

**Minutes of the meeting held on Tuesday 17th July 2018 at 7:30pm at
the South Marston Village Hall**

Council Members present	
Mr C McEwen (CM) - Chair	Mrs S Brown (SB) – Vice Chair
Mr B Thunder (BT)	Mr S Young (SY)
Mr K Millard (KM)	Mr T Leathart (TL)
Clerk & Responsible Officer:	Mrs C Penny (Clerk)
Members of the public present:	None

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 46/18-19	No members of the public were present.	None	None
Apologies 47/18-19	Mr D Roberts (DR), Mr J Haines (JH). The PC accepted apologies and reasons for absence.	None	None
Declarations of interest 48/18-19	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 held on Tuesday 19 th June 2018 49/18-19	Proposed: SB Seconded: TL Agreed: All	None	See South Marston website
Review of actions 50/18-19	Review of actions currently outstanding. Traffic safety: Both actions relating to traffic safety have been merged into one and are awaiting response from SBC.	Existing actions updated on the action sheet.	Actions
Review of Parish Council Calendar 51/18-19	The PC reviewed progress		Calendar
Clerks Report 52/18-19	Clerks report discussed: Parish councillor profiles: PC discussed. Agreed profiles on the work Councillors do for PC would be useful. Clerk to arrange photos and draft bios.	Clerk to arrange photos and draft bios.	Report

	<p>Finance software: PC discussion about PC requirements for financial monitoring for which the new Rialtos accounts system reports are not suitable. Data output from system to be presented in new bespoke reporting system. Clerk get quote for additional licence for SB to ensure adequate backup and flexibility. Clerk to arrange finance Working group to design reports.</p> <p>Noticeboards: PC discussed but agree that potential saving on noticeboards is not worth member time and cost of travel to event. Clerk to get quotes for noticeboards and add to August agenda.</p> <p>SMRA insurance: PC discussed the issue and options. Agree with option 3, to increase maintenance grant to support SMRA meet insurance costs, in principle. SB confirmed that SMRA have already begun work to assess their requirements. Clerk to offer assistance.</p>	<p>Clerk get quote for additional licence. Clerk to arrange finance Working group. Clerk to add quotes to August PC meeting agenda. Clerk to offer assistance.</p>	
Correspondence Report 53/18-19	<p>Correspondence report discussed</p> <p>Recreation ground equipment: Location of the equipment being discussed under SMRA report agenda item.</p>	None	Report
Reports from Working Groups 54/18-19	<p>Communications Working Group: SB gave verbal report. SB confirmed latest Community News edition is out. Clerk to order leaflet holder for editions at Village Hall.</p> <p>Open Spaces Working Group: SB propose we accept £101.27 to Mr N Vincent for gate repairs and up to £100 toward cost of the Summer Children's event. SY second. All approved.</p> <p>Allotments Working Group: KM proposed PC approve up to £400 from allotment funds for allotment tenants and village volunteer BBQ. TL proposed that the PC approve up to £1500 to provide mains water connection to controlled supply points on the allotment site. KM second, all approved.</p>	Clerk to order leaflet holder	<p>None</p> <p>Report</p> <p>Report</p>
Reports relating to expansion 55/18-19	<p>Strategic Planning Working Group: CM gave verbal report. SPWG will be meeting with SBC on Monday. Not much progress otherwise. SPWG continue to try to discuss future management of developments with SBC. PC discussed progress on Village Centre design for which report is awaited from the consultant.</p>	None	None
Other reports 56/18-19	<p>SMRA: PC discussion about possible locations for gym equipment and the</p>	Clerk to draft note	Report

