

**Minutes of the meeting held on Tuesday 17<sup>th</sup> April 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 D Roberts (DR)
Clerk & Responsible Officer:	Mrs C Penny (Clerk)
Members of the public present:	Mrs A Featherstone, Mr J Haines, Mr C Wheadon, Cllr L Sandle, Cllr D Benfield

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, CWG – Communications Working Group, SM website – [www.SouthMarston.org.uk](http://www.SouthMarston.org.uk),

**Minutes:**

<b>Agenda item &amp; minute number</b>	<b>Summary</b>	<b>Action</b>	<b>Supporting information</b>
Open 10 minutes 199/17	Cllr Benfield and Cllr Sandle introduced themselves and explained they were in attendance as part of Covingham PCs work to look at best practice in PCs. CM welcomed. Mr Wheadon queried the situation with fibre broadband within the village. CM explained that the PC have chased but have had no luck. We continue to push for it and our neighbourhood plan encourages access to high speed broadband. Mrs Featherstone commented that she had additional information relevant to an item in the Correspondence report. CM noted and will ask Mrs Featherstone to contribute at the relevant item.	None	None
Apologies 200/17	TL. The PC accepted apologies.	None	None
Declarations of interest 201/17	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.  SB noted that the application S/18/0457 shares access to her home address but is located a distance away. CM and Clerk confirmed not classed as an interest but SB asked PC to note.	None	See <a href="http://www.SouthMarston.org.uk">South Marston website</a>

To approve and sign the minutes of the Parish Council meeting held on Tuesday 20 <sup>th</sup> March 2018 202/17	Proposed: SY Seconded: SB Agreed: All	None	See <a href="#">South Marston website</a>
Review of actions 203/17	Review of actions currently outstanding.	Existing actions updated on the action sheet.	<a href="#">Actions</a>
Review of Parish Council Calendar 204/17	The PC reviewed progress	None	<a href="#">Calendar</a>
Clerks Report 205/17	<p>Clerks report discussed</p> <p><b>Meeting dates:</b> PC confirm preference for May 23<sup>rd</sup>. CM to invite developers and SBC. Clerk to advertise.</p> <p><b>Internal audit:</b> PC discussed. SB propose we reappoint last year's internal auditor. BT second. All approved. Clerk to set dates and confirm appointment</p> <p><b>National Planning Policy Framework:</b> PC discussed. SB propose that we do not respond formally as the amount of work involved and that national and regional organisations will be responding on our behalf. PC agreed. CM commented that he will respond as an individual Councillor and will share his comments with PC via email.</p> <p><b>Litter picking:</b> PC discussed issues with management. Chair has referred to OSWG. AF confirmed that she will be able to take a management role for the litter picking event within the OSWG umbrella. Clerk to add to OSWG agenda.</p>	<p>CM to invite developers/SBC. Clerk to advertise Clerk to confirm appointment</p> <p>Clerk to add to OSWG agenda.</p>	<a href="#">Report</a>
Correspondence Report 206/17	<p>Correspondence report discussed</p> <p><b>Noticeboard issues:</b> PC discussion on requirements and issues with current boards. Clerk to refer to CWG to research 1) replacement of Thornhill Road Recreation Ground noticeboard 2) purchase and placement of new board in a new location 3) moving of Village Hall board to new location to allow residents to read safely away from road. All noticeboards proposed should have at least two sections, easily branded with PC logo and have rubber seals for closed sections. Noted that a third section by way of an open pin board works well at Shrivensham. Clerk to refer to CWG.</p>	Clerk to refer to CWG	<a href="#">Report</a>

	<p><b>Cable installation roadworks:</b> PC discussion about the challenges the roadworks will cause. Clerk confirmed little PC can do but Clerk remains in communication with agent. Clerk to inform residents via Community News and website.</p> <p><b>Unauthorised encampments:</b> PC discussed and decline to respond.</p> <p><b>Reports smell in village:</b> PC discussed issue. Mrs Featherstone raised that a resident emailed VIEWS and said that the smell has been around for a long time. PC recollect similar problem over a decade ago where the cause was identified as a paint supplier in Stratton. Clerk to contact Stratton PC to see if they are experiencing the same. Clerk to respond to resident.</p>	<p>Clerk to inform residents via Community News and website.</p> <p>Clerk to contact Stratton PC to see if they are experiencing the same. Clerk to respond to resident.</p>	
<p>Planning applications 207/17</p>	<p>To discuss <b>planning applications:</b> S/18/0489 – ‘Alterations to external appearance of building and existing car park at Unit 1, Woodside Court, SN3 4WA Deadline date: 13th April 2018 (Extension until 18th April 2018)</p> <p>PC discussed the application and have no adverse comment. Clerk to inform SBC.</p> <p>S/18/0457 – ‘Conversion of barns to form 1no. dwelling including the erection of two-storey and single-storey extensions to the existing buildings, erection of summerhouse, and change of use of agricultural land to form residential curtilage at Hay Barn, South Marston Farm Deadline date: 17th April 2018 (Extension until 18th April 2018)</p> <p>PC discussed the application. PC object to the application. It lacks any mention of relevant policies in the neighbourhood plan. Design is not in keeping with the three nearby farm conversions. The proposal also gives concern as public footpath 5 runs across the proposed garden. PC agree that response requires further research with regards footpath in the light of the NP proposals for strategic routes for footpaths 5 and 15 as part of the NEV. BT &amp; SB to respond to application and given authority to object on behalf of</p>	<p>Clerk to respond.</p> <p>BT &amp; SB to respond to application. Clerk to confirm with Planning Officer the final deadline for response and inform SB &amp; BT.</p>	<p><a href="#">SBC planning website</a></p>

