

**Minutes of the meeting held on Tuesday 15<sup>th</sup> May 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 J Haines (JH)	
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, 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 13/18-19	Mrs Featherstone raised her letter about signage for litter and wildlife which is included in the Correspondence report. Discussion about what powers PC have and what is needed within the village. Old Vicarage Lane and Thornhill will benefit from speed reduction under village development. PC to discuss Highworth Rd at June 2018 PC meeting. Clerk to find out what the requirements for SBC to add a road sign alerting to wildlife in road and add to Clerks Report for June.	Clerk to research and add to June Clerks report	None
Apologies 14/18-19	DR. PC accepted reason for absence.	None	None
Declarations of interest 15/18-19	Members are reminded that any conflict of interest should be declared at the start of the meeting or item or, if not previously foreseeable, during any discussion of the matter concerned.  None reported	None	See <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 17th April 2018 and Annual Meeting of the Council 2017	Proposed: SY Seconded: BT Agreed: All	None	See <a href="http://www.SouthMarston.org.uk">South Marston website</a>



Protection Regulations 22/18-19	Councillors who communicate with residents. Clerk to add agenda item to June PC meeting to revise standing orders to include amendment that emails must be sent from southmarston.org.uk.	controller contracts. Clerk to add standing orders to June PC agenda.	
Reports from Working Groups 23/18-19	<p><b>Communications Working Group:</b> Verbal update by SB. No CWG meeting held since last PC meeting but due next month. May edition of South Marston Community News produced and well received.</p> <p><b>Open Spaces Working Group:</b> PC reviewed and noted report contents. SB propose PC approved printing cost of £54 for OSWG fete display. SY second. All approved.</p> <p>PC discussion about the challenges of managing litter pickers as a council. Clerk noted that whilst the PC support the volunteers within the village, a way cannot be found to continue to allow volunteers freedom to manage and ensure adequate insurance and health &amp; safety compliance for the Council. PC noted recommendation to offer financial support as requested by the volunteers. SY second. All approved. KM and Clerk noted that ownership of any purchases can be discussed at the time of request.</p> <p><b>Allotments Working Group:</b> PC reviewed and noted report contents. KM proposed £250 for purchase of lawnmower which will be kept securely at site. SB second. All approved.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>Verbal</p> <p><a href="#">Report</a></p> <p><a href="#">Report</a></p>
Reports relating to expansion 24/18-19	<p><b>Strategic Planning Working Group:</b> Verbal update from CM. Not much to report but Crown Timber planning permission has been confirmed. PC discussion about requirements for information event. PC resolved to discuss confidential terms of a contract in committee at the end of the meeting.</p>		<a href="#">Report</a>
Other reports 25/18-19	<p><b>SMRA:</b> PC reviewed and noted report contents. BT propose PC donate £250 to SMRA for entertainment at the village fete. KM second. All approved.</p> <p><b>Swindon Area Committee:</b> PC reviewed and noted report contents.</p>	<p>None</p> <p>None</p>	<p><a href="#">Report</a></p> <p><a href="#">Report</a></p>
Finance 26/18-19	<p><b>To review and approve finance statement and payments:</b> SY, KM &amp; BT confirmed checked. PC approved.</p> <p><b>To review and appoint an insurance provider:</b> PC reviewed three quotations. SB recommend Zurich but with additional</p>	<p>None</p> <p>Clerk to adjust policy and</p>	<p><a href="#">Finance statement</a></p> <p>None</p>

	<p>cover for clerk absence and business continuity and that the PC delegate the Clerk authority to pay £536.09 for Zurich policy and up to £200 for the additional cover required. SY seconded. All approved. Clerk to adjust policy and arrange insurance.</p> <p><b>To review and approve the end of year finance reports:</b> PC reviewed Q4 finance report and the Finance Working Group recommendations report. SB proposed PC approve the Clerk producing a resourcing plan. KM seconded. All approved. SB proposed to raise IT forward commitment to £450. TL second. All approved. SB proposed PC accept the revised forward commitments. JH second. All approved.</p> <p><b>To approve the spending as requested in this meeting:</b> The PC approved:</p> <ul style="list-style-type: none"> <li>• £54.00 for printing for the OSWG display at the village fete.</li> <li>• £250.00 for the purchase of a second-hand lawnmower for the allotments</li> <li>• £250 donation to SMRA for entertainment at the village fete</li> <li>• £536.09 for insurance with up to £200 for the additional cover required</li> </ul>	<p>arrange insurance.</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p>
Matters brought forward by or with the consent of the Chair 27/18-19	TL raised that the Speedwatch volunteers now have to share equipment with other areas and this has to be collected from Devizes. TL requests confirmation that he can claim the mileage as part of his role as PC representative. PC confirmed this is correct.	None	None
In Committee: 28/18-19	PC discussed a confidential item in committee.	None	None
Meeting closure:	9:46pm		

