

**Minutes of the meeting held on Tuesday 20th November at 7:30pm
at the South Marston Village Hall**

Council Members present	
Mr C McEwen (CM) - Chair	Mrs S Brown (SB) – Vice Chair
Mr B Thunder (BT)	Mr S Young (SY)
Mr K Millard (KM)	Mr T Leathart (TL)
Clerk & Responsible Officer:	Mrs C Penny (Clerk)
Members of the public present:	Mrs A Featherstone, Mr D Burgess, Mr R Burt, Mr R Harley, Mr J Burfitt

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, RWG - Recruitment Working Group

Minutes:

Agenda item & minute number	Summary	Action	Supporting information
Open 10 minutes 108/18-19	<p>Mrs Featherstone raised concerns from Alfred Williams Heritage Society that they weren't notified about Ranikhet planning application and they worry the residents may lose artefacts. They would also wish to buy the Old Chapel. PC noted comments and advised that old chapel is privately owned so the society should approach the owner. Mrs Featherstone also raised that they were disappointed to discover that some residents missed a performance at the Wyvern about Alfred Williams. PC said they were also unaware and shared that disappointment and Mrs Featherstone should raise the issue with the organisers.</p> <p>Mr Burgess updated that they are continuing to experience issues with drivers and speeding through red lights at the A420/Symmetry Park junction opposite their home. PC discussed possible solutions and Mr Burgess stated that he believes that the road needs lower limit until past Oxford side of petrol station. Mr Burgess will email Clerk with summary of the issues and previous communication with SBC and SB to raise with Rob Rossiter. Clerk to share with JH to raise as well.</p> <p>Mr Burt raised that the planning conditions on the fence installation opposite his home are not being met. The hedge that should have been planted has not been and the owner is required to replant if it fails. PC in agreement. Clerk to report to planning</p>	<p>Clerk to share Mr Burgess email with SB</p> <p>SB to raise with SBC. Clerk to share with JH to raise as well.</p> <p>Clerk to report to planning enforcement.</p>	None

	<p>enforcement.</p> <p>PC welcome Mr R Hurley & Mr J Burfitt to the meeting and confirmed they are interested in becoming Councillors. Clerk confirmed that they have reviewed the eligibility criteria and have confirmed they met the requirements.</p>		
Apologies 109/18-19	None received	None	None
Declarations of interest 110/18-19	<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>KM asked it to be noted that the property being discussed under planning item is close to his address. PC discussed and agreed that no need for KM to be excluded.</p>	None	See South Marston website
To approve and sign the minutes of the Parish Council meeting held on Tuesday 16th October 2018 111/18-19	<p>Proposed: SB</p> <p>Seconded: SY</p> <p>Agreed: All</p>	None	See South Marston website
To note the resignation of Councillor David Roberts 112/18-19	PC thank DR for his contributions. Clerk to write to DR.	Clerk to write to DR.	None
Review of actions 113/18-19	Review of actions currently outstanding.	Existing actions updated on the action sheet.	Actions
Review of Parish Council Calendar 114/18-19	The PC reviewed progress. PC noted recommendation from Vanna Leathart that no archive review was needed due to low movement. Postponed until next year.		Calendar
Clerks Report 115/18-19	Clerks report discussed Energy Centre: PC confirmed they wish to send a representative. Clerk to email SBC Officer to confirm.	Clerk to email SBC Officer.	Report
Correspondence Report 116/18-19	<p>Correspondence report discussed</p> <p>Tree liability: PC discussion about recommendations. PC already have a tree management process in place but will modify the tree management spreadsheet to add column for critical positioning assessment. Clerk to amend and add to calendar for OSWG to inspect and report on priority trees every 6 months.</p> <p>Gritting: PC discussed. Clerk to email</p>	<p>Clerk to amend and add to calendar for OSWG to inspect trees every 6 months.</p> <p>Clerk to email school</p>	Report

