

South Marston Parish Council

South Marston Parish Council

Minutes of the meeting held on Tuesday 16th August 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 T Leathart (TL)	
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 122/16	Mrs Featherstone raised that she had not attended the July meeting as she hadn't seen an agenda. Clerk confirmed again that it was posted on the noticeboards. CM confirmed that PC meetings take place the third Tuesday of each month with no summer recess. Mrs Featherstone queried if the PC had accessed the Parish archives to retrieve the minutes from the 2008 relating to discussions about the school use of the recreation ground. Clerk confirmed not yet done but scheduled for this month hopefully. Mrs Featherstone asked if they should be available for the agenda item at this meeting. CM stated that 2008 minutes are not relevant to today's agenda item.		None
Apologies 123/16	Mr K Millard (KM), Mr D Roberts (DR)	None	None
Declarations of interest 124/16	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 although SB highlighted that she has an area of interest in the SUDs item due to her home address, as do many other residents.	None	The Councils declaration of interests as recorded in the June & July 2014 minutes.
To approve and sign the minutes of the Parish Council meeting held on Tuesday 19th July 2016 125/16	Proposed: BT Seconded: TL Agreed: All BT highlighted that since PC meeting we have done research on a replacement bank card for the Clerk.		See South Marston website

	<p>BT summarised the terms of a card being provided by our Unitybank account. SB summarised the methods we would use to keep it secure and ensure appropriate safeguards. Recommend a £500 limit with agreement that the card is only to be used for small purchases. BT proposed, SY seconded. All agreed. BT to arrange.</p> <p>SB discussed BACS method of payment and the benefits of using this system. PC discussion on how it can be managed and the confirmation that it will be used alongside cheque and BACS payments. Clerk noted that she has summarised the process and will send to all Councillors.</p>	<p>BT to apply for card on behalf of PC</p> <p>Clerk to send BACS process summary to all Councillors.</p>	
Review of actions 126/16	Review of actions currently outstanding.	Existing actions updated on the action sheet.	Actions
Review of Parish Council Calendar 127/16	<p>The PC reviewed progress</p> <p>Risk assessment: Clerk to send Risk assessment documents to SY for review.</p> <p>Archives: Clerk to email TL to set date</p> <p>Allotments: Clerk to email BT to set date</p>	<p>Clerk to send details to SY</p> <p>Clerk to email TL</p> <p>Clerk to email BT</p>	Calendar
Clerks Report 128/16	<p>Clerks report discussed</p> <p>Procurement: Clerk to share details with PC</p> <p>Parish boundaries: Clerk summarised progress and that SBC do not appear to have the correct boundary map for the Parish. Clerk to confirm what is held by SBC. PC discussed proposals and agreed with A361 boundary proposal and will agree to half of Supermarine as agreed with Stanton Fitzwarren PC. Clerk to contact Borough to confirm.</p> <p>Bus service: Clerk to contact bus provider about possibility of rerouting 7a through village. Will draft email and send to CM for approval.</p>	<p>Clerk to share details with PC</p> <p>Clerk to contact SBC</p> <p>Clerk to formally confirm PC response</p> <p>Clerk to contact bus service provider</p>	Report
Correspondence Report 129/16	<p>Correspondence report discussed</p> <p>National Flood Forum: Clerk to reply. Clerk to add to agenda for October.</p> <p>Highways & Transport event: Clerk to confirm that one place required.</p> <p>Lorry tailbacks: PC note that CM has forwarded details of the incident to the Officer handling the Energy Centre planning application.</p> <p>Peer Review: Chair is unable to attend and other Councillors too busy. Clerk to decline.</p>	<p>Clerk to thank.</p> <p>Clerk to add to October agenda</p> <p>Clerk to book one place</p> <p>Clerk to decline attendance</p>	Report
Planning applications 130/16	<p>To discuss planning applications:</p> <p>S/RES/16/1233 – ‘The Hub’ Deadline: 17th August (extension)</p> <p>S/16/1225 – ‘The Hub’ Deadline: 17th August (extension)</p> <p>PC discussion about the applications. Number of concerns including cyclist and pedestrian safety along the main route into the Hub due to additional site access from the spine road. BT to summarise points and pass to Clerk for submission. Clerk to submit response.</p>	<p>BT to summarise key points</p> <p>Clerk to submit response</p>	SBC planning website

