

South Marston Parish Council

South Marston Parish Council

Minutes of the meeting held on Tuesday 15th November 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:	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, ROW – Rights of Way

Minutes:

Agenda item & minute number	Summary	Action	Supporting information
Open 10 minutes 175/16	<p>Mrs Featherstone stated that she had sent an email to CM and SB re “Telling Tales”. Clerk confirmed she had not received a copy so it had been considered personal correspondence by SB & CM.</p> <p>Mrs Featherstone asked that if there were any risks for the delay in the NP from the examiner. CM explained that neighbourhood plans would normally be in place before any applications are made. However, the NP has already been influential with HHT particularly because of the long-standing dialogue and negotiation between SBC, SMPC and the developers. It would be good to have the NP in place as it gives more solidity to issues such as heritage, broadband and sewage facilities. Also, if the Inspector has any policies he would like to change the sooner we know the better.</p> <p>SB stated that she believes that the importance of getting the NP adopted as soon as possible as it will influence the many reserved matters (lighting, design, landscaping) associated with any grant of outline permission, and plans for these would be coming forward later in 2017.. Our policies are stronger than those in the local plan so an approved NP gives these policies strength.</p> <p>Mrs Featherstone queried how long till we would expect to receive these reserved matter applications. SB stated it would be at least 6 months to a year. We are still on track to complete</p>		None

	the NP before HHT completes all aspects of their outline and detailed applications. CM stated there is an additional issue with SBC preparing their own Supplementary Planning Documents at the moment and we are actively pursuing the NP's arrival.		
Apologies 176/16	DR. Apologies accepted by the PC.	None	None
Declarations of interest 177/16	Members are reminded that any conflict of interest should be declared at the start of the meeting or item or, if not previously foreseeable, during any discussion of the matter concerned. None reported	None	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 18th October 2016 178/16	Proposed: SY Seconded: BT Agreed: All	None	See South Marston website
Review of actions 179/16	Review of actions currently outstanding. Bus services: Clerk has contacted Ward Councillors for assistance. Will update when response received. St Julians: No longer needed. BT & SB meeting with WWT. Street furniture review: Not yet done. Clerk to contact community groups to ask for assistance. Grass cutting contract: For discussion at this meeting Keypoint footpath (Name corrected from The Bund): Clerk discussing options with SBC Police thank you: No longer needed as existing contacts will remain with our area.	Existing actions updated on the action sheet.	Actions
Review of Parish Council Calendar 180/16	The PC reviewed progress Finance Working Group: Clerk to set date for meeting for 2 nd week of December	Clerk to add reminder on Finance WG to November calendar Clerk to arrange meeting	Calendar
Clerks Report 181/16	Clerks report discussed The Orchard: Clerk to get update on Orchard cash transfer from the solicitor and include bank details for transfer. Clerk spending authority: Discussed and approved. See Finance agenda item. Rolton Kilbride: SB volunteered. Clerk to reply and confirm SB acceptance	Clerk to contact solicitor Clerk to confirm SB attendance.	Report
Correspondence Report 182/16	Correspondence report discussed Junction 15 event: Clerk to confirm BT & TL to attend	Clerk to confirm BT & TL attendance	Report
Planning applications 183/16	To discuss planning applications : S/HOU/16/1820– '3 Fuller Gardens' Deadline date: 16th November 2016 (extension agreed) PC discussed the application. No objections but conversion must not be sold separately from the existing dwelling.	Clerk to respond	SBC planning website

