

**Minutes of the meeting held on Tuesday 19th June 2018 at 7:30pm
at the South Marston Village Hall**

Council Members present	
Mr C McEwen (CM) - Chair Mr B Thunder (BT) Mr J Haines	Mrs S Brown (SB) – Vice Chair Mr D Roberts (DR)
Clerk & Responsible Officer:	Mrs C Penny (Clerk)
Members of the public present:	Mrs 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,

Minutes:

Agenda item & minute number	Summary	Action	Supporting information
Open 10 minutes 29/18-19	No points raised	None	None
Apologies 30/18-19	Mr T Leathart (TL), Mr K Millard (KM), Mr S Young (SY). The PC accepted reasons for absence.	None	None
Declarations of interest 31/18-19	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 South Marston website
To approve and sign the minutes of the Parish Council meeting and Annual Meeting of the Council held on Tuesday 15th May 2018 32/18-19	Proposed: BT Seconded: JH Agreed: All	None	See South Marston website
Review of actions 33/18-19	Review of actions currently outstanding.	Existing actions updated on the action sheet.	Actions
Review of Parish Council Calendar 34/18-19	The PC reviewed progress		Calendar
Clerks Report 35/18-19	Clerks report discussed Workload: PC discussion about current levels of additional hours being done by		Report

	<p>Clerk. Clerk confirmed it was being monitored and that aim to use additional hours up. Clerk agreed with PC that she will request support on anything that can be delegated and will continue to communicate with the PC on work levels.</p> <p>Training: Clerk confirmed that she is now CiLCA qualified but are awaiting certificate from Society of Local Council Clerks. SB reminded the PC that it was previously resolved to increase the Clerks' salary by the equivalent of two salary points upon qualification, the exact figures having been supplied to the meeting in December. SB proposed that, as the Clerk was now qualified. that the salary increase comes into effect this month for payment next month. BT seconded. All approved. PC congratulate Clerk on the achievement.</p> <p>Playground damage: PC discussion about increasing incidents of vandalism in the village and surrounding parishes. Clerk to contact Police to ask about what actions are being taken.</p> <p>Road issues: PC discussion about the challenges of resolving issues at the "bends". Clerk to contact SBC Officers to find out what steps could be taken to reduce the risk if funding is available.</p> <p>CIL requirements: PC discussion about CIL requirements and how it works. SB confirmed that the only CIL eligible site at the moment is Crown Timber. Clerk to refer to SPWG for review.</p> <p>Broadband: PC confirmed that developers are reminded regularly about the issue and they continue to state that it is too early to resolve. Noted that buyers of the new houses will expect cable service.</p> <p>August meeting: PC to hold August meeting as usual but with a shortened agenda. Clerk to check council calendar and move non-urgent items to either July or September PC meetings.</p> <p>Cable installation: PC discussion about work. Thanked BT for effective communication with the agent. BT to visit resident experiencing issues.</p> <p>School: PC discussion about the purpose of the fee for the use of the Rec for school sports and the history of the agreement. JH proposed, SB seconded that the fee of</p>	<p>Clerk to action salary change</p> <p>Clerk to contact Police to ask what actions are being taken.</p> <p>Clerk to contact SBC Officers to find out what modifications could be made</p> <p>Clerk to refer to SPWG for review.</p> <p>Clerk to check council calendar and move non-urgent items to other meetings.</p> <p>BT to visit resident.</p> <p>Clerk to inform school and highlight that</p>	
--	---	--	--

	<p>£200 be waived this year. All approved. Clerk to inform school.</p> <p>Risk assessments & insurance: PC discussed. Clerk to action with OSWG.</p> <p>Allowances: PC had previously committed to not claiming allowances but will provide ongoing expenses for Councillors. SB proposed to continue not claiming councillor allowances, BT seconded, all approved.</p>	<p>waiver is for this year only. Clerk to action with OSWG.</p>	
Correspondence Report 36/18	Correspondence report discussed	None	Report
Planning applications 37/18	<p>To discuss planning applications: S/18/0885 – ‘Erection of a single storey side extension at Unit 3, Lancaster Mews Swindon SN3 4YF’</p> <p>Deadline date: 27th June 2018</p> <p>PC discussed application. No objection. Clerk to respond.</p>	Clerk to respond	SBC planning website
To discuss WALC Executive Committee appointment 38/18-19	Clerk clarified that PC do not have the power to appointment DR to the Executive Committee. DR confirmed that does not require appointment but there should be approval that SMPC are happy for DR to continue his work on WALC alongside work on PC. BT proposed. JH seconded. All approved.	None	None
To discuss and approve amendments relating to email addresses in the Standing Orders 39/18-19	Clerk clarified that wording change required to reflect GDPR changes and PC resolution from May PC meeting about use of Council email addresses. PC discussed new wording and the need to be clear whether Councillors are communicating as Councillors or individuals. PC approved change to standing orders. Clerk to update all copies.	Clerk to update all copies.	None
Reports from Working Groups 40/18-19	<p>Communications Working Group: PC discussion about options for purchase of noticeboards. DR informed PC of Windsor Groundman Show, where it is possible to buy reduce price noticeboards. Clerk to research. BT to measure gaps.</p> <p>Open Spaces Working Group: DR proposed, SB seconded £480 for items for Community Payback services agreement. All approved.</p> <p>Allotments Working Group: Noted</p>	Clerk to research Windsor show. BT to measure gaps.	<p>Report</p> <p>Report</p> <p>Report</p>
Reports relating to expansion 41/18-19	Strategic Planning Working Group: Noted	None	Report
Other reports 42/18-19	SMRA: SB gave verbal report. Village Hall events are to be shared in Community News. SB to send copy to Clerk.	SB to send copy of ‘What’s On’ to Clerk.	None

