

Roles & Responsibilities:
Chair: Steve Iles
Minutes: Jo Barker
Action Tracking: Tara Forrest
Agenda Setting: Tara Forrest

Parish & Town Clerk's Forum 22nd July 2024

22 July 2024
09:55

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Parish & Town Clerk’s Forum - Minutes

Date: Monday 22nd July 2024 Time: 10.30 – 12.00 Venue: Teams

Attendees: Steve Iles - SBC (Chair), Andy Reeves - Central Swindon North, Jaine Blackman – Bishopstone, Clair Wilkinson - Chiseldon, David Sellars – Inglesham, Deanne Rose - Highworth, Emma Freemantle - Wroughton, Emma Sylvester - St Andrews, Jake Mee - Central South Swindon, Paula Harrison - West Swindon, Laura Evans - Stratton St Margaret, , Laura Evans - Liddington, Kevin Morgan - South Marston , Jo Barker (Minutes)

Apologies: Tara Forrest - SBC

If you have something you need to present, please ensure you have the equipment to present your item yourself

Agenda Items				
Agenda Item/Purpose	Owner	Documents / Links	Minutes	Actions
Welcome and Introductions	Steve/All		Introductions	
Actions from last meeting	All		Minutes from previous meeting agreed.	Actions: - Steve will find out about the parish hotline from Christine and feedback to parishes - Not currently ready to be rolled out. Steve keen to find a one route into the council for the parishes. - Steve to chase Richard for an update on levy payments Confirmation received that these payments are being processed. Parishes to let Steve know if these monies have not been received. October to March payment yet to be processed. - ACTION: Steve will provide Parishes a breakdown of payments.

				• Tara to circulate structure chart with minutes Completed • Tara to add generic email s to minutes. Completed • All to email agenda items to Tara Ongoing for each meeting
General Update for SBC / Parishes	Steve/All		Kirston Nelson gave brief overview of her role and background and direction of travel with her Portfolio. Last role with Coventry (9 years) last 4 years building partnerships with both public and voluntary sectors. Keen to meet all Parish Councillors. Ambition is to build relationships so Parishes feel listened to and have partnership responsibility and control over needs of local community. Clair Wilkinson - Q: Transition of Services, what is Kirston's role in this. Kirston Nelson - A: This sits with Steve and James Coulstock (Corporate Director). Kirston's role is to break down the Silo's and move forward in a more joined up way with Partners. Steve Iles: Devolving services. Grounds maintenance activity, wider conversation re Town Centre. Activity still ongoing. Report going to informal cabinet this week to update on where these conversations have got to so far. Do not want to make this process unduly difficult. Clear transparency. Need to pull together Parish Protocols for how partners work together. Clair Wilkinson: Feels disheartened that progress doesn't seem to being made. Steve Iles: TUPE is a factor involved. A lot of information needs to be pulled together. Next Transfer of Services meeting will hopefully move this forward. Andy Reeves: Highworth Golf Course Kirston Nelson: Commitment around Best Value and Best Interest. Looking at different models not just devolution.	

		Jake Mee: Roundabout Sponsorship, income from Parks etc. Parishes responsible to maintain but do not receive much of the income that is generated. Clair Wilkinson: Rural Verge Cutting schedule. Verges are not being cut to the schedule that rural parishes have got. Can this be checked please? Steve Iles will pick this up with Frank to provide the most current schedule Kevin Morgan: Swindon Plan, lack of reference to Parishes. Kirston Nelson: Swindon Plan references communities throughout Andy Reeves: frustration that Jadu cases are closed before resolving, Steve noted and asked if there are particular cases to bring to his attention. Transitional Fund? Steve Iles confirmed that there is not a Transitional Fund. Emma Freemantle: Closed churchyard maintenance. If transferred would this come with funding? Steve Iles: Confirmed this is a statutory provision.	Action: Steve to provide Rural Verge Cutting Schedule
AOB	All	Jaine Blackman - Planning Consultations. Dedicated website to go on but site doesn't seem to be set up properly yet	Action: Steve will check with Richard Bell, Director of Planning to understand position.