



**Minutes of the meeting held on Tuesday 18th December 2018 at
7:30pm at the South Marston Village Hall**

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

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 127/18-19	Mrs Featherstone thanked the PC for arranging the hedge cut on the Keypoint managed side of Thornhill Road. Unfortunately, the opposite side of the road remains an issue. PC discussed recent issues of damage to wing mirrors and cyclists having to cycle further out in the road. Clerk to request SBC cut roadside hedge.	Clerk to request hedge cut	None
Apologies 128/18-19	JH	None	None
Declarations of interest 129/18-19	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 the co-option of Ray Hurley to the position of Councillor 130/18-19	KM proposed PC co-opt Ray Hurley as Councillor. TL second. All approved. PC welcome RM to the Council.	Clerk to inform SBC Clerk to arrange PC IT access.	None
To approve the co-option of James Burfitt to the position of Councillor 131/18-19	BT proposed PC co-opt James Burfitt as Councillor. SB second. All approved. PC welcome RM to the Council.	Clerk to inform SBC Clerk to arrange PC IT access.	None
To approve and sign the minutes	Proposed: KM Seconded: SB	None	See South Marston

of the Parish Council meeting held on Tuesday 20 th November 2018 132/18-19	Agreed: All		website
Review of actions 132/18-19	Review of actions currently outstanding. Orchard Meadow: Clerk to share annual maintenance report with CM	Existing actions updated on the action sheet.	Actions
Review of Parish Council Calendar 133/18-19	The PC reviewed progress		Calendar
Clerks Report 134/18-19	Clerks report discussed Noticeboard: Clerk to add to agenda for discussion in March. Accessibility: PC note that CWG did an assessment recently and found that we could not afford the upgrade need to provide this service and it is therefore disproportionate burden. CWG continue to monitor.	Clerk to add to agenda	Report
Correspondence Report 135/18-19	Correspondence report discussed Hotel site: PC discussed and agree with resident concerns. Clerk to contact SBC Officer dealing with the site and raise the risks of an inadequately secured site next to the village school and recreation field. HGV application: PC discussed. Clerk to contact planning officer and thank for notification but also seek clarification on the application. SBC protocols: PC discussed but have no comment.	Clerk to contact SBC Clerk to contact SBC	Report
To confirm the appointment of Clerk, RFO & Communications Officer 136/18-19	SB summarised recruitment process and confirmed that Gary Vickery is the recommendation of the Recruitment Working Group for appointment as Clerk & RFO. SY propose appointment of Gary Vickery as Clerk & RFO at 19hrs a week. TL seconded. All approved. Recruitment Working Group to arrange contract for Gary. Councillors can see the contract details if required. The recommendation for the Communications Officer will be discussed tomorrow by the CWG will discuss on 19 th December 2018	Recruitment Working Group to issue contract.	None
To appoint representative to Swindon Area Committee 137/18-19	PC need to appoint second Councillor to share responsibility of attendance of Swindon Area Committee meetings with SB. JB appointed.	None	None
To discuss and approve the	PC discussed proposals and agreed amendment of AWG delegated funds be shown	Clerk to update terms	None

