

**Minutes of the meeting held on Tuesday 20th March 2018 at 7:30pm
at the South Marston Village Hall**

Council Members present	
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)
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, SM website – www.SouthMarston.org.uk, CWG – Communications Working Group, AWG – Allotments Working Group

Minutes:

Agenda item & minute number	Summary	Action	Supporting information
Open 10 minutes 182/17	No points raised		None
Apologies 183/17	Mr D Roberts (DR). Council accepted apologies.	None	None
Declarations of interest 184/17	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 excused self from item 17.	None	See South Marston website
To approve and sign the minutes of the Parish Council meeting held on Tuesday 20 th February 2018 185/17	Proposed: SY Seconded: TL Agreed: All	None	See South Marston website
Review of actions 186/17	Review of actions currently outstanding. Actions: Clerk to add more detail to action list to allow it to be read in isolation. Clerk to draft actions to cover task to completion and create new actions if required.	Existing actions updated on the action sheet. Clerk to add more detail.	Actions
Review of Parish Council Calendar 187/17	The PC reviewed progress Internal audit: SB propose that if we don't hear from appointed auditor then we use previous one. BT second. All approved. Clerk to contact internal auditor. SMRA: SB to send accounts to Clerk. Calendar: Clerk to get availability dates for all Councillors for May and April.	Clerk to contact internal auditor. SB to send accounts Clerk to gather dates	Calendar

<p>Clerks Report 188/17</p>	<p>Clerks report discussed Annual Meeting of the Council: Approved for 6:45pm start. Clerk to arrange. Annual Parish of the Council: Clerk to check week beginning 21st May for availability for the village hall. CIL: Clerk to chase Sarah Screen about the template for submission of this information. NPPF: No priority. Clerk to add to actions to next month meeting for consideration.</p>	<p>Clerk to arrange. Clerk to check availability Clerk to chase Clerk to add to April meeting.</p>	<p>Report</p>
<p>Correspondence Report 189/17</p>	<p>Correspondence report discussed Symmetry Park resident issues: PC discussion about resident issues. SB will forward footpaths issues to SBC. Clerk to respond to resident – Council are following up. Symmetry Park road adoption: SMPC support SBC's refusal of permission for this as this is contrary to the masterplan and the road constitutes the major east-west artery and will be part of the rapid transport route as part of the proposed park and ride. Clerk to send draft response to SB & CM to hone before submission. PC approved.</p>	<p>SB to contact SBC about footpath issue. Clerk to respond to resident. Clerk to forward draft response to SBC to CM & SBC to hone.</p>	<p>Report</p>
<p>Planning applications 190/17</p>	<p>To discuss planning applications: S/17/2061 – 'Erection of 1no. dwelling at Ranikhet, Chapel Lane Deadline date: 14th March 2018 (Extension until 21st March 2018) PC discussion. No adverse comments but the Council have concerns about the lack of visibility from Chapel Lane to Old Vicarage and it has long been an issue raised before the Council. They request a condition that the hedge at the boundary of the site is moved back at least a metre from the highway and is regularly maintained to ensure it does not impede the visual splay of those entering and exiting the lane. Without this, the application is not suitable due to the intensification of use. PC also propose reinstatement of path in front of hedge to allow pedestrians access off the road. This will allow footpaths to run from pound Corner along until Church Farm Lane. New dwelling must not be on a septic tank and must be connected to the main sewage system as per South Marston's Neighbourhood Plan. This will also apply to Ranikhet itself.</p>	<p>Clerk to respond to SBC.</p>	<p>SBC planning website</p>