	PC. Clerk to confirm with Planning Officer the final deadline for response and inform SB & BT.		
To review and approve response to Energy Centre Appeal 208/17	Appeal reference: APP/U3935/W/18/3197964 PC discussed and agree to submit a response. PC noted that response could not raise new issues but should support the reasons for refusal with particular reference to proximity of gateway feature and any impact on traffic resulting from revised feedstock sourcing analysis. Clerk to draft response and share the PC. Response to include references to policy TR2 in Swindon Local Plan.	Clerk to draft response and share with PC before submission	
Reports from Working Groups 209/17	<b>Communications Working Group:</b> PC noted <b>Open Spaces Working Group:</b> Clerk to ask contractor to confirm how full the Highworth Rd dog bin gets to see if reduced size is workable. DR propose that if smaller size if workable then PC purchase dog bin for £103.82 (inc VAT). SB second. All approved. Clerk to speak to contractor and arrange purchase if required. <b>Allotments Working Group report:</b> PC noted.	Clerk to ask contractor to confirm how full the dog bin gets to see if reduced size is workable. Clerk to arrange purchase of smaller dog bin if confirmed.	<a href="#">Report</a> <a href="#">Report</a> <a href="#">Report</a>
Reports relating to expansion 210/17	<b>Strategic Planning Working Group:</b> CM & SB gave verbal report. CM confirmed that an initial meeting has been held with the consultant planning the village centre. The consultant is also working on HHT and therefore knows village well and is able to spot potential issues/opportunities between the two developments. They were encouraged by the PC to tackle the movement framework first and address how people reach the centre. PC anticipate reviving the focus group that were involved in the design of the last version of the hall. No progress on Hotel site. Great Stall East application is being reviewed but has not had a formal decision yet. <b>Village information event planned for 23<sup>rd</sup> May, immediately prior to the Annual Parish Meeting.</b>	None	<a href="#">Report</a>
Other reports 211/17	<b>SMRA:</b> PC noted SMRA accepts the offer from the Open Space Working Group for		<a href="#">Report</a>

	<p>minor works due as a result of the Tree Survey</p> <p>Also noted that SMRA had approved the grant application for outdoor gym equipment that the PC will submit</p>		
<p>Finance 212/17</p>	<p><b>To review and approve a grant application from South Marston Youth Club:</b> PC reviewed the application. KM propose we grant the request for £266.16 for insurances and association membership to support the work of Youth Club and their contribution to the village. BT second, all approved. Clerk to inform Youth Club and arrange payment.</p> <p><b>To review and approve finance statement and payments:</b> Reviewed and approved by BT, SY &amp; KM.</p> <p><b>To approve the spending as requested in this meeting:</b> Youth Club Grant of £266.16 approved. Dog bin approved £108.33</p>	<p>Clerk to inform Youth Club and arrange payment.</p>	<p><a href="#">Finance statement</a></p>
<p>Matters brought forward by or with the consent of the Chair 213/17</p>	<p>BT raised that a resident has queried gun-like noise coming early in the morning from around St Julians. PC discussion about possible causes. Clerk to add to Community News, alongside smell issue, if space available.</p> <p>SY updated that he has been reviewing the GDPR work done by the Clerk in preparation of the May PC meeting and has shared relevant articles with the Clerk. GDPR shared articles with Clerk.</p> <p>DR updated that he was received some useful guidance booklets from NALC and has shared these with the Clerk.</p> <p>SB recommended that the PC contact Network Rail now that the footbridge is finished and opened to thank them. They have created a good and substantial bridge, formed a good working relationship with us to promptly resolve issues and been considerate in their working. Clerk to contact Network Rail to thank.</p> <p>Clerk informed PC that a last-minute email had been received from Mr Goodenough of Wanborough Flood Group, sharing the Environment Agency's refusal to install a sensor at Acorn Bridge. PC discussed next steps and agree to contact the agency</p>	<p>Clerk to add to Community News, alongside smell issue, if space.</p> <p>Clerk to contact Network Rail to thank for work on footbridge</p> <p>Clerk to share Mr Goodenough's correspondence so a reply can be drafted.</p>	

	direct. Clerk to share Mr Goodenough's correspondence so a reply can be drafted.		
Meeting closure:	9:12pm		