## 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

<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>
Sep 17 86/17	Waste bin contract	Clerk to action when required	Awaiting SBC service end	Clerk	30/6/2018
Nov 17 127/17	Allotment contracts	AWG to update contracts	Done. Being issued in May	AWG	31/5/2018
Mar 18 188/17	Annual Meeting of the Council	Clerk to arrange meeting with 6:45pm start.		Clerk	Completed
Mar 18 188/17	CIL requirements via SBC	Clerk to chase Sarah Screen about the template for submission of this information.	Chased again	Clerk	17/4/2018
Mar 18 192/17	Tree survey report	OSWG to action.	In progress	OSWG	1/6/2018
Apr 18 205/17	Annual Parish Meeting and Information Event	CM to invite developers and SBC of date, time and confirm attendance	In progress	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	Completed
Apr 18 205/17	Internal auditor appointment	Clerk to confirm appointment		Clerk	Completed
Apr 18 205/17	Litter picking volunteer management	Clerk to add to OSWG agenda to discuss and make recommendations to PC		Clerk	Completed
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	Awaiting CWG meeting	Clerk	19/6/2018

		at least two sections, easily branded with PC logo and have rubber seals for closed sections			
Apr 18 206/17	Roadworks for cable installation	Clerk to inform residents of dates and closures via Community News and website	See Clerks report	Clerk	Completed
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.	Contacted. Awaiting response.	Clerk	15/5/2018
Apr 18 206/17	Smell within village	Clerk to respond to resident.		Clerk	Completed
Apr 18 207/17	S/18/0489 – Alterations to external appearance of building and existing car park at Unit 1, Woodside Court, SN3 4WA	Clerk to respond to application		Clerk	Completed
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	Completed
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	Completed
Apr 18 208/17	Energy Centre appeal	Clerk to draft response and share with PC before submission		Clerk	Completed
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.	In progress	Clerk	15/5/2018
Apr 18 212/17	Youth Club Grant	Clerk to inform Youth Club and arrange payment.		Clerk	Completed

Apr 18 213/17	Noise issue from St Julians	Clerk to add to Community News, alongside smell issue, if space.	Unable to do due to space issued.	Clerk	Completed
Apr 18 213/17	Network Rail footbridge thanks	Clerk to contact Network Rail to thank for work on footbridge		Clerk	Completed
Apr 18 213/17	Refusal of sensor at Acorn Bridge	Clerk to share Mr Goodenough's correspondence so a reply can be drafted.	In progress.	Clerk	15/5/2018
Annual 18 6/18-19	Committees	Clerk to dissolve Neighbourhood Planning Committee as no longer required.		Clerk	19/06/2018
Annual 18 7/18-19	Working Groups	Clerk to update terms of reference.		Clerk	19/06/2018
Annual 18 8/18-19	Authorised positions	Clerk to update relevant core documents with new appointments to authorised positions.		Clerk	19/06/2018
Annual 18 9/18-19	Representatives to outside bodies	Clerk to update relevant core documents with new appointments to outside bodies		Clerk	19/06/2018
Annual 18 9/18-19	Representatives to outside bodies	Clerk to add WALC Executive Committee appointment to June PC meeting agenda		Clerk	19/06/2018
Annual 18 10/18-19	Adoption of all Council core documents	Clerk to update documents		Clerk	19/06/2018
Annual 18 12/18-19	Programme of meetings for 2018/19	Clerk to update and share		Clerk	19/6/2018
<b>Added at this meeting</b>					
May 18 13/18-19	Mrs Featherstone request for road signage	Clerk to find out what the requirements for SBC to add a road sign alerting to wildlife in road and add to Clerks Report for June		Clerk	19/06/2018
May 18 19/18-19	Cable installation	Clerk to work with BT to summarise and post update for residents on website.		Clerk	19/06/2018
May 18 20/18-19	SBC Planning training	Clerk to ask for copies of slides from training sessions.		Clerk	19/06/2018
May 18 21/18-19	S/18/0615 – 'Change of use from Car Wash (sui generis) to	Clerk to action with CM		Clerk & CM	16/5/2018