	<p>Although not a listed building, Ranikhet is noted as a historical building in the South Marston Neighbourhood Plan and should be preserved. Clerk to send to SBC.</p> <p>S/OUT/17/1990 – ‘Outline planning application for up to 1,800 homes for Great Stall East</p> <p>Deadline date: 30th March 2018</p> <p>PC discussion. Our previous comments still apply. Clerk to respond.</p>	Clerk to respond to SBC.	
To review and approve the Memorandum of Understanding between SMPC and Bristol, Gloucestershire, Somerset and Wiltshire Community Rehabilitation Company 191/17	<p>BT proposed acceptance and signing of the memorandum of understanding. SB second. All approved.</p> <p>BT to sign and pass to Bristol, Gloucestershire, Somerset and Wiltshire Community Rehabilitation Company</p>	BT to sign, pass to partner for signature and pass back to Clerk	None
To discuss and approve the recommendations from the tree survey report 192/17	<p>PC discussion about the findings. PC approved £300 to allow OSWG to deal with dangerous issues but to bear in mind the nesting season. PC pass thanks to Chris.</p> <p>Clerk to remind BT to contact SBC about trees under their responsibility. SB to send Recreation Ground info to SMRA.</p>	OSWG to action. Clerk to remind BT to contact SBC about trees under their responsibility. SB to send Recreation Ground info to SMRA.	Report
Reports from Working Groups 193/17	<p>Communications Working Group: SB gave a verbal report on CWG progress. Community News is working well and has been well received. Welcome Pack is on track for September deadline. Website strategy is being worked on.</p> <p>Open Spaces Working Group: Noted</p> <p>Allotments Working Group: Noted. Rent agreement approved.</p>		Report Report
Reports relating to expansion 194/17	<p>Strategic Planning Working Group: SB & CM gave a verbal report on progress. Recent meeting with SBC as part of our regular liaison. Not much development but useful to keep contact and maintain strong relationship with SBC.</p> <p>Have also met with HHT and SBC today. Progress is happening and the developers are keen to move forward and work with SMPC to achieve this. Positive steps towards a standard design code so all homes are appropriate for the village as</p>		None

	<p>well as work on drainage. SMPC has raised the point again about concerns about the roads being dug up each time utilities need to be laid to new developments. SBC and HHT have been assuring that work is continuing this. Confirmed that the consultant for the village centre has been appointed but not yet confirmed. We will be working with them on a short timetable. The end product will be a recommendation which will then be consulted on formally. Hope to include some information available for the May Information event.</p> <p>Also hope to include information on A420 road connections at the same event. School is progressing but nothing shaped.</p>		
Other reports 195/17	<p>SMRA: Noted.</p> <p>Swindon Area Committee: GDPR was discussed. SY has volunteered to be the DPO for SMPC. Clerk to share summary document with SY.</p>	Clerk to share GDPR summary with SY	Report
Finance 196/17	<p>Approved and signed by BT, SY & TL:</p> <ul style="list-style-type: none"> • Finance statement • Payments. Approved £300 for Open Spaces Working Group for actions from the Tree survey report. 		Finance statement
Matters brought forward by or with the consent of the Chair 197/17	<p>Clerk raised email sent today by Mr A Goodenough. PC noted concerns relating to White Hart Junction. Mr Goodenough also shared email from Wanborough Flood Group relating to the request to place a warning sensor on Acorn Bridge. SMPC support and appreciate the work. Clerk to respond.</p> <p>SB raised that opening of the new footbridge over the A420 has been delayed due to bad weather.</p> <p>CM confirmed that an appeal has been raised against the refusal of the application for the Energy Centre. The PC confirmed that their objections still stand and that they will comment as invited.</p>	Clerk to respond.	
To consider a confidential planning pre-application. The public will be excluded for this item. 198/17	<p>The public were excluded from this item. CM excluded himself and was not present for the discussion. PC discussion on pre-application.</p> <p>Clerk to send draft to SB, BT, TL and SY.</p>	Clerk to send draft to SB, BT, TL and SY.	
Meeting closure:	9:49pm		