<p>To discuss Parish Pilots project 131/16</p>	<p>PC discussed progress with the project. CM summarised that SBC had been approached for clarification about the legal responsibilities the PC would be taking on. SBC have responded but the reply is not entirely consistent with the pro forma agreement provided. The PC may choose to exercise our powers appropriately and in conjunction with local residents once the Borough cease their services in 18 months' time instead of taking on a long term commitment to the Borough. Research will continue. Clerk to add Parish Pilots to the September agenda.</p> <p>TL raised that in the Orchard that Hills have seeded the land and laid turf in the fences and its overgrown. BT said that the agreement has details of responsibilities for maintenance. Clerk to locate contract and check.</p>	<p>Clerk to add Parish Pilots to the September agenda.</p> <p>Clerk to locate contract and check.</p>	
<p>To discuss Bus strategy 132/16</p>	<p>PC discussed bus strategy document and PC response. SB highlighted that allowing PCs to manage own bus service without reference to wider provision does not make sense. More effective to allow PCs to work together.</p>	<p>CM to submit response</p>	<p>Report</p>
<p>To discuss school licence 133/16</p>	<p>See Report. As the school is becoming an Academy the process requires the Diocese to formally document the agreement for school use of the Recreation Ground. It was noted that the current unwritten agreement stemmed from before the 1990s and SMRA understood that there was an arrangement whereby, in return, the school would undertake to keep the footpath to the school clear of weeds. However, the arrangement had not been successful and the PC were now undertaking this work.</p> <p>For the new formal arrangement with the Academy, PC discussed a charge for the use of the recreation ground by the school.</p> <p>BT stated that the arrangement has been in place for a long time but that this is a new start. The recreation ground costs the PC to maintain and the school should make a notional payment towards this. SY agreed and summarised the costs and possible ways the school could support this. PC propose £200 + RPI (fixed for 5 years).</p> <p>CM will contact Diocese with proposal Clerk to contact Townsends and ask them to act on our behalf on this matter.</p>	<p>CM will contact Diocese with proposal</p> <p>Clerk to contact Townsends and ask them to act on our behalf on this matter.</p>	<p>Report</p>
<p>To discuss and respond to the Sustainable Drainage Systems SPD 134/16</p>	<p>Deadline 1st September 2016</p> <p>PC discussed and approved. SB to submit</p>	<p>SB to submit</p>	<p>Report</p>
<p>To discuss and respond to the Planning obligations SPD 135/16</p>	<p>Deadline 18th August 2016</p> <p>PC noted the S106 process and the alterations to the planning obligation amounts. Very concerned that provision of community halls is underfunded compared with other amounts. PC discussed and approved the draft submission. SB to submit</p>	<p>SB to submit</p>	<p>GET FROM SB</p>

<p>Reports from Working Groups 136/16</p>	<p>Communications Working Group: SB gave verbal report. Next newsletter is being prepared and looking good. Welcome pack folders are on order. No net cost to the PC overall for the folders, thanks to Richard James funding towards the printing. Will need to send electronic payment for the remaining print costs. Clerk will be invoicing the advertisers but the additional income from this will not arrive in time. Clerk to arrange payment to complete printing.</p> <p>Open Spaces Working Group: BT to bring details of WWT budget remaining for St Julians' woodland to next meeting.</p>	<p>Clerk to arrange electronic payment for welcome pack</p> <p>BT to bring budget details</p>	<p>Report</p>
<p>Reports relating to expansion 137/16</p>	<p>Expansion report: Neighbourhood plan: Hoping to set a date for the meeting with the Examiner but not yet confirmed.</p>		<p>Report</p>
<p>Finance 138/16</p>	<p>To discuss and approve the 1st quarter Finance report: Delayed again due to a small reconciliation error. Clerk confirmed will be resolved and 1st quarter reports available within the next 3 weeks. SB noted that projected Finance Committee Meeting should now be in October to allow consideration of 2nd quarter report in advance of annual budget process. Clerk to email Finance Committee to arrange date.</p> <p>Approved and signed by BT, SY, TL & SB:</p> <ul style="list-style-type: none"> • Finance statement • Payments 	<p>Clerk to email Finance Committee to set date for meeting</p>	<p>Finance statement</p>
<p>Matters brought forward by or with the consent of the Chair 139/16</p>	<p>TL raised that a leaflet has been delivered to his address arranging a meeting for residents to discuss planning issues facing the village in two days' time. PC confirmed that no other members had received a copy. TL stated leaflet says meeting is to get a communal view on issues and whilst he has no issue with this he does not want residents to be misinformed as has happened with the Energy Centre.</p> <p>Mrs Featherstone confirmed that she is organising the meeting, with others, and it is intended to be a drop in session for people to give their details and thoughts and join a forum to deal with these issues. CM expressed concern about the groups aims and Mrs Featherstone stated that the group is an action group. SB highlighted that an action group has a responsibility to be as informed as possible. SB asked Mrs Featherstone whose responsibility is it for getting the information right within the group? Mrs Featherstone feels that individuals that are interested in a topic will be responsible for researching and informing others. SB stated that as the Action Group will identify issues but don't currently have information sources, do they have a plan for finding them? Mrs Featherstone said they will find the information as required, can they approach the PC, the borough, Ward Councillors? Discussion about possible outcomes and concern about information that</p>	<p>None</p>	<p>None</p>

	residents will receive. PC highlighted that not all residents have been informed about the meeting. CM confirmed to Mrs Featherstone that he can give some information if required but is not an expert. SB stated that she hopes that the action group will be sure to manage expectations of its members and help people understand what it is possible to influence under planning regulations.		
In Committee: To discuss application S/13/OUT/155	The PC discussed this item in committee with no members of the public present.	None	None
Meeting closure:	10:20pm		

Actions:

ACTIONS					
PC Meeting & minute no	Area	Action	Progress update	Owner	Deadline
April 2016 64/16	Grants	Clerk to refresh grants application form and add to May Clerks report	Carried due to workload	SB	20/9/16
April 2016 64/16	Calendar	Clerk to add precept income dates need to added to calendar.	Carried due to workload	Clerk	20/9/16
May 2016 71/16	Calendar	Clerk to discuss moving of internal audit with Finance committee and auditor	Carried due to workload	Clerk	20/9/16
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	Previous action superseded now. Clerk to contact White Horse Contractors to see if they have a record of the work. Not yet done	Clerk	20/9/16
June 2016 93/16	Allotment signage	BT to produce new allotment signs	Carried due to workload	BT	20/9/16
June 2016 93/16	VAT Claim	Clerk to finalise and circulate VAT claim to SB & BT for confirmation.	In progress.	Clerk	20/9/16
June 2016 94/16	Flooding	Clerk to chase Vicki Yull re April Clerks Forum action to send out emergency plans.	Chased. Template documents circulated but not what asked for. Clerk chasing	Clerk	20/9/16
June 2016 99/16	Clerk probation	CM to circulate notes from probation meeting.	Carried due to workload	CM	20/9/16
June 2016 101/16	Open Spaces	BT to draft Open Spaces policy as soon as possible.	Carried due to workload	BT	20/9/16
June 2016 103/16	Oak Tree Corner	SB to raise with SMRA	Complete. Not alternative suggested as yet.	SB	Completed
June 2016 103/16	NHS England	CM to chase up our NHS England contact	No longer needed.	CM	Completed
July 2016 109/16	Minutes	Clerk to amend minutes	Done	Clerk	Completed
July 2016 111/16	Risk assessment	Clerk to email SMRA to confirm and ask for a copy of the inspection once done.	Not yet done	Clerk	20/9/16
July 2016 112/16	Alto Card	Clerk will raise Alto card alternative with Clerks Forum	Done	Clerk	Completed
July 2016 112/16	Clerk holiday	Clerk to add BT name to out of office and divert office number to parish mobile.	Done	Clerk	Completed
July 2016 113/16	Old Vicarage Lane Closure	TL to write HGV article. Clerk to include in newsletter.	Done	TL Clerk	Completed
July 2016 113/16	Old Vicarage Lane Closure	Clerk to write to Mr Wildern	Done	Clerk	Completed
July 2016 113/16	Old Vicarage Lane Closure	Clerk to contact pub.	Done	Clerk	Completed
July 2016 113/16	Footpath proposals	Clerk to reply to Network Rail	Done	Clerk	Completed

July 2016 114/16	S/OUT/16/0021– 'Redlands'	Clerk to submit response	Done	Clerk	Completed
July 2016 114/16	S/16/1130 – 'Greenfields'	Clerk to submit response	Done	Clerk	Completed
July 2016 114/16	S/16/0979 – 'Unit A1 & A2'	Clerk to submit response	Done	Clerk	Completed
July 2016 114/16	S/ADV/16/0980 – 'Unit A1 & A2'	Clerk to submit response	Done	Clerk	Completed
July 2016 114/16	S/16/1036 – 'Unit 10B, Viscount Way	Clerk to submit response	Done	Clerk	Completed
July 2016 114/16	S/16/1055 – 'Energy Centre'	Clerk to submit response once received from SY	Done	Clerk	Completed
July 2016 115/16	Parish Pilots	Clerk to add Parish Pilots to August agenda.	Done	Clerk	Completed
July 2016 116/16	Parish boundaries	CM to respond	Done	CM	Completed
July 2016 118/16	Expansion: School	CM to contact School governors to update.	Done	CM	Completed
July 2016 120/16	Keypoint Hedge trimming	Clerk to contact L&G to arrange	Not yet done. Obligation under planning conditions.	Clerk	20/9/16

New actions added at this meeting:

Aug 2016 125/16	Replacement for ALTO card	BT to arrange		Clerk	20/9/16
Aug 2016 125/16	BACS	Clerk to send BACS process summary to all Councillors.		Clerk	1/9/16
Aug 2016 127/16	Risk assessment	Clerk to send Risk assessment documents to SY for review.		Clerk	20/9/16
Aug 2016 127/16	Archiving	Clerk to email TL to set date		Clerk	20/9/16
Aug 2016 127/16	Allotments	Clerk to email BT to set date		Clerk	20/9/16
Aug 2016 128/16	Procurement	Clerk to share details with PC		Clerk	20/9/16
Aug 2016 128/16	Parish boundaries	Clerk to confirm what is held by SBC.		Clerk	20/9/16
Aug 2016 128/16	Parish boundaries	Clerk to contact Borough to confirm.		Clerk	20/9/16
Aug 2016 128/16	Bus services	Clerk to contact bus provider about possibility of rerouting 7a through village. Will draft email and send to CM for approval.		Clerk	20/9/16
Aug 2016 129/16	National Flood Forum	Clerk to reply and thank.		Clerk	20/9/16
Aug 2016 129/16	National Flood Forum	Clerk to add to agenda for October.		Clerk	20/9/16
Aug 2016 129/16	Highways and Transport event	Clerk to confirm that one place required.		Clerk	20/9/16
Aug 2016 129/16	Peer review	Clerk to decline attendance		Clerk	20/9/16
Aug 2016 130/16	S/16/1225 and S/RES/16/1233 – 'The Hub'	BT to summarise key points		BT	17/8/16

Aug 2016 130/16	S/16/1225 and S/RES/16/1233 – 'The Hub'	Clerk to submit response		Clerk	17/8/16
Aug 2016 131/16	Parish pilots	Clerk to add Parish Pilots to the September agenda.		Clerk	20/9/16
Aug 2016 131/16	The Orchard	Clerk to locate contract and check.		Clerk	20/9/16
Aug 2016 132/16	Bus strategy	CM to submit response		CM	17/8/16
Aug 2016 133/16	School licence	CM will contact Diocese with proposal		CM	1/9/16
Aug 2016 133/16	School licence	Clerk to contact Townsends and ask them to act on our behalf on this matter.		Clerk	1/9/16
Aug 2016 134/16	Sustainable Drainage Systems SPD	SB to submit response		SB	1/9/16
Aug 2016 135/16	Planning obligations SPD	SB to submit response		SB	18/8/16
Aug 2016 136/16	Welcome pack	Clerk to arrange electronic payment for welcome pack		Clerk	20/9/16
Aug 2016 137/16	St Julian's budget	BT to bring budget details		BT	20/9/16
Aug 2016 138/16	Finance meeting	Clerk to email Finance Committee to set date for meeting		Clerk	20/9/16

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Calendar actions:

JULY		
Job	Actions	Progress:
Finance – budget:	Clerk to host public viewings of accounts	Complete
Finance – budget:	Produce 1 st quarter budget report and financial statement	Complete
Finance – meetings:	Hold quarterly meeting of Finance Working Group to review quarter reports	Delayed. To be done shortly.
Risk management:	Contact SMRA to remind about risk assessment and asset register reports for August.	Carried
Risk management:	Clerk to remind PC of risk assessment and asset register work required for August meeting.	Complete
Meeting requirements:		
Misc agenda items:		
Finance agenda items:	Review and approve 1 st quarter budget report and financial statement	
AUGUST		
Job	Actions	Progress:
Risk Management:	Review Risk Assessment and Management documentation	Carried
Risk Management:	Conduct asset inspection. SMRA to arrange safety inspection	Carried
Archive:	Review archive status	To be done end of August. Clerk to email TL to set date
Allotments:	Inspect allotments and notify holders of results/requirements	Will be moved to October. Clerk to email BT to set date
Meeting requirements:		
Misc agenda items:	Review and action any issues from the Risk Assessment and Management documentation Review archive status and approve removal of obsolete documents	
Finance agenda items:		
SEPTEMBER		
Job	Actions	Progress:
Finance – assets:	Update asset register	
Clerk:	Clerk annual appraisal	
Meeting requirements:		
Misc agenda items:	Review and approve the Risk Assessment and Management documentation	
Finance agenda items:	Review summary of changes to asset register	

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Clerks Report

Report details	
Report Date:	11 th August 2016
Inclusion in Parish Council meeting:	August 2016
Agenda item number:	7
Public or confidential:	Public

Overview

Following a short holiday, August has been focussed on catching up as well as dealing with general administration. I'm preparing for the next edition of the newsletter, reorganising some administrative processes as well as familiarising myself with the large number of proposals and SPD's coming out of SBC at the moment.

Area	Summary
Workload management	Workload has been more manageable this month as changes I have made to my own admin processes have been having an effect. Email volume continues to remain high but prioritisation is improving. I still have to ensure email is accessed at least 1-2 days to remain on top of it however.
Clerks Forum	<p>I attended the Clerks forum on 20th July at Haydon Wick PC. Few key things to note:</p> <ul style="list-style-type: none"> • Fly tipping: SBC are working to identify hot spots for tipping and can deploy CCTV systems to help monitor them. Clerk has details if needed. • Planning process: There have been issues with permission being granted on revised plans and the revised plans not being shared with PC's. Planning Team will flag and attempt to ensure it doesn't happen again. • Parish boundaries: There was discussion about the Parish boundaries (see subsequent update below). Consultation will run until end of September. Point to note: An existing Parish boundary cannot be changed without that PC's permission. • Libraries: The consultation will run August to September. PC are welcome to approach SBC about setting up with own library service with support (non-financial) from SBC • Contracts: Discussion about the new procurement policy from NALC. It has been interpreted a number of ways by PC's. Clerk will share with Finance Committee to review.
New Clerks Training	<p>I will be attending New Clerks training with WALC in October. No progress has been made with the ICLA qualification due to workload but have cleared some space in my diary in September to begin work on it.</p> <p>My personal training for my degree is almost complete. Currently finishing module on Marketing and Finance which has been extremely helpful and can be applied to some of the PC's work. Once module is complete, I can make some recommendations for improvements if the PC would like.</p>
Community Governance Review: Parish Boundary	<p>Communication has taken place between SBC and the Clerk clarifying the Councils comments on the proposed boundary changes. These comments, along with those of other PC's were presented in a report to the Borough Council on 9th August. Details of the report can be seen here. Two key points should be noted (3.41.2 and 3.41.3 of the Borough draft Report)</p> <ul style="list-style-type: none"> • Its recommended that the boundary between Stanton Fitzwarren and South Marston be adjusted to follow the A361 main road rather than its historical route • South Marston Parish Council and Highworth Town Council both agree that the entire area currently occupied by Supermarine Football Club should fall in one parish but both parishes have made submissions that the area be assigned to them Take half, Highworth <p>Council to review Borough recommendations and confirm response</p>
66 Bus Swindon-Oxford	<p>This service has recently been rerouted to allow some buses to go via Watchfield, allowing residents to access Swindon Town Centre and points along the route. CM has approached Stagecoach about this option for SM previously but without success. Council to confirm if they wish to pursue this option again and who can lead.</p>

Actions or queries for consideration by Parish Council at PC Meeting
Parish boundary: Council to review Borough recommendations and confirm response
Bus service: Council to confirm if they wish to pursue this option again and who can lead.

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Correspondence Report

Report details	
Report Date:	12 th August 2016
Inclusion in Parish Council meeting:	August 2016
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	Jean Timmins	3 rd August 2016	Flooding	Invitation to engage with NFF

Image/Text	<p>It was good to talk to you last week, as discussed we have been asked by Swindon Borough Council to contact Local Parishes in the area to ask if they would be interested in any support around flooding. Please find attached some information on the National Flood Forum, and the services we offer. If you would like to discuss any ways in which we may be able to help, please feel free to contact me at any time.</p> <p>If you have specifically asked for support in our conversation, we will be in touch in the next few weeks to develop this.</p> <p>Kind Regards Jean Timmins Administrative Assistant</p> <p>National Flood Forum <Clerks note: Reply has been sent thanking for the information and confirming we will be in touch. Councillors can see the attachments received here></p>			
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Item number	From	Date	Reference	Contents summary
2	Caroline Rhodes	9 th August 2016	Highways	Invitation to attend Highways and Transport Event