	SB confirmed that we have been awarded £7,000 from the Big Lottery for the community gym and £2,500 from F&E Harris Memorial Trust. With the SMRA commitment, this is a total £13,000 for the project. Clerk to include in Community News.	Clerk to include grant news in Community News.	
Finance 43/18-19	<p>To review and approve finance statement and payments: SB & BT confirmed checked. PC approved.</p> <p>To approve the spending as requested in this meeting: The PC approved:</p> <ul style="list-style-type: none"> • Clerk salary increased by the equivalent of two salary points this month for payment next month. • Waive £200 Recreation Ground license fee for the school for this year only. • PC recommit to not claiming allowances but will provide expenses for Councillors • £480 for items for Community Payback services agreement. <p>To review the internal audit report: The PC reviewed and discussed the internal audit report and its recommendations. Clerk summarised that internal audit went smoothly with only a few areas for improvement. PC discussed issues with accepting cash rental payments from some allotment holders. AWG to look at why this occurs and make recommendation to PC. Internal audit report approved by PC.</p>	AWG to look at cash payments and make recommendation to PC.	Finance statement
To review and approve the Annual Return 2017-18 44/18-19	PC reviewed and approved the Annual Return. Clerk to display notice of public viewing period and return Annual Return to external auditor.	Clerk to display notice of public viewing period and return Annual Return to external auditor.	None
Matters brought forward by or with the consent of the Chair 45/18-19	None	None	None
Meeting closure:	9:45pm		

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
Sep 17 86/17	Waste bin contract	Clerk to action when required	Awaiting SBC service end	Clerk	30/9/2018
Nov 17 127/17	Allotment contracts	AWG to update contracts		AWG	Completed
Mar 18 188/17	CIL requirements via SBC	Clerk to chase Sarah Screen about the template for submission of this information.	See Clerks report	Clerk	Completed
Mar 18 192/17	Tree survey report	OSWG to action.	In progress	OSWG	1/9/2018
Apr 18 205/17	Annual Parish Meeting and Information Event	CM to invite developers and SBC of date, time and confirm attendance		CM	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 at least two sections, easily branded with PC logo and have rubber seals for closed sections	See Comms 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.		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	Smaller bin approved and to be purchased	Clerk	31/7/2018

		workable. Clerk to arrange purchase of smaller dog bin if confirmed.	asap. In progress		
Apr 18 21/18-17	Refusal of sensor at Acorn Bridge	Clerk to share Mr Goodenough's correspondence so a reply can be drafted.	In progress.	Clerk	30/6/2018
Annual 18 6/18-19	Committees	Clerk to dissolve Neighbourhood Planning Committee as no longer required.	In progress	Clerk	30/06/2018
Annual 18 7/18-19	Working Groups	Clerk to update terms of reference.		Clerk	Completed
Annual 18 8/18-19	Authorised positions	Clerk to update relevant core documents with new appointments to authorised positions.		Clerk	Completed
Annual 18 9/18-19	Representatives to outside bodies	Clerk to update relevant core documents with new appointments to outside bodies		Clerk	Completed
Annual 18 9/18-19	Representatives to outside bodies	Clerk to add WALC Executive Committee appointment to June PC meeting agenda		Clerk	Completed
Annual 18 10/18-19	Adoption of all Council core documents	Clerk to update documents		Clerk	Completed
Annual 18 12/18-19	Programme of meetings for 2018/19	Clerk to update and share		Clerk	Completed
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	In progress	Clerk	30/06/2018
May 18 19/18-19	Cable installation	Clerk to work with BT to summarise and post update for residents on website.		Clerk	Completed
May 18 20/18-19	SBC Planning training	Clerk to ask for copies of slides from training sessions.		Clerk	Completed
May 18 21/18-19	S/18/0615 – 'Change of use from Car Wash (sui generis) to Greggs Bakery (Class A1) and a single storey extension	Clerk to action with CM		Clerk & CM	Completed