addition of delegated consumables & equipment budgets for AWG & OSWG 138/18-19	as Consumables and Equipment. SB proposed changes. KM second. All approved. Clerk to update terms of reference for AWG & OSWG.	of reference for AWG & OSWG.	
To sign the contracts for village services in 2018-19 139/18-19	PC discussed planned services for 19-20. SB proposed that the PC sign the new contracts from April 2019 to March 2020. BT second. All approved. CM signed. Clerk to file and share with contractors.	Clerk to file and share with contractors.	None
Reports from Working Groups 140/18-19	<p>Communications Working Group: SB gave verbal report as CWG due to meet Wednesday 19th December. November edition of Community News was a success and January edition is in progress.</p> <p>Open Spaces Working Group: PC reviewed the report.</p> <p>BT added that SBC have approached OSWG about a staff volunteer day in Oxleaze Wood in May.</p> <p>BT continues to chase for an invoice for the tree survey.</p> <p>Rights of Way: SB raised issue with the poor condition of many of our rights of way (especially bridleway 4) and how they can be expected to form part of the movement plan for the development of the NEV. PC also discussed that the developers of the hotel site may wish to use bridleway 4 for access during building work so could consider upgrading this route. SPWG to discuss with hotel developers & NEV Team</p> <p>Allotments Working Group: PC noted the report contents.</p>	<p>SPWG to discuss with hotel developers & NEV Team</p>	<p>Report</p> <p>Report</p>
Reports relating to expansion 141/18-19	Strategic Planning Working Group: SB propose we approve expenditure requested by the solicitor for land searches relevant to the new school licence. BT second. All approved.	None	Report
Other reports 142/18-19	<p>SMRA: SB gave verbal report. No major updates. Village Hall roof has been repaired and thanks to PC for grass cutting assistance.</p> <p>Swindon Area Committee: PC discussed report and issues around transfer of services. Clerk to send copy of SMPC agreement with SBC to CM & SB for review.</p>	Clerk to send copy to CM & SB for review.	Report
Finance 143/18-19	To review the Finance Working Group draft budget recommendations for 2019/2020: PC discussed Finance Working Group recommendations. SB propose accept recommendations. BT second. All approved.	None	None
Finance 144/18-19	To review and approve finance statement, bank statements and payments: BT, SY & KM confirmed checked. PC approved.		Finance statement

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	<p>To review and approve the quarterly reporting for 18-19: PC noted the reporting and approved.</p> <p>To approve the spending as requested in this meeting: The PC approved:</p> <ul style="list-style-type: none"> • £678 for extended Village Centre land searches as per solicitor request • Appointment of Gary Vickery as Clerk 			
Matters brought forward by or with the consent of the Chair 145/18-19	<p>BT raised that the PC need to review the high interest bank account provider to ensure the PC are still getting a good rate. BT to investigate.</p> <p>Clerk to add dispensations to agenda for January meeting to allow JB & RH to vote on precept setting.</p>	<p>BT to investigate high interest account</p> <p>Clerk to add to agenda.</p>	None	
Meeting closure:	9:10pm			

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
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 84/18-19	AWG & OSWG funding	Clerk to draft terms of reference.	At this meeting.	Clerk	Completed
Oct 18 103/18-19	Land registry	Clerk to get land registry details as agreed.	In progress	Clerk	1/11/2018
Nov 18 108/18-19	Traffic issues at A420/Symmetry Park junction	Clerk to share Mr Burgess email with SB	Awaiting resident email	Clerk	20/12/2018
Nov 18 108/18-19	Traffic issues at A420/Symmetry Park junction	SB to raise with Rob Rossiter at SBC	Awaiting resident email. Clerk to resend.	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.	Awaiting resident email	Clerk	20/12/2018
Nov 18 108/18-19	Hedge planting on Old Vicarage Lane	Clerk to report to planning enforcement.		Clerk	Completed
Nov 18 112/18-19	David Roberts	Clerk to write to thank		Clerk	Completed
Nov 18 115/18-19	Energy Centre appeal	Clerk to email SBC Officer to confirm SMPC will send a representative		Clerk	Completed
Nov 18 116/18-19	Tree management	Clerk to amend spreadsheet	Referred to OSWG	Clerk	20/12/2018
Nov 18 116/18-19	Tree management	Clerk to add to calendar for OSWG to inspect trees every 6 months.	Not yet done	Clerk	20/12/2018
Nov 18 116/18-19	Gritting	Clerk to email school about offer to buy salt from SBC		Clerk	Completed
Nov 18 117/18-19	S/HOU/18/1797 – 'Erection of a two-storey side/rear extension at Ash Tree Cottage,	Clerk to respond		Clerk	Completed

