

**Minutes of the meeting held on Tuesday 20th June 2017 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 T Leathart (TL)
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 30/17	No queries raised		None
Apologies 31/17	No apologies	None	None
Declarations of interest 32/17	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	See South Marston website
To approve and sign the minutes of the Parish Council meeting held on Tuesday 16 th May 2017 33/17	Proposed: DR Seconded: SB Agreed: All	None	See South Marston website
Review of actions 34/17	Review of actions currently outstanding.	Existing actions updated on the action sheet.	Actions
Review of Parish Council Calendar 35/17	The PC reviewed progress VAT Claim: Clerk to complete and submit claim Insurers: Clerk to clarify cover with insurers Community News: Clerk to include Annual Report as an insert in July edition of Community News Pension: Clerk to remind BT to set up pension details	Clerk to submit claim Clerk to check insurance Clerk to add Annual report to Community News Clerk to remind BT	Calendar
Clerks Report	Clerks report discussed and noted		Report

<p>36/17</p> <p>Correspondence Report 37/17</p>	<p>Correspondence report discussed</p> <p>Report of regular dog fouling by children’s play area: PC discussion about the issue. PC agree that residents should challenge but only if they are comfortable to. Clerk to reply to resident that we are aware of the issue and although we have limited powers we are working on how to resolve. Clerk to pass to school to see if they can.</p> <p>PC discussion about SBC proposed dog order. Clerk to add to agenda for July.</p> <p>Quarrybrook mess: PC discussion. TL to speak to homeowners. Clerk to reply to thank and that a Councillor will try to resolve.</p> <p>Open Garden Day: PC discussion about the footpath. BT to action as part of the Open Spaces Working Group powers.</p> <p>Education Transport Consultation: Clerk to add to Community News to make residents aware</p> <p>Disabled access within the village: PC discussion about issues raised. PC are disappointed that the resident has misconstrued TL’s comments following what he hoped would be a helpful intervention. Clerk to draft response and pass details of who to contact at SBC for a dropped kerb and confirm that the PC are working on hedge solution. TL/CM to establish whether shrub overhanging footway can be removed</p> <p>Quarrybrook grass verge: PC discussion about options and the issues relation to the transfer of services. CM will speak to both sets of residents to agree an outcome.</p>	<p>Clerk to reply to resident.</p> <p>Clerk to pass to school.</p> <p>Clerk to add SBC dog control order to July agenda.</p> <p>TL to visit homeowners.</p> <p>Clerk to reply to resident.</p> <p>BT to action using Open Spaces powers.</p> <p>Clerk to add to Community News</p> <p>Clerk to respond to resident</p> <p>BT & CM to speak to residents</p>	<p>Report</p>
<p>To discuss and approve the next steps in the transfer of services 38/17</p>	<p>CM updated that we are still in negotiations with SBC with the focus currently on hedge ownership. DR queried if hedges will become our responsibility. CM clarified that SBC hedges will come to us but the ability to fine private hedge owners will not. We will need to report issues to SBC for them to resolve. Clerk to add note to Community News asking owners to cut back hedges so the footpath becomes usable. Clerk & CM to draft PC schedule for circulation to PC for July meeting. Clerk to add draft schedule to the agenda for the July meeting. PC discussion about immediate need for work in the meantime. SB proposed £500 to be allocated to Open Space Working Group to allow them to arrange any work needed. SY seconded. All approved.</p>	<p>Clerk to add hedges note to Community News</p> <p>Clerk and CM to draft schedule.</p>	<p>SBC planning website</p>
<p>To approve the amended wording for the Open</p>	<p>CM added as member. All approved. Clerk to update and circulate.</p>	<p>Clerk to update and circulate</p>	<p>None</p>