### Actions:

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

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	Under SMRA agenda item	Clerk	Completed
Sep 17 86/17	Waste bin contract	Clerk to action when required	Awaiting SBC service end	Clerk	31/3/2018
Sep 17 90/17	Asset register	BT to give list of Open Spaces equipment to Clerk.		BT	Completed
Nov 17 127/17	Allotment contracts	AWG to update contracts	Done. Being issued in May	AWG	1/5/2018
Feb 18 170/17	May meetings	Clerk to draft dates		Clerk	Completed
Mar 18 186/17	Actions list	Clerk to add more detail to action list to allow it to be read in isolation.		Clerk	Completed
Mar 18 187/17	Internal audit	Clerk to appoint previous internal auditor if Council are not contacted by new one		Clerk	Completed
Mar 18 187/17	SMRA accounts	SB to send 17/18 accounts to Clerk for circulation and filing		SB	Completed
Mar 18 187/17	Availability	Clerk to get availability dates for all Councillors for May and April to allow easier planning of meetings		Clerk	Completed
Mar 18 188/17	Annual Meeting of the Council	Clerk to arrange meeting with 6:45pm start.	In progress	Clerk	17/4/2018
Mar 18 188/17	Annual Parish Meeting	Clerk to check village hall availability for the week beginning 21 <sup>st</sup> May for the Annual Parish meeting	Completed	Clerk	Completed

Mar 18 188/17	CIL requirements via SBC	Clerk to chase Sarah Screen about the template for submission of this information.	Chased.	Clerk	17/4/2018
Mar 18 188/17	National Planning Policy Framework	Council to consider at the April meeting if they wish to comment but has been marked as low priority.	Under Clerk report	PC	Completed
Mar 18 189/1/7	Local resident issues with Symmetry Park	SB to contact SBC about issue of ditch alongside new footpath/cycle path		SB	Completed
Mar 18 189/17	Local resident issues with Symmetry Park	Clerk to respond to resident to assure that Council are dealing.		Clerk	Completed
Mar 18 189/17	Symmetry Park Road issue	Clerk to forward draft response to SBC to CM & SBC to hone.		Clerk	Completed
Mar 18 190/17	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	Completed
Mar 18 190/17	S/OUT/17/1990 – 'Outline planning application for up to 1,800 homes for Great Stall East	Clerk to respond. PC's previous comments still stand.		Clerk	Completed
Mar 18 191/17	Community Payback MOU	BT to sign, pass to partner for signature and pass back to Clerk		BT	Completed
Mar 18 192/17	Tree survey report	OSWG to action.	In progress	OSWG	1/6/2018
Mar 18 192/17	Tree survey report	Clerk to remind BT to contact SBC about trees under their responsibility.		Clerk	Completed
Mar 18 192/17	Tree survey report	SB to send Recreation Ground info to SMRA.		SB	Completed
Mar 18 193/17	GDPR	Clerk to share GDPR summary with SY		Clerk	Completed
Mar 18 197/17	Mr Goodenough email – Acorn Bridge sensor.	Clerk to respond and thank Wanborough Flood Group for their work.		Clerk	Completed
Mar 18 198/17	Confidential pre-application	Clerk to send draft to SB, BT, TL and SY.		Clerk	Completed



Added at this meeting					
Apr 18 205/17	Annual Parish Meeting and Information Event	CM to invite developers and SBC of date, time and confirm attendance		CM	25/4/2018
Apr 18 205/17	Annual Parish Meeting and Information Event	Clerk to advertise event to residents via Community News, website and noticeboards		Clerk	25/4/2018
Apr 18 205/17	Internal auditor appointment	Clerk to confirm appointment		Clerk	25/4/2018
Apr 18 205/17	Litter picking volunteer management	Clerk to add to OSWG agenda to discuss and make recommendations to PC		Clerk	24/4/2018
Apr 18 206/17	Noticeboards	Clerk to refer to CWG to research 1) replacement of Recreation Ground noticeboard 2) purchase and placement of new board in a new location 3) moving of Village Hall board to new location to allow residents to read safely away from road. All noticeboards proposed should have at least two sections, easily branded with PC logo and have rubber seals for closed sections		Clerk	15/5/2018
Apr 18 206/17	Roadworks for cable installation	Clerk to inform residents of dates and closures via Community News and website		Clerk	1/5/2018
Apr 18 206/17	Smell within village	Clerk to contact Stratton PC to see if they are experiencing the same and raise that it was previously attributed to a local paint company.		Clerk	15/5/2018
Apr 18 206/17	Smell within village	Clerk to respond to resident.		Clerk	15/5/2018
Apr 18 207/17	S/18/0489 – Alterations to external appearance of building and existing car	Clerk to respond to application		Clerk	18/4/2018



	park at Unit 1, Woodside Court, SN3 4WA				
Apr 18 207/17	S/18/0457 – Conversion to dwelling and garden at Hay Barn, South Marston Farm	BT & SB to respond to application.		BT & SB	18/4/2018
Apr 18 207/17	S/18/0457 – Conversion to dwelling and garden at Hay Barn, South Marston Farm	Clerk to confirm with Planning Officer the final deadline for response and inform SB & BT.		Clerk	18/4/2018
Apr 18 208/17	Energy Centre appeal	Clerk to draft response and share with PC before submission		Clerk	5/5/2018
Apr 18 209/17	Highworth Road Dog bin replacement	Clerk to ask contractor to confirm how full the dog bin gets to see if reduced size is workable. Clerk to arrange purchase of smaller dog bin if confirmed.		Clerk	15/5/2018
Apr 18 212/17	Youth Club Grant	Clerk to inform Youth Club and arrange payment.		Clerk	15/5/2018
Apr 18 213/17	Noise issue from St Julians	Clerk to add to Community News, alongside smell issue, if space.		Clerk	15/5/2018
Apr 18 213/17	Network Rail footbridge thanks	Clerk to contact Network Rail to thank for work on footbridge		Clerk	15/5/2018
Apr 18 213/17	Refusal of sensor at Acorn Bridge	Clerk to share Mr Goodenough's correspondence so a reply can be drafted.		Clerk	15/5/2018