	Greggs Bakery (Class A1) and a single storey extension (Retrospective) at South Marston Service Station, Shrivenham Road				
May 18 21/18-19	S/18/0711 – 'Outline application for the demolition of <b>existing hotel buildings and redevelopment to provide up to 70no. dwellings and associated ancillary works.</b> (Removal of condition 18, and variation of conditions 19 and 20 from previous permission S/OUT/15/1985).	PC delegated to SPWG to summarise discussion and submit to SBC		SPWG	31/5/2018
May 18 22/18-19	GDPR	Clerk to action		Clerk	19/6/2018
May 18 22/18-19	GDPR	Clerk to share email signature with all Councillors		Clerk	19/6/2018
May 18 22/18-19	GDPR	Clerk to share data controller contracts with all Councillors who communicate with residents.		Clerk	19/6/2018
May 18 22/18-19	GDPR	Clerk to add agenda item to June PC meeting to revise standing orders to include amendment that emails must be sent from southmarston.org.uk.		Clerk	19/6/2018
May 18 23/18-19	Insurance	Clerk to adjust policy and arrange insurance.		Clerk	1/6/2018

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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	Done
Council administration	Marketing for new Councillors (pre-election)	Done
Council administration	Create and post agenda for Annual Meeting	Done
Council administration	Clerk to prompt Chair to produce Annual report	Done
Council administration	Clerk to prompt FWG Chair to produce Finance report	Done
Council administration	Prepare for audit	In progress
Council administration	Produce year end accounts	Done
Council administration	Confirm precept income received	Done
Council administration	Publicise accounts once approved	Not due
Council administration	Research insurance providers and get quotes	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	Done
<b>Agenda items:</b>	<ul style="list-style-type: none"> <li>• Approve end of year accounts</li> <li>• Approve VAT claim</li> </ul>	
MAY 2018		
Responsibility:	Activity:	Progress
Allotment Working Group	Chase outstanding allotment rents	In progress
Communications Working Group	Issue May edition of Community News	Done
Council administration	Hold Annual Meeting of the Council	In progress
Council administration	Hold Annual Parish Meeting	Not due
Council administration	Liaise and send documentation off to internal auditor	In progress
Council administration	Review insurance renewal and approve provider	Not due
Council administration	Restart minute numbers from Annual Meeting	In progress
Council administration	Send off VAT Claim	In progress
<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> </ul>	

	<ul style="list-style-type: none"> <li>• Speaker/Presentation</li> </ul>	
<b>JUNE 2018</b>		
<b>Responsibility:</b>	<b>Activity:</b>	<b>Progress</b>
Council administration	Approval of Annual Return by full PC	
Council administration	Agree date & location for public viewing of accounts	
Communications Working Group	Produce July edition of Community News	
<b>Agenda items:</b>	<ul style="list-style-type: none"> <li>• Approve and sign Annual Return</li> <li>• Approve Annual Review for publication</li> </ul>	

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## Clerks Report

### Report details

Report Date:	11 <sup>th</sup> May 2018
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>May 2018</i>
Agenda item number:	<i>7</i>
Public or confidential:	<i>Public</i>

### Overview

Busy month with focus on producing community news, election work, end of year activities and preparing for audit.

Item	Progress/activity update
Workload	Workload is heavy with year-end activity as well as the usual regular demands. This means that some lower priority work may not be actioned as quickly as usual but I'm working to keep people informed as well as endeavouring not to work over my usual hours.
Training	CiLCA complete. Awaiting confirmation
VAT Claim	VAT claim is in progress and due to go to HMRC next week.
Cable installation	Following an increase in the amount of issues with the cable installation and subsequent queries from resident, BT met with the representative of the company delivering the work. Report summary <a href="#">here</a> . There are a number of potential problems with the work ahead but BT will continue to liaise with agent to reduce the impact. In the meantime, to reduce the number of queries being received I recommend we produce a summary of the activity taken by BT on the village website.
Clerks Forum	<p>I attended the Clerks Forum as usual.</p> <p><b>Health &amp; Safety:</b> SBC are offering h&amp;s training for PC's following the transfer of services. Will be offered dates in June and can arrange for training for Councillors and volunteers.</p> <p><b>General Data Protection Regulations:</b> Update on how SBC are managing and details given of support offered for Clerks. Confirmed that Councillors that hold resident details will need to sign Data Controller agreements (See GDPR agenda item). SBC will host a GDPR event for Councillors</p> <p><b>Forward planning:</b> SBC hosting two planning training sessions – transport and public health. Details already shared with Councillors via email.</p>

