

	are dealing with the area to reduce risk.	Road	
Apologies 91/18-19	Mr K Millard (KM), Mr D Roberts (DR), Mr J Haines. The PC accepted the reasons for absence.	None	None
Declarations of interest 92/18-19	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 18th October 2018 93/18-19	Proposed: SB Seconded: CM Agreed: All	None	See South Marston website
Review of actions 94/18-19	Review of actions currently outstanding.	Existing actions updated on the action sheet.	Actions
Review of Parish Council Calendar 95/18-19	The PC reviewed progress		Calendar
Clerks Report 96/18-19	Clerks report discussed. Working hours: PC approve continuation of new working hours. WALC proposal: SY proposed we approve 4% increase to provide new HR support. BT second. All approved. Clerk to reply Noticeboard: SB proposed Clerk be given authority to apply for permissions with a maximum of £100 in fee/costs. BT second. All approved.	Clerk to reply Clerk to apply	Report
Correspondence Report 97/18-19	Correspondence report discussed. Yew Tree Gardens: PC discussed. Clerk to inform owner PC anticipate that the land may form part of the plans for the village centre in due course. Unfortunately, we cannot do the repair. Clerk to contact management company. Smell: CM noted that PC have queried this in the past but extremely difficult to trace. SHELAA: PC noted that they have met with SBC Officers to discuss this and the meeting was productive.	Clerk to reply to resident Clerk to contact management company	Report
Planning applications 98/18-19	To discuss planning applications: S/HOU/18/1562 – ‘Erection of single storey side and rear extensions at 9 Ash Gardens, South Marston’ Deadline date: 12th October 2018 (PC extension until 17th October) PC have no adverse comment.	Clerk to respond	SBC planning website

	<p>S/18/1579 - Demolition of existing hotel buildings and redevelopment to provide up to 70no. dwellings and associated ancillary works - Variation of conditions 19 and 20 and removal of condition 18 from previous permission S/OUT/15/1985 (Resubmission) at former South Marston Hotel and Spa, Old Vicarage Lane South Marston Deadline date: 18th October 2018 Clerk to reiterate our previous comments.</p> <p>S/HOU/18/1629 – ‘Erection of a single storey side/rear extension at 3 Byron Court, South Marston Deadline date: 29th October 2018 No adverse comment</p>	<p>Clerk to respond</p> <p>Clerk to respond</p>	
To review and approve requirements for village services 99/18-19	PC reviewed recommendations. SB proposed all are approved. SY second. All approved.	Clerk to draft contracts Clerk to add to November agenda	Report
To review GDPR progress and adopt the GDPR policy 100/18-19	PC reviewed progress. TL propose we adopt the GDPR policy. BT second. All approved		Report
Reports from Working Groups 101/18-19	<p>Communications Working Group: PC noted.</p> <p>Open Spaces Working Group: PC noted report. PC discussed Halloween event due to take place. SB proposed that PC confirm £100 from YUASA for Halloween event. SY second. All approved.</p> <p>Allotments Working Group: PC noted report. Clerk to advertise plot vacancies with Covingham</p>	Clerk to advertise	<p>Report</p> <p>Report</p> <p>Report</p>
Reports relating to expansion 102/18-19	<p>Strategic Planning Working Group: CM & SB gave verbal update. SPWG have met with the SBC about the paper on the management of the green infrastructure. This suggests that, in general, the best long-term management option is to have a Parish Council collecting a precept, rather than a private management company or similar collecting a rent charge. We have sought to ensure that inflexible wording is not used in s.106 agreements. The aim is that the paper will develop into “Best Practice” guidance for major developments to include the NEV. This recommendation is in compliance with our Neighbourhood Plan which insists on an integrated village. Different payment</p>	None	None

