

**Minutes of the meeting held on Tuesday 17th October 2017 at
7:30pm at the South Marston Village Hall**

Council Members present	
Mr C McEwen (CM)	Mrs S Brown – Vice Chair (SB)
Mr B Thunder (BT)	Mr S Young (SY)
Mr K Millard (KM)	Mr T Leathart (TL)
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, OSWG – Open Spaces Working Group, CWG – Communication Working Group, SM website – www.SouthMarston.org.uk,

Minutes:

Agenda item & minute number	Summary	Action	Supporting information
Open 10 minutes 98/17	No questions asked.	None	None
Apologies 99/17	Mr D Roberts (DR)	None	None
Declarations of interest 100/17	Members are reminded that any conflict of interest should be declared at the start of the meeting or item or, if not previously foreseeable, during any discussion of the matter concerned. None reported	None	See South Marston website
To approve and sign the minutes of the Parish Council meeting held on Tuesday 19th September 2017 101/17	Clerk to amend action 87/17 to show heading as “Transport”. Clerk to add action to speak to resident re inconsiderate parking re advice received from police. Proposed: SB Seconded: TL Agreed: All	Clerk to correct minutes	See South Marston website
Review of actions 102/17	Review of actions currently outstanding. Hedge trimming: PC discussion about hedge trimming both the height and overhang onto footways. Clerk to write letters to all residents with homes backing onto winter hedge trim route and ask them to contact if unhappy. Clerk to then action if not and authorise contractor if all ok.	Existing actions updated on the action sheet. Clerk to manage hedge residents.	Actions
Review of Parish	The PC reviewed progress Clerk to remove special expenses, which is no longer in operation and salary review,	Clerk to remove	Calendar

Council Calendar 103/17	which is part of the budget process, from calendar		
Clerks Report 104/17	Clerks report discussed Electronic filing: PC agreed that files to be reduced down when time. In the meantime, BT propose we authorise Clerk to increase storage. KM second. All approved. Clerk to action. Calendar: PC approved. Clerk to action	Clerk to action storage increase Clerk to update calendar process	Report
Correspondence Report 105/17	Correspondence report discussed Covingham Flood Group: PC request Open Spaces Working Group to action. Clerk to forward. Voltage cable installation: Clerk to ensure they are aware of the route of existing high voltage cable. Clerk to email planning officer as puzzled at source of power. BT to look for map showing cable route from Sevor solar farm. Police: Invite to 7pm start at PC meeting. Clerk to email. Highways event: SY to attend. Clerk to confirm attendance, ask for copy of presentation and inform that the PC is concerned how standards of construction can be enforced, what are the monitoring standards. Will this be a planning condition? Otters: Clerk to ask WWT to request process for determining if otters are present. Do we need to inform the borough?	OPWG to action. Clerk to forward Clerk to email agent Clerk to email Planning Officer BT to search for plan Clerk to invite Clerk to email organiser Clerk to email WWT	Report
Planning applications 106/17	To discuss planning applications : S/17/1555 – 'Erection of 1 two storey dwelling and two detached double garages at Oaklands, Shrivenham Road South Marston Deadline date: 11th October 2017 (Extension to SMPC till 18th October) PC discussion. No objection but concerns over access and egress safety and visibility, especially once new developments are completed. Deliveries may impact traffic on the route – vans need to be able to get off the road. Clerk to respond.	Clerk to respond.	SBC planning website
To discuss and agree comments on the Swindon Borough Consultation Policy 107/17	PC agreed happy with content but need more on what to do if consultation goes wrong. Clerk to respond.	Clerk to respond	SBC website
To discuss and approve actions	PC discussion on requirements. SB proposed we get quotes to next meeting.	Clerk to add Oak Tree	Report

in Tree Management project 108/17	All agreed. Clerk to add Oak Tree in Recreation Ground in quotes. Clerk to add to agenda for November. Clerk to continue work.	Clerk to add to November agenda Clerk to continue tree work	
To discuss and approve amended wording in the emergency plan 109/17	Wording: Clerk to remove words “regular updates” and replace with “notices”. Also add “General emergency contact numbers” including fire, police, SBC emergency contacts. Website: PC approved. Clerk to post on website	Clerk to update wording. Clerk to post on website	Report
To discuss Standing Orders 110/17	Discussion about standing orders. CM & SB to redraft and circulate. Clerk to add to November meeting agenda.	CM & SB to circulate Clerk to add to November agenda	None
Reports from Working Groups 111/17	Communications Working Group: SB updated on progress and activity. Open Spaces Working Group: PC discussion about options for WWT meeting. PC agreed that option 3 is preferred but lots of questions regarding insurance, community relationship etc.	None None	None Report
Reports relating to expansion 112/17	Strategic Planning Working Group: Council agreement to requesting that the field behind Bell Gardens and the allotments at South Marston and Rowborough are formally transferred to SMPC via a clause in the S106 agreement attached to the HHT outline planning permission, likely to be determined in November. PC discussed recommendation and all approved. Neighbourhood Planning Committee: SB presented the budget monitoring of the Neighbourhood Planning Committee, which aside from a few small bills is now nearly finalised. PC discussion about NP journey. Started 2015 with budget of approx. £5k. Estimated 9 months, took 30+ months for a variety of reasons. Despite this the total cost was £3261 – bulk of spend was on communication between examination and referendum.		Report None
Other reports 113/17	SMRA: Meeting: Councillors invited to SMRA meeting on 13th December. Clerk to email Councillors. Hedges: Remove Recreation Ground hedges completely from Hedge tender. Swindon Area Committee: Development & management companies: CM to write to Ward Councillors about PC concerns. PC touched on transfer of services. SBC have still not returned deed. CM to chase.	Clerk to email Councillors Remove hedges from Hedge tender. CM to write to Ward Councillors CM to chase deed	Report Report

