

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

Council Members present	
Mr C McEwen (CM) - Chair Mr K Millard (KM)	Mrs S Brown (SB) – Vice Chair
Clerk & Responsible Officer:	Mrs C Penny (Clerk)
Members of the public present:	Mrs A Featherstone, Mr S Tomlinson, Ms J Hunter, Mr J McDonald, Mr D Piert, Mr N Beckett, Ms T Cumming and approximately 8 other members of the public

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 73/18-19	<p>Mrs Featherstone said that the new gym equipment is fantastic and queried the changes to the planned positioning. SB explained that the site plan was sent to residents for comments and a resident raised some specific concerns. As a result of this and the conflict with existing land drains, minor adjustments were then made to the spacing between the line of stations, SB also confirmed that whilst SMRA and the contractors are happy with the placement, SMRA will be looking at the placement of other equipment on the Recreation Ground to see if they can make better use of the space. Mrs Featherstone also raised that the children are under the height limit to use the equipment so queried signage. SB confirmed that the equipment does specify height usage limits, but additional signage is being investigated.</p> <p>A number of residents spoke in respect of the Nightingale Lane application being discussed at this meeting. CM summarised the meeting process and that the PC would welcome comments from residents before the Council begin to consider the application. Due to the amount of interest, CM stated that the item would be moved further up the agenda. CM also declared his</p>		None

<p>interest and confirmed that he would exclude himself from the Council's discussion of the application.</p> <ul style="list-style-type: none"> • Mrs Featherstone raised that the application conflicts with the Neighbourhood Plan and what does it offer that South Marston really needs? • Mr S Tomlinson raised that South Marston has embraced development in a sympathetic way but this application erodes the Neighbourhood Plan. • Ms J Hunter raised that the development of this site would impact greatly on the wildlife that live there and increase the flood risk to existing residents. • Mr J McDonald raised that the increased traffic in the lane will have a severe impact. Many pedestrians use the lane to access Nightingale Woods. In addition to this, you cannot get two vehicles to pass safely at points. • Mr D Piert was shocked to get application as the site had not previously been identified for development. The application is disappointing due to the risks of increased traffic on a single-track lane and, as the Environment Agency stated, the risk of flooding to existing homes. • Mr N Beckett asked the PC about the 2.26 acres and that we have an abundance of land of this type and would this become a further burden? He does not believe that it was addressed in the application but assumed that the PC will welcome the offer. He raised that he believes this is an interesting test case of Neighbourhood Plan versus planning policy. He, along with other residents, believed that the NP would have weight in considering applications and wonders how the PC feel about this not happening. • Mrs Featherstone queried the distance between the exits of the development and existing development on Nightingale Lane as well the close proximity of the hotel 		
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	<p>site to the lane entrance. Once the school expansion and hotel site are complete, this will mean a large weight of traffic using this junction.</p> <ul style="list-style-type: none"> Ms T Cumming raised that although the hotel site and people already use the village as a cut through to the A420, this already happens. <p>CM thanked residents for their comments which had been noted.</p>		
Apologies 74/18-19	Mr B Thunder (BT) Mr S Young (SY) Mr T Leathart (TL) Mr D Roberts (DR) Mr J Haines (JH). Absences accepted.	None	None
Declarations of interest 75/18-19	<p>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.</p> <p>CM declared an interest in respect of application Nightingale lane application so will exclude himself from the discussion.</p>	None	See South Marston website
Planning applications 76/18-19	<p>To discuss planning application: S/18/1483 – ‘Erection of 8no. dwellings, new public park and woodland and associated works at land to the north of Nightingale Lane, South Marston’ Deadline date: 1st October 2018</p> <p>CM handed Chair role to SB and excused himself from the discussion, leaving the building for the duration.</p> <p>Clerk read written comments from BT, SY & TL submitted in advance of the meeting due to their absence. KM agreed with points raised and added risks to pedestrians as there is no space for widening for safe access. SB supported points raised and added that the proposed site is in an anti-coalescence area. SB raised that the building design shows 2.5 and 3 storey house which contravenes design policy 2 in the NP. SB summarised that although SMPC are allowed to respond to applications, SBC are responsible for judging the application and we will be pressing them strongly to stick to the NP.</p> <p>SB also addressed members of the public that the reason that the application was a surprise is that it was not planned development, but private owners can apply</p>	Clerk to share with PC and respond to SBC.	SBC planning website