Image/Text	<p>Dear Councillors</p> <p>Highways and Transport Event, Tuesday September 20th 6-8pm, Steam Museum</p> <p>Jason Humm (Head of Highways and Transport Delivery Services, Swindon Borough Council) would like to invite all Borough Councillors and Parish Councillors to an evening with the Highways and Transport team to hear more about the services and to look at current and future projects.</p> <p>This evening will give you up to date information from the Highways and Transport department and will provide a 'market place' session after the presentations for you to speak directly to staff about any current issues.</p> <p>The market place will have a range of stands covering the following subjects: Street lighting Public Rights of Way Highway projects inc J16 Highway operations and winter NEV (New Eastern Villages) and Greenbridge FSL-Town Centre Masterplan Passenger Transport SBC-Planning/Details on Schemes</p> <p>A diary invitation will follow.</p> <p>Please confirm your attendance by September 13th.</p> <p>Regards Caroline Rhodes</p>			
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	Leadership Support Team Leader Swindon Borough Council			
Item number	From	Date	Reference	Contents summary
3	Local resident	11 th August 2016	Keypoint	Resident informing about lorry tailbacks at entrance to village
Image/text	<p>Driving into the village from the Gablecross roundabout at around 4pm I met a tailback of lorries from the Keypoint estate that prevented my reaching the mini roundabout that gives access to both Keypoint and the village.</p> <p>I was only able to drive into the village when lorries left the queue either by going round the mini roundabout and heading back to the Gablecross roundabout or overtaking the tailback of lorries on the road into Keypoint by driving in the wrong lane.</p> <p>Such tailbacks are not rare.</p>			
Item number	From	Date	Reference	Contents summary
4	Kirsty Cole, SBC	22 nd July 2016	Peer Review	Invitation to take part in Swindon Borough Council Peer Review
Image/Text	<p>Hi All</p> <p>The Borough Council is having a corporate peer review in September whereby a number of elected members and senior executives from other councils come to review the working arrangements of the Borough Council and offer advice around potential future improvements areas.</p> <p>As part of this, the review team has asked to meet a small number (3 or 4) of parish clerks and / or parish councillors.</p> <p>If any of you or your Chairs are interested in being involved on either Wednesday 14th or Thursday 15th September, could you please let Stephanie Linstead from our policy team know. Her contact details are below.</p> <p>Regards Kirsty Cole</p>			
Item number	From	Date	Reference	Contents summary

General correspondence received:

Title	Produced by	Key points to note
Crowdfunding appeal	Wiltshire & Berks Canal Trust	Appeal for donations to funds to help complete the Studley Grange project.
Thanks	Local resident	Just wanted to say what an absolutely fantastic afternoon the kids had today. Thoroughly enjoyed it from start to finish and for everything to be free too was just marvellous!! Please can I have the name of the person whom I can say I massive thank you too for the wonderful gift of the Gazebo. I for one will make good use of St Julians wood from now on!! Well done to all the parish council and volunteers for making it happen. Can't get over how amazing it was and truly was a great turn out. Was like a little village festival. Perfect
Thanks	Wiltshire Wildlife Trust	<p>Hope you are feeling refreshed from yesterday's festivities.</p> <p>What a day!</p> <p>A big thank you goes to you, Alison, Sylvia, Chris and everyone else involved in St Julien's Wood for making the event such a great success. Thanks also go beyond the event, for the sterling work you have done over the years, mobilising the Troops, raising awareness of the Reserve and spreading your wonderful stardust, helping people feel good about themselves and what they can achieve.</p>

		<p>We could not achieve this level of engagement and progress with a reserve without passionate and committed people like yourself.</p> <p>Thanks again Barry and it has been a real pleasure.</p> <p>Best wishes</p> <p>Emma x</p>
Local business owner	Old Vicarage Lane closure	Issues with poor signage at Pound Corner – signs implying road is closed and placed in unsafe location. Business owner has moved but has been given contact details for Carillion to speak to them direct.

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 – 21.7.16	SBC	None
Members Bulletin – 28.7.16		None
Members Bulletin – 4.8.16		None
Members Bulletin – 11.8.16		None
On the Button - July 2016	Wilts and Berks Canal Trust	Details of the Trusts position on the NEV SUDs SPD and recommendations for others to respond
Community First – August 2016	Community First	Relaunch of Village Hall website

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Bus strategy:

Report details	
Report Date:	10.08.2016
Report written by:	Colin McEwen
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	August 2016
Agenda item number:	11
Public or confidential:	Public

Overview	
Item	Summary
Local Bus Strategy	<p>SBC are reviewing their bus strategy as part of the reduction in services as they prepare for an increased adult care cost.</p> <p>The strategy moves from weekend and evening “social” provision to providing buses to get to and from work.</p> <p>It will be delivered principally by commercial operators on a commercial basis.</p> <p>It is based on 3 urban hubs, one of which is the hospital, which will have frequent services into the town centre: Highworth will retain a frequent daytime service.</p> <p>It includes the following policy: <i>“The Council will work and co-ordinate with commercial bus operators and parish/town councils where there is perceived demand to produce cost effective solutions for socially necessary elements of bus services in non-commercial urban areas and rural areas. Where these are justified they will be subject to tender if appropriate and vehicle size will vary to meet the individual needs of each area.”</i></p> <p>This would seem to support our suggestion that some number 7 buses from Highworth could be diverted through the village.</p> <p>Also: <i>“Rural bus services will be replaced by a BusLink/Linkabus service initially funded by the Council before transferring the funding responsibility to a town/parish council. Rural bus services will be revised to meet this requirement and the focus will be on maintaining a link with Swindon in order for passengers to travel to work, for their education or visit the hospital”.</i></p> <p>Suggested comments:</p> <ul style="list-style-type: none"> • General agreement given the financial constraints. • No reference to transporting students to secondary or tertiary educational establishments
Actions or queries for consideration by Parish Council at PC Meeting	
PC to agree comments for response	