	school to inform that they can purchase salt from SBC if required.		
Planning applications 117/18-19	To discuss planning applications: S/HOU/18/1797 – ‘Erection of a two-storey side/rear extension at Ash Tree Cottage, Highworth Road’ Deadline date: 3rd December 2018 PC discussed. No objection but highlight that it is important to not reduce the on-site parking. Clerk to respond	Clerk to respond	SBC planning website
To appoint members, approve terms of reference for Recruitment Working Group and authorise recruitment 118/18-19	SB summarised the progress so far in recruitment. KM proposed PC appoint SB, TL, BT & Alison Thunder as members, approve terms of reference and authorised the recruitment process for a new Clerk. Anticipated room costs to be delegated expenditure from general reserves.SY seconded.	Clerk to update terms of reference RWG to complete recruitment process	None
To discuss and approve comments on the Strategic Housing & Economic Land Availability Assessment (SHELAA) 119/18-19	PC confirmed comments already submitted direct to SBC Planning following our meeting with them. Clerk to confirm SBC aware that PC consider our NP policies are based on principles and impact not on individual land allocations and we would wish for these policies to be taken account of in the SHELAA exercise	Clerk to contact SBC.	None
To review and approve the risk management documentation 120/18-19	PC discussed whether there were any emerging risks and none were identified. Also discussed tree item from Correspondence report and agree that risk management document is sufficiently robust. SB proposed risk management documentation is approved but that it remains a living document for update and approval as needed. SY second. All approved. Clerk to file updated document	Clerk to update records.	None
To review and agree draft contracts for Village services 2019-2020 121/18-19	PC reviewed contracts. SB proposed we accept contracts. BT second. All approved. Clerk to share with contractors for signature. Clerk to add to December agenda for signing.	Clerk to share with contractors for signature. Clerk to add to December agenda for signing.	None
Reports from Working Groups 122/18-19	Communications Working Group: SB gave verbal report. Community News working well and Welcome Pack making progress. Open Spaces Working Group: PC noted report contents. Orchard Meadow pond: Clerk to email Mr Sullivan who chairs the management company. BT to give an email address.	Clerk to email residents management company.	Report

	<p>Monthly expenditure: Clerk confirmed that financial data entry is almost complete. In the meantime, PC are asked to approve £150 of expenditure for December. SB proposed. TL second. All approved</p> <p>Wiltshire Wildlife Trust: WWT are keen to transfer over St Julian's. PC will consider when they have time and the additional precept</p> <p>F&E Trust: Clerk to write and thank for work on installing the seats at the Village Garden.</p> <p>Allotments Working Group: PC noted report contents.</p> <p>Grass cutting: PC asked to approve addition of allotment cutting to contract as per 16-17 year. SB propose, SY second. All approved</p> <p>Monthly expenditure: PC are asked to approve £150 of expenditure for December. SB proposed. SY second. All approved</p>	Clerk to write to thank	Report
Reports relating to expansion 123/18-19	Strategic Planning Working Group: PC discussed report contents.		Report
Other reports 124/18-19	<p>SMRA: PC noted report contents:</p> <p>Maintenance payment: KM proposed increase of annual maintenance payment to £2500 for the coming year. BT second. All approved.</p> <p>Swindon Area Committee: No meeting so no report. Clerk to add item to December agenda to appoint new representative given DR resignation.</p>	Clerk to add to agenda.	Report
Finance 125/18-19/	<p>To review and approve finance statement, bank statements and payments: BT, KM & SY & confirmed checked. PC approved.</p> <p>To approve the spending as requested in this meeting: The PC approved:</p> <ul style="list-style-type: none"> • £150 for OSWG expenditure on consumables • £150 for AWG expenditure on consumables • Increase annual Recreation Ground maintenance payment for SMRA to £2500 in 2019/20 from general reserves • £200 for OSWG Christmas event from community events fund 		Finance statement
Matters brought forward by or with the consent of the Chair 126/18-19	BT requested £200 from community events fund to allow OSWG to run a Christmas event for the village. CM proposed PC approve. TL second. All approved.		
Meeting closure:	9:37pm		

