

**Minutes of the meeting held on Tuesday 15th January at 7:30pm at
the South Marston Village Hall**

Council Members present	
Mr C McEwen (CM) - Chair Mr B Thunder (BT) Mr J Haines (JH) Mr R Hurley (RH)	Mrs S Brown (SB) – Vice Chair Mr S Young (SY) Mr T Leathart (TL)
Clerk & Responsible Officer:	Mr G Vickery (Clerk)
Members of the public present:	Nigel Hole Police and Crime Commissioner – Angus MacPherson

Acronyms used in these minutes:

SBC – Swindon Borough Council, PC – Parish Council, NEV New Eastern Villages, 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 146/18-19	<p>Nigel Hole wanted to make some points regarding litter picking and highlighted that despite efforts to clean the area up at the entrance to South Marston there was more litter there between Xmas and the New Year. It was not possible to attribute the litter to a particular source.</p> <p>Dennis Removal is a cause for concern with piles of old cardboard boxes in the yard, a break in the chain-link fencing and burning of rubbish on site. Anne Featherstone has visited the company to try and engage with them.</p> <p>Councillors expressed concern with the burning of rubbish on site.</p> <p>Turnout for the litter pick has improved and so Nigel has requested funds for 6 more bin bag hoops and £15.00 worth of bin bags.</p> <p>As there was no agenda item for this Councillors informally agreed that a request for expenditure for up to £100 would be agreeable if the request could be formally made at the next meeting.</p>	<p>Clerk to speak to Planning and Environment Health</p> <p>Clerk to add to agenda for next meeting.</p>	None

	<p>Nigel has requested</p> <p>The Police Crime Commissioner for Wiltshire and Swindon wanted to discuss a number of points.</p> <p><u>The Police Precept</u> Gave brief overview of Wiltshire Police challenges. Overall the force is a good and well performing force, but feedback is that communities don't see Police Officers enough. So, in order to start to address that the plan is to recruit an additional 41 officers. In addition, looking to recruit 2 dedicated cyber crime staff. This year the PCC is allowed to consult and seek an increase in the Police precept and PCC is consulting to seek an increase from £15.19 per month to £17.00 p.m. for Band D equivalent households</p> <p>PCC requested that we support this by going onto wiltshire.pcc.gov.uk. Closing date is 31st January. Need support of residents. Would like us to help publicise.</p> <p>The PCC asked for feedback on the Community Coordinators. TL fed back that Speedwatch get good support via the PCSO, however there was an issue in sharing of the devices. He made a plea for more devices.</p> <p>TL also thought that when we do get an issue and he contacts the PCSO there is a good link into the North Community Police Team.</p>		
1. Apologies 147/18-19	JH, and KM – Noted and accepted by the council	None	None
2. Declarations of interest 148/18-19	<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>None reported</p>	None	See South Marston website
3. To approve and sign the minutes of the Parish Council meeting held	<p>Proposed: SY Seconded: TL Agreed: All</p>	None	See South Marston website

on Tuesday 15 th January 2019 149/18-19			
4. For Cllr. Hurley and Burfitt to sign dispensations 150/18-19	RH signed	Clerk to get Councillor Burfitt to sign.	Details
5. Review of actions 151/18-19	Review of actions currently outstanding. Action Nov18 – 108/18/19	Existing actions updated on the action sheet. SB to circulate e-mail from Rob Rossiter & Clerk to inform Ed Snook and Rob Rossiter of the recent HGV Licence Application.	Actions
6. Review of Parish Council Calendar 152/18-19	The PC reviewed progress. SB mentioned that the Memorandum of Understanding with SMRA has been verbally agreed by both parties, but no physical signatures have been obtained. SB has asked that the PC give approval that the Chair can sign this on behalf of the PC. Full agreement by general approbation. Uncertainty as to whether an invoice has been raised for the school's licence fee.	CM to sign MOU Clerk to check and if not send out an invoice	Calendar
7. Clerks Report 153/18-19	Clerks report discussed and in particular the current account balance. RH proposed that we reduce the balance in the Hodge Account by £32,000. SY seconded. All approved. Clerk to issue letter with signatories requesting the funds be transferred into the PC's current account. SB proposed that we proceed with an overdraft application up to a sum of £10,000. BT seconded. All approved.	Clerk to issue and send letter. SB and Clerk to proceed with overdraft facility.	Report
8. Correspondence	Correspondence report discussed.		Report