	Highworth Road				
Nov 18 118/18-19	Recruitment	Clerk to update terms of reference		Clerk	Completed
Nov 18 118/18-19	Recruitment	RWG to complete recruitment process	In progress	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	Completed
Nov 18 120/18-19	Risk management	Clerk to update records.		Clerk	Completed
Nov 18 121/18-19	Service provider contracts	Clerk to share with contractors for signature.		Clerk	Completed
Nov 18 121/18-19	Service provider contracts	Clerk to add to December agenda for signing.		Clerk	Completed
Nov 18 122/18-19	Orchard Meadow pond	Clerk to email residents management company.		Clerk	Completed
Nov 18 122/18-19	F&E Harris	Clerk to write and thank for work on installing the seats at the Village Garden.		Clerk	Completed
Nov 18 124/18-19	Swindon Area Committee	Clerk to add item to December agenda to appoint new representative given DR resignation.		Clerk	Completed
Added at this meeting					
Dec 18 127/18-19	Hedge cut	Clerk to request SBC cut roadside hedge.		Clerk	15/1/2019
Dec 18 130/18/19	Co-option of Ray Hurley	Clerk to inform SBC Clerk to arrange PC IT access.		Clerk	15/1/2019
Dec 18 131/18-19	Co-option of James Burfitt	Clerk to inform SBC Clerk to arrange PC IT access.		Clerk	15/1/2019
Dec 18 132/18-19	Orchard Meadow pond	Clerk to share management company maintenance plan with CM		Clerk	15/1/2019
Dec 18 134/18-19	Noticeboard	Clerk to add to agenda for discussion in March.		Clerk	15/1/2019
Dec 18 135/18-19	Hotel site	Clerk to contact SBC Officer dealing with the site and raise the risks of an inadequately secured site next to the village school and recreation field		Clerk	15/1/2019
Dec 18 135/18-19	HGV application for Crown Timber	Clerk to contact planning officer and thank for notification but		Clerk	15/1/2019

		also seek clarification on the application.			
Dec 18 136/18-19	Gary Vickery appointment	Recruitment Working Group to issue contract.		RWG	7/1/2019
Dec 18 138/18-19	Delegated funds AWG & OSWG	Clerk to update terms of reference for AWG & OSWG		Clerk	7/1/2019
Dec 18 139/18-19	Service contract 19-20	Clerk to file and share with contractors.		Clerk	7/1/2019
Dec 18 140/18-19	Rights of Way poor condition	SPWG to discuss how the poor condition of ROW's will impact NEV movement and possibility of bridleway 4 upgrade with hotel developers & NEV Team		SPWG	15/1/2019
Dec 18 142/18-19	SBC transfer of services	Clerk to send copy of SMPC agreement with SBC to CM & SB for review.		Clerk	7/1/2019
Dec 18 145/18-19	High interest bank account	BT to investigate high interest account		BT	15/1/2019
Dec 18 145/18-19	Dispensations	Clerk to add dispensations to agenda for January meeting to allow JB & RH to vote on precept setting.		Clerk	7/1/2019

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Calendar actions:

NOVEMBER 2018		
Responsibility:	Activity:	Progress
Communications Working Group	Issue November edition	Completed
Council administration	Ask SMRA to confirm grant amount requested	Completed
Council administration	Action process for service contracts 19/20	Completed
Finance Working Group	Meeting to set budget/precept	Completed
Open Spaces Working Group	Remind contractor to do Winter hedge trim	Completed
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	Completed
Council administration	Review and propose precept amount	In progress
Council administration	Clerk to circulate draft service contracts for approval	Completed
Council administration	Remind school licence fee due	Not yet done
Agenda items:	<ul style="list-style-type: none"> SMRA MOU and grant 	

JANUARY 2019		
Responsibility:	Activity:	Progress
Allotment Working Group	Offer rental payment to Honda	Completed
Allotment Working Group	Send New Year email/letter to tenants	Not yet done
Communications Working Group	Issue January edition of Community News	In progress
Council administration	Notify SBC of precept amount	Not yet done
Council administration	Issue contracts to suppliers	In progress
Finance Working Group	Confirm appointment and date for internal auditor	In progress
Finance Working Group	Produce 3rd quarter budget report	At this meeting
Finance Working Group	Meeting to review quarter report	Completed
Finance Working Group	Update grants report	Not yet done
Agenda items:	Finance: <ul style="list-style-type: none"> • Review and approve precept amount • Review and approve 3rd quarter budget report • Review and sign new supplier contracts 	

