

South Marston Parish Council
Minutes of the meeting held on 18th October 2011

Present: Mr N Burchell, Chairman
Mrs S Brown
Mr B Thunder

Mrs G Cheal (Clerk)
Mrs J Little
Mr M Phillips
Mr B McGlone

NB: All Councillor names will be shown as initials

074/11	<p>APOLOGIES Received from Mr S Young, Mr C McEwen, Mr K Millard and Ward Councillor Doreen Dart.</p>						
075/11	<p>OPEN 10 MINUTES One member of the public in attendance. No questions/comments raised.</p>						
076/11	<p>DECLARATIONS OF INTEREST</p> <p style="padding-left: 20px;">- <i>Members are requested at the start of the meeting to declare any known interests in any matter to be considered, and are reminded that any such interest should be declared at the start of the item or during any discussion of the matter concerned</i></p> <p>SB declared an interest in minute reference 079/11, Correspondence Item 2, WALC Newsletter reference Community First, Village SOS.</p>						
077/11	<p>TO APPROVE AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20TH SEPTEMBER 2011 AND FORMALLY CLOSE ACTION POINTS Minutes of the meeting held on 20th September 2011 were approved and signed. Previous actions from September meeting: Clerk to send copy of report produced by CM to J Hadfield-Drayton. SB reported that CM has sent a personal response to the National Planning Policy Framework.</p>						
078/11	<p>CLERKS REPORT & MATTERS OUTSTANDING REGISTER Clerks Report – October 2011</p> <table border="1" style="width: 100%;"> <tr> <td> <p>Police NTG (Neighbourhood Task Group) Meeting Took place on 28th September, 7pm at Gablecross. Jill Quadri, Neighbourhood Watch attended the NTG Meeting. Clerk to attend the next meeting with Jill. Clerk has been added to circulation list to receive minutes from Police meetings. Date of next meeting to be confirmed.</p> </td> </tr> <tr> <td> <p>Allotments Date to be scheduled for Clerk & Barry Thunder, Allotment Liaison to review the allotments in November.</p> </td> </tr> <tr> <td> <p>Community Payback Scheme Clerk had a meeting with Probation Service and PC Marc Jackson to discuss the scheme. Probation happy to clear playing field ditches and paint metal shed. Date still to be confirmed. SMRA to purchase paint and organise brushes etc. Skip will need to be provided to take away cuttings/weeds etc. Clerk liaising with SMRA to organise.</p> </td> </tr> <tr> <td> <p>Dog Waste Collection Merlin Waste did not carry out collection during the week commencing 3rd October. Stratton St Margaret PC have been contacted. We will not be charged for that week.</p> </td> </tr> <tr> <td> <p>Parish Council & SMRA Insurance Policies Clerk, Mary Case and Jenny McEwen, SMRA are currently looking into both insurance policies to check for duplications. Clerk, Jenny and Mary are going to meet together to have a thorough check through both policies. Clerk to report back findings to PC in November. Both insurance policies will be copied and distributed for November meeting.</p> </td> </tr> <tr> <td> <p>New Notice Board Notice board by the playing field has been ordered with SBC Enterprise Works at the cost of £801.47 excluding VAT. Quote for the safe removal and disposal of the existing notice board and the installation of the new notice board and posts is £125 (excluding VAT). Posts will be concreted into the grass area. All fixings included. Have gone ahead with this as agreed at the September PC meeting.</p> </td> </tr> </table>	<p>Police NTG (Neighbourhood Task Group) Meeting Took place on 28th September, 7pm at Gablecross. Jill Quadri, Neighbourhood Watch attended the NTG Meeting. Clerk to attend the next meeting with Jill. Clerk has been added to circulation list to receive minutes from Police meetings. Date of next meeting to be confirmed.</p>	<p>Allotments Date to be scheduled for Clerk & Barry Thunder, Allotment Liaison to review the allotments in November.</p>	<p>Community Payback Scheme Clerk had a meeting with Probation Service and PC Marc Jackson to discuss the scheme. Probation happy to clear playing field ditches and paint metal shed. Date still to be confirmed. SMRA to purchase paint and organise brushes etc. Skip will need to be provided to take away cuttings/weeds etc. Clerk liaising with SMRA to organise.</p>	<p>Dog Waste Collection Merlin Waste did not carry out collection during the week commencing 3rd October. Stratton St Margaret PC have been contacted. We will not be charged for that week.</p>	<p>Parish Council & SMRA Insurance Policies Clerk, Mary Case and Jenny McEwen, SMRA are currently looking into both insurance policies to check for duplications. Clerk, Jenny and Mary are going to meet together to have a thorough check through both policies. Clerk to report back findings to PC in November. Both insurance policies will be copied and distributed for November meeting.</p>	<p>New Notice Board Notice board by the playing field has been ordered with SBC Enterprise Works at the cost of £801.47 excluding VAT. Quote for the safe removal and disposal of the existing notice board and the installation of the new notice board and posts is £125 (excluding VAT). Posts will be concreted into the grass area. All fixings included. Have gone ahead with this as agreed at the September PC meeting.</p>
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External Audit

Now completed. Certificate received from Mazars, external auditor. Certificate and full report can be found in correspondence.