	<p>S/16/1760 – ‘South Marston Service Station’ Deadline date: 4th November 2016 (extension agreed)</p> <p>PC discussed the application. PC concerns that the junction is already unsafe and will be made worse by additional pumps and customers. Improvements must be made to ensure smooth flow of traffic and avoid accidents. Recommend right hand turns into the site be prevented in both directions by means of a barrier rather than just shadow markings.</p>	Clerk to respond	
<p>To discuss proposed removal of village phone box 184/16</p>	<p>PC discussion on the lack of use and poor condition of the phone box. Clerk confirmed that have received two emails proposing we replace with a red box. However, prices for these start at around £2000 and would not be an active phone line. PC confirmed too expensive to replace and unsure of the possible uses for the existing phone box. PC confirmed they have no objection to removal but Clerk to delay reply until 23rd to allow time for residents to reply as per newsletter appeal.</p>	Clerk to reply on 23 rd	
<p>Reports from Working Groups 185/16</p>	<p>Communications Working Group: Noted Open Spaces Working Group: Noted Bodleian Book store: No progress with meeting. Clerk to chase. Open Spaces Policy: BT to send information so CM can begin drafting a rough document. ROW: Footpath 5 is now impassable as the field has been ploughed. They have ploughed up to the hedge boundary. SY to contact the agent to tell them to reinstate the footpath. Christmas Carols funding: Discussed and approved. See Finance agenda item.</p>	<p>Clerk to chase</p> <p>BT to send information to CM SY to contact agent</p>	<p>Report Report</p>
<p>Reports relating to expansion 186/16</p>	<p>Expansion report: Noted</p>		<p>Report</p>
<p>Other reports 187/16</p>	<p>SMRA: Noted</p>		<p>Report</p>
<p>Finance 188/16</p>	<p>Clerk spending authority: PC discussion on the amount of spend. SB proposed that the Clerk spend on consumables on admin for the PC be £150 per transaction. She will be expected to obtain the authority of the Chair or Vice Chair on non-consumables. BT seconded. All agreed. Christmas Carols spending authority: Request for budget of up to £250 for BT to organise event. SB proposed, KM second. All agreed. To review draft contracts for Dog bins and Gardening services for 2017-2018: PC discussion about draft contracts for existing suppliers (dog bins and 2 garden services companies). PC agree to negotiate 1 year contracts with existing providers as per our financial regulations. Clerk to amend contracts as agreed and issue to suppliers for quotes. Approved and signed by BT, SB and SY</p> <ul style="list-style-type: none"> • Finance statement • Payments 	<p>Clerk up update contracts and get quotes from suppliers</p> <p>Clerk to update process</p>	<p>Finance statement</p>

	BACS payment process: PC discussion about process. Clerk to update to show payments to be done day after meeting and to issue a reminder on the monthly email about who can authorise.	Clerk to add reminder to email	
Matters brought forward by or with the consent of the Chair 189/16			
To discuss Confidential planning applications.	In committee		
Meeting closure:	10:19pm		

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		SB	20/12/2016
June 2016 93/16	Allotment signage	BT to produce new allotment signs		BT	20/12/2016
June 2016 101/16	Open Spaces	BT to draft Open Spaces policy as soon as possible.	For discussion under Open Spaces	BT	Completed
July 2016 120/16	Keypoint Hedge trimming	Clerk to contact L&G to arrange	Replaced by action Oct 16, 170/16	Clerk	Completed
Aug 2016 125/16	Replacement for ALTO card	BT to arrange	Forms being signed and sent off	BT	Completed
Aug 2016 128/16	Procurement	Clerk to share details with PC		Clerk	Completed
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.	No reply. Clerk chasing via other methods. Left open to await response	Clerk	20/12/16
Sep 2016 146/16	Follow button	Clerk to see if she can amend the description. CM to approve text.	Text approved. Clerk to post online	Clerk	20/12/2016
Sept 2016 150/16	Asset register	Clerk to amend register as agreed		Clerk	Completed
Sep 2016 156/16	Software	Clerk to investigate software prices	Done. Current process cheapest	Clerk	Completed
Oct 16 161/16	St Julian's budget	Clerk to write letter with SB & BT support.	No longer needed. BT & SB meeting WWT.	BT	Completed
Oct 16 163/16	Street furniture review	Clerk to co-ordinate via email.	Could be done as a community action. Clerk to contact village groups.	Clerk	20/12/2016
Oct 16 163/16	Hodnotts Corner issue	TL to report Hodinotts Corner issue.		TL	Completed
Oct 16 163/16	Warneford School	Clerk to contact Warneford school		Clerk	15/11/2016
Oct 16 163/16	Keypoint HGV's	Clerk to locate planning conditions of Keypoint	Located	Clerk	Completd
Oct 16 163/16	Keypoint HGV's	TL to speak to Honda.		TL	15/11/2016
Oct 16 163/16	Library services	Clerk to keep up to date with libraries options		Clerk	Completed
Oct 16 163/16	Neighbourhood Planning best practice	Clerk to decline for the time being		Clerk	Completed
Oct 16 165/16	Demolition of the hotel	SB to submit PC comments to SBC		SB	Completed
Oct 16 166/16	Emergency Planning	Clerk to contact Civil Protection Team.		Clerk	Completed
Oct 16 167/16	Parish Pilots	Clerk to contact SBC to arrange meeting.	CM handling on clerk behalf	Clerk	Completed
Oct 16 169/16	Grass cutting contract	Clerk to add Sevor Solar Farm to grass cutting to contract	For discussion at this meeting	Clerk	Completed