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	20/3/18
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
Nov 17 127/17	Community Payback	OSWG to draft agreement		Clerk	Completed
Nov 17 127/17	Allotment contracts	AWG to update contracts	In progress	AWG	20/3/18
Feb 18 165/17	Litter picking	Clerk to pass Mr Hole's details to litter pickers		Clerk	Completed
Feb 18 169/17	Abbreviations	Clerk to create summary of abbreviations on agenda		Clerk	Completed
Feb 18 170/17	May meetings	Clerk to draft dates	In progress	Clerk	20/3/18
Feb 18 171/17	Traffic issues	Clerk to email contacts		Clerk	Completed
Feb 18 172/17	F&E Harris	Clerk to email		Clerk	Completed
Feb 18 173/17	S/OUT/17/1990 - Great Stall East	Clerk to respond		Clerk	Completed
Feb 18 173/17	S/18/0092 - Westwinds	Clerk to respond		Clerk	Completed
Feb 18 173/17	S/HOU/18/0056 - Greenfields	Clerk to respond		Clerk	Completed
Feb 18 173/17	S/ADV/18/0123 - Symmetry Park	Clerk to respond		Clerk	Completed
Feb 18 174/17	IT access	Clerk to action		Clerk	Completed
Feb 18 178/17	A420 work	Clerk to write to resident		Clerk	Completed
Feb 18 181/17	Lorries at Hodinotts	Clerk to ask SBC to trim hedge.		Clerk	Completed
Feb 18 181/17	Lorries at Hodinotts	Clerk to contact resident that raised issue.		Clerk	Completed
Feb 18 181/17	Fete	Clerk to inform SMRA		Clerk	Completed
Feb 18 181/17	Highworth dog bins	Clerk to action		Clerk	Completed

Added at this meeting

Mar 17 186/17	Actions list	Clerk to add more detail to action list to allow it to be read in isolation.		Clerk	17/4/2018
Mar 17 187/17	Internal audit	Clerk to appoint previous internal auditor if Council are not contacted by new one		Clerk	30/3/2018
Mar 17 187/17	SMRA accounts	SB to send 17/18 accounts to Clerk for circulation and filing		SB	17/4/2018
Mar 17 187/17	Availability	Clerk to get availability dates for all Councillors for May and April to allow easier planning of meetings		Clerk	30/3/18
Mar 17 188/17	Annual Meeting of the Council	Clerk to arrange meeting with 6:45pm start.		Clerk	17/4/2018
Mar 17 188/17	Annual Parish Meeting	Clerk to check village hall availability for the week beginning 21 st May for the Annual Parish meeting		Clerk	17/4/2018
Mar 17 188/17	CIL requirements via SBC	Clerk to chase Sarah Screen about the template for submission of this information.		Clerk	17/4/2018
Mar 17 188/17	National Planning Policy Framework	Council to consider at the April meeting if they wish to comment but has been marked as low priority.		PC	17/4/2018
Mar 17 189/1/7	Local resident issues with Symmetry Park	SB to contact SBC about issue of ditch alongside new footpath/cycle path		SB	17/4/201
Mar 17 189/17	Local resident issues with Symmetry Park	Clerk to respond to resident to assure that Council are dealing.		Clerk	17/4/2018
Mar 17 189/17	Symmetry Park Road issue	Clerk to forward draft response to SBC to CM & SBC to hone.		Clerk	21/3/2018
Mar 17 190/17	S/17/2061 – 'Erection of 1no. dwelling at Ranikhet, Chapel Lane	Clerk to respond. No objection to development but work required for safe access.		Clerk	21/3/2018
Mar 17 190/17	S/OUT/17/1990 – 'Outline planning application for up to 1,800	Clerk to respond. PC's previous comments still stand.		Clerk	30/3/2018

	homes for Great Stall East				
Mar 17 191/17	Community Payback MOU	BT to sign, pass to partner for signature and pass back to Clerk		BT	17/4/2016
Mar 17 192/17	Tree survey report	OSWG to action.		OSWG	1/6/2018
Mar 17 192/17	Tree survey report	Clerk to remind BT to contact SBC about trees under their responsibility.		Clerk	1/6/2018
Mar 17 192/17	Tree survey report	SB to send Recreation Ground info to SMRA.		SB	1/6/2018
Mar 17 193/17	GDPR	Clerk to share GDPR summary with SY		Clerk	17/4/2018
Mar 17 197/17	Mr Goodenough email – Acorn Bridge sensor.	Clerk to respond and thank Wanborough Flood Group for their work.		Clerk	17/04/2018
Mar 17 198/17	Confidential pre-application	Clerk to send draft to SB, BT, TL and SY.		Clerk	21/3/2018

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Calendar actions:

FEBRUARY

Main tasks:	Asset register review; Produce Community News; Security reminders	
Area:	Actions:	Progress made
Asset register	Update asset register	Done
Community News	Produce March edition of Community News	Done
SMRA	Receive copy of SMRA account and circulate to PC	Done
SMRA	Receive memorandum of understanding	Done
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 	