	(Retrospective) at South Marston Service Station, Shrivenham Road				
May 18 21/18-19	S/18/0711 – 'Outline application for the demolition of existing hotel buildings and redevelopment to provide up to 70no. dwellings and associated ancillary works. (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	Completed
May 18 22/18-19	GDPR	Clerk to action	In progress	Clerk	31/7/2018
May 18 22/18-19	GDPR	Clerk to share email signature with all Councillors		Clerk	Completed
May 18 22/18-19	GDPR	Clerk to share data controller contracts with all Councillors who communicate with residents.	In progress	Clerk	31/7/2018
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	Completed
May 18 23/18-19	Insurance	Clerk to adjust policy and arrange insurance.		Clerk	Completed
Added at this meeting					
June 18 35/18-19	Clerk salary	Clerk to action salary change		Clerk	18/7/2018
June 18 35/18-19	Vandalism in village	Clerk to contact Police to ask about what actions are being taken.		Clerk	18/7/2018
June 18 35/18-19	Road issues on Highworth Road	Clerk to contact SBC Officers to find out what modifications could be		Clerk	18/7/2018

		made, in theory, for the road to reduce the risk.			
June 18 35/18-19	CIL draft email	Clerk to refer to SPWG for review		Clerk	18/7/2018
June 18 35/18-19	August PC meeting	Clerk to check council calendar and move non-urgent items to either July or September PC meetings.		Clerk	18/7/2018
June 18 35/18-19	Cable installation issues	BT to visit resident.		BT	18/7/2018
June 18 35/18-19	School license fee	Clerk to inform school and highlight that waiver is for this year only.		Clerk	18/7/2018
June 18 35/18-19	Risk assessments via insurers	Clerk to action with OSWG.		Clerk	18/7/2018
June 18 37/18-19	S/18/0885 – 'Erection of a single storey side extension at Unit 3, Lancaster Mews Swindon SN3 4YF'	Clerk to respond		Clerk	27/6/2018
June 2018 38/18-19	Standing orders	Clerk to update all copies.		Clerk	18/7/2018
June 2018 40/18-19	Noticeboards	Clerk to research Windsor show.		Clerk	18/7/2018
June 2018 40/18-19	Noticeboards	BT to measure gaps.		BT	18/7/2018
June 18 42/18-19	Village events	SB to send copy of 'What's On' to Clerk.		SB	20/6/2018
June 18 42/18-19	Village events	Clerk to include grant news in Community News.		Clerk	20/6/2018
June 18 43/18-19	Cash payments	AWG to look at cash payments and make recommendation to PC.		AWG	18/7/2018
June 18 44/18-19	Annual return	Clerk to display notice of public viewing period and return Annual Return to external auditor.		Clerk	21/6/2018

[Return to minutes](#)

Calendar actions:

MAY 2018

Responsibility:	Activity:	Progress
Allotment Working Group	Chase outstanding allotment rents	Completed

Communications Working Group	Issue May edition of Community News	Completed
Council administration	Hold Annual Meeting of the Council	Completed
Council administration	Hold Annual Parish Meeting	Completed
Council administration	Liaise and send documentation off to internal auditor	Completed
Council administration	Review insurance renewal and approve provider	Completed
Council administration	Restart minute numbers from Annual Meeting	Completed
Council administration	Send off VAT Claim	In progress
Agenda items (PC meeting):	<ul style="list-style-type: none"> • Approve insurance provider 	
Agenda items (Annual Meeting):	<ul style="list-style-type: none"> • Appoint Chair, Vice Chair • Sign acceptances of office • Agree terms of reference for Working Groups • Appoint members to Working Groups and other positions • Adopt Financial Regulations, Code of Conduct, standing orders 	
Agenda items (Parish Meeting):	<ul style="list-style-type: none"> • Present Chair's report • Present financial report • Speaker/Presentation 	
JUNE 2018		
Responsibility:	Activity:	Progress
Council administration	Approval of Annual Return by full PC	At this meeting
Council administration	Agree date & location for public viewing of accounts	In progress
Communications Working Group	Produce July edition of Community News	In progress
Agenda items:	<ul style="list-style-type: none"> • Approve and sign Annual Return • Approve Annual Review for publication 	
JULY 2018		
Responsibility:	Activity:	Progress
Communications Working Group	Issue July edition of Community News	In progress
Council administration	Host public viewings of accounts	Not yet due
Council administration	Produce 1st quarter budget report	In progress
Council administration	Request SMRA risk assessment and asset reports	Not yet due
Council administration	Circulate risk assessment and asset register for review	Not yet due
Agenda items:	<ul style="list-style-type: none"> • Review and approve 1st quarter budget report 	