Oct 16 170/16	Welcome Pack map	SB to correct appearance of bridleways on Welcome Pack map.		SB	Completed
Oct 16 170/16	The Orchard	DR to provide contact name to Clerk	Carried	DR	20/12/2016
Oct 16 170/16	The Orchard	BT to work to create proposal.	Ongoing. For discussion under Open Spaces	BT	20/12/2016
Oct 16 170/16	The Bund (Name corrected to Keypoint)	Clerk to locate planning conditions for Keypoint	Located. Clerk discussing options with SBC	Clerk	20/12/2016
Oct 16 172/16	Swindon Local Plan	SB & CM to do preparatory work		SB & CM	Completed
Oct 16 173/16	Expenses form	Clerk to circulate revised form.		Clerk	Completed
Oct 16 173/16	Expenses form	Clerk to send list of finance codes to BT.		Clerk	Completed
Oct 16 174/16	Risk assessments	Clerk to add password reset reminders to timeline		Clerk	Completed
Oct 16 174/16	Risk assessments	Clerk to file updated risk assessment		Clerk	Completed
Oct 16 174/16	Christmas Carol event	Clerk to make Christmas event an agenda item in December.		Clerk	Completed
Oct 16 174/16	Policing	TL to invite a police attendee to next PC at 7pm.		TL	Completed
Oct 16 174/16	Policing	Clerk send thank you letter.	No longer needed	Clerk	Completed
Oct 16 174/16	Supermarine signage	TL to report.		TL	Completed

Added at this meeting:

Nov 16 180/16	Annual timeline	Clerk to add reminder to set Finance Committee meeting date to November		Clerk	20/12/2016
Nov 16 180/16	Finance Committee	Clerk to set date for meeting for 2 nd week of December		Clerk	1/12/2016
Nov 16 181/16	The Orchard	Clerk to contact solicitor		Clerk	20/12/2016
Nov 16 181/16	Rolton Kilbride	Clerk to confirm SB attendance		Clerk	20/12/2016
Nov 16 182/16	Junction 15 event	Clerk to confirm BT & TL attendance		Clerk	18/11/2016
Nov 2016 183/16	S/HOU/16/1820- '3 Fuller Gardens'	Clerk to respond		Clerk	18/11/2016
Nov 2016 183/16	S/16/1760 - 'South Marston Service Station'	Clerk to respond		Clerk	18/11/2016
Nov 2016 184/16	Phone box	Clerk to reply on 23 rd		Clerk	23/11/2016
Nov 2016 185/16	Bodleian Book store	Clerk to chase for a meeting		Clerk	20/12/2016
Nov 2016 185/16	Open Spaces Policy	BT to send information to CM		BT	20/12/2016
Nov 2016 185/16	ROW - Footpath 5:	SY to contact agent		SY	20/12/2016
Nov 2015 188/16	Supplier contracts	Clerk up update contracts and get quotes from suppliers		Clerk	1/12/2016