**Planning protocols:** Update that “permissions in principle” is being introduced which is a stage before outline planning permission. Short response time as it is designed to speed up the planning process. SBC don't expect to receive many applications.  
Other PC's raised issues with Planning Department ignoring comments from PC's when deciding applications. Will be reviewed.

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

**Cable installation:** PC to approve website update for residents

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## Correspondence Report

### Report details

Report Date:	11 <sup>th</sup> May 2018
Inclusion in PC meeting:	May 2018
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	Ministry of Housing, Communities and Local Government	1st May 2018	Lotmead appeal	New date for decision on appeal
Image/Text	<p>Dear Madam</p> <p>TOWN AND COUNTRY PLANNING ACT 1990 – SECTION 78, APPEAL MADE BY AINSCOUGH STRATEGIC LAND LTD, LAND AT LOTMEAD FARM, SWINDON SN4 0SN, APPLICATION REF: S/OUT/15/0753,0754/KICO</p> <p>1. The Secretary of State has received the report of the Inspector Diane Lewis BA(Hons) MCD MA LLM MRTPI, who held a public local inquiry from 7 November 2017 for four days into the above appeals. You were previously informed that he would issue his decisions on or before 8 May 2018.</p> <p>2. The Secretary of State considers that he will not be in a position to reach a decisions on the above appeal by 8 May, as previously notified, because of the recent ministerial changes.</p> <p>3. Therefore, in the exercise of the power conferred on him by paragraph 6(2) of Schedule 2 to the Planning and Compulsory Purchase Act 2004, the Secretary of State hereby gives notice that he has varied the timetable previously set and he will now issue his decisions on or before 30 May 2018.</p> <p>4. A copy of this letter has been sent to Swindon Borough Council, Cobham Green Belt Group and other interested parties who appeared at the inquiry.</p> <p>Yours faithfully Philip Barber Authorised by Secretary of State to sign in that behalf</p>			
Item number	From	Date	Reference	Contents summary
2	Mrs A Featherstone	11thMay 2018	Litter picking	Signage request

<b>Image/Text</b>	<p>The recent community litter picking event on 29th April was a success. We would like to thank all those who took part. Through their extraordinary efforts, 80 bags full of litter were collected and the village looked fantastic. Unfortunately, almost immediately, litter started appearing again.</p> <p>On an ongoing basis a small group of village volunteers are picking up litter, dealing with fly tipping and talking with those we believe to be responsible or those who might be able to help us to manage the situation.</p> <p>To help manage this littering problem, Mandy and I write to ask if the Parish Council would kindly consider erected signs on the 3 main entry roads to our village encouraging people to take their litter home, keep the village tidy, etc., that sort of thing?</p> <p>In addition, the incidents of hedgehogs, deer, (dead and alive) on and around our roadways leads us to ask if the PC might also consider some warning signs to alert drivers of wild life crossing the roads.</p> <p>Thank you.</p> <p>Anne</p>
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**General correspondence received:**

Title	Produced by	Key points to note
Morses Lane	Local Resident	Email correspondence with local resident about very poor condition of Morses Lane (which leads to Oxleaze Wood). Arranged for Network Rail to sweep but issues not completely resolved. Referred to Open Spaces Working Group to see if Community Payback Team can clear the built up mud in the centre of the road and referred to SBC to see if road can be resurfaced.
Greenfields, South Marston	Local resident	Email correspondence reporting a breach of planning condition – development must not be used as separate residential unit but is being rented out on booking.com. Reports of parking issues and anti-social behaviour. Clerk has reported to SBC Planning Enforcement for investigation.
Training invitation	SBC	Invitation from Karen Phimister to attend two training sessions at SBC: Planning & transport and Planning & public health. Shared with Councillors. If Councillors wish to book and have not done so, contact Clerk.

