

**Minutes of the meeting held on Tuesday 16th January 2018 at
7:30pm at the South Marston Village Hall**

Council Members present	
Mr C McEwen (CM) - Chair Mr K Millard (KM) Mr D Roberts (DR)	Mrs S Brown (SB) – Vice Chair Mr S Young (SY)
Clerk & Responsible Officer:	Mrs C Penny (Clerk)
Members of the public present:	Mr A Goodenough

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, SPG – Strategic Planning Working Group

Minutes:

Agenda item & minute number	Summary	Action	Supporting information
Open 10 minutes 150/17	Mr Goodenough informed the PC that Cotswold Canal Trust have work gangs that will remove dead trees suitable for wood burners for free if they can keep the wood to resell. Clerk to note contact details. Mr Goodenough also informed that the Wanborough anti flood group have asked the environment agency to put a sensor on acorn bridge. SPG to talk to SBC about doing the same.	Clerk to note contact details SPG to talk to SBC about sensor	None
Apologies 151/17	Mr B Thunder (BT), Mr T Leathart (TL)	None	None
Declarations of interest 152/17	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 19 th December 2017 153/17	Proposed: DR Seconded: DB Agreed: All	None	See South Marston website
Review of actions 154/17	Review of actions currently outstanding.	Existing actions updated on the action sheet.	Actions
Review of Parish	The PC reviewed progress		Calendar

	involvement with green infrastructure in the NEV. Will await outcome. Allotments Working Group: Noted		Report
Reports relating to expansion 161/17	Strategic Planning Working Group: Verbal report from SB & CM. Little progress on school. Borough looking to send out commissioning document for Village Centre consultant by the end of January.		Report
Other reports 162/17	No other reports		
Finance 163/17	Approved and signed by SY, KM & SB: <ul style="list-style-type: none"> • Finance statement • Payments <p>To review and approve the budget and precept for 2018/19: PC discussion on budget. SB proposed a 3.2% increase on the precept. DR second. All approved. Clerk to inform SBC.</p>	Clerk to inform SBC.	Finance statement
Matters brought forward by or with the consent of the Chair 164/17			
Meeting closure:	21.00 hrs		

Actions:

ACTIONS					
PC Meeting & minute no	Area	Action	Progress update	Owner	Deadline
Jun 17 41/17	Recreation Ground grant	Clerk to work with SB & SMRA to action	In progress	Clerk	20/2/18
Jun 17 42/17	Business cards	Communications Working Group to order business cards.		CWG	Completed
Jun 17 42/17	Signage	Communications Working Group to finalise signage.		CWG	Completed
Sep 17 86/17	Waste bin contract	Clerk to action when required	In progress	Clerk	31/3/18
Sep 17 90/17	Asset register	BT to give list of Open Spaces equipment to Clerk.	Carried	BT	20/2/18
Oct 17 104/17	Electronic storage	Clerk to action storage increase	Awaiting response from account manager	Clerk	20/2/18
Oct 17 105/17	Covingham Flood Group	OSWG to action.	In progress	OSWG	20/2/18
Nov 17 127/17	Community Payback	OSWG to draft agreement	In progress	Clerk	20/2/18
Nov 17 127/17	Allotment contracts	AWG to update contracts	In progress	AWG	20/2/18
Nov 17 127/17	Allotment software	AWG to purchase.		AWG	Completed
Dec 17 137/17	Hotel – planning conditions	SB to speak to SBC about burning planning conditions	SBC delayed meeting. Carried	SB	20/2/18
Dec 17 138/17	Finance meeting	Clerk to arrange for late April, beginning of May		Clerk	20/2/18
Dec 17 139/17	Cable installation	Clerk to clarify details		Clerk	Completed
Dec 17 140/17	SBC communications	Clerk to respond		Clerk	Completed
Dec 17 142/17	Local Plan consultation	CM & SB submit to SBC		CM & SB	Completed
Dec 17 143/17	Transport Requirements for Development consultation	CM & SY to respond to SBC		CM & SY	Completed
Dec 17 144/17	SMRA MOU	Clerk to pass copies to SMRA for signature.		Clerk	Completed
Dec 17 145/17	WWT & NEV	SB to arrange meeting		SB	Completed
Dec 17 147/17	S/HOU/17/1883 1 Church Farm Lane	Clerk to respond		Clerk	Completed
Dec 17 147/17	S/HOU/17/1916 5 Fuller Gardens	Clerk to respond		Clerk	Completed