Oct 16 188/16	BACS process	Clerk to update process		Clerk	20/12/2016
Oct 16 188/16	BACS process	Clerk to add reminder to email		Clerk	20/12/2016

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Calendar actions:

OCTOBER		
Job	Actions	Progress:
Finance – budget:	Produce 2 nd quarter budget report and financial statement	Complete
Finance – budget:	Set meeting of Finance WP to start precept procedures and budget creation for following year	Complete
Finance – income:	Precept income expected	Complete
Finance Working Group:	Hold quarterly meeting of Finance Working Group to review quarter reports	Complete
Allotments:	Inspect allotments and notify holders of results/requirements	Complete
Finance – tender:	Go out to tender for gardening services, dog bin collection and other contractor services	Complete but not to tender
Meeting requirements:		
Misc agenda items:		
Finance agenda items:	Review and approve 2 nd quarter budget report and financial statement	
NOVEMBER		
Job	Actions	Progress:
Finance – tender:	Complete tender process and Finance Working Party form recommendations for provider	Complete
Finance – budget:	Complete special expenses form sent by SBC.	Not received from SBC
Finance – budget:	Send special expenses form to SBC	Not received from SBC
Meeting requirements:		
Misc agenda items:		
Finance agenda items:	Review and approve special expenses form Review and approve contractor services from tender process	
DECEMBER		
Job	Actions	Progress:
Finance – precept:	Review and propose precept amount	
Finance – tender:	Clerk to draft contracts to new contractor services	First draft complete
Finance – tender:	Clerk to circulate draft contracts to all parties for approval	
Meeting requirements:		
Misc agenda items:	Approval of tender contracts	
Finance agenda items:	Review and discuss budget and precept recommendations	

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Clerks Report

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

Overview	
It has been an extremely busy month with high volumes of emails and production of the November edition of the Community Newsletter.	
Area	Summary
School Licence	Confirmation has been received from the solicitors that the school licence has now been completed.
The Orchard	Confirmation has been received from the solicitors that the Orchard transfer has now been completed.
Training	I recently attended the "New Clerk" training session recently held by WALC and found it extremely useful. I will be summarising the training and sharing the key handouts and suggestions with the PC shortly. I continue to make good progress with the Introduction to Local Council Administration course and hope to be completed by the end of the year.
Rolton Kilbride	The Parish Council have received an invitation (addressed to the Chair) for a member of the Council to sit on the Rolton Kilbride Community Liaison Group for Keypoint Swindon.
Workload	Email volumes have been exceedingly high this month although not due to any specific issue. I've been ensuring I prioritise emails and process as quickly as possible. However, time taken for training, meetings, newsletter production and holiday this month has meant that a small backlog has built up. This will be tackled asap.
South Marston Small Enterprise Group	Due to dwindling numbers, the Small Enterprise group (formerly the Small Business Group) has disbanded. I will be keeping in touch with the key members and they may reform in the future if need be.
Clerk spending authority	The ALTO card was previously used to allow me to spend on administrative items up to the value of the card balance. However, this authority was related to the payment method rather than the authority to spend. We are awaiting the replacement for the ALTO card. However, I recommend the PC confirm the criteria and limits of a Clerk administrative spend to allow decisions on purchases such as stationery, reference material.
Actions or queries for consideration by Parish Council at PC Meeting	
Rolton Kilbride: PC to appoint a member of the Council to join the Community Liaison Group for Keypoint Swindon	
Clerk spending authority: PC to discuss and approve any spending authority the Clerk has for administrative purposes	

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Correspondence Report

Report details	
Report Date:	11 th November 2016
Inclusion in Parish Council meeting:	November 2016
Agenda item number:	Public

Item number	From	Date	Reference	Contents summary
1	Forward Planning, SBC	29 th September 2016	SHELAA	Appeal for sites