	Agreed to arrange Strategic Working Group meeting to recommend responses to the Local Plan revision consultation when published	Clerk to action when consultation opens	
Finance 114/17	<p>Approved and signed by BT, SY & KM:</p> <ul style="list-style-type: none"> • Finance statement • Payments <p>The PC reviewed and approved the 2nd quarter finance report: report. Clerk to send email to set date for the next Finance Working Group meeting.</p> <p>To approve the spending as requested in the other items:</p> <ul style="list-style-type: none"> • Clerk given approval to purchase increased electronic storage under existing Clerk limits (104/17) • Clerk to obtain tree survey quotations as per financial regulations (108/17) 	Clerk to email to arrange Finance WG meeting	Finance statement
Matters brought forward by or with the consent of the Chair 115/17	<p>Dog fouling: Clerk raised that a last-minute email from a resident has identified another resident who is refusing to clear up after their dogs. PC discussion about options. TL to speak to dog warden and get them to talk to the resident. Clerk to reply to emailing resident.</p> <p>Clerk: PC congratulate Clerk on her recent graduation from her degree course.</p> <p>School: CM updated that a last-minute email was received about land transfer for land for the school. CM has confirmed that he has returned the email and said that further discussion about process, along the lines previously agreed with all parties, is needed before moving to a draft legal document</p>	TL to speak to dog warden Clerk to contact email author	
Meeting closure:	9:52pm		

Actions:

ACTIONS					
PC Meeting & minute no	Area	Action	Progress update	Owner	Deadline
Feb 17 233/16	SMRA Accounts	Clerk to circulate when received	Not received yet. Chased.	Clerk	21/11/17
May 17 23/17	Transfer of Services	Clerk to look at War memorial refurbishment.	Awaiting test outcome.	Clerk	21/11/17
Jun 17 41/17	Recreation Ground grant	Clerk to work with SB & SMRA to action	Draft done. In progress.	Clerk	21/11/17
Jun 17 42/17	Business cards	Communications Working Group to order business cards.	In progress	CWG	21/11/17
Jun 17 42/17	Signage	Communications Working Group to finalise signage.	In progress	CWG	21/11/17
Jun 17 42/17	Carving	BT to arrange placement of carving.	In progress	BT	21/11/17
July 17 56/17	St Julians	Clerk to add St Julian's to the agenda for August.	WWT meeting being rescheduled.	Clerk	21/11/17
Aug 17 70/17	Village Services	Clerk to action fly tip addendum.	In progress. Awaiting contractor.	Clerk	21/11/17
Aug 17 70/17	Village Services	Clerk to plan tender for November	In progress.	Clerk	21/11/17
Sep 17 80/17	Open 10 – Emergency Plan	Clerk to revisit emergency plan	At this meeting	Clerk	Completed
Sep 17 86/17	Waste bin contract	Clerk to action when required		Clerk	31/3/18
Sep 17 87/17	Parking issue	Clerk to inform residents		Clerk	Completed
Sep 17 87/17	Parking issue	TL to speak to tenants and speak to PCSO Baker.	Spoken to PCSO but not residents.	TL	21/11/17
Sep 17 87/17	Transport	Strategic Planning Working Group to contact Transport Team for meeting	In progress	Strategic Planning Working Group	21/11/17
Sep 17 88/17	Sub-division of the existing retail units at St Margarets Retail Park - S/17/1223	Clerk to send response to SBC		Clerk	Completed
Sep 17 89/17	Playing Pitch strategy	SB & CM to circulate comments		SB & CM	Completed
Sep 17 90/17	Asset register	Clerk to add asset register review to calendar.		Clerk	Completed
Sep 17 90/17	Asset register	BT to give list of Open Spaces equipment to Clerk.		BT	21/11/17

Sep 17 91/17	Risk assessment	Clerk to document procedures		Clerk	21/11/17
Sep 17 91/17	Risk assessment	Clerk to update risk assessment		Clerk	21/11/17
Sep 17 92/17	General Data Protection Regulations	Clerk to action		Clerk	21/11/17
Sep 17 93/17	Noticeboard location	SB to raise noticeboard under Communications item at next meeting.		SB	Completed
Sep 17 93/17	Tree management	Clerk to begin work on tree survey.		Clerk	Completed
Sep 17 93/17	Tree management	Clerk to add to agenda for next month.		Clerk	Completed
Sep 17 93/17	Tree management	Clerk to create longer term project plan.		Clerk	Completed
Sep 17 93/17	Tree clearance	BT to arrange thank you gift for volunteers.		BT	Completed
Sep 17 93/17	Open Spaces Management	Clerk and CM to discuss options		Clerk	Completed
Sep 17 95/17	SMRA	Clerk to remove Recreation Field hedge autumn cut from tender		Clerk	Completed
Sep 17 95/17	SMRA	Clerk to arrange December meeting.		Clerk	21/11/17
Sep 17 95/17	SMRA	Clerk to add signing on updated MOU to December PC meeting agenda.		Clerk	21/11/17
Sep 17 96/17	Winter Hedge Trim contract	Clerk to appoint Contractor B and notify Contractor A.		Clerk	Completed
Sep 17 96/17	Grass cutting extra cuts	Clerk to authorise		Clerk	Completed
Sep 17 97/17	Letter to SBC re fires & vandalism	Clerk draft and circulate for approval		Clerk	Completed
Sep 17 97/17	Building work in Nightingale Lane	Clerk to report to Planning Dept.		Clerk	Completed
Added at this meeting					
Oct 17 101/17	Minutes	Clerk to correct Sept 17 minutes		Clerk	18/10/17
Oct 17 102/17	Hedge trimming	Clerk to write letters to all residents with homes backing onto winter hedge trim route and ask them to contact if unhappy. Clerk to then action if not and authorise contractor if all ok.		Clerk	21/11/17
Oct 17 103/17	Calendar	Clerk to remove		Clerk	21/11/17

