

**Minutes of the meeting held on Tuesday 19th February 2019 at
7:30pm at the South Marston Village Hall**

Council Members present	
Mr C McEwen (CM) - Chair	Mrs S Brown (SB) – Vice Chair
Mr J Burfitt (JB)	Mr S Young (SY)
Mr K Millard (KM)	Mr T Leathart (TL)
Mr R Hurley (RH)	
Clerk & Responsible Officer:	Mr G Vickery (Clerk)
Members of the public present:	Nigel Hole and Bob Sheridan

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 163/18-19	<p>Nigel Hole wished to raise the matter of the HGV Application for 4 tankers being used in Thornhill Ind. Est. He was annoyed that SBC just seem to roll over and put the same conditions on as the previous HGV requests and don't seem to take note of the strong objections both from individuals and the PC. CM confirmed that PC can only put their views to SBC Transport Planning, not the Bristol Traffic Commissioner.</p> <p>Nigel also wanted to raise the question of Dennis Removals and the state of the site again. There is rubbish piled against a broken fence. When the wind blows the litter is scattered onto the road. We have active anti-litter volunteers in the village and this increases their work..</p> <p>Clerk confirmed that SBC have been contacted in relation to the burning of rubbish on the site and is awaiting a response.</p> <p>Bob Sheridan is here on behalf of his parents in relation to the planning application they have submitted - see S/HOU/19/0098. He can answer any questions the Councillors may</p>	<p>Clerk to write polite letter to Dennis Removals with our concerns.</p>	None

	have.		
1. Apologies 164/18-19	Barry Thunder (BT) – On holiday John Haines - Meeting at Honda Noted and accepted by the Councillors Accepted	Note	None
2. Declarations of interest 165/18-19	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
3. To approve and sign the minutes of the Parish Council meeting held on Tuesday 166/18-19	Proposed: TL Seconded: SY Agreed: All	Note	See South Marston website
4. Review of actions 167/18-19	Review of actions currently outstanding. Road/Highways issues - Following on from RH's work around reporting potholes and other issues, CM though it might be a good idea if RH could be our Highways person and follow through on issues raised, directly with SBC, and without the need to go through the Clerk. All agreed that this was a good idea and CM to meet with RH and explain the contact between SBC and the PC.	Existing actions updated on the action sheet. CM to brief RH on the SBC contract.	Actions
5. Review of Parish Council Calendar 168/18-19	The PC reviewed progress <ul style="list-style-type: none"> • Rental payment to Honda • Review the Grants Report 	Clerk to contact Honda Clerk to review with SB	Calendar
6. Clerks Report 169/18-19	Clerks report discussed <ul style="list-style-type: none"> • All agreed with the Clerk's recommendation NOT to proceed with the overdraft. • To approve the Asset Register for 2018/19 - Proposed KM, Seconded TL • To approve the appointment of Rosie Darkin-Miller as Internal Auditor for this year – Proposed SB, Seconded KM 	Clerk to inform Unity Bank Clerk to contact insurer to check that latest eqpt. is insured.	Report