Image/Text	<p>Dear Parish and Town Council Clerks,</p> <p>Swindon Borough Council is today launching a consultation on the draft Strategic Housing and Economic Land Availability Assessment (SHELAA) methodology and an accompanying 'Call for Sites'.</p> <p>Please find attached a letter from the Borough Council with further details.</p> <p>Please do not hesitate to contact myself or the Forward Planning team should you have any queries.</p> <p>Kind regards, Anthony</p> <p>Anthony Whitaker</p>			
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Item number	From	Date	Reference	Contents summary
2	Jason Humm, SBC	9 th November 2016	Invitation	Invitation to information event about Jnct 15 work

Image/Text	<p>Dear All</p> <p>Following the Highways and Transport Event September 20th a request for information sharing regarding the highway improvement scheme for Junction 15 was made for the Members and Parishes directly affected. As this is a significant scheme affecting the wider network I would like to extend the invite to all Members and Parishes, should they feel that it would be useful to attend. Parishes are welcome to send up to 2 representatives.</p> <p>Date: November 30th Venue: Civic Offices Time: 5-6pm</p> <p>Please confirm your attendance (for room size) to: Caroline Rhodes</p>			
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Item number	From	Date	Reference	Contents summary
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General correspondence received:

Title	Produced by	Key points to note
HGVs at Keypoint	Local resident	Images of HGVs at Keypoint. Enquired about actions PC have taken
Highworth Recreation Centre	SBC	Decision notice on approval of a new leisure provider to operate the Highworth Recreation Centre. See here

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 – 20.10.16 Members Bulletin – 10.11.16	SBC	Renewable Energy Centre at the Keypoint Swindon site briefing session for Councillors – 2 nd November at 6pm None

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

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Communications Working Group:

Report details	
Report Date:	10..11.2016
Report written by:	Sylvia Brown
Working Group meeting date:	
Inclusion in Parish Council meeting:	<i>November 2016</i>
Agenda item number:	<i>11</i>
Public or confidential:	<i>Public</i>

Overview
Issue 6 of Community News is currently printing, awaiting delivery this weekend. Welcome pack - final version of the illustrative map has been received. Budget information fed into the PC precepting exercise.

Item	Summary
Community News	<p>Issue 6 of Community News is currently printing, awaiting delivery this weekend. It incorporates the feedback form and the PC will receive a report next month on any responses. It is again 24 pages compared with the 20 pages we originally thought would be the norm earlier in the year. This was to accommodate a larger number of photos, but also because the review of the budget at the last Comms Group meeting had shown that this would not push us over the limit set for the year.</p> <p>Members of the group will visit the current printers premises to see what options/costs exist for ongoing work – they are very keen to win SMPC business and have so far been very responsive to our requests and needs.</p>
Welcome Pack	<p>Final version of the illustrative map has been received, so payment to contractor can be made. Map has met with general approval from those who have seen it. SB is to access the statutory footpath map and create an A3 version, with appropriate titles and copyright info, to go on the reverse. Coated paper type is being investigated, as this may need to be more durable than other inserts.</p> <p>BT still has the initial 500 folders in boxes, and these may need to be transferred to the Hall loft. Contract designer who undertook the work on the folder will be commissioned to work on the inserts design when the text becomes available.</p> <p>Text for the inserts is gradually being worked up – draft will be available for the December meeting. Quotes being secured for printing of the inserts from three different printers.</p>
Website	SMRA and Gardening club are now able to update the website without support, so there should be a gradual improvement in content from now on.

Actions or queries for consideration by Parish Council at PC Meeting

1. Payment required to illustrator for the map, once invoice arrives
2. Councillors are requested to return their completed feedback forms to Claire.

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Open Spaces Working Group:

Report details

Report Date:	10.11.2016
Report written by:	Barry Thunder
Working Group meeting date:	On-going contact
Inclusion in Parish Council meeting:	November 2016
Agenda item number:	11
Public or confidential:	Public

Overview

Plans for Carols at the Gazebo and funding request. Suggestions for parish wide open spaces policy.

