

South Marston Parish Council

South Marston Parish Council

Minutes of the meeting held on Tuesday 21st June 2016 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)
Clerk & Responsible Officer:	Mrs C Penny (Clerk)
Members of the public present:	Mr B McGlone, Mrs A Featherstone, Mr C Case

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 87/16	<p>Mr Case explained that they are the applicants for a revised planning application for Quarry Farm, of which the PC were notified shortly before this meeting. CM explained that he would be raising the application under Matters raised by the Chair. Mr Case explained reasons for the application and they have submitted a supporting email. BT raised query with regards location of parking and access. Mr Case confirmed the removal of the gate and confirmed that the red line denotes access not ownership. BT raised the barbed wire within the topped fence around part of the field by the communal parking area should be removed for safety. The PC noted the discussion for consideration during the relevant agenda item.</p> <p>Mrs Featherstone highlighted her recent correspondence with the PC (included in these minutes) and her request for copies of minutes from 2008 relating to the license agreement between the school and the PC. Clerk confirmed that these are within the PC archive but this is located within the loft of the village hall. Clerk will require time and safety support to access so will do when possible. This will most likely take place in August when the Clerk is due to review the archive.</p>	None	None
Apologies 88/16	Mr D Roberts (DR)	None	None
Declarations of interest 89/16	Members are reminded that any conflict of interest should be declared at the start of the meeting or	None	The Councils declaration of interests

	<p>item or, if not previously foreseeable, during any discussion of the matter concerned.</p> <p>None reported</p>		as recorded in the June & July 2014 minutes.
To approve and sign the minutes of the Parish Council meeting held on Tuesday 17th May 2016 90/16	<p>Proposed: SY Seconded: SB Agreed: All</p>	None	See South Marston website
Review of actions 91/16	<p>Review of actions currently outstanding. Existing actions updated on the action sheet.</p> <p>SB attended the recent Specialist Housing seminar. Reported to the PC that it was a very interesting day and highlighted the challenges we face with our NP, especially as SBC has no umbrella policy. SB is investigating and will report back. CM confirmed that our specialist housing policy is ahead of SBC. SB confirmed that not only is it ahead but we were asked to water down to be compliant. SB confirmed that Phil Smith is reviewing the Local Plan so will be considering the need for an elderly accommodation.</p>	See actions	Actions
Review of Parish Council Calendar 92/16	The PC reviewed progress		Calendar
Clerks Report 93/16	<p>Clerks report discussed Audit recommendation: SB proposed. SY seconded. All agreed. Clerk to increase fidelity cover. Website proposals: PC confirmed happy with proposals. Clerk to create new sections on the website. Allotment signage: New reworded allotment sign to be produced by BT New Councillors: PC discussed and agreed appeal placed in newsletter. Clerk to produce leaflet for fete VAT Claim: Clerk to finalise VAT amount and share document with SB and BT for confirmation. All approved.</p>	<p>Clerk to arrange increase.</p> <p>Clerk to create new sections on the website.</p> <p>BT to produce new allotment sign Clerk to produce leaflet for fete</p> <p>Clerk to finalise and circulate VAT claim to SB & BT for confirmation.</p>	Report
Correspondence Report 94/16	<p>Correspondence report discussed Item 3 – Flooding: A resident has supplied photos of the South Marston Park flood storage pond going to failsafe during the 2007 floods. PC discussion that we were previously unaware that this pond overflowed. It is concerning that SM are the third biggest priority but we have no understanding about what SBC have regarding emergency plan. Clerk to chase Vicki Yull re April Clerks Forum action to send out emergency plans. BT queried if the pond opposite Furniture Land was extended – did this happen? The extent of flood risk is still unrecognised and has not improved. We are interested in prevention rather than a coping strategy. Item 4 - CM invited Mrs Featherstone to speak. Mrs Featherstone did not address the</p>	Clerk to chase Vicki Yull re April Clerks Forum action to send out emergency plans.	Report

	<p>correspondence item but raised the matter of the recent leaflet delivered to homes concerning the HHT application. Mrs Featherstone stated that the leaflet was written by her and was based on information received from what she believed were reliable sources. Discussion between Mrs Featherstone and PC about the impression given in the leaflet that the existing school might be relocated rather than an additional 1 form entry school being built. Mrs Featherstone stated that they didn't deliberately aim to mislead people.</p>		
<p>Planning applications 95/16</p>	<p>To discuss planning applications: S/16/0873 – ‘Dropped kerb at Pinehurst Cottages’ Submission deadline: 22nd June 2016 Want to do the same as the other neighbours and create an access point. No objection.</p> <p>S/16/0954 – ‘Remedial Works to Railway Bridge on Old Vicarage Lane’ Submission deadline: N/A This application does not require a response from the PC but is of concern. The road closure will be from 15th August to 16th December. CM has asked SBC to explore whether this is a prime opportunity to widen the road to allow pedestrian and cycle access. KM doubts this as the proposed works are only to the horizontal structures. Clerk to email school, the Carpenters, Dale Wildern and Mitchy motors and hotel to let them know. Clerk to include in the newsletter.</p> <p>S/ADV/16/0993 - Display of internally illuminated signs to ATM (Retrospective)’ Submission deadline: 5th July 2016 No objection</p> <p>S/16/0992 – Retention of cash machine and bollards Submission deadline: 5th July 2016 No objection</p>	<p>Clerk to submit response</p> <p>Clerk to email businesses on Old Vicarage Lane to inform them.</p> <p>Clerk to include in the newsletter.</p>	<p>SBC planning website</p>
<p>To review and discuss the New Eastern Villages Framework Travel Plan Supplementary Planning Document (SPD) consultation 96/16</p>	<p>CM explained that the document relates to setting a travel plan/policy which aims to encourage residents to use alternative forms of transport. SBC are aiming to create a document which becomes the skeleton which the developers can use. PC discussion of draft comments. SB to summarise comments and submit.</p>	<p>SB to summarise and submit response</p>	<p>None</p>
<p>To review and approve allotment contracts 97/16</p>	<p>PC discussed proposed new contracts for sheds/greenhouses built within the allotment. BT explained that contracts are needed to help manage the condition of existing plots and offer the chance for tenants to have structures on other plots within the allotment. Should amend wording to “demolition, disposal and transfer” rather than just “demolition and disposal”. Approved with the amendments.</p>	<p>Clerk to amend contracts</p>	
<p>To review the information supplied</p>	<p>PC discussion about the request from SBC to take over parish services. PC discussed the concerns</p>	<p>Clerk to arrange meeting to review information</p>	