A Notice of Conclusion of the Audit has been placed on village noticeboards for a period of 14 days. Will be removed on 19th October.

Planning Responses Received

Application Number: S/11/0889

Proposal: Demolition of existing dwelling and erection of replacement dwelling, detached garage and associated works

Site Address: Priors Farley Farmhouse, Rowborough Lane, South Marston, SN3 4SX

Status: Refusal

Application Number: S/11/0802

Proposal: Change of use of units from B2/B8 use to car sales showroom.

Site Address: 12-14 Avro Gate, South Marston, SN3 4AG

Status: Grant Planning Permission

Application Number: S/LBC/11/1131

Proposal: Replacement of first floor bathroom window and asbestos soil pipe.

Site Address: Longleaze Farmhouse, Shrevenham Road, South Marston, SN3 4RT

Status: Schedule to the Consent

MATTERS OUTSTANDING REGISTER

Issue	Comments	STATUS
Footpath, Keypoint	<p>Owner asked to tidy up bund clear pond.</p> <p>July: Formal letter sent to King Sturge.</p> <p>August: Email received from King Sturge acknowledging letter sent. Site visit apparently took place in July, with some confusion about what needed to be done as they could not see a great deal of rubbish. Clerk has contacted Agent with details of what needs to be done (including clearing litter between Keypoint roundabout and Gablecross, also suggested meeting Agent on site.</p>	<p>On-going.</p> <p>ACTION: Clerk to re-write to King Sturge</p>
HGV's through village	<p>June: SBC are in the process of carrying out a complete existing sign survey within the surrounding area to: see what exists already on the surrounding highway network, to ascertain if signs are missing and to determine if additional signs may assist in guiding drivers to their correct destination following appropriate routes.</p> <p>SBC have asked PC Marc Jackson to help collect data possibly in liaison with South Marston Parish Council. Funding may be accessed if a) SBC can find an appropriate solution to the problem and b) if SBC have collected appropriate evidence to be able to submit a robust business case.</p> <p>October: Clerk asked PC Marc Jackson to raise issue of HGV's at next Neighbourhood Task Group Meeting.</p>	<p>On-going.</p> <p>ACTION: BM to email photo of HGV to Clerk for T&T/evidence.</p>
Super-fast Broadband for the village	<p>Clerk has emailed Ward Councillor Doreen Dart to find out further information.</p>	<p>ACTION: Clerk to re-write to DD.</p>

079/11

CORRESPONDENCE Received to 11th October 2011

NO.	RECEIVED FROM	REFERENCE	ACTION
1	Lara Hill, SBC	North Cluster Week of Action – 14 th – 20 th November	Noted
2	WALC	October Newsletter, including AGM – 18 th October 2011	See below
3	NALC	Guide – How to respond to planning applications (will be brought to PC	Noted

		meeting)	
4	The Queen's Diamond Jubilee Beacons	Guide to taking part – 4 th June 2012	Clerk to register
5	Oxfordshire County Council	Consultation on Draft Oxfordshire Minerals and Waste Plans	Deadline 31.11.11
6	Boundary Commission for England	2013 Review of Parliamentary constituencies in England	Deadline 05.12.11
7	Society of Local Council Clerks	Working with your council and certificate in local council administration courses	Noted
8	Wiltshire Probation Trust	Information for work providers (Community Payback Scheme), including donation form	Noted
9	Cruse Bereavement Care	Request for donation	See below
10	The Local Government Boundary Commission	Electoral Review of Swindon - Final recommendations – AGENDA ITEM 12	See Item
11	Mazars LLP (external auditor)	Certified Annual Return including auditor's certificate (Section 3)	Noted
12	Wilts & Berks Canal Trust	AGENDA ITEM 13 – Membership Renewal Request	See Item
13	Sue Floyd	Solar Farm issues	Clerk to respond
	LETTERS SENT TO	REFERENCE	
	Liz Baldwin, SBC Transport Delivery	Ditch clearance near the Carpenters Arms Motel	Clerk to chase response
	Roland Billington, SBC Planning	Response to Solar PV Farm letter	

Detailed actions arising from Correspondence:

- Correspondence Item 2: Crash information to be included on village website. Clerk to pass on Play Survey information to SMRA. Clerk to register interest in Village SOS on basis of community owned shop by 20th October.
- Correspondence Item 9: BT proposed to donate £30 to Cruse Bereavement for important work. This was seconded by MP. The motion was therefore carried.