<p>to develop areas if they wish. It does not mean it will be approved. SB also addressed query from the Open 10 minutes about the PC taking ownership of land as part of development. SB stated that the PC have history of accepting land for the clear purpose of benefiting the community and where it is an alternative to houses being built. All land is judged for its benefits against the large costs of maintenance. SMPC already manage a large amount of land and any additional income generated by this proposed 2.26 acres will not cover the cost of management of the area. SB stated that she believes it is a bad bargain for the PC.</p> <p>Clerk confirmed that Councillor comments at the meeting and those submitted in writing show that the Council agree to a strong objection to the application. Clerk will summarise key points and circulate the Councillors for approval before submission to SBC. Key points of objection are:</p> <ul style="list-style-type: none"> • The application contravenes Policy 7 of South Marston Neighbourhood Plan – “No new development shall be served from Nightingale Lane...” • The application contravenes Policy 2 of South Marston Neighbourhood Plan by proposing 3 storey homes and 2.5 storey homes in a non-landmark location • The application proposes development in an anti-coalescence area and does not provide “benefit to the community... facilitate connectivity... or provide a drainage function” as per Policy 9 of the South Marston Neighbourhood Plan • Nightingale Lane is heavily used by pedestrians and the significant traffic increase would pose a risk. In addition to this, despite proposals to widen a small part of the road, the bulk is single track and in appropriate for heavy traffic use. • Nightingale Lane exits onto OVL very close to the two entrances/exits of the old Hotel site housing development. This will cause a conflict between vehicle traffic from the expanded school car parks and the residents of the hotel site and this 		
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	<p>proposed development.</p> <ul style="list-style-type: none"> The option to pass land to the PC for leisure development is not welcomed as the costs of maintenance will outweigh the benefits for the community. <p>Clerk to share with PC and respond to SBC.</p>		
To approve and sign the minutes of the Parish Council meeting held on Tuesday 21st August 2018 77/18-19	<p>Proposed: SB Seconded: KM Agreed: All</p>	None	See South Marston website
Review of actions 78/18-19	Review of actions currently outstanding.	Existing actions updated on the action sheet.	Actions
Review of Parish Council Calendar 79/18-19	The PC reviewed progress	None	Calendar
Clerks Report 80/18-19	<p>Clerks report discussed</p> <p>Workload: PC thank SB for providing cover for Clerk during her holiday.</p> <p>Hours: PC approved new hours trial. SB noted that Clerk should check emails on day off to flag any urgent items. Clerk to action</p> <p>Competition prizes: PC discussed. KM proposed approve £57.00 for prizes. SB seconded. All approved. Clerk to ensure only issued with enough entries. Clerk to purchase.</p> <p>Alpha software: KM proposed purchase of licence for SB for £165 + VAT and £25 for install. CM second. All approved. Clerk to arrange purchase.</p>	<p>Clerk to purchase prizes.</p> <p>Clerk to arrange purchase.</p>	Report
Correspondence Report 81/18-19	<p>Correspondence report discussed</p> <p>Waste Management: Clerk to share on the website for residents. Clerk to forward to VIEWS for circulation. Clerk to note that PC disappointed at being used as a noticeboard and not as a consultee. Clerk to circulate to PC via email.</p> <p>Crown Timber: Member of the public confirmed that some changes have taken place to use of the site that may not be consistent with existing permissions. Clerk to chase for update from SBC planning officer.</p>	<p>Clerk to share on the website for residents. Clerk to forward to VIEWS for circulation.</p> <p>Clerk to note that PC disappointed at being used as a noticeboard and not as a consultee. Clerk to circulate to PC via email.</p> <p>Clerk to chase for updates.</p>	Report
Planning applications 82/18-19	To discuss planning applications: S/18/1379 – ‘Erection of an electricity sub-station to the south of the east - west	Clerk to respond	SBC planning website

	<p>access road, to serve Area B at Symmetry Park, A420'</p> <p>Deadline date: 20th September 2018</p> <p>KM reviewed the application and confirmed that the sub-station will be located behind I Symmetry Park. PC have no adverse comments. Clerk to respond</p> <p>S/18/1392 – 'Construction of hardstanding for car parking and associated work at Unit 7, Stirling Road South Marston Park'</p> <p>Deadline date: 18th September 2018</p> <p>PC reviewed. No adverse comments</p>	Clerk to respond	
To discuss and review risk management documentation 83/18-19	SB proposed that due to low numbers present that the item be moved to October PC meeting and we ask SY to review documentation in the meantime. Clerk to action. KM requested GDPR abbreviation added to actions summary. Clerk to add	Clerk to add to October meeting Clerk to refer to SY Clerk to add GDPR abbreviation	
Reports from Working Groups 84/18-19	<p>Communications Working Group: No report.</p> <p>Open Spaces Working Group: Report contents noted. Budget request moved for discussion during Finance report discussion.</p> <p>Allotments Working Group: Report contents noted. Budget request moved for discussion during Finance report discussion.</p> <p>Finance Working Group: Report discussed. SB to calculate overtime hours as currently set as a financial amount.</p> <p>The PC reviewed the recommendations:</p> <ul style="list-style-type: none"> • KM proposed that the Clerk to handle no cash. SB seconded. All approved. • Purchase of a second software licence for SB approved under Clerks report. • SB proposes that the whole annual budget for consumables is delegated to the CWG, AWG and OSWG for the year and they report back regularly on expenditure. This will prevent the working groups having to request permission to spend for regular activities. For one-off projects and where project expenditure has been agreed the PC will identify where the funds are coming from and decide if they will be delegated or not. need to identify where it is coming from and if we 	<p>SB to calculate hours for overtime limit</p> <p>Clerk & SB to confirm balances for October meeting. Clerk to draft terms of reference. Clerk to add to October agenda.</p>	<p>Report</p> <p>Report</p> <p>Report</p>

	<p>delegate the money. KM second. All approved. Clerk & SB to confirm balances for October meeting. Clerk to draft terms of reference to show values delegated. Clerk to add to agenda for October</p> <ul style="list-style-type: none"> • Clerk now reporting overtime in finance statement <p>SB proposed that the PC approve expenditure limit of £150 for both AWG and OSWG for one month to allow necessary expenditure prior to new system being in operation. KM second, all approved.</p> <p>CM noted that the Clerk has been given Chair approval to work 8 hours overtime to update the finance system.</p>		
Reports relating to expansion 85/18-19	Strategic Planning Working Group: Report contents noted. SB ask PC to note that the application to remove the noise conditions from the hotel application has been refused.		Report
To discuss arrangements for future use of the Recreation Ground by the school 86/18-19	CM summarised that we need to begin to think about the charge for the expanded school usage of the Recreation Ground. Clerk to create list of costs for Recreation Ground maintenance and submit to PC. Add to agenda for October. Clerk to ask for ideas for costs.	Clerk to ask for ideas for costs and summarise. Clerk to add to agenda for October.	None
Other reports 87/18-19	SMRA: Report noted. Clerk to report increase gym equipment value to our insurers.	Clerk to contact insurers.	Report
Finance 88/1819	To review and approve finance statement, bank statements and payments: KM confirmed checked. PC approved. To approve the spending as requested in this meeting: The PC approved: <ul style="list-style-type: none"> • £57.00 for competition prizes • £165 + VAT and £25 for purchase and install of Alpha software 		Finance statement
Matters brought forward by or with the consent of the Chair 89/18-19	None	None	None
Meeting closure:	9:17pm		