	<p>schemes for different residents of the village will not be conducive to integration. SPWG have also had a meeting relating to the revision to the Swindon Local Plan and it is becoming apparent that the build out time is a good deal longer than originally planned. SMPC will be offered the chance to revise the SMPC NP if we wish.</p> <p>SBC are calling for sites for more than 5 houses – they are not guaranteed to be given permission but are to indicate that development on that site is theoretically possible.</p> <p>Mr Hole queried if when the solar farm lease expires will the site become a brownfield. PC noted that they are unsure but if it does it is unclear if there will even be a demand for it.</p> <p>SPWG also met with the Village Design Centre consultant and they are moving holding closer to having an event to allow residents to see proposals. Not all of the outputs from the workshops had been ignored and SBC were pushing for a formal sports orientated design contrary to our Neighbourhood Plan. This led to vigorous discussion. SPWG are continuing conversations and anticipate that a much improved plan will be on display at the public consultation.</p>		
To approve the Strategic Planning Working Group recommendation for licence fee for expanded school 103/18-19	PC discussed proposal for charges for schools use of future expanded Recreation Ground. SB proposed £400. BT second. All approved. CM to action. Clerk to get land registry details as agreed.	Clerk to get land registry details as agreed.	None
Other reports 104/18-19	SMRA: PC noted report. PC discussed proposed WWI silhouette but feel it is a vandalism risk and not value for money long term.	None	Report
Finance 105/18-19	<p>To review and approve finance statement, bank statements and payments: BT, SY & TL confirmed checked. PC approved.</p> <p>To review and approve delegation of 2018-19 budgets for Allotments Working Group & Open Spaces Working Group: PC discussion. Clerk to carry to November to prepare more detailed summary. PC approve AWG & OSWG for £150 for spending.</p>	Clerk to add to November agenda.	<p>Finance statement</p> <p>None</p>

	<p>To approve the spending as requested in this meeting: The PC approved:</p> <ul style="list-style-type: none"> • £100 maximum for fees/costs for noticeboard application to SBC • £100 from YUASA fund for Halloween event • £150 for AWG and OSWG for consumables and regular activity spending until next PC meeting. 		
Finance 106/18-19	<p>To approve the external audit report: PC noted and very happy with no recommendations. PC pass thanks to Clerk & SB for work. SB propose PD approve external audit report. BT second. All approved.</p>	None	South Marston Village website
Matters brought forward by or with the consent of the Chair 107/18-19	<p>BT raised that he has recently visited Enterprise Works, who produce and fit signage. SBC supported charity. PC noted and agreed very useful. BT will continue to liaise with them. SY noted that risk assessments have been reviewed and will be approved at the next meeting. TL raised that he is chasing SBC to improve HGV signage at the entrances to the village. Clerk raised that SBC have asked that SMPC send comments to support energy centre appeal. Clerk to ask SBC for grounds of refusal and grounds for appeal and send to Councillors.</p>	Clerk to contact Planning Officer for grounds for appeal and refusal.	
Meeting closure:	9:35pm		

Actions:

PC – Parish Council, OSWG _ Open Spaces Working Group, CWG – Communications Working Group, AWG – Allotments Working Group, SPWG – Strategic Planning Working Group, FWG – Finance Working Group, NPC – Neighbourhood Planning Committee, SBC – Swindon Borough Council, NP – Neighbourhood Plan, SMRA – South Marston Recreation Association, NEV – New Eastern Villages, GDPR – General Data Protection Regulations

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.	Being completed on 28 th October	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.	Plan to purchase in November and install	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		Clerk	Completed
May 18 22/18-19	GDPR	Clerk to share data controller contracts with all Councillors who communicate with residents.		Clerk	Completed
June 18 35/18-19	Risk assessments via insurers	Clerk to action with OSWG.	See OSWG report	Clerk	Completed
July 18 52/-18-19	Councillor profiles	Clerk to arrange photos and draft bios.	Not yet done due to workload prioritisation	Clerk	16/10/2018
August 18 68/18-19	Noticeboard purchase	Clerk to purchase notice board, preferably with 2 locks.	One purchased.	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		Clerk	Completed
August 18 68/18-19	Strimmers for CPB	BT to arrange purchase of strimmers		BT	Completed