Spaces Working Group terms of reference 39/17			
To approve the wording for the Strategic Planning Working Group 40/17	PC discussed and approved.		None
To discuss grant application for outdoor gym equipment on the Recreation Ground 41/17	Clerk explained that this is a joint project between PC & SMRA. PC discussion about purpose and next steps. Confirmed that PC will be the vehicle for delivery for the project. DR proposed that the PC support the project. KM seconded. All approved. Clerk to work with SB and SMRA to action.	Clerk to work with SB & SMRA to action	Report
Reports from Working Groups 42/17	<p>Communications Working Group: SB gave a verbal report. CM regretted that the opportunity to add a strapline had not been taken. SB proposed PC adopt South Marston Parish Council Brand style guide. TL second. approved. SB to circulate. PC discussion about business cards. Communications Working Group to order small stock for everyone. PC discussion about progress with signs. Communications Working Group will finalise what is required. Clerk to add to agenda for July meeting.</p> <p>Open Spaces Working Group: PC discussed the Open Spaces report.</p> <p>Donation: BT confirmed that the PC has received a generous donation of £1000 from Yuasa Batteries towards community events. Clerk to send thank you letter. SB congratulates BT on getting grant.</p> <p>Volunteer equipment: PC discussed request and approved expenditure of £1193.33 (net of VAT) BT confirmed that the F&E Harris Trust have generously agreed to meet 50% of the costs.</p> <p>Dog and litter bins: BT proposed that PC grant funding of £641 needed to replace the bins. KM seconded. All approved. BT noted that a donation from Wiltshire Wildlife Trust will be coming to meet</p> <p>Carving: PC suggest carving is located in Orchard Meadow. BT to site using Orchard budget.</p>	<p>SB to circulate style guide.</p> <p>CWG to order business cards.</p> <p>CWG to finalise signage. Clerk to add to agenda for July meeting.</p> <p>Clerk to send thank you letter</p> <p>BT to arrange placement of carving.</p>	Report
Reports relating to expansion 43/17	<p>CM gave a verbal report.</p> <p>HHT: It is believed that HHT are currently liaising with SBC on their application which is a good sign that things are progressing.</p> <p>Hotel: Owner indicates it is likely to be demolished in August and taken over by a</p>		Report

	<p>To complete and approve the Annual Return: PC discussion about Annual Return. Clerk summarised that contents have been checked and approved by Clerk, SB and internal auditor. PC approved. Clerk to send to External Auditor. Clerk to post access notice.</p>	<p>Clerk to send to External Auditor. Clerk to post access notice.</p>	
<p>Matters brought forward by or with the consent of the Chair 46/17</p>	<p>PC discussion about Plum Tree House issue. Clerk to chase. TL confirmed that SBC have now replaced the reflectors at Hodinotts. PC discussion about graffiti at entrance to village. TL to report to SBC.</p>	<p>Clerk to chase. TL to report to SBC.</p>	
<p>Meeting closure:</p>	<p>10:05pm</p>		

Actions:

ACTIONS					
PC Meeting & minute no	Area	Action	Progress update	Owner	Deadline
Feb 17 233/16	SMRA Accounts	Clerk to circulate when received	Carried	Clerk	18/7/17
Feb 17 234/16	Parish Council Plan	Clerk to look at existing documents	No longer needed	Clerk	20/6/17
Feb 17 234/16	Chairman's box	Clerk to look for items		Clerk	Completed
Feb 17 234/16	Chairman's box	Clerk to arrange credit card	No longer needed	Clerk	Completed
Feb 17 242/16	Recycling	Clerk to update website	Carried	Clerk	18/7/17
Apr 17 279/16	Street furniture	Clerk to continue work.		Clerk	Completed
May 17 15/17	Signage	Clerk to summarise requirements		Clerk	Completed
May 17 18/17	S/HOU/17/0663– '25 Church Ground'	Clerk to respond		Clerk	Completed
May 17 18/17	S/HOU/17/0682 – '20 Church Ground'	Clerk to respond		Clerk	Completed
May 17 20/17	Litter	Clerk to call L&G		Clerk	Completed
May 17 20/17	Litter	CM to find out who owns the land alongside Th Ind estate	Carried	CM	18/7/17
May 17 21/17	Council Tax Support Grant	Clerk to summarise via email for comments.		Clerk	Completed
May 17 22/17	Community Planning Forum	Clerk to send summary to SBC.		Clerk	Completed
May 17 23/17	Transfer of Services	CM to look at Chapel Lane "6 times" requirement	Carried	CM	18/7/17
May 17 23/17	Transfer of Services	Clerk to look at War memorial refurbishment.	Carried	Clerk	18/7/17
May 17 23/17	Transfer of Services	Clerk to add draft services contracts to June agenda		Clerk	Completed
May 17 24/17	Info event	Clerk co-ordinating community groups.		Clerk	Completed
May 17 24/17	Info event	Clerk to plan leaflet drop.	No longer needed	Clerk	Completed
May 17 25/17	Community News	Clerk to remind CM about distribution to externals		Clerk	Completed
May 17 27/17	Planning permission	Clerk to determine position with planning permission		Clerk	Completed
May 17 28/17	Cheque	Clerk to confirm process with auditor and reissue.	Being reissued at this meeting	Clerk	Completed
Jun 17 35/17	VAT Claim	Clerk to submit VAT claim		Clerk	18/7/17