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	20.4.18 – None 26.4.18 – None 3.5.18 – None 10.5.18 – None

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

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## Open Spaces Working Group report:

<b>Report details</b>	
Report Date:	9 <sup>th</sup> May 2018
Report written by:	Chris Brooks and Barry Thunder
Working Group meeting date:	Ad hoc (approx. monthly)
Inclusion in Parish Council meeting:	May 2017
Agenda item number:	11
Public or confidential:	<i>Public</i>
<b>Overview</b>	
<p>The working groups activities are expanding, resulting in the need for members to take on individual responsibilities and task, whilst still working to a united objective. A key objective to encourage more residents to get active and involved remains.</p>	
<b>Item</b>	<b>Progress/activity update</b>
Litter Picking	The OSWG has discussed the proposal to move volunteer litter pickers and events under the care of the OSWG and ask the PC to note that the OSWG appreciate the work done by those leading the volunteers at the moment. However, we recommend the PC offer to support the village litter pickers financially as an ad-hoc arrangement (I.e. via the purchase of plastic bags, bag hoops and long grabbers if needed) and loan items such as gardening gloves and high vis vests as needed. Due to the insurance and management challenges we do not recommend the PC take ownership.
Bodleian Book Store	New tree planting noted on the bund. Possibly planted by L&G.
Community Payback Teams	Teams cut grass at Oxleaze, St. Julians and Village Garden and a team also helped with the village litter picking. Three weekly grass cutting is booked for the growing season plus time at Oak Tree corner.
Oak Tree Corner	An interesting display of wild flowers planted some years ago. However heavy grass and weed growth has overtaken these. We are still trying to find a solution for the site.
Orchard Meadow	Flooding has delayed grass cutting. Fruit trees are in blossom and we hope the contractor can restart the wildflower seeding shortly.
Oxleaze Woods	The MOU remains work in progress. In discussion with Jonathan Wilshire re broken field gate and rot in the seat legs along the footpath.
Parish Council tree report	Survey done. Report received. Actions being taken by the group. Trying to contact SBC to remove the dead trees alongside the Thornhill Road at Ash Gardens entrance.
Parish Policy for Open Spaces	Remains a work in progress.
St Julians Community Woodland	Volunteer day Sunday 22nd April. 8 people attended.

	<p>Cut out some dead wood, dismantled the lean to's, planted poppies in 4 places near gazebo. 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. Trees to be felled throughout 2018, and volunteers can clear the wood away.</p> <p>Barry &amp; Chris attended First Aid training April 20<sup>th</sup> funded by WWT</p>
Recreation Ground	OSWG have agreed to do the tree survey work for SMRA using a village volunteer group in Sept/Oct.
Rights of Way	Nothing to report at this meeting
Sevor Solar Farm	Eneco now supporting the Communications WG. Hope to have display boards repaired after winter damage
Village Fete	OSWG are putting together a display board to raise village awareness of our work and to encourage more residents to join as volunteers. The display will be alongside the SMPC information stand. Approval is required for printing costs for the display stand of £54.00
Village Garden	<p>CPB Cut grass and strimmed around bushes, started to scrape road surface back to concrete edge and cleared a one ton bag of old hedge clippings etc. All disposed off to grass compost bin and waste disposal site at the allotments. Successful village hall meeting attended by 8 useful people.</p> <p>Barry &amp; Alison have spread top soil and grass seed over cracks and depressions in the grassed area. Mary Case has re-seeded the memorial flower beds. Work to be done: move iron gate, plant central bed, plant more hedging on both sides, plant flowers near hedging, Heather Bishop will improve the daffodil patch, grass cuttings will be recycled back into lawn during cutting. The scaffolding pole and some fence rails are to be removed, a small paved area to the memorial to be laid and seating to be replaced or repaired.</p> <p>Later in 2018: tree pruning, remove the low conifer. The garden will hopefully feature in the Gardening Club's Open Garden Event on 29th July.</p> <p>The F&amp;E Harris Memorial Trust may want to plant some memorial trees in the garden. Currently under discussion with OSWG</p>
Volunteers	Volunteer dates planned for: 24 June, 22 July, 30 Sept, 28 Oct.
<b>Actions or queries for consideration by the Council at PC meeting</b>	
<b>Printing:</b> Councillor approval for £54 for printing costs for the village fete stand. To come from the Open Spaces budget.	
<b>Litter picking:</b> Councillor approval for the support of volunteer litter pickers.	