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School licence report:

Report details	
Report Date:	22.07.16
Report written by:	Colin McEwen
Working Group meeting date:	
Inclusion in Parish Council meeting:	August 2016
Agenda item number:	12
Public or confidential:	Public

Overview	
Report on school licence	
Item	Summary
	<p>The school is looking to become an Academy in October. I have been contacted by Colin Kay of the Diocese of Bristol Academies Trust, who will be replacing the LEA as from that date and who wants to have a legally drafted Licence in place for the school's use of the playing field by then. I have forwarded to him the note confirming the existing arrangement and the initial draft licence, which you have seen.</p> <p>As you know, this draft licence was originally part of a suite of documents associated with the anticipated expansion of the school, but recent shenanigans by the Borough have put this on hold for the time being. DBAT need to put a formal licence in place confirming the existing arrangement prior to the conversion of the existing school and will pay for solicitor's fees out of the conversion grant.</p> <p>The initial draft assumed a that contribution towards the maintenance costs of the field would be paid by the expanded school. Colin Kay has come back to me with the following:</p> <p><i>Colin</i> <i>Many thanks for all your input on this.</i> <i>I have now studied the proposed draft agreement. I do think that this can form the basis of a licence. However I would question the proposal to charge the school for its use of the recreation ground. I think this would be absolutely reasonable if the school were to expand to 1.5 forms of entry. As this proposal has been dropped I wonder whether the Parish Council might reconsider this. Currently the school does not make a contribution based on the note of 2008. As the school will not have an increased budget without the expansion to afford such a contribution it would have to cut spending on something else. I am sure you will appreciate the financial pressures on a school of South Marston's size especially when schools are facing a real terms cut in their budget allocation anyway. I would be most grateful if the Parish Council would give this consideration at their earliest convenience so we know how to proceed.</i></p> <p><i>Regards,</i> <i>Colin Kay</i> <i>New Schools Consultant</i> <i>Diocese of Bristol Academies Trust</i></p> <p>I have responded to him saying that I would put this to the PC for a decision.</p> <p>Whilst the school have been using the field since at least the 1980s, when our children were there, Colin Kay's understanding that no contribution from the school was anticipated is incorrect. SMRA are clear that there was an informal arrangement that the school would contribute towards the maintenance effort, most recently by arranging for the edge of the path between the Thornhill Road and the school to be strimmed. In practice this frequently didn't get done and the work is now included in the PC's general maintenance contract.</p> <p>If we did decide to impose a charge then we would have to decide how much and there is no base figure for the maintenance cost as the mowing is done by volunteers. The use by the school does not increase the cost of maintaining the field. The only precedent that I know of is Shrivensham, where a rather larger school agreed to pay £400 pa in 2006 for a similar use of their recreation field, which I believe is cut by contractors.</p>

	<p>We have also heard from DBATs solicitors saying that regulations require that an Academy must take over a school on the same terms as run by the LEA</p> <p>We have the option of not charging, charging a nominal sum or seeking to agree a fuller sum.</p> <p>The same resident who has raised the issue of the use of the field by the school has written at length to SMRA raising the issue. I have informed the SMRA Chair that it is being dealt with by the PC.</p>
Actions or queries for consideration by Parish Council at PC Meeting	
To decide whether to charge the school for the use of the recreation field and if so how much should be sought	
To instruct Townsends as our solicitors	

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SUDs SPD draft response:

Draft SPD can be seen in full [here](#)

Draft response prepared by Sylvia Brown, August 2016

South Marston Parish Council is pleased to contribute further to the development of the NEV SuDS Strategy through this draft SPD consultation. We remain disappointed that SBC Flood Authority personnel did not, as requested following the Local Plan enquiry in 2014 and following the initial consultation on this SUDs strategy in January 2016, engage with us to improve their understanding of surface water flow across the South Marston parish area.

1. Timing of SuDS proposals

We are pleased to see that timing of SUDs design as stated in the table on page 38 includes the timing of outline design of SUDs methods and maintenance approach. However, such a SuDS design document needs to take account of road and ROW networks within any planning application in a way that maximises opportunities for roadside channels and culverts to divert or disperse surface water into swales or basins. The complete highways network may not be available at outline application stage. It may therefore be appropriate for the draft SPD to state that, in such cases, the detailed SuDS design must be a reserved matter on grant of outline permission or submitted at masterplanning stage. It is important that such detailed SuDS proposals should be fully consulted upon and agreed prior to formal submission of any detailed planning application.

2. We object to the South Marston summary statement on page 19:

‘The village of South Marston was affected by flooding in July 2007 and the EA surface water flood maps illustrate that there are a number of surface water flow routes through the proposed development site. Retaining existing drainage features through the proposed green corridors leading to South Marston Brook and the application of SuDS such as swales and attenuation basins, will maintain and control the flow routes through the development to ensure the flood risk is not increased elsewhere (p19)’.

This second sentence is incorrect and, through lack of understanding of water flow across the area, is actually in conflict with later statements in Section 3 of the strategy.

We believe that some of the existing flow routes will no longer be appropriate since they cut through the individual development parcels and will simply increase the overall risk to new and existing properties en route. It would make more sense to develop SuDS measures that fully utilise the retained green infrastructure within the development and roadside attenuation alongside new road or cycleway construction. Such a strategy could be used to divert, store or disperse surface water flow to where it enhances the value of green infrastructure and carries less flood risk to properties.