<p>Report 154/18-19</p>	<p>Item no 1: The PC all agreed to support this the campaign to strengthen the role of neighbourhood plans.</p> <p>Item 2: SB and CM might want to attend but would like to know more about this. would like to know more so SB to contact him.</p> <p>Item 3: This would be a matter for the Parochial Church. Councillors wonder whether this may be fox or deer as the Lych Gate is always closed, so dogs wouldn't usually get in.</p>	<p>Clerk to send letter</p> <p>Clerk to forward e-mail onto SB.</p> <p>Clerk to respond to resident.re fouling of the burial ground</p>	
<p>9. Planning applications 155/18-19</p>	<p>To discuss planning applications: S/OUT/18/1943 - Hybrid Planning Application for a Science Park and associated works to include full details at Inlands Farm, The Marsh Wanborough Swindon SN4 0AS Deadline date: 22nd January 2019</p> <p>This was discussed and the feeling is that PC Strongly Object on the following grounds: 1) The site would appear to block the aspiration for an off-road cycle path leading from North to South through the NEV. We would ask that suitable amendment, or an acceptable alternative provision is put in place. 2) This application strays into NEV anti-coalescence areas. South Marston has these too and so as a matter of principle these shouldn't be strayed into. 3) We would suggest that this development would only be viable if there is early delivery of the Southern Connector Road.</p>	<p>Clerk to send Objection to SBC.</p>	<p>SBC planning website</p>
<p>10. To discuss and approve appointment of the internal auditor 156/18-19</p>	<p>Previously PC have used Rosie Darkin Miller. NALC have previously stated that they may have a scheme whereby we use of their appointed auditors; however, this previously didn't seem to get off the ground. If they do have a viable alternative the PC should use it but if not, the PC are happy for the Clerk to commission Rosie again this year.</p>	<p>Clerk to contact an appropriate Auditor.</p>	

<p>11. Reports from Working Groups 157/18-19</p>	<p>Communications Working Group: Further to the recruitment of the Communications Officer SB is going to Re-Boot with Tanya to purchase a recycled laptop and have MS Publisher installed so she is all ready to start on 1st Feb.</p> <p>Open Spaces Working Group: Item of note - Parish Council Tree Report, despite reminders BT still cannot get the supplier to send an invoice.</p> <p>Allotments Working Group: Report discussed. Agreed that clerk should proceed and send out invoices in February to avoid busy year end.</p>	<p>Noted by Clerk</p> <p>Clerk to progress.</p>	<p>Report</p>
<p>12. Reports relating to expansion 158/18-19</p>	<p>Strategic Planning Working Group: Nothing to report.</p>		<p>Report</p>
<p>13. Other reports 159/18-19</p>	<p>SMRA: No report SB gave a verbal update.</p> <p>AGM is 13th March all Councillors are invited.</p> <p>The outdoor gym is almost complete, but the remaining funds must be spent this financial year, which is up to May. The funds must be used for seats and landscaping. Bench materials are under discussion. Must be vandal proof. CM would like to see plans - fears that kickabout area might be impinged -before anything is agreed.</p> <p>CM advised that he received an e-mail from SMRA asking whether the PC would be happy to donate £200 towards the cost of entertainment at the village fete. CM advised that SMRA would need to make an application but generally are the PC happy with that. All agreed.</p> <p>Swindon Area Committee – Nothing to report.</p>	<p>SB to share plans for bench and landscaping</p> <p>SB to liaise with SMRA to bring this forward as an Agenda item</p>	<p>Report</p>
<p>14. Finance budget and precept 160/18-19</p>	<p>Finance report dated 09/01/19 discussed and the recommendation that the 2019/20 budget is adopted.</p>		<p>Finance Report</p>