Oct 17 104/17	Electronic storage	Clerk to action storage increase		Clerk	21/11/17
Oct 17 104/17	Annual calendar	Clerk to update calendar process		Clerk	21/11/17
Oct 17 105/17	Covingham Flood Group	OSWG to action.		OSWG	21/11/17
Oct 17 105/17	Covingham Flood Group	Clerk to forward		Clerk	21/11/17
Oct 17 105/17	Cable installation	Clerk to email agent		Clerk	21/11/17
Oct 17 105/17	Cable installation	Clerk to email Planning Officer		Clerk	21/11/17
Oct 17 105/17	Police	Clerk to invite		Clerk	21/11/17
Oct 17 105/17	Highways event	Clerk to email organiser		Clerk	21/11/17
Oct 17 105/17	Otters	Clerk to email WWT		Clerk	21/11/17
Oct 17 106/17	S/17/1555 – Oaklands	Clerk to respond		Clerk	18/10/17
Oct 17 106/17	Consultation policy	Clerk to respond		Clerk	18/10/17
Oct 17 107/17	Tree management	Clerk to add Oak Tree		Clerk	21/11/17
Oct 17 107/17	Tree management	Clerk to add to November agenda		Clerk	21/11/17
Oct 17 107/17	Tree management	Clerk to continue tree work		Clerk	21/11/17
Oct 17 108/17	Emergency Plan	Clerk to update wording		Clerk	21/11/17
Oct 17 108/17	Emergency Plan	Clerk to update wording		Clerk	21/11/17
Oct 17 108/17	Emergency Plan	Clerk to post on website		Clerk	21/11/17
Oct 17 108/17	Standing Orders	CM & SB to circulate		CM & SB	21/11/17
Oct 17 108/17	Standing Orders	Clerk to add to November agenda		Clerk	21/11/17
Oct 17 113/17	SMRA	Clerk to email Councillors.		Clerk	21/11/17
Oct 17 113/17	Hedge trimming (SMRA)	Remove Recreation Ground hedges out completely from Hedge tender.		Clerk	21/11/17
Oct 17 113/17	Development & management companies	CM to write to Ward Councillors		CM	21/11/17
Oct 17 113/17	Transfer of services	CM to chase deed		CM	21/11/17
Oct 17 114/17	Finance meeting	Clerk to email to arrange meeting		Clerk	21/11/17
Oct 17 115/17	Dog fouling	TL to speak to dog warden		TL	21/11/17
Oct 17 115/17	Dog fouling	Clerk to contact email author		Clerk	21/11/17

Calendar actions:

SEPTEMBER

Main tasks:	Risk assessments; Issue Community News; Appraisal	
Area:	Actions:	Progress made
Clerk	Conduct Clerk annual appraisal	Date moved but new one will be set
Community News	Issue September edition of Community News	Done
Risk management	Update Risk assessment and management documentation	Done
Items for this month's agenda:	Misc agenda items: <ul style="list-style-type: none"> Approve updated Risk assessment and management documentation 	

OCTOBER

Main tasks:	Allotment management; 2 nd quarter report; Produce Community News	
Area:	Actions:	Progress made
Allotments	Inspect allotments and notify holders of results/requirements	Inspection done.
Budget	Produce 2nd quarter budget report	Done
Budget	Set date of November & December meetings of Finance Working Group to review quarter reports and set budget and precept	In progress
Clerk	Confirm Clerk salary changes from next April	Remove from calendar
Community News	Produce November edition of Community News	In progress
Items for this month's agenda:	Finance items: <ul style="list-style-type: none"> Review and approve 2nd quarter budget report 	

NOVEMBER

Main tasks:	Special expenses; Supplier contracts; Issue Community News	
Area:	Actions:	Progress made
Special expenses	Complete special expenses form sent by SBC	Remove
Special expenses	Send special expenses form to SBC	Remove
Budget	Hold meeting of Finance Working Group to review quarter reports and assess budget requirements	
Supplier contracts	Review supplier contracts and seek replacement if required	
Community News	Issue November edition	
Items for this month's agenda:	Finance items: <ul style="list-style-type: none"> Review and approve special expenses form - Remove Discuss and approve contractor services from tender/procurement/renewal process 	

[Return to minutes](#)

Clerks Report

Report details

Report Date:	9 th October 2017
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A

Inclusion in Parish Council meeting: Agenda item number: Public or confidential:	<i>September 2017</i> <i>7</i> <i>Public</i>
Overview	
Busy but successful month,	
Item	Progress/activity update
Workload management	Workload has been steady and busy over the month. Email volumes have been manageable and I am focussed on clearing any outstanding work over the next two weeks in preparation for Novembers activities.
Training	Little CiLCA work has been done this month but the revision of the Standing Orders will form part of my submission due mid-November. I've cleared some time in my diary in November & December to enable to submit two units. I am on target for completion by the end of Dec/start of Jan.
Archiving - paper	At the end of September, the PC archive was reviewed and updated. Thanks for Vanna Leathart for her help and support with this.
Finance software	At the end of September, Sylvia and I visited the software provider for training and installation of the new software system. This is now live and will be used alongside our current system until end of March 2018 although we will review this as we go along. The system is simple to use and will provide more business continuity in case of staffing issues. Sylvia and I will be looking into reporting and what changes (if any) will be required. This will be reported back to the PC.
Archiving/filing – electronic	During the installation of the Alpha software, it was clear that our electronic storage has reached capacity. I have removed unnecessary folders (those that the PC don't need to access) but storing folders on my laptop runs the risk of losing files if the laptop crashes. I'd recommend approaching the provider to request increased capacity. This will mean a monthly cost of around £10 per month (to be confirmed direct with the provider). Alternatively, work can be done to strip folders down to remove unnecessary documents – this is a large piece of work however (approx. 2 working days)
Calendar	The PC Calendar is intended to ensure that the PC & Clerk complete those tasks needed during the year. At the moment, the calendar is relatively static so I would like to recommend that the calendar is reviewed annually by myself. I would aim to add on additional details relevant to the year (tree management, S106 expiry dates, contract end dates, outstanding tasks etc). This updated calendar would then be presented to the PC for approval at the February PC meeting, ready for use from April onwards.
Clerks Forum	Attended the Clerks Forum on 4 th October. Useful event but key points are: <ul style="list-style-type: none"> • Discussion about SBC receiving land from developers and attempting to pass to PC's without forewarning or discussion. SBC representatives in agreement that PC's need to be involved in S106 discussions from the start to avoid issues occurring and ensure all involved and clear.