Dec 17 147/17	S/HOU/17/1985 13 Manor Park	Clerk to respond		Clerk	Completed
Dec 17 148/17	Uncashed cheque	Clerk to remove from uncashed cheques and stop at bank.		Clerk	Completed
Dec 17 149/17	S/17/0975 – Servis	Clerk to respond		Clerk	Completed
Added at this meeting					
Jan 18 150/17	Cotswold Canal Trust	Clerk to note contact details		Clerk	20/2/18
Jan 18 150/17	Flood sensor at Acorn	SPG to talk to SBC about sensor		SPG	20/2/18
Jan 18 155/17	Asset register	Clerk to add to February agenda.		Clerk	20/2/18
Jan 18 155/17	Asset register	Clerk to circulate.		Clerk	20/2/18
Jan 18 157/17	VIEWS meeting	Clerk to call MP		Clerk	20/2/18
Jan 18 157/17	Garden party	Clerk to nominate SY		Clerk	26/1/18
Jan 18 157/17	Footpath 5 & 6	Clerk to respond.		Clerk	1/2/18
Jan 18 157/17	Footpath 5 & 6	Clerk to send Community News to Network Rail contact.		Clerk	1/2/18
Jan18 158/17	S/OUT/17/1990 – Great Stall East	SB to update with issue of the flow of water from the local 'Liden' water course.		Clerk	17/1/18
Jan18 158/17	S/OUT/17/1990 – Great Stall East	SB to respond		Clerk	17/1/18
Jan 18 158/17	S/HOU/17/2017 - Fuller Gardens	Clerk to respond		Clerk	17/1/18
Jan 18 159/17	General Data Protection Regulations	Clerk to action		Clerk	20/2/18
Jan 18 163/17	Precept	Clerk to inform SBC.		Clerk	31/1/17

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Calendar actions:

DECEMBER		
Main tasks:	Set precept amount and budget; Draft and approve supplier contracts; Produce Community News	
Area:	Actions:	Progress made
Budget	Hold meeting of Finance Working Group to review quarter reports and set budget and precept	Completed
Budget	Set date for January Finance working group	N/A
Precept	Review and propose precept amount	Completed

Supplier contracts	Clerk to draft contracts to new contractor services	Completed
Supplier contracts	Clerk to circulate draft contracts to all parties for approval	Completed
Community News	Produce January edition of Community News	Completed
Items for this month's agenda:	Finance items: <ul style="list-style-type: none"> • Approval of supplier contracts • Review and approve budget and precept recommendations 	
JANUARY		
Main tasks:	Allotment new year tasks; Confirm precept amount to SBC; 3 rd quarter report; Supplier contracts; Issue Community News	
Area:	Actions:	Progress made
Allotments	Send Honda payment for allotment rent	Email sent
Allotments	Send New Year email/letter to tenants	N/A
Audit	Confirm appointment and date for internal auditor	Details will be sent in March
Budget	Produce 3 rd quarter budget report	In progress
Budget	Hold meeting of Finance Working Group to review 3 rd quarter report and assess potential changes to budget	Will hold finance meeting in April
Community News	Issue January edition of Community News	Completed
Grants report	Update grants report	Not yet done
Precept	Notify SBC of precept amount	Following this meeting
Supplier contracts	Issue contracts to suppliers	In progress
Items for this month's agenda:	Finance items: <ul style="list-style-type: none"> • Review and approve precept amount and paperwork • Review and approve 3rd quarter budget report and financial statement • Review and sign new supplier contracts 	
FEBRUARY		
Main tasks:	Asset register review; Produce Community News; Security reminders	
Area:	Actions:	Progress made
Asset register	Update asset register	Clerk to circulate
Community News	Produce March edition of Community News	
Security	Issue reminder to all Council members to reset passwords	
SMRA	Receive copy of SMRA account and circulate to PC	
SMRA	Receive grant application and memorandum of understanding	
Items for this month's agenda:	Finance items: <ul style="list-style-type: none"> • Review Asset Register for insurance cover • Review grants report • Approve appointment of internal auditor • Approve SMRA Memorandum of Understanding and grant 	

Clerks Report

Report details

Report Date:	12 th January 2018
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	January 2018
Agenda item number:	7
Public or confidential:	Public