<p>7. Correspondence Report 170/18-19</p>	<p>Correspondence report discussed</p> <p>Item 3 – HGV Application.</p> <ul style="list-style-type: none"> • Conditions should be amended so that vehicles enter the site and leave the site in forward gear. However, due to the number of lorries on site what happens if this is not possible? We are concerned about the increasing volume of lorries using the approach road but Traffic Commissioner states that they cannot take into consideration the suitability of the surrounding road network – this is a matter for the Highways Authority. Clerk to inform SBC as HA of our objection and ask them to take appropriate action. <p>General Correspondence – Overgrown hedges When contracts are reviewed, we need to consider hand cutting over the use of tractors and including the hedging in the vicinity of Hoddinot’s corner.</p>	<p>Clerk to feedback to Transport Planning</p> <p>Clerk to contact SBC as HA</p> <p>Clerk to note</p>	<p>Report</p>
<p>8. Planning applications 171/18-19</p>	<p>To discuss planning applications:</p> <p>S/ADV/19/0078 - Retention of 2no. internally illuminated flexface signs and display of 8no. new internally illuminated flexface signs. Dunelm St Margaret’s Retail Park Oxford Road Stratton St Margaret Swindon SN3 4ES Deadline: 13th February 2019 - but extension requested</p> <p>KM reported that the SBC planner has advised the Applicant that she cannot support the addition of 8 new signs. PC support the planner in her comments.</p> <p>S/HOU/19/0098 - Erection of a two and single storey rear extension. Pigeon Farm Chapel Lane South Marston Swindon SN3 4SW Deadline: Extended to 25th February 2019</p> <p>No objections</p> <p>S/RES/18/1145 Erection of 69no. dwellings with associated access, infrastructure,</p>	<p>Clerk to respond</p> <p>Clerk to respond</p> <p>Clerk to seek clarity from the</p>	<p>SBC planning website</p>

	<p>parking, landscaping and public open space - Reserved Matters from previous outline application S/OUT/15/1985. Former Mercure Hotel And Spa Site Old Vicarage Lane South Marston Swindon SN3 4SH Deadline: 21st February 2019</p> <p>No adverse comments but require clarity on</p> <ul style="list-style-type: none"> • the nature of the pumping station and future responsibility • Highways Officer has previously made the point that there should be no "tandem parking" and so each plot should have enough space for two cars to be parked side by side, to avoid the need to park on the road. It's difficult to see whether there are dual parking spaces. <p>S/18/1300 Demolition of former Hotel building (Old Vicarage) and erection of 1no. dwelling. Mercure Hotel And Spa Old Vicarage Lane South Marston Swindon SN3 4SH Deadline: 21st February 2019</p> <p>Query the fact that the latest drawing appears to show that the façade is rendered. PC originally stated that the building should be stone built.</p> <p>S/19/0079 Erection of 2 no. dwellings with associated works. Ranikett Chapel Lane South Marston Swindon SN3 4SN Deadline:1st March 2019</p> <p>PC objects to the application on the basis of an intensification in the volume of traffic with the addition of a further house. PC originally expressed concerns regarding vehicular access from the houses onto Chapel Lane itself and then from Chapel Lane onto Vicarage Lane. With the addition of another house in this latest application then the increase in volumes of vehicles manoeuvring within Chapel Lane is increased.</p>	<p>SBC planners</p> <p>Clerk to seek clarity from the SBC planners</p> <p>Clerk to raise an objection</p>	
<p>9. To review and approve funding for litter picking group 172/18-19</p>	<p>Approved and Proposed by SB, Seconded SY</p>	<p>Payment to be made – see Financial Statement</p>	

<p>10. Reports from Working Groups 173/18-19</p>	<p>Communications Working Group: 09/02/19 Noted</p> <p>Open Spaces Working Group: 08/02/19 SB made the point that when implementing the new finance system, a whole host of cost centres were created, so all of Open Spaces could be separated out. However, we may want to rationalise this to simplify the coding of the accounts.</p> <p>TL mentioned that a contact at Honda was offering us a whole load of gardening equipment on the basis that they could then follow up how the PC use it. Useful PR exercise for them. BT has now taken on the discussion with the contact.</p> <p>Allotments Working Group: 12/02/19 Noted</p>	<p>Note</p> <p>Note</p>	<p>Report</p> <p>Report</p> <p>Report</p>
<p>11. Reports relating to expansion 174/18-19</p>	<p>Strategic Planning Working Group: 07/02/19 Councillors expressed their thanks to TL and SB for their work and attendance at the Keypoint Enquiry.</p> <p>PC have noted the latest announcement regarding the closure of Honda in 2022 and that this may affect a number of initiatives in our parish, in particular the NEV and the Keypoint Energy Centre.</p> <p>School Expansion – CM had sent a report to Councillors ahead of this meeting but because there are expenditure matters (additional legal costs), to be agreed the Clerk pointed out that no decisions could be made at this meeting as there was no Agenda item. CM is concerned that this will delay matters if we delay until next month and so proposed a Special Meeting be called. PC are happy to do this so Clerk will call a Special Meeting for next Tuesday, provided that the hall can be secured. Notice to be put up not later than tomorrow – Wed 21/2/19.</p>	<p>Note</p> <p>Note</p> <p>Clerk to arrange Special Meeting</p>	<p>Report</p>
<p>12. Other reports 175/18-19</p>	<p>SMRA: Meeting was cancelled and so no report</p>	<p>None</p>	
<p>13. Finance 176/18-19</p>	<p>To review and approve finance statement, bank statements and payments:</p> <p>SY, KM, TL & SB confirmed and checked. PC</p>	<p>Approved</p>	<p>Finance statement</p>