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, GDPR – General Data Protection Regulations, 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.		OSWG	Completed
Apr 18 209/17	Highworth Road Dog bin replacement	Clerk to ask contractor to confirm how full the dog bin gets to see if reduced size is workable. Clerk to arrange purchase of smaller dog bin if confirmed.		BT	Completed
Annual 18 6/18-19	Committees	Clerk to dissolve Neighbourhood Planning Committee as no longer required.		SB	Completed
July 18 52/-18-19	Councillor profiles	Clerk to arrange photos and draft bios.		Clerk	Completed
August 18 68/18-19	Noticeboard purchase	Clerk to purchase notice board, preferably with 2 locks.	In progress. See clerks report	Clerk	16/10/2018
Sept 18 80/18-19	Competition prizes	Clerk to purchase when needed		Clerk	Completed
Sept 18 84/18-19	AWG & OSWG funding	Clerk to draft terms of reference.	In progress	Clerk	16/10/2018
Oct 18 90/18-19	Drains	Clerk to email SBC when information arrives		Clerk	Completed
Oct 18 90/18-19	Hedges	Clerk to request L&G cut their hedges		Clerk	Completed
Oct 18 90/18-19	Hedges	Clerk to add piece to November Community News about Thornhill Road		Clerk	Completed
Oct 18 96/18-19	WALC consultation	Clerk to reply		Clerk	Completed
Oct 18 96/18-19	Noticeboard	Clerk to apply for permission to erect (max £100 in fees)		Clerk	Completed
Oct 18 97/18-19	Yew Tree Gardens	Clerk to reply to resident		Clerk	Completed

Oct 18 97/18-19	Yew Tree Gardens	Clerk to contact management company	Referred to SPWG	Clerk	Completed
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	Completed
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 (Resubmission) at former South Marston Hotel and Spa	Clerk to respond		Clerk	Completed
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	Completed
Oct 18 99/18-19	Village services contracts	Clerk to draft contracts		Clerk	Completed
Oct 18 99/18-19	Village services contracts	Clerk to add to November agenda		Clerk	Completed
Oct 18 101/18-19	Allotments	Clerk to advertise		Clerk	Completed
Oct 18 103/18-19	Land registry	Clerk to get land registry details as agreed.	In progress	Clerk	1/11/2018
Oct 18 105/18-19	AWG & OSWG spending	Clerk to add to November agenda.		Clerk	Completed
Oct 18 106/18-19	Energy Centre appeal	Clerk to contact Planning Officer for grounds for appeal and refusal.		Clerk	Completed
Added at this meeting					
Nov 18 108/18-19	Traffic issues at A420/Symmetry Park junction	Clerk to share Mr Burgess email with SB		Clerk	20/12/2018

Nov 18 108/18-19	Traffic issues at A420/Symmetry Park junction	SB to raise with Rob Rossiter at SBC		SB	20/12/2018
Nov 18 108/18-19	Traffic issues at A420/Symmetry Park junction	Clerk to share concerns with JH to raise as well.		Clerk	20/12/2018
Nov 18 108/18-19	Hedge planting on Old Vicarage Lane	Clerk to report to planning enforcement.		Clerk	20/12/2018
Nov 18 112/18-19	David Roberts	Clerk to write to thank		Clerk	20/12/2018
Nov 18 115/18-19	Energy Centre appeal	Clerk to email SBC Officer to confirm SMPC will send a representative		Clerk	20/12/2018
Nov 18 116/18-19	Tree management	Clerk to amend spreadsheet		Clerk	20/12/2018
Nov 18 116/18-19	Tree management	Clerk to add to calendar for OSWG to inspect trees every 6 months.		Clerk	20/12/2018
Nov 18 116/18-19	Gritting	Clerk to email school about offer to buy salt from SBC		Clerk	20/12/2018
Nov 18 117/18-19	S/HOU/18/1797 – 'Erection of a two-storey side/rear extension at Ash Tree Cottage, Highworth Road	Clerk to respond		Clerk	3/12/2018
Nov 18 118/18-19	Recruitment	Clerk to update terms of reference		Clerk	20/12/2018
Nov 18 118/18-19	Recruitment	RWG to complete recruitment process		RWG	7/1/2019
Nov 18 119/18-19	SHELAA	Clerk to confirm SBC aware that PC consider NP based on principles not on land placement.		Clerk	20/12/2018
Nov 18 120/18-19	Risk management	Clerk to update records.		Clerk	20/12/2018
Nov 18 121/18-19	Service provider contracts	Clerk to share with contractors for signature.		Clerk	20/12/2018
Nov 18 121/18-19	Service provider contracts	Clerk to add to December agenda for signing.		Clerk	20/12/2018
Nov 18 122/18-19	Orchard Meadow pond	Clerk to email residents management company.		Clerk	20/12/2018
Nov 18 122/18-19	F&E Harris	Clerk to write and thank for work on installing the seats at the Village Garden.		Clerk	20/12/2018
Nov 18 124/18-19	Swindon Area Committee	Clerk to add item to December agenda to		Clerk	20/12/2018

		appoint new representative given DR resignation.			
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Calendar actions:

OCTOBER 2018		
Responsibility:	Activity:	Progress
Allotment Working Group	Inspect allotments and notify holders of results	Done
Communications Working Group	Produce November edition of Community News	In progress
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	In progress
Finance Working Group	Meeting to review quarter report, assess budget requirements	Not yet done
Agenda items:	<ul style="list-style-type: none"> Service requirements for 19/20 	
NOVEMBER 2018		
Responsibility:	Activity:	Progress
Communications Working Group	Issue November edition	Done
Council administration	Confirm SMRA maintenance requirement	At this meeting
Council administration	Action process for service contracts 19/20	At this meeting
Finance Working Group	Meeting to set budget/precept	Date set
Agenda items:	<ul style="list-style-type: none"> Appointment of service providers 	
DECEMBER 2018		
Responsibility:	Activity:	Progress
Communications Working Group	Produce January edition of Community News	In progress
Council administration	Consider SMRA MOU and grant	
Council administration	Review and propose precept amount	
Council administration	Clerk to circulate draft service contracts for approval	
Council administration	Remind school licence fee due	
Agenda items:	<ul style="list-style-type: none"> SMRA MOU and grant 	

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Clerks Report

Report details	
Report Date:	16 th November 2018
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>November 2018</i>
Agenda item number:	<i>8</i>
Public or confidential:	<i>Public</i>
Overview	
Item	Progress/activity update
Resignation	On Wednesday 7 th November, I formally resigned as Clerk and

	<p>Responsible Financial Officer.</p> <p>I have greatly enjoyed my time at South Marston Parish Council and wish to thank the Council for the help and guidance given to me over the last three years. Whilst my contract states three months' notice period, I would be grateful if the Council could consider allowing me to leave on 7th January 2019.</p> <p>Work has begun on recruiting a new Clerk.</p>
Workload management	Workload is busy with a number of key activities due at the same time. However, this is being managed by prioritising urgent items and planning my time. I will communicate any possible issues if they appear.
Cable installation repairs	These have now been completed at the two sites we had remaining issues – outside Quarrybrook and along the A420.
Dog waste bin	Replacement bin has been purchased as agreed and will be installed by contractor shortly.
Yew Tree Garden land	No response from those we believe managing the land. Clerk requests SPWG raise direct as part of land transfer conversation.
Noticeboard planning permission	I have confirmed that the new noticeboard is actually within the measurements permitted by the Class 1 authorisation to advertise. I'm now working with the Highways Team to get permission to erect the noticeboard on the verge, next to the grit bin, at the entrance to Greenfields.
Energy Centre appeal	Following submission of our supporting statement to the appeal, the PC have been asked if they can send a representative to the appeal hearing to present our comments to the Inspector direct. The appeal date is set for 22 nd January
Actions or queries for consideration by the Council at PC meeting	
Energy Centre: PC to confirm they wish to send a representative.	

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Correspondence Report

Report details	
Report Date:	16 th November 2018
Inclusion in PC meeting:	November 2018
Agenda item number:	9

Item number	From	Date	Reference	Contents summary
1	LCAS helpline	19/10/18	Insurers advice	Advice on responsibility for trees and memorials
Image/Text	<p>We're providing this update on a couple of topics that have seen some developments in recent months.</p> <p>Tree Liabilities</p> <p>The recent Court of Appeal decision in the case of Cavanagh v Witley Parish Council serves as a reminder that any landowner has to have a risk based, planned and managed approach to the risks that trees on its land bring.</p> <p>In this case the Judge in the lower courts found that the parish council's approach to inspection of trees on a blanket three yearly cycle was inadequate and failed to take into account trees in higher risk locations, asserting that a more frequent and rigorous inspection on the particular tree in question would have identified the decay</p>			

that subsequently led to the tree falling into the path of a bus. The parish council appealed, but the appeal was rejected and the original finding upheld by the Court of Appeal.