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	31/03/2019
Mar 18 192/17	Tree survey report	OSWG to action.	In progress	OSWG	16/10/2018
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	BT	31/7/2018
Annual 18 6/18-19	Committees	Clerk to dissolve Neighbourhood Planning Committee as no longer required.	In progress. Clerk referred to SB to action	SB	31/7/2018
May 18 22/18-19	GDPR	Clerk to action	In progress	Clerk	16/10/2018
May 18 22/18-19	GDPR	Clerk to share data controller contracts with all Councillors who communicate with residents.	Not yet done due to workload prioritisation	Clerk	16/10/2018
June 18 35/18-19	Risk assessments via insurers	Clerk to action with OSWG.	Carried to next meeting	Clerk	16/10/2018
June 18 43/18-19	Cash payments	AWG to look at cash payments and make recommendation to PC.	At this meeting	AWG	Completed
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 from 13/18-19 and 35/18-19	Request sent to Streetsmart Team.	Clerk	Completed
July 18 52/-18-19	Councillor profiles	Clerk to arrange photos and draft bios.	Not yet done due to workload	Clerk	16/10/2018

			prioritisation		
July 18 52/-18-19	Finance software	Clerk to arrange finance Working group to design reports.		Clerk	Completed
July 18 52/-18-19	Finance software	Clerk get quote for additional licence for SB.	See Clerks report	Clerk	Completed
July 18 52/-18-19	SMRA Insurance	Clerk to offer assistance.	In progress	Clerk	Completed
July 18 56/18-19	Gym equipment	Clerk to draft note following site visit with contractor		Clerk	Completed
August 18 59/18-19	Hedge trimming	Clerk to repeat request to SBC re hedge trimming		Clerk	Completed
August 18 64/18-19	Clerk overtime	Clerk to include accumulated overtime hours on monthly Finance Statements	Done. New design from this month.	Clerk	Completed
August 18 65/18-19	Clerk overtime	SB to ensure Clerk PAYE and overtime reporting is discussed at next Finance Committee		SB	Completed
August 18 66/18-19	Litter	Clerk to respond to AF re littering		Clerk	Completed
August 18 67/18-19	S/RES/18/1145 - Erection of 69no. dwellings with associated access, infrastructure, parking, landscaping and public open space - Reserved Matters from previous outline application S/OUT/15/1985 at Former Mecure Hotel and Spa Site, Old Vicarage Lane	SB to respond to SBC, in the absence of the Clerk		SB	Completed
August 18 67/18-19	S/18/1300 - Demolition of former Hotel building (Old Vicarage) and erection of 1no dwelling at Former Mecure	SB to respond to SBC, in the absence of the Clerk		SB	Completed

	Hotel and Spa Site, Old Vicarage Lane				
August 18 68/18-19	Noticeboard purchase	Clerk to purchase notice board, preferably with 2 locks.	In progress	Clerk	16/10/2018
August 18 68/18-19	Noticeboard purchase	Clerk to contact SBC re siting second noticeboard on the footway at the entrance to Greenfields	In progress	Clerk	16/10/2018
August 18 68/18-19	Strimmers for CPB	BT to arrange purchase of strimmers		BT	18/09/2018
August 18 68/18-19	WWT planting at Oak tree Corner	BT to liaise with WWT re planting at Oak Tree Corner		BT	Completed
August 18 68/18-19	Delegated funds	Finance Working Group to discuss process for delegating 'consumable' funds to OSWG		FWG	Completed
August 18 68/18-19	Delegated funds	Finance Working Group to discuss process for delegating 'consumable' funds to AWG		FWG	Completed
August 18 71/18-19	August payments	SB to arrange Unity Bank authorisation in Clerks absence		SB	Completed
August 18 71/18-19	August payments	Clerk to amend payment amount for Grove IS invoice and arrange payment		Clerk	Completed
August 18 72/18-19	Community Gym	SB to progress order with Caloo SB to prepare location plan to inform residents		SB	Completed
Added at this meeting					
Sept 18 76/18-19	S/18/1483 – 'Erection of 8no. dwellings, new public park and woodland and associated works at land to the north of Nightingale Lane, South Marston	Clerk to summarise, confirm with Councillors and submit to SBC		Clerk	1/10/2018
Sept 18 80/18-19	Competition prizes	Clerk to purchase when needed		Clerk	1/11/2018
Sept 18		Clerk to arrange		Clerk	16/10/2018

80/18-19		purchase.			
Sept 18 81/18-19	Waste management consultation	Clerk to share on the website for residents.		Clerk	1/10/2018
Sept 18 81/18-19	Waste management consultation	Clerk to forward to VIEWS for circulation		Clerk	1/10/2018
Sept 18 81/18-19	Waste management consultation	Clerk to note that PC disappointed at being used as a noticeboard and not as a consultee.		Clerk	1/10/2018
Sept 18 81/18-19	Waste management consultation	Clerk to circulate to PC via email.		Clerk	1/10/2018
Sept 18 81/18-19	Crown Timber	Clerk to chase for update		Clerk	16/10/2018
Sept 18 82/18-19	S/18/1379 – 'Erection of an electricity sub-station to the south of the east - west access road, to serve Area B at Symmetry Park, A420'	Clerk to respond		Clerk	20/09/2018
Sept 18 82/18-19	S/18/1392 – 'Construction of hardstanding for car parking and associated work at Unit 7, Stirling Road South Marston Park'	Clerk to respond		Clerk	18/09/2018
Sept 18 82/18-19	Risk assessment	Clerk to add to October meeting		Clerk	1/10/2018
Sept 18 82/18-19	Risk assessment	Clerk to refer to SY		Clerk	1/10/2018
Sept 18 82/18-19	Risk assessment	Clerk to add GDPR abbreviation		Clerk	1/10/2018
Sept 18 84/18-19	AWG & OSWG funding	Clerk & SB to confirm balances for October meeting.		Clerk & SB	16/10/2018
Sept 18 84/18-19	AWG & OSWG funding	Clerk to draft terms of reference.		Clerk	16/10/2018
Sept 18 84/18-19	AWG & OSWG funding	Clerk to add to October agenda		Clerk	16/10/2018
Sept 18 86/18-19	Recreation Ground usage	Clerk to ask for ideas for costs and summarise.		Clerk	16/10/2018
Sept 18 86/18-19	Recreation Ground usage	Clerk to add to agenda for October.		Clerk	16/10/2018
Sept 18 87/18-19	Insurance	Clerk to contact insurers.		Clerk	16/10/2018