Item	Summary
Oak Tree Corner	Need to look at hedge cutting alongside pavement.
St Julians Community Woodland	<p>Some basic tool purchased for the new tool store. Bulb planting utilising WWT volunteers took place on Nov 9th, only Chris and I came forward from the village! We received from WWT, 500 native Bluebells, still to plant 130, 100 wild garlic 40 still to plant, 150 each of primrose and red Campion plugs with 70 of each still to plant.</p> <p>I have also purchased 50 daffodil bulbs for the new Orchard land.</p> <p>The pumpkin carving event organised by WWT on Thursday 27th Oct was attended by 20 plus parents was a great success. In particular the witches brew warm drink and roasted pumpkin seed.</p> <p>Carols at the Gazebo is planned for Dec 15th in association with the school and church. We are anticipating up to 250 children and parents will attend. Carols between 3-4pm followed by a musical procession back through the fairy light lit woodland to the school. There we will enjoy mulled wine/warm drinks for the pupils with Sausage rolls and mince pies. Prize giving for the best designed Christmas tree decoration for 5 age ranges plus an overall winner's prize. We require a discretionary budget of up to £250 to assist with purchasing lighting/food and drinks.</p> <p>The land beyond The Orchard.</p> <p>We still need to decide on a name for this land! The first grass cut is completed. We now need to discuss the layout for the grassed area in order to minimise the need for regular cutting of the entire site. In Oct I requested that up to £300 is made available for early works to the land. Further amounts may be required depending on the final strategy.</p>
Allotments	I recent article in the Adver about our allotment site vacancies has attracted some interest and one of the vacant plots is now let with another pending as I write.
Bodleian Book Store	Progress on a meeting has not progressed.
Sevor Solar Farm	The agreement between SMPC and Eneco is now signed. I therefore recommend that we obtain an annual cost for cutting of the grass path and its maintenance to Greenshove Services, who built the path and have kept it cut for the past 3 years. I also recommend that the bridge and kissing gate on to the path from Nightingale Lane is also kept nettle/weed free under the same contract.
Oxleaze Woods	Plans are in hand with WWT to provide chain saw training for Chris Brooks. I have requested sufficient funds to purchase a chain saw and petrol hedge cutter and suitable safety equipment are included in the 2017/18 Open Spaces budget.
PC Open Spaces Policy	Now that we are getting closer to three developments commencing and our parish duties increasing with ex SBC work, I believe that we require specialist support in bringing together these with our existing open spaces. We will also need to look in detail at the maintenance proposals for the developments and what SBC duties are to be handed over. Added to this

	will be the changes required to form the enlarged village centre and public activates and sports areas. This is not a task for one person to undertake without the help from professionals in this type of work.
Volunteers	We are still struggling to attract new volunteers for our open spaces work. In the mean time we will continue to utilise community payback teams.
RoW Liaison with SBC	We have requested signage from the RoW officers at SBC to replace those at the footpath/cycleway entrances to the Keypoint path, as the current signs are badly faded and too small to see easily. This is creating a safety issue with some cyclists and pedestrians using the main road.
Actions or queries for consideration by Parish Council at PC Meeting	
Approve budget of up to £250 for Carols at the Gazebo.	
Approval to consider specialist support to create a comprehensive open spaces policy embracing the expanded parish and the new duties passed to us from SBC.	