for the Parish Pilots proposal from SBC 98/16	about the financial impact and whether it is sustainable. SB proposes that we schedule in a special meeting on this to find out more information. CM stated that we need to find out what work is required exactly and if we are able to vary the specifications. Clerk to approach a PC who have taken over services to arrange a meeting. KM queried if bin emptying is covered.	Clerk to contact other Parish Clerks that have taken over services.	
To review and approve the end of Clerk probation period 99/16	CM confirmed that probation review meeting had taken place. PC approved Clerk has passed probation period. CM to circulate note.	CM to circulate notes from probation meeting.	None
To review and approve the Memorandum of Understanding for the Defibrillator project 100/16	PC discussion about the MOU's. SB proposed that the MOU is signed and that we agree the expenditure on the basis of reimbursement from F&E. TL seconded. All approved. BT signed MOU's. Clerk to send to South Western Ambulance Service	Clerk to send to South Western Ambulance Service	None
Reports from Working Groups 101/16	Open Spaces Working Group: Open Spaces policy: Should be drafted as soon as possible to provide guidance for PC and third party service provision across the Parish. BT to do. Community Payback: PC discussion. Will purchase two trimmers, add them to the asset register and then create an agreement with the Community Payback for their use in return for maintaining our allotments etc. BT to arrange Communications Working Group: SB gave verbal report to PC. Community Newsletter is due to be issued shortly. The PC is due to publish the Annual Report from the Annual Parish Meeting (APM) which could be distributed alongside this. PC happy with SB creating the insert based on a summary of the Chairs Report and Financial Report from the APM. SB confirmed that welcome pack folder is being created, meeting with the cartographer to confirm plans.	BT to draft Open Spaces policy as soon as possible. BT to arrange purchase and loan to CPBT	Report None
Reports relating to expansion 102/16	Formal response to the HHT application to be posted on the website.	Clerk to post response on website.	Report
Other reports 103/16	SMRA: PC discussed SMRA's suggestion of a replacement oak tree at Oak Tree Corner for Queens 90th birthday but was concerned about the limits of the space. Alternatives suggested included a smaller shrub/tree or planting at other locations. SB to raise with SMRA. Swindon Area Committee: PC discussion about NHS strategy. CM to chase up our NHS England contact	SB to raise with SMRA CM to chase up our NHS England contact	Report Report
Finance 104/16	To review the results of the Internal Audit: PC reviewed and accepted the report, including recommended actions and noted the positive result. To review and approve updates to the Asset register: The PC reviewed the proposed revisions. The reconciliation year on year was noted. BT commented asset register was very good. SB proposed, CM seconded. All approved.		Report None

	<p>To complete and approve the Annual Return: SB proposed, BT seconded. All accept. Return signed by CM and Clerk</p> <p>Approved and signed by BT, KM, & SY:</p> <ul style="list-style-type: none"> • Finance statement • Payments <p>note agreement under</p> <p>Open Spaces report request: PC confirm approval of purchase of trimmers as requested in the Open Spaces report.</p>		<p>Report</p> <p>Finance statement</p>
Matters brought forward by or with the consent of the Chair 105/16	<p>S/16/0550 Rear of Quarry Farm. Received confirmation from the applicant that the parking access is adequate and that the existing fence will be moved. Need clarification that the red line is right of way and not land ownership. Although not a planning issue, would recommend the removal of the barbed wire from the field. On the basis of the revised plans, noting that the red line denotes access not ownership we have no objections.</p> <p>Broadband: The delivery is delayed so they will not be attending the fete as planned.</p> <p>Accident at Thornhill Road: PC discussion about impact on the village and highlights the importance of careful consideration of the road layout with the expansion of the village.</p> <p>Blocked drains: BT raised the issue of blocked drains within the village. PC confirmed they should be flagged with Thames Water.</p>	Clerk to submit response	<p>None</p> <p>None</p> <p>None</p> <p>None</p>
Meeting closure:	9:49pm		

Actions:

ACTIONS					
PC Meeting & minute no	Area	Action	Progress update	Owner	Deadline
February 16 29/16	Allotment shed/glasshouse rental	BT & Clerk to prepare contract draft for next PC meeting.	To be approved at this meeting	BT Clerk	21/6/16
Mar 16 39/16	Noticeboards	Clerk to purchase silica gel packets.		Clerk	Completed
April 2016 52/16	Election process	Clerk to draft eligibility form to be used for all new Councillors to the PC	In Clerks report for this meeting	Clerk	Completed
April 2016 52/16	Election process	Clerk to speak to Electoral Services about issues in process	Received. Confirmed process	Clerk	Completed
April 2016 54/16	Police attendance	Clerk to invite Police representatives to the August meeting.	TL confirmed we have had a new update but will await a date for the new policy. Will alert Clerk.	Clerk	Completed
April 2016 55/16	Audit	Clerk to continue preparation for audit with SB		Clerk	Completed
April 2016 56/16	Clerk Report	Clerk to mention in magazine and explore creation of simple list of planning applications/grants on the website	Magazine done. Website proposal in Clerks report	Clerk	15/7/16
April 2016 64/16	Grants	Clerk to refresh grants application form and add to May Clerks report	In hand. Carried to July 2016 meeting	Clerk	21/7/16
April 2016 64/16	Calendar	Clerk to add precept income dates need to added to calendar.	Carried due to workload	Clerk	21/7/16
May 2016 71/16	Calendar	Clerk to add insurance renewal to April of each year.		Clerk	Completed
May 2016 71/16	Calendar	Clerk to add progress column to calendar		Clerk	Completed
May 2016 71/16	Calendar	Clerk to discuss moving of internal audit with Finance committee and auditor	Carried due to workload	Clerk	21/7/16
May 2016 72/16	Clerks report: Yew Tree Gardens	Clerk to email resident with proposal for evergreen climber		Clerk	Completed
May 2016 72/16	Clerks report: Swindon Planning portal	PC confirmed Clerk to email to complain about the delay in information being posted on the planning portal. Copy to Richard Bell.	Done by CM. SB has raised as well.	Clerk	Completed
May 2016 73/16	Correspondence report: Specialist housing seminar	SB to attend and contact them to book		SB	Completed
May 2016 73/16	Planning applications: HHT	Clerk to contact NEV team to ask if it will be in the public domain in time for the exhibition.		Clerk	Completed
May 2016 74/16	Planning applications: S/16/0793 – ‘Canopy to the front of 5 Highworth Road’	Clerk to send response		Clerk	Completed
May 2016 74/16	Planning applications: S-	Clerk to send response		Clerk	Completed

	COND-16-0838 The Hub artwork				
May 2016 75/16	Parish Pilots scheme	Clerk to contact Kirsty Cole about the delay		Clerk	Completed
May 2016 76/16	Defibrillator project	BT to launch project		BT	Completed
May 2016 77/16	Communications Working Group: Budget	Clerk to circulate the budget to all Councillors.		Clerk	Completed
May 2016 78/16	New Eastern Villages Framework Travel Plan Supplementary Planning Document (SPD)	Clerk to share details on the website.	Not done due to issues with SBC website	Clerk	Completed
May 2016 78/16	New Eastern Villages Framework Travel Plan Supplementary Planning Document (SPD)	Clerk to add to agenda for June 2016 meeting.		Clerk	Completed
May 2016 78/16	Planning Committee	Clerk to find out date of the Planning Committee at SBC and check the agenda papers.	Dates have now been issued. Will await agenda.	Clerk	21/7/16
May 2016 79/16	SMRA: Recreation ground	Clerk to clarify that they are not filling in the drainage channels and when it was last done. Clerk to do research and find out what the frequency should be and what the cost of doing it last time was	Not done due to workload. SB to raise with Chris at next SMRA meeting	SB	21/7/16
May 2016 79/16	SMRA: Recreation ground goalposts	Clerk to check with gardener	Done by CM	Clerk	Completed
May 2016 80/16	Finance: Youth Club Grant	Clerk to inform Youth Club.		Clerk	Completed
May 2016 80/16	Finance: Asset register	Clerk to update asset register as agreed.		Clerk	Completed
May 2016 80/16	Finance: Insurance renewal	Clerk to update insurance policy reference and renew		Clerk	Completed
New actions added at this meeting:					
June 2016 93/16	Insurance	Clerk to arrange increase.		Clerk	21/7/16
June 2016 93/16	Website	Clerk to create new sections on the website.		Clerk	21/7/16
June 2016 93/16	Allotment signage	BT to produce new allotment signs		BT	1/8/16
June 2016 93/16	New Councillors	Clerk to produce leaflet for fete		Clerk	21/7/16
June 2016 93/16	VAT Claim	Clerk to finalise and circulate VAT claim to SB & BT for confirmation.		Clerk	21/7/16
June 2016 94/16	Flooding	Clerk to chase Vicki Yull re April Clerks Forum action to send out emergency plans.		Clerk	21/7/16
June 2016 95/16	S/16/0873 – 'Dropped kerb at Pinehurst Cottages'	Clerk to submit response		Clerk	22/6/16
June 2016 95/16	Closure of Old Vicarage Lane	Clerk to email businesses on Old Vicarage Lane to inform them.		Clerk	21/7/16
June 2016 95/16	Closure of Old Vicarage Lane	Clerk to include in the newsletter.		Clerk	21/7/16