BM commented that he has read the archaeological report done by AEE Renewables in April. They had plenty of time to come up with design solution for foundations. Nothing has been received from Swindon Borough Council archaeology department.

ACTION: Clerk to ask for a copy of the archaeology report as well as report on the rest of South Marston. To be placed on Matters Outstanding Register.

080/11 **FINANCE: 2ND QUARTER STATEMENT & CHEQUES FOR APPROVAL AND SIGNATURE**

Finance Statement and Cheques for Approval and Signature – 18th October 2011

1. RBS Bank Accounts as at 30th September 2011. UTB Bank Account as at 3rd October:

RBS High interest Account	28859.33
RBS Current Account	1135.94
United Trust Bank Account	41038.10
Total:	71033.37

NB: Includes £159.71 interest from UTB, £9482.50 (second half precept from SBC), £2.53 interest from RBS, £1100 for SMRA funds and £100 for Conservation fund.

2. Cheques for Approval and Signature

Cheque Number	Payment	Amount
1621	Mrs G Cheal – salary for September	356.76
1622	Mrs G Cheal – expenses for October	11.76
1623	Stratton St Margaret Parish Council – September dog waste service	100.39
1624	Mazars – external audit fee for year ended 31 March 2011	342.00
1625	Wiltshire Association of Local Councils – Councillor Training Course	66.00
1626	Mr N Burchell, Chairman – parish council expenses from May 2011	329.60
1627	Mr Donald Jones – South Marston website fee	7.68
	TOTAL	1214.19

Second quarter accounts statement was received by the Parish Council.

	<p>JL attended the last SMRA meeting and reported that SMRA have now received quotes for the Village Hall back door. SMRA are keen to go-ahead with getting back door replaced and painted. SMRA require a sum of £420 for works. Members noted that this had been discussed at a previous parish council meeting, therefore it would be appropriate to make a decision.</p> <p>BM proposed that the PC should pay this from the Village Hall Improvement Fund. This was seconded by BT. Motion therefore carried. Invoice to be made out to South Marston Parish Council.</p> <p>Members resolved to hold a rolling 7.5K in the Village Hall Improvement Fund subject to sufficient funds being available.</p>
081/11	<p>REVIEW OF ASSET REGISTER AND RISK ASSESSMENT & MANAGEMENT DOCUMENTS</p> <p>Members received copies of the Asset Register and Risk Assessment and Management documents prior to the Parish Council meeting. Members noted that only Parish Council owned assets are recorded for audit purposes.</p> <p>MP suggested that this task should be passed to the Finance Working Party but should also remain an agenda item for the future. This was agreed unanimously.</p>
082/11	<p>PROPOSAL TO ENGAGE EXPERT THIRD PARTY ADVICE ON VILLAGE OWNED ASSETS TO DETERMINE THEIR VALUE & POSSIBLE SALEABILITY</p> <p>It was recommended by the South Marston Village Expansion Group (SMVEG) for the Parish Council to discuss potential land swap within the village, for village/Parish Council owned land with land owned by Swindon Borough Council (SBC). It has been suggested that the Parish Council should take independent advice to value land owned by Parish Council/village.</p> <p>BT has spoken to four independent land valuers to establish how much various segments of village land is worth in a commercial environment. Should we approach SMRA to get valuations for properties, e.g. Village Hall? BT asked if the Parish Council wish to have valuations done. If so, at what depth of detail and what sum of money are we prepared to pay?</p> <p>SB commented that this may lead to wasted costs. SB also pointed out that Vanguard money could be used. Swindon Borough Council (SBC) have skills available to help with this work. SB pointed out that this work would be important in terms of providing options to the village.</p> <p>BT proposed setting aside a sum of money for future valuations, with the approval of SMRA.</p> <p>MP commented that we need to seek the views of SMRA as a first step. ACTION: JL to look at Constitution to see whether it is possible to approach SMRA. ACTION: To be added to SMVEG Issues Log. In-kind support from SBC to be discussed.</p>
083/11	<p>PLANNING</p> <p>No new planning applications received.</p>
084/11	<p>VILLAGE EXPANSION UPDATE</p> <p>The following report was received from Darren Cook on behalf of SMVEG: 19th and 27th September meetings: Group compared Village Plan A and Martin Trewhella's Plan (SBC). Two housing areas and the location of school were in dispute and initial development principles emerged. To be re-visited in November.</p> <p>3rd October: Discussed approach to proposed developers meeting on 10th October and agreed we would not meet unless they were first forthcoming with more information.</p> <p>10th October: Cancelled developer meeting due to their lack of response and SBC updated SMVEG on Issues Log instead (developers now in process of responding in more detail).</p>