Jun 17 35/17	Insurance	Clerk to clarify cover with insurers		Clerk	18/7/17
Jun 17 35/17	Community News	Clerk to add Annual report to Community News		Clerk	1/7/17
Jun 17 35/17	Pension	Clerk to remind BT to set up pension		Clerk	18/7/17
Added at this meeting					
Jun 17 37/17	Dog complaint email	Clerk to reply to resident.		Clerk	1/7/17
Jun 17 37/17	Dog complaint email	Clerk to pass to school.		Clerk	1/7/17
Jun 17 37/17	Dog complaint email	Clerk to add SBC dog control order to July agenda.		Clerk	1/7/17
Jun 17 37/17	Quarrybrook mess	TL to visit homeowners. Clerk to reply to resident.		Clerk	1/7/17
Jun 17 37/17	Quarrybrook mess	TL to visit homeowners. Clerk to reply to resident.		Clerk	1/7/17
Jun 17 37/17	Open Garden Day	BT to action using Open Spaces powers		BT	30/7/17
Jun 17 37/17	Education Transport	Clerk to add to Community News		Clerk	1/7/17
Jun 17 37/17	Disabled access around the village	Clerk to respond to resident		Clerk	18/7/17
Jun 17 37/17	Grass verges	BT & CM to speak to residents		BT & CM	18/7/17
Jun 17 38/17	Transfer of services	Clerk to add hedges note to Community News		Clerk	1/7/17
Jun 17 38/17	Transfer of services	Clerk and CM to draft schedule.		Clerk	1/7/17
Jun 17 39/17	Open Spaces Working Group	Clerk to update and circulate		Clerk	18/7/17
Jun 17 41/17	Recreation Ground grant	Clerk to work with SB & SMRA to action		Clerk	1/8/17
Jun 17 42/17	Style guide	SB to circulate style guide.		SB	18/7/17
Jun 17 42/17	Business cards	CWG to order business cards.		CWG	18/7/17
Jun 17 42/17	Signage	CWG to finalise signage.		CWG	18/7/17
Jun 17 42/17	Signage	Clerk to add to agenda for July meeting.		Clerk	18/7/17
Jun 17 42/17	Yuasa donation	Clerk to send thank you letter		Clerk	18/7/17
Jun 17 42/17	Carving	BT to arrange placement of carving.		BT	18/7/17
Jun 17 43/17	Recreation Ground	Clerk to send contract to SB		Clerk	1/7/17
Jun 17 45/17	Bank	Clerk to contact bank		Clerk	1/7/17
Jun 17 45/17	Payment	Clerk to arrange payment.		Clerk	1/7/17

