

South Marston Parish Council
Minutes of the meeting held on 20th December 2011

Present: Mr N Burchell, Chairman	Mr R Powell (Minutes)
Mrs S Brown	Mrs J Little
Mr B Thunder	Mr M Phillips
Mr S Young (Vice Chairman)	Mr B McGlone
Mr K Millard	Mr C McEwen
Ward Councillor Doreen Dart	

NB: All Councillor names will be shown as initials

106/11	<p>APOLOGIES</p> <p>Ward Councillor Doreen Dart; Mrs G Cheal</p> <p>Action: Clerk to write to Doreen Dart expressing the Parish Council's deep condolences on the loss of her husband</p> <p>Councillors expressed their congratulations and best wishes to Gemma and her husband on the birth of their daughter, Joy Elizabeth on the 16th December.</p>
107/11	<p>OPEN 10 MINUTES</p> <p>Mrs V Davidson was in attendance expressing concern about the mud on the lane between Thornhill Road and South Marston Farm leading to the bridleway that passed her property The mud was being deposited by lorries associated with turf cutting in adjacent fields. Mrs Davidson was no longer able to drive and regularly had to walk along the bridleway and lane and it was very hazardous . She had raised the issue with the Borough Highways Dept. and the person involved with the turf cutting but nothing had been done to clean up the lane. SB, who lives in the same location, felt that little could be done about the state of the bridleway itself as it was usable by horses. However it was thought by all Councillors that as the lane was an adopted highway, SBC should ensure that it should be kept clear of excess mud for Health & Safety reasons</p> <p>ACTION: Clerk to write to SBC Highways Dept asking what action they were taking to address the mud issue raised with them by Mrs Davidson and to Mr Dale Wildern asking for steps to be taken to minimise the depositing of mud,</p>
108/11	<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 expressed an interest in item 9 , Community First Membership, because of her professional association with that organisation.</p>
109/11	<p>TO APPROVE AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15th NOVEMBER 2011 AND FORMALLY CLOSE ACTION POINTS</p> <p>Minutes were approved and signed</p> <p>Matters Arising:</p> <p>099/11 – Vanguard value for money issue added to SMVEG meeting agenda.</p> <p>102/11- Honda to be asked for notes from the November meeting. Make report back on meeting an agenda item for next PC meeting Action: Clerk</p> <p>104/11 – WP briefing notes put together by CM</p> <p>105/11 – News Letter distributed to all households in village. Hoping for more email addresses to reduce delivery effort</p> <ul style="list-style-type: none"> – e-mail on Septic Tank issue sent to Sam Howell – e-mail on Neighbourhood Planning for Community Representatives seminar re-circulated
110/11	<p>CLERKS REPORT & MATTERS OUTSTANDING REGISTER</p> <p>Handover of information to Roger Powell / additional maternity information.</p> <p>Clerk prepared an information pack for RP to keep him fairly up to date. RP has Village Hall and</p>

Noticeboard Keys.

Clerk & RP to continue to liaise until March 2012. Sam Howell and Martin Trehwella, SBC are aware that Clerk will not be as quick to respond to emails. They have been asked to copy everything to the Chairman until March 2012.

Queen's Diamond Jubilee

Monday 4th June 2012. Clerk has registered and has received a confirmation email. Full details can be found under correspondence. This has been added to the Matters Outstanding Register.

Community Payback Scheme

3 dates have been confirmed in January 2012 for clearing the ditches on Playing Field: 13th, 20th and 27th January. Scheme to provide trailer to take cuttings away. Painting of green metal shed to take place sometime in spring of 2012. SMRA are aware of this information. This has been added to the Matters Outstanding Register.

Grass Cutting Contract

3 letters have been sent to local contractors. Current contract is with Stratton Garden Contractors who have been cutting grass in the village for a number of years. Stratton Garden Contractors charged £2826 for 2011 (for comparison). Received tender bids to be opened at the December Parish Council meeting.

MATTERS OUTSTANDING REGISTER

Issue	Comments	STATUS
Footpath, Keypoint	Owner asked to tidy up bund & clear pond. November: Re-contacted King Sturge 09.11.11 to try and arrange for a site meeting. December: Email received 18.11.11 – pond has been cleared of litter. Bund will be grassed in early spring of 2012.	Bund to be grassed in Spring 2012.
HGV's through village	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. 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. December: Correspondence received from Marc Jackson. PC need to drive HGV issue – possibly by conducting a sign survey over a 2 week period (see correspondence from Marc Jackson).	On-going.
Super-fast Broadband for the village	Clerk emailed Ward Councillor Doreen Dart on 21 st September and again on 9 th November to find out further information. Hard copy of email also printed and sent to Doreen. December: DD chased Hitesh Patel, SBC for information. Hitesh emailed further information to Clerk 08.12.11 – which Clerk forwarded to the Parish Council. CM had attended a pre cabinet meeting and requested that SM should be given early consideration when super fast broadband goes rural	On-going.
Queen's Diamond Jubilee	Event: Monday 4 th June 2012. Clerk has registered to apply for this. Confirmation email received. Orders for beacons to be placed no later than 12 th March 2012 (see correspondence for cost details etc.). To be an agenda item at bthe January PC meeting	On-going.
Community Payback Scheme	3 dates have been confirmed in January 2012 for clearing the ditches on Playing Field: 13 th , 20 th and 27 th January. Scheme to provide trailer to take cuttings away. Painting of green metal shed to take place sometime in spring of 2012. SMRA are aware of this information.	January 2012

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CORRESPONDENCE

No.	Received From	Reference	Action Required
1	Agenda Item 9	Community First Renewal for £36	
2	Cruse Bereavement Care	Thank you letter for donation	
3.	Janet Busby SBC	Community Infrastructure Levy	Send letter requesting

		Preliminary consultation	clarification meeting early Jan Book 2nd CAVE meeting Clerk
4.	Kenningtons LLP	Asset valuation for insurance	Send letter declining service Keep address on file - Clerk
5.	Liz Baldwin SBC	Ditch clearance Carpenters Arms	Arkell's responsibility; No action
6.	Sarah Clark SBC Forward Planning	Inclusive Design access & Residential Extensions SPGs	Circulate to members of V Expansion Group Clerk
7.	PC Jackson	Various - Speedwatch / HGV survey	JL to raise with Neighbourhood Watch team seeking volunteers. HGV number plates need to be recorded
8.	David Dewart - Planning	SBC response to email sent ref. Planning application response timescale	
9.	PC Jackson	Solar powered floodlights for allotment area - £15 a light	BT to raise with Allotment Group
10.	Helen Pepler/ Roland Billington	Solar Farm noise issues	Action already taken by supplier to reduce noise
11.	Blunsdon Pc Clerk	Localism Bill Information evening 22 nd February	
12.	Bob Feal-Martinez	Request to formerly register 2 observations from November PC minutes:- 100/11 Funding of Ill Wind; 105/11 PC Get Together venues and Chairman's expenses claim October 2011	E mail reply to Bob Feal-Martinez - Clerk
13.	Bruno Peek – Queen's Jubilee Beacons	Registration confirmed and beacon cost information supplied	To be discussed at next PC meeting
14.	Hitesh Patel SBC	BDUK Broadband	
	Letters Sent To	Reference	
	Stephen Taylor SBC	Completed Expenses form	
	Cruse Bereavement Care	£30 donation from SMPC as agreed at November meeting	
	1,2,3 Jasmine Cottages	Agreed action at November meeting concerning properties near traffic humps	
	Isabel Hone	Acknowledgement letter on traffic hump issue raised at November meeting	
	Green Shave Services, Plantaholix and Stratton Garden Contractors	2012 grass cutting contract tender bid letter , including specification	

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FINANCE: STATEMENT & CHEQUES FOR APPROVAL AND SIGNATURE**Finance Statement and Cheques for Approval and Signature – 20th December 2011**1. RBS Bank Accounts as at 30th November 2011.

RBS High interest Account	25959.33
RBS Current Account	1016.17
United Trust Bank Account	41038.10
Total:	68013.60

2. Cheques for Approval and Signature

Cheque Number	Payment	Amount
1637	Mrs G Cheal – salary for November 2011	356.76
1638	Mrs G Cheal – expenses for November 2011	95.77
1639	Stratton St Margaret Parish Council – dog waste service	107.52
1640	SEQOL Enterprise Works – new noticeboard inc. installation and removal	1111.76
1641	The Proof Fairy – parish council newsletter production costs	100.00
1642	H J Webb & Son (SMAWL supplies)	537.18
1643	Stratton Garden Contractors – November grass cutting	314.00
1644	Colporteur – News Letter printing	160.00
	TOTAL	2782.99

113/11 **BUDGET & PRECEPT PROPOSALS: ADOPTION OF WORKING PARTY RECOMMENDATIONS**

SB Explained how the proposed 2012/2013 budget of £21.805 had been determined. Some allowance for predicted inflation increases had been taken into account as was the SBC Vanguard funding that would offset some expenditure on the Village Expansion Group activity. The budget would provide an estimated uncommitted reserve of £27.5 K which should be adequate unless unforeseen major repairs to assets became necessary. There would also need to be a more critical appraisal of bids for S137 funding particularly if these were from outside Village.

