

WEST SWINDON PARISH COUNCIL

Minutes of the FULL COUNCIL

held on 21st July 2025 at 6pm

Unit 25, Westmead Industrial Estate. Swindon, SN5 7YT

Present:

Cllr Suresh Gattapur
Cllr Leon Grother (Vice Chair) (v)
Cllr Rose Llewellyn (Chair)
Cllr Tim Makofu (v)
Cllr Graham Philpot
Cllr Nandini Singh
Cllr Caryl Sydney Smith
Cllr Keith Williams
Cllr Sean Wilson

Officers: Paula Harrison (Clerk), Jacqui Jones (Deputy Clerk)

Public: 4

Public Questions: One question was raised

- 1a. A resident questioned why minutes were not available on the website and there was no option to download the minutes.
The Clerk to show location minutes on the website after the meeting and give guidance if required.
- 1b. A resident asked why the Freshbrook area had been missed in the last road sweep?
Resident advised that a small number of roads were missed, some due to parked cars or access issues. These would be picked up on the next sweep.
- 1c. A resident asked how many residents were on the allotment waiting list.
Resident advised that there were 63 people on the list.
- 1d. A resident queried the position on bringing abandoned and derelict properties within West Swindon back in to use.
Resident advised that the Parish Council cannot do anything regarding private properties; this is a matter for Swindon Borough Council.

Meeting start:6.08pm

64. Apologies & Applications for Dispensation

Apologies: Cllrs Dayan, Ertas, Gattapur, Ertas, Grother, and Wilson.

Applications for dispensation as required by the Code of Conduct adopted by the Parish Council on 19th May 2025: None received.

65. Minutes of Last Meeting

Change Cllr Junab abstained. RESOLVED that the minutes of the Full Council meeting on Monday 16th June 2025 be adopted and approved.

66. Minutes of the Planning, Leisure & Environment Committee

RESOLVED that the minutes from the last Planning, Leisure & Environment Committee meeting, held on 14th July 2025 be adopted and approved.

67. Minutes of the Finance & Staffing Committee

RESOLVED that the minutes from the last Finance and Staffing Committee meeting held on 14th July 2025 be approved and adopted.

68. Vehicle Insurance

Renewal proposal received for Vehicle and Machinery Insurance to the sum of £9791.00.

RESOLVED that the proposal is accepted and to proceed with insurance.

69. Services Report

Councillors received a report setting out a summary of activity. A copy of this appears as **Appendix A** in the Minute Book. Councillors noted the report. The Parish Manager outlined the projects and progress of the team to date. The report highlighted the problem of fly tipping and the need for all councillors to ensure that volunteer's safety is of primary importance.

A Councillor had seen a company disposing of commercial waste, Chair to write to the company.

70. Carbon Footprint Update Report

Councillors received a report detailing our ongoing commitment. A copy of this appears as **Appendix B** in the Minute Book. Councillors noted the report. Councillors requested more clarity on what specific measures could be taken to further reduce the carbon footprint.

RESOLVED: That a six monthly and yearly report is brought to council going forward.

71. Payment Report

Councillors received a report, a copy of which appears as **Appendix C**, detailing the following payments.

Payments for May

Payee Name	£ VAT	£ Total Amnt	Transaction Detail
LexAutolease	£198.93	£1,193.60	Vehicle Lease
Three (H3G)	£4.18	£25.08	Broadband Charge
Lyreco UKLtd	£17.56	£105.34	Consumables
Mid Solutions 4 Documents	£6.07	£36.45	Photocopier Charges
Lister Wilder Ltd	£136.00	£816.00	Machine Maintenance
Lister Wilder Ltd	£88.22	£529.28	Machine Maintenance
Barclaycard Credit Card		£675.59	BCard 05
Abax UKLtd	£38.70	£232.20	Trackers software
Barclays		£18.80	Account Fees
Octopus Energy	£62.69	£496.02	Electricity/Gas
Beesleys Tools	£3.43	£20.60	Tools
Swindon Borough Council	£6.35	£38.10	Fuel
Lister Wilder Ltd	£137.80	£826.80	Kubota Air Seat
Financial Assistant		£72.00	Office Support
Mid Solutions 4 Documents	£9.07	£54.44	Photocopier Charges
GAPlant Hire	£102.04	£612.12	Consumables
Truston Security Services	£6.20	£37.20	Depot Security
HEServices (Plant Hire) Ltd	£81.28	£487.68	Equipment Hire
KAllen		£172.50	Office Support
Fuel Genie	£28.91	£173.46	Fuel
Wessex Fleet	£13.00	£78.00	YP20 ZPS
Wessex Fleet	£13.00	£78.00	YS20 VUF
Wessex Fleet	£13.00	£78.00	YS20 VKA
Fuel Genie		£0.50	Card Fees
Lister Wilder Ltd	£118.22	£709.31	Machine Maintenance
GBSport &Leisure	£206.00	£1,236.00	Play Maintenance
GCP Window Cleaning		£300.00	Road Sign Cleaning
Farol	£13.73	£82.40	Machine Maintenance
Wiltshire Pension Fund		£1,394.72	Pensions
Lister Wilder Ltd	£21.98	£131.90	Machine Maintenance
HEServices (Plant Hire) Ltd	£27.76	£166.56	Vehicle hire
Lister Wilder Ltd	£140.55	£843.26	Machine Maintenance
Lister Wilder Ltd	£38.56	£231.37	Machine Maintenance
Band Q Trade Point	£19.20	£115.20	Depot Furnishing
Wiltshire Pension Fund		£6,286.11	Pensions May
Staff Team Salaries		£35,428.92	Payroll May
HMRC Cumberland		£12,283.47	HMRC Payment May -
Fuel Genie	£3.46	£20.75	Fuel
Nest Pension Scheme		£2,643.51	Nest Pension Scheme -
O2 Telefonica	£22.59	£135.55	Telephone Charges
Farol	£185.74	£1,114.42	Machine Maintenance
Auditing Solutions	£102.00	£612.00	Internal Audit 2024-25
James Hallam		£240.69	Insurance 50579182