Jun 17 45/17	Internal audit	Clerk to implement recommendations.		Clerk	1/7/17
Jun 17 45/17	External audit	Clerk to send to External Auditor.		Clerk	1/7/17
Jun 17 45/17	External audit	Clerk to post access notice		Clerk	1/7/17
Jun 17 47/17	Plum Tree House	Clerk to chase		Clerk	18/7/17
Jun 17 47/17	Graffiti	TL to report to SBC		TL	18/7/17

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Calendar actions:

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	Done
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	Done
Annual Parish Meeting	Hold Annual Parish Meeting	Done
Audit	Liaise and send documentation off to internal auditor	Done
Community News	Issue May edition of Community News	Done
Insurance	Review insurance renewal and approve provider	Done
Minutes	Restart minute numbers from Annual Meeting of the Council	Done
VAT	Send off VAT Claim	In progress. Last year's claim in progress and will be submitted.
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 • 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 	
JUNE		
Main tasks:	Audit and Annual Return; Produce Community News	
Area:	Actions:	Progress made
Audit	Approval of Annual Return by full PC	At this meeting

Audit	Agree date & location for public viewing of accounts (normally clerks home by prior appointment)	To be done
Community News	Produce July edition of Community News	In progress
Communications	Produce Annual Review	Done
Insurance	Renew insurance policy 3rd June	Done
Items for this month's agenda:	Finance items: <ul style="list-style-type: none"> • Approve and sign Annual Return • Approve Annual Review for publication 	
JULY		
Main tasks:	Audit and Annual Return; 1 st quarter reporting; Risk assessments; Issue Community News	
Area:	Actions:	Progress made
Audit	Clerk to host public viewings of accounts	
Budget	Produce 1st quarter report	
Community News	Issue July edition of Community News	
Risk management	Contact SMRA to remind about risk assessment and asset register reports for August.	
Risk management	Clerk to remind PC of risk assessment and asset register work required for August meeting	
Items for this month's agenda:	Finance items: <ul style="list-style-type: none"> • Review and approve 1st quarter budget report 	

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Clerks Report

Report details	
Report Date:	16 th June 2017
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	<i>June 2017</i>
Agenda item number:	<i>7</i>
Public or confidential:	<i>Public</i>
Overview	
May & June have continued to be busy months with the focus on completing the audit and the Information event.	
Item	Progress/activity update
Workload management	May/June have been hectic as the audit has been completed, the Information Event planned and held and work begun on compiling the July edition of Community News. At the busiest point, email volume was extremely high but I have managed to clear most of the backlog.
Training	My next training session for the CiLCA is the end of June so I will be setting aside time over the next two weeks to complete training modules.
Chairman's box	As part of our emergency procedures, I have created a Chairman's box which will be held by the Chair. This secure box will contain a hard drive with a back-up of the google drive and hard copies of key information.

Litter at Keypoint

I'm continuing discussions with L&G about the litter at this location and attempting to identify ownership of the land being used.

Actions or queries for consideration by the Council at PC meeting

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Correspondence Report

Report details

Report Date:	16 th June 2017
Inclusion in Parish Council meeting:	June 2017
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	Local resident	9 th June 2017	Dogs	Complaint about irresponsible dog walkers on the Recreation Ground
Image/Text	<p>Good Morning,</p> <p>While dropping off my kids at South Marston school this morning, TWO secondary school kids (Warnford) were walking their dog to drop off their brother at school. This is when their dog pooped, they had NO bags and just walked off without picking up. I find this very upsetting as I'm also a dog owner and I do pick up and so do my kids. My kids go and play on that green area after school and while at school.</p>			
Item number	From	Date	Reference	Contents summary
2	Local resident	4 th June 2017	Quarrybrook	Complaint about mess outside properties
Image/Text	<p>Dear Claire</p> <p>We thought it should be brought to your attention that 2 of the residents in the Close seem to be leaving and using their properties in an unacceptable condition and manner for a private residential area. There are old kitchen units outside the corner house No 17 which also has overgrown bushes and their parking area to the rear of the property is also untidy and overgrown.</p> <p>A second property No 14 has had a car under old tarpaulins with sundry rubbish items, planks of wood, outside the house parking area with a second Jeep on jacks being intermittently worked upon for at least 6 months.</p> <p>In addition the occupants have up to 4 cars and vans parked on the visitors parking area, making it very inconvenient for visitors to the Close. It is likely both properties are occupied by tenants.</p> <p>The Post Office also often has cars parked on the pavement obscuring the pavement, plus an old bath mat has been left on the front wall which again has been left there for several weeks.</p> <p>We wonder if you could look into these points.</p>			
Item number	From	Date	Reference	Contents summary
3	Angela Newston, SM Gardening Club	25 th May 2017	Open Garden Event	Request to clear footpath for event
Image/text	<p>Hi Claire,</p>			