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Clerks Report

Report details	
Report Date:	14 th December 2018
Report written by:	Claire Penny, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>December 2018</i>
Agenda item number:	9
Public or confidential:	<i>Public</i>
Overview	
Item	Progress/activity update
Handover	Handover is being planned and making progress. Two manuals are being created – one core instruction manual with details of how to complete a range of tasks and a handover manual with outstanding actions and to do list for first few weeks.
Noticeboard	<p>One new noticeboard for erection at the Thornhill Road entrance to the Recreation Ground has been purchased and erected by our Contractor.</p> <p>The other noticeboard has not been purchased yet as we require permission from SBC to erect. This will cost around £270 for temporary permission to excavate the land and an unknown amount for utilities searches to confirm no cables are under the area we wish to dig.</p> <p>This action was discussed at the Finance Working Group and it is proposed that the project be paused and not delivered in this financial year. The Communications Working Group can the costs and consider whether to continue with the plan in the next financial year.</p>
The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018	<p>This legislation requires the Council to take steps to ensure that their website is accessible to users. This should be an aim of the Council for any future website revamp.</p> <p>Currently however, this modification would require a redesign of</p>

the whole website and a change of WordPress theme. The Communications Working Group reviewed the potential costs (both financial and time) to do this work in the summer as part of a wider review and felt that it was not possible to complete at the moment.

The legislation includes an exclusion clause in that a public sector body does not need to comply with the accessibility requirement if doing so would impose a disproportionate burden on the public sector body. The PC are to advise if they wish a short assessment to be done by the Clerk to confirm that the PC meet this criteria.

Actions or queries for consideration by the Council at PC meeting

Noticeboard: PC to advise

Accessibility: PC to advise

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Correspondence Report

Report details

Report Date:	14 th December 2018
Inclusion in PC meeting:	December 2018
Agenda item number:	9

Item number	From	Date	Reference	Contents summary
1	Local resident		Hotel site	Complaint about hotel site
Image/Text	<p>Dear South Marston Parish Council</p> <p>Please find attached photo of the site entrance as of today to what was the old Country Club.</p> <p>With Christmas holidays approaching and being there will be a lot of children off school I feel I must email to raise my concern regarding the lack of security and safety measures now in place.</p> <p>I am not sure who the owners are of the land now, but all of the fencing has fallen down on the access to the main road and it is now very easy for children to enter this site and derelict building.</p> <p>I believe the owners have a Duty of care to anyone, especially children, given the site is in a central village location and within 200 yards of a school.</p> <p>Can I ask that a Councillor make representation to the owners of the land and to express concern with regards to this matter with great haste before a child is injured.</p>			



Item number	From	Date	Reference	Contents summary
2	SBC Transport planning	13 th December 2018	HGV operating licence	HGV operating licence
Image/Text	<p>Dear Clerk,</p> <p>I write to advise you that we have received notification of an application for an HGV Operating Centre in your parish in the Applications and Decisions publication of 13th December 2018.</p> <p>Details can be found via the DVSA website; https://www.vehicle-operator-licensing.service.gov.uk/search/check-vehicle-operator-decisions-applications/, using Operator Licence Number; OH1145481.</p> <p>Any queries may be addressed to:</p> <p>Office of the Traffic Commissioner (West of England) Hillcrest House 386 Harehills Lane Leeds LS9 6NF</p> <p>Please note that any objections must be submitted to the Traffic Commissioners Office by a local authority as defined in the Goods Vehicle (Licensing of Operators) Act 1995 as: "the council of a county, district or London borough and the Common Council of the City of London", so please contact us to discuss any concerns you might have so we may determine if an objection is appropriate.</p> <p>If you would please copy us in on any correspondence, it would be most appreciated. <Clerk note: Application relates to 4 scaffolding vehicles operating out of Crown Timber></p>			
Item number	From	Date	Reference	Contents summary
3				
Image/text	<p>Dear colleagues,</p> <p>The Standards Committee regularly reviews the Borough Council's Codes and Protocols to ensure that these remain appropriate and up to date. As part of its adopted review process, Parish and Town Councils within Swindon are consulted on the documents.</p> <p>It would therefore be appreciated if your Council could consider the attached Codes and Protocols please, and let me have any comments or suggested amendments. I</p>			

do appreciate that not all of the Codes and Protocols will be directly relevant to your Council, but any views on how the Codes and Protocols might be improved will be considered. Comments would also be appreciated on how the promotion of the Codes and Protocols might best be progressed, and on any training that might be helpful for yourself, councillors, or any other interested parties.

The Standards Committee is scheduled to consider the review of the Codes and Protocols at its next meeting on 21st January 2019. Please let me have your comments up until that date. Thank you in anticipation of your assistance on this matter.

