

**Minutes of the meeting held on Tuesday 20<sup>th</sup> February 2018 at  
7:30pm at the South Marston Village Hall**

<b>Council Members present</b>	
Mr C McEwen (CM) - Chair	Mrs S Brown (SB) – Vice Chair
Mr B Thunder (BT)	Mr S Young (SY)
Mr K Millard (KM)	Mr T Leathart (TL)
Mr D Roberts (DR)	
Clerk & Responsible Officer:	Mrs C Penny (Clerk)
Members of the public present:	Mr D Burgess, Mr N Hole, Mr C Brooks

Acronyms used in these minutes:

PC – Parish Council, OSWG \_ Open Spaces Working Group, CWG – Communications Working Group, AWG – Allotments Working Group, SPWG – Strategic Planning Working Group, NPC – Neighbourhood Planning Committee

SBC – Swindon Borough Council, NP – Neighbourhood Plan, SMRA – South Marston Recreation Association, NEV – New Eastern Villages

**Minutes:**

<b>Agenda item &amp; minute number</b>	<b>Summary</b>	<b>Action</b>	<b>Supporting information</b>
Open 10 minutes 165/17	<p>Mr Burgess raised concerns about poor design of the A420 with inappropriate speed limits and road markings. SB confirmed that we agree that the current position encourages risk overtaking between sets of lights. PC confirmed that they have passed the resident's email to the SBC Highways team and requested that they investigate. PC will raise each month as part of our regular SBC meetings.</p> <p>Mr Burgess also raised that, despite new bus stops being built on the A420, the 66 bus does not always stop to collect people. He was advised to contact the company directly but let the PC know if no satisfactory response received.</p> <p>Mr Hole ask the PC to note that litter on the verges south of Hodinotts corner has become a big issue and makes the entrance to the village very unwelcoming. PC explained the work being done by our volunteer litter pickers but the challenges faced on that road towards Keypoint make it unsafe for individuals to litterpick. Mr Hole has volunteered to assist our existing litter picker. Clerk to forward on his details. Mr Hole also queried if fibre broadband would be coming to the broadband. PC discussed that they had hoped to combine</p>		None

	power cable installation with this but were unsuccessful. There are currently no plans but they are pressing SBC to make a unified approach to installation of utilities for the NEV so hopefully it can be done then.		
Apologies 166/17	None	None	None
Declarations of interest 167/17	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.  CM granted dispensation in respect of allotment rents.	None	See <a href="#">South Marston website</a>
To approve and sign the minutes of the Parish Council meeting held on Tuesday 16 <sup>th</sup> January 2018 168/17	Proposed: KM Seconded: SY Agreed: All	None	See <a href="#">South Marston website</a>
Review of actions 169/17	Review of actions currently outstanding.  Abbreviations: Clerk to create summary of abbreviations on agenda	Existing actions updated on the action sheet. Clerk to create	<a href="#">Actions</a>
Review of Parish Council Calendar 170/17	The PC reviewed progress PC discussion about requirements for May PC meeting, Annual Meeting of the council and Annual Parish Meeting. Hope to combine Annual Parish Meeting with Village information event. Clerk to draft dates to fit with requirements.	Clerk to draft dates	<a href="#">Calendar</a>
Clerks Report 171/17	Clerks report discussed Traffic issues: Clerk to email SBC Liaison and Highways Team to request a contingency plan for an unexpected closure of any of the three roads into the village when planned diversions/temporary lights were in place. We have had three such instances in the last month.	Clerk to email contacts	<a href="#">Report</a>
Correspondence Report 172/17	Correspondence report discussed F&E Harris: Clerk to reply		<a href="#">Report</a>
Planning applications 173/17	To discuss <b>planning applications</b> :  S/OUT/17/1990 – Revised plans: Outline planning at Great Stall East Deadline date: 16th February 2018 (Extension until 21st February 2018) PC do not consider that the revised plans have met our objections previously stated.  S/18/0092– ‘Variation of condition 7 (approved drawings) from previous	Clerk to respond          Clerk to respond	<a href="#">SBC planning website</a>