MARCH

Main tasks:	Arrange Parish Meeting and Annual Meeting of the Council; Issue Community News; Allotment management	
Area:	Actions:	Progress made
Annual Meeting of the Council	Set date for Annual Meeting of the Council (In May and within 14 days of an election)	In progress
Annual Parish Meeting	Set date for Annual Parish Meeting	In progress

Annual Parish Meeting	Check if a guest speaker is wanted for the Annual Parish Meeting (between 1st March and 1st June)	Done
Finance	Set date for meeting of Finance Working Group to review end of year reports	Not yet done
Community News	Issue March edition of Community News	Done
Items for this month's agenda:	Misc agenda items: <ul style="list-style-type: none"> • Set date for Annual Parish Meeting • Confirm speaker requirements for Annual Parish Meeting • Set date for Annual Meeting of the Council 	

APRIL 2018

Responsibility:	Activity:	Progress
Allotment Working Group	Send invoices to tenants	In progress
Allotment Working Group	Inspect allotments and notify holders of results	
Communications Working Group	Produce May edition of Community News	
Council administration	Marketing for new Councillors (pre-election)	End of the month
Council administration	Create and post agenda for Annual Meeting	In progress
Council administration	Clerk to prompt Chair to produce Annual report	Not yet done
Council administration	Clerk to prompt FWG Chair to produce Finance report	Not yet done
Council administration	Prepare for audit	In progress
Council administration	Produce year end accounts	Not yet done
Council administration	Confirm precept income received	Not due
Council administration	Publicise accounts once approved	Not due
Council administration	Research insurance providers and get quotes	Not yet done
Council administration	Prepare VAT claim	In progress
Finance Working Group	Meeting to review end of year reports, review Financial Regulations, Code of Conduct etc	Not yet done
Agenda items:	<ul style="list-style-type: none"> • Approve end of year accounts • Approve VAT claim 	

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Clerks Report

Report details

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

Overview

Busy but productive month with a focus on producing Community News and preparing for the end of year.

Item	Progress/activity update
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Workload	Workload has been busy but constant. Email volume has risen but is manageable.
Training	<p>After a fraught week, my CiLCA has been submitted. All modules have been passed with one tweak required for one module (modifying and explaining a legal reference). This will be done this weekend.</p> <p>Despite the stress of completion, the course has been extremely useful. I am more confident in my role and have much greater understanding of the legislation and responsibilities around the Council, Councillors and myself. Thank you to the Council for allowing me to complete the course.</p>
Annual Meeting of the Council	I propose that the Annual Meeting of the Council take place on Tuesday 15 th May at 6:45pm to allow time to complete all tasks before the monthly Parish Council meeting. This will also allow time for a comfort break/tea before the next meeting starts.
Annual Parish Meeting & Information Event	The Annual Parish Meeting must be held between 1 st March and 1 st June but requires the end of year accounts so in reality will be held between 1 st May and 1 st June. We had intended to hold an information event as part of the Annual Parish Meeting but are currently awaiting development updates. I propose that we wait until April PC meeting (20 th April) to see if we can host both together and set a date.
Cable installation	The cable installation continues to generate work. The dates for the road closure at Highworth Road have been changed and communicated to residents. Issues around litter and access are being dealt with.
Clerks Forum	<p>I attended the Clerks Forum. Key points are:</p> <ul style="list-style-type: none"> • Dementia support: South Marston have been identified as one of the largest areas for residents with dementia or at risk of dementia. Risks are increased with age and issues such as isolation. I have made contact with the SBC Officer leading a range of work to overcome/reduce this. I am getting details of events for us to promote to residents but have also asked her to communicate directly with the NEV Team about the village centre. • GDPR: Discussion with the SBC Officer responsible for handling this at SBC level means that I am revisiting this. I have begun to document what we have done and will present at April PC meeting. Small challenge over the appointment of a Data Protection Officer but optimistic can be resolved. • Emergencies: Discussion about emergency planning at SBC level. Hotel fire given as recent example of multi-level incident. A new emergency contact document will be sent to us to update. Contact details given for SBC Control Line which is used as a central information and co-ordination point for all agencies. Councillors can contact for updates on emergencies. We can also use this to pass information on (such as where a traffic diversion is causing further issues) • CIL: SBC CIL Officer has requested all PC's provide details of projects, aims, needs that would benefit from funding and are already detailed in either a NP, policy or

plan. This information will be used to shape CIL funding on planning applications where possible.