What does this mean for you?

As we have previously outlined to the LCAS membership, a tree management strategy and framework needs to be established and implemented. The approach cannot be a blanket, in terms of timetables, and inspection frequencies will need to be flexed to reflect risk. Councils should seek the advice and support of suitably qualified arboricultural experts. Your local unitary authority, county or city council may also be a useful point of reference in how they risk manage their tree stock.

Cemetery & Memorial Safety

In July 2018 a revised version of the British Standard – BS8415 – was published, following a significant period of consultation. Amendments to the standard include updates on the recommended methodology for testing the design, construction and fixing of memorials, taking into account ground and soil conditions.

It is established law that ownership of memorials remains with the family of the deceased. However, in discharging their duty of care to employees, visitors and other members of the public, burial ground operators need to have in place management and monitoring systems to control the risks from memorials. These systems should start with ensuring that any new memorials being erected are designed and installed in a manner that is compliant with, as a minimum, the best practice outlined in BS8415 or to at least equivalent standards.

The risk of injury or death caused by a failed or collapsing memorial remains extremely low. However, as is often the case with tree accidents where statistical risk is extremely low also, the public reaction to an incident of this nature is often quite challenging and calls into question the associated levels of risk.

Those with responsibility for the operation of burial grounds and cemeteries should refresh their understanding of their responsibilities and ensure that the right questions are being asked of installers and permission to install only being granted when satisfied that the appropriate best practice standards are being met.

Item number	From	Date	Reference	Contents summary
2	Elm Tree Medical Partnership	25/10/2018	Doctors surgery	Reassurance about the surgery
Image/Text	<p>The partners and manager at Elm Tree surgery are well aware that many patients are concerned with the surgery’s ability to cope with the increasing population locally. We would like to assure everyone that we will continue to provide the full range of services at our present site and have no plans to move. The building cannot be extended but it can be used to its maximum efficiency. We are also in negotiation for a second site in the village where some of our services could be provided.</p> <p>Please be reassured that all patients moving into our practice area can register with us should they wish, and those patients already registered with us can continue to be registered, unless they move outside the practice area.</p> <p>There are no plans whatsoever which will require patients in our practice area to register at any other existing or planned health centres.</p>			

	Everyone at Elm Tree Surgery is committed to providing the highest possible standards of care in a timely fashion to all our patients and we will continue to do so using the best resources available.			
	Doctors Crockett, Edwards, Campbell and Dowling.			
Item number	From	Date	Reference	Contents summary
3	SBC	12 th November 2018	Lotmead event	Invitation to attend public consultation event on Lotmead development
Image/text	<p>Please see the attached regarding a new public consultation exhibition by Ainscough Strategic Land for the Lotmead site that will take place on Weds 28th Nov at Hooper's Field.</p> <p>The planning agents provided these details yesterday and advised that the leaflets will be going out from today and the first advertisement on Wednesday this week.</p> <p>The event is being organised by Vox for Ainsough Strategic Land. <Clerk note. Poster was sent to all Councillors direct and posted on village website for residents.></p>			
Item number	From	Date	Reference	Contents summary
4	SBC	13 th November 2018	Gritting	Details of gritting routes
	<p>We are now well into the winter gritting season and the team have received a few queries from the parishes which I thought I would address with you all.</p> <p>SBC treat the roads throughout the Borough and the routes are detailed on our website. link</p> <p>We don't treat the foot paths or any shopping centres. If the parish would like to carry out those treatments, we are able to support with the supply of salt and a push along salt spreader. The prices for these range from around £180 to over £1000. Salt is around £50 per tonne.</p> <p>Please let me know if you would like me to procure anything for you and if you would like any salt.</p>			

General correspondence received:

Title	Produced by	Key points to note
None		

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
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Members Bulletin	SBC	18.10.18 - None
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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:	15.11.18
Report written by:	Chris Brooks and Barry Thunder
Working Group meeting date:	Various
Inclusion in Parish Council meeting:	November 2018
Agenda item number:	16
Public or confidential:	Public
Overview	
External work has increased as we move into colder weather. Grass cutting has finished, and we are now turning our attention to next years task planning, budgeting and looking at how to encourage more volunteering both in the village and externally	
Item	Progress/activity update
Community Payback Teams	Teams have assisted SMRA with infilling cracks in the playing fields and an increasing amount of allotment work.
Oak Tree Corner	Hedge to be trimmed in late November
Orchard Meadow	The grass area is looking better and is neatly cut all over. We still await the Flood pond servicing report from The Orchard residents committee and their plans for 2019. A more formal approach is suggested! Chris has acquired some weed prevention membrane (from Hazel) and will schedule the work shortly.
Oxleaze Woods	Work to be done with repairs to broken bench seating and a review of any tree work for 2019.
Parish Council tree report	Chris has assessed what remains to be done and what should be reviewed in the future. He will report to OSWG on Nov 29th.
Parish Policy for Open Spaces	Remains a work in progress.
St Julians Community Woodland	A Well Being group from WWT coppiced six hazels on 5th Nov. There are about 5 more to do, and these will be done at the next volunteer date on 18th Nov. The children's Halloween event was a great success bring many children and parents together
Recreation Ground	OSWG have done much of the tree survey work for SMRA using a village volunteer group on October 28 th . The remaining work was completed by Barry and Chris on 13th Nov. Some dead trees were left untouched, as these are likely to become part of the school expansion work around the car parking area.
Rights of Way	Concerns over some of our footpaths are to be discussed at the RoW meeting with SBC on Nov 30th
Sevor Solar Farm	Relations with Eneco are good and they continue to be

	actively involved with the school.
Monthly Expenditure	Progress is underway with resolving the need for monthly requests for the budgeted funding. However, this still has not yet removed the need to the request for up to £150 to carry out regular and routine works and tool repairs
Village Garden	Shrubs have been planted to fill in some of the hedge gaps. More repairs have been carried out to the ground. Again, our thanks to Heather Bishop from Greenshove Services for her planning, procurement and hard work on this project. More work on tree trimming and grass surfacing remains to be completed. Two new galvanised metal bench seats are to be installed thanks to the F&E Harris Memorial Trustees. Work on revitalising the garden will continue during the Autumn and Winter.
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. We are expecting a group from Network Rail and are encouraging other local companies to hold team events in the village woodlands.

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:	15 th November 2018
Report written by:	Barry Thunder & Claire Penny
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>November 2018</i>
Agenda item number:	<i>16</i>
Public or confidential:	<i>Public</i>
Overview	
As a result of the last allotment inspection, three tenants have resigned and their poorly maintained plots have been cleared and rotavated by a new contractor. Generally the site is now moving into the Autumn/Winter building and maintenance period.	
Item	Progress/activity update
Allotment software	No change
Autumn improvements.	Work has commenced on building a second manure storage bin and wood chip bin. Repairs to the Orchard fence and removing overhanging tree branches are both completed.
Plot vacancies.	Three plots have been let. Two to new tenants and one to an existing tenant. One larger vacant plot has been turned into two smaller plots both of which remain vacant. Our number of plots is now 62. We are promoting these vacancies to other parishes.
In parish rent concessions	No changes
Allotment rent changes	No change

Community Payback	Teams are helping with clearances and general maintenance tasks.
Grass cutting	At an end for the season. The ride on mower that was donated for use last year has broken and sent for repair. However, the high cost of repairs needed to return it to a satisfactory condition combined with concerns about the suitability on the undulating land at the allotments means the AWG have decided not to repair any further. Instead, grass cutting will be delivered by the PC contractor if approved.
Donations	We have been given an unwanted 5kw petrol generator that we will be putting in order and hope to utilise this for powering various work tools. We are currently seeking a second-hand fuel powered wood chipped for joint use with the Open Spaces WG.
Social Event BBQ	N/A
Thames Water supply	Application for mains water in process.
Monthly expenditure	Councillors are requested to grant the monthly request for spending of up to £150 for running cost and repairs.
Actions or queries for consideration by the Council at PC meeting	
Grass cutting: PC are requested to approve addition of allotment grass cutting to PC contract. Costs to be met by AWG. SB propose, SY second. All approved	
Funding: Councillors are requested to grant the request for up to £150 for monthly running cost and repair.	