	<p>permission S/15/1465 for Westwinds, Thornhill Road Deadline date: 13th February 2018 (Extension until 21st February 2018) No adverse comments.</p> <p>S/HOU/18/0056 - Erection of a porch at 47 Greenfields, South Marston Deadline date: 8th February 2018 (Extension until 21st February 2018) No adverse comments</p> <p>S/ADV/18/0123 – ‘Display of various signs at Symmetry Park, Great Stall West Deadline date: 19th February 2018 (Extension until 21st February 2018) PC discussion. Signage proposed will be a distraction for drivers and out of keeping with the NEV residential site. Would indicate that the park is a private industrial area. The site is the main boulevard to reach the NEV and as such the signage should not be dominating. The proposal for such a large, permanent sign at the entrance is not appropriate especially as the Swindon Local plan identify this area as a gateway to the Swindon.</p>	<p>Clerk to respond</p> <p>Clerk to respond</p>	
To review and approve the asset register 174/17	<p>Clerk summarised changes:</p> <ul style="list-style-type: none"> <li>• Merger of all Recreation Ground play equipment into one asset as unable to manage as separate items.</li> <li>• Addition of dog waste and mixed waste bins as now part of PC services (following SBC transfer)</li> </ul> <p>SB proposed accept changes. DR second. All approved.</p>	None	None
To discuss the Council IT infrastructure 175/17	PC discussion. All agree to keep email and access for all Councillors.	Clerk to action	<a href="#">Report</a>
To review the Open Spaces Working Group proposal for the village garden 176/17	PC discussion on village garden proposals: TL noted that it is an excellent piece of work. Discussion about benefits of the work and how it will be managed. KM proposed that the PC approved funds of £3200 from the AEE grant money (with £1600 to be returned via F&E Harris donation). TL second. All approved. PC thanked Chris Brooks for his work so far.	None	Report
Reports from Working Groups 177/17	<p><b>Communications Working Group:</b> Noted</p> <p><b>Open Spaces Working Group:</b> Noted</p> <p><b>Allotments Working Group:</b> PC discussion about proposals. SB propose adopt all AWG recommendations. SY second. All approved</p>	<p>None</p> <p>None</p> <p>None</p>	<p><a href="#">Report</a></p> <p><a href="#">Report</a></p>

<p>Reports relating to expansion 178/17</p>	<p><b>Strategic Planning Working Group:</b> SB &amp; CM gave verbal update due to close proximity of SBC meeting to the PC meeting. SB confirmed that little progress has been made on development but small activities taking place and we are maintaining positive working relationships with SBC officers. Hotel site, Crown Timber, Village Centre all moving forward slowly.</p> <p>Updated that Govt offered £6.5m to fund construction of Rowborough tunnel which will help ensure its being brought forward CM confirmed that progress being made with school and DBAT are beginning commissioning for design.</p> <p>PC discussed issues about risk of repeated digging up of the road for utilities. This has now been flagged with SBC who will start to consider.</p> <p>PC discussed resident complaint which was sent to clerk shortly before PC meeting. SPWG raised with SBC who confirmed that the contractors had asked for permission to work over two specific weekends, and contractors were expected to phone affected residents. This work is now complete. Clerk to write to resident.</p>	<p>Clerk to write to resident</p>	<p><a href="#">Report</a></p>
<p>Other reports 179/17</p>	<p><b>SMRA:</b> PC to note AGM date.</p> <p><b>Swindon Borough Parish meeting:</b> SB attended on behalf of SAC. Poor attendance of Officers which had been noted. SB had ensured the query over conditions placed on demolition permissions was on the agenda, but officer not present. Written answer now to be supplied.</p>		<p><a href="#">Report</a> Verbal</p>
<p>Finance 180/17</p>	<p><b>Approved and signed by BT, SY &amp; KM:</b></p> <ul style="list-style-type: none"> <li>• Finance statement</li> <li>• Payments</li> </ul> <p>To review and approve <b>the 3rd quarter finance report:</b> PC reviewed and approved the report.</p> <p>To review and approve <b>changes to the Clerks salary (In Committee:</b> Clerk absented herself from the discussion. PC agreed amendments to salary.</p> <p><b>Spending approved at this meeting:</b></p> <ul style="list-style-type: none"> <li>• £3200 from the AEE grant money (with £1600 to be returned via F&amp;E Harris donation) for the Village Garden</li> </ul>		<p><a href="#">Finance statement</a></p>
<p>Matters brought forward by or with</p>	<p>TL raised issues with lorries swinging too wide at Hodinotts corner, after he was</p>	<p>Clerk to ask SBC to trim hedge.</p>	

<p>the consent of the Chair 181/17</p>	<p>contacted by a resident. PC discussion about the issues. Clerk to ask SBC to trim hedge. Clerk to contact resident that raised issue.</p> <p>Clerk raised that SMRA have now confirmed the date of the summer Fete – 7<sup>th</sup> July. PC confirmed they will wish to have a stand. Clerk to inform SMRA.</p> <p>SB raised the issue of brambles around the flower planter at the edge of the village on Highworth Road. Mr Brooks volunteered to clear. PC thanked Mr Brooks.</p> <p>Clerk raised Highworth PC have asked if our contractor can add a bin within their parish to his route. Clerk has confirmed price and £35 admin charge to cover Clerk's time. Will be invoiced annually. PC approved. Clerk to action.</p>	<p>Clerk to contact resident that raised issue.</p> <p>Clerk to inform SMRA</p> <p>Clerk to action</p>	
<p>Meeting closure:</p>	<p>9:41pm</p>		

