contested. following elections, the Clerk will advertise for co-opted Members.

The Clerk stated that future meetings of the Council will be recorded. These recordings will be uploaded onto Mod.gov confidentially. The Council currently has a policy for recording at meetings. The Clerk was asked to check current legislation with regard to recording confidential items.

Councillors Allowances were discussed; currently co-opted Councillors are not eligible for an allowance. Councillors raised concerns over the ruling that Members only had to attend one meeting in a 6-month period to receive an allowance.

Cllr Jennings requested that the Habitual and Vexatious Policy, Agenda Item 12 be moved into the public session, all present agreed.

150. HABITUAL AND VEXATIOUS POLICY

Members discussed the updated Habitual and Vexatious Policy and raised some concerns on its content.

The Clerk confirmed that this item had previously been deferred and she has since consulted with the Councils solicitor on this policy. Cllr Matthew Davis stated that the ICO has great information in their policies.

RESOLVED that Cllr Matthew Davis and the Assistant Clerk / HR Officer to review the draft Habitual and Vexatious Policy and come back to a future meeting.

RESOLVED: Due to the meeting reaching 9pm, Councillors requested that Standing Orders be suspended for another 30 Minutes to discuss the remainder of this agenda.

151. EXCLUSION OF THE PUBLIC AND PRESS

In view of the fact that Publicity would prejudice the public interest by reason of the confidential nature arising out of the business to be transacted in accordance with LGA 1972, Sch 12, para 10(2) (b) and 26 (2) (b). Members of the Public and Press are asked to withdraw.

152. ACCOUNTS

The Clerk provided Members with an update on the Finance and internal audit. She confirmed that Month 12 is currently being worked on and once completed, will be reported to Council.

The Clerk confirmed that the cost for the Mod.Gov programme has been allocated in the 2019/20 budget.

RESOLVED: To enter into a licence contract with mod.gov. The cost being £9,000 plus vat for year one and £7,010 plus vat per year thereafter.

The Clerk was asked to ascertain cost for purchasing suitable tablets for members of the Council which require one.

Cllr Anne Brooker requested the Clerk to investigate the cost of cleaning consumables as it looked incorrect on the Month 11 report.

153. STRATTON STROLL

Members received a report from the Events and Hospitality Officer regarding the Stratton Stroll. Full details are held in the Parish Office. It was reported that the Police, Licensing and Councils insurers considered that The Stroll has become too big to control. Arkells Brewery have stated that they do not wish to manage the event.

RESOLVED: that the Parish Council will not proceed with the Stratton Stroll due to insurance and licensing complications, also taking into consideration objections from local residents. If Arkells Brewery wish to organise this event in the future the Parish is happy to be a participating venue.

Members agreed to the suggestion that the Council consider to host a live band evening on one of its Open Spaces.

154. STRATTON FESTIVAL

Members received a report from the Events and Hospitality Officer (copy in Minute Book), and were very supportive of a summer community event. It was suggested that this may be in cooperation with Parkwood Leisure.

RESOLVED: To continue to hold an annual summer event, but a scaled down version such as a village fete.

Members thanked the Events & Hospitality Officer for her reports.

155. QUOTATIONS

- Councillors considered the quotation for additional financial support and agreed with the quotation of £3,850 plus travel for 11 days. Should these estimated days be likely to be exceeded, the Clerk will be notified.
- Councillors considered the quotation for procurement ongoing support and agreed with the quotation of £11,250 exc vat and including expenses from 01 July 2019 to 31 March 2020.

RESOLVED: that the quotation for additional financial support was agreed and the quotation for additional procurement ongoing support was agreed.

Councillors agreed with the quotation for additional financial support and agreed with the quotation of £3,850 plus travel for 11 days. Should these estimated days be likely to be exceeded, the Clerk will be notified.

Councillors agreed with the quotation for procurement ongoing support and agreed with the quotation of £11,250 exc vat and including expenses from 01 July 2019 to 31 March 2020.

156. ANNUAL MEETING OF THE COUNCIL

Councillors agreed to hold the Annual Meeting of the Council on Tuesday 14 May 2019 at 7pm at Grange Leisure.

157. DATE OF NEXT MEETING

The next meeting will be the Annual Meeting on Tuesday 14 May 2019 at Grange Leisure.

The Chairman, Cllr Stuart Leach thanked fellow Councillors and staff for their support through a challenging year. He confirmed that he has decided to stand down from the Council in May.

Members thanked the Chairman for his hard work and determination throughout the year and wished him well for the future

The meeting closed at 9.30pm.

CHAIRMAN _____ DATE _____

DRAFT