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	Completed
Sept 18 80/18-19	Competition prizes	Clerk to purchase when needed	In progress	Clerk	1/11/2018
Sept 18 81/18-19	Waste management consultation	Clerk to share on the website for residents.		Clerk	Completed
Sept 18 81/18-19	Waste management consultation	Clerk to forward to VIEWS for circulation		Clerk	Completed
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	Completed
Sept 18 81/18-19	Waste management consultation	Clerk to circulate to PC via email.		Clerk	Completed
Sept 18 81/18-19	Crown Timber	Clerk to chase for update		Clerk	Completed
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	Completed
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	Completed
Sept 18 82/18-19	Risk assessment	Clerk to add to October meeting		Clerk	Completed
Sept 18 82/18-19	Risk assessment	Clerk to refer to SY		Clerk	Completed
Sept 18 82/18-19	Risk assessment	Clerk to add GDPR abbreviation		Clerk	Completed
Sept 18 84/18-19	AWG & OSWG funding	Clerk & SB to confirm balances for October		Clerk & SB	Completed

		meeting.			
Sept 18 84/18-19	AWG & OSWG funding	Clerk to draft terms of reference.	In progress	Clerk	16/10/2018
Sept 18 84/18-19	AWG & OSWG funding	Clerk to add to October agenda		Clerk	Completed
Sept 18 86/18-19	Recreation Ground usage	Clerk to ask for ideas for costs and summarise.		Clerk	Completed
Sept 18 86/18-19	Recreation Ground usage	Clerk to add to agenda for October.		Clerk	Completed
Sept 18 87/18-19	Insurance	Clerk to contact insurers.		Clerk	Completed
Added at this meeting					
Oct 18 90/18-19	Drains	Clerk to email SBC when information arrives		Clerk	20/11/2018
Oct 18 90/18-19	Hedges	Clerk to request L&G cut their hedges		Clerk	20/11/2018
Oct 18 90/18-19	Hedges	Clerk to add piece to November Community News about Thornhill Road		Clerk	20/11/2018
Oct 18 96/18-19	WALC consultation	Clerk to reply		Clerk	30/11/2018
Oct 18 96/18-19	Noticeboard	Clerk to apply for permission to erect (max £100 in fees)		Clerk	20/11/2018
Oct 18 97/18-19	Yew Tree Gardens	Clerk to reply to resident		Clerk	20/11/2018
Oct 18 97/18-19	Yew Tree Gardens	Clerk to contact management company		Clerk	20/11/2018
Oct 18 98/18-19	S/HOU/18/1562 – ‘Erection of single storey side and rear extensions at 9 Ash Gardens	Clerk to respond		Clerk	17/10/2018
Oct 18 98/18-19	S/18/1579 - Demolition of existing hotel buildings and redevelopment to provide up to 70no. dwellings and associated ancillary works - Variation of conditions 19 and 20 and removal of condition 18 from previous permission S/OUT/15/1985	Clerk to respond		Clerk	17/10/2018

	(Resubmission) at former South Marston Hotel and Spa				
Oct 18 98/18-19	S/HOU/18/1629 – ‘Erection of a single storey side/rear extension at 3 Byron Court	Clerk to respond		Clerk	17/10/2018
Oct 18 99/18-19	Village services contracts	Clerk to draft contracts		Clerk	1/11/2018
Oct 18 99/18-19	Village services contracts	Clerk to add to November agenda		Clerk	1/11/2018
Oct 18 101/18-19	Allotments	Clerk to advertise		Clerk	20/11/2018
Oct 18 103/18-19	Land registry	Clerk to get land registry details as agreed.		Clerk	1/11/2018
Oct 18 105/18-19	AWG & OSWG spending	Clerk to add to November agenda.		Clerk	1/11/2018
Oct 18 106/18-19	Energy Centre appeal	Clerk to contact Planning Officer for grounds for appeal and refusal.		Clerk	20/10/2018

[Return to minutes](#)

Calendar actions:

SEPTEMBER 2018		
Responsibility:	Activity:	Progress
Communications Working Group	Issue September edition of Community News	Done
Council administration	Clerk annual appraisal	In progress
Council administration	Circulate budget requirements ideas sheet	Not yet done
Agenda items:	•	
OCTOBER 2018		
Responsibility:	Activity:	Progress
Allotment Working Group	Inspect allotments and notify holders of results	In progress
Communications Working Group	Produce November edition of Community News	Not yet started
Council administration	Produce 2nd quarter budget report	In progress
Council administration	Confirm Clerk salary changes from next April	Not yet done
Council administration	Review service provider contracts and need for tender	At this meeting
Finance Working Group	Meeting to review quarter report, assess budget requirements	Not yet done
Agenda items:	• Service requirements for 19/20	
NOVEMBER 2018		
Responsibility:	Activity:	Progress
Communications Working Group	Issue November edition	
Council administration	Ask SMRA to confirm grant amount needed	