	factors involved. PC approve SMRA recommendations. PC agree that a note explaining plan will be delivered plan to relevant residents. Clerk to draft note.		
Finance 57/18-19	<p>To review and approve finance statement and payments: SY, KM & 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"> • £101.27 to Mr N Vincent for gate repairs (54/18-19) • Up to £100 toward cost of the Summer Children's event (54/18-19) • up to £400 from allotment funds for allotment tenants and village volunteer BBQ. (54/18-19) • Up to £1500 to provide mains water connection to controlled supply points on the allotment site (54/18-19) 	None	Finance statement
Matters brought forward by or with the consent of the Chair 58/18-19	<p>S/HOU/18/1124 - conversion of detached garage into habitable space at 29 Church Ground, South Marston: Planning application notification arrived too late to be included in agenda. PC reviewed the application. PC object to the application as given the history of applications at the address, believe may be creeping development and that the second garage conversion may be used for additional accommodation. In addition to this there is an inadequacy of parking, contrary to the Highways teams comments, as we understood that the original attached garage was converted to habitable space, leaving two parking spaces in new garage and two in front. Potentially this means they will be converting two garages into habitable space and reducing parking to two spaces overall. Clerk to respond.</p> <p>Rawlings Close: PC discussion about second storey development visible from Thornhill Road as residents have raised it with a number to councillors. PC agreed to minute that we objected as it was inappropriate to the street scene. We still maintain that view. Amendments to the proposal meant that SBC planners considered it came within 'permitted development' exception.</p>	Clerk to respond.	None
Meeting closure:	9:33pm		

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
Mar 18 192/17	Tree survey report	OSWG to action.	In progress	OSWG	1/9/2018
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.	Smaller bin approved and to be purchased asap. In progress	Clerk	31/7/2018
Apr 18 213/17	Refusal of sensor at Acorn Bridge	Clerk to share Mr Goodenough's correspondence so a reply can be drafted.	Clerk has emailed Environment Agency. Awaiting reply	Clerk	1/8/2018
Annual 18 6/18-19	Committees	Clerk to dissolve Neighbourhood Planning Committee as no longer required.	In progress. Clerk referred to SB to action	Clerk	31/7/2018
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	Merge as new action with other road issues	Clerk	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 data controller contracts with all Councillors who communicate with residents.	In progress	Clerk	31/7/2018
June 18 35/18-19	Clerk salary	Clerk to action salary change		Clerk	Completed
June 18 35/18-19	Vandalism in village	Clerk to contact Police to ask about what actions are being taken.		Clerk	Completed
June 18 35/18-19	Road issues on Highworth Road	Clerk to contact SBC Officers to find out what modifications could be	Merge as new action with	Clerk	Completed

		made, in theory, for the road to reduce the risk.	other road issues		
June 18 35/18-19	CIL draft email	Clerk to refer to SPWG for review		Clerk	Completed
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	Completed
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	Completed
June 18 35/18-19	Risk assessments via insurers	Clerk to action with OSWG.	In progress	Clerk	31/8/2018
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	Completed
June 2018 38/18-19	Standing orders	Clerk to update all copies.		Clerk	Completed
June 2018 40/18-19	Noticeboards	Clerk to research Windsor show.		Clerk	Completed
June 2018 40/18-19	Noticeboards	BT to measure gaps.		BT	Completed
June 18 42/18-19	Village events	SB to send copy of 'What's On' to Clerk.		SB	Completed
June 18 42/18-19	Village events	Clerk to include grant news in Community News.		Clerk	Completed
June 18 43/18-19	Cash payments	AWG to look at cash payments and make recommendation to PC.	In progress	AWG	1/9/2018
June 18 44/18-19	Annual return	Clerk to display notice of public viewing period and return Annual Return to external auditor.		Clerk	Completed
Added at this meeting					
July 18 50/18-19	Road safety issues	Clerk to speak to Traffic management team about options to reduce risk at road narrowing on Highworth Road and about alerting drivers to wildlife risks. Merged		Clerk	15/8/2017