- **Child sexual exploitation: SBC Officers presented information about the issue within Swindon and the challenges of tackling.**
- **Local Plan: As per SAC report, the Local Plan is being redone as planned. Issues and options consultation due around 4th November.**

Actions or queries for consideration by the Council at PC meeting

Archiving/filing – electronic: PC to confirm if give authorisation to purchase extra storage or if they would prefer clearance of files.

Calendar: PC to confirm they are happy with calendar update recommendation.

[Return to minutes](#)

Correspondence Report

Report details

Report Date:	9 th October 2017
Inclusion in Parish Council meeting:	October 2017
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	Val Curtis	12 th October 2017	Flooding	Invitation to assist with flood prevention
Image/Text	<p>Dear All</p> <p>I am sending this email in my capacity as Secretary to the Covingham Flood Group</p> <p>The Flood Group held their regular multi-agency meeting on Tuesday 10th October with representatives from the Environment Agency and Swindon Borough Council. One item on the agenda, that is of particular concern to the group, is the condition of Dorcan Stream and the River Cole, both from the presence of Himalayan Balsam and the general overgrown condition. The Environment Agency made it very clear that the future maintenance work that is due to be carried out over the winter will be for flood prevention measures only. This means that they will cut a channel through to ensure that there is room for water to flow, but they will not make any attempt to remove the weeds and invasive plants from the river bed up the side of the banks.</p> <p>The suggestion was made that if we felt that further work was required, it would need to be undertaken by volunteers, due to the cuts in resources. The EA would provide training and support in the first instance, to give clear guidance. The Flood Group have therefore decided to contact the local Parish Councils, who could be affected by these rivers, to see if there is any interest in forming a Joint Initiative to tackle this problem.</p> <p>I would be grateful if you could come back to me at your earliest convenience as if there is enough support we would like to arrange a meeting to discuss the way forward.</p> <p>Thank you</p> <p>Val</p>			
Item number	From	Date	Reference	Contents summary

2	Richard Parkes, High voltage	6 th October 2017	Cable installation	Details about cable installation within village.
Image/Text	<p>Good Morning Claire,</p> <p>I found your details on the South Marston website and I wanted to contact you to tell you about some works that we will be carrying out through your village at some point next year.</p> <p>We have been appointed to install a new HV cable that will feed The Hub development on the A420.</p> <p>The cable that we are installing will run down Highworth Road and Old Vicarage Lane.</p> <p>We will be carrying out a letter drop to make all residents and businesses of South Marston aware of our plans and we are also looking to hold an open day within the village hall so we can answer any of your questions face to face.</p> <p>Are you able to provide us with available dates where we can hire out the hall?</p> <p>Please do not hesitate to contact me should you have any questions.</p> <p>Best Regards <i><Clerk note: Have responded to ask for more details and to give details to book the village hall></i></p>			
Item number	From	Date	Reference	Contents summary
3	Inspector Bridge	29 th September 2017	Police	Offer to visit PC
Image/text	<p>Dear Parish/Town Clerk</p> <p>I am the Community Policing Inspector for North Swindon which covers the parishes of Swindon Central North, West Swindon, Stratton St Margaret, Haydon Wick, St Andrews, Blunsdon, Highworth Town, Inglesham, Castle Eaton, Hannington, Stanton Fitzwarren and South Marston. I am working my way around the newly formed parishes to introduce myself and discuss how we can work together in our communities.</p> <p>I would therefore be grateful if you could let me know a convenient time/location when we can meet and I will get in touch to confirm this. I have obtained your email contact details from the various web pages that I have searched for so I hope this email reaches you. I have attached a document about me which may help by way of introduction.</p> <p>Regards</p> <p>Andy</p>			
Item number	From	Date	Reference	Contents summary
4	Dave Weston, SBC	13 th October 2017	Transport	Invitation to attend transport event
	<p>Dear All,</p> <p>As you may be aware, we have been working on updating our highways design document for the Borough (Transport Requirements for Development) and have</p>			

received support from CMAG and Planning Committee to go to external consultation.

In line with our programme for implementation before the end of this financial year, the consultation is due to take place between 1st November and 31st December 2017.

Although the document very much details our technical requirements in terms of highway construction post-planning consent and is primarily aimed at developers, designers and contractors, it will be on the consultation pages of Swindon Borough Council's website, therefore viewable and open for comment by all. With that in mind, we would like to provide a briefing to Members and Parish representatives on the document prior to the start of the consultation.

To allow for as many of you to attend as possible I intend to have two briefings, which will take the form of a 20 minute presentation; therefore you only need to accept one of the invitations. This one is for 6pm Thursday 26th October 2017 at the Council Chambers.

I note that this falls within half term week and some may not be able to attend either presentation, therefore am happy to share a copy of the presentation to all after the second event.