Calendar actions:

AUGUST 2018		
Responsibility:	Activity:	Progress
Council administration	Inspect allotments and notify holders of results	Due shortly
Council administration	Review archive status	Being re-arranged
Communications Working Group	Produce September edition of Community News	Done
Council administration	Conduct asset inspection	At this meeting
Council administration	Review Risk Assessment and Management	At this meeting
Agenda items:	<ul style="list-style-type: none"> Risk Assessment and Management documentation Asset register 	
SEPTEMBER 2018		
Responsibility:	Activity:	Progress
Communications Working Group	Issue September edition of Community News	Done
Council administration	Clerk annual appraisal	Date being arranged
Council administration	Circulate budget requirements ideas sheet	Not yet done
Agenda items:	<ul style="list-style-type: none"> 	
OCTOBER 2018		
Responsibility:	Activity:	Progress
Allotment Working Group	Inspect allotments and notify holders of results	
Communications Working Group	Produce November edition of Community News	
Council administration	Produce 2nd quarter budget report	
Council administration	Confirm Clerk salary changes from next April	
Council administration	Review service provider contracts and need for tender	
Finance Working Group	Meeting to review quarter report, assess budget requirements	
Agenda items:	<ul style="list-style-type: none"> Service requirements for 19/20 	

Clerks Report

Report details	
Report Date:	14 th September 2018
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>September 2018</i>
Agenda item number:	<i>7</i>
Public or confidential:	<i>Public</i>
Overview	
Item	Progress/activity update
Workload management	Thanks to SB for providing the bulk of the support during my absence in August. Workload is steady and I have mainly caught up after holiday. Emails and requests remain constant but are being managed.

Working hours	For the next month I will be adjusting my work hours to improve my work/life balance and reduce the amount of 'bleed through' of PC work into non-working hours. I will update the website and email footer for the interim but only update PC standard templates if the change becomes permanent. The trial hours will be: 9am – 2:30pm Monday to Wednesday and 9am – 2pm Thursday. I will update at the October PC meeting on its success.
Competition prizes	The latest edition of Community News has run a competition for children to win two family tickets to the cinema as part of the "Little Ted" articles. PC are requested to give approval for the purchase of 2 x £27.00 tickets (total £54.00). This will come from the YUASA donated funds and under the Community Engagement budget. Please note that this expenditure will only take place if enough entries are received.
Alpha licence	At the PC's request a quote has been obtained for an additional Alpha licence to allow SB to run reports and view content (without making changes). PC are asked to consider cost of £165 plus VAT per annum and £25 for one-off install.
Actions or queries for consideration by the Council at PC meeting	
Working hours: PC to approve temporary change	
Competition prizes: PC to approve £57.00 for prizes	
Alpha licence: PC to advise	

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Correspondence Report

Report details	
Report Date:	14 th September 2018
Inclusion in PC meeting:	September 2018
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	SBC	5 th September 2018	Waste management	Consultation on waste and recycling services in Swindon
Image/Text	<p>Dear Clerk,</p> <p>You may already be aware that Swindon Borough Council is developing a Waste Strategy that will set out the principles for how we will manage Swindon's waste over the next ten years, along with some specific measures we will introduce in the first 12 months to improve our recycling rate.</p> <p>We are about to embark upon a six week engagement period with local residents starting from 10th September to 19th October 2018, this includes an online survey and various drop in events (more details below). We would greatly appreciate your help in promoting the engagement within your Parish.</p> <p>We will email you a poster for you to display in your offices and any other locations you feel appropriate. In addition Officers will be attending the Clerks meeting on 17th October as part of the engagement and subject to availability officers will be happy to attend any of your Council meetings during the engagement period, please let us know the date and time required. If you require any further support from us</p>			

whilst promoting the engagement please email us at xx and we will endeavour to accommodate your requests.

Waste Strategy Engagement

The Council wants to get the views of local residents about the proposed changes to the way we deal with waste and recycling. There will be a questionnaire available for residents to complete and residents can also attend the drop in events in the libraries to find out more information. Officers will be available to answer any queries they may have. The dates for the drop in events are as follows:

- Tuesday, 9th October from 10am to 1pm at West Swindon library
- Thursday, 11th October from 10am to 1pm at Highworth library
- Saturday, 13th October from 1pm to 4pm at North Swindon library
- Monday, 15th October from 10am to 1pm at Park library
- Tuesday, 16th October from 10am to 1pm at Central Swindon library

The results of the questionnaire will help inform Members when making decisions on future waste service delivery. The draft Waste Strategy will go to the Council's Cabinet on 5 December 2018 for review and approval.

The link to our website and the questionnaire will be sent to you on the morning of the 10th September. We will be making paper copies available at West Swindon, Highworth, North Swindon, Park and Central Swindon libraries, Wat Tyler House and Civic Offices receptions.