	<p>The SM Gardening Club is having an Open Garden Event on Sunday 30 July.</p> <p>It has been requested and for easy access it would be ideal and a safer option if families could use the footpath at the corner of the playing field at the bottom end of the hotel on the waste land. This footpath is very overgrown and not useable.</p> <p>Please could we ask the Parish Council to arrange to have this cleared in preparation for this Village event.</p>			
Item number	From	Date	Reference	Contents summary
4	IEWS	24 th May 2017	Draft agreement	Query from IEWS about expansion report in last months minutes
	<p>From Anne Featherstone, Views:</p> <p>Thank you, Colin.</p> <p>Will you please explain what 'the draft agreement' is as mentioned in the Expansion Report in connection with the school.</p> <p>Many thanks.</p> <p>Anne</p> <p>From Colin McEwen, SMPC:</p> <p>Anne:</p> <p>We have not seen this document, but understand that it addresses the procedure whereby HHT will fund the build.</p> <p>Please address this sort of question to Claire in future and, if you would like a public answer, ask that it be addressed in "Open Ten Minutes"</p> <p>Claire:</p> <p>Please add this question and answer to correspondence.</p> <p>Colin</p>			
Item number	From	Date	Reference	Contents summary
5	SBC	17 th May 2017	Education Transport Consultation 2018/19	Details of consultation on education transport
	<p>Dear all</p> <p>The Local Authority are consulting on the Education Transport Policy for the 2018-19 academic year. The consultation will last until Wednesday 28th July 2017.</p> <p>The policy considers home to school transport for the following areas</p> <ol style="list-style-type: none"> 1. Mainstream transport 2. Special educational needs transport 3. Post-16 transport 			

	<p>The policy has been updated and changes have been proposed to post 16 transport arrangements from September 2018.</p> <p>The revisions made have not affected any entitlement for students currently provided transport including those with Special Educational Needs. This remains the same as in previous years.</p> <p>The full documentation is available here</p> <p>You can respond by using our online survey tool.</p>			
Item number	From	Date	Reference	Contents summary
7	Local resident	16 th June 2017	Disabled access	Resident complaint about disabled access in the village.
	<p>Hi</p> <p>I have written to you earlier in the year about the curbs and hedges in the village. I use a wheelchair to get around and it is getting so bad I am nearly having to go in the road all the time. As I said drop curbs are a nightmare for me as there is so few of them. Even to get my wheelchair in and out of the car is an issue as my husband has to go up the road on the road to get to a drop curb. My wheelchair weighs to much to lift without a hoist.</p> <p>Your councillor who lives in one of the cottages just before you turn down to the village hall has basically said he has walked my route I take to walk my dog and can't see a problem. Well he is talking rubbish!! My main problem is back and hip trouble and to try to bump up and down curbs just causes me so much pain it's unreal. Now the hedges he basically said I could take clippers with me on my walk to cut these hedges!! How anti disabled is that. Number 15 Highworth Road has a prickly Bush coming half way across the foot path, I have asked him if he could cut it back and his response was it's not his and its up to the council to cut. He said he would have a go at it but I'm still waiting!! The path between greenfields and Highworth Road is so overgrown it's hard for me to get through in my chair the stinging nettle are so high they are all at face height am I meant to cut these down as well. All along the path the hedges have grown so much from yew tree gardens all along until I cross over to st Juliana 2nd entrance it is a fight with hedges and brambles and no curbs.</p> <p>I would love for you to take this walk with me please just so you can see it from my level. I look forward to hearing from you.</p>			