Thank you and regards,

Dave Weston MCIHT (dweston@swindon.gov.uk)
Senior TDM Engineer
Highways & Transport

General correspondence received:

Title	Produced by	Key points to note
Otters	Local resident	<p>I've just spoken to Barry and he suggested I contact you.</p> <p>There must be otters in the river cole!!!</p> <p>I've just seen a dead one by the side of the road close to the old telephone exchange building (near the railway underpass) on the A420. It's definately a dead otter.</p> <p>I just thought it needs to go on record somewhere (parish council) as they are a protected species and I haven't seen any mention of otter habitat protection in any of the planning stuff that is going on at the moment.</p> <p>I'm not sure who to notify (wilts wildlife, swindon planning?</p> <p>Thanks</p>
NP referendum	Local resident	<p>I would like to give a really big thank you to all who have worked on our submitted and approved plans.</p> <p>I was pleased to see a well deserved result and quite a good turnout of our electorate.</p> <p>I'm sure they all deserve an accolade.</p>

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

Newsletters received:

Title	Produced by	Key points to note
Members Bulletin	SBC	14.9.17 - Confirmation that disregarding refugees with no income from the Council Tax calculation of households be adopted immediately for 2017/18. 21.9.17 – None 28.9.17 - None 5.10.17 – None 12.10.17 – None
Newsletter	WALC	Voice of a Councillor: The year-long research project from De Montfort University about councillors across England, their work and the pressures they face, their concerns and what they want policymakers to know about the work they undertake. Report here – Councillor comments from page 85

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.

[Return to minutes](#)

Tree management report:

Report details	
Report Date:	9 th October 2017
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	<i>October 2017</i>
Agenda item number:	<i>12</i>
Public or confidential:	<i>Public</i>
Overview	
<p>Following the September PC Meeting, it was agreed that I would begin work on management of the trees within the Parish.</p> <p>This is a subject that can get quite complicated so I have kept it simple to begin with by attempting to understand what we are required to do and where it needs to be done.</p>	
What we are required to do:	
Insurance requirements	The Insurance Company have confirmed that we are “expected to exercise due care and attention to trees under our ownership or management”. However, when pushed, they confirmed there is nothing in the policy booklet (here) that states this. It appears to be what they define as common sense – they used the example of being expected to maintain your car as part of your car insurance agreement.
National recommendations	The National Tree Safety Guide (here) focusses on reasonable, balanced tree risk management. It recommends reasonable care steps and common sense approach.
Other PC recommendations	Consultation with other PC's shows a mix of techniques but all seem to use the same basic principles: <ul style="list-style-type: none"> • Map location of trees with identifying names/numbers • Conduct annual inspection by qualified person • Action inspection outcomes where required
Where trees need to be managed	
The Orchard Meadow	A copy of the agreement relating to this land can be seen here . We are responsible for this land and have planted new trees on site. I can see no reference to SMPC responsibility for trees in the contract.

The Allotments (Highworth Rd)	A copy of the agreement relating to this land can be seen here . It does specify some detail about tree work required by SMPC.
Recreation Ground	A copy of the agreement relating to this land can be seen here . The MOU shows that SMRA have taken on responsibility for all trees on the Recreation Ground so SMPC will just need to seek confirmation from them annually that the work has been done.
Oak Tree Corner	A copy of the agreement relating to this land can be seen here . It shows we are responsible for tree maintenance.
Village Garden (War memorial)	We are the owners of this land and responsible for all maintenance.
Process for non-Parish owned/managed areas	
SBC	SBC have a designated Tree Officer and trees under their care are still maintained as part of their service. No tree responsibility was signed over to SMPC as part of the deed of transfer. We do not have confirmation of those trees under SBC care and I do not recommend that we seek this currently. The trees in Oxleaze Wood are currently SBC managed.
Private owners	Privately owned trees remain the responsibility of the owner and their own insurance.
St Julian's	Managed by WWT
Nightingale Woods	Managed by the Forestry Commission
Recommended process	
Short term (now to Apr 18)	<ol style="list-style-type: none"> 1. Clerk to name and create map of only those trees under PC ownership/management (with support from Open Spaces Working Group) 2. Clerk to approach local tree surgeon for quotes for inspection reports for all trees. Clerk to get three other quotes for comparison and pick one. 3. Inspection to take place and report to be presented to Open Spaces Working Group for action. 4. Quotes to be obtained independently for any work required. <p>Clerk to repeat process</p>
Long term:	Recommendation that inspections take place regularly (1-2 years) by a qualified tree surgeon. This can be done by obtaining quotes each year or creating a contract for tree maintenance (to include quotes and a preferential emergency rate for fallen trees/branches)
Longer term:	Once the process is completed for SMPC trees and operating effectively, then we can consider learning more about trees outside our control. It is not necessary at the moment.
Actions or queries for consideration by the Council at PC meeting	
Short term plan: PC to confirm they are happy with the recommendation	
Long term plan: PC to confirm if they wish to get quotes each year or work towards a tree surgeon on contract.	

[Return to minutes](#)

Emergency Plan report:

Report details	
Report Date:	6 th October 2017
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	<i>October 2017</i>
Agenda item number:	11

Public or confidential: **Public**

Overview

Following a query by a resident, I have revisited the Emergency Plan. As discussed at the September 2017 meeting, the emergency plan focusses on the main issue facing the village – flooding. It is not possible to create an emergency plan to deal with all possible scenarios hence the decision to keep the plan flexible.

To help us do this, I have drafted a section on “Communication” with a proposed policy of communicating with residents in emergency scenarios.