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## Allotments Working Group report:

Report details	
Report Date:	091/05/2018
Report written by:	Barry Thunder & Claire Penny
Working Group meeting date:	TBA
Inclusion in PC meeting:	<i>May 2018</i>
Agenda item number:	<i>11</i>
Public or confidential:	<i>Public</i>
Overview	
Accounting systems working well, with some additional tuition required for BT. The site is active and generally well maintained.	
Item	Progress/activity update
Allotment software.	Working well. All rents accounted for with a very few still to come into the bank
Spring improvements.	Increasing number of tenants now active. Some still require reminding about the need cultivation!
Plot vacancies.	No current vacancies. One person on the waiting list
In parish rent concessions.	All accepted and working well.
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 late May 2018.
Allotment rent changes.	Shed payments and refundable deposits have been accepted by all new tenants without concern.
Community Payback.	Will assist us as and when required
Grass cutting	All mowers in action after undergoing winter maintenance by volunteers. We hope to purchase the ride on mower during the next four weeks. Expected cost will be around £250. The council is requested to approve this cost with the funds coming from allotment income. This replaces the need to pay a contractor to cut the grass in the communal areas.
Donations	We have received two additional offers for free greenhouses. Our volunteers will collect them and erect them on site.
Actions or queries for consideration by the Council at PC meeting	
<b>Mower:</b> Approval requested for funds of up to £250 to purchase a second-hand ride on mower.	

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## SMRA report:

Report details	
Report Date:	10.5.2018
Report written by:	Sylvia Brown
Working Group meeting date:	9.5.2018
Inclusion in PC meeting:	<i>May 2018</i>
Agenda item number:	<i>12</i>
Public or confidential:	<i>Public</i>
Overview	

V Hall maintenance issues now being progressed. Travellers on the field resolved in timely fashion. Fete arrangements progressing

Item	Progress/activity update
Village Hall	<p>V hall now has a dedicated phone number for bookings – 07741 549393. The booking forms have been changed, as will the website entries. The contact list in Community news also needs updating and notices will be put on noticeboards. The sign outside the v hall will also be changed. Small maintenance jobs have been completed including new lights in the kitchen and toilet areas.</p> <p>Exterior maintenance is partly complete – ivy and a tree has been removed and tiling and stump removal in hand. Quote is being obtained to replace kitchen window. Problem of storage, particularly for Youth Club, continues. Previous location of shed outside kitchen door is over the soakaway, which explains the damp problem and precludes siting new shed there. Discussed siting of new shed at front of hall, either at far left hand side or behind the new gated area.</p>
Recreation Ground	<p>Problem with the electrics and water leak in the changing rooms have been assessed and repairs will be done in time for the fete. Mower needs minor maintenance and new tyres –being progressed.</p> <p>Travellers invaded the Rec ground on a Saturday. The Chair engaged over the weekend with the local police and the travellers were moved on successfully. It was fortuitous that their departure coincided with the village litter pick so no rubbish now remains as a result of their 'visit'. More topsoil is required to fill in the existing ruts/gaps – work on this planned to be done after the fete.</p>
Recreation Ground Tree Survey	<p>SMRA thanks the PC Open Spaces Working Group for the offer for volunteers to perform the required work on the Recn Ground trees and gratefully accepts the offer. If any tree work proves too challenging, SMRA requests that the Chair is informed so we can pursue separately.</p>
Planters	<p>Planters will need restocking for summer – those in the shade, particularly up Highworth Road, are a challenge.</p>
Fete	<p>Arrangements in hand. Early advertising and raffle organisation progressing. The school has been offered the role of providing refreshments this year as they are in need of fundraising for their gas supply maintenance. SMRA is seeking volunteers for the tug of war battle – teams of 6 would be most welcome.</p>
<b>Actions or queries for consideration by the Council at PC meeting</b>	
<p><b>Tree survey:</b> Open Spaces Working Group offer to undertake tree maintenance on the Recreation Ground gratefully accepted.</p>	
<p><b>Fete:</b> SMRA is requesting a grant of £250 from the PC towards the fete entertainment.</p>	