[Return to minutes](#)

Clerks Report

Report details

Report Date:	Friday 15 th June 2018
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>June 2018</i>
Agenda item number:	<i>7</i>
Public or confidential:	<i>Public</i>

Overview

A very busy month with end of year, audit and lots of activity.

Item	Progress/activity update
------	--------------------------

Workload	Workload has been heavy due to year end/audit etc but thanks to those Councillors that have provided support by completing some activities for me. I am starting to clear outstanding issues and hope to be back up to usual work levels by the start of July. Despite best efforts, my working hours have crept up (34hrs credit at time of writing) but I will endeavour to use this up as much as possible.
Training	Society of Local Council Clerks have confirmed that they are running behind with issuing CiLCA certificates and hope to have these out by start of July.
Playground damage	SMRA have reported vandalism to the playground equipment in the Recreation Ground and have been keeping me up to date with the progress of repairs. It has been reported to the police.
Road issues	Mr I Addison left a written question with the Clerk. He asked about the possibility of having a warning sign on Highworth Road bends, especially the first into the village, to warn that it is not wide enough for two cars most of the time. PC noted that we have had similar query about reducing speed on this section of road. Clerk to raise together at June PC meeting
Incident reporting	BT now has access to the reporting account for SBC to allow him to report issues in my absence/on my behalf.
CIL requirements	In March, the SBC Officer responsible for CIL asked if PC's could provide a summary of how they would like CIL used within their Parish. These would need to be linked to official policies such as Neighbourhood Plans. Although the Officer had originally aimed to create a spreadsheet for the PC's to complete, this hasn't appeared. Instead, I propose that SMPC send the Officer an email summarising our NP needs that could be met or supported by CIL contributions. Draft can be seen here
Broadband – development	A recent conversation with a non-Parish resident has flagged that new homes built in St Andrews Ridge came with Virgin Broadband already cabled in. If so, I would suggest that the PC may wish to consider approaching SBC or Developers to see if this is an option with the NEV. A broadband provider may be interested as it allows sole access to a new market of customers and the PC would have the opportunity to ask for any cabling to be extended to existing residents.
August PC meeting	I will be absent from the usual date that the August PC meeting will be held (21 st August). I recommend that the PC choose from the options below to manage this: <ul style="list-style-type: none"> • The PC hold the meeting as usual with a shortened agenda (to approve payments) and nominate a Councillor to take minutes. These can be written up into the correct format by the Clerk when possible. • The PC move the meeting forward one week and hold Tuesday 14th August • The PC cancel the August meeting and essential payments are approved at the July meeting for payment in August (this can be scheduled via our online banking).
Cable installation	As the PC may have noticed, the planned work over the last few weeks has not taken place. Councillor Thunder has liaised with the agents and has confirmed that:

	<ul style="list-style-type: none"> • Pound corner work did not get done during the half term week as they could as this would have clashed with the road closure • The work on the culvert under the road by Quarrybrook is progressing. The pulling pit was reinstated Monday 11th and the joint hole should have been reinstated by this meeting. • The pot hole near Quarrybrook, which had been worsening greatly due to the traffic being forced over it has been filled on our request. • The digging around Pound Corner will be done on 23rd/24th June. The rest of the Trench will be reinstated on Monday and lights will be removed Monday evening. This will be carried out under a three-way traffic light system. • The last tasks are completing the last cable pull through the village on Tuesday 26th June with reinstatement planned for the 27th <p>Councillor Thunder has also flagged a number of issues with the agents at the request of individual residents. These include issues about reinstatement and the repair of a fence.</p>
School	<p>As per our agreement, I recently invoiced the school for the £200 agreed for the use of the Recreation Ground during the year.</p> <p>However, discussion with the school's representatives have highlighted that their finances are extremely tight and the school have asked whether the PC would consider waiving this invoice for this year.</p>
Local Community Advisory Service	<p>As part of our new insurance cover, we now have access to the Local Community Advisory Service. This service is designed for town and parish customers and aims to help raise awareness and understanding of the broad scope of the potential injuries, accidents and incidents that can potentially occur within the Council and helps us to manage these risks.</p> <p>We have been given an interactive guide to allow us to undertake assessments of our activities and identify areas of concern. We also have access to a specialist health and safety advice line.</p> <p>I recommend that the PC use the guide and advice line to review our activities before the next update on our risk assessment documents. I recommend beginning with the Open Spaces working group.</p>
Fete	<p>SMRA have asked whether any members of the PC would be free on the evening of Thursday 5th July (or Friday 6th if it's blowing a gale or tipping down with rain on 5th) to give a hand to set up the marquees/ bring over some cups and saucers etc from the Village Hall/ hang up some bunting. They also most likely require some help on the morning of Saturday 7th to put out tables and straw bales and to get stakes in the ground to rope off areas for the Dog Show and parking areas. This would be from 9.30am.</p>