	<p>SY proposed to adopt the budget and seconded by BT. All agreed.</p> <p>The recommendation is for a 2.5% increase in precept in 2019/20 (£100.34 per Band D equivalent, total precept £35,850.50) SB proposed and BT seconded. All agreed.</p>	Precept billing authority signed.	
<p>15. Finance Statement 161/18-19</p>	<p>To review and approve finance statement, bank statements and payments: BT, SY and SB confirmed and checked but noted that the two invoices sent to Bittersweet Creations are incorrect. They are made out to the wrong company and for the wrong amounts. So, the invoices will be cancelled, and the statement is amended to read Total invoiced amount £150.00.</p> <p>SB proposed acceptance of the Statement subject the amendment of the “Bittersweet” invoices. Seconded by JH. All approved.</p> <p>To approve the spending as requested in this meeting: The PC approved: Purchase of a re-cycled PC and software for the Communications Officer.</p>	Clerk to liaise with BT to identify correct supplier and the amounts.	Finance Statement
<p>16. Matters brought forward by or with the consent of the Chair 162/18-19</p>	<p>Several items were discussed</p> <ol style="list-style-type: none"> 1. CB brought forward a planning application that came in this week, but SBC would only extend the deadline to 6/2/19. S/18/2076 Erection of an extension to the southern elevation and refurbishment, additional loading bays, landscaping, extended service yard and associated works. DC2 Viscount Way Swindon SN3 4TN <p>PC discussed this briefly and initial thoughts are that this affects the houses on Highworth Road, land near to the Allotment, and overall visibility issues. There is also a risk that broadband coverage will be affected because of line of sight to the mast at Catsbrain Farm.</p>	Clerk to draft a response and send out to CM, SB and BT ahead of a formal reply back to SBC.	

	<p>The original application involved a hard-won requirement for hard landscaping including a bund, but this application would take much of that away.</p> <p>Despite what is said in the application there has been no pre-application consultation with the PC.</p> <p>PC are happy to delegate task to CM, SB, BT and the Clerk to formulate an appropriate response along the lines discussed above.</p> <p>2. BT advised that the Clerk has received a mail from a resident in Quarrybrook Close about a house opposite that is being converted to a flat and two bed-sits. Resident have concerns as to parking. Councillors share that concern.</p> <p>BT cannot recall seeing any application for the change of use. Agreed that Clerk should investigate the planning with SBC.</p> <p>3. RH is concerned about the state of the road particularly the traffic calming humps next to the Allotments. RH will note defects via Fix My Street App.</p> <p>4. RH noted that several evenings ago traffic was parked outside the Village Hall causing traffic chaos. PC asked Clerk to send a note to Rachel and Chair of SMRA asking them to remind user of the hall not to park directly outside of the hall.</p>	<p>Clerk to contact SBC.</p> <p>RH to confirm when complete</p> <p>Clerk to send mail to Rachel and Chair of SMRA.</p>	
Meeting closure:	21:45		

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.	Done. Will be reviewed by CWG in 19-20	Clerk	16/10/2018
Oct 18 103/18-19	Land registry	Clerk to get land registry details as agreed.	Done	Clerk	1/11/2018
Nov 18 108/18-19	Traffic issues at A420/Symmetry Park junction	Clerk to share Mr Burgess email with SB	Done	Clerk	20/12/2018
Nov 18 108/18-19	Traffic issues at A420/Symmetry Park junction	SB to raise with Rob Rossiter at SBC	In progress	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.	Done	Clerk	20/12/2018
Nov 18 116/18-19	Tree management	Clerk to amend spreadsheet	Done. 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.	Done	Clerk	20/12/2018
Nov 18 118/18-19	Recruitment	RWG to complete recruitment process	In progress	RWG	7/1/2019
Dec 18 127/18-19	Hedge cut	Clerk to request SBC cut roadside hedge.	Done	Clerk	15/1/2019
Dec 18 130/18/19	Co-option of Ray Hurley	Clerk to inform SBC Clerk to arrange PC IT access.	Done	Clerk	15/1/2019
Dec 18 131/18-19	Co-option of James Burfitt	Clerk to inform SBC Clerk to arrange PC IT access.	Done	Clerk	15/1/2019
Dec 18 132/18-19	Orchard Meadow pond	Clerk to share management company maintenance plan with CM	Done	Clerk	15/1/2019
Dec 18 134/18-19	Noticeboard	Clerk to add to agenda for discussion in March.	Done	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	Done	Clerk	15/1/2019