	approved.		
14. Matters brought forward by or with the consent of the Chair 177/18-19	Neighbourhood Watch – PC thought it might be a good idea to see if the initiative could be expanded throughout the village. TL to contact Jill Quadri, the NW coordinator, to see if she might be willing to write an article for Community News/Website to drum up interest.	TL to contact Jill Quadri	
Meeting closure:	9:40pm		

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
Nov 18 118/18-19	Recruitment	RWG to complete recruitment process	Done	RWG	7/1/2019
Dec 18 136/18-19	Gary Vickery appointment	Recruitment Working Group to issue contract.	Done	RWG	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 18 145/18-19	High interest bank account	BT to investigate high interest account	On-going	BT	15/1/2019
Jan 19 146/18-19	Dennis Removals	Clerk to speak to Planning and Environment Health about burning waste on site.	In progress – awaiting response from SBC	Clerk	19/02/2019
Jan 19 146/18-19	Litter Picking – request for funding	Clerk to add to agenda for next meeting.	Done	Clerk	19/02/2019
Jan 19 146/18-19	Publicity for PCC consultation	Clerk to add item to the website.	Done	Clerk	21/01/2019
Jan 19 150/18-19	Dispensation Form	Clerk to get Councillor Burfitt to sign	Done	Clerk	19/02/2019
Jan 19 151/18-19	Action Nov18 – 108/18/19	SB to circulate e-mail from Rob Rossiter.	Done	SB	19/02/2019
Jan 19 151/18-19	Action Nov18 – 108/18/19	Clerk to tip off Ed Snook and Rob Rossiter with regards to the recent HGV Licence Application	Done	Clerk	31/01/2019
Jan 19 152/18-19	SMRA MOU	CM to sign MOU		CM	19/02/2019
Jan 19 152/18-19	School Licence Fee	Clerk to check and send invoice	Done	Clerk	19/02/2019
Jan 19 153/18-19	Withdrawal of £32,000 from Hodge Bank	Clerk to send letter	Done	Clerk	16/01/19