<Clerk note: Codes to be reviewed are Members Code of Conduct, Officers Code of Conduct, Monitoring Officer protocol, Councillor role definitions, Media guidelines for Councillors, Protocol for Member-Officer relations, Members planning code of good conduct, Local code of corporate governance, recording photography social media guidance, public question time at Council meetings protocol and guidance and whistleblowing policy>.

General correspondence received:

Title	Produced by	Key points to note

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

Newsletters received:

Title	Produced by	Key points to note
Members Bulletin	SBC	29.11.18 – None 6.12.18 - None 16.12.18 – 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:	14.12.18
Report written by:	Chris Brooks and Barry Thunder
Working Group meeting date:	Various
Inclusion in Parish Council meeting:	December 2018
Agenda item number:	15
Public or confidential:	Public
Overview	
Tasks, volunteers and budget have been discussed for next year. A "soft" calendar has been drawn up. The new Parish Clerk is to be introduced to the full range of Open Spaces activities shortly. 2018 has been a very active and successful time for the OSWG. Our thanks to all the volunteering work undertaken and the funding support from the F&E Harris Memorial Trust, Greenshove Services and local residents.	

Item	Progress/activity update
Community Payback Teams	Four sessions completed since the last PC meeting
Oak Tree Corner	Hedge to be trimmed in when time available. No overhanging footpath.
Orchard Meadow	The flood alleviation pond report has been received. Weed clearance to be undertaken on the fruit tree/Wildflower beds in January
Oxleaze Woods	Work to be done with repairs to broken bench seating and a review of any tree work for 2019. Late May Swindon Borough Planning Dept Team volunteer session is being organised.
Parish Council tree report	There is currently no outstanding work except for some minor trees on the rec' that will be taken down as they are close to the a working area. Some allotment trees need attention and Honda will be asked about those. Next full review planned for 2020 and an interim review of any noted HIGH RISK trees undertaken in early 2019.
Parish Policy for Open Spaces	Remains a work in progress.
St Julians Community Woodland	More coppicing has been done. Most outstanding work will be completed in January by a corporate team from Network Rail: coppice the remaining hazels, put the rubbing plaques back up, reduce the height of the hedge behind the gazebo, remove plastic tree guards, weeding in Orchard Meadow and lay some weed suppression membrane. Work planned for later in year: path repairs (flood alleviation), extending the pond, hedge laying.
Rights of Way	Concerns over some of our footpaths are to be discussed with local residents and possibly the Planning Dept.
Sevor Solar Farm	Relations with Eneco are good and they continue to be actively involved with the school and PC
Monthly Expenditure	<i>Annual funding strategy to be discussed at this meeting.</i>
Village Garden	A volunteer day is planned in April to <ul style="list-style-type: none"> - tidy under the main road hedge, - remove the low fir, level ground and grass seed - tidy the rose bed and memorial flower beds - complete tree pruning - hedge bush tidying (where the new shrubs have been planted)
Volunteers	We have regular volunteers helping on many of our projects and will happily welcome some more!

Actions or queries for consideration by the Council at PC meeting

Any high cost work projects are on hold pending completion of the 2019/20 budget projections

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Allotments Working Group report:

Report details	
Report Date:	14 th December 2018
Report written by:	Barry Thunder & Claire Penny
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>December 2018</i>
Agenda item number:	15
Public or confidential:	<i>Public</i>

Overview	
Key improvements have been completed by our volunteers and the weather has allowed some tenants to tidy plots for the winter. Income to expenditure continues to be positive and a reserve is predicted by the end of the financial year to be carried forward.	
Item	Progress/activity update
Allotment software.	No change but some training is recommended for Barry with the allotment rent part of the system.
Winter improvements.	Two compounds have been built for manure and wood chip storage. Some work still required to overhanging tree branches on the road side of the site. Honda to be contacted prior to this task completion. Additional bulb planting on "Lionel's Ridge" is underway.
Plot vacancies.	Two plots are vacant and a few of the tenants with untended plots will be chased in January regarding their future intentions.
In parish rent concessions.	No changes
Tenancy Agreement amendments for April 2018	All completed
Allotment rent changes.	No change proposed for 2019 at this time.
Community Payback.	Teams are helping with clearances and general maintenance tasks.
Grass cutting	We have renewed the grass gutting contract for 2019.
Donations and additional equipment	We are currently seeking a second-hand fuel powered wood chipper for joint use with the Open Spaces WG.
Social Event BBQ	N/A at present.
Thames Water supply.	Application for mains water in process to identify if cost is affordable for 2019.
Monthly/ Annual expenditure.	Proposals for annual budget allowance expenditure to be discussed at this meeting under a separate agenda item.
Actions or queries for consideration by the Council at PC meeting	
Councillors are asked to recognise the work undertaken by volunteers on the site, that continues to maintain the site to a high standard.	