		secured site next to the village school and recreation field			
Dec 18 135/18-19	HGV application for Crown Timber	Clerk to contact planning officer and thank for notification but also seek clarification on the application.	Done	Clerk	15/1/2019
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	Done	Clerk	7/1/2019
Dec 18 139/18-19	Service contract 19-20	Clerk to file and share with contractors.	Done	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.	Done	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.	Done	Clerk	7/1/2019
Added at this meeting					
146/18-19	Dennis Removals	Clerk to speak to Planning and Environment Health about burning waste on site.		Clerk	19/02/2019
146/18-19	Litter Picking – request for funding	Clerk to add to agenda for next meeting.		Clerk	19/02/2019
146/18-19	Publicity for PCC consultation	Clerk to add item to the website.		Clerk	21/01/2019
150/18-19	Dispensation Form	Clerk to get Councillor Burfitt to sign		Clerk	19/02/2019
151/18-19	Action Nov18 – 108/18/19	SB to circulate e-mail from Rob Rossiter.		SB	19/02/2019
151/18-19	Action Nov18 – 108/18/19	Clerk to tip off Ed Snook and Rob Rossiter with regards to the recent		Clerk	31/01/2019

		HGV Licence Application			
152/18-19	SMRA MOU	CM to sign MOU		CM	19/02/2019
152/18-19	School Licence Fee	Clerk to check and send invoice		Clerk	19/02/2019
153/18-19	Withdrawal of £32,000 from Hodge Bank	Clerk to send letter		Clerk	16/01/19
153/18-19	Overdraft Facility	SB and Clerk to proceed with application.		SB and Clerk	23/01/19
154/18-19	10 Minute rule bill	Clerk to send similar letter to MP		Clerk	19/02/2019
154/18-19	E-mail from Neil Holly	Clerk to forward e-mail onto SB		Clerk	16/01/2019
154/18-19	E-mail re. fouling of burial ground	Clerk to respond to resident		Clerk	31/01/2019
155/18-19	S/OUT/18/1943 - Hybrid Planning Application for a Science Park	Clerk to respond to SBC		Clerk	22/01/2019
156/18-19	Internal Auditor	Clerk to appoint an appropriate Auditor.		Clerk	19/02/2019
157/18-19	Allotment Renewals	Clerk to send out in February		Clerk	01/03/2019
159/18-19	Gym area	SB to share plans for seats and landscaping		SB	19/02/2019
159/18-19	£200 donation to fete	SB to respond to SMRA.		CM	19/02/2019
161/18-19	Finance Statement	Clerk to liaise with BT to identify correct supplier and the amounts.		Clerk	31/01/2019
162/18-19	S/18/2076 Erection of an extension DC2 Viscount Way Swindon SN3 4TN	Clerk to draft a response and send out to CM, SB and BT ahead of a formal reply back to SBC.			31/01/2019
162/18-19	Building opposite Quarrybrook Close	Clerk to contact SBC to see if planning permission was granted		Clerk	31/01/2019
162/18-19	Potholes and Fix My Street App.	RH to confirm when complete		RH	19/02/2019
162/18-19	Parking outside Village Hall	Clerk to send mail to Rachel and Chair of SMRA		Clerk	19/02/2019

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Calendar actions:

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	At this meeting
Council administration	Clerk to circulate draft service contracts for approval	Completed
Council administration	Remind school licence fee due	Not yet done

Agenda items:

- **SMRA MOU and grant**

JANUARY 2019

Responsibility:	Activity:	Progress
Allotment Working Group	Offer rental payment to Honda	Not yet done
Allotment Working Group	Send New Year email/letter to tenants	Completed
Communications Working Group	Issue January edition of Community News	In progress
Council administration	Notify SBC of precept amount	At this meeting
Council administration	Issue contracts to suppliers	Completed
Finance Working Group	Confirm appointment and date for internal auditor	At this meeting
Finance Working Group	Produce 3rd quarter budget report	Completed
Finance Working Group	Meeting to review quarter report	Completed
Finance Working Group	Update grants report	Not yet done

Agenda items:

Finance:

- **Review and approve precept amount**
- **Review and approve 3rd quarter budget report**
- **Review and sign new supplier contracts**

FEBRUARY 2019

Responsibility:	Activity:	Progress
Communications Working Group	Produce March edition of Community News	Not yet done
Council administration	Clerk to review and present asset register	Not yet done
Council administration	Receive SMRA accounts and circulate to PC	Not yet done
Council administration	Confirm appointment of internal auditor	At this meeting

Agenda items:

Finance:

- **Asset register**
- **Approve appointment of internal auditor**

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Clerks Report

Report details

Report Date:	9th January 2019
Report written by:	Gary Vickery, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	January 2019
Agenda item number:	7
Public or confidential:	Public

Overview

Handover from Claire Penny to Gary Vickery

Item	Progress/activity update
Handover	I took over as Clerk and Responsible Financial Officer formally with effect from 2 nd January 2019. Claire and I have completed the handover and I now have access to all systems and documents. Claire has provided a very comprehensive manual and guide for the role of Clerk and this will be invaluable over the next few weeks and months as I get up to speed.
Crown Timber Yard (HGV Licence)	It's been made clear by a Traffic Technician at SBC that we cannot object to HGV Traffic Applications as a PC but we, nevertheless, logged our objection reasons. Traffic have responded by saying that they are going to clarify the exact location as there appears to be a lack of clarity as to the site of the Operator requesting the licence. We will await further information before responding further. In the meantime, I will keep the SBC Planning Officer informed.
Shared Google Drive	Currently we are at 27.9gb with a 30gb limit. An option would be to purchase additional space and I will ascertain costings for this. In the meantime, I will look to delete some old planning applications, that tend to be resource hungry. The details will still be available on the SBC planning portal.
Current Account Balance	<p>Current balance in the Unity Trust Bank is £5,536.62. This is very low bearing in mind no major income streams are due for the rest of the Financial Year. There are adequate funds in the Julian Hodge savings account, and they have been contacted and put on notice that we wish to withdraw some funds, but these will not be available until 3rd April, as the account is a 90 Days' Notice Account.</p> <p>In the meantime, there is a risk that the PC may run out of funds in the current account, but Councillors have contacted Unity Trust who have indicated that overdraft facilities are available, subject to further information.</p>

Actions or queries for consideration by the Council at PC meeting

1) Clerk's recommendation is that Councillor's agree, as a priority, the amount to be withdrawn from the Julian Hodge account. It is worth noting that under the Financial Services Compensation Scheme (FSCS) the PC are protected up to a limit of £85,000, so it would be prudent to reduce funds in this account by a minimum of £32,000.

2) Proceed with overdraft enquiries.