Should you have any queries, please do not hesitate to contact us.

Regards

Waste & Recycling Team

Item number	From	Date	Reference	Contents summary
2	Local resident	9 th August 2018	Crown Timber	Noise issue from site

Image/Text

I have been interested to read all the updates with regard to the development of South Marston and the latest updates suggest that the development of the brownfield sites (Thornhill Industrial and Crown Timber) seem further away than they did a number of years ago.

I have had issues with Thornhill Ind Est with regards to noise and light pollution from Nissin UK and have had the environmental agency out to help me try to resolve these issues.

Can you let me know on what terms were Swindon Storage bound by when they were granted their 'short term' rental of the site? The Parish Council confirmed this short-term lease. Dictionary definitions of storage suggest 'the action or method of storing something for future use' or 'space available for storing something, in particular allocated space in a warehouse'. This suggests that items are simply stored.

In reality, the site is being used as a haulage depot for Les Smith Haulage with lorries arriving and leaving at all hours and reversing beeping, beeping horns. They have been banging, changing tyres etc., sometimes on a Sunday at 8am and working all day. There was banging today until 6pm! We have endured this all

summer!

Another nuisance is the noise of the filling of aggregates sacks ... they use a metal funnel which makes a loud noise - this is happening at weekends too. They have confirmed they will continue to work to weekends. No more quiet Sundays for us then.

In addition, security lights have been installed which shine directly into our windows (we are not looking forward to the Autumn when the leaves fall).

We are now living in the middle of an industrial estate ... this was not how it was when we moved here. We are looking forward to the housing development to begin ... meantime, the wait is becoming unbearable. When the leaves do fall, we will be looking into lorry headlights from front and back along with hearing them at all hours.

As an aside, the Dennis Removals site is an eyesore and the lorries parked up along the road as you travel out of the village feels unacceptable - the concrete has now been broken up too! I also saw a young mum with her push chair having to crush herself into the hedge as a lorry passed her, not to mention the dog walkers and cyclists (I am one) who all head towards the bridal path with trepidation. Is it acceptable to wait for the development before sorting this out?

I look forward to hearing from you. If you need any more information from me, or you would like to meet to discuss further, please do let me know.

<Clerk: Issue has been raised with Planning Officer who is looking into the terms of the use.>

General correspondence received:

Title	Produced by	Key points to note
Community gym equipment	Local residents	Variety of emails and letters in response to note to nearby residents about placement of community gym equipment in the Recreation Ground. Responses and face-to-face discussions managed by SB.
Cable installation	Local resident	Ongoing communication with poor standard repair of verge after cable installation work. BT & Clerk chasing again with contractors. Weeds also growing on Supermarine.

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	6.9.18 – None 30.8.18 – None 23.8.18 – None 16.8.18 – None

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

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Open Spaces Working Group report:

Report details	
Report Date:	6 th September
Report written by:	Chris Brooks and Barry Thunder
Working Group meeting date:	10 th September 2018
Inclusion in Parish Council meeting:	September 2018
Agenda item number:	12
Public or confidential:	<i>Public</i>
Overview	
Little to report this month due to September holiday and a slow August.	
Item	Progress/activity update
Community Payback Teams	Woodland and Village Garden grass was cut on 2 nd September
Oak Tree Corner	Wildflower plug plants and a selection of seeds purchased. Plug plans to be planted with the help of WWT on September 12 th
Orchard Meadow	No updates.
Oxleaze Woods	No updates
Parish Council tree report	No update. SBC to be reminded 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	Plan is to fell dangerous willow trunks and create habitats with the resulting branches set for 30 th September The new interpretation board has been erected close to the Gazebo.
Recreation Ground	OSWG have agreed to do the tree survey work for SMRA using a village volunteer group on October 28 th .
Rights of Way	Nothing to report at this meeting.
Sevor Solar Farm	No updates
Monthly Expenditure	The funding request put before the August meeting resulted in an agreement for expenditure of up to £150 for September. As expenditure is possibly required each month we can either make the same request, detailed below, at each PC meeting OR to review the decision made at the August PC meeting. It is not the intention to spend £150 pm. It is rather a time saving recommendation to be able to do so without having to vote on the expenditure at every PC meeting. Saving the Clerk and Councillors admin time. <i>Councillors are requested to grant the Clerk or the</i>

	<i>Councillor on the Open Spaces working group the concession to make monthly expenditure from Parish Funds and Social funds of up to £150 per month for necessary maintenance items including fuel and provisions for Volunteer and CPB groups. An annual estimate of these cost is included in the Councils overall budget expenditure. This concession will NOT apply to additional project expenditure not included in the council's annual expenditure where pre-approval is required.</i>
Village Garden	Planting of Roses and Lavender etc in the flower beds to take PLACE ON September 13 th supported by Heather from Greenshove services and volunteers.
Volunteers	We hope to be able to extend out village volunteers with WWT volunteers from the Swindon area.
Actions or queries for consideration by the Council at PC meeting	
Monthly expenditure: Councillors are requested to review the grant of a monthly expenditure of up to £150 pm to pay for repair and maintenance costs for Open Spaces and provisions for Volunteer and CPB groups. As and when required.	

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Allotments Working Group report:

Report details	
Report Date:	6 th September
Report written by:	Barry Thunder & Claire Penny
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>September 2018</i>
Agenda item number:	<i>12</i>
Public or confidential:	<i>Public</i>
Overview	
A successful Tenants & Volunteers BBQ. We will need to promote our allotments in order to encourage additions to our waiting list.	
Item	Progress/activity update
Allotment software.	No change
Summer improvements.	No change
Plot vacancies.	None at present although some are likely because of the summer inspection where three tenants are failing to maintain plots to contractual standards.
In parish rent concessions.	No changes
Tenancy Agreement amendments for April 2018	All completed
Allotment rent changes.	No change
Community Payback.	No updates.
Grass cutting	Grass is growing back and cutting has recommenced
Donations	No change
Social Event BBQ	Very successful
Thames Water supply.	Application for mains water in process
Monthly expenditure.	Councillors are requested to reconsider the decision to grant on going expenditure on a month by month basis. This increases the time taken in administration work by the clerk and Councillor and it is not always a simple process to guess in advance the expenditure required in any one month.