		from 13/18-19 and 35/18-19			
July 18 52/-18-19	Councillor profiles	Clerk to arrange photos and draft bios.		Clerk	30/9/2018
July 18 52/-18-19	Finance software	Clerk to arrange finance Working group to design reports.		Clerk	30/9/2018
July 18 52/-18-19	Finance software	Clerk get quote for additional licence for SB.		Clerk	30/9/2018
July 18 52/-18-19	Noticeboard purchase	Clerk to add quotes to August PC meeting agenda.		Clerk	14/8/2018
July 18 52/-18-19	SMRA Insurance	Clerk to offer assistance.		Clerk	14/8/2018
July 18 53/-18-19	Leaflet holder for village hall	Clerk to order leaflet holder		Clerk	14/8/2018
July 18 56/18-19	Gym equipment	Clerk to draft note following site visit with contractor		Clerk	14/8/2018
July 18 58/18-19	S/HOU/18/1124 - conversion of detached garage into habitable space at 29 Church Ground, South Marston.	Clerk to respond.		Clerk	3/8/2018

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Calendar actions:

JUNE 2018

Responsibility:	Activity:	Progress
Council administration	Approval of Annual Return by full PC	Completed
Council administration	Agree date & location for public viewing of accounts	Completed
Communications Working Group	Produce July edition of Community News	Completed
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	Completed
Council administration	Host public viewings of accounts	Completed
Council administration	Produce 1st quarter budget report	In progress
Council administration	Request SMRA risk assessment and asset reports	See Clerks report
Council administration	Circulate risk assessment and asset register for review	Carried to September
Agenda items:	<ul style="list-style-type: none"> • Review and approve 1st quarter budget report 	

AUGUST 2018

Responsibility:	Activity:	Progress
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Council administration	Inspect allotments and notify holders of results	Re-inspections due July & September
Council administration	Review archive status	Carried to September
Communications Working Group	Produce September edition of Community News	In progress
Council administration	Conduct asset inspection	Carried to September
Council administration	Review Risk Assessment and Management	Carried to September
Agenda items:	<ul style="list-style-type: none"> • Risk Assessment and Management documentation • Asset register 	

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Clerks Report

Report details	
Report Date:	13 th July 2018
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>July 2018</i>
Agenda item number:	<i>7</i>
Public or confidential:	<i>Public</i>
Overview	
Productive month with lots of activity in different areas	
Item	Progress/activity update
Workload management	Workload has been high but consistent. The completion of the audit has allowed me to focus on other outstanding work such as catching up with less urgent, but important work. I'm now focusing on clearing workload for August and preparing as much as possible to allow Councillors to provide cover as agreed.
Training	CiLCA certificate still not arrived. Due to attend GDPR training with SBC and other Clerks shortly.
Councillor profiles	Following the Annual Meeting of the Council, I updated one of the Parish Council sections of the website to include details of my role, how the PC operates and our key documents. This can be seen here . I propose that we could also add councillor profiles to the Parish council page (here). PC to advise
August PC meeting	A reminder that I will not be in attendance at the August PC meeting. All reports and items for the agenda (including payments) will need to be with me by 10am on Monday 13 th August.
Gym equipment	See SMRA report
Finance Design	The Alpha software is now operational, and first quarter data has been entered. SB and I have been experimenting with the variety of reporting tools available and I suggest that the Finance Working Group make a recommendation to the PC for a new format for reports. However, I request that the PC look at the examples of the data available here and clarify what they would like to see and this can be fed back to the Finance Working Group. Councillors to email Clerk to requirements.
Windsor show	At the last PC meeting, I was tasked to look into the Groundsman show at Windsor with a view to a PC visit to purchase a noticeboard. This show has been moved to the