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### Calendar actions:

#### APRIL 2018

Responsibility:	Activity:	Progress
Allotment Working Group	Send invoices to tenants	Done
Allotment Working Group	Inspect allotments and notify holders of results	Not yet done

Communications Working Group	Produce May edition of Community News	In progress
Council administration	Marketing for new Councillors (pre-election)	Done
Council administration	Create and post agenda for Annual Meeting	In progress
Council administration	Clerk to prompt Chair to produce Annual report	Done
Council administration	Clerk to prompt FWG Chair to produce Finance report	In progress
Council administration	Prepare for audit	In progress
Council administration	Produce year end accounts	In progress
Council administration	Confirm precept income received	Awaiting
Council administration	Publicise accounts once approved	Not yet done
Council administration	Research insurance providers and get quotes	Not yet done
Council administration	Prepare VAT claim	Not yet done
Finance Working Group	Meeting to review end of year reports, review Financial Regulations, Code of Conduct etc	Not yet done
<b>Agenda items:</b>	<ul style="list-style-type: none"> <li>• Approve end of year accounts</li> <li>• Approve VAT claim</li> </ul>	
<b>MAY 2018</b>		
<b>Responsibility:</b>	<b>Activity:</b>	<b>Progress</b>
Allotment Working Group	Chase outstanding allotment rents	
Communications Working Group	Issue May edition of Community News	
Council administration	Hold Annual Meeting of the Council	
Council administration	Hold Annual Parish Meeting	
Council administration	Liaise and send documentation off to internal auditor	
Council administration	Review insurance renewal and approve provider	
Council administration	Restart minute numbers from Annual Meeting	
Council administration	Send off VAT Claim	
<b>Agenda items (PC meeting):</b>	<ul style="list-style-type: none"> <li>• Approve insurance provider</li> </ul>	
<b>Agenda items (Annual Meeting):</b>	<ul style="list-style-type: none"> <li>• Appoint Chair, Vice Chair</li> <li>• Sign acceptances of office</li> <li>• Agree terms of reference for Working Groups</li> <li>• Appoint members to Working Groups and other positions</li> <li>• Adopt Financial Regulations, Code of Conduct, standing orders</li> </ul>	
<b>Agenda items (Parish Meeting):</b>	<ul style="list-style-type: none"> <li>• Present Chair's report</li> <li>• Present financial report</li> <li>• Speaker/Presentation</li> </ul>	

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## Clerks Report

### Report details

Report Date:	Friday 13 <sup>th</sup> April 2018
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>April 2018</i>
Agenda item number:	<i>7</i>
Public or confidential:	<i>Public</i>

### Overview

Busy month with election, prep for audit, communications work and allotments work.

Item	Progress/activity update
Workload management	Workload is heavy following some time off in April. This has meant that I have had to work some extra hours to meet some April deadlines. I'm working efficiently and asking for assistance where possible, but April and May are busy periods. During this, I'll be prioritising urgent work and keeping extra hours to a minimum.
Training	My CiLCA qualification is now complete and I am awaiting the written confirmation from the Society of Local Council Clerks.
Meeting dates in May	The following dates were confirmed at the last meeting: <ul style="list-style-type: none"> <li>• Annual Meeting of the Council: 6:45pm – 7:20pm on Tuesday 15<sup>th</sup> May</li> <li>• Parish Council Meeting: 7:30pm – 9:30pm on Tuesday 15<sup>th</sup> May</li> </ul> In addition to these, we are proposing to hold a Village Information Event in conjunction with the Annual Parish Meeting on either <b>Tuesday 22<sup>nd</sup> May</b> or <b>Wednesday 23<sup>rd</sup> May, 3:30pm to 8:00pm</b> . Councillors to confirm which is the most suitable.
Audits	It has been confirmed that PFK are the new external auditors, taking over from Grant Thornton. In light of this, our existing internal auditor has confirmed that she can provide internal audit services in May as usual.
National Planning Policy Framework	At the March 2018 PC meeting, the PC concluded that a response to the consultation on this was low priority but asked that it be brought forward to consideration at this meeting. An oversight meant that it was left off the agenda. PC to confirm if they wish to submit a formal response, respond individually or not respond at all. The deadline for response is 10 <sup>th</sup> May 2018.
Phone service	Our phone provider has announced that prices will be increasing from April 2018. I am currently investigating the impact of this and if the provider continues to offer value for money. If an alternative is found, I will make a recommendation to the Council.
Litter volunteer management	The PC have been supporting the volunteer litter pickers within the village but issues have arisen with the ongoing management of this function. SMRA have in the past managed this but they are currently too busy to take it on at this time. Someone is required to manage volunteers, appeal for new volunteers, manage equipment and arrange volunteer days. PC to discuss.