June 2016 95/16	S/ADV/16/0993 - Display of internally illuminated signs to ATM (Retrospective)	Clerk to submit response		Clerk	
June 2016 95/16	S/16/0992 – Retention of cash machine and bollards	Clerk to submit response		Clerk	
June 2016 96/16	New Eastern Villages Framework Travel Plan Supplementary Planning Document (SPD) consultation	SB to summarise and submit response		CB	22/7/16
June 2016 97/16	Allotment contracts	Clerk to amend contracts		Clerk	1/7/16
June 2016 98/16	Parish Pilots	Clerk to arrange meeting to review information		Clerk	30/8/16
June 2016 98/16	Parish Pilots	Clerk to contact other Parish Clerks that have taken over services.		Clerk	30/8/16
June 2016 99/16	Clerk probation	CM to circulate notes from probation meeting.		CM	22/7/16
June 2016 100/16	Defibrillator	Clerk to send to South Western Ambulance Service		Clerk	1/7/16
June 2016 101/16	Open Spaces	BT to draft Open Spaces policy as soon as possible.		BT	1/8/16
June 2016 101/16	Open Spaces	BT to arrange purchase and loan to CPBT		BT	1/8/16
June 2016 102/16	Expansion – HHT	Clerk to post response on website.		Clerk	1/8/16
June 2016 103/16	Oak Tree Corner	SB to raise with SMRA		SB	1/8/16
June 2016 103/16	NHS England	CM to chase up our NHS England contact		CM	21/7/16
June 2016 105/16	S/16/1550 – Rear of Quarry Farm	Clerk to submit response		Clerk	30/6/16

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Calendar actions:

MAY		
Job	Actions	Progress:
Allotments:	Chase outstanding allotment rents	In progress. Delayed due to audit
Allotments:	Inspect allotments and notify holders of results/requirements	In progress. Delayed due to audit
Annual Meeting of the Council:	Hold Annual Meeting of the Council	Complete
Annual Meeting of the Council:	Present Annual report to PC	Complete
Annual Parish Meeting:	Hold Annual Parish Meeting	Complete
Finance – budget:	Present end of year budget and financial statement to PC	Complete
Finance – VAT:	Send off VAT Refund claim form	In progress. Delayed due to audit
Finance – audit:	Liaise with internal auditor	Complete
Finance – audit:	Send documentation off to internal auditor	Complete
Finance – Insurance:	Review insurance renewal and approve provider	Complete
Annual Meeting of the Council requirements:		
Misc agenda items:	Start at 7pm	Complete
	Appoint Chair, Appoint Vice Chair	Complete
	Decide membership of working parties and delegates for outside bodies	Complete
	Adopt standing orders	Complete
Finance agenda items:		
Annual Parish Meeting requirements:		
Misc agenda items:	Present Chair's report	Complete
Finance agenda items:		
Normal Meeting requirements:		
Misc agenda items:		
Finance agenda items:	Approve VAT refund claim	In progress. Delayed due to audit
	Approve appointment of insurance provider	Complete
JUNE		
Job	Actions	Progress:
Finance – audit:	Approval of Annual Return by full PC	At this meeting
Finance – audit:	Agree date & location for public viewing of accounts	At this meeting
Finance – Insurance:	Renew insurance policy 3 rd June	Complete
Meeting requirements:		
Misc agenda items:	Review and approve annual return	At this meeting
Finance agenda items:	Agree date and location for public viewing of accounts	At this meeting
JULY		
Job	Actions	Progress:
Finance – budget:	Clerk to host public viewings of accounts	In progress
Finance – budget:	Produce 1 st quarter budget report and financial statement	In progress
Finance – meetings:	Hold quarterly meeting of Finance Working Group to review quarter reports	Date to be set
Meeting requirements:		
Misc agenda items:		
Finance agenda items:	Review and approve 1 st quarter budget report and financial statement	

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Clerks Report

Report details	
Report Date:	15 th June 2016
Inclusion in Parish Council meeting:	June 2016
Agenda item number:	7
Public or confidential:	Public

Overview

The preparation, delivery and query handling for the internal audit has taken up most of my time this month.

Area	Summary
Workload management	The audit work took up a large portion of my time this month, especially as it was my first one. This meant a backlog of emails and routine administration tasks which I have been focussing on clearing before I begin production of the July 2016 edition of the newsletter.
Audit	The internal audit is now complete and we have received a good report from the auditor with a few recommendations. As this was my first time completing the audit process for the PC, the process was slower than I would expect for future years. However, process and administrative improvements that were put in place in the last few months as well as the pre-audit work done in 2015 have proven themselves beneficial as they allowed us to quickly and simply locate information needed by the auditor. I'd like to thank Sylvia for her support and encouragement during the audit.
Audit: Recommendation	One of the recommendations from the audit was to increase the employee fidelity cover to protect the PC in case of fraud. The current limit is too low and should be increased to cover the maximum that would be held in the accounts at peak. The next level of cover available is £150k and will cost £13.75. PC to give approval for this. Payment will be made via Alto Card by the Clerk.
Website proposals	<p>I recommend the creation of two new sections under the Parish Council section of the website:</p> <p><u>Planning information:</u> Following the notification that SBC will no longer let residents know of planning outcomes, I propose the creation of a section called "Local planning applications and outcomes". The section will be a page with a link to the SBC planning portal and have a list of recent planning applications (that the PC are notified of) and their outcomes. It will include the text that queries should be directed to SBC. This section will sit under "Planning" under the PC section.</p> <p><u>Parish Council policies and important documents:</u> Following the recent Annual General Meeting of the Council, we adopted updated versions of different policies and documents. It has been agreed that it would be good practice for these documents to be accessible on the website for members of the public to refer to. I propose the creation of a section called "Parish Council documents" under Parish Council and will place the chosen files here. When we make revisions and adopt new versions, these will replace the ones on the website.</p> <p>PC to confirm if they are happy with the proposals.</p>
Mercure update	SBC confirmed that they are still discussing the application with the applicant and a decision has not been reached. It is likely that the application will go out to final consultation and we will be notified when they do. They have also confirmed that they have received a few more letters/emails following the recent announcement that the hotel is closing.
Allotment sign	Following an incident at the allotment, we were asked to clarify the policy on children on the allotment. I have confirmed that children are welcome but should be considerate of other tenants. There is currently an old sign on the gate at the entrance but this requires updating. We propose replacing the old sign with a new one noting that children of allotment holders are very welcome on this site. We would remind parents/guardians that this is a working site and that the Parish Council can take NO responsibility for any injuries or accidents to children that may occur here. Under 16's must be supervised at all times. Should any individual cause