## Actions:

<b>ACTIONS</b>					
<b>PC Meeting &amp; minute no</b>	<b>Area</b>	<b>Action</b>	<b>Progress update</b>	<b>Owner</b>	<b>Deadline</b>
Jun 17 41/17	Recreation Ground grant	Clerk to work with SB & SMRA to action	In progress	Clerk	1/3/18
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	20/3/18
Oct 17 104/17	Electronic storage	Clerk to action storage increase		Clerk	Completed
Oct 17 105/17	Covingham Flood Group	OSWG to action		OSWG	Completed
Nov 17 127/17	Community Payback	OSWG to draft agreement	In progress	Clerk	20/3/18
Nov 17 127/17	Allotment contracts	AWG to update contracts	In progress	AWG	20/3/18
Dec 17 137/17	Hotel – planning conditions	SB to speak to SBC about burning planning conditions		SB	Completed
Dec 17 138/17	Finance meeting	Clerk to arrange for late April, beginning of May		Clerk	Completed
Jan 18 150/17	Cotswold Canal Trust	Clerk to note contact details		Clerk	Completed
Jan 18 150/17	Flood sensor at Acorn	SPG to talk to SBC about sensor		SPG	Completed
Jan 18 155/17	Asset register	Clerk to add to February agenda.		Clerk	Completed
Jan 18 155/17	Asset register	Clerk to circulate.		Clerk	Completed
Jan 18 157/17	IEWS meeting	Clerk to call MP		Clerk	Completed
Jan 18 157/17	Garden party	Clerk to nominate SY		Clerk	Completed
Jan 18 157/17	Footpath 5 & 6	Clerk to respond.		Clerk	Completed
Jan 18 157/17	Footpath 5 & 6	Clerk to send Community News to Network Rail contact.		Clerk	Completed
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	Completed
Jan18 158/17	S/OUT/17/1990 – Great Stall East	SB to respond		Clerk	Completed
Jan 18 158/17	S/HOU/17/2017 - Fuller Gardens	Clerk to respond		Clerk	Completed
Jan 18 159/17	General Data Protection Regulations	Clerk to action		Clerk	Completed
Jan 18 163/17	Precept	Clerk to inform SBC.		Clerk	Completed

Added at this meeting					
Feb 18 165/17	Litter picking	Clerk to pass Mr Hole's details to litter pickers		Clerk	1/3/18
Feb 18 169/17	Abbreviations	Clerk to create summary of abbreviations on agenda		Clerk	20/3/18
Feb 18 170/17	May meetings	Clerk to draft dates		Clerk	20/3/18
Feb 18 171/17	Traffic issues	Clerk to email contacts		Clerk	20/3/18
Feb 18 172/17	F&E Harris	Clerk to email		Clerk	20/3/18
Feb 18 173/17	S/OUT/17/1990 - Great Stall East	Clerk to respond		Clerk	21/2/18
Feb 18 173/17	S/18/0092 - Westwinds	Clerk to respond		Clerk	21/2/18
Feb 18 173/17	S/HOU/18/0056 - Greenfields	Clerk to respond		Clerk	21/2/18
Feb 18 173/17	S/ADV/18/0123 - Symmetry Park	Clerk to respond		Clerk	21/2/18
Feb 18 174/17	IT access	Clerk to action		Clerk	20/3/18
Feb 18 178/17	A420 work	Clerk to write to resident		Clerk	21/2/17
Feb 18 181/17	Lorries at Hodinotts	Clerk to ask SBC to trim hedge.		Clerk	20/3/17
Feb 18 181/17	Lorries at Hodinotts	Clerk to contact resident that raised issue.		Clerk	20/3/17
Feb 18 181/17	Fete	Clerk to inform SMRA		Clerk	20/3/17
Feb 18 181/17	Highworth dog bins	Clerk to action		Clerk	20/3/17

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### Calendar actions:

#### JANUARY

<b>Main tasks:</b>	Allotment new year tasks; Confirm precept amount to SBC; 3 <sup>rd</sup> quarter report; Supplier contracts; Issue Community News	
<b>Area:</b>	<b>Actions:</b>	<b>Progress made</b>
Allotments	Send Honda payment for allotment rent	In contact
Allotments	Send New Year email/letter to tenants	In progress
Audit	Confirm appointment and date for internal auditor	Awaiting contact from new auditor
Budget	Produce 3 <sup>rd</sup> quarter budget report	Done
Budget	Hold meeting of Finance Working Group to review 3 <sup>rd</sup> quarter report and assess potential changes to budget	Done
Community News	Issue January edition of Community News	Done
Grants report	Update grants report	Done
Precept	Notify SBC of precept amount	Done
Supplier contracts	Issue contracts to suppliers	Done