Council administration	Action process for service contracts 19/20	
Finance Working Group	Meeting to set budget/precept	
Agenda items:	<ul style="list-style-type: none"> • Appointment of service providers 	

[Return to minutes](#)

Clerks Report

Report details	
Report Date:	11 th October 2018
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>October 2018</i>
Agenda item number:	7
Public or confidential:	<i>Public</i>
Overview	
<p>Busy month with a wide range of activity. Preparation has begun on budget and finance predictions for 2019-20.</p>	
Item	Progress/activity update
Workload management	Workload has been busy but constant. Attempting to get ahead of the end of year peak but forward planning as much as possible.
Working hours	New working hours are proving successful but I am being flexible to meet demands. Believe PC have seen no loss of service or any other issues. Will continue until end of the year.
WALC proposal for HR support	The Wiltshire Association of Local Councils are running a consultation on increasing its membership fee by around 4% to add employment services for all Parish Councils. If agreed, we would be able to call the provider for advice on all aspects of HR. Full details here.
Insurance	The PC insurance policy has been updated to include the community gym equipment added to the Recreation Field. This was done at no additional cost for the remainder of the year but will mean a £33.35 increase on our premium next year. As cover was required immediately as the equipment is already in place, I have used by Clerks authority to approve amendment.
Noticeboard erection at Greenfields	Following discussions with SBC about placement of this board, we have been informed that the PC will need to apply for planning approval as the noticeboard is over the 1.55sqm allowed for Class 1 (local authorities) under the Advertisement regulations. We will also need to apply for the use of the highway verge from SBC. Application process details are being sent to me. PC to approve applications for both.
SMRA funds transfer	At the start of October, SMRA requested transfer of funds held by SMPC on their behalf. This request was for £2000 as agreed in the SMPC & SMRA Memorandum of Understanding and £2000 of SMRA's own funds, held by SMPC. The expenditure from the MOU was approved as part of the contract agreement with SMRA last year. Transfer was confirmed by SB & Clerk and approved via two bank signatories on 2 nd October 2018.
Actions or queries for consideration by the Council at PC meeting	
Working hours: PC to approve continuation of new working hours.	
WALC proposal: PC to advise on response to the consultation	

Correspondence Report

Report details	
Report Date:	12 th October 2018
Inclusion in PC meeting:	October 2018
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	Local resident	25 th September 2018	Yew Tree Gardens	Enquiry about purchase and maintenance issue
Image/Text	<p>I live in xx Yew Tree and there is a small patch of land next to my Garden, which did belong to Roger Thomas but I believe the Parish Council now own.</p> <p>I have been mowing the front bit for years with Rogers approval, are you happy for me to continue, it keeps the road tidy.</p> <p>In the recent storms the fence that divides the land has been badly damaged, could someone repair it please.</p> <p>Finally the lane behind the fence has never been maintained and the fence by the field is wrecked, could this be looked in to please.</p> <p>Lastly – if the PC do own it, would they be prepared to sell it to me, then I would upgrade it?</p>			
Item number	From	Date	Reference	Contents summary
2	VIEWS	2 nd October 2018	Smell	Query about odd smell in village
Image/Text	<p>Hello,</p> <p>Just wondering if SMPC has had any response from their investigations into the unpleasant, chemical smell that permeates the village from time to time?</p> <p>It was definitely lingering yesterday around 4 pm. It caught in the back of the throat, came through strongly. Three of us witnessed it when standing on Thornhill Road beside the Manor Park entrance.</p> <p>Best regards,</p> <p>Anne Featherstone VIEWS</p>			
Item number	From	Date	Reference	Contents summary
3	SBC Planning Policy	2 nd October 2018	SHELAA	Link to SHELAA findings
Image/text	<p>Dear All, just to confirm that the information on the draft SHELAA findings is now available to view on the Council website here. Please could you let your</p>			

councillors know.

All parish councils in the Borough are invited to comment on the findings and, in particular, to share their local knowledge of the potential sites in their parish. Comments on the sites should be sent to forwardplanning@swindon.gov.uk by 5pm Monday 12th November clearly indicating the site reference number.