	Birmingham NEC and details can be seen here https://www.iogsaltex.com/ PC to advise if they wish to visit or if they wish me to investigate purchase of noticeboard from other source.
SMRA insurance	I'm aware that SMRA's insurance can be considered inadequate for the management of our assets covered by the MOU. Our MOU currently requires SMRA to hold insurance to cover buildings and equipment as well as holding public liability. I have confirmed with our insurers that anyone managing our assets will need their own liability insurance in place to cover them and that if we still own the equipment then we must keep it covered under our own policy. I recommend the PC consider the best course of action. Option 1: The PC amend the MOU and absolve SMRA of the requirement to have insurance. PC to take over risk management and assessment of assets to ensure we are not in violation of our insurance. Possible increase in costs and Clerk time. Option 2: The PC request SMRA meet the MOU agreement and improve insurance cover. Increased cost to SMRA Option 3: The PC request SMRA meet the MOU agreement and improve insurance cover, with financial support from the PC. PC's maintenance grant has not increased in a number of years, so it could be appropriate to now increase this. In addition to this, our own insurance renewal came in 2/3rds under budget, so we have funds available. PC to advise
VAT claim	VAT claim has been submitted
Actions or queries for consideration by the Council at PC meeting	
Councillor profiles: PC to advise	
Finance design: PC to review and submit comments to Clerk	
Windsor show: PC to advise if they wish to visit or if they wish me to investigate purchase of noticeboard from other source	
SMRA insurance: PC to advise on next steps.	

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Correspondence Report

Report details	
Report Date:	13 th July 2018
Inclusion in PC meeting:	July 2018
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	Local resident	6 th July 2018	Gym equipment	Query about placement
Image/Text	<p>Dear parish council and SMRA, it is really good news about the gym trail. Please can you be considerate of the small number of homes (only 6 or so) that back right onto the Recreation Ground and please do not locate the equipment close to our homes.</p> <p>We were promised when we attended the Parish Council meeting to complain about installing the basketball/football equipment without consultation that no equipment would in future be placed near our homes without discussion. As you</p>			

	<p>can imagine, this time of year teenagers stay out late throwing/kicking balls against the noisy equipment and with our windows open and an early start for work our lifestyles are clashing.</p> <p>So great news about the equipment and I would love to be reassured about the location being well away from our homes.</p> <p>Please could you send a plan or could we meet on site?</p>
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General correspondence received:

Title	Produced by	Key points to note

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
Newsletter	WALC	June 2018: GDPR amendment has been confirmed that the appointment of an independent DP Officer is now "best practice" rather than a legal requirement.
Members Bulletin	SBC	21.6.18 – None 28.6.18 – None 4.7.18 – 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:

Report details	
Report Date:	12 th July 2018
Report written by:	Chris Brooks and Barry Thunder
Working Group meeting date:	Ad hoc (approx. monthly)
Inclusion in Parish Council meeting:	July 2018
Agenda item number:	10
Public or confidential:	Public
Overview	
Planning for Autumn tasks and some volunteering work is the key activity this month. The OSWG attended the village fete with an information display.	
Item	Progress/activity update
Community Payback Teams	Plan to work with the team on the July 22 nd volunteers day at the Village Garden Teams cut grass at Oxleaze, St. Julians, Village Garden and Oak Tree corner

	Three weekly grass cutting is booked for the growing season.
Oak Tree Corner	CPB cleared the growth from the site and we are planning wildflower plug planting in late summer
Orchard	All trees are looking healthy. Chris keeps them watered. Not a good season for wildflowers. Grass starting to look better. Flood alleviation pond has been maintained by the The Orchard residents company.
Oxleaze Woods	The MOU remains work in progress. Rot in seat legs (along the footpath) will be repaired by using large timber poles to support the seat. The field gate to the wood has been repaired at a cost of £101.27. Councillors are asked to accept the cost is paid to our maintenance person and then reclaimed from Community Forest funds via previously used channels.
Parish Council tree report	No update. Actions will be taken by the group from September. SBC to remove the dead trees alongside the Thornhill Road at Ash Gardens entrance. Still awaited.
Parish Policy for Open Spaces	Remains a work in progress.
St Julians Community Woodland	Next village volunteer day Sunday 22th July but will concentrate on the Village garden. MOU that will detail the management structure etc is work in hand. The interpretation board has arrived and be erected soon. New tools and gloves have been given to us by the Wild Connections team of WWT. This program sponsored by the Heritage Lottery has funded the Gazebo and Tool store and many special events and volunteer support and training. The site is in the top five volunteering reserves in Wiltshire. Butterflies aplenty.
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	No update.
Village Fete	OSWG had a display to raise village awareness of our work and to encourage more residents to join as volunteers. Limited success due to other things going on (World Cup game, Stratton fete, very hot day, Spitfire flyover delayed).
Village Garden	Next village volunteer day Sunday 22th July will be clearing the site and preparing flower beds for planting together with hedge cutting and clearing the road edging. Associated costs will be drawn down against pre-approved financing. CPB cutting the grass and assisting with the garden work. Other works 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