This can be seen [here](#)

Actions or queries for consideration by the Council at PC meeting

PC to approve wording and confirm adoption of updated emergency plan

PC to confirm emergency plan to be posted on website under Parish Council documents

[Return to minutes](#)

Open Spaces Working Group report:

Report details	
Report Date:	12.10.2017
Report written by:	Barry Thunder
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	<i>October 2017</i>
Agenda item number:	14
Public or confidential:	<i>Public</i>
Overview	
The current focus is on the future of St Julians Woodland and it's long term management.	
Item	Progress/activity update
Oak Tree Corner	As per September report
St Julians Community Woodland and The Orchard	<p><i>The future management/ownership of St Julian's woodland requires pre discussions at this PC meeting.</i></p> <p><i>Below is the briefing note sent to WWT and intended for discussion on Tuesday 10th October. This meeting was cancelled at the last minute due to the ill health of one of the WWT attendees. This working group welcomes the views of each councillor and requests support for the briefing notes below or any additions to its content.</i></p> <p>“From our recent PC meeting, it is evident that the PC has concerns about the long-term management and cost of running St Julians.</p> <p>Our village is in the midst of radical change with increases in housing numbers of some 2000 from our current size of 370. This news is not new to us and has been the focus of much of the councillor's time for a number of years. However our uncertainty is about when any of these developments are due to start and for the houses to be occupied.</p> <p>Whilst we remain in this limbo state, our future finances remain unclear.</p> <p>St Julians woodland and all it contains are much appreciated by the village and well used.</p>

The immediate future of the woodland is important to us. Therefore I would suggest that we give consideration to the options open to us:

1. A full transfer of the woodland from WWT to SMPC and the cost consequences of such a transfer. A formal land transfer will incur legal costs and these need to be clarified, as will any long term support from WWT.
2. That WWT retains the full management of the woodland until such time that SMPC is in a position to reconsider a transfer from WWT of some sort.
3. A long term or interim agreement, whereby WWT retains ownership or leases the wood to SMPC, for a pepper corn rent, and shares operating costs with SMPC, whilst continuing to providing expertise and guidance. Day to day maintenance, such as grass cutting and weed control etc. to be carried out by SMPC volunteers and contractors paid for by SMPC. High level tree work to be retained by WWT, such a pollarding the Willows and felling any damaged trees.

All options require details of cost implications to SMPC and to show how WWT can provide support and advice.

Our intentions after the meeting are to discuss ALL options at a monthly PC meeting in order to gain Council approval for the preferred way forward, such a meeting will be before the end of 2017 in order to allow time to budget for the coming three financial years.

Allotments	One resignation. Two on waiting list to be approached. This will be the final Opens Spaces report on the Allotments. The November report will come from the Allotment Working Group in a separate report.
Bodleian Book Store	No updates
Sevor Solar Farm	Training to establish contact with the PR replacement
Oxleaze Woods	SBC/Community Forrester Officer to be approached regarding a written management agreement between SMPC & CF . This action will be held back pending resolution on the NEW GI issues with SBC and developers. The current intention is to move forward on this in early 2018
Parish Policy for Open Spaces	Work in progress.
Volunteers	Next volunteer event is on Sunday 22 nd October from 10am to 2pm. At St Julians Woodland with a hot snack lunch provided to attendees.
Rights of Way at SBC	Next ROW borough meeting scheduled on 23.11.17
Community Payback Teams	Community payback teams have carried out the following tasks since the last PC meeting: <ul style="list-style-type: none"> • Two path side grass cuts in Oxleaze wood • Grass cutting in St Julians Woodland
Actions or queries for consideration by the Council at PC meeting	
1) Approval of Councillors for the discussion points in this report with WWT.	

[Return to minutes](#)

Strategic Planning Working Group report:

Report details	
Report Date:	12.10.2017
Report written by:	Colin McEwen/S Brown
Working Group meeting date:	Various
Inclusion in Parish Council meeting:	October 2017
Agenda item number:	15
Public or confidential:	Public
Overview	
NP success. Planning update meeting with SBC officers in the run-up to finalising the HHT outline application	
Item	Summary
Neighbourhood Plan Referendum result	46% turnout –the highest in the Borough so far. 96% in favour of adoption by the Borough.
Great Stall	Members attended a briefing by developers and/or the public exhibition. Expressed concerns as to increased numbers, relocation of the school and the Park and Ride, isolated first stage, lack of relationship to other proposals building on the flood plain etc.
SBC meeting 10.10.2017	<p>Great Stall East: The Officers favour an early application, but had not had detailed discussions on or indicated approval of the elements of the plan shown at the exhibition that depart from the NEV Masterplan. They note our concerns.</p> <p>Symmetry Point: Unit 1 now being built.</p> <p>Lotmead: Appeal proceeding to hearing shortly. Access arrangements for sites still uncertain.</p> <p>Hotel site: negotiations with developer proceeding</p> <p>Delay caused by Synergy Health noise: HHT have now agreed noise alleviation scheme. Other developers still hoping to achieve satisfactory on-site amelioration measures.</p> <p>The lead time for Thames Water upgrades for fresh and foul water might be 2 years, but this was not out of line with the timetable for other negotiations.</p> <p>HHT: Application to go before the Planning Committee in November</p> <p>Positive discussion on S.106 contributions. We expressed concern that decisions made now on S.106 matters would preclude outcomes that we might wish, particularly on Green infrastructure/community forest and future maintenance of the various parcels and categories of land. Agreed that there should be a further joint meeting as a matter of urgency.</p> <p>School: Still awaiting resolution of land issues. NEV team will chase Ed. Dept.</p>
Future Green Infrastructure management	<p>As noted above, the HHT S106 document is likely to be finalised shortly. Unfortunately, there are still some unknowns to be discussed with SBC, which prevents the PC coming to a rational decision about assigning or taking on responsibility for green infrastructure and open space in the HHT application area.</p> <p><i>The Strategic Working Group needs however to clarify now if there are particular areas of responsibility that the PC definitely does wish to take on: The Group recommend that the PC confirms these are</i></p> <ul style="list-style-type: none"> • <i>The field behind Bell Gardens</i> • <i>The new allotments in South Marston village</i>

- *The new allotments in Rowborough*

Allotments are significant as they are a shared community asset, income generating and a current activity undertaken by the PC. Any additional burden on the clerk can be mitigated by allotment software and supplementary admin support.