<b>Items for this month's agenda:</b>	Finance items: <ul style="list-style-type: none"> <li>Review and approve precept amount and paperwork</li> <li>Review and approve 3rd quarter budget report and financial statement</li> <li>Review and sign new supplier contracts</li> </ul>	
<b>FEBRUARY</b>		
<b>Main tasks:</b>	Asset register review; Produce Community News; Security reminders	
<b>Area:</b>	<b>Actions:</b>	<b>Progress made</b>
Asset register	Update asset register	Done
Community News	Produce March edition of Community News	In progress
Security	Issue reminder to all Council members to reset passwords	To be done
SMRA	Receive copy of SMRA account and circulate to PC	To be done
SMRA	Receive memorandum of understanding	Done
<b>Items for this month's agenda:</b>	Finance items: <ul style="list-style-type: none"> <li>Review Asset Register for insurance cover</li> <li>Review grants report</li> <li>Approve appointment of internal auditor</li> <li>Approve SMRA Memorandum of Understanding and grant</li> </ul>	
<b>MARCH</b>		
<b>Main tasks:</b>	Arrange Parish Meeting and Annual Meeting of the Council; Issue Community News; Allotment management	
<b>Area:</b>	<b>Actions:</b>	<b>Progress made</b>
Allotments	Inspect allotments and notify holders of results/requirements	
Allotments	Invoice allotment holders for rent for next financial year	
Annual Meeting of the Council	Set date for Annual Meeting of the Council (In May and within 14 days of an election)	
Annual Parish Meeting	Set date for Annual Parish Meeting	
Annual Parish Meeting	Check if a guest speaker is wanted for the Annual Parish Meeting (between 1st March and 1st June)	
Budget	Set date for meeting of Finance Working Group to review end of year reports	
Community News	Issue March edition of Community News	
<b>Items for this month's agenda:</b>	Misc agenda items: <ul style="list-style-type: none"> <li>Set date for Annual Parish Meeting</li> <li>Confirm speaker requirements for Annual Parish Meeting</li> <li>Set date for Annual Meeting of the Council</li> </ul>	

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## Clerks Report

Report details	
Report Date:	16 <sup>th</sup> February 2018
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>February 2018</i>
Agenda item number:	<i>7</i>
Public or confidential:	<i>Public</i>



## Overview

Item	Progress/activity update
Workload	Workload remains constant but manageable.
Training	Training has been progressing well ready for final submission at the end of this month but one of my files has been corrupted and lost. I'm attempting to make the work up to make the deadline in my free time. If not possible, I may need to request the PC for an extension. I hope to avoid this though.
Cable installation	The cable installation work is ongoing and the road closure at Highworth Road is now confirmed. I'm continuing to keep in close contact with SBC and the agent as well as other residents and groups.
Actions or queries for consideration by the Council at PC meeting	
None	

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## Correspondence Report

### Report details

Report Date:	16 <sup>th</sup> February 2018
Inclusion in PC meeting:	February 2018
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	F&E Harris Trust	6 <sup>th</sup> February 2018	Recreation Oak Tree	F&E Harris wishing to confirm Recreation Ground plans before authorising seating.
Image/Text	<p>As you may know, it is the intention of the Trust to pay for a substantial galvanised seat around the old oak tree on the Recreation field. We will be meeting the seat manufacturers next month to discuss design etc., but we feel we will have to delay placing an order until we know that the outlook for villagers using the seat will be appropriate.</p> <p>We know that the exact positioning of car parks, roads, expansion of the school and the Old Vicarage development site have not been finalised but hope that the expenditure on the seat will not be in vain.</p> <p>How soon will it be before the Parish Council can give the Trust this assurance. It would be useful, as well as reassuring, if you will be able to let us have a plan so we can see exactly where the seat will be in relation to the proposed developments etc</p>			