	<p>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.</p> <p>The garden will feature in the Gardening Club's Open Garden Event on 29th July.</p>
<p>Volunteers</p> <p>Summer Children's Event- St Julians</p>	<p>Volunteer dates planned for: 22 July, 30 Sept, 28 Oct.</p> <p>Kirsty Feline has volunteered to organise this event. The OSWG requests Councillors approve spending of up to £100 to be taken from the YUASA donation of £1000 to pay for drumming sessions and other costs.</p>
Actions or queries for consideration by the Council at PC meeting	
Councillors are requested to approve up to £100 toward cost of the Summer Children's event	
Councillors are requested to approve payment of £101.27 to Mr N Vincent for gate repairs- cost to be reclaimed from SBC community Forest funds. This cost was incurred after the June meeting in order to prevent the gate becoming a safety hazard.	

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Allotments Working Group report:

Report details	
Report Date:	12/07/2018
Report written by:	Barry Thunder & Claire Penny
Working Group meeting date:	25.07.18
Inclusion in PC meeting:	July 2018
Agenda item number:	10
Public or confidential:	Public
Overview	
Two new "starter" allotments added. BBQ taking place on August 12 th Plans for a mains water supply to discuss	
Item	Progress/activity update
Allotment software.	Worked well in July sending out inspection results
Summer improvements.	Excessive heat halted most work
Plot vacancies.	One resignation has left us with an overgrown plot requiring clearance before re-letting. The plot will be divided in two and new "starter" tenants have accepted the plots.
In parish rent concessions.	No changes
Tenancy Agreement amendments for April 2018	All completed
Allotment rent changes.	Two reduced rent "starter" plots have been created from one standard plot. This brings allotment numbers to 60
Community Payback.	No updates.
Grass cutting	Ride on mower still awaited. Another powered hand mower has been donated by a tenant. Grass growth is slow!
Donations	Expectations of up to three greenhouses plus various large water butts.
Social Event BBQ	The BBQ scheduled for August 12 th is expecting between 50-60 guests. Anticipated cost from allotment funds is anticipated at up to £400. Approval for expenditure requested from Councillors at the July meeting
Thames Water supply.	There is an increasing requirement for the PC to provide a piped water supply to the site as tenants do not have access to any to water their plots.

We have begun initial discussion with Thames Water to find out what can be done and to get a quote for the cost if possible. This will involve a site visit from Thames Water. At this time, it is not known what the likely cost will be and whether it will be a metered supply or not. We are conscious of the need to balance the requirement for water against the potential of high costs for the PC.

Initial thoughts to prevent excessive usage the is to install a secured stand pipe that will provided a piped supply to at least two cattle type troughs. This will be controlled by a lockable ball valve system, to prevent any hose pipe connections. Most of the work to set this up will be undertaken by volunteers except for the standpipe and a non-return valve connection to the mains water supply. The supply system will be drained and shut down at the end of summer and restarted in the spring.

Councillor approval is requested at this meeting for the scheme. Should overall cost exceed £1500 for installation then Councillors will be asked to discuss again at a future meeting. Currently there is £2400 in the allotment accounts.