	<p>any damage to any property or allotment then the individual or parent/guardian will be expected to take full responsibility and pay any costs that may occur.</p> <p>PC to approve new allotment sign saying parents/Guardians are responsible for the safety and behaviour of their own children. BT to action.</p>
New Councillors	<p>As discussed in previous meetings, I have spoken to SBC re the eligibility checks that should be done when a new Councillor is appointed to the PC. They have confirmed that the checks should be done at PC level and that all applications are assumed to have been checked before reaching SBC. As such, I have created an eligibility form which can be seen here. PC to give approval for use with future appointments.</p> <p>The PC also currently have vacancies on the council and are experiencing a high workload due to the amount of activity taking place within the parish. It would be beneficial to fill the vacancies and propose that we could write an appeal for new councillors and advertise on the village website. PC to discuss.</p>
Old laptop disposal	<p>As per the recent review of the Fixed Asset register, I have disposed of the now defunct Parish Laptop 2. This has been donated to Project Re-Boot, which securely wipes and reuses old computer equipment for use by local community groups and people at a low cost. (Project re-boot) I have received written confirmation that all data has been removed from the laptop.</p>
VAT Claim	<p>The VAT claim has been drafted and summarised ready for submission. PC to confirm they are happy for the claim to be submitted.</p>
Actions or queries for consideration by Parish Council at PC Meeting	
PC to approve spend to increase fidelity cover from insurance provider.	
PC to confirm they are happy with website amendment proposals.	
PC to approve new allotment sign	
PC to give approval of eligibility form for use with future appointments	
PC to discuss advertising for new councillors	
PC to approve VAT claim	

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Correspondence Report

Report details	
Report Date:	15 th June 2016
Inclusion in Parish Council meeting:	June 2016
Agenda item number:	8

Item number	Contents summary	From	Date	Reference
1	Invitation to attend the Neighbourhood Watch Associations AGM	Christine Clifford	7 th June 2016	Neighbourhood Watch
Content	<p>The Wiltshire Neighbourhood Watch Association's Annual General Meeting is being held on Saturday 25th June 2016, in the Bay Window Room, Wiltshire Police Headquarters, London Road, Devizes, SN10 2DN. The meeting starts at 10.00am and is expected to conclude at 12.00noon. The Police and Crime Commissioner, Angus Macpherson, will be attending, as will the Chief Constable, Mike Veale.</p> <p>This email is an invitation to your Town / Parish Council to send a representative.</p> <p>At present, the Association is being managed by an 'Administrative Body'; a small party of 4 NHW volunteers, who are keen to ensure Wiltshire has an active and visible NHW presence, county-wide. We hope the AGM will furnish us the opportunity to increase our manpower and have a fully-functioning Committee once again.</p> <p>I would be grateful if you could let me know who will be attending for security and refreshment purposes.</p> <p>Many thanks</p> <p>Christine Clifford</p>			
Item number	Contents summary	From	Date	Reference
2	Update on SBC libraries strategy	Mark Pritchard	8 th June 2016	Libraries strategy
	<p>Dear Clerk/ Chair,</p> <p>You may have been informed through previous communications that Swindon Borough Council's Cabinet were aiming to discuss a new libraries strategy, and start a consultation on the strategy, at their meeting in June. This is no longer happening and instead the Council's Cabinet will be aiming to discuss a new strategy at their July Cabinet meeting with the consultation starting afterwards. The reason for this change is that the Council received a high number of responses during the engagement process run between February to May of this year. Councillors and officers have decided more time is needed to analyse the large number of results and write the new strategy.</p> <p>If you have any questions please get in touch.</p> <p>Thanks</p> <p>Mark</p> <p>Mark Pritchard (mpritichard@swindon.gov.uk) Communications and Intelligence</p> <p>Helen:</p> <p>Thank you for these photos.</p> <p>It is the first time that I have seen proof that this pond went to 'failsafe'.</p> <p>Colin</p>			
Item number	Contents summary	From	Date	Reference