	Help is also required after the Fete, from 5pm to get the marquees down and packed away into storage on the field, as well as ropes and stakes down, bunting down etc. etc.
	If members of the PC are able to help, contact Jenny McEwen.
Parish Allowances	SBC have confirmed the rates allowed by SMPC for allowances for councillors and Chair. These are £210 and £629. PC to confirm if they wish to grant allowances.
Actions or queries for consideration by the Council at PC meeting	
Road issues: PC to advise on action	
CIL requirements: PC to review and approve email	
Broadband: PC to consider if worth pursuing	
August meeting: PC to confirm preference	
School: PC to advise	
Local Community Advice Service: PC to advise	
Allowances: PC to confirm if they wish to grant allowances.	

[Return to minutes](#)

Correspondence Report

Report details	
Report Date:	Friday 15 th June 2018
Inclusion in PC meeting:	June 2018
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	SBC	14 th June 2018	Lotmead	Dismissal of Lotmead planning appeal
Image/Text	<p>Inspector dismisses Lotmead Farm planning appeals</p> <p>A Government-appointed planning inspector has dismissed an appeal against Swindon Borough Council's refusal of a major town expansion application at Lotmead Farm, east of the A419.</p> <p>In June 2016, the Council refused two outline planning applications submitted by land promoters, Ainscough Strategic Land, for the development of 2,600 and 200 homes at Lotmead Farm, as part of the New Eastern Villages development.</p> <p>Both proposals failed to include sufficient basic infrastructure, such as education provision and transport links, and did not adequately address issues such as noise, flooding and drainage.</p> <p>Ainscough appealed the decisions and both appeals were sent to the Secretary of State to be determined.</p> <p>During the appeal process, the planning applications were substantially changed, which delayed the public inquiry until November last year.</p> <p>Although the principle of the development is strongly supported by the Council's Local Plan, the amended schemes put before the inspector for consideration at</p>			

	<p>the inquiry failed to provide sustainable transport links, playing pitches and the required open space while ensuring that archaeology is protected, acknowledged and enhanced.</p> <p>The Secretary of State therefore dismissed both appeals and refused outline permission for the developments.</p> <p>Cllr Gary Sumner, Swindon Borough Council’s Cabinet Member for Strategic Planning, said: “We are delighted with this decision as it wholly supports the Local Plan and the Council’s development strategy for well-managed housing growth.</p> <p>“Development must be sustainable, linked to infrastructure and delivered in a comprehensive way to ensure that the right services are delivered at the right time to support the new community.</p> <p>“This decision sends a clear message that piecemeal applications that are disconnected from the rest of the New Eastern Villages are not acceptable, as they undermine the comprehensive delivery of the mixed use development.”</p>
--	---

General correspondence received:

Title	Produced by	Key points to note
SBC complaint	Local resident	Email from local resident asking for contact details of SBC as intends to sue as sale of home in village has fallen through due to new village centre being built. CM responded.
Cable installation issue	Local resident	Issue with condition of verge outside home after contractors work. Passed to BT to raise direct with contractor as part of wider issues.
Review of Local Government Ethical standards	SBC	Summary of stakeholder responses and SBC response to review of Local Government ethical standards. Includes comments on intimidation of Councillors, repercussions of violating code of conduct. Response can be read here
Removal of hedge/tree with TPO	Local resident & SBC	Clerk was made aware of the removal of a local hedge/tree with a TPO without SBC approval by a resident. This is being discussed with SBC, with those involved keeping the Clerk up to date. PC will be asked to become involved if or when required.

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	17.5.18 – None 24.5.18 – None 31.5.18 – None 7.6.18 – None 14.6.18 – SBC launch consultation on proposals to improve Customer Services.

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.

