

Parish & Town Clerks Operational Meeting - Agenda

Date: Monday, 12th January 2026

Time: 10.30 – 12.00

Venue: Microsoft Teams

Roles & Responsibilities:

Chair: Kirston Nelson

Agenda Setting: Helena Robinson

Minutes: Karolina Urban

Attendees:

Role	Name	Attendance (Y/ Apologies)
SBC Corporate Director for Prevention and Communities	Kirston Nelson	Y
SBC Director of Integrated Communities & Partnerships	Helena Robinson	Y
SBC Communications Lead - Campaigns	Samuel Boyle-Bowles	Apologies
SBC Director of Operations	Simon Anthony	Y
SBC Strategic Sustainability and Climate Change Office	Edward Jones	Y
SBC Head of Customer Strategy and Operations	Christine Power	Y
SBC Senior Business Analyst	Brooke Bindon	Y
Blunsdon Clerk	Debbie Braiden	Apologies
Stratton St Margaret Clerk	Amy Loxton	Y
St Andrews Clerk	Emma Sylvester	Y
West Swindon Clerk	Paula Harrison	Y
Central Swindon North Clerk	Andy Reeves	Y
South Swindon Clerk	Jake Mee	Y
Castle Eaton Clerk	Theresa Wyborn	Apologies
Haydon Wick Clerk	Georgina Morgan-Denn	Y
Highworth Clerk	Deanne Rose	Y
South Marston Clerk	Kevin Morgan	Y
Stanton Fitzwarren Ward	Trish White	Y
Chiseldon Parish	Clair Wilkinson	Y
Bishopstone	Jaine Blackman	Apologies
Hannington Clerk	Karen Clay	Apologies
Wroughton Parish Clerk	Emma Freemantle	Y
Nythe, Eldene & Liden Parish Clerk	Emma Hill	Y
SBC Leadership Support Officer	Karolina Urban	Y

Agenda Items

Agenda Item/Purpose	Owner	Documents / Links	Minutes	Actions
Welcome & Introductions	KN/All		The meeting began with introductions to confirm attendance and ensure clarity on who was present. Agenda was shared on the screen, and attendees were invited to raise any additional items for discussion.	
Notes and Action Tracker from last meeting	KN	Action Tracker - Parish Clerks Meeting.xlsx	The action tracker was reviewed, with Karolina sharing it on the screen. Attendees were reminded to update the tracker directly or through Karolina before meetings. Key updates included: • Election Costs: A meeting is scheduled to address election cost issues. Attendees were asked to follow up if the matter remains unresolved. • Planning Portal Registration Issue: Karolina will check previous minutes to clarify the issue and follow up with Matt Peachy and the IT team. • Routes and Schedules for Waste Services: Simon committed to completing updates on routes and schedules after the meeting and shared a link for attendees to confirm access - My Council. • Joint Procurement Opportunities: A task group will be formed to explore joint procurement opportunities. Karolina will collect names of interested participants.	
Any agenda items to cover from the floor	Relevant Parish Clerk and SBC Officer		Parishes raised several concerns and frustrations during the meeting, particularly around the lack of clarity and communication from SBC on key operational issues, which has impacted their ability to plan and budget effectively. Key points of discussion included: • Simon confirmed that SBC will provide a basic level of service for road sweeping and weed spraying but emphasised that parishes with deeds outlining additional responsibilities must supplement this. He committed to sharing detailed maps and schedules to provide clarity. • Simon also clarified that two rounds of weed spraying are planned annually, in April/May and October/November, and he will confirm specific dates and areas. • Chiseldon Parish raised concerns about discrepancies in parish deeds regarding road sweeping responsibilities. They noted that their deed explicitly states they have no responsibility for road sweeping, yet there appears to be an expectation from SBC that parishes will take on this work. • Some parishes also raised that they met with Sean Bradshaw from SBC to discuss their deeds.	Simon to provide the routes for sweeping for upcoming year. Simon to check with Sean Bradshaw re his work to review Parish deeds. Simon, Kirston and Helena to touch base offline on how to best improve communications with the Parishes.

			• Simon agreed to review the deeds and provide tailored information to each parish to clarify responsibilities. He also committed to ensuring that SBC's basic service provision is clearly communicated to avoid further confusion. • Jake proposed creating a dataset owned by parish councils to track services and responsibilities, which could be shared with SBC to improve coordination. This suggestion was welcomed by attendees. • Kirston acknowledged the frustration and committed to working with Simon to address this issue and ensure timely communication in the future.	
Follow up discussion about JADU:	Brooke Bindon		Brooke provided an update on the JADU system: • The proposed go-live date is 2 February 2026. • A session is scheduled for Thursday to demonstrate the end-to-end process and collect feedback. • Brooke invited attendees to contact her if they cannot attend the session but would like a follow-up meeting. Christine mentioned plans to provide email support for 4-6 weeks post go-live and establish a feedback mechanism to monitor the system's performance.	
Council Updates • Operations • Prevention and Communities	SA/KN/HR	Pride in Place Briefing Jan 25 - Copy PCs.pptx	Operational Updates • Bin Collections: Delays caused by cold weather and high demand have been addressed with additional crews. Outstanding collections from the previous week were expected to be completed by the end of the day. • Fly-Tipping Enforcement: The environmental crime team has expanded, and an email address will be introduced for residents to submit evidence. - OAyre@swindon.gov.uk (Oliver Ayre) • Highway Asset Mapping: The council is digitising services, starting with tree ownership and maintenance. This will eventually include green spaces, bins, benches, and other assets. • Street Works Fees: A proposal to reduce street works licence fees for parish councils by 50% has been submitted and is subject to approval in February. • Spring Clean Campaign: Simon proposed a coordinated litter-picking campaign and invited feedback on existing initiatives. Clair mentioned participation in the Great British Spring Clean. Pride in Place Updates • Swindon is included in the second phase of this government initiative, with £20 million allocated to Penhill and Walcot East over ten years. • The programme focuses on community-led decision-making, with at least 51% of the neighbourhood board consisting of local residents or workers.	

			• Extensive community engagement is required to shape neighbourhood plans. Discussions are ongoing with parishes and the MPs' office to establish governance structures. • There is potential to adjust the boundaries of the designated areas, particularly for Walcot East, to ensure the inclusion of nearby deprived areas. Pride in Place Updates Community Hubs Updates • Four prototype hubs will be established in north, central, west, and south Swindon, with locations including Pinetrees Community Centre, West Swindon Library, and Sanford House. • the hubs aim to provide integrated, community-based support, reducing escalation of issues and improving accessibility. • The implementation timeline begins in February 2026, with a fully operational model expected by January 2027. • The hubs will bring together Swindon Borough Council teams, health services, and other partners to provide a seamless service for residents. • Parishes are encouraged to engage with the hubs to ensure alignment with local needs and maximise the use of accessible spaces.	
Date of Next meeting: 06/04/2026 - Easter Monday			The next meeting was initially scheduled for Easter Monday. Attendees agreed to reschedule, with Karolina proposing the week commencing 13 April 2026. Kirston suggested moving the meeting earlier to address ongoing issues. Karolina will review diaries and propose a new date.	
AOB/ Items for next time			No additional items were raised.	