3	Resident email about flood risk within Parish	Resident	4 th June 2016	Flooding
<p>Dear Clerk to South Marston Parish Council,</p> <p>In relation to the proposed development at South Marston.</p> <p>For the record and consideration by the Parish Council members, I have attached a series of photographs that I took at the lagoon opposite Burton Grove Farm in South Marston during the flood of July 2007. The overflow of the lagoon retaining wall (as shown) at the downstream end was a major cause of the flooding further down the village. To my knowledge this has never been rectified.</p> <p>One of my major concerns with the proposed development of South Marston is that ultimately there will be little undeveloped land in the vicinity to soak up excess surface water over a large area already prone to saturation, and although I am sure the issue of potential flooding has been carefully considered and plans made to mitigate the risk, I have yet to be reassured given the fact that this known fault has not been rectified during the past 9 years since the incident in 2007.</p> <p>I will submit the remainder of my comments concerning the proposed development via the Village questionnaire.</p> <p>I would like to express my sincere thanks to the Council members for all the hard work you continue to dedicate in providing for the best interests of the village community.</p> <p>Kind regards,</p> <p>Resident ----- Resident:</p> <p>Thank you for these photos.</p> <p>It is the first time that I have seen proof that this pond went to 'failsafe'.</p> <p>Colin</p>				

Item number	Contents summary	From	Date	Reference
4	Anne Featherstone letter about licence agreement	Resident	12 th June 2016	License
<p>SMPC Dear Claire, Re: Open 10 Minutes. In advance of the June meeting. At the May meeting of the Parish Council I raised the issue of an existing licence which was set up with the school in 2008. <i>The Licence reads:</i> <i>The Parish Council as land owner of the South Marston recreational playing fields, as shown by the attached drawing, confirm that South Marston Primary School have full access to the facilities outlined throughout the school day, throughout the year as priority users and the school continues to deliver its sports curriculum on these playing fields.</i> <i>If the school requires use of facilities at other times or beyond the outlined area for a particular reason then this will be available on request, subject to prior booking, or operational consideration.</i></p> <p><i>Signed on behalf of the Parish Council by</i> <i>Colin McEwen</i> <i>Chair of the Parish Council</i></p> <p>As I pointed out, the licence stipulates no fee, end date, or monitoring, evaluation or review procedures and this is a concern to me.</p>				

This arrangement enables the school to make a significant annual saving to its budget. A contribution from the school toward the maintenance cost, grass cutting, etc could potentially reduce the amount the Parish Council currently contributes each year to SMRA. It seems to me that village residents are supporting the school which serves a significant number of children from outside the village. We need to look for savings as SBC is keen to hand over some of their responsibilities to its Parishes, eg grass cutting.

I am interested in the PC discussion that took place at the time. I understand representatives from the school attended that particular meeting. I would like to see the minutes please and the 2008 Annual Report in which this would have been communicated to residents.

Thank you in anticipation. I will be attending the meeting on 21st June.

Regards,

Anne Featherstone

<Clerk note: 2008 minutes are archived within the Village Hall loft so can be retrieved by the Clerk but assistance will be required. We are due to access and review the archive in August.>

General correspondence received:

Title	Produced by	Key points to note
Community Newsletters	Marcus Maberley, SBC	Follow up from Marcus Maberley to query distribution numbers of the South Marston Community News for SBC records

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 – 12.5.16 Members Bulletin – 26.5.16 Members Bulletin – 2.6.16 Members Bulletin – 9.6.16 Members Bulletin – 16.6.16	Swindon Borough Council	Introduction to the Education Transport Appeals sub-committee event 30 th June
On the Button – 31.5.16	Wiltshire & Berkshire Canal Trust	TBCT report that the “recent Swindon Borough Council have released the results of the recent consultation. The total number of representations received relating to the New Eastern Villages Planning Obligations draft Supplementary Planning Document was 369. 330 of those responses relate to, or reference, restoration of the Wilts & Berks Canal.”
Community First – Summer 2016	Community First	None
WALC newsletter	WALC	Information on the Bus Services Bill, designed to give local transport authorities tools to deal with inefficiencies in local bus markets. New pay scales for Clerks

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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Open Spaces:

Report details	
Report Date:	10.05.2016
Report written by:	Barry Thunder
Working Group meeting date:	26 th May- St Julians Woodland
Inclusion in Parish Council meeting:	June 2016
Agenda item number:	15
Public or confidential:	Public.

Overview	
Oxleaze Woods- Tree guards almost cleared and raised path finished. St Julians woodlands Gazebo ordered and tool store in hand. Major concern is need for strimmer.	
Item	Summary
Oak Tree Corner	Community Payback teams unable to strim site due to lack of a strimmer. Weed growth requires cutting. Look into contract timings with Stratton Contractors. Now a problem site.
St Julians Community Woodland	The Gazebo-Outdoor, the covered teaching class room, is on order for installation mid-July. Secure metal tool store to follow in the summer. Ideas for usage of the Gazebo from councillors will be welcomed. The Orchard. Consider planting dog roses and fruit trees and possibly a small section of willow to improve soil drainage in the very wet area. Kissing Gate purchased awaiting installation. Paid for by Hills. Installation from S106 funds awaited from SBC. Follow up on handover of land now urgent. BT to chase up.
Allotments.	New contract for sheds and glasshouses to be confirmed. Waiting list now empty, need to advertise urgently.
Bodleian Book Store	Meeting to be arranged for 2016??
Sevor Solar Farm	No changes
Oxleaze Woods	Tree guards cleared and raised path laid with CPB help. Two new volunteers plus Chris to now start on selected tree pruning alongside path. Plans to be made for Autumn/Winter work. Plans to expand volunteer group.
Parish Policy for Open Spaces	No progress on this to date as it is still unclear on the extent of land to be handed to the PC and or how long term maintenance will be dealt with. No change.
Volunteers	Looking to recruit younger members of the village, particularly those who attended the village school.
Footpaths Liaison with SBC	Detailed discussions are taking place with SBC planners on the NEV, Ramblers and Bicycle Users Group Swindon. Details to follow when completed.
Actions or queries for consideration by Parish Council at PC Meeting	
Community payback teams are unable to help us on tasks that require a strimmer. They have asked the PC if we can purchase one or two instead on paying the work fees agreed for Oxleaze Woods. (Six days work at £300). How can we do this please?	