- Forward Planning: The National Planning Policy Framework is open for consultation. This closes on 10th May. Council to advise if they wish to consider at April PC meeting.

Actions or queries for consideration by the Council at PC meeting

Annual Meeting of the Council: Council to confirm if date and time are suitable

Annual Parish Meeting & Information Event: Council to confirm if proposal is accepted

Clerks Forum – NPPF: Council to confirm if they wish to respond at April PC meeting

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Correspondence Report

Report details

Report Date:	Friday 16 th March 2018
Inclusion in PC meeting:	March 2018
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	Local resident	13 th March 2018	Symmetry Park	Issues with Symmetry Park
Image/Text	<p>I wondered if it is time for the councillors monthly meeting with the Borough Council?</p> <p>The work at Symmetry Lark is coming to a close although the footpath/Cycleway behind our property is due to begin I think. One of our problems almost from day one has been that the Bund that is behind the building for the benefit of residents did not extend as far as our property and I must say that Swindon Borough Council, although we raised this very early with them have been no help at all.</p> <p>In fact Ms.Catherine Blow commented that we just had the one window at the back as if we would barely notice this monstrous creation looming over us. If she stood in our garden, she would be horrified at the end result. The Bund drops and is almost flat in the corner by our Cottage. We spoke to Readies the contractors and they said they would higher the Bund, it wouldn't be a problem but then did nothing... and ignored all correspondence and phone calls.</p> <p>There is a long row of Windows which will be offices overlooking our garden which offers us no privacy. The landscaping is very poor. Although they have planted reasonable sized trees along the front of the building where the road is, behind the building by our property there are just thin twigs about 12" tall. Nothing that you could safely say will grow to any height to hide the building.</p> <p>In places they have destroyed the existing hedgerow and haven't replanted.</p> <p>The lights are on full blaze all night, although the building is empty and our back garden is lit up like Piccadilly Circus. This is Street lighting, Car Park Lighting, Lights on the side of the building including security lighting.</p> <p>I realise it is too late to do anything about the Bund but the planting could certainly be improved for Canal Cottage. My husband has been in touch with Symmetry Park to ask for a stretch of fencing in our corner, it is quite open and</p>			

offers little privacy if it is to be used as a public footpath and Cycleway. They said they would look into it but we have heard nothing and worried again that this will be ignored.

Also, I don't know if anyone is aware that the cycle path is going to be very narrow with a deep ditch alongside and I would say unsafe for both pedestrians and cycles. In fact I would consider it a danger.

Sorry if this is a little long winded but we cannot believe our polite and reasonable requests have been totally ignored by the Contractors, Landscapers and Swindon Borough Council. In fact Catherine Blow has totally ignored my last two emails.

One of those was about the amount of water coming off the site when it has flooded and is pumped into an overgrown ditch which has never been cleared out in years. I think there will be problems with flooding off this site in the future. Another matter I brought up was the amount of litter left lying around clogging up the ditches, waterways and blowing on to our property also ignored.

Item number	From	Date	Reference	Contents summary
2	SBC Planning	13 th March 2018	Symmetry park roads	Notice of appeal

Image/Text

An appeal has been made to the Planning Inspectorate in respect of the lawful development certificate, which was refused and will be decided by the written representations procedure.

The Lawful Development Certificate was refused by the Council on the 21st August 2017 for the following reason:
“The use of the proposed access roads, as shown on plan 14668 -205 P14 consisting of Proposed Verge Areas, Green Drainage Easement, Proposed Footway Area, Proposed Carriageway Area and Visibility Splay, within the site on plan ITB8087-GA-005 outlined in red, for private use only for use by estate owners and management company would not be lawful. The proposed use of the access roads, restricted in the manner proposed within this certificate for private use with permission of the estate owners and management company only (i.e. not for a fully functional highway over which the general public have the right to pass and re-pass) would be contrary to Condition 39 of application S/OUT/14/0253 and the terms of the legal agreement dated 2nd June 2015. The certificate is hereby REFUSED.”