General correspondence received:

Title	Produced by	Key points to note
Rubbish outside properties	Local residents x 2	Complaints about rubbish outside properties in Quarrybrook
Grass verge	Local resident x 1	Complaint about length of grass outside Quarrybrook

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
Members Bulletin	SBC	15.5.17 – None 25.5.17 – None 8.6.17 – 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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Grant application report:

Report details	
Report Date:	16 th June 2017
Report written by:	Sylvia Brown & Clerk
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	<i>June 2017</i>
Agenda item number:	<i>12</i>
Public or confidential:	<i>Public</i>
Overview	
As part of the discussed at previous meetings, work is continuing to investigate funding for exercise equipment for the Recreation Ground. We have identified a possible provider and potential income sources.	
Item	Progress/activity update
Grant application for outdoor gym equipment	<ul style="list-style-type: none"> The purpose would be twofold - to divert older children from the existing play equipment and to provide exercise facilities for adults. The PC should be the applicant, to ensure no VAT The Kaloo Community bundle was chosen from three quotes for similar equipment The three of the 8 'stations' which allow two users at a time should be located together as the 'teenage hub'; the remaining 5 stations should be located separately along a 'fitness trail'. The grant of around £7,000 from Awards for All Big Lottery programme would be matched with up to £4,000 from SMRA, using the SMRA funds held by the PC. An additional match funder may be needed to complete the project, particularly if additional work is done such as seating, or a protective surround. SMRA would like to approach F&E Harris Memorial Trust to see if they are interested. Delivery, installation and Grasscrete matting is currently in the quote of 11,700 exc VAT. The company is willing to make a site visit to advise on installation.
SMRA comments	<p>SMRA discussed three matters of concern:</p> <ul style="list-style-type: none"> Siting may be a significant issue. It may not be appropriate to locate the teenage hub close to housing, so may be best at the southern end of the field, whilst the ideal location for the fitness trail would either be alongside the existing tarmac path or along the western boundary with the Bell Gardens field. Obviously, the question of its impact on any school expansion or new build village hall arises. This should be a topic of future joint discussion with The PC. SMRA are of the view that we should go ahead at the current time, even if some equipment eventually has to be moved.

	<ul style="list-style-type: none"> The providers state the grasscrete base would be secure and would not affect grass mowing. SMRA experience is that it can eventually lift and cause problems. If the area is well drained, the equipment can be installed straight on the grass. They suggest the PC discuss the matter with a view to bringing forward a jointly acceptable plan.
Provider quotation and lead time	<p>Caloo work with 12 other similar providers and can organise 2 more quotes on our behalf. (Greg mentioned Nova Sport, Abacus, Safe and Sound) From my experience, these are likely to be less favourable than Caloo's but if we are happy with the quote from Caloo this approach will save us some time. The quote seems competitive and includes a discount.</p> <p>Caloo have provided a comprehensive quote which includes:</p> <p>a skip for general waste £217.50 Community Gym Bundle £7795.00 Grass matting (this is fire resistant, can be mown, edges chased into the ground so no trip hazard) £1092.00 Delivery charge £444.35 Installation £2700.00 Sub Total £12248.85 Project discount of £1453.85 and VAT of 20% (£2159.00) gives a grand total of £12954.00 and we will get the VAT back. This quotation is subject to a site consultation. However we choose to group the equipment, the installation charge will be the same. The lead in time is currently 6 – 8 weeks. Caloo suggests, if we want to add seating or other enhancing features, it is cheapest to do so now as there will be no extra delivery costs and a reduction in installation plus some further discount.</p>
Support	We have received a letter of support from a local resident
Actions or queries for consideration by the Council at PC meeting	
PC to confirm if they support to proposal and discuss	

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Open Spaces Working Group report:

Report details	
Report Date:	16 th June 2017
Report written by:	Barry Thunder
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	<i>June 2017</i>
Agenda item number:	<i>13</i>
Public or confidential:	<i>Public</i>
Overview	
The focus this month is on woodland and allotment maintenance and growth control. Approval for capital funding for hand operated machinery is requested. Additional announcements during my agenda slot! Update on Dog and Litter bin purchases as a supplementary report.	
Item	Progress/activity update
Oak Tree Corner	CPB have cut back nettle and weed growth and are due to return shortly to trim the grass below the hedge alongside the footpath.