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Strategic Planning Working Group report:

Report details	
Report Date:	14 th December 2018
Report written by:	Claire Penny on behalf of SPWG
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>December 2018</i>
Agenda item number:	<i>16</i>
Public or confidential:	<i>Public</i>
Overview	
No major updates	
Item	Progress/activity update
School	There has been no substantive progress but our Solicitor has requested payment of £677.28 for searches in respect of the compensatory land acquisition. PC to approve expenditure

Actions or queries for consideration by the Council at PC meeting

PC to approve expenditure

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Swindon Area Committee report:

Report details

Report Date:	7.12.2018
Report written by:	Sylvia Brown
Working Group meeting date:	6.12.2018
Inclusion in Parish Council meeting:	<i>December 2018</i>
Agenda item number:	17
Public or confidential:	<i>Public</i>

Overview

Swindon Area Committee bank account finally being tackled. Laura Cutter has taken over as Secretary from Terry who retired through ill-health. Main issues discussed were differing response to the SHELA land review by Swindon Borough Council – some rural parishes have potentially huge increases in housing from multiple small sites as Swindon try to kick start their housing supply. Also significant queries raised on delivery of services after the deed transfer, which SMPC should review.

Item

Summary

Bank Account	Still no internet access to be able to download statements so subscription payments can be checked – some new parishes are probably outstanding from last year as well as this. Plan in action to ensure this is finally cured and invoices can be sent out.
SMPC representative	Announced David Roberts retirement and note that SMPC needs a replacement representative on SAC.
Borough parish meeting	Like the parish clerks' forum, meetings have not been held recently due to Stephen Taylor's illness and retirement, but interim postholder now in post and next meeting is in January. Outstanding topics include planning charter update, reviewing transfer of services experience. New redundancies and reorganisation means parishes need a better handle on SBC contact details.
A419 and expansion plans	Noted that the 'missing link' between the M5 and the A417 will create a new faster route from Swindon junction 15 to M5 to Birmingham, and Highways England is anticipating a significant increase in traffic. Combined with the level of development bordering the A419 up to and beyond Blunsdon, this represents further pressure on the main A419 junctions.
Strategic Housing and Economic Land Assessment	The current SHELA review was discussed. Parishes such as Blunsdon and Covingham are being faced with proposals to develop multiple small areas of land as Swindon attempt to spread the risk associated with meeting the land supply targets other than on strategic sites. The main problem is that smaller sites have little hope of providing the major road infrastructure needed to cater for the cumulative effect. Also evident that planning officers are less likely to seriously consider sustainability issues (public transport/footways etc) where the smaller sites cannot afford to link to their land, as inspectors are

	giving priority to meeting the housing land supply criterion. To raise with SBC
Transfer of Services Experience	Severe concerns over what Swindon is now saying about some statutory functions (eg litter clearance). Because Swindon 'transferred' rather than delegated the functions, the parish is legally responsible. SBC are now saying the schedules signed by each parish contain a link to service standards that takes precedent over wording in the 'deed' itself. Confusingly, some parishes never signed their deed yet took on the services and have received the transition monies. Some parishes are intending to look at the impact of exercising the 5 year break point in the deed.
Actions or queries for consideration by Parish Council at PC Meeting	
<ul style="list-style-type: none"> • Note the vacancy for SMPC representative on SAC • Note the comments relevant to Swindon expansion and the A419 • Review the status of the deed between SMPC and SBC on transfer of services 	