Our proposal is consistent with generic statements in Section 3: ‘Developers must demonstrate that their proposals maximise the opportunities for improving drainage in the area and reduce the risk of flooding to neighbouring communities where practicable. This requirement is particularly pertinent to any proposed development areas and their associated infrastructure where there are existing watercourses or flow routes flowing through them which provide a drainage function to neighbouring land and sufficient corridors must be provided to maintain, control and enhance existing flood flow routes to reduce the risk of flooding to existing residential areas. Opportunities must be thoroughly investigated and unless proved impracticable they must be incorporated into the relevant outline planning application(s) for the NEV (p23)’.

Relevant South Marston areas adjoining NEV development which lie in the path of existing surface water routes include Thornhill Industrial Estate, Ash Gardens, Manor Farm and Farmyard, Southview Cottages, Red House, Manor Cottages and South Marston Farm.

3. Public rights of way

'Public rights of way and cycle routes should be drained over the edge wherever feasible, without collecting flows. Over the edge drainage is preferred, although special consideration should be given at low points, or flat areas to ensure highway flooding does not occur (table page 26)'

We propose the addition here of the relevance of culverts. Within South Marston NEV development, new cycleways are planned which run both west/east and north/south. Over the edge measures are relevant for the first, but adequate culverting will be required for the second. This reinforces the need to ensure there are clearly defined routes for surface water flow west/east to maximise the utility of any culverts.

4. Underpasses

'The drainage of any underpasses must be designed to prevent flooding in all rainfall events up to a 1 in 100 plus climate change event (page 27)'

As noted in our original response, the definition of underpasses should make specific mention of including highway tunnels under the railway, in particular for critical-use highways, but also for Rights of Way. Within the NEV, critical-use highways are the improved railway tunnel at Carpenters Arms exit onto the A420, and the new road tunnel access to Rowborough which is likely to be in an area currently prone to flooding. In terms of footpaths and cycleways, this will apply to the potential use of existing tunnels under the railway that might be utilised for a Right of Way from Rowborough to the A420.

5. SuDS scheme consultees should include parish councils

The process diagram on page 38 rightly includes those whose responsibility includes regulation, but the 'key consultees' column includes those who may take on responsibility for maintenance etc. We would argue that parish councils should be considered appropriate consultees for SuDS proposals in any case, but particularly as they may be the adopters of green space and community facilities which incorporate essential parts of the SUDs proposals. It is quite evident that, in the particular case of the NEV, the 'Lead Local Flood Authority' has not adequately engaged with the parish council on identifying flood risk despite requested requests since 2014, and this may be why both the initial draft of this SPD and this revision are less than accurate in relation to South Marston.

6. Potential funding options:

Paragraph 4.2.1. states that service management companies could take on maintenance arrangements as follows:

- a) 'Through service charge...
- b) Through model agreement and commuted sums paid by the developer to the Maintenance Company.
- c) Through Charitable Trusts or Not-for-profit companies which could also serve as Maintenance Companies.
- d) By working with SBC, parish councils and Thames Water to set up a 'NEV Green Infrastructure Management Company'.
- e) In partnership with SBC and/or parish councils
- f) Securing bonds to adopt and manage infrastructure'.

We feel this is format is confusing, mixing responsible body and sources of funding for maintenance, without clarifying when and when not the developer should be responsible for providing commuted sums for maintenance. The text that follows the list does not help with this. For instance, can a 'NEV Green Infrastructure Management Company' benefit from commuted sum payments in the same way as a designated 'Maintenance Company'.

7. Village specific appendices

Great Stall East identifies drainage routes crossing or bounding the A420, but the subsequent text only talks about the visibility of SuDs measures from the A420, not managing the risk of flooding on the A420 itself apart from that part of the road that lies within the Flood Zone. It should specifically mention the need for keeping the A420 clear of flooding along the full boundary with Great Stall East.

South Marston: Despite concerns expressed previously to the Flood Authority, the text still does not identify the extent of surface water flow from west to east across the proposed development area north of the A420. The text now makes reference to the Environment Agency surface water flood map, but fails to follow through with the implications of this.

As identified in our response at point 2 above, the following statement is incorrect: 'These are mainly through the proposed green corridors between the proposed development parcels and by retaining the existing watercourses and swales in this area as well as introducing new SuDS such as swales and attenuation basins, will maintain and control the flow routes safely through the development to ensure flood risk is not increased elsewhere'. This is because at least two key drainage paths from Thornhill Road to Old Vicarage Lane are missing from the map on page 81. This is of particular importance since these will be affected by housing parcels and road construction. Perhaps the responsible officers will finally engage with the parish council to ensure an appropriate village specific appendix can be prepared?

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Open Spaces:

Report details	
Report Date:	10.08.2016
Report written by:	Barry Thunder
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	August 2016
Agenda item number:	15
Public or confidential:	Public