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Strategic Planning Working Group report:

Report details	
Report Date:	16 th November 2018
Report written by:	Colin McEwen
Working Group meeting date:	Various
Inclusion in PC meeting:	<i>November 2018</i>
Agenda item number:	<i>17</i>
Public or confidential:	<i>Public</i>
Overview	
Discussion with Ed Snook, Borough New Eastern Villages Planning Officer Village Centre plan just received ahead of exhibition on the 23rd. Extra adult pitch still shown No progress on other parish items. Invitation to view revised Lotmead plans	
Item	Progress/activity update
Village Centre	We have been sent the revised plans for the expanded village centre on a confidential basis ahead of the display on the 21st. In general the layout of the footpaths etc. makes sense and the representation of the new village hall/pavilion and the area of the current adult pitch looks very positive. The big issue remains the plans to foist an extra adult pitch on the village, which would not leave room for other facilities and activities. This iteration follows a previous draft that was discussed at a meeting with SBC and the consultant where we strongly criticised various aspects, to include the second adult football pitch. I subsequently sent at the attached

	<p>note to SBC and the consultants pointing out that the plan does not seem to comply with either our Neighbourhood Plan or the Sport England guidelines.</p> <p>I have now spoken with Ed Snook at some length about the problem. It goes back to the Borough's discussions with Sport England as to the appropriate sports pitch area within the overall NEV and, as part of this, the HHT planning consent. The application plan for the Bell Gardens field showed 2 adult pitches and this is what was approved. The Borough now acknowledge our arguments and they and Sport England are willing to take "a pragmatic approach" to seeing if the pitch designation can be met elsewhere. This remains unsatisfactory.</p>
Nightingale Lane	The Borough has served points of objection on the applicant's agent and awaits a response.
Steris Noise	The Borough is meeting with Steris next week.
HHT	We had a joint meeting with HHT and the Borough on the 19th October. Negotiations on the S.106 Agreement detailing the Developer's infrastructure contributions continue.
School Expansion	Slow progress, but all info. now with our solicitors
Lotmead	Lotmead consultation event is to be held at Wanborough on the 28th.
Actions or queries for consideration by the Council at PC meeting	
Note report contents	

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SMRA report:

Report details	
Report Date:	15 th November 2018
Report written by:	Sylvia Brown
Working Group meeting date:	14 th November 2018
Inclusion in PC meeting:	<i>November 2018</i>
Agenda item number:	18
Public or confidential:	<i>Public</i>
Overview	
<p>Filling the cracks on the Rec now completed with use of the Community Payback Team on three occasions. Annual Playground inspection report awaited. Two of the problems noted with the gym equipment have been resolved by Caloo engineers. Tile and guttering repairs made to the v hall and kitchen door lock repaired. Decision made to move to contractors grass cutting from next year (Allbuild), requiring revisions to maintenance agreement with the PC.</p>	
Item	Progress/activity update
Village Hall	Work on roof and guttering complete – ivy cleared and felt renewed, drains reconnected underground. Kitchen door emergency exit mechanism mended.
Recreation Ground	Cracks in the ground now filled with grit and topped off with topsoil. Some grit remains for future years. Good quality work by the Community Payback Team on three occasions – thanks to PC Open Spaces for organising. Tree surgery completed thanks the PC Open Spaces volunteers. Gate spring remains outstanding – difficulty in sourcing

an appropriate model. Other minor repairs noted. Annual inspection has apparently been done by Zurich – still await the report. Three football teams now using the pitch, and coordinating work on cleaning, erecting nets etc.

Chris Maull now stepping back from marking and cleaning duties re football hire – replacement volunteer from one of the other football teams being negotiated.