[Return to minutes](#)

Communications Working Group report:

Report details	
Report Date:	14/06/2018
Report written by:	Sylvia Brown
Working Group meeting date:	8 th June 2018
Inclusion in PC meeting:	<i>June 2018</i>
Agenda item number:	12
Public or confidential:	<i>Public</i>
Overview	
All rents paid for April 2018/19. New rental contracts have been issues to all tenants.	

SMPC Communications Working Group

Minutes of meeting 8 June 2018

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

1. Minutes of the last meeting – actions

- Customer survey now in next edition due to CP workload in May
- Historic houses – CP to see about access to house names from the electoral register. BT may have alternative list.
- BT pursuing dragonfly carving (Yuasa donation). Roadside signs for Orchard may need SBC permission – CP to check
- One set of Welcome Pack boxes now transferred to Orchard press. SB to take others to Rawlings Close for collection
- CN front page icon on website – CP still to do when time allows.

2. Community News -

- No adverse comments on issue 15. Rocks project appears to have taken off on Facebook. No response to 'Where is it photo' – see below on next issue
- **Income**– Renewal prices sent out – One full page advertiser dropped out citing price increase. Others slow to confirm. Discussion re balance between community content and income from advertising. Agreed that TL would take on advertising enquiries on the basis of new pricing but offering discounts if necessary for future years.
- **Sponsorship** – BT had obtained positive response from Eneco, offering £750 per year – acknowledgement to be included on inside back page of each edition

• Timeline	Cut off date	To the printers	Distn date	CWG meeting
	12 June	26 June	30 June	13 July
	14 August	4 Sept	8/9 Sept	25 Sept

- **Forward plans for articles:** Agreed to swap 'Where is it' with a group of interesting photos from around the village, with a line or two about where they are (TL to draft). Litter pick report and fete advert. Front page article next time on local contractors/volunteers working on open spaces, showing how Council Tax is spent locally – BT will contact Allbuild & Greenshaves as well as obtaining photos

of volunteer groups. CP to include customer survey (use survey monkey on website as well). Report on PC info event. Future editions: Open Garden and Fete reports in September (photo heavy). PJ has local school photography competition item. Also consider role of the Parish Clerk item. Victorian wash house at Rowborough House planned for November edition (PJ).

3. Welcome Pack

- Progress. Draft of 4 inserts discussed alongside revised template. All to review content by next Friday– TL supply photos for history section, contacts list to be checked (BT/AT/TL). These four will then be sent to the printer for draft publishing so AT/BT can do advertising push. Remaining inserts – AT to send SB text for ‘Whats on’ and photos for Open Spaces – SB then to supply AT with photos inside WORD template.

4. Signage and other printing projects

- Noticeboards. Prices obtained for suitable boards – recommend metal for sustainability and security. Recommend to PC that new noticeboard should replace Thornhill Road one. Also correct location for additional noticeboard would be at entrance to Greenfields by post box (SBC permission needed). Suggest not locating new noticeboard in current car park as will need re-siting in future. Relocation of noticeboard inside V Hall garden would have to be agreed by SMRA. CP to supply price estimates to PC meeting
- Footpaths/waymarkers – will consider at future meeting. BT to provide proposals.

5. Any other business

- **None**

Date of next meeting – 13 July 10.30

Actions/recommendations
Referral from SMPC: Noticeboards <ul style="list-style-type: none"> • Recommend to PC that new noticeboard should replace Thornhill Road one. • Propose new board is also purchased for entrance to Greenfields by post box (SBC permission needed). • Suggest not locating new noticeboard in current car park as will need re-siting in future. • Relocation of noticeboard inside V Hall garden would have to be agreed by SMRA. • New noticeboards should be metal (designs/prices to be supplied at meeting)

[Return to minutes](#)

Open Spaces Working Group report:

Report details	
Report Date:	14 th June 2018
Report written by:	Chris Brooks and Barry Thunder
Working Group meeting date:	Ad hoc (approx. monthly)
Inclusion in Parish Council meeting:	June 2018
Agenda item number:	12
Public or confidential:	<i>Public</i>
Overview	

New member: John Haines has attended our June meeting.

In discussion with the F&E Harris Memorial Trust trustees, regarding bench seating and tree planting to commemorate those villagers who are listed on the War Memorial from both world wars.

Ongoing communication with High Voltage Systems, awaiting response to timescales for the HV cable laying through the village.