### General correspondence received:

Title	Produced by	Key points to note
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Cable installation	Local resident x 2	Concerns about cable installation road works and potential damage to verges. Confirmed Clerk in communication with agent and to alert Clerk to issues.
	School	Concerns about access for staff and pupils due to work. Confirmed work will be finished in time and car park left clear for staff.
	Local business owner	Business owner shared complaint letter to agent about lack of communication, blocked business access and issues with agent vehicles parking on his land. Business owner to update clerk if response received.
Old Post Office	Local resident	Complaint about rubbish left out front. Councillor asked to go speak to occupants again but no answer. Clerk has written to the owners of the property.
NEV road network proposals	Local resident	Local resident query about email from Stratton Against Road Changes. Confirmed that information within not all true and that the SMPC are focussed on working with SBC to improve the roads impacting the village.
Village development	Local resident	Local resident concerned about the impact of traffic within an expanded village following the closure of the A420 last week. Response sent explaining PC's concerns and work being done and inviting resident to join speedwatch or the PC.
Bus service	Local resident	Resident shared a response from Stagecoach, following her query about routing the service back through the village. <i>"Unfortunately, the diversion from the A420 does significantly lengthen our journey time on the service. This would not only add cost (as we would need extra buses to retain our 20 minute frequency) but the longer trip could also likely put off those customers who travel with us because their trip time is nearly equivalent to that by car. We feel that these negative factors would sadly not be outweighed by any increase in revenue from new customers in the village."</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
Dragonfly	Wilts & Berks Canal Trust	WBT comment on Lotmead appeal (pg 25)
Members Bulletin	SBC	18.1.17 – Press release about development at Witchelstowe (2750 homes) 25.1.18 – None 2.2.18 – None 8.2.18 – None 15-2.18 – 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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## IT infrastructure report:

Report details	
Report Date:	31 <sup>st</sup> January 2018
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>February 2018</i>
Agenda item number:	<i>11</i>
Public or confidential:	<i>Public</i>

### Overview

Following an issue with invoicing, I have reviewed the costs and the efficiency of the current IT infrastructure.

Item	Progress/activity update
Current usage	<p>The Parish Council use a third party to provide google services (email, calendar, document storage etc) at a cost of £3.96 per user per month.</p> <p>This allows each Councillor to have a <a href="mailto:name.surname@southmarston.org.uk">name.surname@southmarston.org.uk</a> and is essential to allow a clear division between communication as a SMPC councillor and as an individual. It also allows PC documentation to be stored in a central, secure location and makes document sharing easier.</p> <p>Currently we have accounts set up for 8 users. This has been reduced from 13 following a clean-up. This should save us approximately £19.80 per month.</p> <p>However, of these 8 accounts only 6 are actively used. We have the option to close unused accounts and allow those Councillors that will not need PC branded email to use their personal email to correspond with Councillors. They will still be able to access PC meeting agendas and reports via a security setting but not the main storage area. Should we decide to do this, we will offer all new Councillors the option to have an account set up.</p>
Alternative providers	I have reviewed the prices of other providers and our current provider is the cheapest. I would not recommend a change of provider.

### Actions or queries for consideration by the Council at PC meeting

PC to discuss whether they wish to close underused PC accounts or retain.

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## Village Garden proposal: Open Spaces Working Group report:

Report details	
Report Date:	14 <sup>th</sup> February 2018
Report written by:	Barry Thunder & Chris Brooks
Working Group meeting date:	14 <sup>th</sup> February 2018
Inclusion in PC meeting:	<i>February 2018</i>
Agenda item number:	<i>12</i>
Public or confidential:	<i>Public</i>

### Overview

The Open Spaces Working Group has been assigned to manage the Village Garden, including the War Memorial.

The garden is in the centre of the village and has been falling into disrepair. It has not been able to show its full potential as an open space for the enjoyment of all.

Past years have seen basic grass cutting only, with little or no control over the increasing size and spread of the bushes, hedge and trees in the garden.

Its use has been confined to Remembrance Sunday, but little used for the remainder of the year. The right of way footpath through the garden is barely usable.

The OSWG objective is to revitalise the village garden and to create an open space for villagers to enjoy, where individuals can spend time with family to relax and appreciate the surroundings.

Our proposal is remove unwanted growth, create more space and new sight lines. We recommend using a contractor with specialist skills and machinery to start this work. The initial phase of the work must commence before the growing season starts.

Six suitable contractors have been contacted and four have submitted quotations with an average net cost around £2500.

Our recommendation is that initial spending of up to £3200 be approved, this allows for other tasks to be carried out by volunteers.

A grant of £1600 has been promised from the F&E Harris Memorial Trust which will be used to offset some of the above cost.

The PC contribution to be drawn down from the AEE fund allocated to open space and footpaths.

#### **Actions or queries for consideration by the Council at PC meeting**

PC to consider approval of £3200 to fund project. (£1600 to be donated by F&E Harris at a later date).