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

Meeting dates: PC to confirm preference for Village Information Event/Annual Parish Meeting

Internal audit: PC to approve appointment of Darkin-Miller to deliver internal audit.

National Planning Policy Framework: PC to confirm response level

Litter picking: PC to discuss.

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## Correspondence Report

### Report details

Report Date:	Friday 13 <sup>th</sup> April 2018
Inclusion in PC meeting:	April 2018
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	Local resident	22 <sup>nd</sup> March 2018	Noticeboard	Request for replacement noticeboard
Image/ Text				<p>On a regular basis I place various notices in the notice boards around the village. (Rec, V Hall, St Julian's, Oak Tree corner and the Allotments)</p> <p>Over the last few months the inside of the notice board next to the recreation field is full of condensation. This makes it difficult/impossible to read the notices and the condensation also makes the print run so the notice becomes illegible.</p> <p>Today when I was out and drying out the inside of the notice board, five residents stopped to chat and said it's difficult to read the notices and therefore they do not bother to look any more...also so much old information on some notices and print too small to read clearly. This is shame as this board probably gets the most viewings</p> <p>I did ask if they look at the one at the village hall, some said yes but not often as it too dangerous to stand on the road especially with young children. A couple mentioned it would be good to have one next to the post box???</p> <p>Today I took a cloth and wiped the inside out, but we should not have to do this. Perhaps the parish council would take time to consider a replacement which is fit for purpose and take the opportunity to consider the most suitable location.</p> <p>We have many various activities happening within the village and it would be disappointing if we are not able to use the notice boards as a means of communication, especially for reminders and activities that miss the community news publication</p> <p>I look forward to hearing the response.</p>
Item number	From	Date	Reference	Contents summary
2	Richard Parkes, High Voltage Systems	10 <sup>th</sup> April 2018	Cable installation	Road closure and roadwork dates
Image/ Text				<p>I just wanted to make you aware of some dates for upcoming works:</p> <p>Excavations:</p> <p>The below work will involve a road closure.</p>

Old Vicarage Lane Bridge – Start: 21.05.18 Finish: 05.06.18

Excavations of joint holes, pulling in cables, jointing of new cables:

The below works will involve two-way temporary traffic lights for a small section around the joint hole.

- Old Vicarage Lane – Start: 08.05.18 Finish: 15.05.18
- Supermarine Road to Highworth Road – Start: 09.05.18 Finish: 16.05.18
- Highworth Road to end of Road Closure – Start: 10.05.18 Finish: 17.05.18
- Old Vicarage Lane – Start: 14.05.18 Finish: 21.05.18
- Highworth Road to end of Road Closure – Start: 16.05.18 Finish: 23.05.18
- Supermarine Road to Highworth Road – Start: 18.05.18 Finish: 25.05.18

As always please do not hesitate to contact me should you have any questions.  
*<Clerk note: Have clarified that bridge closure will take place from 8am and the dates given are the worst case scenario. Have also asked agent to contain work outside school to half-term and the investigate ways to mitigate risk of HGV's navigating Pound Corner to access Old Vicarage Lane. Local businesses on Old Vicarage Lane informed. Residents will be informed via Community News and website?>*

Item number	From	Date	Reference	Contents summary
3	Katie Fielding, WALC	10 <sup>th</sup> April 2018	Unauthorised encampments	Consultation on unauthorised encampments
Image/text	<p>Dear colleague,</p> <p>As you may know, the Government have recently issued a consultation on powers for dealing with unauthorised developments and encampments. The consultation document can be found here:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/697354/Consultation_-_unauthorised_encampments.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/697354/Consultation - unauthorised encampments.pdf</a>.</p> <p>NALC will be responding to the consultation on behalf of the local councils that we represent. To help us we would like your council to email us your thoughts on the consultation questions.</p> <p>Local councils are at the very heart of their local community and that is why NALC thinks it is vital we hear from them.</p> <p>The deadline for responses to us is 5pm Friday 25 May.</p> <p>Please email me with any thoughts you have on any of the points included above at <a href="mailto:Jessica.Lancod-frost@nalc.gov.uk">Jessica.Lancod-frost@nalc.gov.uk</a></p> <p>If you have any queries please do let me know.</p>			
Item number	From	Date	Reference	Contents summary