Overview

Item	Progress/activity update
Workload management	Workload has been steady over December and allowed me to take some time off over the Christmas period. Email volume is constant but manageable and I have forward planned my diary for the following months to allow time to prepare for year-end activities.
Training	Training is ongoing and my CiLCA deadline is fast approaching (February). As such I have block booked time out to allow me to put the finishing touches before final submission.
Cable installation	Cable installation work has now reached the village and begun in Old Vicarage Lane. I have received a number of queries from residents and passed them to the agent dealing with the work. I have also requested that the road be cleared of mud and the verges reseeded and reinstated. They have confirmed that this will be done.
IT systems	I'm currently investigating the set up and costs of our existing service providers as I have concerns about the service being delivered. Any proposed changes (if any) will be presented to the PC once researched.
Actions or queries for consideration by the Council at PC meeting	
None	

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Correspondence Report

Report details

Report Date:	12 th January 2018
Inclusion in PC meeting:	January 2018
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	Anne Featherstone, VIEWS	18 th December 2017	Neighbourhood Plan Process	Informing PC that VIEWS will be meeting Cllr Holland to discussing Neighbourhood Plan process
Image/Text	Out of courtesy, Claire, copying SMPC in. Anne ----- Dear All,			

Following an enquiry from Justin Tomlinson MP, about the Neighbourhood Plan process, Mr Tomlinson is arranging for VIEWS Committee members to meet with Ward Cllr Russell Holland to discuss our thoughts about the process.

We are keen to gather your views about what has taken place leading up to the Referendum. Please email them to us so they can be included in the discussion. VIEWS intends to be more closely involved in the next step which is the implementation of the plan in ways that realise the vision for the expanded village.

South Marston will be a high quality, integrated village with an enhanced sense of community, activity and safety and with a design that builds on the existing character and features in a sustainable manner. (Neighbourhood Plan Page 3)

In many ways the hard work starts here. Your thoughts, please.

We look forward to hearing from you.

Clerk note: Requested more information from VIEWS about the thoughts on the NP process and how they would like to be more closely involved in the next steps.

Hello, Claire

Thanks for your interest. The exact items for discussion will be driven by input from VIEWS members and thus have not yet been finalised. VIEWS will keep the PC updated?

Best regards,

Anne

Item number	From	Date	Reference	Contents summary
2	WALC	4 th January 2018	Garden party	Invitation to nominate Councillors for Queens Garden Party.

Image/Text

Dear Colleague

It is that time of year again when we are seeking nominations for the Wiltshire allocation to a Buckingham Palace Garden Party. The Garden Party to which Wiltshire guests have been invited takes place on 5th June 2018.

The allocation for Wiltshire is THREE councillors and their accompanying guests (1 per nominated councillor).

In order to nominate someone for a place at the garden party, please complete the attached form IN FULL ensuring that anyone that has been nominated (and their guest) can make the date. The form must be completed in full and correctly.

Names will be drawn completely at random. There is no need to make a case for the nominated councillor as this will not be taken into consideration when drawing names. We are not in a position to judge merit; everyone nominated with a correctly completed form will be entered into the draw. **THOSE NOMINATED MUST BE ABLE TO ATTEND ON 5th JUNE 2018.**

Please take note of the information below supplied to NALC by the Lord Chamberlain when considering nominations.

- Invitations are in recognition of PAST service as Chairmen of Parish Council and Town Mayors in England and it is therefore appropriate that outgoing members, rather than those newly elected, should be invited to attend.
 - Guests should NOT have previously attended a Garden Party.
 - It is essential that all details given to me are correct as inaccuracies have, in the past, caused distress and embarrassment. Please therefore ensure that all names and addresses reflect each guest's form of identification that they will be asked to bring with them e.g. Passport, driving licence to allow them to gain access to the event. If in doubt, please check with the guests. For example, i.e. if somebody is known as Mike but the name as it appears on their passport is Michael John, please ensure that this is written on the form.
 - Ensure all nominated guests are accompanied, with each guest being accompanied by one guest only.
 - Ensure that no one under the age of 18 years is nominated as a guest or to accompany a guest.
 - Guests who require assistance MUST be accompanied and this must be made clear on the form. The entrance to and the grounds of the palace is accessible by wheelchair and disabled parking is close to the palace entrance. If disabled parking is required, this must be made clear.
 - All nominated guests must be British or European Union citizens, although their guest(s) may be of other nationalities. However all guests, nominated or accompanying, must be resident in the United Kingdom.
 - Buckingham Palace have specifically stated that late changes to nominations cannot not be entertained by the palace. Therefore once details have been submitted to the Palace by NALC this cannot be changed.
 - Please remind nominees that in the event they are chosen to attend and are then are unable to attend a Garden Party for whatever reason they will not be invited again.
 - Invitations will be issued approximately 6 weeks prior to the Garden Party and this pack of information is very detailed. Your nominated guests might also find it helpful to follow this link - <https://www.royal.uk/garden-parties>
 - There will be no parking facilities available for guests with the exception of disability badge holders (blue badge holders) which should be noted on the form. The palace will contact that guest requesting details of the disability badge.
- COMPLETED NOMINATION FORMS MUST BE RECEIVED IN THIS OFFICE BY 9am on FRIDAY 26th JANUARY 2018