Overview	
Planning and running the Gazebo opening event has been the main focus in July /August	
Item	Summary
Oak Tree Corner	Work on weed control required now that flowers are dying back.
St Julians Community Woodland	<p>The opening of the Gazebo and the gateway into The Orchard attracted some 200 residents and guests into St Julians Woodland. Directors and staff from WWT worked closely with village volunteers to put on a celebration of outdoor activities provided free to all who attended. The Hills Group Director Nick King and Borough Councillors attended along with the Swindon Advertiser. Everyone enjoyed the day. PC costs were under budget with WWT funding the BBQ. A new 2m sq. steel tool store is due for delivery on 19th August for volunteer tool storage including our new strimmer.</p> <p>The land beyond The Orchard. The landscaping completed and the land should be handed over to the PC shortly together with funding for maintenance of £5000. The Kissing Gate is installed. We need to plan how to use the land and what additional planting to put in. Suggestions welcomed from the PC!</p>
Allotments.	Work on weed control required. The allotment waiting list is empty and we need to advertise vacant plots in September.
Bodleian Book Store	Progress on a meeting has stalled. Some new planting has been observed at the front of the bund and to the left of the main gateway.
Sevor Solar Farm	Eneco have an event for 40 people on the 25 th August.
Oxleaze Woods	In consultation with Jonathan Wilshaw from the Community Forest team we have identified considerable Ash dieback in the wood. This will be reported and no other action is advised at this time. Chris Brooks working on next tasks for volunteer group (probably winter).
Parish Policy for Open Spaces	No progress on this to date. I will work on the details on this and the transfer of SBC grass cutting and the other tasks that SBC are looking to transfer to the Parish, in late September.
Volunteers	A good number of new volunteers came forward at the St Julians event. Tony Leathart now runs the defibrillato Guardian team with four volunteers who are conducting daily checks on both units.
Footpaths Liaison with SBC	No new activity to report.
Actions or queries for consideration by Parish Council at PC Meeting	
Requirements for the new land beyond The Orchard. Planting and grass cutting ideas required. Set budget cost.	
Official thank you letters required for WWT and others from the opening event on the 7 th August.	

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Expansion report:

Report details	
Report Date:	10.8
Report written by:	Colin McEwen and Sylvia Brown
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	August 2016
Agenda item number:	16
Public or confidential:	Public

Overview	
The NP examination is finally being arranged. Negotiations between HHT, SBC and ourselves are reaching the end game.	
Item	Summary
HHT Application	Sylvia Brown, Tony Leathart, Barry Thunder and I attended a meeting at SBC with HHT representatives. It was a difficult meeting, particularly in relation to the internal road structure and 2 schools' issues. Here is the Options Paper in relation to the school/s as sent to the developers. It was based on information received from the SBC Education Department plus additional information, in particular the Department for Education presumption against small new schools. A full version, to include confidential financial information and as sent to the Borough has been circulated to Cllrs. Negotiations continue.
Neighbourhood Plan	The Neighbourhood Plan Examiner has been started into action and requires an 'informal hearing' in September to which selected respondents to the statutory consultation process will be invited. This includes HHT representatives. We are endeavouring to find a mutually convenient date.
New Eastern Villages Infrastructure SPD	SB, BT and I have attended 2 meetings with members of the NEV team and have previously contributed papers detailing our concerns. In particular we have pressed for adoption of the ROW network in the NP, for the foot/cycle bridge over the railway and a more direct access on foot/cycle from Rowborough. Note that, despite confirmation that SBC were re-evaluating the cost, the sum allowed for 'village halls' in each village not been increased in this draft SPD.
New Eastern Villages SuDS Strategy SPD	A draft response is included as an agenda paper for this meeting.
Actions or queries for consideration by Parish Council at PC Meeting	
1. Maintain contact with the NEV team re S106 and SuDs strategy prior to these reaching planning committee approval stage.	
2. Continue to liaise with the NEV team and HHT, where possible in line with the SMPC response to the HHT planning application.	
3. Prepare information in line with examiner request in advance of the NP examination.	

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SMRA report:

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Finance statement and payments for approval and signature

Prepared for August 2016 Parish Council meeting on 16th August 2016

Bank Account Statements Received

Julian Hodge Bank at 16 th August 2016	Unconfirmed – delay in receiving statement
Unity Trust Bank at 8 th August 2016	£15,330.83
Total:	£15,330.83

ALTO Card: Claire Penny

Purchase	VAT	Amount
Vonage phone bill	£2.77	£16.60
Totals:	£2.77	£16.60
Current card balance:		£42.77
Top-up required? Amount?	No	No

Expenditure: Cheques for Approval and Signature

Cheque Number	Our Ref	Payment	VAT	Amount
300337	00047	Glasdon (Dog bin) (Voided cheque)	£0.00	£0.00
300338	00048	Barry Thunder – St Julians Woodland event expenses	£11.79	449.15
300339	00049	Sylvia Brown - St Julians Woodland event expenses	£8.79	£52.74
BACS	00050	SJS Electrical – Defibrillator installation	£63.00	£378.00
BACS	00051	Greenshave Services – Kissing Gate installation	£70.00	£420.00
BACS	00052	Greenshave Services – Solar Farm grass cutting	£12.00	£72.00
300340	00053	Greenshave Services – St Julians grass cutting	£24.00	£144.00
300341	00054	Glasdon (Dog bin) (<i>Previous payment 00047 cancelled</i>)	£17.30	£103.82
300342	00055	Claire Penny – Salary	£0.00	£1278.64
		TOTAL	£206.88	£2898.35

Income: Invoices Raised to

Invoice	To	Amount
INV_AUG_DEFIB	F&E Harris Trust – Defibrillator installation (less VAT)	£315.00
ADV_FULL_BARNES	Barnes Coaches - Advertisement in Community News	£135.00
ADV_FULL_DROVE	Drove Vets - Advertisement in Community News	£100.00
ADV_HALF_DANDELION	Dandelion Financial - Advertisement in Community News	£75.00
ADV_QTR_KFR	Kennet Furniture Refurbiz - Advertisement in Community News	£50.00
	TOTAL	£675.00

Income: Other

Remittance	From	Amount
CHQ	F&E Harris Trust (Defibrillator installation)	£315.00
BACS	INV_JUL_OX1 – SBC for Oxleaze Wood	£225.00
BACS	INV_JUL_OX2 – SBC for Oxleaze Wood	£65.00
CHQ	Allotment tenant - ALT_PlotN3	£26.50
	TOTAL	£631.50

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