4	Local resident	10 <sup>th</sup> April 2018	Village smell	Issue with strong smell
<b>Image/ text</b>	<p>Good Evening</p> <p>I'm unsure if your aware but for well over a year there has been a strange chlorinated smell mornings and evenings that hang around the brook.</p> <p>The smell becomes stronger as I drive to work along the A419 as I work for the Swindon Community Health Service I have spoken to some patients who have Long Term Conditions and live in Stratton and describe the smell as chlorinated .</p> <p>I have discussed this with my husband and it smells like Hydrocarbons from paint solvents which are able to move in the atmosphere .Some days the smell is stronger than others depending on the weather and land temperatures .Temperature inversion. Not wanting to cause trouble but is this smell an attribute from Hondas Fans from the Paint sprays Department.</p> <p>Some days it chokes me in the car and lingers .As an Asthmatic I find it quite debilitating.</p> <p>Has Mr Green from SBC Environment Health been informed regarding this smell ?</p> <p>Would you be so kind and let me know</p> <p>Kindest Regards</p>			

**General correspondence received:**

Title	Produced by	Key points to note
None		

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	22.3.18 – None 29.3.18 – None 5.4.18 – None 12.4.18 – None
Newsletter	WALC	March 2018 – Update on GDPR, details of Local Government Association publication “Planning in partnership” and offer for allotment management training April 2018 – GDPR now completed committee stage. NALC are in discussions about possible exemptions for Parish Councils. Section 137 allowance for 18-19 is £7.86. New model standing orders produced to reflect recent legislative changes – Clerk reviewing.

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

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## Communications Working Group report:

Report details	
Report Date:	13 <sup>th</sup> April 2018
Report written by:	Sylvia Brown
Working Group meeting date:	16 <sup>th</sup> March 2018
Inclusion in PC meeting:	April 2017
Agenda item number:	11
Public or confidential:	<i>Public</i>
Overview	
Verbal report was given of the CWG meeting at the last meeting on 16 March. Attached are the minutes of that meeting for completeness	
Item	Progress/activity update
<b>Actions or queries for consideration by the Council at PC meeting</b>	
None	

## SMPC Communications Working Group

Minutes of meeting 16 March 2018

Sylvia Brown SB  
 Claire Penny: CP  
 Alison Thunder: AT

Tony Leathart: TL  
 Barry Thunder: BT  
 Pam Jackson (PJ)

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

- Customer survey to be done in May issue
- SB to kick off list of historic places/names for survey at Historic England. CP to investigate access to house names from electoral register
- Cut off date for submissions for May issue revised to 18 April
- BT to approach local mum who might be interested in taking forward hidden rock project (c/forward from Feb meeting).
- CP to email L&G re sign for Keypoint bridleway access (c/forward from Feb meeting).

### 1. 2. Community News -

- No adverse comments on issue 14. . Agreed that web presence would be stronger if the icon for each issue on the webpage was the actual first page
- **Income**– Renewal prices sent out – other suggestions for subscriptions/flyers being progressed CP to contact Mitchy Motors re publishing change of ownership
- **Sponsorship** – BT had now been in contact with Eneco rep – response awaited.

• <b>Timeline</b>	<b>Cut off date</b>	<b>To the printers</b>	<b>Distn date</b>	<b>CWG meeting</b>
	18 April	30 April	5/6 May	8 June
	12 June	26 June	30 June	tbc

- Forward plans for articles: CP to include customer survey (use survey monkey on website as well). AT/BT will contact John re article on Leaze Cottage paved footpath for May edition (CB to write up?); complete article on village contractors



and use if necessary. Future article bank –Victorian wash house at Rowborough House (Richard will approach in the first instance). DP declined to do article on the Church, Robbie not keen on article re F&E Harris Trust article. AF suggested article on plates now displayed in the Village Hall. SB to put info together for Ranikhet/Alfred Williams article.

### 3. Welcome Pack

- Aim to complete by September. Blank insert needs to be filled with text as far as we can, and add sponsorship box so AT can contact potential sponsors.
- Orchard Press could not take the 1000-folder boxes immediately, so now stored BT garage/SB house. SB to maintain contact with Jason.

### 4. Signage and other printing projects

- Dog Signs Awaiting installation (OSWG).
- Dragonfly sign for orchard meadow BT pursuing.
- Possible review of waymarkers on footpaths

### 5. CWG Project Plan –

- Update was reviewed. Ongoing actions agreed.
- Agreed web format for CN, subscriber list etc be deferred from medium priority to longer term projects, particularly with impact of GDPR.
- Priority is to assess how we want to use the website in future. Query about advertising on the website and its value. Strong demand for more visual material. Also need to define user rights.
- SB to modify project plan accordingly

### 6. Any other business

- None

**Date of next meeting – 8 June 2018 at 10.30 (delayed to avoid holidays)**

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## Open Spaces Working Group report:

Report details	
Report Date:	11 <sup>th</sup> April 2018
Report written by:	Chris Brooks and Barry Thunder
Working Group meeting date:	Due 23.04.2018
Inclusion in Parish Council meeting:	April 2017
Agenda item number:	11
Public or confidential:	Public
Overview	
Wide range of activities and actions taking up more time and effort by the group. Other helpers are being encouraged to take part in monthly volunteer days along with support from Swindon based companies.	
Item	Progress/activity update