Jan 19 153/18-19	Overdraft Facility	SB and Clerk to proceed with application.	Done	SB and Clerk	23/01/19
Jan 19 154/18-19	10 Minute rule bill	Clerk to send similar letter to MP	Missed the deadline	Clerk	19/02/2019
Jan 19 154/18-19	E-mail from Neil Holly	Clerk to forward e-mail onto SB	Done	Clerk	16/01/2019
Jan 19 154/18-19	E-mail re. fouling of burial ground	Clerk to respond to resident	Done	Clerk	31/01/2019
Jan 19 155/18-19	S/OUT/18/1943 - Hybrid Planning Application for a Science Park	Clerk to respond to SBC	Done	Clerk	22/01/2019
Jan 19 156/18-19	Internal Auditor	Clerk to appoint an appropriate Auditor.	Done	Clerk	19/02/2019
Jan 19 157/18-19	Allotment Renewals	Clerk to send out in February	Done	Clerk	01/03/2019
Jan 19 159/18-19	Gym area	SB to share plans for seats and landscaping		SB	19/02/2019
Jan 19 159/18-19	£200 donation to fete	SB to respond to SMRA.		CM	19/02/2019
Jan 19 161/18-19	Finance Statement	Clerk to liaise with BT to identify correct supplier and the amounts.	Done	Clerk	31/01/2019
Jan 19 162/18-19	S/18/2076 Erection of an extension DC2 Viscount Way Swindon SN3	Clerk to draft a response and send out to CM, SB and BT ahead of a formal reply back to SBC.	Done		31/01/2019
Jan 19 162/18-19	Building opposite Quarrybrook Close	Clerk to contact SBC to see if planning permission was granted	In progress – awaiting response from SBC	Clerk	31/01/2019
Jan 19 162/18-19	Potholes and Fix My Street App.	RH to confirm when complete	Done – issues sent to SBC via Fix My Street App	RH	19/02/2019
Jan 19 162/18-19	Parking outside Village Hall	Clerk to send mail to Rachel and Chair of SMRA	Done	Clerk	19/02/2019
Added at this meeting					
Feb 19 163/18-19	State of Dennis Removals' compound	Clerk to write polite letter to Dennis Removals with our concerns.		Clerk	19/03/19
Feb 19 167/18-19	Roads and Highways	CM to brief RH on the SBC contract.		CM	19/03/19
Feb 19 168/18-19	Rental payment to Honda	Clerk to contact Honda		Clerk	19/03/19
Feb 19 168/18-19	Grants Report	Clerk to review with SB		Clerk/SB	19/03/19
Feb 19	Stop Overdraft	Clerk to inform Unity Bank		Clerk	27/02/19

169/18-19	request				
Feb 19 169/18-19	Assets	Clerk to contact insurer to check that latest eqpt. is insured.		Clerk	06/03/19
Feb 19 170/18-19	HGV Application Thornhill Ind Est.	Clerk to feedback to Transport Planning		Clerk	27/02/19
Feb 19 170/18-19	Review hedge cutting by hand v tractor	Clerk to note		Clerk	19/03/19
Feb 19 171/18-19	S/ADV/19/0078 - new internally illuminated flexface signs. Dunelm	Clerk to respond		Clerk	20/02/19
Feb 19 171/18-19	S/HOU/19/0098 - Erection of a two and single storey rear extension. Pigeon Farm Chapel Lane	Clerk to respond		Clerk	25/02/19
Feb 19 171/18-19	S/RES/18/1145 Former Mercure Hotel	Clerk to seek clarity re. Pumping Station and car parking		Clerk	20/02/19
Feb 19 171/18-19	S/18/1300 Demolition of former Hotel building (Old Vicarage) and erection of 1no. dwelling.	Clerk to seek clarity re. stone facade		Clerk	20/02/19
Feb 19 171/18-19	S/19/0079 Erection of 2 no. dwellings with associated works. Ranikett Chapel Lane	Clerk to respond with objection		Clerk	27/02/19
Feb 19 174/18-19	School expansion and recreation ground	Clerk to call a Special Meeting		Clerk	20/02/19
Feb 19 177/18-19	Neighbourhood Watch	TL to contact Jill Quandry re. an article for C. News		TL	19/03/19

[Return to minutes](#)

Calendar actions:

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	Completed
Council administration	Notify SBC of precept amount	Completed
Council administration	Issue contracts to suppliers	Completed
Finance Working Group	Confirm appointment and date for internal auditor	Completed
Finance Working Group	Produce 3rd quarter budget report	Completed
Finance Working Group	Meeting to review quarter report	Completed
Finance Working Group	Update grants report	To be reviewed

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	In progress
Council administration	Clerk to review and present asset register	Done
Council administration	Confirm appointment of internal auditor	Done

Agenda items:

Finance:

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

MARCH 2019

Responsibility:	Activity:	Progress
Communications Working Group	Issue March edition of Community News	In progress
Communications Working Group	Renew advertising agreements	
Council administration	Remind all Council members to reset passwords	
Council administration	Set date for Annual Meeting of the Council	
Council administration	Set date for Annual Parish Meeting	
Finance Working Group	Set date for meeting to review end of year reports	
Open Spaces Working Group	Remind contractor to do spring hedge trim	
Open Spaces Working Group	Inspect trees	
Council administration	Receive SMRA accounts and circulate to PC	Not yet done

Agenda items:	<ul style="list-style-type: none"> • Set date for Annual Parish Meeting • Set date for Annual Meeting of the Council
----------------------	--

[Return to minutes](#)

Clerks Report

Report details	
Report Date:	11 th February 2019
Report written by:	Gary Vickery
Working Group meeting date:	N/A
Inclusion in PC meeting:	Yes
Agenda item number:	6
Public or confidential:	Public

Overview

Still getting to grips with systems and processes but first full Parish Council Meeting cycle completed.

Asset Register complete and ready to present

Overdraft application is progressing.

Invoice tracker system set up.

VAT refund received

Allotment system up-dated and renewals issued

Item	Progress/activity update
Financial overview	<p>Pleasing to see that the Unity current account balance has increased over the month by over £1,200 to £6,821.00, largely as a result of receiving the VAT refund.</p> <p>Hodge Bank have confirmed that the £32,000 will be transferred into the Unity Account on 3/4/19.</p> <p>Unity Bank are close to finalising the overdraft request, but I have asked them to hold off, pending a decision by Councillors at this meeting. If the Council decide to proceed, there will be an initial charge of £200 and the overdraft will be at 10% over the base rate (currently 0.75%).</p> <p>It can be seen in the Financial Statement that payroll costs and Tax and NI contributions this month are extremely high, but off-set, to an extent, by an advance received from HMRC. As a result, the balance in the Unity current account will be around £3,200 after all of the payments. Wages, NI/Tax and pension contributions for March will be in the region of £1,800 - £2,000. Added to which we are already starting to see funds come in following the issue of the Allotment renewals.</p> <p>The situation, is therefore, healthier than last month and my recommendation would to keep the overdraft facility on hold.</p>
Asset Register	<p>Asset Register has been reviewed and is submitted for Councillors' approval in preparation for the 2018/19 audit. Use the link here to view</p>
Workload	<p>Remains high and an exercise is underway to look at all current activities to better understand the nature and volumes involved.</p>
Staff	<p>Communications Officer has been set up on Google drive and</p>

	has access to the website with full admin rights. Both employees have been set up on the HMRC payroll system
Internal Audit	As per guidance last month, I checked with WALC and NALC and there is no list of Internal Auditors, that we can easily call on. I have therefore commissioned Rosie Darkin-Miller again. Costs are estimated at this stage at around 10 hours @ £36.00 per hour. Rosie is offering a 2.5% discount if we enter into a 3 contract, but I suggest that we renew year on year.
G suite expenditure	I have reviewed our system storage and not surprisingly the Clerk's usage is by far the highest and is now close to the limit of 30gb. All other users are well within limits, so I have arranged for my storage to be increased by a further 20gb, which will cost an extra £2.30 a month, plus VAT. This comes within the Clerk's delegated financial authority for "office material", as specified under Section 4.1 of the Financial Regulations.
Other expenditure	The Chair, in conjunction with the Clerk, authorised a spend of £200, to enable Allbuild to carry out urgent gully clearance along Thornhill Road, where there was an accumulation of wet slippery leaves. This presented a slip hazard for pedestrians and cyclists. The spend falls within the limit of the delegated authority, again, as specified under section 4.1 of the Financial Regulations.
Actions or queries for consideration by the Council at PC meeting	
Approve the Asset Register for 2019/20	
Review the current Financial situation and decide whether to proceed with the overdraft facility	
Approve appointment of Rosie Darkin-Miller for 2018/19 audit	
Note the expenditure items	