The appeal will be decided under the written representations procedure. The appeal documents can be viewed on the Council’s website <http://pa1.swindon.gov.uk/publicaccess/> using the application reference S/LDP/17/1158

The planning merits of the proposal are not an issue in this appeal, however, should you wish to comment or request a copy of the appeal decision you can do this online at <https://www.gov.uk/appeal-planninginspectorate> or write directly to the Planning Inspectorate at the address below, enclosing 3 copies of your correspondence.

The Planning Inspectorate, 3E Temple Quay House, 2 The Square, Bristol, BS1 6PN

	<p>Please be aware that your comments will be disclosed to the parties to the appeal.</p> <p>The Planning Inspectorate will not acknowledge representations. They will, however, ensure that letters received by the deadline are passed on to the Inspector dealing with the appeal. The appeal decision will be published on the Planning Inspectorate website.</p> <p>Any comments must be received no later than 6th April 2018 quoting the Inspectorates Appeal Reference: APP/U3935/X/17/3187042 If comments are received after this deadline, the Inspector will not normally look at them and they will be returned. Wherever possible three copies of letters or comments should be prepared, as all correspondence will be disclosed to the parties to the appeal.</p> <p>The Planning Inspectorate will not acknowledge representations but the case officer will ensure that letters received by the deadline are passed to the Inspector dealing with the appeal.</p>
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General correspondence received:

Title	Produced by	Key points to note
Hotel & cable installation	Local resident	Resident email enquiring update on hotel site and road closure. Confirmed not much to update but latest will be in Community News (due for delivery 4 days time) and road closure still going ahead and updates will be posted on website as I receive them.

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

Newsletters received:

Title	Produced by	Key points to note
Members Bulletin	SBC	15.2.18 – None 1.3.18 – None 8.3.18 – None 15.8.18 – 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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Tree survey report:

Report details	
Report Date:	8 th March 2018
Report written by:	Chris Brooks, Open Spaces Working Group
Working Group meeting date:	N/A
Inclusion in PC meeting: Agenda item number:	<i>March 2018</i> 11

Overview

Councillors can view the full tree report [here](#)

Using the Tree Safety and Health Survey Report for SMPC (January 2018), this document sets out the following:

- Actions
- Timings
- Responsibilities
- Costs

Chris Brooks has viewed the sites and problem trees to check the survey. Where trees require monitoring, OSWG will do this and either carry out necessary works or report to SMPC as required. Most trees are unambiguous but the original report references have been used where there is the possibility of identity error.

Item	Progress/activity update
Ash Gardens/Thornhill Road junction	<p>Detail 1: Three dead elms that need to be felled. Urgency: immediate</p> <p>Detail 2: A mixed group of small trees and shrubs forming an unmanaged hedge for the length of the strip. Low growth begins to overhang the path and needs cutting back. Urgency: by end August 2018.</p> <p>Recommendation: All work to be passed to SBC immediately</p>
Orchard Meadow	<p>Detail 1: Numerous dead elms to be felled or at least shortened to a safe height. (T3, G4, G6, G7, G8). Urgency: immediate although they mostly present no danger. The one or two nearest the path could be dangerous but have already stood for a long time.</p> <p>Recommendation: OSWG can fell/shorten the relevant trees at no cost. There's about one day of work and it can be done in March. Small cost to cover equipment maintenance.</p>
Oak Tree Corner	<p>Detail 1: Two oaks need ivy trimmed. Urgency: by end May 2018.</p> <p>Detail 2: One field maple needs pruning. Urgency: by end August 2018.</p> <p>Recommendation: Tasks to be completed by OSWG by end of May. Small cost to cover equipment maintenance.</p>
Allotments	<p>Detail 1: The survey refers to a willow (G5) with 3 alder and an oak. There are actually 4 alder and an oak. The alder nearest a shed presents no problems. Towards G4 there is a willow that has been cut to the trunk. It presents no problems.</p> <p>Detail 2: The survey refers to a willow (T9) as requiring cutting. This can be ignored as it is outside the allotment land boundary. If it regrows, and if it comes over the boundary fence, it can be pruned back then.</p>