Item number	From	Date	Reference	Contents summary
3	Martin Fry	5 th January 2018	Footpaths 5 and 6	Public Footpaths 5 and 6 South Marston - Proposed Rail Crossing Diversion Order
Image/text	<p>Dear Statutory Consultee</p> <p>Network Rail has applied to Swindon Borough Council for a Rail Crossing Diversion Order under section 119A Highways Act 1980 with the overall proposed change to the public rights of way network shown on the attached plan, numbered SBC/MF/18/1/5&6. The site of the proposed changes are located approx 3miles east north east of Swindon town centre and Point A on the plan has an OS Grid Ref of SU19408677.</p> <p>Public Footpaths 5 and 6 South Marston currently cross the Swindon to London Paddington Main Line railway via two level crossings where train speeds can reach 125mph. The Line is currently being electrified as part of the Great Western Electrification Project and although the sighting requirements are currently met for both crossings the overhead line equipment associated with the electrification will shorten the sighting distances to below the required minimum. Network Rail are</p>			

therefore proposing to close both level crossings and build a stepped footbridge for Public Footpath 5 and provide a connecting public footpath along the northern side of the Line to connect the two footpaths.

The new routes of the public footpaths will have a width of 2 metres apart from between Points J and H on the plan, the span of the bridge, which will have a width of 3metres. The existing stiles either side of the Line at Points B and C will be replaced with pedestrian gates at Points G and K and a further gate will be installed at Point M.

Public Footpath 6 currently terminates on the A420 Oxford to Swindon road with no obvious natural continuation link route for path users. The general north south route of Public Footpath 5 will be maintained albeit with a deviation across the proposed footbridge.

As part of the New Eastern Villages development (8,000 homes, new district centre, 40ha of employment and associated health, retail, education and leisure facilities) around and between South Marston and Wanborough, Network Rail and Swindon Borough Council have entered into a legal agreement regarding the footbridge. At some point in the future, using contributions from the developers of the New Eastern Villages, the Council will add ramps to both sides of the footbridge.

I would be grateful to receive any comments you may have on this proposal by Friday 23 February 2018.

General correspondence received:

Title	Produced by	Key points to note
Child exploitation briefing	SBC	Invitation for Councillors to attend a briefing on child exploitation
Branch meetings	Wilts & Berks Canal Trust	As part of the changes for 2018 we will moving our branch meetings to the first Wednesday in even numbered months and to a new venue. Our next meeting will therefore be on the 7th February at 7.30pm, the venue will probably be the StoweAway Community Centre in East Wichel but this is still to be confirmed.
Roadworks for cable installation	Various residents	One resident of Old Vicarage Lane: Requested contact details of agent managing work One business owner off Old Vicarage Lane: Queries to contractor about the impact on vehicles accessing their business.
Financial settlement	Swindon Area Committee	SAC forwarded a copy of the provisional 2018-19 local government finance settlement in relation to a query raised about possible caps on parish council precepts. The paper can be seen here
Cycling sign	F&E Harris	Enquiry about who would erect a cycling sign on the cyclepath from Keypoint to Hodnotts.
NEV transport scheme event	SBC	Poster advertising the New Eastern Villages (NEV) Transport Schemes Event at Coleview Community Centre on Tuesday 23rd January. <i>Posted on village website</i>
Policing precept	Police and Crime Commissioner	Details on consultation to increase policing precept to cover budget shortfall. <i>Advertised in Community News (January edition)</i>