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Correspondence Report

Report details

Report Date:	3 rd January 2019
Inclusion in PC meeting:	January 2019
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	Jodie Smart, Clerk Wroughton	21 st December 2018	10 minute bill	Suggestion that PC consider writing to support
Image/Text	<p>Good morning all,</p> <p>Our parish council has written the attached letter to our MP to encourage him to support the recent 10 minute rule bill proposal by John Howell MP to strengthen neighbourhood plans against appeals.</p> <p>We would like to share this and encourage all local parishes to request the same of your local MP, particularly those of you that have or are in the process of having a Neighbourhood Plan.</p> <p>Merry Christmas all.</p> <p>Kind regards,</p> <p>Jodie Smart Clerk to the Council</p>			
Item number	From	Date	Reference	Contents summary
2	Neil Holly, SBC	19 th December 2018	Local Plan	PC help requested with Local Plan
Image/Text	As part of the review of the Swindon Borough Local Plan, there is a need to:			

	<ul style="list-style-type: none"> • audit of the quantity and quality of public open spaces in the Borough – this provides the evidence to support the seeking of contributions from developers to upgrading existing open spaces and providing new open spaces, and • update the settlement boundaries for Swindon and the rural settlements shown on the Local Plan policies map. <p>It would be very helpful if your parish council were able to participate in these stages of plan-making by carrying out quality audits of public open spaces in your area and proposing updated settlement boundaries for your parish. We would provide you with training on how to do this.</p> <p>If your parish council would be potentially willing to assist, we would be grateful if the clerk and one other representative could attend the Swindon Borough Council Civic Offices room CR6 at 3pm on Monday 4 February 2018 for a training and briefing session.</p> <p>Please let me know if you are able to attend and, if so, the names of the person(s) that will be attending.</p>			
Item number	From	Date	Reference	Contents summary
3	Local resident	05/01/19	Dog excrement	Request for a “No Dogs” sign
Image/text	<p>Could you please put a no dogs sign at the church gate. Three times I been to care for a grave of my granddaughter I have seen dog mess not picked up.</p>			

General correspondence received:

Title	Produced by	Key points to note
Objection to Crown Timber Yard HGV Licence Sent to National HGV Licencing Service	Local affected Resident	<p>Cannot understand how your agency can just issue permits to operate vehicles in such a location without taking advice from the local parish council</p> <p>The problem is not the parking on the site, but increased HGV traffic coming around a blind "S" bend on a small, narrow country lane.</p> <p>Clerk is monitoring this – see comments in Clerk’s report.</p>

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
	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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Communications Working Group report:

Report details	
Report Date:	4.01.2019
Report written by:	Sylvia Brown
Working Group meeting date:	19.12.2018
Inclusion in Parish Council meeting:	
Agenda item number:	
Public or confidential:	<i>Public</i>

Overview
<p>Community News issue 17 in production ahead of Clerk leaving and will be finalised by SB. Recommendations made on recruitment of Communications officer from 1 February, initially on 6 month contract. SMPC had delegated the decision to CWG and this was duly actioned and accepted. Tanya Gray Jones will start work on the March edition from 1 February, working 20 hours per month on average. Within her 6 month contract, she will review the existing website and make recommendations to CWG and the PC on its future development.</p>
<p>The PC is asked to note the decision above, and the contents of the minutes attached.</p>

SMPC Communications Working Group

Minutes of meeting 20 Dec 2018

Sylvia Brown SB
Pam Jackson (PJ)
Alison Thunder: AT

Tony Leathart: TL
Barry Thunder: BT
Claire Penny: CP

Minutes of the last meeting – actions

- Customer survey due in next edition
- SB was working on the history project by collating the index of documents on South Marston available on the Wiltshire & Swindon Family History Centre in Chippenham. This provided a wealth of information on local families and properties going back to the 16th Century. She will circulate when complete.
- BT pursuing dragonfly carving (Yuasa donation). Roadside signs for Orchard may need SBC permission – CP to check
- PC had installed the first noticeboard at the Thornhill Rd entrance to the Recn Ground. In the light of budgets, the PC had agreed to delay the installation of a second board at the entrance to Greenfields, to assess the additional costs of roadside installation.
- Reminders sent out the VH booking clerk giving sufficient notice but no VH diary submitted for the last two editions.