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Expansion report:

Report details	
Report Date:	10.11.2016
Report written by:	Sylvia Brown and Colin McEwen
Working Group meeting date:	n/a
Inclusion in Parish Council meeting:	November 2016
Agenda item number:	12
Public or confidential:	Public

Overview	
Still no result from the examiner, though we have had a health-related explanation for the delay in producing the report. SBC taking action on failure to deliver.	
Item	Summary
Neighbourhood Plan.	On behalf of the PC, CRM has written a strongly worded letter to the Borough regarding the lack of action and Phil Smith has used this to escalate the matter inside SBC. Contact was finally made with the examiner who it now appears has serious health problems – he will not be taking on any further NP examinations. We have a further estimate of a report delivered in just over a week, but SBC are looking at taking other action over the failure to deliver.
HHT Application	No further progress, other than we are aware that SBC is chasing the outstanding information from HHT. SB liaised with the Borough over a draft plan of the 'Main Street' junction on OVL where there is a slip road north which initially caused some confusion. It was pointed out that there may be issues with the proposal in terms of access to the adjacent sites.
New Eastern Villages Planning Obligations and Masterplanning	SBC is preparing to issue a draft NEV Green Infrastructure Strategy for formal consultation and has given us early sight of the draft for comment with a view to a possible meeting in the near future. The NEV Planning Obligations SPD, including Masterplan, is now adopted; the NEV SUDs SPD will be going to committee for adoption at the next available opportunity.
Hotel site	Regular liaison between CRM and the planning officer regarding the prior approval notice for demolition. It is understood that SBC has exercised what limited powers they have to ensure no demolition of the old vicarage building and persuaded the developer to give assurances that construction HGVs are not carrying debris through the village whilst the Carpenters Arms bridge is closed.
Forward Planning Review of land Availability	The Local Plan adopted in 2014 requires a review of housing and employment land availability to identify any further sites necessary to meet anticipated demand. The formal call for sites under this 'SHELAA' exercise was received in October, and a response required by early November. SB/CRM compiled a draft response reinforcing all the relevant aspects of the Neighbourhood Plan – this was circulated to Councillors prior to informing SBC.
Other outstanding planning applications	We understand that matters are progressing, but no hard information has been received about timing relating to a final SBC decision on the Mercure Hotel, Crown Timber and Thornhill.
School	The school became an academy on the 1st November. run locally by the current Governors, but overall by the Bristol Diocese Academy Trust. No steps have yet been taken relating to expansion since then. and include liaising with DBAT and SBC on the proposed school expansion. SBC are taking steps to verify a S.106 process for the financing of the school and will keep in touch.

New matters within the NEV/SM Parish	Three representatives of the Parish Council met with the owners/agents from M&G Land Management, which owns both the Madison hotel site and the St Margarets Retail Park. Views were offered about priority issues, not least the plan for egress from the site(s). Applicants took these views on board and we hope to see alternatives considered when a planning application is formally submitted.
Actions or queries for consideration by Parish Council at PC Meeting	
1. Remain in contact with SBC officers and members to ensure our representations are followed through on the NEV SPDs and the HHT planning application	

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SMRA report:

Report details	
Report Date:	10.11. 2016
Report written by:	Sylvia Brown
Working Group meeting date:	9.11.2016
Inclusion in Parish Council meeting:	<i>November 2016</i>
Agenda item number:	<i>13</i>
Public or confidential:	<i>Public</i>

Item	Summary
Recreation Ground	<p>Mowing now not needed as regularly as in the summer. The final invoice for the repair of the mower has been received, but made out to SMRA so not possible to offer payment by the PC designated fund. Replacement bill to the parish council to be obtained.</p> <p>Football organiser, with SMRA support, is working on better monitoring of frequency of use and payments made. School has been approached to monitor their usage, so information on scale and type of use is available in the future</p> <p>Discussed the purchase of additional seating adjacent to the play area – one of the existing is in poor condition. Seat around the oak tree will not be progressed until the New Year</p> <p>Problem noted as to the scale of dog poo on the field. Suggestion that residents should be informed that unless the situation improves, dogs may no longer be welcome on the field. Responsible dog owners can help by photographing offending dogs when seen on the field – SMRA will consider publish these to ‘name and shame’.</p> <p>An incident has been reported of bad behaviour by two very young children, including the use of foul language when confronted,</p> <p>Also reported that youths were climbing on the changing room roof with potential damage to the electricity cabling (and themselves). Anti-graffiti grease to be sourced and painted over the top of the sides, plus appropriate notices identifying the risk.</p> <p>More pleasantly, it was reported that there seemed to be an increase in the number of people using the field for exercise/fitness now that the hotel and spa had closed.</p>
Village Hall	<p>Bricks now available for permanent repair of gate post</p> <p>Shed roof will be covered in breathable tarpaulin type cover to protect over the winter.</p> <p>Work in hand to ensure records are available on income/expenditure and outstanding invoices ahead of the year end.</p>
Litterpicking	<p>Agreed that Angie should organise the purchase of the volunteer jackets and be reimbursed (according to documented receipts) by the Parish Council as agreed at the September PC meeting.</p>
Actions or queries for consideration by Parish Council at PC Meeting	
<p>1. Note the imminent request for payment of bills to be paid from the SMPC designated fund for SMRA</p>	