Item	Progress/activity update
Litter Picking.	The OSWG has agreed to financially support the village litter pickers with equipment. Due to the nature of the tasks undertaken by the volunteers we are unable to include them under the SMPC's public liability insurance policy.
Community Payback Teams	Teams cut grass at Oxleaze, St. Julians and Village Garden. Three weekly grass cutting is booked for the growing season plus time at OTC. We are awaiting quotations for the tools we loan to the CPB teams. This year it will be two strimmer at a discounted cost of approx £200 each. Approval for spending of up to £480 is sought from the PC at this meeting. Cost estimated includes VAT.
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. Wiltshire Wildlife Trust have a wellbeing group that we are in discussion with who may be able to support with a team and some match funding financial assistance. Once finalised, a funding request will be put before the Council.
Orchard	We hope the contractor can restart the wildflower seeding shortly. All trees are looking healthy. Chris keeps them watered.
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. A volunteer from the allotment site has agreed to make repairs.
Parish Council tree report	Actions being taken by the group. Contacted SBC to remove the dead trees alongside the Thornhill Road at Ash Gardens entrance. They have removed the two dead trees in the corner of the recreation field by the substation.
Parish Policy for Open Spaces	Remains a work in progress.
St Julians Community Woodland	Nationwide volunteer team Friday 8th June. Next village volunteer day Sunday 24th June. MOU that will detail the management structure etc is work in hand. Trees to be felled throughout 2018, and volunteers can clear the wood away.
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.
Village Garden	CPB cutting the grass. Work to be done: relocate iron gate, plant central bed, plant more hedging on both sides, plant flowers near hedging, Heather Bishop will improve the daffodil patch with a variety of flowering types, 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. 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.
Volunteers	Volunteer dates planned for: 24 June, 22 July, 30 Sept, 28 Oct.
Actions or queries for consideration by the Council at PC meeting	
Expenses incurred with repairs to the gate and seating in Oxleaze Woods to be recharged to Community Forest.	
The replacement bog waste bin for the Highworth road site opposite Quarry Brook will be purchased and installed in June/July. Cost has been previously agreed by the PC.	
Approval for spending of up to £480 is sought from the PC at this meeting. Cost estimated includes VAT	

[Return to minutes](#)

Allotments Working Group report:

Report details	
Report Date:	13/06/2018
Report written by:	Barry Thunder & Claire Penny
Working Group meeting date:	26.06.18
Inclusion in PC meeting:	June 2018
Agenda item number:	12
Public or confidential:	Public
Overview	
All rents paid for April 2018/19. New rental contracts have been issues to all tenants.	
Item	Progress/activity update
Allotment software.	Working as expected. Contract issued to all on email via system
Summer improvements.	Additional greenhouses planned for winter period
Plot vacancies.	No current vacancies. Two persons on the waiting list plus one tenant wanting an additional plot.
In parish rent concessions.	All accepted and working well.
Tenancy Agreement amendments for April 2018	All completed
Allotment rent changes.	No changes to agreed increases for April 2018
Community Payback.	Will assist us as and when required

Grass cutting	All mowers in action after undergoing winter maintenance by volunteers. Some roadside cutting still to complete.
Donations	We have received two additional offers for free greenhouses. Our volunteers will collect them and erect them on site during the winter
Social Event BBQ	We are planning a tenants BBQ and will also be inviting numerous volunteers from clubs and groups in the village. Planned for Sunday 12 th August by invitation. All councillors are invited. A funding request will be put before the council at the July meeting once cost is finalised. Funding will be taken from the allotment income plus some from special funds help by the PC.
Actions or queries for consideration by the Council at PC meeting	
Note future approval for BBQ funding	

[Return to minutes](#)

Strategic Planning Working Group report:

Report details	
Report Date:	16/06/2018
Report written by:	Colin McEwen
Working Group meeting date:	Various
Inclusion in PC meeting:	<i>June 2018</i>
Agenda item number:	13
Public or confidential:	<i>Public</i>
Overview	
Liaison with the SBC NEV team and HHT. Village info event. Green Infrastructure and facilities Management draft paper. Village Centre workshop. Lotmead appeal refused.	
Item	Progress/activity update
Liaison with NEV team & HHT	<p>Now that the HHT development application has been granted and the S.106 contribution amounts set HHT have a common interest with us in making a success of the development from the agreed resources.</p> <p>We have had a meeting with NEV and HHT where we emphasised our wish to be involved in the negotiations on the s.106 detailed delivery. This was politely refused by HHT, but they agreed that we should receive reports on discussions and have input. The timetable is such that no groundwork is anticipated this year. To everyone's surprise, HHT are now considering starting development from the Carpenter's Arms rather than Keypoint.</p> <p>This meeting was followed by an information event in the village hall attended by @ 70 villagers that included displays by and representatives from HHT and SBC.</p>