We will be arguing that transfer of these should be explicit in the S106, but for all other areas, the wording should be sufficiently flexible to allow a more rational and evidenced solution to what the PC is willing to take on in future years.

Actions or queries for consideration by Parish Council at PC Meeting

Recommendation: Council agreement to requesting that the field behind Bell Gardens and the allotments at South Marston and Rowborough are formally transferred to SMPC via a clause in the S106 agreement attached to the HHT outline planning permission, likely to be determined in November.

[Return to minutes](#)

SMRA report:

Report details	
Report Date:	12.10.17
Report written by:	Sylvia Brown
Working Group meeting date:	11.10.17
Inclusion in PC meeting:	<i>October 2017</i>
Agenda item number:	<i>16</i>
Public or confidential:	<i>Public</i>
Overview	
Confirmed the position with cutting of the Rec ground boundary hedge. Electrician has repaired the faulty socket and light switch in the village hall. Confirmed the suggested location of the PC noticeboard as being adjacent to the existing one outside the Thornhill Rd entrance to the Rec. Invite to PC for the December meeting.	
Item	Progress/activity update
Play equipment repair	Checking as to the timing of the annual inspection by Community First insurers.
Village Hall	The light switch which failed to switch off has been replaced, as has the faulty power socket. This may cure the occasional problems we have had with the tripping of the power supply. Additional cutlery to be purchased to ensure adequate supply for private hirers. Village Hall secretary will now have a dedicated phone and email address paid for by SMRA which will require changes to noticeboards, documents and the website
Recreation Ground hedge cutting	SMRA confirmed that they wish to continue using the current contractor for our annual cut in the autumn. They remain willing to contribute towards a second cut, but want to clarify with the PC that this should only be where overgrown hedges impede footpaths i.e. along Thornhill Road and alongside the footpath to school within the Rec ground. In SMRA's opinion, the OVL hedge boundary does not need a second cut.
SMRA SMPC Agreement	Happy with the revised MOU. SMRA anticipate no need to ask for a change to the current amount of grant/maintenance payment. SMRA wish to invite parish councillors to the SMRA meeting in December to formally agree the MOU, discuss matters of mutual interest and have a joint discussion on the

	location of the proposed outdoor activity equipment. Coffee and mince pies will be served.
Noticeboards	SMRA consider the appropriate location for a dedicated PC noticeboard is alongside the existing community noticeboard at the Thornhill Rd entrance to the Rec. Should the PC have, or are willing to purchase, a second dedicated PC noticeboard for the village hall, SMRA would be open to suggestions for mounting it on the ex-bus shelter, where SMRA are considering minor building works to create additional storage space (project yet to be confirmed).
Actions or queries for consideration by the Council at PC meeting	
Note the invitation to the SMRA meeting in December for confirming the revised SMRA/SMPC agreement and discussion on other matters	
Note the clarification of the 'second hedge cut' that SMRA has agreed to pay for via SMPC. SMRA wish to continue to use their current contractor for the autumn cut in future years.	
Note the suggestion for the location of the spare PC noticeboard	

[Return to minutes](#)

Swindon Area Committee report:

Report details	
Report Date:	12.10.17
Report written by:	Sylvia Brown
Working Group meeting date:	14.9.17 & 12.10.17
Inclusion in PC meeting:	<i>October 2017</i>
Agenda item number:	<i>16</i>
Public or confidential:	<i>Public</i>
Overview	
<p>SAC: Expanded membership and more attendees participating. Proposed Terms of Reference for the Swindon Area Committee agreed as were the timing and frequency of meetings.</p> <p>Borough Parish Meeting (12.10.2017) tackled various issues of relevance to SMPC, including the Streetsmart call centre, developers and management companies, the Local Plan Review and SBC commitment to maintaining ROW in parished areas.</p>	
Item	Progress/activity update
SAC meeting	
Constitution/Terms of Reference	SAC had no formal constitution as a body within the Wiltshire Association of Local Councils. With their help, a Terms of Reference document has been proposed and agreed, which regularises that and puts issues such as the expanded membership and setting membership fees on a better footing. Problems with bank account changeover that mirrors SMPC experience and therefore no annual accounts for the last year.
Membership Fees	The previous approach to setting membership fees was against a background of a lot of small parishes and a few larger ones, so agreeing changes to membership fees each year was done on an ad hoc basis. With the new larger parishes coming on board, a better more transparent approach was needed. However, the new PCs lack information on their average Band D precept figures so we were unable on the night to come to a firm conclusion. It was agreed that existing SAC members pay at the current rate for the coming year, and the new members will pay their proposed contribution as and when SAC is able to access the appropriate information. The SM contribution for the year is £18.