Community News

- **Edition 18** – good issue, but comments made about ‘sameness’ of church pages and lack of colour/visual interest on the PC pages. Decided that more active editing role may be necessary to maintain quality. Some content was blurred – adverts in the main – editor to continue to look at how best to help advertisers supply good quality product.
- **Timeline Cut off date To printers Distn date CWG meeting**

18 Dec	15 Jan	19/20 Jan	30 Jan 10.30
25 Feb	5 March	9/10 March	4 April 10.30

- **Forward plans for articles:** Agreed previously by email that new/old clerk/editor article should be front page. Manor Farm article to be delayed in the light of this and more info becoming available from the history project (SB to contact Linda). TL had prepared ‘Around the village’ on Alfred Williams. SMILE event report/Father Christmas letter (Alison & Barry). Centre double page spread on new Village Centre layout (SB checking quality). Customer survey. .
- **Later editions article bank** - Rowborough wash-house for March edition.

Welcome Pack

- **Progress.** First insert now prepared in proof copy and 2 advertisers had been acquired by Alison. Will aim for completion of text for Open Spaces and history by next meeting.

Signage and other printing projects

- Gym equipment signs needed to be agreed and installed by March to complete the Big Lottery conditions of grant.

Website improvements

- Accessibility legislation required the Council to consider – had agreed that no action at the moment as disproportionate burden, given that we would have to upgrade the Wordpress version. However, Council had agreed that revamp of website was necessary in the next 12 months. Agreed to consider as part of the recruitment of Comms officer.

Recruitment of Communications officer

- The Council had successfully recruited a Clerk and Responsible Finance Officer, but had separated out the Communications role and asked the CWG to consider possible ways forward with two candidates who had been interviewed as part of the recruitment exercise. The Working Group agreed to offer one applicant a 6 month fixed term contract to take on the Communications Officer role, assessed at 20 hours per month. During this time, part of this work will be making proposals on the development of the website which will then be considered by Council when reviewing the contract for a further period. SB to prepare job description and progress this.

Any other business

- The Group gave thanks to Claire, as this would be her last meeting as editor and clerk to the council. The work she had done to establish a high quality bi-monthly magazine that had gained positive reviews from readers was a significant achievement, and we were all very grateful.

Date of next meeting – Wed 30th January 2019 at 12 noon

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Open Spaces Working Group report:

Report details	
Report Date:	08.01.2019
Report written by:	Chris Brooks and Barry Thunder
Working Group meeting date:	Various
Inclusion in Parish Council meeting:	<i>January 2019</i>
Agenda item number:	
Public or confidential:	<i>Public</i>
Overview	
Very little activity since the December PC meeting.	
Item	Progress/activity update
Community Payback Teams	Oxleaze Wood had the path side grass cut, path side drainage ditches cleared. The woodland hedge was trimmed along Morse's Lane and mud and gravel cleared from the road surface.
Oak Tree Corner	Hedge to be trimmed in when time available. None overhanging the footpath.
Orchard Meadow	We hope to start clearing the wildflower beds later in January.
Oxleaze Woods	See CPB update above.
Parish Council tree report	<p>IT must be noted that the invoice for the tree report completed in early 2018 has not yet been received. The invoice has been requested via two emails and a phone call, plus a letter of request posted in December 2018. A reserve of £600 should be made to pay the outstanding amount. This was approved at a PC meeting in possible Dec17 of Jan 18. (TBC)</p> <p>Next full review planned for 2020 and an interim review on any noted HIGH RISK trees undertaken in early 2019. These are mainly in the recreation field area.</p>
Parish Policy for Open Spaces	Remains a work in progress.
St Julians Community Woodland	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 on a newly build support, reduce the height of the hedge behind the gazebo