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Expansion report:

Report details	
Report Date:	17.6.2016
Report written by:	Colin McEwen and Sylvia Brown
Working Group meeting date:	n/a
Inclusion in Parish Council meeting:	June 2016
Agenda item number:	16
Public or confidential:	Public

Overview	
<p>Information on progress with the examination of the draft Neighbourhood Plan has been sought from SBC. A well- attended display of HHT revised plans for 2,380 dwellings was arranged by the PC in the hall, followed by Special PC meeting to discuss PC response. Draft PC response posted on website and Special PC meeting held to discuss attended by 8 parishioners. Confusion re alternative site for additional school south of the village. Formal PC response now submitted.</p>	
Item	Summary
Draft Neighbourhood Plan	CM and SB have been chasing SBC to contact the examiner and ask about progress with the independent examination. It is now 2 months since the examiner had the papers. HHT have written a further communication regarding willingness to attend oral hearing, and SMPC have also pushed for this.
HHT application S//13/1555	<p>A display of HHT revised plans for 2,380 dwellings was arranged by the PC in the hall. CM, SB and BT attended to answer any questions, where they could. It was very well attended (approx. 90 visitors). 2 Ward Councillors attended and were briefed on the main issues. Draft PC response posted on website and Special PC meeting held to discuss attended by 8 parishioners. Confusion re alternative site for additional school south of the village – incorrect information had been given in a ‘residents’ leaflet distributed in the village. Notice posted on website aimed at clarifying the position. Draft SMPC response amended as a result of representations at the Special meeting and duly submitted to the Borough planners.</p> <p>Responses are gradually appearing on the Swindon planning portal. Comments from statutory consultees include the request for further archaeological work and a better definition of the SUDs proposals from the landscape department. Thames Water are requesting a ‘Grampian’ condition regarding waste water infrastructure and further stress the importance of development of an appropriate SUDs strategy. At the time of writing there were 25 responses from residents posted on the portal, although these were mainly submitted up to the 9 June and more are known to have been submitted later on. Most of those posted up rehearse existing concerns shared by the PC. However, several of these were working on the incorrect assumption that the school would be relocated under the HHT plans.</p>

Actions or queries for consideration by Parish Council at PC Meeting

Recommendations:

1. Further pursue information on progress with the Neighbourhood Plan
2. Maintain contact with the NEV team re S106 development and any revisions to the HHT proposals.
3. Chase information regarding the status of the Supplementary Planning Documents for the NEV Infrastructure.

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SMRA report:

Report details	
Report Date:	17.6 2016
Report written by:	Sylvia Brown
Working Group meeting date:	8.6.2016
Inclusion in Parish Council meeting:	June 2016
Agenda item number:	17
Public or confidential:	Public

Overview	
<p>Tots & Toddlers are now represented on the Management Committee. Kirsty Feline has agreed to join. At the time of writing, the Fete will go ahead on the 9 July, but the Party in the Park evening festivities are cancelled.</p>	
Item	Summary
Management Committee	As a recognised village group, Tots & Toddlers have been invited to join the committee – Kirsty Feline has accepted and attended the meeting.
Changing Rooms on the Recn ground	Quote for additional power points was not thought cost effective. On the few occasions we need additional points in the changing rooms, the garage can act as the source of power without overloading the system.
Village Hall	Quote agrees for replacement light fittings. New teapot and urns are now available for use. Users need to read the instruction manual for the urn – to meet H&S regulations, it does not operate on a continuous 'boil'. Tots and Toddlers had requested outside storage of toddler equipment (trampoline and small slide structure). SMRA concerned about insurance and likelihood of vandalism – considering the slide (checks being made on T&T insurance), but trampoline thought to be too much of a risk.
School Expansion	No news yet re SBC's commitment of funds and timing of school expansion. Governors have agreed move to Academy status. Noted that HHT application includes alternative location for additional school if expansion of existing school does, for any reason, not take place. Also noted incorrect information regarding relocation of existing school was circulated to villagers.
Fete	Committee has rallied round, with the help of Laura Burchall, to complete fete arrangements. Party in the Park is cancelled. SMRA thanks the PC for their donation towards entertainment on the day. Space will be allowed for the Speedwatch and defibrillator demonstration with police car and SMPC gazebo.
SMRA information on the website	The Chair due to undergo training for website updating.
Celebrating the Queen's birthday	A query received from the Parish Council re SMRA commemorating the Queens birthday. Agreed that bunting would be put up, but committee unable, given the position with the fete, to organise any event. However, SMRA would like to plant an oak tree at Oak Tree Corner to replace the Jubilee oak sapling that no longer exists.
Actions or queries for consideration by Parish Council at PC Meeting	
<p>Actions</p> <ul style="list-style-type: none"> PC to be asked if they agree to funding the planting of replacement oak tree to celebrate Queens Birthday 	

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Swindon Area Committee report:

Report details	
Report Date:	17.6.2016
Report written by:	Sylvia Brown
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	June 2016
Agenda item number:	17
Public or confidential:	Public