	It seems agreed that streets will be adopted by SBC. Thereafter HHT assume that a Management Company to deliver facilities maintenance.
Green Infrastructure and facilities Management draft paper	Hallam Land are currently running a management company for a large site but have no plan for what happens once the development is complete. SBC seem to be accepting whatever developers put forward without having conducted any analysis of the long-term consequences. I have prepared a draft discussion document setting out the alternative models and analysing the pros and cons, this has been modified following WG member's input and is currently with SBC for comment. The aim is to develop a best practice model adopted by the PC and SBC that can be applied across the NEV and more widely.
Village Centre workshop	DLA as the Consultants appointed by SBC to design the Village Centre held a successful workshop attended by 30 villagers who had attended the previous open invitation events or expressed an interest at the Information Event. Their report and recommendation will go to a public consultation. One attendee reminded us of the Neighbourhood Plan Vision and there was general agreement that this should not be lost sight of.
Lotmead Appeal	We viewed the Ainsco application for the Lotmead site as being poorly considered and supported the refusal of permission by SBC. This appeal was refused. The primary ground was that it impinged on the setting of the Roman site. In addition the inspector strongly criticised various aspects of the social infrastructure and emphasised the need for greater consideration of "place making" elements. Of note is that the failure of SBC to maintain a 5-year residential development supply was not of sufficient importance to overrule these factors.
School	The current plan put forward by SBC is for a similar footprint to that previously consulted on but for the current tarmac areas to be used for staff parking and coach parking only. This relies on the village centre car park for parent parking. The proposal was part of the VC plans shown at the Information Event and Workshop. Solicitors have been appointed to handle the conveyancing of the expansion land for the school and compensatory land, being the field behind Bell Gardens.
Actions or queries for consideration by the Council at PC meeting	

[Return to minutes](#)

Finance statement and payments for approval and signature

Prepared for June 2018 Parish Council meeting on 14th June 2018

Bank Account Statements Received

Julian Hodge Bank at 31 st May 2018	£115603.34
Unity Trust Bank at 8 th June 2018	£16102.93
Total:	£131706.27

Multipay Card: Claire Penny

Purchase	VAT	Amount
Esso – Refreshments for meeting	£1.22	£9.17
Sainsburys – Refreshments & food for Information Event	£0.00	£37.75
Vonage – phone bill	£2.50	£15.00
Amazon – office equipment	£1.75	£10.48
Post office – postage	£0.00	£3.03
Monthly fee	£0.00	£3.00
Totals:	£5.47	£78.43
Payment due:		£78.43
Available spend balance (maximum £250):		£171.57

Multipay Card: Barry Thunder

Purchase	VAT	Amount
Monthly fee	£0.00	£3.00
Totals:	£0.00	£3.00
Payment due:		£3.00
Available spend balance (maximum £250):		£247.00

Expenditure: Cheques for Approval and Signature

Cheque Number	Our Ref	Payment	VAT	Amount
BACS – 20.6.18	0024	SMRA – Fete donation	£0.00	£250.00
BACS – 20.6.18	0025	Stratton Garden Contractors – grass cutting (May)	£0.00	£435.00
BACS – 20.6.18	0026	Orchard Press – posters for Information event	£7.00	£42.00
BACS – 20.6.18	0027	Orchard Press – postage for additional 5 addresses	£7.25	£43.50
BACS – 25.5.18	0028	Zurich Insurance – PC insurance	£0.00	£552.89
BACS – 20.6.18	0029	AllBuild – waste management (May)	£24.70	£148.20
BACS – 20.6.18	0030	Grove Information – IT management (April – May)	£5.94	£35.64
BACS – 20.6.18	0031	Barry Thunder – Open spaces expenses	£0.00	£4.87
DD – 18.6.18	0032	Multipay card – Barry Thunder (May)	£0.00	£3.00
DD – 18.6.18	0033	Multipay card – Claire Penny (May)	£4.25	£78.43
BACS – 20.6.18	0034	Claire Penny – salary (May)	£0.00	£1386.47
BACS – 20.6.18	0035	Claire Penny – pension (May)	£0.00	£24.26
BACS – 20.6.18	0036	HMRC – tax period 2	£0.00	£421.55
BACS – 20.6.18	0037	Darkin Miller Ltd – internal audit	£66.90	£401.40
		TOTAL	£116.04	£3827.21

Income: Invoices Raised to

Invoice	To	Amount
0004 SCH	South Marston Primary School – Recreation Ground	£200.00
	TOTAL	£200.00

Income: Other

Remittance	From	Amount
------------	------	--------

Interest	Julian Hodge	£83.40
Allotments	Rent: HRS16	£29.10
Allotments	Rent: HRS12/13/14	£87.30
	TOTAL	£199.80

[Return to minutes](#)