Financial Assistant		£196.00	Office Support
Tudor Environmental	£54.03	£324.19	Planting
45 Payments for May 2025	£1,920.25	£71,354.09	

Payments for June

Payee Name	£ VAT	£ Total Amnt	Transaction Detail
LexAutolease	£198.93	£1,193.60	Lease Rental
Three (H3G)	£4.18	£25.08	Broadband
Fuel Genie	£21.14	£126.89	Fuel G
Lister Wilder Ltd	£13.46	£80.75	Machine Maintenance
Sainsburys	£14.74	£88.46	Fuel
Truston Security Services	£6.20	£37.20	Depot Security
ABC Signs and Designs		£80.00	Depot Furnishing - Sign
Lyreco UKLtd	£5.62	£33.72	Consumables
Barclaycard Credit Card		£1,057.91	BCard 06 25
Abax UKLtd	£38.70	£232.20	Tracker
Barclays		£18.75	Account Fees
Fuel Genie	£13.74	£82.42	Fuel
Colliers International UKLtd		£18,141.29	Depot Rent
Kinch Fuel Oils Ltd	£396.15	£2,376.88	Fuel
GAPlant Hire	£7.83	£46.96	Ballast
GAPlant Hire	£7.83	£46.96	Play Maintenance
Band Q Trade Point	£4.83	£29.00	Murals
Michaels Work Wear	£27.53	£165.18	Clothing
GAPlant Hire	£18.91	£113.47	Play Maintenance
GAPlant Hire	£7.83	£46.96	Play Maintenance
Greatfield Nurseries	£16.62	£99.75	Planting
Michaels Work Wear	£6.24	£37.44	Clothing
GAPlant Hire	£7.83	£46.96	Play Maintenance
Screwfix	£19.18	£115.08	Mural
GBSport &Leisure	£62.63	£375.80	Play Maintenance
GAPlant Hire	£28.95	£173.72	Play Maintenance
ATBShop Ltd	£100.00	£600.00	Youth Development
Mid Solutions 4 Documents	£7.21	£43.25	Photocopy Charges
GAPlant Hire	£22.83	£136.96	Play Maintenance
Pirtek Swindon	£1.94	£11.62	Tools
Octopus Energy	£78.31	£549.91	Electric and Gas
Wessex Fleet	£13.00	£78.00	Maintenance - YP20 ZPS
Wessex Fleet	£13.00	£78.00	Maintenance - YP20 VKA
Wessex Fleet	£13.00	£78.00	Maintenance - YS20 VUF
Wiltshire Pension Fund		£7,608.63	Pensions
HMRC Cumberland		£12,815.84	HMRC - P30
Fuel Genie		£0.50	Fuel
Lyreco UKLtd	£16.71	£100.25	Stationery
Idverde Limited	£236.66	£1,419.95	Road Sweep

Idverde Limited	£1,338.48	£8,030.86	Road Sweep
John Toomer & Son Ltd	£12.46	£74.75	Plants
Staff Team Salaries		£37,030.69	Staff Team Salaries
Fuel Genie	£13.58	£81.46	Fuel
Everflow Water		£151.40	Water
44 Payments for June 2025	£2,796.25	£93,762.50	

RESOLVED that the Council approves retrospectively 45 payments totalling £71354.09 for May 2025 and 44 payments for June 2025 totalling £93762.50.

72. **Depot Location Options Update**

Councillors received a report a copy of which appears as **Appendix D** in the Minute Book. The report detailed options Councillors noted the report.

It was agreed that the Parish Team will continue to look at site options and report back to a future meeting.

73. **Defibrillator Report**

Councillors received a report detailing a copy of which appears as **Appendix E** in the Minute Book. The Councillors noted the report.

Windmill Pub to be contacted by Operations Manager as previous discussions have taken place.

Nine Elms Pubs, and Freshbrook Community Centre to be contacted by the Engagement Officer as potential hosts.

74. **Mural Review**

Councillors received a report copy of which appears as **Appendix F** in the Minute Book detailing five completed subway murals and costs for protective coatings. Councillors noted the report.

RESOLVED that Parish Team purchases and applies protective coatings to all completed murals.

Meeting closed 6.55pm

Signed:

Chair, Full Council

Date: