

South Marston Parish Council

South Marston Parish Council

Minutes of the meeting held on Tuesday 18th April at 7:30pm at the South Marston Village Hall

Council Members present	
Mr C McEwen (CM)	Mrs S Brown – Vice Chair (SB)
Mr B Thunder (BT)	Mr S Young (SY)
Mr K Millard (KM)	Mr D Roberts (DR)
Clerk & Responsible Officer:	Mrs C Penny (Clerk)
Members of the public present:	Mrs A Featherstone

Acronyms used in these minutes:

SBC – Swindon Borough Council, PC – Parish Council, NP – Neighbourhood Plan, NPC – Neighbourhood Planning Committee, SMRA – South Marston Recreation Association, OPWG – Open Spaces Working Group, SM website – www.SouthMarston.org.uk,

Minutes:

Agenda item & minute number	Summary	Action	Supporting information
Open 10 minutes 263/16	Mrs Featherstone highlighted her letter within the Correspondence Report about litter within the village. Discussion about the issue. PC confirmed that they support the SMRA managed litter volunteers by supplying equipment and requests from them for additional equipment would be considered favourably. Chair reported that Chair of SMRA had indicated that litter picking group had declined the offer of a meeting, but that our appreciation and support had been conveyed to them. PC discussed further within the Correspondence Report item.		None
Apologies 264/16	Mr T Leathart (TL)	None	None
Declarations of interest 265/16	Members are reminded that any conflict of interest should be declared at the start of the meeting or item or, if not previously foreseeable, during any discussion of the matter concerned. None reported	None	Copies of declaration of interests can be requested from the Clerk.
To approve and sign the minutes of the Parish Council meeting held on Tuesday 21 st March 2017	Proposed: SY Seconded: SB Agreed: All	None	See South Marston website

266/16			
Review of actions 267/16	Review of actions currently outstanding. Existing actions updated on the action sheet. Fete: Clerk to contact SMRA as PC may wish to have a stall now. Asset register: Clerk to double check value of children's play equipment and check the open spaces equipment.	Clerk to contact SMRA Clerk to reconfirm values are correct	Actions
Review of Parish Council Calendar 268/16	The PC reviewed progress		Calendar
Clerks Report 269/16	Clerks report discussed Annual Parish Meeting: Discussion about Councillor availability. Will hold a normal Annual Parish Meeting in May and the info event in June. Clerk to email Councillors to confirm dates for both.	Clerk to confirm dates with Councillors.	Report
Correspondence Report 270/16	Correspondence report discussed Recycling Centre: PC agreed that they should write to submit comment protesting the reduction in service, the way this has been done and at a time when services are being reduced. Clerk to draft reply and send to CM for approval. A420 roadworks: Clerk to check if resident is happy that we forward to SBC Enforcement Officer and Borough Councillors. SB to ask SBC if there was a timescale attached to the roadworks. Litter: PC discussed feasibility of suggestions in the email. Clerk to add to agenda for May to discuss in more detail	Clerk to draft reply. CM to approve. Clerk to check with resident. SB to check timescale with SBC Clerk to add to May agenda	Report
Planning applications 271/16	To discuss planning applications: S/EIA/17/0573 – Request for Environmental Impact Assessment for proposed development at Kingsdown, Kingsdown Lane, Swindon Deadline date: 24th April 2017 PC confirmed that they wish to make no comment at this time. To discuss PC speaker at Energy Centre Planning Committee Meeting (16th May) TL will speak and repeat the PC comments. SY to summarise main points. Confirm TL attending with SBC.	Clerk to submit response SY to create summary Clerk to confirm TL attendance	SBC planning website
To review and approve Emergency Planning process 272/16	All agreed. Emergency Co-ordinator to be appointed at Annual Meeting of the Council	Clerk to add to Annual Meeting of the Council agenda	None
To review and approve the	All agreed. Document to be posted to website	Clerk to post to website	None

Publication Scheme 273/16			
To discuss and approve the pro-forma for sub-committees and working groups 274/16	All agreed. Clerk to draft for each committee/working group/position ready for the Annual Meeting of the Council.	Clerk to draft	None
To discuss the transfer of services 275/16	PC discussed issues. The Deed and schedule now cover only services that SBC are currently performing in the parish, but does not cover rights of way and one patch of grass where alternatives are being pursued. SB proposed signing the deed and schedule as attached to the agenda papers. BT seconded. All in favour. Clerk and CM to continue work	Clerk & CM to continue work.	Report
Reports from Working Groups 276/16	Communications Working Group: SB updated that CWG hasn't met since the last PC meeting but is currently producing the next edition of South Marston Community News. Open Spaces Working Group: SB proposed we approve all three items for consideration – the improvements to the land behind the Orchard, the purchase of equipment for loan to Community payback and the removal of dangerous branches from a tree on the allotments. Although item 3 doesn't have a specified cost, it should be done for safety reasons. KM seconded. All approved. SB asked the PC to note BT's work on the events within the Parish. PC noted and thanked BT and Alison Thunder for their work.		None Report
Reports relating to expansion 277/16	Neighbourhood Plan. The examiner had recommended the NP goes forward with some amendments to the wording of the policies. Discussion on the process - the NP must go to the Swindon full Council meeting to approve the referendum and later to 'make' the plan, should the parish vote in favour of it Clerk to email Stephen Taylor to ensure on the SBC Council agenda in May. Highworth draft Neighbourhood Development Plan area: An administrative issue had arisen with the neighbourhood area in this plan now including part of South Marston parish on our eastern boundary. To regularise the situation, SB proposed that, if the request is made, we give the Chair the right to agree that this NDP is nominally a joint NDP, provided that that Highworth agree to review this aspect of their plan at the next	Clerk to email Stephen Taylor	Report

	available opportunity. KM second. All in favour.		
Other reports 278/16	SMRA: SB updated that the F&E Harris trust wish to take on the project to create a circular seat around the oak tree on the Recreation ground. Spitfires football team are planning an anniversary event on 24/25th June on the Recreation Ground. There are continuing issues with storage and mould in the village hall sheds.		None
Finance 279/16	<p>To review and approve finance statement and payments: Approved by SY, KM & BT</p> <p>To approve the spending as requested in the Street Furniture Review: Clerk check with contractor if he will allow mixed dog waste and rubbish in collection. Clerk to tell contractor that we will have two old dog bins to dispose of. Clerk working on a replacement noticeboard. SB to locate records to see what brand we purchased.</p> <p>KM proposed that we authorise a budget of £500 net of VAT for all work. BT seconded. All agreed</p> <p>To approve the purchase of new Finance system software: Clerk to check options for automatic back up. SB proposed we accept the quotation and arrange for installation. BT seconded. All in favour. Clerk & SB to begin work on installation.</p> <p>To approve SMRA request for grant for entertainment at 2017 fete: BT proposed £250, SY seconded, all agreed. Clerk to inform SMRA</p>	<p>Clerk to check with contractor. Clerk to inform contractor. Clerk source replacement. SB to locate brand information. Clerk to continue work.</p> <p>Clerk to investigate automatic back up Clerk & SB to arrange.</p> <p>Clerk to inform SMRA</p>	<p>Finance statement</p> <p>Street furniture Report</p> <p>Report</p>
Matters brought forward by or with the consent of the Chair 280/16	DR updated that Justin Tomlinson has offered to come to speak to the PC. PC noted. BT has been accepted as a trustee of the Highworth United Charities and that the clerk will be posting the details of how to apply for grants.		
Meeting closure:	10:04pm		

Actions:

ACTIONS					
PC Meeting & minute no	Area	Action	Progress update	Owner	Deadline
June 2016 93/16	Allotment signage	BT to produce new allotment signs	In progress	BT	16/5/17

Jan 17 224/16	Dog fouling signs	Communications Group to arrange dog signs	In progress	Comms WG	16/5/17
Feb 17 233/16	SMRA Accounts	Clerk to circulate when received	Not yet received.	Clerk	16/5/17
Feb 17 234/16	Parish Council Plan	Clerk to look at existing documents	In progress	Clerk	16/5/17
Feb 17 234/16	Data registration	Clerk to register		Clerk	Complete
Feb 17 234/16	Chairman's box	Clerk to look for items	Carried	Clerk	16/5/17
Feb 17 234/16	Chairman's box	Clerk to arrange credit card	In progress	Clerk	16/5/17
Feb 17 234/16	Pension scheme	BT to arrange pension enrolment	In progress	BT	16/5/17
Feb 17 234/16	Annual Parish Meeting	Clerk to begin work		Clerk	Complete
Feb 17 236/16	Street furniture review	Clerk to summarise for the March meeting.		Clerk	Complete
Feb 17 238/16	Financial systems	Clerk & SB to investigate		Clerk & SB	Complete
Feb 17 240/16	Communications branding	Communication Working Group to continue work.		Comms WG	Complete
Feb 17 240/16	Welcome pack	Comms WG to add dog walk info to welcome pack	In progress	Comms WG	16/5/17
Feb 17 242/16	Recycling	Clerk to update website.	Carried	Clerk	16/5/17
Feb 17 245/16	Oak Tree Corner	BT to send copy of the lease from Oak Tree Corner and send to Clerk	Carried	BT	16/5/17
Mar 17 246/17	Litter picking volunteers	Clerk to email SMRA to arrange.		Clerk	Complete
Mar 17 250/16	Dog signs	TL to send wording to Clerk	Carried	TL	16/5/17
Mar 17 252/16	Fete	Clerk to inform fete committee		Clerk	Complete
Mar 17 252/16	Annual Parish Meeting	Clerk to circulate to Councillors		Clerk	Complete
Mar 17 253/16	Best kept village	Clerk to forward to Gardening Club		Clerk	Complete
Mar 17 254/17	S/13/OUT/1555 – HHT application	Clerk to submit response.		Clerk	Complete
Mar 17 254/17	S/HOU/16/2223 – 1.8m boundary fence at Plum Tree House	Clerk to submit response.		Clerk	Complete
Mar 17 255/17	NEV Island Bridge Vision Supplementary	Clerk to submit response.		Clerk	Complete

	Planning Document				
Mar 17 256/17	NEV Green Infrastructure (GI) Strategy draft Supplementary Planning Document	SB & CM to summarise comments and circulate		Clerk	Complete
Mar 17 257/16	Chapel Lane grass	Clerk to get quote		Clerk	Complete
Mar 17 257/16	Transfer of services	SB to summarise comments and submit to SBC		SB	Complete
Mar 17 258/16	Email footer wording	Clerk to look at wording	SB & Clerk to liaise on wording	Clerk & SB	16/5/17
Mar 17 260/16	Dog bins	Clerk to contact contractor and resident		Clerk	Complete
Mar 17 260/16	Swindon Area Committee	Clerk to speak to DR		Clerk	Complete
Mar 17 261/16	Asset register	Clerk to update asset register	In progress.	Clerk	16/5/17
Added at this meeting					
Apr 17 267/16	Fete	Clerk to contact SMRA		Clerk	16/5/17
Apr 17 267/16	Asset register	Clerk to reconfirm values are correct		Clerk	16/5/17
Apr 17 269/16	Annual Meetings	Clerk to confirm dates with Councillors		Clerk	1/5/17
Apr 17 270/16	Recycling Centre	Clerk to draft reply. CM to approve.		Clerk	1/5/17
Apr 17 270/16	A420 roadworks	Clerk to check with resident.		Clerk	1/5/17
Apr 17 270/16	A420 roadworks	SB to check timescale with SBC		SB	1/5/17
Apr 17 270/16	Litter	Clerk to add to May agenda		Clerk	16/5/17
Apr 17 271/16	S/EIA/17/0573 – Kingsdown	Clerk to submit response		Clerk	24/4/17
Apr 17 271/16	Energy Centre	SY to create summary		SY	15/5/17
Apr 17 271/16	Energy Centre	Clerk to confirm TL attendance		Clerk	1/5/17
Apr 17 272/16	Emergency Planning	Clerk to add to Annual Meeting of the Council agenda		Clerk	1/5/17
Apr 17 273/16	Publication Scheme	Clerk to post to website		Clerk	16/5/17
Apr 17 274/16	Pro-forma for sub-committees	Clerk to draft		Clerk	1/5/17

	and working groups				
Apr 17 275/16	Transfer of services	Clerk & CM to continue work.		Clerk	1/5/17
Apr 17 277/16	Neighbourhood Plan	Clerk to email Stephen Taylor		Clerk	25/4/17
Apr 17 279/16	Litter bins	Clerk to check with contractor		Clerk	25/4/17
Apr 17 279/16	Dog bins	Clerk to inform contractor		Clerk	25/4/17
Apr 17 279/16	Noticeboards	Clerk to see if replacement possible.		Clerk	16/5/17
Apr 17 279/16	Noticeboards	SB to locate brand information		SB	16/5/17
Apr 17 279/16	Street furniture	Clerk to continue work.		Clerk	16/5/17
Apr 17 279/16	Finance software	Clerk to investigate automatic back up		Clerk	16/5/17
Apr 17 279/16	Finance software	Clerk & SB to arrange.		Clerk	16/5/17
Apr 17 279/16	Fete	Clerk to inform SMRA		Clerk	16/5/17

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Calendar actions:

MARCH		
Main tasks:	Arrange Parish Meeting and Annual Meeting of the Council; Issue Community News; Allotment management	
Area:	Actions:	Progress made
Allotments	Inspect allotments and notify holders of results/requirements	Done
Allotments	Invoice allotment holders for rent for next financial year	Done
Annual Meeting of the Council	Set date for Annual Meeting of the Council (In May and within 14 days of an election)	At this meeting
Annual Parish Meeting	Set date for Annual Parish Meeting	At this meeting
Annual Parish Meeting	Check if a guest speaker is wanted for the Annual Parish Meeting (between 1st March and 1st June)	Done
Budget	Set date for meeting of Finance Working Group to review end of year reports	In progress
Community News	Issue March edition of Community News	Done
Items for this month's agenda:	Misc agenda items: <ul style="list-style-type: none"> • Set date for Annual Parish Meeting • Confirm speaker requirements for Annual Parish Meeting • Set date for Annual Meeting of the Council 	

APRIL

Main tasks:	Prepare for Annual Meeting of the Council, Prepare for Annual Parish Meeting; End of year reports; Produce Community News	
Area:	Area:	Progress made
Annual Meeting of the Council	Produce agenda and advertise Annual Meeting. 7pm start	
Annual Meeting of the Council	Clerk to prompt Chair to produce Annual report	
Annual Meeting of the Council	Prepare for Annual General meeting of the PC.	
Audit	Prepare for Audit	
Budget	Produce year end accounts	
Budget	Hold meeting of Finance Working Group to review end of year reports, review Financial Regs, Code of Conduct etc	
Budget	Confirm precept income received	
Budget	Publicise accounts once approved	
Community News	Produce May edition of Community News	
Insurance	Research insurance providers and get quotes	
VAT	Prepare VAT claim	
Items for this month's agenda:	Finance items: <ul style="list-style-type: none"> • Approve end of year accounts 	

MAY

Main tasks:	Allotment management; Annual Meeting of the Council; Annual Parish Meeting; Audit; Insurance; Community News	
Area:	Area:	Progress made
Allotments	Chase outstanding allotment rents	
Annual Meeting of the Council	Hold Annual Meeting of the Council to appoint council committees, working parties and representatives and adopt Financial Regs, Code of Conduct etc	
Annual Parish Meeting	Hold Annual Parish Meeting	
Audit	Liaise and send documentation off to internal auditor	
Community News	Issue May edition of Community News	
Insurance	Review insurance renewal and approve provider	
Minutes	Restart minute numbers from Annual Meeting of the Council	
VAT	Send off VAT Claim	
Items for this month's agenda:	Finance items: <ul style="list-style-type: none"> • Approve insurance provider • Approve VAT claim 	
Items for Annual Meeting of the Council agenda:	<ul style="list-style-type: none"> • Start at 7pm • Appoint Chair • Appoint Vice Chair • Decide membership of working parties and delegates for outside bodies 	

	<ul style="list-style-type: none"> • Adopt Financial Regulations, Code of Conduct, standing orders
Items for Annual Parish Meeting agenda:	<ul style="list-style-type: none"> • Present Chair's report • Speaker/Presentation

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Clerks Report

Report details	
Report Date:	12 th April 2017
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	<i>April 2017</i>
Agenda item number:	<i>7</i>
Public or confidential:	<i>Public</i>
Overview	
Item	Progress/activity update
Workload management	Workload has begun to increase with projects such as parish services coming to fruition at the same time as the latest edition of Community News, end of year/start of year administration as well as studying. I'm continuing to use strict deadlines to manage workload and thank everyone for their patience if I can't deal with their requests immediately.
Training	CiLCA continues well and I am gaining a lot of new knowledge. The focus at the moment is the Council documentation and financial records and I am currently reviewing them to ensure we are compliant and meeting best practice.
Data Protection Registration	We are now register as Data Controllers with the Information Commissioners Office.
Insurance	Whilst checking the insurance liability limit for the transfer of services, I noted that the fidelity cover had not been increased as requested following the internal audit. This has now been done at a cost of £27.50.
Annual Meeting of the Council	The Annual Meeting of the Council will be held at 7pm on Tuesday 16 th May 2017. At this meeting, we will appoint the Chair, Vice Chair and committees/subcommittees/working groups. The monthly Parish Council meeting will be held afterwards at 7:30pm.
Annual Parish Meeting & Information event	Work continues on preparing this event. Please see the summary documents here .
Laptop	As agreed, I have made amendments to the laptop and it is now performing as expected.
Actions or queries for consideration by the Council at PC meeting	
Annual Parish Meeting & Information event: PC to confirm if date is suitable and confirm content requirements.	

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Correspondence Report

Report details

Report Date:	11 th April 2017
Inclusion in Parish Council meeting: Agenda item number:	April 8

Item number	From	Date	Reference	Contents summary
1	Local resident, Nigel Hole	27 th March 2017	Swindon Recycling Centre	Email from resident to Borough Councillor shared with SMPC to highlight issue of changes to recycling centre opening times
Image/Text	<p>Hi Russell,</p> <p>Just picked up on the new opening times for Cheney Manor. This is the height of stupidity. Having just watched weeks of coverage on ITV main news of the explosion of fly tipping causing massive headaches and expense for local authorities you seem intent on creating and exploding the problem here. What cost to SBC ?</p> <p>While the new 8am to 5pm hours are no problem for me being retired it's going to be an issue for the bulk of Swindon residents who have to work at these times. Why not mitigate it by having a late opening day or two with 1pm opening and an 8pm closure ?</p> <p>But the worst thing is closing arbitrarily on Wednesdays. I, like most people, will probably forget about the closure in six months time and turn up with the car loaded up with crap for the tip, to find it locked. What do you think at least 10% of these people will do ? Take it home and offload it ready to bring it back on Thursday ? Will they hell - they'll drive down a lane or alley and dump it (better still on the steps of SBC at Euclid St) ! And the same goes for the people that turn up after work at 7pm.</p> <p>The approach road to South Marston with it's lay-bys is already blighted with fly tipping and this will only be exacerbated by the new policy. But of course that won't be your problem by 1st.April having done your own fly dumping onto the parish councils of village maintenance.</p> <p>This could be a costly one for you at the next round of local elections !</p> <p>Nigel Hole</p>			
Item number	From	Date	Reference	Contents summary
2	SBC	16 th March 2017	Libraries strategy	Update on the new libraries strategy
Image/Text	<p>Dear Stakeholder</p> <p>Swindon Borough Council has adopted a new Libraries Strategy and there will be changes to the service taking place from the 5th April 2017. Please see the attached document for more detail.</p> <p>Regards</p> <p>Libraries Future Project Team</p>			

	<Note – Councillors can see the strategy here >			
Item number	From	Date	Reference	Contents summary
3	Local residents	30 th March 2017	A420 roadworks	Resident informing PC of issues with A420 roadworks
Image/text	<p>Hello there, I wondered if you were aware that the road improvements to the A420 have long passed there expected time scale for completion and if you could further this complaint please.</p> <p>I have included my email to the roadworks manager at the council to give you an indication of our deserving complaint. I know that the Lock Cottage residents are equally angry at the disruptions, though I am sure there is plenty more to come! Thankyou.</p> <p>Hello there, We are residents living in xxx Cottage near the roadside very near to the alterations on the A420 called The Hub, which began on 27th June last year and we were told would last for 34 weeks.</p> <p>This has well overrun its time period which was due to end around the 19th February. No one has notified the residents along here, apologised for the extreme disruption and inconvenience or that the work would continue through the night at times with traffic lights in operation.</p> <p>My cottage is rattling and shaking all evening and during the night with heavy Articulated Lorries at a standstill outside, engines running in an almost constant buildup of traffic.</p> <p>My garden fishpond has suffered in that all the large fish have died (over forty, just three left) Some of these fish were over fifteen years old and died over this period. This I am told could certainly be due to the heavier air pollution caused by the traffic constantly at a standstill outside as the fish are not at all diseased.</p> <p>Is there any likelihood that the whole road outside will be resurfaced in the near future, outside my home? It hasn't been done for several years, although a pothole and a crack was repaired recently after almost two years of asking, yet they ignored the dropped manhole cover which I had pointed out in the road that needed doing at the same time.</p> <p>Out cottage shakes constantly from the neglected road surface outside, also flash road floodings due to blocked drains and overgrown, neglected, almost non-existent kerbs. Can you give me some indication of when these roadworks end before we consider taking any further action for this extreme disruption please ?</p>			
Item number	From	Date	Reference	Contents summary
4	Anne Featherstone, VIEWS	15 th April 2017	Litter	Concern about litter within village
	<p>Mr. C. McEwen, Chairman South Marston Parish Council</p> <p>Dear Colin,</p> <p>Re: Correspondence</p>			

Following a session of litter-picking, I wrote to SMRA ahead of their April meeting, to report our findings. Below is my email.

Dear Angie,

Just want to say how amazing Mandie Olive is. She is on a mission to make South Marston the cleanest and most fabulous village EVER. Isn't that wonderful? Last week Jill, Mandie and I went out and picked 10 bags. Subsequently Mandie has been on OVL and collected 7. Mandie is intending to get out to Highworth Road next and so all three entrances will have received the 'Mandie touch'.

Mandie, Jill and I were out for a couple of hours and covered the area stretching from Ash Gardens to the bend in the road beyond Crocodile Packaging. Not very far at all but never-the-less we collected 10 bin bags, a road sign and several pieces of broken car that were too big to go in the bags.

We did a thorough clearance; reaching into the hedges, getting into the ditches where possible and underneath what was overhanging the verges at the boundaries of the industrial site. We spent a disproportionate amount of time at the entrance to Denis's Removals and also at Hoddenott's corner where debris from the cars, (broken glass and plastic) remained from the crashes there.

Mandie tells me that the detritus we collected was pretty usual for that area. It included:

Human excrement attached to wet-wipes, toilet paper or inside plastic bags

Numerous soiled wet wipes and tissues

Urine in bottles

Used condom

A pornographic magazine

Large water bottles and containers some with foreign labels

Emptied cans of food some with foreign labels

Food packaging – various

Carrier bags filled with empty food containers and drink bottles

Soft drink bottles and cans

Beer, cider cans.....too numerous to count

Glass vodka and gin bottles....maybe 10?

In addition, there was some packaging from 'fast food' outlets.

This is speculation but it occurs to me that the latter is likely to have been tossed from vehicles passing through to Highworth from Greenbridge. The majority however, given the nature and locations of these finds could be from lorry drivers. Maybe those who park up there over night?

Should these businesses be informed?

Could lorry drivers be encouraged to use the nearby lorry park?

Could the owners of the businesses be made aware the situation and asked to help?

Perhaps they could discourage this behaviour, accept some responsibility, take some action to correct the situation, change drivers' behaviour?

What is certain is that a lot of litter that is visible from the road is actually inside the business premises, trapped against the fence.

Jill wonders if some sort of barrier could be put across the entrance to the area just across the road from Hoddenott's Corner on the left, driving towards Sainsbury's from the village and just before the entrance to the industrial estate? This would stop transit vans etc parking-up there and staying overnight. Human faeces has been found in this location a number of times as well as outside the entrance to Crown Timber where lorries park up. These finds have been reported to Environmental Health.

If volunteers are to continue this work and the situation does not change, I am wondering if they should be issued with more protective clothing/equipment. It seems to me that whilst, undoubtedly there is danger from passing traffic, volunteers also have to ensure they protect themselves from contact with bodily fluids. Perhaps high-viz vests are inadequate against the bodily fluids and brambles!

There was a great deal of satisfaction when the job was done. One driver stopped and praised us so it is appreciated.

Anne

At the SMRA meeting, I was told that the collection of items we made that day, plus sanitary towels and nappies, is typical of what is collected across the village. This being the case I do understand that it is much more difficult to identify the culprits. I apologise for the assumptions made in my letter to SMRA. What does the Parish Council think can be done?

Volunteers prepared to be a part of the solution to this problem, passionate and committed, should perhaps have the option of additional protective gear?

Mandie is doing a remarkable job. We need a team of 'Remarkables' to get on top and keep on top of this sorry situation.

Anne

Anne Featherstone
VIEWS

General correspondence received:

Title	Produced by	Key points to note
Council precept	Resident	Enquiry about council precept increase, decision and where discussion was publicised. Directed to website for minutes and referred to Community News articles.

All general correspondence is stored electronically for Councillors to view on the internal Parish Council google drive in the PC Meeting Folders, in the folder for that year's meetings.

Newsletters received:

Title	Produced by	Key points to note
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WALC Newsletter	WALC	Confirmation that the S137 amount has increased to £7.57 (S.137 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure)
Members Bulletin	SBC	16.3.17 – None 23.3.17 – None 30.3.17 – None 6.4.17 – None

All newsletters are stored electronically for Councillors to view on the internal Parish Council google drive in the PC Meeting Folders, in the folder for that year's meetings.

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Transfer of services report:

Swindon Borough Council are ceasing to provide various services. Some of these are an obligation, such as the duty to keep a Highway clear and some a service performed under a Power, such as amenity mowing.

SBC are looking for Parish Councils to take over these works and, if the PCs agree to be legally bound to do them, then SBC will pay them transitional fees for the first 4 years, but nothing after that. The legal obligation would commence on the 1st April and is by way of a Deed for a period of 20 years, but terminable at 5 year intervals.

The negotiations, Borough wide and specific to our Parish, have been protracted and I am/remain unclear as to the details of how things will work in practice or the exact cost to this PC of either signing or not. Overall my inclination is to sign up and receive the SBC interim money. This will pay most, if not all, of the cost until things have bedded in. If it is all too much after 5 years, then we can serve notice and our legal obligation will cease.

If we sign up, we would receive £1,950 x 2 in 2017 and £975 x 2 in 2018. A total of £5,850.

If we do not take over these services, then SBC would remain technically liable for the work that they are obliged to do, but they have made it clear that this would necessarily be at a reduced standard as they are getting rid of staff.

SBC will continue to deal with the A420, to include junctions and laybys, and to deliver the following services:

- Street Cleaning Major which uses the Large Road sweepers. Minimum will be delivered in each area (4 times pa on A & B roads, estate roads once a year) but potential for enhanced service as buy back;
- Highway Weed Control twice a year - undertaken on all roads and paths throughout the borough on behalf of Highways Dept;
- Maintaining the Rural highway grass verges 4 times a year;
- Tree Gang – inspections and tree work programme for street trees;
- Forage Harvesting (Meadow and Country Parks, a cut and clear of long grass);
- SUDS, Swales, Ditch Maintenance. Emergency work only. Potential for enhanced service as buy back;
- Town Centre Cleaning (BID company boundary equating to circa £400k);

- External contract work;
- Sponsored roundabouts;
- EnviroCrime function (enforcement and education);

The schedule of works that they are looking to transfer under the Deed is set out in the schedule to the deed, see Appendix.

The services are:

- Amenity mowing 6 times a year
- Hedge cutting annually (not Oxleaze Wood). Primary liability remains with frontage owner. Minor tree maintenance.
- Litter picking and bin emptying
- Minor fly tipping
- Footway cleaning and leaf clearance.

Mowing:

Stratton Contractors have quoted as follows:

- Mow areas, with no collection of cuttings, sweep and tidy. Price per mow.
- Outside Quarrybrook and verge opposite £25
- Verge opposite Bryony Court £10
- Greenfields £55
- Chapel Lane bungalows £20
- Area on left in Manor Park £15
- TOTAL £125

The areas could be maintained with as few as 10 cuts a year, but depending on the funds available 12 or 14 would be preferable. As the grass is growing unchecked the first mow will have to be charged as a double or even triple mow depending on the start date.

On this basis 10 cuts would cost £1,250 a year. However, Chapel Lane is currently excluded from the SBC agreement and I have been told by a Manor Park resident that they will cut their area. Additionally, the Deed only requires 6 cuts a year, effectively 4 weekly during the growing season. This would give a reduced payment of £90 per cut, £540 a year.

Hedge Trimming:

We do not have a quote from our contractor. We currently pay £180 for the allotment hedge to be cut annually.

Litter, Bins and minor Fly Tipping:

We currently pay Lee Wells £104 a month.

His average charge for each fly tipping collection is £33+VAT. We particularly need to ensure that Mandy Olive and her volunteers have their bags of litter collected.

Footway Sweeping:

SBC's plant such as leaf sweeping machines will be transferred to some of the larger Parish Councils and be available for hire.

A copy of the deed can be seen [here](#)

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Open Spaces Working Group report:

Report details	
Report Date:	12.04.2017
Report written by:	Barry Thunder
Working Group meeting date:	Informal meetings
Inclusion in Parish Council meeting:	<i>April 2017</i>
Agenda item number:	<i>14</i>
Public or confidential:	<i>Public</i>
Overview	
Item	Progress/activity update
St Julians Woodland	Next Volunteer day and Easter Egg Hunt.
Community Payback Teams	Additional "Loan of Equipment" to be arranged to purchase up to £300 of strimmers.
NOTE missed Open Spaces report for March 2017	Report attached.
Actions or queries for consideration by the Council at PC meeting	
1) Approval to spend up to £800 on landscaping the land behind The Orchard.	
2) Approval to purchase up to £400 of "Loan Equipment for Community Payback work during 2016/17.	
3) Notice of Tree maintenance cost for safety reasons at the allotments. Estimates awaited.	

Oak Tree Corner	Wildflowers growing well. Growth due for cutting after flowers die off.
St Julians Community Woodland plus the land behind the Orchard	In partnership with the primary school the Easter Egg hunt was on Thursday 6 th April went very well. Thanks to all the volunteers who helped and to the Tots & Toddlers group for joining in. Grass cutting and nettle control was completed via two CPB teams. Plans for landscaping the new area of land are in hand. My estimate of cost is up to £800 to include three wildflower areas, additional fruit trees and some fencing. The proposal will reduce the need to widespread grass cutting and enhance the appearance of the site. Funds are in place to cover these costs.
Allotments.	All plots currently let. Recent inspection highlighted a safety issue from large tree branches overhanging plots. Cutting will take place shortly.
Bodleian Book Store	No updates
Sevor Solar Farm	No changes from the January report
Oxleaze Woods	Grass cutting is required during April in order to maintain footpath. CPT to be utilised pending determination of who does what under the Parishing changes.

Eneco Solar Farm.	Information boards sponsored by Eneco are to be erected along the route on the Permissive Footpath during April.
Volunteers.	A second offer to residents to attend a volunteer open day on April 23 rd will be help in association with WWT.
Footpath 5&6 plus Footbridge Liaison with Network Rail	Revised plan and location are awaited shortly from Network Rail.
Row Request to SBC	The SBC ROW team still fail to respond to repeated requests. Recommend the Clerk now takes formal action to move this matter on.
Community Payback	<p>See note below from the missing March report.</p> <p>IF we are to continue to utilise CPB teams we need to use “Loan Equipment” to compensate for the time.</p> <p>Failure to use CPB teams leaves us unable to complete the majority of the open spaces maintenance tasks in the parish.</p> <p><i>During 2016/17 financial year we will have utilised CP teams 10 times on work in the Woodlands, Cemetery and Allotments. I am working on another “equipment loan” for strimmer’s in exchange for these services.</i></p>

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Expansion report:

Report details	
Report Date:	14.4.2017
Report written by:	Sylvia Brown
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	April 2017
Agenda item number:	15
Public or confidential:	Public

Overview	
The NP examiner’s report finally arrived and notice has been published on the website. NP judged to be sound and SBC are now progressing the approval of the referendum version.	
Item	Summary
Neighbourhood Plan	<p>Examiner has recommended the NP be put to referendum across the whole parish. The examiner recommended that 7 of the original 14 policies in the plan should be adopted without change. A further 4 policies should be adopted in the amended versions agreed by the Borough and the Parish Council in September 2016. The remaining policies have been proposed for amendment in line with wording proposed by the major developers in South Marston. Of these, the least expected was the watering down of the footpaths/cycleways policy, which now allows the use of stretches of on-road or roadside cycling as part of the cycleway network rather than segregated cycle routes throughout. We have been working with SBC to ensure our proposed priority cycling routes are safeguarded. The process is now that the amended NP goes for approval to SBC Council in May, which triggers the referendum. Given</p>

	the required notices, the referendum is unlikely to be before July and, if passed, the plan has to be 'made' at the next SBC Council meeting in September at the earliest. We are helping SBC prepare the relevant documentation.
Highworth NDP	The Highworth NDP Area is for the whole of Highworth parish as was. It includes the area of land that was transferred into our parish last year. We may be asked to nominally enter into a joint NDP with them to overcome this.
HHT	Part of the HHT application now lies outside the NEV area designated within the Local Plan – SBC therefore have to label this an exception to the plan, although this is unlikely, in itself, to cause them a problem. A decision does have to be made to ensure that infrastructure for this extension is covered by the joint S106 agreements, rather than under the CIL system which applies outside the NEV area. Little activity on outstanding planning applications since developers appear to be awaiting the decision on the Lotmead appeal. Lotmead has 2 sites within the NEV with access onto the A420, and the issue is both the inadequacy of the submitted documentation and difficulties with the access when appropriate infrastructure arrangements are not in place.
Other planning applications	No progress yet on the hotel or Crown Timber – a major hurdle is still the noise at Synergy Health and any progress on that relies on the main developer in South Marston – HHT.
Green Infrastructure	We duly submitted our response to the recent consultation on the NEV Green Infrastructure SPD, and have also had meetings with relevant SBC officers. Whereas our comments have been welcomed, SBC are attempting to get the GI strategy approved as soon as possible, so we hope this will mean our suggested changes, particularly north of the A420, will be fully incorporated. Key issues are: <ul style="list-style-type: none"> • the removal of 'anti-coalescence' as a typology of green infrastructure, replacing this variously with marshland or other uses, • a more clarity on the role of Community Forest designation • More clarity over future GI management options.
Community Information	Now looking at mid-May to hold the next information event in conjunction with our Annual Parish Meeting, with a further event specifically on the NP referendum at a suitable time in the lead up to the referendum date.
Current Issues	CRM is endeavouring to compile a schedule of current issues. A catch-up meeting is planned with SBC officers on Tuesday 25 th April at 11.30.
Actions or queries for consideration by Parish Council at PC Meeting	
Liaise with SBC over NP documentation and process	
Plan for Information Event in May and secure appropriate documentation/attendance of SBC officers	
Continue to liaise with SBC officers.	

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Finance statement and payments for approval and signature

Prepared for April 2017 Parish Council meeting on 12th April 2017

Bank Account Statements Received

Julian Hodge Bank at 31st March 2017	£114,171.16
Unity Trust Bank at 8 th April 2017	£10,249.49
Total:	£12,4420.65

Multipay Card: Claire Penny

Purchase	VAT	Amount
Esso South Marston – Milk, coffee etc for PC meeting	£0.00	£8.18
ICO.Gov.Uk – Data Commission registration	£0.00	£35.00
Vonage – phone bill	£2.77	£16.60
Audible (Mistaken payment – being queried by Clerk)	£0.00	£7.99
Monthly fee	£0.00	£3.00
Totals:		£70.77
Payment due:		£70.77
Available spend balance (maximum £250):		£179.23

Expenditure: Cheques for Approval and Signature

Cheque Number	Our Ref	Payment	VAT	Amount
BACS – 19.4.17	0001	Stratton Garden Contractors – Hedge trimming	£0.00	£380.32
BACS – 19.4.17	0002	AllBuild – Dog bin services	£17.34	£104.00
BACS – 19.4.17	0003	Orchard Press – Newsletter printing and postage	£37.26	£3023.56
Chq 300204	0004	WALC & NALC membership	£56.61	£339.68
BACS – 19.4.17	0005	HMRC	£0.00	£442.75
BACS – 19.4.17	0006	Claire Penny – Salary	£0.00	£1380.60
Debit – 18.4.17	0007	Multipay card balance	£0.00	£70.77
Debit – 31.3.17	-	Unity Trust service charge	£0.00	£18.00
BACS – 19.4.17	0008	Claire Penny – Mileage	£0.00	£18.00
BACS – 19.4.17	0009	Barry Thunder – Easter egg event expenses	£0.00	£52.82
BACS – 19.4.17	0010	K Carter Fine Turf Machinery – SMRA	£221.09	£1326.54
BACS – 19.4.17	0011	K Carter Fine Turf Machinery – SMRA	£160.90	£965.40
		TOTAL	£493.20	£8122.44

Income: Invoices Raised to

Invoice	To	Amount
0001 INV CONWAY	Community News Advertising – Conway & Laker	£180.00
0002 INV ACUHOME	Community News Advertising – Acuhome	£75.00
0003 INV BARNES	Community News Advertising – Barnes Coaches	£150.00
0004 INV DROVE	Community News Advertising – Drove Vets	£150.00
0005 INV DANDELION	Community News Advertising – Dandelion Financial	£112.50
0006 INV ALT	Allotment rent	£26.50
0007 INV ALT	Allotment rent	£46.50
0008 INV ALT	Allotment rent	£26.50
0009 INV ALT	Allotment rent	£14.00
0010 INV ALT	Allotment rent	£46.50
0011 INV ALT	Allotment rent	£26.50
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0022 INV ALT	Allotment rent	£46.50
0023 INV ALT	Allotment rent	£26.50
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0030 INV ALT	Allotment rent	£16.50
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0032 INV ALT	Allotment rent	£26.50
0033 INV ALT	Allotment rent	£26.50
0034 INV ALT	Allotment rent	£26.50
0035 INV ALT	Allotment rent	£46.50
0036 INV ALT	Allotment rent	£46.50
0037 INV ALT	Allotment rent	£26.50
0038 INV ALT	Allotment rent	£26.50
0039 INV ALT	Allotment rent	£26.50
0040 INV ALT	Allotment rent	£26.50
0041 INV ALT	Allotment rent	£46.50
0042 INV ALT	Allotment rent	£26.50
0043 INV ALT	Allotment rent	£26.50
0044 INV ALT	Allotment rent	£26.50
0045 INV ALT	Allotment rent	£26.50
0046 INV ALT	Allotment rent	£26.50
0047 INV ALT	Allotment rent	£46.50
0048 INV ALT	Allotment rent	£26.50
0049 INV ALT	Allotment rent	£26.50
0050 INV ALT	Allotment rent	£26.50
0051 INV ALT	Allotment rent	£26.50
0052 INV ALT	Allotment rent	£26.50
0053 INV ALT	Allotment rent	£26.50
0054 INV ALT	Allotment rent	£26.50
0055 INV ALT	Allotment rent	£26.50
0056 INV ALT	Allotment rent	£26.50
0057 INV ALT	Allotment rent	£46.50
0058 INV ALT	Allotment rent	£26.50
0059 INV ALT	Allotment rent	£26.50
0060 INV ALT	Allotment rent	£26.50
0061 INV ALT	Allotment rent	£26.50
0062 INV ALT	Allotment rent	£26.50
0063 INV ALT	Allotment rent	£26.50
0064 INV ALT	Allotment rent	£16.00
	TOTAL	£2348.00

Income: Other

Remittance	From	Amount
BACS	Community News Advertising – Barnes Coaches (0003 INV BARNES)	£150.00
BACS	Community News Advertising – Dandelion Financial (0005 INV DANDELION)	£112.50
Interest	Bank interest – Julian Hodge	£120.58
	TOTAL	£383.08

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Street Furniture:

Following the recent review of street furniture within the village, the following needs have been identified.

The Parish Council are requested to review and approve payments (summarised at the end of the report)

Rubbish bins – currently emptied by SBC

Location	Action needed	Cost
Recreation Ground x 2	None currently.	£0.00
Hodinotts Corner	Small bin on fallen bridleway sign. Fallen sign reported for repair but larger standalone bin required. Alternatively, no bin can be erected but a “please take litter home sign” can be placed instead.	£183.88 (£153.23 exc VAT) https://uk.glasdon.com/litter-bins/outdoor-litter-bins/topsy-2000-tm-litter-bin

Dog waste bins – currently emptied by SMPC contractor

Location	Action needed	Cost
Nightingale Wood x 3	Two are recently installed and have several years of serviceable life remaining. One bin (closest to the car park) requires replacement. Bin has high usage so recommend upgrading to higher capacity.	£217.31 (£181.09 exc VAT) https://uk.glasdon.com/litter-bins/dog-waste-bins/metal-fido-50-tm-dog-waste-bin (50l capacity)
Oxleaze Wood	None currently	£0.00
St Julians Woodland	None currently	£0.00
Highworth Road (opposite Quarrybrook)	Requires replacement	£103.82 (£86.52 exc VAT) https://uk.glasdon.com/litter-bins/dog-waste-bins/fido-25-tm-dog-waste-bin
Recreation Ground x 2	None currently	£0.00

Signage

Location	Action needed	Cost
30mph gateway sign along Thornhill Road	Damaged – requires replacement. Reported to SBC	£0.00
The Bridleway sign at Hoddinotts Corner	Faded and is not readable. Clerk has reported to SBC.	£0.00
Warning reflectors at Hoddinotts Corner	All but one now missing. TL has reported to SBC	£0.00

The Orchard	A new "Footpath to St Julians Woodland" sign should be erected at the entrance to The Orchard.	£0.00. Clerk to request from SBC.
Car park at Recreation Ground	Replacement needed and location should be reviewed.	Being arranged as part of Communications Working Group branding work
Car park at Recreation Ground	Disabled Badge holders only signs (x2) in the car park require replacement with SMPC logo signs.	Being arranged as part of Communications Working Group branding work
Recreation Ground entrances	The three green SMPC signs on the gated recreation field entrances are in good condition and do not need replacing unless we require them to carry the new SMPC logo.	£0.00
Dog litter signs x 4 (various locations)	Need replacing with updated imagery and text	Being arranged as part of Communications Working Group branding work
Litter signs x 6	New signs requesting people "take litter home"	Via Orchard Press. Price to be confirmed once approval given for volume and need
Noticeboard on Thornhill Road	Although the unit is only some 5 years old, the left hand door is rotting at its base and distorting closure. This is adding to the problem of internal condensation forming on the glass panels. We should explore replacing the door. Clerk has contacted other parishes to see if replacement board doors available.	

Branding:

Proposal that all street furniture managed by SMPC are branded with the SMPC logo.

For approval:

Litter bins: £183.33 for new bin at Hodinotts Corner £200

Dog bins: £321.13 for two new dog bins for Nightingale Wood and Highworth Road

Signage: Approval to begin gathering prices for 6 new litter signs. Confirmation that Communications Working Group are authorised to purchase dog litter signs and car park signs (overlap of branding exercise and street furniture project)

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Financial software report:

Report details	
Report Date:	5 th April 2017
Report written by:	Clerk
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	April 2017

Agenda item number: 17
 Public or confidential: Public

Overview

Following the PC's request at the February 2017 meeting, SB & the Clerk attended a demo of the proposed finance system, Alpha Financial Director, at the offices of RBS Software. The recommendation is for purchase of the system.

Item	Progress/activity update
Background	The Parish Council decided to investigate the suitability of the software for use within the Council after discussion at the February PC meeting. RBS were recommended via a number of Clerks and the software is currently in use at Stratton St Margaret PC, Lydiard Millicent and a number of other local PCs. The system was designed specifically for smaller Town and Parish Councils. The Managing Director is a former Clerk from a PC in Swindon.
System Transaction codes	Any finance package is driven by the use of transaction codes which then determine how the data is monitored and summarised. The RBS system works on nominal codes and cost centre codes. It also allows the use of earmarked funds which is a facility that will be needed for managing our current designated funds.
The system: Data entry	The system is very simple to use and is based on very simple click and drop menu set up (similar to windows). A demo can be seen here . Data entry is simple to do and designed for quick entry. Pop up boxes for coding/suppliers appear reducing the chance of incorrect entries. All information from the data entry sections automatically feeds into the rest of the system. VAT details are captured at the same time to feed into the VAT claim reporting. Errors can be corrected via journal process and gives a clear trail for others to understand.
The system: Management reporting	There is a suite of management reports, the formats of which are good for audit and ongoing checking, but not as good for high level management of finance. However, the RBS reports can be exported to excel allowing us to replicate and/or enhance the reports for use at PC meetings.
The system: Budget management	The system provides good budget management potential. Budget details can be entered for each cost centre/fund and broken down as in our current budget process. Unlike our current system, it cannot cope with phased budgets – however, it was suggested that we could use another facility within the RBS system to partially replicate this. It allows us to commit funds to specific purposes, transfer between funds and amend budgets as needed. Unlike the current system, the RBS package cannot produce the forward precepting information reports, though the appropriate information can be exported via excel, which will allow these to be produced as now.
The system: Audit	Alpha provides an audit process and will produce a summary (and detail) of the data required for audit. The report reproduces the Annual Report Form required by both the internal auditor and Grant Thornton.
The system: Set up and security	The system is installed on a laptop or PC hard drive and backed up once a week. The system is password protected and secure. RBS will not allow hosting on google drive or similar due to lack of security but will allow remote hosting with a recommended secure host at additional cost. It is not necessary for more than one SMPC user to be able to complete data entry, but more than one user needs to be able to access read-only versions of the current data. To ensure business continuity, RBS can enable a second user to access the full system if necessary.

	The recommendation from RBS for SMPC is that we hold one copy on the Clerk's laptop which is backed up once a week and a read only copy sent to SB (plus other councillors if required). Clerk will have the only write access (to ensure only one set of live data) but SB will have read access to enable analysis and produce additional reports as needed. Clerk can pull off reports on specific functions, eg open spaces, as may be required by other councillors.
RBS Software	RBS Software were formed in 1996. They supply a large number of PC's (around 200) and provide 9-5pm support, Monday to Friday. They are located in Uffcott.
Benefits and challenges	<p>Benefits:</p> <ul style="list-style-type: none"> • Business continuity – no longer reliant on specific individuals • Easier data entry, with automatic fill and ability to input supplier VAT info • System cannot be corrupted by incorrect data entry processes • Automatic production of VAT claim, audit return etc • Easier to produce dedicated reports for specific PC functions <p>Challenges:</p> <ul style="list-style-type: none"> • High level financial management reports may need to be produced separately via excel download from the system • Precepting process system needs to be retained using excel download from the RBS system
Cost	<p>Purchase of software = £295.00 Installation and training = £225.00 1st year support & single user licence = £113.00 Total for first year = £633.00</p> <p>Annual support & single user licence = £113.00 Total for second year (and annually thereafter) = £113.00</p>
Implementation	The PC will provide RBS with a list of the codes and budgets for each code to create the system. This will then be tested. Once SMPC are happy, a month of data will be entered (alongside our current system) to identify areas for improvement. Once happy, the system will be installed and go live. RBS will visit either Clerk's home or SMPC can go to RBS for installation. Alpha can be run alongside our current method for a time to provide back up and quality checks.
Recommendation	Clerk and SB recommend that the PC approve the purchase of the software and work begins to summarise the financial coding needed. Implementation can be arranged for summer when the PC workload may allow more time for go live.
Actions or queries for consideration by the Council at PC meeting	
PC to discuss and give approval for the purchase of Alpha Financial Director software	

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