Finance statement and payments for approval and signature

Prepared for November Parish Council meeting on 15th November 2016

Bank Account Statements Received

Julian Hodge Bank at 31 st October 2016	£113,530.87
Unity Trust Bank at 8 th November 2016	£17,668.49
Total:	£131,199.36

ALTO Card: Claire Penny

Purchase	VAT	Amount
Totals:		
Current card balance:		
Top-up required? Amount?		

Expenditure: Cheques for Approval and Signature

Cheque Number	Our Ref	Payment	VAT	Amount
BACS – 15.11.16	00078	Claire Penny – travel expenses to Devizes	£0.00	£18.00
BACS – 15.11.16	00079	Claire Penny – Domain mapping renewal	£0.00	£11.00
BACS – 15.11.16	00080	Claire Penny – 1-2-3 Domain name renewal	£1.40	£8.39
BACS – 15.11.16	00081	Grove Information Systems – IT apps	£9.24	£55.44
BACS – 15.11.16	00082	AllBuild (Lee Wells) – Dog bins	£17.34	£104.00
Cheque 300347	00083	SMRA – Village hall hire (Regular)	£0.00	£255.00
Cheque 300348	00084	SMRA – Village hall hire (Occasional)	£0.00	£323.00
BACS – 15.11.16	00085	Stratton Garden Contractors (Gardening)	£0.00	£393.00
BACS – 15.11.16	00086	HMRC	£0.00	£1299.27
BACS – 15.11.16	00087	Claire Penny – Vonage phone bill	£2.77	£16.60
BACS – 15.11.16	00088	Claire Penny – Salary	£0.00	£1283.62
BACS – 15.11.16	00089	Barry Thunder – Events and Community Payback work	£0.00	£105.40
BACS - 15.11.163	00090	Claire Penny – postage and stamps	£0.00	£34.85
BACS – 15.11.16	00091	Barry Thunder – Event expenses	£55.80	£361.96
BACS – 15.11.16	00092	Greenshave Services – Orchard grass cutting	£36.00	£216.00
BACS – 15.11.16	00093	Orchard Press – newsletter printing	£0.00	£505.00
BACS – 15.11.16	00094	Orchard Press – feedback form printing	£0.00	£90.00
BACS – 15.11.16	00095	KF Carter Fine Turf – SMRA lawnmower repair	£278.97	£1673.81
BACS – 15.11.16	00096	Greenshave Services – Orchard grass cutting	£36.00	£216.00
		TOTAL		£6970.34

Income: Invoices Raised to

Invoice	To	Amount
INV_OCT_DEFIB	F&E Harris Memorial Trust – defibrillator	£2800.00
	TOTAL	£2800.00

Income: Other

Remittance	From	Amount
Cheque	Hills Homes (Donation for Carol Service)	£100.00
Cheque	F&E Harris Memorial Trust (Donation for defibrillators)	£2800.00
Bank	Interest – Julian Hodge	£133.87
Cheque	Deacons – Welcome Pack donation	£250.00
Cash	Mitchy Motors – Donation to Christmas Carols event	£30.00
Cash	Swindon Door Services – Donation to Christmas Carols event	£60.00
	TOTAL	£3373.87

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