General correspondence received:

Title	Produced by	Key points to note
Footpath & road issues	Local resident	Complaint from local resident about poor condition of road and that a local footpath has been blocked. Road repair requested from SBC and footpath issue reported to BT to raise with Rights of Way Officer.

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	13.9.18 – None 20.9.18 – None 4.10.18 – None 11.10.18 - None
WALC	WALC	Annual report – 17/18 September 2018 newsletter - 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.

[Return to minutes](#)

Village services report

Report details	
Report Date:	12th October 2018
Report written by:	Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>October 2018</i>
Agenda item number:	<i>10</i>
Public or confidential:	<i>Public</i>
Overview	
Report written with support from Councillor Thunder.	
The contracts for grass cutting, hedge cutting, waste management and Orchard meadow maintenance are due to expire on 31 st March 2019. New contracts need to be negotiated to allow services to continue and budgets to be set for 2019-20.	
However, we have been happy with the service and pricing offered by our existing contractors and recommend that we offer a continuation of the contract for an additional year. This is permitted under our financial regulations and any potential cost saving we could make by	

going back out to tender will be offset by the cost of the Clerks time to complete.

Instead, we recommend that each contract is extended with the existing provider, with a maximum 3% increase on total cost for the year, as per the details below.

Item	Progress/activity update
Contract length	Due the amount of information still outstanding on the village development, it is recommended that contracts are for one year only. This will allow us to modify in March 2020 if things have changed.
Contract amendment	We propose inserting a new sentence into the contracts to state "Where weather or other extenuating circumstances prevent work being delivered, payment will not be expected. If possible, and if the contract provider is available, the Council will attempt to offer work in another area within the Parish".
Grass cutting – All village (excluding Orchard Meadow)	Recommend continuation of service contract with Contractor A as it stands with maximum 3% increase on total cost.
Grass cutting – Orchard Meadow	Recommend continuation of service contract with Contractor B as it stands with maximum 3% increase on total cost.
Hedge cutting – All village	Recommend continuation of service contract with Contractor C as it stands with maximum 3% increase on total cost. One contract amendment to allow additional hedgerows to be added to as required at same rate.
Waste management – All village	Recommend continuation of service contract with Contractor C as it stands with maximum 3% increase on total cost. One contract amendment to allow service to cover public waste bins, which are currently not being done.
Actions or queries for consideration by the Council at PC meeting	
PC to approve recommendations	

[Return to minutes](#)

General Data Protection Regulations report:

In January 2018, the Council reviewed the impact of the General Data Protection Regulations and requested that the Clerk action the items below.

The progress so far:

Action	Detail	Progress
1. Raise awareness via training	All relevant Councillors and staff to undergo GDPR training via Swindon Borough Council. Those not involved in handling data to be briefed by Clerk	Currently awaiting date from Swindon but all Councillors are aware of GDPR and impact on PC via discussions in PC meetings.
2. Decide who will be responsible for the council's compliance with data protection law	Appoint Data Protection Officer Appoint Data Controller	SY appointed as Data Protection Officer and Clerk appointed as Data Controller at Annual Meeting of the Council 2018. Requirement for external person to be Data Protection Officer downgraded to "best practice"

		for Parish Councils.
3. Complete data audit and identify lawful process for processing	Done and included in GDPR policy	For approval at this meeting
4. Create process to deal with 'subject access requests'	Done	For approval at this meeting. See above link
5. Create process to deal with data protection breaches	Done	For approval at this meeting. See above link
6. Review how we get consent to use personal data	Done	For approval at this meeting. See above link
7. Update your Policies & Notices: <ul style="list-style-type: none"> • Privacy notices • Data retention and disposal policy • Data processor contracts 	Create notice for allotment <u>tenants</u> Update Data Retention & Disposal policy Complete Data Processor contracts	Done and sent to tenants Done and adopted Orchard Press complete. Awaiting Rialtas
8. Create new project process	Create Data Protection Impact Assessment to be completed for each new project	Not yet done

[Return to minutes](#)

Communications Working Group report:

Report details	
Report Date:	12th October 2018
Report written by:	Sylvia Brown
Working Group meeting date:	25.9.2018
Inclusion in PC meeting:	<i>October 2018</i>
Agenda item number:	<i>12</i>
Public or confidential:	<i>Public</i>
Overview	
Community News issue 17 was considered the best so far, packed with community events. Abundance of material and editing was a challenge with lots of last-minute changes/submissions. Printing equipment failure meant distribution delayed by a couple of days, but the group coped with alternative last-minute changes. Forward bank of articles now organised	
Actions or queries for consideration by the Council at PC meeting	
None	

SMPC Communications Working Group

Minutes of meeting 25 Sept 2018

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

Minutes of the last meeting – actions

- Customer survey now in September edition
- SB to review anonymised addresses from the electoral register for future 'history' articles.