Oak Tree Corner	A proposal in hand within the OSWG to tidy OTC to improve the look, add additional plants and reduce maintenance cost and time. Tree survey completed and basic tidy up by CPB on April 8 <sup>th</sup> .
St Julians Community Woodland	<p>Volunteer day Sunday 25<sup>th</sup> March. 15 people attended. Much brush clearance and some tree felling completed. Highlights: buff-tailed bumblebees, brimstone butterflies, primrose, crocus, box trees, voles all sighted.</p> <p>Working on a 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.</p> <p>Trees to be felled throughout 2018, and volunteers can clear the wood away.</p> <p>Barry &amp; Chris scheduled for First Aid training April 20<sup>th</sup> funded via WWT.</p> <p>Lots of spring flowers blooming from last years plantings. Offer in from Greenshove Services to provide a staged planting and flowering plan for daffodils together with a donation of the bulbs, these are planned to be planted in various of our sites later in the year.</p> <p>Summer children's event are in the planning stage for the summer months utilising the sponsorship money from Yuasa.</p>
Orchard Meadow	<p>Tree survey recommendations carried out: dead and possibly dangerous elms felled. Flooding delaying wildflower bed work.</p> <p>Barry is attending a residents meeting in The Orchard to discuss maintenance of the Flood alleviation pond.</p>
Parish Council tree report	Survey done. Report received. Actions being taken.
Bodleian Book Store	No updates
Sevor Solar Farm	Active contact with Eneco resulting in Community News sponsorship.
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. Repair to field gate and fencing required, discuss with SBC.
Village Garden	<p>Fir tree removed, hedge trimmed, bushes tidied by contractor.</p> <p>Work outstanding: tree pruning, fence repairs, iron gate repair.</p> <p>A village hall meeting on 27<sup>th</sup> April will discuss further improvements. First grass cut by CPB on 8<sup>th</sup> April, together with start of kerbside clearance of weeds and removal hedge debris. Bench seat ground fixing to be repaired also repair to grassed area that is badly holed and uneven.</p>

Parish Policy for Open Spaces	The newly established working group will expand on the existing draft and hopes to present this to the PC over the coming months.
Volunteers	Volunteer dates planned for: 22 April, 24 June, 22 July, 30 Sept, 28 Oct. Two companies interested in team building days in May and June. Scout group expected 26th April
Rights of Way.	Contact made with SBC, M Fry re way markers and finger signage required for the cycle/footpath alongside Keypoint. FP 6 and 5 to be inspected now that Network Rail have amended the paths routing, resulting from the opening of the new footbridge along FP 5 and the closure of the FP 6 rail crossing.
Community Payback Teams	Work for the groups will include regular grass cutting at Oxleaze, St Julian wood, Village Garden and allotments together with ad hoc tasks. A new MOU is now signed and in place.
Village Fete	OSWG are putting together a display board to advertise our work as part of the SMPC stall.
Litter Picking	We are actively supporting the village litter pick taking place on April 29 <sup>th</sup>
Dog waste bin	We require a replacement bin for the large metal one opposite Quarry Brook, as the current bin has rusted completely at the bottom of the bin container. The PC are asked to approve a new PLASTIC bin at a total cost of £103.82. We hope to utilise the existing post as a fixing point IF still secure enough to support the weight of the new one.
<b>Actions or queries for consideration by the Council at PC meeting</b>	
Note all future actions.	
Approval of funding for a replacement dog waste bin at £103.82 (inc of VAT).	

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### Allotments Working Group report:

<b>Report details</b>	
Report Date:	11/04/2018
Report written by:	Barry Thunder & Claire Penny
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>April 2018</i>
Agenda item number:	<i>11</i>
Public or confidential:	<i>Public</i>
<b>Overview</b>	
Annual invoicing sent to all tenants early April 2018 using the new software. Wet and flooded conditions make work difficult on the allotment site.	
<b>Item</b>	<b>Progress/activity update</b>
Allotment software.	The new package has enabled Claire to send out 90% of the annual invoices by email. The monitoring system is starting to show its worth by simplifying tenancy resignation administration and existing and new tenant invoicing and rental income monitoring.

Spring improvements.	<p>Second manure compound under construction using recycled garage doors provided by Swindon Doors. Trees identified for felling or cutting back will be cut by OSWG using the new long handled tree branch saw purchased this month, using the allotment income budget. This saw provides safer high level cutting and the tool will be utilised by the OSWG for other village high level cutting.</p> <p>The plan to add two high level “CCTV Cameras and movement sensors” has moved forward by the provision of donated metal poles. More detail to follow in the coming months. Data protection and regulations regarding CCTV have been checked by the Clerk.</p>
Plot vacancies.	There have been two resignations from ill health. All have now been re-let over Easter to villagers or Stratton residents. Three village residents have joined the site.
In parish rent concessions.	The revision to rents has been well accepted and has achieved the desired effect by recognising volunteer efforts and simplifying the accounting system for future years.
Tenancy Agreement amendments for April 2018	The revised tenancy agreements will be sent out once all rental income is received. Target date for this is early May 2018.
Allotment rent changes.	Shed payments and refundable deposits have been accepted by all new tenants without concern.
Community Payback.	A team from Gloucester carried out work on April 8 <sup>th</sup> .
Grass cutting	By allotment volunteers. Progress is being made in acquiring a second-hand ride on mower. Hopefully in mid-April 2018
Donation	We have been offered a second-hand greenhouse for the allotments and expect to have this built over the next month.
<b>Actions or queries for consideration by the Council at PC meeting</b>	
None	