St Julians Community Woodland and The Orchard	<p>CPB have cut grass and strimmed areas not cut by the mowing contractor. Heavy winds have caused some old willow trees to drop largish branches. One of which fell over a residents wire fence. No damage sustained and tidy up etc. was dealt with by WWT. I have a review meeting the WWT reserves manager in early July to discuss tree maintenance matters.</p> <p>WWT have offered us two chain saw maintenance and certification courses free of charge.</p> <p>The wild flower mix in Orchard Meadow is starting to show through. However the transformation to wildflower area is a long term project. Total cost of project was £760. We have an option to put in place a wood carving of a Dragon Fly from the collection for Sevor Solar Farm. Carved into a piece tree trunk approximately 4 ft high and very heavy.</p>
Allotments	<p>After a few changes with tenants since April we are back to full occupancy. Tree surgery on the Horse Chestnut tree is completed at 50% of estimated cost. The volunteer team are working hard keeping ahead of weed and grass growth. Next project is putting up the notice board obtained from Stratton PC in a corner of the car park. Cutting back small tree growth can take place once we have purchased the new hand machinery. There is an urgent need to heavy prune (above head height) many of the rapidly growing small trees ringing the allotment site. Honda is not involved in any maintenance for us so I have to rely on self-help and experienced volunteers who are also tenants. I propose purchasing a light petrol driven multi tool that will light prune and also strim/brush cut. Total price is £125. By keeping control of these relativity straight forward tasks we can delay the need for high level tree surgery for 5 or more years.</p>
Bodleian Book Store	No updates
Sevor Solar Farm	Information board and carved stands all sponsored via Eneco are all in place and looking very good along the permissive path.
Oxleaze Woods	Grass cutting alongside the footpath has commenced, all by CPB teams over this year growing season.
Parish Policy for Open Spaces	Still a work in progress with Colin taking the lead.
Volunteers	<p>Next volunteer event is on Sunday 25th June between 11am and 2pm. From past experience attendance is unlikely to be high! We are now in a position to place the order for machinery for village volunteer use and also to pass two lawnmower's onto the CPB teams to aid their grass cutting tasks.</p> <p>From funding previously granted I propose to purchase: 3 x Lawn mowers at £200, Stihl 15in chain saw at £235, Long handled hedge cutter with articulated hear at £585 and 2 safety helmets at £12 each. Total price of £1193.33 net of VAT.</p>
Rights of Way at SBC	The main person at SBC for RoW is retiring and we are getting very little progress on how we will deal with RoW maintenance tasks into the future.
Community Payback Teams	<p>Community payback teams have carried out the following tasks since the last PC meeting:</p> <ul style="list-style-type: none"> • Two path side grass cuts in Oxleaze wood • Grass cutting in St Julians Woodland • Pothole repairs on the Bridleway. • Weed strimming at Oak Tree Corner

- A variety of weed clearance and improvement tasks on the allotment site.

Actions or queries for consideration by the Council at PC meeting

Agreement for capital expenditure requests:

1. Allotment light pruning petrol multi tool at £125
2. Volunteer and Community Payback machinery £1193.33
3. Additional funding required to purchase dog and litter bins.

Location for Tree stump carving and sign?

Update to Dog Bin and Litter bin replacements and additional bins.

Summary.

During recent Bank holiday weekends two of the dog waste bins in Nightingale wood have been overwhelmed by waste placements. This has resulted in bags of dog waste being left on the ground surrounding the bins. My previous reports have identified the need to replace two rusted bins and add new dog and rubbish bins at the start of the bridleway close to Hoddenots corner.