Councillors are requested to grant the Clerk or the Councillor on the Allotments Working group the concession to make monthly expenditure from allotment funds of up to £150 per month for necessary maintenance items including fuel for grass cutting.

Actions or queries for consideration by the Council at PC meeting

Councillors are requested to reconsider granting a monthly expenditure of up to £150 pm to pay for repair and maintenance costs of the allotment site. As and when required.

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Finance Working Group report:

Report details	
Report Date:	14.9.2018
Report written by:	Sylvia Brown
Working Group meeting date:	7.9.2018
Inclusion in PC meeting:	September 2018
Agenda item number:	12
Public or confidential:	Public
Overview	
<p>FWG met to discuss matters referred from PC re Rialtos accounts reporting and financial management reports, as well as making recommendations on delegated funds to working groups and processes for making payments.</p>	
Item	Progress/activity update
Handling cash	<p>Referred from Audit report, agreed at the June meeting. The FWG recommend that the clerk no longer handles any cash transactions. Where cash has been paid for goods by a third party, receipts showing VAT must be available and reimbursement made by cheque or BACS.</p>
Rialtas system	<p>The system copes well with accounting requirements, data entry, bank reconciliation and VAT claims. It produces reports for the audit and delivers 'paper trails' for transactions. It is based on every transaction being given both a nominal code (functional eg equipment or hedging) and a cost centre code (which budget centre is relevant eg Administration or St Julians Wood) It allows funds to be earmarked for use later in the year or for future years. This is useful for project spend where timing is unknown and for reserving fund balances in future years.</p> <p>However, all variance analysis is done by comparing income or expenditure to date against annual budget figures, which is meaningless for any cost centre where the profile of spend varies throughout the year.</p> <p>The FWG recommend an approach as follows: Monthly:</p> <ul style="list-style-type: none"> • Clerk completes data entry, reviews reports, extracts transactions on specific cost centres and sends to budget holder for review (budget holders other than the clerk are BT and SB) • Budget holders do a cursory review of the transactions to highlight obvious errors/issues

	<ul style="list-style-type: none"> • Clerk prepares bank reconciliation for monthly PC meeting, along with notice of any budget holder issues raised from the review above. <p>Quarterly:</p> <ul style="list-style-type: none"> • Rialtos reports are transferred electronically into a bespoke financial management report that also has access to the budget broken down by quarter. Full variance analysis is then possible. The reports can be condensed by cost centre, and would be no more than two pages including text explaining variances. SB to develop automated EXCEL system for production of this report • Review of proposed Quarterly Management Report is included under the Finance item on the PC meeting agenda • Annually: • 6 month quarterly report information used for budget development in October • The Rialtos reports are sufficient for the audit • In April, budget holders will be asked to phase their projected spend by quarter to feed into the Quarterly Management system. <p>The FWG also confirm that a separate licence for Rialtos is required by SB at a cost of £165 plus VAT per annum and £25 for one-off installation.</p>
Clerks overtime	FWG confirmed that the PC should be kept apprised of the build up of overtime and hours remaining in the overtime budget.
Delegating funds to WG	<p>The FWG looked at developing an approach that minimised additional bureaucracy whilst providing the appropriate paper trail for expenditure and authorisations.</p> <p>It is recommended that, at the start of the year, a Working Group is given delegated funding sufficient to cover 'consumables' (eg petrol, minor spares, refreshments, small printing jobs). All purchases from the delegated fund must be authorised by two members of the relevant WG (Clerk/BT/Chris Brooks) for Open Spaces, Clerk/SB for Communications, Clerk/BT for Allotments). The relevant WG report to the next PC meeting must include what has been spent and who authorised it.</p> <p>It will be up to the relevant WG to manage within their delegated fund and ensure that it is not overspent during the year.</p> <p>A similar approach will be used to delegate selected project expenditure by a WG where the purpose and the amount available has been agreed by the PC and is in the budget. This would cover, for instance, spending on the Village Garden refurbishment and the community gym project. Again, any likely overspend would have to be brought back for authorisation to the PC. Funds remaining at the end of the project are returned to general funds. Funds remaining at the year-end can be carried forward if the project is not complete. Working Groups retain the requirement to obtain appropriate quotes according to our Finance Regulations and deliver value for money. Not all projects will be suitable for delegation to a Working Group.</p>
Payment for ad hoc maintenance work	<p>The FWG re-affirms that the PC can only make ex gratia payments where payment has not been negotiated in advance.</p> <p>There are a range of tasks which are expensive if commercial contractors and where suitable volunteers are not available. There are a number of local individuals with appropriate skills and</p>

equipment who could undertake such work and be paid a cost effective rate for it. The FWG looked at various ways of ensuring insurance cover and formalising what is in effect a 'contract'. To be reported on further at the PC meeting.

In the event of an emergency (tree fall, gate repair) the Chair's or Clerk's allowance can be used to authorise payment.