Actions or queries for consideration by the Council at PC meeting

Councillors are requested to approve expenditure for:

- Up to £400 expenditure from allotment funds for a tenant and village volunteer BBQ
- Up to £1500 to provided mains water connection to controlled supply points on the allotment site.

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SMRA report:

Report details	
Report Date:	12 th July 2018
Report written by:	Sylvia Brown
Working Group meeting date:	11 th July 2018
Inclusion in PC meeting:	<i>July 2018</i>
Agenda item number:	<i>11</i>
Public or confidential:	<i>Public</i>
Overview	
Huge volunteer effort put in by the small fete committee to create a successful fete, despite the clash with World Cup semi-final. Committee discussed the community gym project and make recommendations to the PC re siting the equipment.	
Item	Progress/activity update
Village Hall	Replacement kitchen window now in hand. Second clock obtained and will be positioned so speakers can see it more easily than the current one. Rear door quick release bar needs attention as difficult to close – users have no need to use it unless as a fire exit. Specification for Youth Club shed noted – this will be located in the gated area at the front of the hall. SMRA agreed to fund up to £500 of the cost, any remainder to be provided from Youth Club funds/grants. Two month diary of village hall public events in Community News was welcomed. Noted that this does

	not show all bookings, only those that encourage resident attendance.
Recreation Ground	Repairs to electrics and water supply were not completed in time for the fete. Committee now arranging professional electrical survey to look at possible solutions and avoid future risks. Funfair arriving on field at end of school term.
Fete	Significant attendance given clash with the football. Very good weather, if a little hot for the dog show. Spitfire flypast was thought in doubt but came at exactly the right time towards the end of the fete. Raffle arrangements were revamped this year and tremendous prizes offered, most of which were donations. This paid off – customers were willing to buy tickets at £1 each and most bought books for £5. Result was a significant profit. Thanks went to the 4 members of the Fete committee who put in significant work before, during and after the event– the committee discussed whether, given the workload, alternatives to the Fete should be considered in future years.
Damage to play equipment	SMRA agreed that they will carry the cost of the repair, which has already been done.
SMRA Insurance policy	Policy is due for renewal in September. In preparation for obtaining appropriate cover, a survey of equipment owned/maintained by SMRA is in hand, including appropriate valuations. SMRA will liaise with Parish Clerk over proposals.
Community Gym Equipment project	Very pleased that the Big Lottery Grant application was successful. This is a Parish Council-led project in conjunction with SMRA. A site visit by the contractor is to take place shortly, but in advance of that, the committee looked at locations for the equipment. They are aware of the email to the PC from a resident of Yew Tree Gdns expressing concern over its location. Plans of the field were reviewed and possible locations considered. Nowhere along the school boundary of the field and car park/OVL is appropriate if the cost of relocation when the school expands is to be avoided. The ideal location would be north of the 'junior' football pitch that forms the edge of the formal play area. This is close enough to other equipment for teenage children and more likely to attract the other target audience – older existing residents in the village (hopefully at different times of day!) Other factors taken into account were: <ul style="list-style-type: none"> • Drainage • Grass cutting/strimming • Noise & effect on neighbours On the latter, there had been previous complaints about noise from the existing basketball stand/posts that face onto Yew Tree Gdns. Having looked at the possible layout of the equipment, the committee recommends:

- Removal of the basketball stand/posts (possible relocation to the 'cage')
- Relocating slightly further south the two upright posts that form a kickabout set of goals
- Using the enlarged central area for the main 'social hub' gym equipment stations.

The exact layout will be discussed during the contractors visit, and advice will be requested on the competing merits of putting all 8 stations in that central area, or using 4 or 5 of them spread out to the YTG boundary in a gym 'trail'.

The project costs include provision for seating and landscaping. It was thought the addition of a picnic table, secured to the ground, would be a very good addition to the area close to the two existing bench seats – this could be used for parents/carers of younger children using the existing play equipment.