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## SMRA report:

<b>Report details</b>	
Report Date:	13 <sup>th</sup> April 2018
Report written by:	Sylvia Brown
Working Group meeting date:	11 <sup>th</sup> April 2018
Inclusion in PC meeting:	<i>April 2018</i>
Agenda item number:	<i>13</i>
Public or confidential:	<i>Public</i>
<b>Overview</b>	
Grass cutting rota now started despite the rain. Community Gym grant application approved. Tree survey discussed. Fete arrangements progressing	
<b>Item</b>	<b>Progress/activity update</b>

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.
Community Gym	Proposed grant application in conjunction with the Parish Council for gym activity trail on the Recreation Ground was approved for submission. Remaining funding secured: £4000 from SMRA and £2500 from Harris Memorial Trust, provided the application to Awards for All for the remaining £7000 is successful.
Recreation Ground	Tree Survey SMRA thank the PC for their comprehensive work on the state of trees. They wish to take up the offer from the Open Spaces Working Group to undertake the more minor work and would be grateful if they could have a list of those numbered items that will be tackled by them. It was noted that all remedial work should now be done outside the nesting season.
<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 April 2018 Parish Council meeting on Friday 13<sup>th</sup> April 2018**

### **Bank Account Statements Received**

Julian Hodge Bank at 31 <sup>st</sup> March 2018	£115421.85
Unity Trust Bank at 6 <sup>th</sup> April 2018	£5969.23
<b>Total:</b>	<b>£121391.08</b>

### **Multipay Card: Claire Penny**

<b>Purchase</b>	<b>VAT</b>	<b>Amount</b>
Amazon.co.uk – 10 x coloured Handy Hoop Ring Bin Bag Holder	£23.80	£142.50
Amazon.co.uk – 3x Litter Picker with magnetic Pick-Up	£0.00	£41.43
Vonage	£2.50	£15.00
Multipay Card – Monthly fee	£0.00	£3.00
<b>Totals:</b>	<b>£26.30</b>	<b>£201.93</b>
<b>Payment due:</b>		<b>£201.93</b>
<b>Available spend balance (maximum £250):</b>		£45.17

### **Multipay Card: Barry Thunder**

<b>Purchase</b>	<b>VAT</b>	<b>Amount</b>
Multipay Card – Monthly fee	£0.00	£3.00
<b>Totals:</b>	<b>£0.00</b>	<b>£3.00</b>
<b>Payment due:</b>		<b>£3.00</b>
<b>Available spend balance (maximum £250):</b>		£247.00

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

<b>Cheque Number</b>	<b>Our Ref</b>	<b>Payment</b>	<b>VAT</b>	<b>Amount</b>
BACS – 18.04.18	0001	Stratton Garden Contractors – Grass cutting (March)	£0.00	£292.00
BACS – 18.04.18	0002	Grove Information Systems – Google apps (Feb/Mar)	£5.28	£31.68
BACS – 18.04.18	0003	AllBuild – waste management (March)	£24.70	£148.20
BACS – 18.04.18	0004	Claire Penny – salary (March)	£0.00	£1618.31
BACS – 18.04.18	0005	Greenshave – Village garden work	£110.00	£660.00
BACS – 18.04.18	0006	HMRC – tax period 12	£0.00	£426.09
BACS – 18.04.18	0007	Barry Thunder – expenses (Allotments & Open Spaces)	£29.06	£238.60
DD – 17.04.18	0008	Multipay Card balance – Claire Penny	£26.30	£201.83
DD – 17.04.18	0009	Multipay Card balance – Barry Thunder	£0.00	£3.00
BACS – 18.04.18	0010	WALC membership	£56.50	£339.01
		<b>TOTAL</b>	<b>£251.84</b>	<b>£3958.72</b>

### **Income: Invoices Raised to**

<b>Invoice</b>	<b>To</b>	<b>Amount</b>
0001 YUASA	Yuasa – sponsorship	£1000.00
0002 HIGHWORTH	Highworth Town Council – waste management agreement	£222.17

Various	Allotment tenancy invoicing (via Allotment software)	£1634.50
	<b>TOTAL</b>	<b>£2856.67</b>

**Income: Other**

<b>Remittance</b>	<b>From</b>	<b>Amount</b>
Allotments	Deposit & shed: HRS11	£80.00
Allotments	Rent: HR17B	£29.10
Allotments	Rent: HRS19	£48.50
Allotments	Rent: HRS22/23/24	£73.30
Allotments	Rent: HR03A/N2	£59.00
Allotments	Rent: HR18A	£29.10
Allotments	Rent: HRS25	£29.10
Allotments	Rent: HRN4	£48.50
Allotments	Rent: HRS18	£29.10
Allotments	Rent: HRS20	£29.10
Advertising	Mitchy Motors: South Marston Community News	£25.00
Interest	Julian Hodge	£106.75
	<b>TOTAL</b>	<b>£586.55</b>

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