Decision made to move to contractor grass cutting next year (Allbuild). Although it is more expensive, this looks a better option when the cost of repairs to the mower are taken into account, together with the loss of continuous aggravation over mower problems. Also, several of the current small band of volunteers are now feeling the strain and will be happy to be relieved of the burden. Frequency of cutting being negotiated to fit in with football needs – depends on the type of equipment being used. Indications are that SMRA would need an increase in the payment for maintenance by the parish council – SMRA suggest that £2,500 would be reasonable, given the current amount has remained static since 2010.

Gym equipment

Caloo engineer has repaired the 'squeaks' and 'grinding' on two pieces of equipment. The non-resistance bike is not a manufacturing or installation fault – it is intended to be free running with no resistance. Thoughts are that, now users have become used to it, the previous dangers may have receded – will keep monitoring it.

Possible Big Lottery photo opportunity with local MP in the new year.

Actions or queries for consideration by the Council at PC meeting

Open Spaces Work: Thanks offered to the PC for open spaces work on the Recreation Ground

Maintenance: SMRA request increase of annual maintenance contract for the Recreation Ground from £2,000 to £2,500 next year, in the light of the move to contractors grass cutting

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Finance statement and payments for approval and signature

November 2018

Account balances:

Account	Balance date	Balance
Julian Hodge	31 st October 2018	£116,015.81
Unity Trust Bank	8 th November 2018	£ 12,890.28
TOTAL:		£128,906.09

Income:

Received:

From	Reason	Amount
Julian Hodge	Bank interest	£83.69
TOTAL:		£83.69

Invoiced:

To	Reason	Amount
TOTAL:		£0.00

Expenses:

Expenses for approval:

Pay method/ Chq No	SMP C ref	Payee	Reason	VAT	Total
BACS 21.11.18	0093	SMRA	Village hall hire	£0.00	£45.00
BACS 21.11.18	0094	Stratton Garden Contractors	Grass cutting	£0.00	£308.00
BACS 21.11.18	0095	Allbuild	Waste management	£24.70	£148.20
BACS 21.11.18	0096	Allbuild	Village Garden work	£50.00	£300.00
BACS 21.11.18	0097	Down to Earth Ltd	Allotment work	£20.00	£120.00
BACS 21.11.18	0098	Grove Information Systems	IT	£5.94	£35.64
BACS 21.11.18	0099	Orchard Press Ltd	CN insert	£0.00	£107.00
DD 16.11.18	0100	Lloyds Multipay card	Balance payment	£18.75	£273.86
BACS 21.11.18	0101	Claire Penny	Salary	£0.00	£1429.96
DD 2.12.18	0102	Claire Penny	Pension	£0.00	£65.77
BACS 21.11.18	0103	HMRC	Tax period 7	£0.00	£458.85
BACS 21.11.18	0104	Coxwell Garden Machinery	Mower repair attempt	£0.00	£110.00
BACS 21.11.18	0105	Glasdon UK Ltd	Dog bin	£17.30	£103.82
TOTALS:				£136.69	£3506.10

Credit card expenses:

Cardholder	SMPC ref	Payee	Reason	VAT	Total
BT	MBT21	Multipay fee	Monthly fee	£0.00	£3.00
BT	MBT22	Sainsburys	Mower/chain saw petrol	£4.82	£28.93
BT	MBT23	Wickes	Grass seed, tool box, rake handle	£6.42	£38.48
BT	MBT24	Sainsburys	Food for Halloween event	£0.00	£8.45
BT	MBT25	Poundstretcher	Games items for Halloween	£0.00	£13.40

BT	MBT26	Morrisons	Food items for Halloween	£0.00	£50.21
BT	MBT27	Home Bargains	Food and decorative items Halloween	£5.01	£30.07
BT	MBT28	Empire Cinemas	Two prizes for Community News competition	£0.00	£54.00
CP	MCP35	Multipay fee	Monthly fee	£0.00	£3.00
CP	MCP36	The Works	Stationery – diary	£0.00	£2.00
CP	MCP37	Post Office	Postage	£0.00	£2.32
CP	MCP38	Wilts & Berks Canal Trust	Membership	£0.00	£25.00
CP	MCP39	Vonage	Phone bill	£2.50	£15.00
			TOTALS:	£18.75	£273.86
			Balance payment due:		£273.86

Financial reporting:

- Clerk overtime balance is 27hrs 15 minutes
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