Timing of meetings	It was agreed that the timing of meetings needed to better dovetail with the proposed Borough Parish meetings, so matters could be discussed and fed in for debate. This means four meetings a year in December, March, June and September, and SAC would hold an additional fifth meeting on specific topics of mutual interest that have arisen, possibly April/May.
SBC's draft Consultation Policy document	SBC had requested SAC views on the draft of their revised consultation strategy at short notice(!) This is a long document, full of good intentions and good practice, but, as far as SAC could see, it would not necessarily have improved the situation where consultation had been seen to fail in the past eg the work on transfer of services. What was important was for the strategy to have an effective monitoring process, including a process for seeking redress, and this was notably absent. Rather than review the document page by page, it was agreed that SAC inform SBC that they had no objection to the adoption of the document, but that they wished it to be accompanied by statements about how monitoring and redress could be dealt with.
Parishes taking on ROW maintenance	Since the withdrawal of the proposed document on parishes taking on ROW maintenance, nothing further has been heard of revised proposals, but staff in SBC dealing with matters have been 'retired'.
Other matters	SMPC representative asked about parishes experience of developers setting up management companies to maintain open space. It would appear that Wroughton is the parish to contact regarding bad experience (Berkeley Farm). SMPC representative succeeded in getting an item on the Borough Parish Meeting agenda for 12.10.2017 on the conditions attached to permission for demolition on housing sites. In particular whether the quality of security and management on site could be better controlled, with issues such as site bonfires being addressed. However, this was deferred to the January meeting to ensure officer attendance.
Borough Parish Meeting 12.10.17	
Streetsmart call centre	Parishes report continuing problems with the call centre mis-directing callers to the wrong parish council and not correctly identifying whether a matter is within the services that the relevant PC has accepted. The responsible officers said they acknowledged the problems. Some were being cured by software changes, others by staff training.
Parishes taking on ROW maintenance	Since the withdrawal of the proposed document on parishes taking on ROW maintenance, nothing further has been heard of revised proposals, but some staff in SBC dealing with matters have been 'retired', and word had it that the relevant budgets had been cut. Stephen Taylor confirmed that no further work on the draft transfer of responsibilities document was being undertaken by the Borough. Rob Core (grounds maintenance for SBC) said that there should be no change to the role of the Borough in enforcement and stile management, but the Borough agreed to confirm in writing that funding for this work would continue.
Development and management companies	Discussion on the role of S106 agreements and adoption of open space and local roads. SBC confirmed that there had been difficulty in the Northern Sector where parcels of land had

no known owner as a result of a consortium breaking up and the areas were left without any maintenance. Land owned by a bankrupt rather than missing owner passes to the Crown, but apparently the Crown rarely takes any interest in managing it. Parishes stressed that either they should be a participant to S106 negotiations OR there should be no assumption that parishes would ever take over the land. The role of management companies (as in Wroughton at Alexander Park) was queried where there was no redress by the residents when poor maintenance was evident. Stephen Taylor took on board all the comments regarding including parishes in the dialogue on the wording of S106 agreements. In particular, in respect of SM and Rowborough, he understood the need for the S106 not to imply wholesale transfer to a management company structure without the option for the PC to consider taking on specific areas. He saw no reason why the wording of the initial S106 should not allow later negotiation at the time of reserved matters over the final ownership of/responsibility for specific areas of land.

Local Plan Review

Phil Smith announced the forthcoming consultation on the Issues & Options Report, which forms the basis of deciding the revised Local Plan, covering the time period 2016-2036. They are working with Wiltshire Council on a Swindon housing market area which stretches roughly from Marlborough to Chippenham and will be doing joint work with Oxfordshire and Gloucestershire Councils to ensure account is taken of the impact of housing and transport in and out of the Borough. There will be an online consultation webpage and a parishes event, probably 16/17 November. Phil Smith confirmed that parish responses could rightly point out where existing infrastructure (M4 and Railway) may prove a barrier to more housing, but new infrastructure may open up new areas of housing potential. Timetable is aimed at a revised Local Plan going to public examination in 2020.

Actions or queries for consideration by the Council at PC meeting

Note the setting of the annual subscription to SAC

Note the above and arrange Strategic Working Group meeting to recommend responses to the Local Plan revision consultation

[Return to minutes](#)

Finance statement and payments for approval and signature

Prepared for October 2017 Parish Council meeting on 13th October 2017

Bank Account Statements Received

Julian Hodge Bank at 30 th September 2017	£114796.51
Unity Trust Bank at 8 th October 2017	£20865.12
Total:	£135661.63

Multipay Card: Claire Penny

Purchase	VAT	Amount
Sainsburys – food for Information Event	£0.00	£22.30
Vonage – phone bill	£3.00	£15.00
Monthly fee	£0.00	£3.00
Totals:	£3.00	£40.30
Payment due:		£40.30
Available spend balance (maximum £250):		£209.70

Expenditure: Cheques for Approval and Signature

Cheque Number	Our Ref	Payment	VAT	Amount
BACS -17.10.17	0084	Orchard Press (NP event printing)	£2.20	£13.20
BACS -17.10.17	0085	Orchard Press (NP event printing)	£0.00	£69.00
BACS -17.10.17	0086	Orchard Press (NP event printing)	£4.45	£148.71
BACS -17.10.17	0087	Stratton Garden Contractors (Grass cutting September)	£0.00	£534.82
BACS -17.10.17	0088	AllBuild (Waste bins – September)	£21.67	£130.00
BACS -17.10.17	0089	Rialtas Business Software (Finance system)	£127.20	£763.20
BACS -17.10.17	0090	SMRA – Village hall hire (PC meetings & info event)	£0.00	£123.25
BACS -17.10.17	0091	Barry Thunder – Open Spaces expenses	£18.38	£381.60
BACS -17.10.17	0092	Claire Penny – salary	£0.00	£1477.33
DD – 2.11.17	0093	Claire Penny – pension	£0.00	£141.54
BACS -17.10.17	0094	Orchard Press – Open Gardens event posters	£4.20	£25.20
BACS -17.10.17	0095	Greenshave – grass cutting Sept & Oct	£114.00	£684.00
DD – 16.10.17	0096	Multipay card	£0.00	£40.30
BACS – 17.10.17	0097	HMRC – tax period 6	£0.00	£348.38
		TOTAL	£292.10	£4880.53

Income: Invoices Raised to

Invoice	To	Amount
	TOTAL	£0.00

Income: Other

Remittance	From	Amount
Precept & Comm Support Grant	SBC	£ 17,117.08
Bank interest	Julian Hodge	£102.75
	TOTAL	£17,219.83

[Return to minutes](#)