At the April 2017 PC meeting up to £500, net of VAT, was approved to replace the rusted and new bins.

Actions.

In order to increase the size of two of the Nightingale Dog bins and to remain within approved expenditure, I have taken the following actions:

1. Replace one recently renewed 25lt plastic dog bin at Nightingale wood with a 50lt metal bin.
2. Use the 25lt used bin to replace the rusted metal bin opposite Quarrybrook.
3. Purchase a 50lt metal bin to replace the second rusted metal bin at Nightingale wood.
4. Liaise with Forestry Commission rangers to fund the cost of one of the 50lt metal bins. (pending approval)
5. Purchase a new 25lt dog bin (Red) and a new 25lt litter bin (Green) together with a new support pole for the dog bin, all the be located at Hoddenots corner.

Details of the bins to be provided

<https://drive.google.com/open?id=0B35OeNxs3kM8cEpwTmFVc2FneFE>

Costs. (**Approval requested for £641 in case FC do not approve the grant**)

Estimated cost (subject to any requested discount and FC grant)

50lt metal bins x 2 at £181 each £362

25lt dog bin plus post £ 86 (post est. at £80)

25lt rubbish bin £ 88

Fitting materials est. £ 25

Estimated cost before grant £641 plus VAT (Assuming grant £460)

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Finance statement and payments for approval and signature

Prepared for June 2017 Parish Council meeting on 16th June 2017

Bank Account Statements Received

Julian Hodge Bank at 10 th June 2017	£114379.23
Unity Trust Bank at 3 rd June 2017	£17760.16
Total:	£132139.39

Multipay Card: Claire Penny

Purchase	VAT	Amount
Post Office counter (Secure postage for audit papers_	£0.00	£6.45
Vonage (phone system)	£2.87	£16.87
Monthly fee	£0.00	£3.00
Totals:		£26.32
Payment due:		£26.32
Available spend balance (maximum £250):		£223.68

Expenditure: Cheques for Approval and Signature

Cheque Number	Our Ref	Payment	VAT	Amount
BACS – 21.6.17	0025	Orchard Press – Information Event printing	£0.00	£35.00
BACS – 21.6.17	0026	Orchard Press – Information Event printing	£0.00	£66.00
BACS – 21.6.17	0027	Orchard Press – Information Event printing	£18.00	£108.00
BACS – 21.6.17	0028	Orchard Press – Information Event printing	£12.00	£72.00
BACS – 21.6.17	0029	Orchard Press – Information Event printing	£7.80	£46.80
BACS – 21.6.17	0030	Orchard Press – Information Event printing	£7.00	£42.00
BACS – 21.6.17	0031	Orchard Press – Branding	£30.00	£180.00
BACS – 21.6.17	0032	Stratton Garden Contractors – Grass cutting	£0.00	£562.32
BACS – 21.6.17	0033	AllBuild (Lee Wells) – Dog bins	£17.34	£104.00
BACS – 21.6.17	0034	Grove Information – Google apps	£9.24	£55.44
BACS – 21.6.17	0035	Greenshave – The Orchard work	£152.00	£912.00
BACS – 21.6.17	0036	Claire Penny – Salary	£0.00	£1291.32
BACS – 21.6.17	0037	Claire Penny – Pension	£0.00	£141.54
BACS – 21.6.17	0038	HMRC	£0.00	£592.80
DD – 16.6.17	0039	Multipay monthly balance	£0.00	£26.32
BACS – 21.6.17	0040	Darkin Miller Ltd – Internal audit	£73.51	£441.04
		TOTAL	£326.89	£4676.58

Income: Invoices Raised to

Invoice	To	Amount
00069 INV YUASA	Sponsorship offer – YUASA	£1000.00
	TOTAL	£0.00

Income: Other

Remittance	From	Amount
Bank interest	Julian Hodge	£105.79
	TOTAL	£105.79