- BT pursuing dragonfly carving (Yuasa donation). Roadside signs for Orchard may need SBC permission – CP to check
- Welcome Pack boxes now all at Orchard Press
- PC had approved purchase of 2 noticeboards – clarified that one will go outside Th Rd entrance to Rec; the second (at the entrance to Greenfields) requires SBC input and authority and may be done at later date. (CP).
- Attribution of articles (carried from last meeting). Agreed the aim is to attribute, particularly if written by guests, but discretion to be used where not so important.
- VH diary in two alternate formats – formats supplied to Rachel, but not submitted for September edition.

Community News -

- Great edition 17 – huge variety of local events and a challenge to get everything in. Photos may not all be of highest quality (pixilation) – continue to check and ensure that, photos are not too small to be easily ‘read’ and people recognised where this is important. Abundance of submitted material and some held over if necessary until next edition after consulting suppliers. Agreed not to print personal letters.
- Orchard Press B5 printer had failed in mid print, requiring repair and causing distribution problems at the weekend – thanks to ‘stand-in’ delivery team who coped with the delay in supply. CP to stress to Jason that the team must be informed at the earliest opportunity if delay is possible. Don’t want to change to different size, but will look at this again when copy quantity increases and economics can be assessed.
- **Income/Sponsorship** – All on track. Eneco donation received. Carpenters Arms did not supply copy this edition – CP to ensure they know the spot will be lost if not supplied on time or perhaps ‘stand-by’ ad could be used. Mitchy motors will be changing their copy for next edition.

• Timeline	Cut off date	To printers	Distn date	CWG meeting
	23 Oct	6 Nov	10/11 Nov	19 Dec 10.30
	18 Dec	15 Jan	19/20 Jan	30 Jan 10.30

- **Forward plans for articles:** Agreed Church article this next edition (either front page or middle double spread), Manor Farm for January and Rowborough wash-house for March. Alison, Alison and Pam had first content run of each respectively. TL to put Burton Grove story in ‘Around the village. Report on Halloween (cut off time will be tight), Litterpick (short report) and school will probably submit articles. Nationwide volunteer article and Gym equipment. September will see the return of 2 page Parish Council spread. Agreed to ‘retire’ Little Ted. Customer survey.
- **Later editions article bank** - V Garden article will wait for F&E Harris seats, but could be front page of next edition if available. TL to arrange Postie Paul article and Barry to ask for Eneco piece, both of which are good ‘fillers’.

Welcome Pack

- Progress. Will resume action shortly (SB)

Signage and other printing projects

- Barry visiting Enterprise Works to see what wooden signs can be prepared. Will also assess whether they can supply wooden notices for new gym equipment indicating height restriction and take care info.

Website improvements

- None pending

Any other business

- Kirsty Feline had volunteered to be commissioned for articles.
- Barry had acquired SBC- produced street map of Swindon – useful insert for Welcome Pack if free
- Alison & Barry on holiday in February, but dates look OK for distribution process.

[Return to minutes](#)

Open Spaces Working Group report:

Report details	
Report Date:	11.10.18
Report written by:	Chris Brooks and Barry Thunder
Working Group meeting date:	Various
Inclusion in Parish Council meeting:	September 2018
Agenda item number:	
Public or confidential:	<i>Public</i>
Overview	
<p>Work on our open spaces and other projects continues to increase in frequency. The associated administration for these tasks is also increasing and is becoming an irritation to all. We are looking for fresh ideas and methods to reduce the growing need for the ever-increasing desk work.</p>	
Item	Progress/activity update
Community Payback Teams	Teams have been working cutting grass in Oxleaze, St Julian's and Village Garden and on the recreation field filling in cracks in the soil with sand and top soil
Oak Tree Corner	No work carried out in October. Hedge to be trimmed in November
Orchard Meadow	Work to be carried out with reducing the doc weeds and getting the grass back under control.
Oxleaze Woods	Work to be done with repairs to broken bench seating
Parish Council tree report	The dead trees at Ash garden have now been removed by SBC.
Parish Policy for Open Spaces	Remains a work in progress.
St Julians Community Woodland	A group from Nationwide worked with volunteers clearing the streamside "windows" and felling dead trees and removing unwanted branches. The monthly volunteers group continued with this work and have been able to open up more light in the centre of the wood to assist the Oaks trees with better growth.
Recreation Ground	OSWG have agreed to do the tree survey work for SMRA using a village volunteer group on October 28 th . Additional

	support with this job is required.
Rights of Way	Nothing to report at this meeting.
Sevor Solar Farm	No updates
Village Garden	The roses and lavender together with a wide variety of bushes have all been planted and the flower beds around the memorial have been revitalised. Our thanks to Heather Bishop from Greenshove Services for all her planning, procurement and hard work on this project. The two aluminium bench seats have been removed and the concrete bases removed and turfed over. Two new galvanised metal bench seats are to be installed thanks to the F&E Harris Memorial Trustees. More work on tree trimming and grass surfacing remains to be completed prior to November 11th
Volunteers	We have regular volunteers helping on many of our projects and will happily welcome some more! We seek to encourage residents with some new ideas over the Autumn.
Actions or queries for consideration by the Council at PC meeting	
None	

[Return to minutes](#)

Allotments Working Group report:

Report details	
Report Date:	11 th October 2018
Report written by:	Barry Thunder & Claire Penny
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>October 2018</i>
Agenda item number:	<i>12</i>
Public or confidential:	<i>Public</i>
Overview	
<p>This month has involved planning Autumn/winter tasks and plot inspections.</p> <p>We have the need to clear abandoned plots of overgrowth and unwanted items. Whilst this would not normally be a concern, as we would incentivise a new tenant to carry out most of this work, we currently have no one on our waiting list. Work is continuing to identify the most cost-effective way of doing this. A workable solution to this needs to be agreed before our allotment portfolio is increased in line with new house building.</p>	
Item	Progress/activity update
Allotment software	No change
Autumn improvements.	Plans to build a second manure storage bin and wood chip bin. Repairs to the Orchard fence and removing overhanging tree branches.
Plot vacancies.	Currently 4 confirmed with a possible 1 more. One plot will be halved giving us 61 allotments on site. Clerk to advertise with Covingham.
In parish rent concessions.	No changes
Tenancy Agreement amendments for April 2018	All completed
Allotment rent changes.	No change
Community Payback.	Teams will help with clearances of old items and some plastics and support with some plot clearances
Grass cutting	Nearly at an end.

Donations	We have benefited from donations of lawn mowers that need minor repair to bring them back to full working potential.
Social Event BBQ	N/A
Thames Water supply.	Application for mains water in process.
Actions or queries for consideration by the Council at PC meeting	
None	

[Return to minutes](#)

SMRA report:

Report details	
Report Date:	12 th October 2018
Report written by:	Sylvia Brown
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>October 2018</i>
Agenda item number:	<i>14</i>
Public or confidential:	<i>Public</i>
Overview	
Filling the cracks on the Rec now partially completed – focus on the play area end as these were the most hazardous. Insurance renewal completed with help of PC clerk. Gym equipment given many positive comments but some issues re design which are being checked with supplier.	
Item	Progress/activity update
Village Hall	Work on roof and guttering proceeding. Tower will eventually need attention.
Recreation Ground	Use of Community Payback Team at the weekend resulted in the worst of the cracks being filled, particularly the play area end where they were most hazardous. Filled with sharp sand topped up with top soil. Further materials being acquired for following weekend, if CPBT available. Hopefully, combination of work done and weather conditions will mean no further problems this year. Minor repairs have been made to play area equipment thanks to volunteer effort. Additional football team now hiring the pitch – arrangements in hand for nets and lining. Mower – looking at alternatives and liaising with PC contractor over likely cost – initial thoughts are combination of contractor and volunteer effort.
Gym equipment	Positive comments from users. Have stressed to some residents that it is not aimed at children – there is a height limit of 1.4 metres. One piece of equipment causing concern – the bike is not designed as a resistance bike and users are reporting some initial difficulty in using it. Design queried with Caloo and meeting on site next week to see if installation has been correct. Purchase of sign agreed to stress height restriction.
SMRA Insurance policy	Insurance now with Norris and Fisher, with enhanced