	and the notice board, remove plastic tree guards, weeding in Orchard Meadow. WWT are providing hedging whips to repair hedge gaps behind the notice board area.
Rights of Way	Concerns over footpath 15 where it crosses South Marston farm are to be investigated after concern raised by residents about obstructions and overgrown style.
Sevor Solar Farm	Relations with Eneco are good and they continue to be actively involved with the school and PC
Monthly Expenditure	Low expenditure expected during January/February.
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:	8 th January 2019
Report written by:	Barry Thunder & Gary Vickery
Working Group meeting date:	N/A
Inclusion in PC meeting:	<i>January 2019</i>
Agenda item number:	
Public or confidential:	<i>Public</i>
Overview	
Little activity since the last PC report.	
Gary to become familiar with the Rialtos rent invoicing system and inspection reports	
Item	Progress/activity update
Allotment software.	No change
Winter improvements.	Some overhanging branches removed by volunteers.
Plot vacancies.	Two plots are vacant and a few of the tenants with untended plots will be chased after the January inspection regarding their future intentions.
In parish rent concessions.	No changes
Tenancy Agreement amendments.	No changes recommended
Allotment rent changes.	No change proposed for 2019/20. Invoicing for the rents for 2019/20 is planned for mid-March
Community Payback.	Teams are helping with clearances and general maintenance tasks ongoing.
Grass cutting	We have renewed the grass gutting contract for 2019.
Donations and additional equipment	We have received donations of blue plastic barrels from SSE
Social Event BBQ	N/A at present. To be planned for summer 2019
Thames Water supply.	Application for mains water in process to identify if cost is affordable for 2019.
Monthly/ Annual expenditure.	Minimal expenditure expected for January/February 2019
Actions or queries for consideration by the Council at PC meeting	
The site is running to plan.	

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Strategic Planning Working Group report:

No Report Submitted

SMRA report:

No Report Submitted

SAC report:

No report submitted

Finance – budget & precept

See attachment

Finance statement

December 2018

Account balances:

Account	Balance date	Balance
Hodge Bank	31 st December 2018	£116,180.67
Unity Trust Bank	8 th January 2019	£5,536.62
	TOTAL:	£121,717.29

Income:

Received:

From	Reason	Amount
Hodge Bank	Interest received	£83.81
F&E Memorial Trust	Balance of donation to Village Garden	£300.00
Dance	Allotment fees	£69.20
Greenshave	Refund of duplicate invoice	£163.44
	TOTAL:	£616.45

Invoiced:

To	Reason	Amount
Elite Chauffeurs	Welcome Pack advertising (015)	£150.00
Bittersweet Creations	Welcome Pack advertising (016)	£65.00
Bittersweet Creations	Welcome Pack advertising (017)	£65.00
	TOTAL:	£280.00

Expenses:

Expenses for approval:

Pay method/ Chq No	SMPC ref	Payee	Reason	VAT	Total
BACS 16.1.19	0118	Rialtas software	Allotments software	£23.80	£142.80
BACS 16.1.19	0119	Allbuild	Waste management + fly tip collection	£31.30	£187.80
BACS 16.1.19	0120	Claire Penny	Salary	£0.00	£1429.96
DD 02.02.19	0121	AEGON	Pension	£0.00	£65.77

BACS 16.1.19	0122	HMRC	Tax period 08	£0.00	£482.85
DD 16.1.19	0123	Multipay card	Card balance	£2.52	£213.54
BACS 16.1.19	0124	Gary Vickery	Expenses – Stamps x 12	£0.00	£6.96
			TOTALS:	0	£2,529.68

Credit card expenses:

Cardholder	SMPC ref	Payee	Reason	VAT	Total
Clerk	MCP43	Land Registry Searches	Land Registry Searches	£0.00	£9.00
Clerk	MCP44	White Hart	Food and drink (recruitment process)	£0.00	£97.25
Clerk	MCP45	Marriott Hotel	Coffee meeting with Vice Chair	£0.00	£8.20
Clerk	MCP46	Vonage	Phone bill	£2.52	£15.12
Clerk	MCP47	Multipay	Monthly fee	£0.00	£3.00
B Thunder	MBT34	Sainsburys	Clerk's farewell and Xmas gathering	£0.00	£77.97
B Thunder	MBT35	Multipay	Monthly fee	£0.00	3.00
			TOTALS:	£2.52	£213.54
			Balance payment due:		£213.54