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## Swindon Area Committee report:

Report details	
Report Date:	10.5.18
Report written by:	Sylvia Brown
Working Group meeting date:	26.4.18
Inclusion in PC meeting:	<i>May 2018</i>
Agenda item number:	<i>12</i>
Public or confidential:	<i>Public</i>
Overview	
The quarterly meeting between representatives of the Swindon Area Committee and Borough officers/members took place at the end of April. Several items worthy of note were discussed.	
Item	Progress/activity update
Public Space Protection Orders	<p>The team now setting up processes under the new PSPO regulations, put in hand a month or so ago, were in attendance. This mainly covers tackling the problem of dog fouling across the Borough. The order applies to ALL public land (though there are a few grey areas as to what this means). Of particular interest is that it bans all dogs from land fenced off for children's play areas, other than guide or 'aid' dogs. There is one Borough Dog Warden and several trained enforcement officers who can be either Borough officers, police officers or PCSOs. They can levy a fixed penalty of £100 reduced to £75 for early payment.</p> <p>SBC plans to offer parishes the ability to have accredited enforcement officers, who would be trained by SBC and can levy on the spot fines, a proportion of which goes to the parish. Enforcement in the courts requires evidence which includes photos/videos that should prove both the dog and its owner are persistent offenders. Parishes raised some concerns about risk assessment for potential volunteers – Haydon Wick has some evidence that this will be important for staff safety.</p>
Query re conditions/enforcement for demolition and construction sites	<p>Several meetings ago, SAC supported SMPC raising the issue of burning and security on demolition and construction sites. We finally got attendance of appropriate officers to respond. Apparently three agencies/bodies might have an impact. Firstly, a planning officer can impose reasonable conditions where demolition is part of a planning application. However a stand-alone demolition application is normally a 'prior approval' application, and for this, conditions cannot be imposed. Secondly, the Environmental Health officers can respond to complaints about the impact of smoke and fumes, but as has been found, the impact has to involve black smoke coming into residential or other occupied buildings. Thirdly, it could be dealt with by a complaint to the Health and Safety Executive who have the strongest powers and can take immediate action if there is a serious breach. The drawback of the last approach is that there is no longer a fast track way of getting the H&amp;SE involved – their staff has been cut so much that complaints may be made but action is slow to emerge.</p>

	For serious breaches, it might be best to get heavyweight pressure through, for instance, an MP, to demand action, particularly if the problem persists. It all seems fairly unsatisfactory, but we certainly should look to asking for conditions on any construction project where demolition is part of the application.
Winter gritting	The revised (reduced) routes for gritting were introduced this winter and, apparently, rationalising the routes has met with significant success in reducing costs whilst ensuring as many roads as possible are kept open. The criteria relate to keeping bus routes and trunk roads open, with some additional routes where safety is significantly compromised or the access is to larger scale educational and health facilities. South Marston roads would not qualify.....
Planning matters	<p>The new 'Permission in principle' is designed to separate decision making on 'in principle' issues addressing land use, location, and amount of development from matters of technical detail, such as what the buildings will look like. The aim is to give up-front certainty that the fundamental principles of development are acceptable before developers need to get into more technical matters. It will also ensure that the principle of development only needs to be established once in the process. Once permission in principle is granted and before land is developed, it must be followed by an application for technical details consent covering remaining detailed matters such as the design of buildings, development layout and landscaping schemes. Applications for technical details consent must be decided by the local planning authority in accordance with the terms of the permission in principle. A grant of permission in principle plus a grant of technical details consent together equates to full planning permission.</p> <p>This means the Parish Council will have to predict any issues at the 'in principle stage' when insufficient detail may have been submitted or our concerns will be lost when the technical detail application comes forward.</p> <p>Government funding is to continue for NP activity</p>
<b>Actions or queries for consideration by the Council at PC meeting</b>	
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## Finance statement and payments for approval and signature

**Prepared for May 2018 Parish Council meeting on 11<sup>th</sup> May 2018**

### **Bank Account Statements Received**

Julian Hodge Bank at 30 <sup>th</sup> April 2018	£115519.94
Unity Trust Bank at 8 <sup>th</sup> May 2018	£ 22,056.68