Overview	
<p>Borough Parish meeting on the 9 June discussed the capacity of Great Western Hospital and their future strategy, progress with Swindon Broadband rollout and the accessibility of planning information on the SBC portal.</p>	
Item	Summary
Great Western Hospital and NHS Strategy	<p>Nicki Mullin, NHS Clinical Commissioning Group and Kevin McNamara, Director of Corporate Strategy at GWH Trust were in attendance to answer queries over immediate and longer term issues with healthcare capacity. Current critical car parking issues are likely to be improved by July and solved by September by the creation of 2 additional car parks each with 200 spaces. In terms of bed capacity, problems had been exacerbated by the closure of hospital departments in Gloucester and Cirencester. Currently only a third of patients come from Swindon Borough, with a third from Wiltshire and a third from Gloucestershire. An additional ward is being brought into operation to respond to capacity issues and NHS will contract with the private wards to cover peak needs.</p> <p>In the longer term, the NHS strategy is in development. It was confirmed that 'dispersed healthcare' ie off-site consultants and treatment in 'health hubs' was seen as a major part of the strategy. The NHS stated that they would be consulting on their strategy shortly – they were encouraged to talk not just to patient groups and the general public, but also those who could act as partners eg parish councils, who might be able to provide bases for outreach and also promote transport strategies to alleviate issues with ambulance capacity.</p>
Superfast Broadband rollout	<p>Swindon Broadband has released their latest newsletter (also posted on the SM website) and will be mounting a display at the fete on the 9 July. Four 're-sellers' – the companies who contract with residents - are now on board offering a range of prices for broadband packages.</p>
Planning Portal	<p>I continued to raise concerns over the presentation of planning information on the planning portal. Phil Smith and Rhian Morris were both in attendance from the planning department, and Stephen Taylor requested that they look to seriously improve the way planning information was made available to the public.</p>

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Audit Report

The annual internal audit is undertaken by an independent auditor and is designed to review and assess the financial and governance systems within the Council. The auditor reviews a wide range of information and the audit is completed in accordance with the Practitioner's Guide and the CIPFA code of internal audit practice.

The Parish Council has successfully passed the audit and has received confirmation that our internal processes are operating effectively.

As is standard with an audit, the Auditor has made a number of small recommendations, some of which were already in hand before the audit began. There are:

- Clerk to sign all expenditure documents to ensure a record of the checks undertaken by the Clerk prior to approval. To begin from the June 2016 meeting
- Continue with process of double checking all coded payment entries to reduce the risk of errors.
- Increase the fidelity cover and expand the cover to include the Parish laptop. See Clerks report re fidelity cover. The insurers have confirmed that the laptop is covered within office equipment and sundries.
- Correct the postcode listed in the insurance cover as currently incorrect. Done.
- Amend the allotment documents to include the date and payment number of the payments received by each tenant. To be done
- Correct a one-off error with a missed VAT amount on a payment entry and ensure correct invoice is filed. Done
- Include a section on the Finance Statement to report on the balance owed to HMRC. Being investigated.
- Amend the asset register to correct a few minor issues. For approval at this meeting.

Councillors can see the full audit report [here](#)

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Annual return

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

SOUTH MARSTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	63900	117633	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	19352	20313	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	93665	12704	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	9026	15039	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	30258	20183	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	117633	115428	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	117633	115428	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	50619	59962	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including FWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

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Finance statement and payments for approval and signature

Prepared 21st June 2016

Bank Account Statements Received

Julian Hodge Bank at 31 st May 2016	£112,865.51
Unity Trust Bank at 8 th June 2016	£25,708.06
Total:	£138,573.57

Fund transfers from Julian Hodge account to Unity Trust

Authorisation requested?	No
Amount to be transferred:	N/A
Reason:	N/A

ALTO Card: Claire Penny

Purchase	VAT	Amount
Card load fee	£0.00	£0.50
Post Office – newsletter postage	£0.00	£47.04
Post Office – letter postage	£0.00	£8.51
Amazon – Silica gel purchase	£0.00	£8.39
McAfee renewal	£0.00	£59.99
Totals:		£124.43
Current card balance:		£125.57
Top-up required? Amount?	Yes	£124.93

Expenditure: Cheques for Approval and Signature

Cheque Number	Our Ref	Payment	VAT	Amount
3000316	00026	AON UK – Insurance	£0.00	1697.56
300317	00027	Orchard Press – exhibition papers	£15.60	£93.60
300318	00028	Darkin Miller Ltd – Internal audit	£72.47	£434.81
300319	00029	Lee Wells – AllBuild – Dog waste services	£17.34	£104.00
300320	00030	Grove Information Systems – IT	£9.24	£55.44
300321	00031	Grove Information Systems – IT	£9.24	£55.44
300322	00032	Office Direct – Stationery	£16.06	£96.37
300323	00033	South Western Ambulance Service – defibrillators	£560.00	£3360.00
300324	00034	Barry Thunder – training, open spaces expenses	£45.00	£345.30
300325	00035	Claire Penny – Salary	£0.00	£1466.10
300326	00036	WALC Swindon Area Committee – WALC contribution	£0.00	£18.00
		TOTAL	£744.95	£7726.62

Income: Invoices Raised to

Invoice	To	Amount
	TOTAL	£00.00

Income: Other

Remittance	From	Amount
ALT_PlotS9	Allotment tenant	£26.50
Bank interest	Julian Hodge	£156.99
	TOTAL	£183.49

Approved by Council:

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Colin McEwen (Chair)

Date:

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