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### Communications Working Group report:

<b>Report details</b>	
Report Date:	16.02.2018
Report written by:	Sylvia Brown
Working Group meeting date:	9.2.2018
Inclusion in PC meeting:	<i>February 2018</i>
Agenda item number:	<i>13</i>
Public or confidential:	<i>Public</i>
<b>Overview</b>	
January edition of Community News safely delivered with very good feedback. Printing of business cards, logo transfers and dog signs completed. Welcome Pack now progressing again.	
<b>Item</b>	<b>Progress/activity update</b>
Comms Working Group	Minutes of meeting on 14.11 reproduced below
Welcome Pack	Footpath map is being amended by SBC as a result of diversion of Footpath 5/6. Design of the inserts is now being completed by Orchard Press based on the 'Getting Started' insert – once this is finalised, the remaining inserts can be drafted and laid out and the first 500 folders completed.

Signage	5 dog signs now produced on rigid 'dibond' and will now be taken over by Open Spaces group. Business cards have now been printed, named for CRB, SB, BT and Clerk, with blank ones for other councillors.
<b>Actions or queries for consideration by the Council at PC meeting</b>	
None	

## SMPC Communications Working Group

Minutes of meeting 9 February 2018

Sylvia Brown SB, Tony Leathart: TL, Claire Penny: CP, Barry Thunder: BT, Alison Thunder: AT  
 Apologies - Pam Jackson (PJ)

### 1. Minutes of the last meeting – actions

- Note rearrangement of meeting from 19 Jan to accommodate BT recovery – apologies to PJ for not being able to avoid holidays
- Agreed there was no further recruitment for CWG required
- Discussion on noticeboard deferred until SMRA finalise renovation plans for VH site
- Customer survey to be done in March issue
- PC accepted budget for communications group for 2018-19
- CP reported Historic England have reduced their customer research facilities – now need names/locations upfront and will supply what is available on request.

### 2. Community News -

- Chapel article very well received. Colourcheck Comm News on regular basis to ensure consistency. No correct answers to photo competition – next issue will note this. Discussed modifying competition to include 'rocks' type search around the village – Barry to approach local mum who might be interested in taking forward. SB needs additional copy of CN (8 in all)
- Annual income forecast paper – agreed to take proposals forward for subscriptions/flyers etc
- Sponsorship – BT had now found new contact for potential sponsor and will pursue, but expectations lowered from original – will go for £1500. BT needs hard copy of back CN issue to send, and offer regular copies for company internal distribution
- Timeline

Cut off date	To the printers	Distn date	CWG meeting
16 Feb	6 March	10/11/ March	w/c 19 March
21 March	30 April	5/6 May	circa 11 May

- Forward plans for articles: March edition: Front page article on Votes for women inc new rules on voter ID pilot & PC elections (SB). Centre 2-page spread (TL) on centenary of RAF. BT to ask for text of WWT volunteer recruitment poster. CP to include customer survey (use survey monkey on website as well). Concerned that we definitely need to supplement our bank of future articles from a wider variety of writers. Future article bank – AT/BT will contact John re article on Leaze Cottage paved footpath for May edition (CB to write up?); Victorian wash house at Rowborough House (Richard will approach in the first instance). BT to ask Robbie re F&E Harris Trust article. TL to ask David W about Ranikhet article. Also pursue the idea of other notable locations - Longleaze/Gordon Cottage/Cambria Cottage. AT to approach DP re article on Church. Article on village services contractors? Perhaps have Alfred Williams article written up ready if needed (SB)?

### 3. Welcome Pack

- Draft footpath map completed – agreed on concertina fold. Now needs SBC update on footpath 5 on map to finalise (SB to action)
- Insert Design draft – agreed that this looks good, but needs modifications. Colour to be better match for CN ‘deep blue’. Cartoons not liked –seek out alternatives. Needs correct size for advert at base of first page. Ask Orchard Press to redo and then supply pdf of blank insert so text of remaining inserts can be tried out. AT to pursue advertisers. Agreed we would not move to final printing of inserts until all ready.

Remaining 1,000 folders need to be moved from ‘ex printer’ premises. Orchard Press now saying it may be some weeks before space available – AT to accept delivery of boxes – SB offered more temporary space if needed..

### 4. Signage and other printing projects

- Printing completed – business cards, 5 dog signs and transfers completed. BT to refer to OSWG to organise drilling of holes and installation.
- Potential printing projects – CP to email L&G re sign for Keypoint bridleway access. BT to pursue design for road sign for the Orchard access and sign for dragonfly carving.

### 5. CWG Project Plan – SB to update. Suggestions include deferring website development beyond minor improvements, since too much admin support required. Possible photo feed. Add projects for producing mini-booklets/notelets etc on SM historic articles, for sale.