	<p>Detail 3: The survey refers to a horse chestnut (T10) that requires felling. This is located on the allotment side of the ditch. Branches may fall but are not dangerous due to its position. If we decide to fell it, it will need to be done professionally. This is because it could cause other trees/bushes to fall into the road.</p> <p>Detail 4: One willow (T12). OSWG could cut this back but the overhanging branches look healthy and the job is likely to take two people, one day.</p> <p>Detail 5: The survey refers to dead elms (G13) that need felling. They are already low or in a position they can fall safely. No work required.</p> <p>Recommendation: OSWG to review tree in detail 2 and continue to prune. Will liaise with Honda if requires greater pruning. OSWG to cut back branches in detail 4.</p>
Recreation Ground	<p>Detail 1: There is one elm that needs felling urgently and professionally.</p> <p>Detail 2: All other work could be done by OSWG and volunteers during 2018. Small cost to cover equipment maintenance and removal of dead wood and cuttings.</p> <p>Recommendation: Report to be passed to SMRA with offer of assistance for detail 2.</p>
War Memorial (Village Green)	<p>Recommendation: All recommendations to be carried out by contractor as part of the Village Garden project. OSWG to monitor and assess occasionally.</p>
Actions or queries for consideration by the Council at PC meeting	
To consider and approve the recommendations for each location.	
To approve costs of £300 maximum to allow OSWG to complete their actions	

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Open Spaces Working Group report:

Report details	
Report Date:	14 th March 2018
Report written by:	Chris Brooks- Barry Thunder
Working Group meeting date:	19 th March 2018
Inclusion in Parish Council meeting:	March 2018
Agenda item number:	13
Public or confidential:	Public
Overview	
Agreement to Memorandum of Understanding with Community Payback. Initial phase of Village Garden work underway.	
Item	Progress/activity update
Oak Tree Corner	A proposal is being discussed within the OSWG to tidy OTC, to improve the look and what changes to layout can

	be made to attract usage whilst retaining low maintenance costs.
St Julians Community Woodland and The Orchard	The promised draft MOU from WWT, that will detail the management structure, who is responsible for what and importantly what SMPC is able to do without reference to WWT has not materialised. It is our intention to draft an MOU based on the current draft for CPB, once agreed by the PC. Selected trees, agreed with WWT are to be felled throughout 2018, and volunteers can clear the logged wood away. Path side filling is complete and volunteers to rake smooth and apply grass seed as required. Three willows have been safely felled and logged already. Barry & Chris scheduled for First Aid training April 20 th funded by WWT.
Parish Council tree report	Survey done. Report received. Actions being considered.
Bodleian Book Store	No updates
Sevor Solar Farm	Contact established with Eneco. More detail in April.
Oxleaze Woods	Following the completion of the MOU for CPB, contact will be made with Community Forest/SBC Johnathan Wilshire, to complete a similar document for Oxleaze Wood.
Village Garden	Funds for work approved by SMPC. Initial seasonally related work has commenced. Meetings with garden club members and other residents underway with plans for a communal meeting before the end of March.
Parish Policy for Open Spaces	The newly established working group will expand on the existing draft and will present this to the PC later in the year. The working group actively supported Mandie Olive/SMRA with the village litter pick on March 18th
Volunteers	The next volunteer dates are 25th March, 22 nd April and 24 th June. All from 10am to 2pm based in St Julians Woodland.
Rights of Way.	Nothing to report.
Community Payback Teams	Work for the groups will include regular grass cutting at Oxleaze and St Julian woods, the Village Garden, Oak Tree corner and clearances as required at the allotments. The parish council is asked to approve the MOU.
Village Fete	OSWG are putting together a display board to advertise our work as part of the SMPC stall.
Actions or queries for consideration by the Council at PC meeting	
Approval of draft MOU for Community Payback as per agenda item	

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Allotments Working Group report:

Report details	
Report Date:	15/03/2018
Report written by:	Barry Thunder & Claire Penny
Working Group meeting date:	20/03/2018
Inclusion in PC meeting:	<i>February 2018</i>
Agenda item number:	13
Public or confidential:	<i>Public</i>
Overview	

Tenant 2018 newsletter to be sent out w.c 19th March
 Annual invoicing and contract to be sent out w.c 2nd April

Amended contract for April 2018 and onward to be agreed at this meeting.