On the basis of the proposed budget it was recommended that the Precept remained unchanged for 2012/2013 at £19,312. CM proposed, SY seconded that the recommended Budget and Precept be adopted. This was unanimously agreed. NB thanked SB for the clear way that the proposed budget had been presented to the meeting.

114/11 **DECISION ON COMMUNITY FIRST MEMBERSHIP FOR 2011/12**

SB declared an interest

It was agreed that Community First had provided assistance in the past and that the membership should be renewed at a cost of £36.

115/11 **PLANNING – No applications received**

116/11 **2012 GRASS CUTTING CONTRACT**

Invitations to tender had been sent to :- Green Shave Services; Plantaholix and Stratton Garden Contractors; the latter firm being the only one submitting a bid. Stratton Garden Contractors is the firm currently holding the grass cutting contract. Their performance is satisfactory and meets the SMPC specification. The price was acceptable to Councillors and was within the 2012 budget for this work. BM proposed, seconded by CM that the 2012 contract be placed with Stratton Garden Contractors. This was agreed unanimously.

117/11 **PROPOSAL TO SET A MEETING BETWEEN THE PARISH COUNCIL & SMRA**

The SMRA chaired had agreed that a meeting with the Parish Council to clarify responsibilities would be useful. MP stressed that in order to have a productive meeting a clear agenda to ensure all issues were addressed. SY felt that his previous report could be used as a basis for the agenda. A discussion about the possible need to change the SMRA Constitution to comply with the Charities Commission requirements ensued. **ACTION: SB, JL & SY** to liaise with SMRA to produce a joint Working Agenda and report back at the next PC meeting.

118/11 **STATUS OF VILLAGE EXPANSION WORKING GROUP AND UPDATE**

CM expressed concern that Expansion WG was not fully integrated with the Parish Council and that this could weaken the group's status. When the group was set up in May it was on the basis that parish Councillors would be involved and report back to the full Council. He was concerned that the taking of notes at meetings of the group, their distribution and their filing in Parish Council records was ad hoc and lacked

	<p>any real process.</p> <p>ACTION: CM to report at the January PC meeting on his specific concerns on the links with the PC and the recording of group proceedings by the PC.</p> <p>CM provided a brief update on recent activities of the working group which had divided into three sub groups dealing with School re-location, and Blue Skies Thinking. Progress on developing the SPD was being held up by lack of information from SBC which was hindering the decisions on options. The PC had made strong Comments on the Core Strategy but there had been no response from SBC. The information was needed to be able to move forward with some certainty.</p> <p>ACTION: Clerk to ask SBC when they would be responding to the Expansion Group's questions?</p> <p>It was proposed by KM, seconded by SY and agreed unanimously that the PC would reimburse the travelling expenses of members of the group attending the Neighbourhood Planning Seminar at the Eden Project 5-7 February.</p> <p>It was agreed that CM should join the Bristol led Neighbourhood Planning Network as an individual not as a PC representative.</p>
119/11	<p>REPORTS FROM WORKING PARTIES AND REPRESENTATIVES FROM OUTSIDE BODIES</p> <p>BM reported that :-he was still waiting for SBC to supply the maps he required SM and timber for the bridges in the Conservation Area would soon be delivered</p> <p>SB reported that Stephen Taylor would be speaking at the next meeting of the SAC on Swindon Special Rates?</p>
120/11	<p>MATTERS BROUGHT FORWARD BY OR WITH CONSENT OF THE CHAIRMAN</p> <p>MP thanked BT and the team working with him on the production of the News Letter</p> <p>SY: informed the meeting that Shrivenham, Bourton & Watchfield were considering forming a "No Cold Calling Area". It was felt that this idea could be discussed as an agenda item at a future PC meeting</p> <p>Councillors congratulated the SM vicar , Vicky Fleming on her promotion to "Priest in Charge of the Stratton St Margaret, Stanton and South Marston cluster"...</p> <p>ACTION: Clerk to write to Vicky expressing the Parish Council's congratulations.</p> <p style="text-align: center;">Meeting closed at 20.30</p>