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Quarterly reporting 18-19

Report details	
Report Date:	14.12.18
Report written by:	Clerk, Claire Penny
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	December 2018
Agenda item number:	19
Public or confidential:	<i>Public</i>
Overview	
In 2018 the PC moved from an excel based data entry system for our financial administration to a dedicated computer system.	
Item	Progress/activity update
The project	This change has required an adjustment of the way we operate and has led to a new set of cost centre codes and nominal codes. The Clerk and SB completed this work with regular liaison with key budget stakeholders and have now transferred the agreed 18/19 budget and all receipts and payments until 30 th November 2018 to the system.
System benefits	The new system allows for much easier report of PC activity and combined with SB's higher-level reports, offers the PC a much quicker way of reviewing finances. In addition to this, the system leaves a trail of changes and amendments, reducing the risk of financial error or fraud to the PC. Key budget holders are already using the system to see key reports to allow them to review progress and forward plan for 19/20.
VAT claim	The VAT claim for 18/19 is calculated automatically by the system as payments are entered. The PC are now able to produce the VAT claim report with one click and can be sent to HMRC either annually or quarterly. The PC may wish to consider this in future years.

Quarterly reporting

During the transition period to the new system, no quarterly reports have been produced as they would have been in previous years. However, finance budget progress has been regularly communicated to PC in addition to all payments and receipts being reported each month.

The PC can now view the latest budget performance report for all activity up to 30th November 2018. Link [here](#)

Actions or queries for consideration by the Council at PC meeting

Quarterly report: PC to note and review combined quarterly report

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Finance statement and payments for approval and signature

December 2018

Account balances:

Account	Balance date	Balance
Julian Hodge	30 th November 2018	£116096.86
Unity Trust Bank	4 th December 2018	£9802.18
TOTAL:		£125899.04

Income:

Received:

From	Reason	Amount
Julian Hodge	Bank interest	£81.05
Allotment tenant	Rent	£50.00
Barnes Coaches	Community News advertising	£200.00
Carpenters Arms	Community News advertising	£150.00
TOTAL:		£481.05

Invoiced:

To	Reason	Amount
TOTAL:		

Expenses:

Expenses for approval:

Pay method/ Chq No	SMPC ref	Payee	Reason	VAT	Total
BACS 19.12.18	0106	Claire Penny	Land registry	£0.00	£7.00
BACS 19.12.18	0107	Grove Information	IT software	£5.94	£35.64
BACS 19.12.18	0108	Stratton Garden Contractors	Grass cutting – Nov	£0.00	£308.00
BACS 19.12.18	0109	WALC	Councillor guides	£0.28	£8.66
BACS 19.12.18	0110	Orchard Press	Christmas event	£12.40	£74.40

			printing		
BACS 19.12.18	0111	Allbuild	Hedge cutting, waste management & misc	£294.70	£1768.20
BACS 18.12.18	0112	Multipay Card	Card balance	£33.95	£333.22
BACS 19.12.18	0113	Greenshave Services	Grass cutting	£56.00	£336.00
BACS 19.12.18	0114	Barry Thunder	Expenses	£0.00	274.80
BACS 19.12.18	0115	Claire Penny	Salary	£0.00	£1429.96
DD 2.1.19	0116	Claire Penny	Pension	£0.00	£65.77
BACS 19.12.18	0117	Thrings Solicitors	Search fees	£0.00	£677.28
			TOTALS:	£403.27	£5318.93

Credit card expenses:

Cardholder	SMPC ref	Payee	Reason	VAT	Total
Clerk	MCP40	Amazon.co.uk	Printer ink – Councillor	£14.06	£84.34
Clerk	MCP41	Vonage	Phone bill	£2.50	£15.00
Clerk	MCP42	Multipay fee	Monthly fee	£0.00	£3.00
BT	MBT29	Amazon.co.uk	Allotment bulk weed killer	£3.33	£19.99
BT	MBT30	Amazon.co.uk	PC use - printer inks	£14.06	£84.34
BT	MBT31	Sainsburys	Vol lunches + CPB snacks	£0.00	£23.55
BT	MBT32	White Hart Inn	Clerks interview rooms hire	£0.00	£100.00
BT	MBT33	Multipay fee	Monthly fee	£0.00	£3.00
			Balance payment due:		£333.22

Financial reporting:

- Clerk overtime balance is 43 hours and 35 minutes

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