SMRA are willing to organise installation but require PC approval of the plans so far. Google Earth plans denoting the proposed area will be made available at the PC meeting

Actions or queries for consideration by the Council at PC meeting

Recommendations on the siting of the community gym equipment – PC approval required

Recommend to the PC that, once the contractors site visit has confirmed the location, the PC notifies adjacent residents explaining location options considered

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Finance statement and payments for approval and signature

Prepared for July 2018 Parish Council meeting

Bank Account Statements Received

Julian Hodge Bank at 30 th June 2018	£115684.10
Unity Trust Bank at 6 th July 2018	£20084.87
Total:	£135768.97

Multipay Card: Claire Penny

Purchase	VAT	Amount
Post Office counter – postage	£0.00	£8.08
Co-operative food – meeting supplies refresh	£0.00	£9.38
Vonage phone bill	£2.50	£15.00
Monthly fee	£0.00	£3.00
Totals:	£2.50	£35.46
Payment due:		£35.46
Available spend balance (maximum £250):		£214.54

Multipay Card: Barry Thunder

Purchase	VAT	Amount
Sainsburys – CPB refreshments	£0.00	£4.25
Sainsburys – fuel cans and petrol for allotment grass cutting	£3.13	£28.76
Primary ICT – Volunteer equipment (magnifying glasses)	£4.59	£27.54
Homebase	£0.00	£25.90
Monthly fee	£0.00	£3.00
Totals:	£7.72	£89.45
Payment due:		£3.00
Available spend balance (maximum £250):		£160.55

Expenditure: Cheques for Approval and Signature

Cheque Number	Our Ref	Payment	VAT	Amount
BACS – 17.7.18	0038	Stratton Garden Contractors – grass cutting (June)	£0.00	£537.00
BACS – 17.17.18	0039	AllBuild – waste management (June)	£24.70	148.20
BACS – 17.17.18	0040	Grove Information – google apps (May to Jun)	£5.94	£35.64
BACS – 17.17.18	0041	Orchard Press (Annual report inserts)	£53.80	£322.80
BACS – 17.17.18	0042	African drumming	£0.00	£75.00
BACS – 17.17.18	0043	Greenshave – village garden plants	£27.24	£163.44
BACS – 17.17.18	0044	HMRC – 17/18 underpayment	£0.00	£422.01
BACS – 17.17.18	0045	Claire Penny – Salary	£0.00	£1461.62
BACS – 17.7.18	0046	HMRC – tax period 3	£0.00	£421.55
DD – 16.7.18	0047	Multipay card – Claire Penny	£2.50	£35.46
DD – 16.7.18	0048	Multipay card – Barry Thunder	£7.72	£89.45
BACS – 17.7.18	0049	Barry Thunder (Open spaces refreshments)	£0.00	£20.63
BACS – 17.7.18	0050	N Vincent – Gate repair at Oxleaze	£0.00	£101.27
DD - TBC	0051	Claire Penny – Pension	£0.00	£24.26
		TOTAL	£121.90	£3858.33

Income: Invoices Raised to

Invoice	To	Amount
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0005 AD CONWAY	Community News advertising – Conway & Laker	£250.00
0006 AD BARNES	Community News advertising – Barnes Coaches	£200.00
0007 AD DROVE	Community News advertising – Drove Vets	£200.00
0008 AD DANDELION	Community News advertising – Dandelions	£150.00
0009 AD CARPENTERS	Community News advertising – Carpenters Arms	£150.00
0010 AD ACUHOME	Community News advertising – Acuhome	£100.00
0011 AD KFR	Community News advertising – Kennet Furniture	£100.00
0012 AD MITCHY	Community News advertising – Mitchy Motors	£100.00
	TOTAL	£1250.00

Income: Other

Remittance	From	Amount
Bank interest	Bank interest Julian Hodge	£80.76
Advertising	CN Advertising – Dandelion Finance	£150.00
Advertising	CN Advertising – Acuhome	£100.00
Grant	Grant – Awards for All	£7000.00
	TOTAL	£7330.76

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