	cover but at minimal additional cost compared with previous policy. Annual play inspection awaited.
Memorial Garden	SMRA are suggesting that a 6' metal silhouette WW1 Soldier would be a fitting addition to the war memorial garden and are willing to look at financing this. PC invited to discuss. See: https://shop.therebutnotthere.org.uk/collections/all-products/products/lifesizetommy
Actions or queries for consideration by the Council at PC meeting	
Thanks offered to the PC Clerk for help with renewing SMRA insurance	
PC to consider WW1 Tommy silhouette for memorial garden	

[Return to minutes](#)

Finance statement and payments for approval and signature

October 2018

Account balances:

Account	Balance date	Balance
Julian Hodge	30 th September 2018	£115932.12
Unity Trust Bank	8 th October 2018	£17081.76
TOTAL:		£133013.88

Income:

Received:

From	Reason	Amount
F&E Harris Trust	For SMRA: Gym equipment installation	£2500
F&E Harris Trust	Village Garden project donation	£1300
Allotment tenant	Rent & deposit	£59.60
Swindon Borough Council	Precept and support grant	£18,630.50
Julian Hodge	Bank interest	£80.94
TOTAL:		£22,571.04

Invoiced:

To	Reason	Amount
TOTAL:		

Expenses:

Expenses for approval:

Pay method/ Chq No	SMPC ref	Payee	Reason	VAT	Total
BACS 17.10.18	0079	PKF Littlejohn	External audit	£40.00	£240.00
BACS 17.10.18	0080	The Noticeboard Company	Noticeboard x 1	£181.80	£1090.80
BACS 17.10.18	0081	Greenshave Services	Village garden work	£8.00	£48.00
BACS 17.10.18	0082	Grove Information Systems	IT	£5.94	£35.64
BACS 2.10.18	0083	SMRA	SMRA agreement	£0.00	£2000.00
BACS 2.10.18	0084	SMRA	SMRA held funds transfer	£0.00	£2000.00
BACS 17.10.18	0085	Allbuild	Waste management	£24.70	£148.20
BACS 17.10.18	0086	Claire Penny	Expenses	£0.00	£6.00
BACS 17.10.18	0087	Claire Penny	Salary	£0.00	£1429.96
DD 3.11.18	0088	AEGON	Pension	£0.00	£65.77
BACS 17.10.18	0089	HMRC	Tax period 6	£0.00	£482.85
DD 16.10.18	0090	Multipay card	Balance repayment	£18.79	£156.07
BACS 17.10.18	0091	Barry Thunder	AWG & OSWG expenses	£1.83	£53.19
BACS 17.10.18	0092	Stratton Garden Contractors	Grass cutting – September	£0.00	£435.00
TOTALS:				£281.06	£8191.48

Credit card expenses:

Cardholder	SMPC ref	Payee	Reason	VAT	Total
B Thunder	MBT17	Wickes Extra	Gate repair St.J wood carpark	£2.04	£12.24
B Thunder	MBT18	Co-Operative Food	Volunteer day lunch snacks	£0.00	£2.54
B Thunder	MBT19	Sainsburys	Volunteer day lunch snacks + CPB snacks	£0.00	£28.80
B Thunder	MBT20	Multipay fee	Monthly fee	£0.00	£3.00
Clerk	MCP30	Amazon	Printer ink	£14.25	£85.49
Clerk	MCP31	Vonage	Phone bill	£2.50	£15.00
Clerk	MCP32	Land registry	Deed purchase	£0.00	£3.00
Clerk	MCP33	Land registry	Deed purchase	£0.00	£3.00
Clerk	MCP34	Multipay fee	Monthly fee	£0.00	£3.00
			TOTALS:	£18.79	£156.07
			Balance payment due:		£156.07

Financial reporting:

- Clerk overtime balance is 14 hours and 35 minutes

[Return to minutes](#)