Item	Progress/activity update
Allotment software.	All up and operational. New update installed to allow direct email of newsletter and invoicing direct to tenants
Winter improvements.	Second manure compound built. From the recent tree report two trees were identified for felling or cutting back. Being covered under Tree agenda item
Plot vacancies	All plots currently let. We have two possible new additions to our waiting list. Claire to circulate nearby parish clerks to offer access to our list as and when required.
In parish rent concessions.	To be applied to April invoicing as per the March PC agreement.
Tenancy Agreement amendments for April 2018	Minor amendments to be agreed at this meeting. Details
Allotment rent changes.	Rent changes to be applied as per the March PC agreement.
Grass cutting	By allotment volunteers. Progress is being made in acquiring a second-hand ride on mower.
Actions or queries for consideration by the Council at PC meeting	
Councillor approval for amended rental agreement	

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SMRA report:

Report details	
Report Date:	Thursday 15 th March 2018
Report written by:	Sylvia Brown
Working Group meeting date:	Wednesday 14 th March
Inclusion in PC meeting:	<i>March 2018</i>
Agenda item number:	<i>14</i>
Public or confidential:	<i>Public</i>
Overview	
SMRA held its AGM on the 14 March followed by a very short committee meeting to cover pressing business only	
Item	Progress/activity update
AGM	<p>Angie Newton was elected Chair, Mary Case was elected Vice Chair and Jenny McEwen elected Treasurer, The Chairs report noted the continued work of the volunteers both for maintenance of the Rec ground and the Fete, though the latter could always do with more help on the day. She thanked all those who had supported SMRA's work in the past year and for the help and support of the Parish Council.</p> <p>The Treasurer report included comparisons with previous years' financial figures, which show that the hall is still requiring subsidy but both the 100 Club and the Fete showed an increase in overall profit.</p> <p>The accounts for the hall are complicated by late sending out or late payment of invoices at the year end which distorts the</p>

	annual comparison figures. It was agreed to monitor this more closely.
Recreation Ground	There was a leak in the changing rooms and there is a fault with the electrics in the ladies toilet – both to be repaired. Mower has now had its service, and now has both wheel drives repaired.
Recreation Ground Tree Survey	The tree survey will be an agenda item at the next committee meeting to discuss how SMRA wishes to tackle the required actions. It was noted that all remedial work should now be done outside the nesting season.
Actions or queries for consideration by the Council at PC meeting	
PC to note the honorary officers appointed at the AGM on 14th March at 7pm.	

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Finance statement and payments for approval and signature

Prepared for March 2018 Parish Council meeting on 16th February 2018

Bank Account Statements Received

Julian Hodge Bank at 28 th February 2018	£115315.10
Unity Trust Bank at 4 th Mach 2018	£8,128.64
Total:	£123,443.74

Multipay Card: Claire Penny

Purchase	VAT	Amount
ICO – Renewal of registration with Information Commissioner	£0.00	£35.00
Vonage – phone bill	£0.00	£15.00
Multipay card fee	£0.00	£3.00
Totals:		£53.00
Payment due:		£53.00
Available spend balance (maximum £250):		£197.00

Expenditure: Cheques for Approval and Signature

Cheque Number	Our Ref	Payment	VAT	Amount
BACS – 21.3.18	0132	Grove Information Systems (Jan – Feb) CANCELLED	£8.58	£51.48
BACS – 21.3.18	0133	Grove Information Systems (Jan - Feb)	£5.94	£35.64
BACS – 21.3.18	0134	Swindon Area Committee – WALC	£0.00	£18.00
BACS – 21.3.18	0135	AllBuild (waste services – February)	£21.67	£130.00
BACS – 21.3.18	0136	Orchard Press (Welcome pack design)	£17.00	£84.00
BACS – 21.3.18	0137	Claire Penny (Clerk – salary)	£0.00	£1374.68
BACS – 21.3.18	0138	Barry Thunder (Open Spaces expenses)	£6.66	£50.71
DD – 16.3.18	0139	Multicard balance	£0.00	£53.00
BACS – 21.3.18	0140	HMRC – tax period 10	£0.00	£426.09
BACS – 21.3.18	0141	HMRC – tax period 11	£0.00	£426.09
TOTAL			£59.85	£2649.69

Income: Invoices Raised to

Invoice	To	Amount
TOTAL		£0.00

Income: Other

Remittance	From	Amount
TOTAL		

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