### 6. Any other business

CWG to look out local names/locations for historical research

**Date of next meeting – week commencing 19 March 2018 tbc**

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## Open Spaces Working Group report:

Report details	
Report Date:	5th February 2018
Report written by:	Chris Brooks
Working Group meeting date:	14 <sup>th</sup> February 2018
Inclusion in Parish Council meeting:	February 2017
Agenda item number:	13
Public or confidential:	Public
Overview	
More planning for 2018, and matching tasks to available labour. OSWG = Open Spaces Working Group, OTC = Oak Tree Corner, CP = Community Payback	
Item	Progress/activity update
Oak Tree Corner	A proposal is being discussed within the OSWG to tidy OTC, improve the look with additional plants and aim for low maintenance.
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. Met with WWT to discuss trees for felling. Trees to be felled throughout 2018, and volunteers can clear the wood away. Some plastic tree guards have been removed from the hedge. Further hazel coppicing and hedge trimming has been done. Path side filling is complete. CP will next clear path of spilt soil and debris. Large willow removal begins this month with the two worst to be felled by WWT.
Parish Council tree report	Survey done. 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	See Village Garden Appendix Action for SMPC: to approve the request for funds.
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 reported on the December ROW meeting with SBC and other parishes.
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.
<b>Actions or queries for consideration by the Council at PC meeting</b>	
To approve the request for funds for the village garden.(separate agenda item)	

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## Allotments Working Group report:

Report details	
Report Date:	13/02/2018
Report written by:	Barry Thunder & Claire Penny
Working Group meeting date:	01/02/2018
Inclusion in PC meeting:	<i>February 2018</i>
Agenda item number:	<i>13</i>
Public or confidential:	<i>Public</i>
Overview	
Item	Progress/activity update
Allotment software	Now installed on all relevant PC's. Thanks to good team working all plot/tenant information on the system. Next step is to revise contracts and rent increases for April commencement.
Winter improvements	The new secure store is completed, and keys handed over. Work to commence on a second easterly located manure compound. Fencing upgrade in hand to improve trial fruit orchard area. New autumn leaf compound in use.
Plot vacancies.	All plots let. However, we do not have anyone on our waiting list. Claire to circulate nearby parish clerks to offer access to our list.
In parish rent concessions.	As per our agreement with Stratton parish when their Open Spaces team completed the clearance of the new area, we continue to offer Stratton resident our in parish rent concession. Due to Stratton parish boundary changes some of our current tenants have found themselves in a new parish. It is our recommendation to continue to offer these tenants our in-parish rate. Only applicable to those Stratton tenants already with us. New applicants that fall outside the Stratton boundary will be offered the out of Parish rate.
Contract amendments for April 2018	To overcome the issue of tenants resigning their tenancy and leaving their plots in poor condition, we recommend introducing a refundable £50 deposit scheme for all new tenants. This will not be repaid to the departing tenant if parish costs are incurred in clear the plot of weeds and rubbish.  When a new tenant takes on a plot that has a shed on it we are recommending that the new tenant be charged a £30 one off for use of the shed during the full duration of their tenancy. The revised contract will include a condition that the tenant maintains the shed in

	good condition and that the shed ownership will revert to parish ownership upon resignation of the tenancy. This will allow us to slowly have a clearer understanding of the ownership of the sheds onsite.
Allotment rent changes.	<p>We recommend that the difference between in parish rent and out of parish rent is rationalised to a 40% discount to in parish tenants. This allows our new software to operate efficiently and will ensure it is easier to manage rents in the future.</p> <p>We also recommend adjusting the rents for our three plots sizes; Oversize, full and quarter from £46.50, £46.50 and £14 to £48.50, £48.50 and £16. This will see a rent increase for all tenants, ranging from £1.62 to £2.60, depending on their plot size and in-parish discount. These increases will generate an overall rental income by approx. £118 pa.</p>
Volunteer team & grass cutting	We have a small number of tenants who have been assisting with the management of the allotments on a volunteer basis. These tenants have mown, built structures, planted flower beds and taken on other jobs to benefit the allotment and tenants. Previously, this has been on a very casual arrangement but following the change in our grass contract we would like to recommend that the Allotments Working Group be allowed to make further use of these volunteers in return for a small reduction in their rent (£10-20). These tenants have offered to now mow the larger communal grass areas within the allotments, using a ride on lawn mower which we hope to purchase shortly. This will save us around £160 a year, based on last years contract price. These tenants will also continue to assist us with small projects and activities.
Data protection	The updated privacy notice for the updated Data Protection
<b>Actions or queries for consideration by the Council at PC meeting</b>	
Approve continuation of rental concession for current Stratton residents	
Approve contract amendments	
Approve rent increase and 40% discount to in parish tenants	
Approve use of volunteer tenants and use for in house grass cutting.	