<b>Total:</b>	<b>£137,576.62</b>
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### Multipay Card: Claire Penny

<b>Purchase</b>	<b>VAT</b>	<b>Amount</b>
SUK Retail Ltd – Stationery	£1.34	£8.04
Viking Direct – Stationery	£4.58	£27.47
Cartridge People – Stationery	£0.00	£79.84
Vonage – Phone bill	£2.50	£15.00
Monthly fee	£0.00	£3.00
<b>Totals:</b>	<b>£8.42</b>	<b>£133.35</b>
<b>Payment due:</b>		<b>£133.35</b>
<b>Available spend balance (maximum £250):</b>		£116.65

### Multipay Card: Barry Thunder

<b>Purchase</b>	<b>VAT</b>	<b>Amount</b>
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 – 16.5.18	0011	Grove Information Systems (Mar – Apr)	£5.28	£31.68
BACS – 16.5.18	0012	Stratton Garden Contractors – Grass cutting (April)	£0.00	£424.00
BACS – 16.5.18	0013	Orchard Press – Open Spaces Working Group	£9.00	£54.00
BACS – 16.5.18	0014	Orchard Press – Comm News printing & postage 18-19	£52.20	£3169.20
DD – 16.5.18	0015	Multipay card balance – Claire Penny	£8.42	£133.35
DD – 16.5.18	0016	Multipay card balance – Barry Thunder	£0.00	£3.00
BACS – 16.5.18	0017	Claire Penny – Salary	£0.00	£1386.47
DD – 1.6.18	0018	Claire Penny – Pension	£0.00	£24.26
BACS – 16.5.18	0019	South Marston Youth Club – grant	£0.00	£266.16
BACS – 16.5.18	0020	Barry Thunder – expenses	£0.00	£72.78
BACS – 16.5.18	0021	Allbuild – waste management (April)	£24.70	£148.20
BACS – 16.5.18	0022	HMRC – tax period 1	£0.00	£636.42
BACS – 16.5.18	0023	Greenshave Services (Grass cutting & village garden)	£36.00	£216.00
		<b>TOTAL</b>	<b>£135.60</b>	<b>£6565.52</b>

### Income: Invoices Raised to

<b>Invoice</b>	<b>To</b>	<b>Amount</b>
0003 ENECO	Eneco - Sponsorship of South Marston Community News	£750.00
	<b>TOTAL</b>	<b>£750.00</b>

### Income: Other

<b>Remittance</b>	<b>From</b>	<b>Amount</b>
Allotments	Rent & shed deposit: HRN3A	£59.10
Allotments	Rent: HRN4A	£29.10
Allotments	Rent: HRS10	£29.10
Allotments	Rent: HRS8/HRS1	£58.20
Interest	Julian Hodge	£98.09

Allotments	Rent: HRN2A	£29.10
Allotments	Rent: HRS15/HRS26	£38.70
Allotments	Rent: HR13A	£29.10
Allotments	Rent: HRN5	£29.10
Allotments	Rent: HRS09	£48.50
Allotments	Rent: HR19/HR09B	£18.70
Allotments	Rent: HR20	£9.60
Allotments	Rent: HR05/HR05A	£58.20
Allotments	Rent: HRS02/HRS07	£58.20
Allotments	Rent: HRS05	£29.10
Allotments	Rent, plot & shed deposit: HRS17	£109.10
Allotments	Rent: HRN03	£29.10
Allotments	Rent: HRS03	£48.50
Allotments	Rent: HR12A/HR13B	£58.20
Allotments	Rent: HR17A	£29.10
Allotments	Rent: HR02	£48.50
Allotments	Rent: HR06/HR07	£58.20
Allotments	Rent: HR09A	£29.10
Allotments	Rent: HR10	£29.10
Allotments	Rent: HR15	£29.10
Allotments	Rent: HRS04	£29.10
Allotments	Rent, plot & shed deposit: HRS11	£109.10
Allotments	Rent: HR11	£29.10
Allotments	Rent: HR03B/HR08B	£18.70
Allotments	Rent: HR04	£48.50
Allotments	Rent: HR01	£29.10
Allotments	Rent & plot deposit: HRS21	£79.10
Allotments	Rent: HR06	£29.10
Precept	Swindon Borough Council	£18630.50
	<b>TOTAL</b>	<b>£20092.19</b>

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