	<p>17th October: Education meeting took place. Education Officer agreed he would provide costings for four school options.</p> <p>MP pointed out the importance of keeping the village in touch with what is happening. Are we in a position at this stage to go to the village with options in December? If we left a meeting until the new year, we would have time to put an article in T&T.</p> <p>Members unanimously resolved not to hold a village meeting in December. This should be postponed until we have meaningful recommendations of options and a response to the Core Strategy. ACTION: November agenda item to discuss SBC's proposals on the use of Vanguard money.</p> <p>BT proposed allocating a facility that is available to SMVEG for professional printing and publicity for village meetings. BT proposed a sum of money up to £1000. This was seconded by SB. Motion therefore carried.</p>
085/11	<p>DISCUSS ELECTORAL REVIEW OF SWINDON</p> <p>Members noted the final recommendations on the new electoral arrangements for Swindon Borough Council. South Marston Parish Council will be tied in with Stratton St Margaret Parish Council and will be a three councillor ward. These recommendations will now be put forward as an act of parliament.</p>
086/11	<p>WILTS & BERKS CANAL TRUST: DECISION ON WHETHER OR NOT TO RENEW MEMBERSHIP (AMOUNT £25) AND DONATION REQUEST</p> <p>BT proposed to renew membership. This was seconded by BM. Motion carried.</p>
087/11	<p>REPORTS FROM WORKING PARTIES AND REPRESENTATIVES FROM OUTSIDE BODIES</p> <p>Conservation and allotment report from BT: The conservation site is progressing nicely. Stepping stones are now down. Allotment review date has been set up for November. Tenants have a duty of tidiness on grounds around allotment area. The Parish Council are responsible for keeping area surrounding fence line tidy. This needs clarifying with Honda. SB pointed out that Honda have environmental volunteers. It might be worth looking into whether or not this would be something they could do.</p> <p>JL reported that she attended a parish councillors training course which was very worthwhile. ACTION: JL to provide copy of hand-outs from meeting to members.</p> <p>SMRA meeting report from JL: JL attended the last meeting. Boundary of Village Hall was discussed. SMRA would like us to establish where the boundaries are. ACTION: Clerk to contact Thring Townsends asking for copy of the Village Hall deeds.</p> <p>Swindon Borough Council Rights of Way Report from BM: BM attended a meeting on Wednesday 12th October which was mainly about the west of Swindon expansion. BM reported that the definitive maps are about to go online for the public. BM can then look to see where the new footpaths are. BM will then walk South Marston footpaths, hopefully some councillors will too. BM informed members that there is Mouldon Hill open day on 20th October at the Tawny Owl.</p> <p>Swindon Borough Council are currently holding informal coffee mornings in South Marston C of E Primary School to discuss the village expansion. Low attendance to date.</p> <p>The Chairman met with South Marston C of E Primary School Headteacher and two governors recently. School are keen to build closer relations with the Parish Council and wider village. The school made it clear that they do not want to be in competition with Village Hall building, but have offered venue hire. ACTION: Councillors to think of ways the school can become more engaged with the village. All ideas to be emailed to the Chairman for collation and circulation back to the school.</p> <p>SB commented that a joint planning committee meeting with the school would be useful for the Queen's diamond jubilee. It would be good to meet more regularly with the school. Could they come along to Parish Council meetings?</p>

088/11

MATTERS BROUGHT FORWARD BY OR WITH CONSENT OF THE CHAIRMAN

BT proposed writing a letter to ILL Wind to acknowledge the efforts and support of local residents in South Marston and Stratton regarding the recent wind turbine planning meetings. Andy West in particular produced a lot of technical information. This was seconded by JL. Motion therefore carried.

ACTION: Clerk to draft and circulate letter. Letter to be printed in Tower & Tap.

The Clerk put forward a proposal by CM to contact Honda regarding our annual meeting, in the hope that cordial relations between Honda and the Parish Council can continue. CM also proposed writing a letter to Justin Tomlinson asking for him to support the bill that is apparently before parliament proposing a 2K distance between turbines and dwellings. Both proposals were agreed unanimously.

ACTION: Clerk to send letter of thanks to local MPs for recent support regarding the wind turbine planning application.

BM raised the issue of the South Marston sewage pumping station on Nightingale Road. Email received from Swindon Borough Council to say that reports had been received from Mr and Mrs Leicester about the station regularly discharging into local river. The Environment Agency have advised that this is a consented discharge; however the station should not be discharging regularly.

ACTION: JL to feed information to Mary Cooper and ask Mary and others to feed any information back to the Parish Council.

SB informed members that she has agreed to give a talk on Localism to Blunsdon Parish Council.

Christmas: Members agreed that the December Parish Council meeting should commence at the earlier time of 7pm on Tuesday 20th December, followed by festivities elsewhere, with an open invite to SMVEG.

Meeting closed at 21:35