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## SMRA report:

Report details	
Report Date:	16.2.2018
Report written by:	Sylvia Brown
Working Group meeting date:	14.2.2018
Inclusion in PC meeting:	<i>February 2018</i>
Agenda item number:	<i>15</i>
Public or confidential:	<i>Public</i>
Overview	
Item	Progress/activity update
Village Hall	Shed now demolished and Youth Club contents will be stored in plastic boxes in the 'compound'. The ivy clearance can now be done, as can the replacement of the kitchen window and other repairs necessary at the back of the hall. Quotes to be obtained now access to the rear is available, for the repairs to the roof and brickwork/tiles etc. Eventual plan is to retain exterior storage outside the kitchen door possibly by a lean-to structure that could be better waterproofed, but damp with outside storage will remain a risk.



	<p>Boiler service yet to be finalised, though gas safety check performed satisfactorily.</p> <p>Booking Clerk has a new phone dedicated to the village hall administration, so the contact number will change – this will be advertised appropriately.</p> <p>Display cabinet mounted in the hall.</p>
Recreation Ground	Hedge cutting completed and paid for by SMRA. Mower is being repaired and serviced. Grass cutting rota finalised. Discussed entering into commercial arrangement for grass cutting – quotes for work received, but decided to continue with volunteer rota for one more year and review in the autumn.
Summer Fete	Early work completed. Need more volunteers and will advertise for specific task volunteers nearer the time.
Activity equipment	Positive response to potential grant aid from F&E Harris Memorial Fund re project to purchase and install activity equipment on the Rec.
Village Planters	PC again requested to organise removal of brambles in hedge behind the planter up at the bends – this wasn't done when hedge was cut.
Litter report	Volunteers now thin on the ground. Discussed the possibility of an organised litterpic day in spring, but SMRA committee members cannot take this on due to other commitments/activities.
SMRA AGM	Wednesday 14th March at 7pm. 2017 Accounts completed and audited
<b>Actions or queries for consideration by the Council at PC meeting</b>	
None	

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# Finance statement and payments for approval and signature

**Prepared for February 2018 Parish Council meeting on 16<sup>th</sup> February 2018**

## **Bank Account Statements Received**

Julian Hodge Bank at 31st January 2018	£115,218.76
Unity Trust Bank at 8 <sup>th</sup> February 2018	£11381.03
<b>Total:</b>	<b>£126,599.79</b>

## **Multipay Card: Claire Penny**

<b>Purchase</b>	<b>VAT</b>	<b>Amount</b>
Vonage phone bill	£0.00	£15.00
Land registry	£0.00	£3.00
Land registry	£0.00	£6.00
Monthly fee	£0.00	£3.00
<b>Totals:</b>	<b>£0.00</b>	<b>£27.00</b>
<b>Payment due:</b>		<b>£27.00</b>
<b>Available spend balance (maximum £250):</b>		£223.00

## **Expenditure: Cheques for Approval and Signature**

<b>Cheque Number</b>	<b>Our Ref</b>	<b>Payment</b>	<b>VAT</b>	<b>Amount</b>
BACS – 21.2.18	0121	Orchard Press -Dog signs	£22.00	£132.00
BACS – 21.2.18	0122	Orchard Press- brand stickers	£14.00	£84.00
BACS – 21.2.18	0123	Orchard Press – business cards	£25.00	£150.00
BACS – 21.2.18	0124	Grove Information Systems – IT services (Oct – Nov)	£8.58	£51.48
BACS – 21.2.18	0125	Grove Information Systems – IT services (Dec - Jan)	£8.58	£51.48
BACS – 21.2.18	0126	Tony Leathart – travel expenses for Speedwatch	£0.00	£43.20
BACS – 21.2.18	0127	Allbuild (waste management)	£21.67	£130.00
BACS – 21.2.18	0128	K Carter Machinery – SMRA lawnmower repair	£146.77	£880.62
BACS – 21.2.18	0129	Claire Penny – Salary	£0.00	£1374.68
DD – 16.2.18	0130	Multipay card – balance payment	£2.50	£27.00
BACS – 21.2.18	0131	Barry Thunder – (allotments & open spaces)	£18.50	£146.45
		<b>TOTAL</b>	<b>£267.60</b>	<b>£3070.91</b>

## **Income: Invoices Raised to**

<b>Invoice</b>	<b>To</b>	<b>Amount</b>
0072 ADV MITCH	Advertisement in Community News – Mitchy Motors	£25.00
	<b>TOTAL</b>	<b>£0.00</b>

## **Income: Other**

<b>Remittance</b>	<b>From</b>	<b>Amount</b>
Rtnd payment	Pension overpayment returned	£908.18
	Bank interest – Julian Hodge	£106.57
	<b>TOTAL</b>	<b>£1014.75</b>

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