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
Newsletter	WALC	December 2017 – none
Members Bulletin	SBC	22.12.17 – None 4.1.18 – None 11.1.18 – 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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Open Spaces Working Group report:

Report details	
Report Date:	4 th January 2018
Report written by:	Chris Brooks
Working Group meeting date:	Ad hoc
Inclusion in Parish Council meeting:	<i>January 2018</i>
Agenda item number:	<i>11</i>
Public or confidential:	<i>Public</i>
Overview	
Planning for 2018 and summary of January tasks. Village Garden section is new. OSG = Open Spaces Group	
Item	Progress/activity update
Oak Tree Corner	On working group planning agenda for 2018
St Julians Community Woodland and The Orchard	Awaiting WWT draft MOU that will detail the management structure, who is responsible for what and importantly what SMPC is able to do without reference to WWT. Arrangement to be reviewed annually in October. The fruit trees have been pruned, crocus bulbs have been planted (St J), much of the bush and tree cuttings have been cleared away. 8th Jan meeting with WWT to discuss trees for felling.
Parish Council tree report	A contractor has been engaged and the scope of the report extended to include trees on the recreation ground in light of the nearby village centre development. It is hoped to solicit comment on the Village Garden also. The survey was completed on 11 th January 2018. Clerk awaiting report.
Bodleian Book Store	No updates
Sevor Solar Farm	Training to establish contact with the PR replacement- No change to date
Oxleaze Woods	Following the completion of the MOU for St Julians contact will be made with SBC to complete a similar document for Oxleaze Wood.

Village Garden	Plans are being drawn up by the OSG to tidy the garden and make it more accessible. A final proposal should be ready within two weeks and will be passed to interested parties.
Parish Policy for Open Spaces	The newly established working group will expand on the existing draft and hopes to present this to the PC before the end of the current financial year.
Volunteers	There are no volunteer days planned until February
Rights of Way	Anne Featherstone will report on the December ROW meeting with SBC and other parishes to the OSG.
Community Payback Teams	Work for the groups will include regular grass cutting at Oxleaze and St Julian woods and the Village Garden. A revised MOU will be in place for the new financial year.
Actions or queries for consideration by the Council at PC meeting	
The PC to note changes to the group and increased usage of Community Payback teams.	

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Allotments Working Group report:

Report details	
Report Date:	4 th January 2018
Report written by:	Claire Penny
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	<i>January 2018</i>
Agenda item number:	<i>11</i>
Public or confidential:	<i>Public</i>
Overview	
Item	Progress/activity update
Software	Allotments software has been purchased and training completed. Installation is complete and BT is now focussing on set up for the year ahead.
Secure storage	Secure storage is now almost ready thanks to donated materials and allotment volunteers. Much appreciated.
Tenancies	No change
Actions or queries for consideration by the Council at PC meeting	
None	

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Finance statement and payments for approval and signature

Prepared for January 2018 Parish Council meeting on 12th February 2018

Bank Account Statements Received

Julian Hodge Bank at 31 st December 2017	£115112.19
Unity Trust Bank at 8 th January 2018	£13,175.97
Total:	£128,288.16

Multipay Card: Claire Penny

Purchase	VAT	Amount
Post office counter – postage	£0.00	£7.90
Vonage – phone	£2.50	£15.00
Monthly fee	£0.00	£3.00
Totals:		£25.90
Payment due:		£25.90
Available spend balance (maximum £250):		£224.10

Expenditure: Cheques for Approval and Signature

Cheque Number	Our Ref	Payment	VAT	Amount
BACS – 17.1.18	0115	SMRA – Village hall hire (PC meetings)	£0.00	£63.75
BACS – 17.1.18	0116	Allbuild – waste management (December)	£21.67	£130.00
BACS – 17.1.18	0117	Claire Penny – salary (December)	£0.00	£1374.68
DD – 16.1.18	0118	Multipay card	£0.00	£25.90
BACS – 17.1.18	0119	HMRC (tax period 9)	£0.00	£426.09
BCAS – 17.1.18	0120	Rialtas Software – Allotments software	£112.45	£674.70
		TOTAL	£134.12	£2695.12

Income: Invoices Raised to

Invoice	To	Amount
	TOTAL	£0.00

Income: Other

Remittance	From	Amount
	Bank interest – Julian Hodge	£106.47
	Services transfer agreement - SBC	£3,680.00
	TOTAL	£3,786.47

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