Recommendations	<p>The FWG recommend that:</p> <ol style="list-style-type: none"> 1. The Clerk will no longer handle any cash receipts 2. The proposed Rialtos/bespoke financial reporting system and variance monitoring process is approved 3. A second Rialtos licence is purchased for SB 4. An appropriate annual budget is delegated to the Allotments, Communications and Open Spaces Working Groups to cover consumable purchases, provided the relevant PC reports include the amounts and which two people authorised them. 5. Where the PC has allocated funds for a specific project, the PC can also delegate the amount to the Working Group. 6. Clerk to bring forward to full council appropriate revisions to the Terms of Reference for the Working Groups and to the Financial Regulations. 7. Clerk to report overtime details in the Finance Statement
Report design	An example of the proposed Quarterly Financial Management Report is shown below
Actions or queries for consideration by the Council at PC meeting	
Recommendations: To approve FWG recommendations	
Report design: To approve report design	

Quarterly Financial management Report end September 2018												
ACTUAL FIGURES ARE FICTITIOUS!	Starting Balance	Actual to date	Budget to date	VAR	Actual to date	Budget to date	VAR	Current Balance	EMR fund	Annual budget	Annual budget	Note
		Receipts	Receipts		Payments	Payments				Receipts	Payments	
Administration	25	17,600	19,474		14,000	14,582		3,625		38,947	29,163	1
Communications	7,075	1,400	1,602		3,000	4,250		5,475		1,602	6,305	2
Community Engagement	1,549	1,000	1,000		650	500		1,899	1,000	1,000	1,000	3
Allotments	1,091	150	0		450	841		791	1,500	1,720	1,682	4
PC Property	1,450	0	0		1,200	100		250		0	200	5
St Julians/Orchard	3,704	0	0		650	700		3,054			1,204	
Roads/Verges	2,526	1,840	1,840		1,000	1,328		3,366		1,840	2,656	6
Oxleaze	2,100	200			200	550		2,100		0	1,100	7
Village Garden	5,090				2,000	295		3,090	3,000	0	590	8
Oak Tree Corner	1,000				60	200		940			400	
Burial Ground	2,250				1,500	1,500		750		0	1,750	
Recreation Ground	466				250	250		216		0	350	
Orchard Meadow S106	20,367				300	0		20,067		0	0	9
AEE Agreement	48,928				400	0		48,528		0	0	
SMRA Agreement	23,393	13,700	529		10,884	0		26,209	13,700	529	0	10
Grand Totals:	121,014	53,601			36,544	25,096		120,360		45,638	46,400	

Explanation

- The budget figures in this sheet are largely correct, but the actual payments are fictitious, to demonstrate how the sheet works
- This represents a 6 month progress report - the budget phasing will always be an inexact science
- 'Starting Balance' represents the opening balance in each cost centre after receipt of the planned proportion of precept due this year
- Current Balance should match the bank reconciliation figures
- EMR heading is an Earmarked Fund - very useful for specific projects that may take more than one year
- Amber highlighting under the VAR heading shows that there is a variance, but it is not a cause for concern
- Red highlighting is where the PC potentially needs to take action
- Green highlighting denotes where the cost centre expenditure is likely to be under budget by the end of the year

Notes (as numbered in table above)

1. VAT refund has not yet been received
2. Advertising income is down - needs action to restore Communications budget income
3. Yuasa donation is being treated as an EMR (earmarked fund) so we know how much remains
4. Water supply project was authorised as a long term project so added as an EMR but PC needs to decide which cost centre is to be used
5. Purchase of noticeboards were not in the original budget and PC needs to decide where the cost is coming from
6. Phasing of budget wasn't accurate, but expenditure appears OK
7. Reimbursement received for work not in original budget
8. Village garden project is a new EMR not totally covered by the budget, but since authorised by the PC
9. Maintenance expenditure is intended to be drawn down from the Orchard 106 capital
10. Gym project is now EMR, and was not in budget, but has already received sufficient income, also not budgeted for.

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Strategic Planning Working Group report:

Report details	
Report Date:	13 th September 2018
Report written by:	Sylvia Brown
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>September 2018</i>
Agenda item number:	<i>12</i>
Public or confidential:	<i>Public</i>
Overview	

Response to Hotel site applications completed and planning officers taking on board the comments made. No further report yet received from the Village Centre consultant but request put in for meeting. Discussions with SBC officers, including with the new head of Streetsmart re maintenance arrangements for NEV green infrastructure and meeting now arranged with the Corporate Director of Housing and Planning to finally progress this matter.

Item	Progress/activity update
Hotel Site	Some concern that the reserved matters application is subject to 'negotiation' rather than being rejected or granted with conditions attached, so our request for a condition to retain the external hedges in perpetuity cannot be taken forward; similarly our request to limit extensions via permitted development applications. Such matters would, in future development applications, have to be looked at in outline planning applications. We have asked SBC to look at ways of ensuring householders do not rip out hedges, particularly the crucial one for the hotel site which borders PC land.
HHT outline permission	No further information forthcoming on S106 negotiations, but SBC seeking further joint meeting between SBC, SMPC Strategic Working Group and HHT representatives
Village Centre Design	No further progress. Meeting sought with consultant.
Great Stall East	Revised application still awaited
Green infrastructure management	Meeting held with Planning officers and Head of Streetsmart to discuss the paper prepared by SMPC regarding future maintenance arrangements for green infrastructure across the NEV. These discussions have led to arranging a meeting with the Corporate Director of Communities and Housing who can take a more strategic view of the issues and proposals.
School expansion	The legal documentation is still being prepared to permit the expansion of the school conditional upon the transfer of the Bell Gardens field to the PC.
Changes to NEV team	Catherine Blow is leaving SBC and will not be replaced as parish liaison officer – liaison will now be directly with planning officers.
Actions or queries for consideration by the Council at PC meeting	
Note the report contents	

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SMRA report:

Report details	
Report Date:	12 th September 2018
Report written by:	Sylvia Brown
Working Group meeting date:	11th September 2018
Inclusion in PC meeting:	<i>September 2018</i>
Agenda item number:	<i>14</i>
Public or confidential:	<i>Public</i>
Overview	
Gym equipment now installed and agreed to be very good quality and an efficient installation. V hall window replaced and some repairs to v hall plasterwork completed. Huge cracks due to hot summer now evident across the field – warning notices put up and remedies now in hand. Insurance renewal discussed – now working with PC Clerk to review ahead of renewal date.	
Item	Progress/activity update

SMRA committee membership	We welcomed a new member co-opted onto the committee, who has considerably reduced the average age of the committee – Martin Cook, who grew up in the village.
Village Hall	Replacement kitchen window completed and leak in cupboards repaired. PAT testing and fire equipment testing due this month. Plasterwork and bash board replaced outside door to kitchen. Second clock installed. External Youth Club storage still being discussed to ensure damp problems avoided whilst not losing space in hall. V hall diary information not made available in time for Community News in the latest edition – will be done for future editions.
Recreation Ground	Repairs to electrics and water supply still to be completed. Cracks due to shrinkage of ground are potentially dangerous – warning signs have been posted on the gates and action agreed. Some areas of the football pitches have been filled with purchased topsoil, but more needs to be done across the field – action to be expedited. Mower still requiring attention on a regular basis. Report from the play equipment annual inspection for 2017 has finally been obtained - remaining small repair jobs being expedited.
Gym equipment	Neighbouring residents leafleted on siting plan – on site meeting held with one household and subsequent amendments made to plan as a result of this and the location of the land drains. Installation team were on site for just over two days and the preparation of the ground and installation was performed efficiently, and left the site neat and tidy. Invoice for payment not yet received, but all the finance is accumulated in the SMRA fund held by the Parish Council. SMRA committee consider the equipment extremely good and will attract a variety of users – each piece is labelled to show how to use it, and there is a recommended height limit to discourage smaller persons. SMRA will consider further items such as seating, landscaping and signage which were all included in the PC grant bid, but will decide how best to approach this once the equipment has been in use for some time.
SMRA Insurance policy	SMRA's current insurance policy is due for renewal on 2 October. List of assets to be covered both in the hall and on the Recreation Field is being finalised and the parish clerk will work with SMRA to choose the best insurance cover. New equipment will be added to the policy chosen.
Actions or queries for consideration by the Council at PC meeting	
Thanks offered to the PC Clerk for help with renewing SMRA insurance	

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Finance statement and payments for approval and signature

September 2018

Account balances:

Account	Balance date	Balance
Julian Hodge	31 st August 2018	£115,851.18
Unity Trust Bank	3 rd September 2018	£ 15,015.51
TOTAL:		£130,866.69

Income:

Received:

From	Reason	Amount
HMRC	VAT refund	£ 2,789.32
Swindon Borough Council	Reimbursement for Oxleaze Wood repair	£107.27
Allotment tenant	Rent & deposit	£66.00
Julian Hodge	Bank interest – high	£83.57
TOTAL:		£3,046.16

Invoiced:

To	Reason	Amount
TOTAL:		

Expenses:

Expenses for approval:

Pay method/ Chq No	SMPC ref	Payee	Reason	VAT	Total
BACS 19.9.18	0066	Stratton Garden Contractors	Grass cutting – August	£0.00	£435.00
BACS 19.9.18	0067	AllBuild	Waste – August	£31.70	£190.20
BACS 19.9.18	0068	Barry Thunder	OSWG expenses	£22.75	£136.50
BACS 19.9.18	0069	Rialtas Software	Alpha support	£23.80	£142.80
BACS 19.9.18	0070	Claire Penny	Salary – August	£0.00	£1429.96
DD 2.10.18	0071	Claire Penny	Pension – August	£0.00	£65.77
BACS 19.9.18	0072	HMRC	Tax period 5	£0.00	£638.56
DD 17.9.18	0073	Multipay card	Balance payment	£0.00	£222.53
BACS 19.9.18	0074	UK Office Direct	Printing paper	£8.88	£53.25
BACS 19.9.18	0075	Caloo Ltd	Gym equipment	£2159.00	£12954.00
BACS 19.9.18	0076	Grove Information Systems	IT software	£5.94	£35.64
BACS 19.9.18	0077	SMRA	Village hall hire	£0.00	£66.00
TOTALS:				£2252.07	£16370.21

Credit card expenses:

Cardholder	SMPC ref	Payee	Reason	VAT	Total
Clerk	MCP22	Multipay fee	Monthly fee	£0.00	£3.00
Clerk	MCP23	Cartridge People	Printer ink	£0.00	£26.49

Clerk	MCP24	Amazon	Leaflet holder for Village Hall	£2.25	£13.50
Clerk	MCP25	Post Office	Postage	£0.00	£6.50
Clerk	MCP26	Microsoft	Office 365 renewal	£10.00	£59.99
Clerk	MCP27	Vonage	Phone bill	£2.50	£15.00
B Thunder	MBT11	Multipay fee	Monthly fee	£0.00	£3.00
B Thunder	MBT12	Morrisons	Awaiting confirmation. Late statement	£0.00	£42.90
B Thunder	MBT13	Waitrose	Awaiting confirmation. Late statement	£0.00	£5.00
B Thunder	MBT14	Sainsburys	Awaiting confirmation. Late statement	£0.00	£26.10
B Thunder	MBT15	Sainsburys	Awaiting confirmation. Late statement	£0.00	£1.05
B Thunder	MBT16	Hobbycraft	Awaiting confirmation. Late statement	£0.00	£20.00
			TOTALS:	£14.75	£222.53
			Balance payment due:		£222.53

Financial reporting:

- Clerk overtime balance is 13 hours and 35 minutes as of 13th September 2018
- Grove Information accounts department have been mis-logging payments. Currently in email discussion proving payment has been sent to all invoices.
- Multipay Card balance error has been made by Unity Trust, causing payments to be declined. Being corrected.

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