[Return to minutes](#)

Correspondence Report

Report details	
Report Date:	11th February 2019
Inclusion in PC meeting:	Yes
Agenda item number:	7

Item number	From	Date	Reference	Contents summary
1	Gazetteer Custodian	16/01/19	Naming of a new street	Request to put forward a name for a new street for the former Hotel site
Text	<p>Hello Mr Vickery,</p> <p>I have been approached by Bellway for the Street Naming and Numbering of 70 properties on the site of the former Marston Hotel, would it be possible for street name suggestions for this development with does consist of only 1 street, to reflect the local history or any theme of naming in the area?</p> <p>I have included Stratton St Margaret parish as I believe this falls within the Stratton St Margaret and South Marston Ward and I would ask that if necessary the ward councillors are notified to contribute if applicable.</p> <p>I have not as yet been given any proposals by Bellway but they may come forward with</p>			

suggestion which I will submit for you to consider.
 I can see from your website that a meeting was held yesterday so just missed the boat on that one but I don't know if you hold any further planning meetings during the month as I would ask that you confirm your proposals at your earliest convenience.
 Should you need any further information please do not hesitate to contact me.

regards
 Liz Marsh
 Gazetteer Custodian

Clerk's Note: It had already been agreed, to propose the name Magdelene Close. The Chairman has already responded back to Liz Marsh to that effect.

Item number	From	Date	Reference	Contents summary
2	SBC	14/01/19	Allowances for Parish Councillors	Recommendations as to the allowances that can be provided should the Parish Council decide to adopt allowances.

Dear all,

Please find attached the recommendations from the Swindon Independent Remuneration Panel on Parish Allowances for the 2019/2020 Municipal Year for your Parish Council's to consider.

Kind regards,
 Vicki

Vicki Yull
 Committee Officer

Clerk's Note: Full details of the recommendations can be found in a word document that is linked [here](#).

Item number	From	Date	Reference	Contents summary
3	SBC	31/1/19	HGV Application	Response to Clerk's queries.

RE: HGV Licence Notification Application - OH2020269

I can confirm that the site is to the south of Thornhill Road, nestled amongst the other businesses on the industrial park.

Yes, the company will be using this operating centre for 4 rigid tankers. I have held lengthy discussions with the operator's agent, and he has confirmed to me that the tankers will be empty upon parking at this site overnight (barring a rare malfunction at the water works whereby the tankers cannot unload). I have also checked the Parish's previous concerns with the agent who seemed to allay them all.

I have so far proposed to have the same operating restrictions as the other recent application you allude to, with the addition of some more specific ones:

1. Authorised vehicles are to turn left when leaving the operating centre in order to join the A420 trunk road via Thornhill Road. Authorised vehicles are to enter the operating centre in the reverse direction.

	<ol style="list-style-type: none"> 2. Engines on vehicles authorised under this licence will be run for no more than three minutes before leaving or after returning to the operating centre. Any instances of vehicles requiring to have the engine running for longer than these 3 minutes shall be recorded and made available to the Traffic Commissioner on request. 3. There will be no operation, movement, loading or unloading of authorised vehicles or trailers at the operating centre between 14:00 and 24:00 on Saturdays; and there shall be no operation, movement, loading or unloading of authorised vehicles or trailers at the operating centre on Sundays and Public Holidays. Any instances of vehicles operating within these hours shall be recorded and made available to the Traffic Commissioner on request. 4. Authorised vehicles are to be emptied off site prior to returning to Operating Centre to park. Any instances of vehicles requiring to be parked on site without being emptied shall be recorded and made available to the Traffic Commissioner on request. 5. Authorised vehicles must enter/leave the site onto Thornhill Road in one, continuous movement. 			
Item number	From	Date	Reference	Contents summary
4	A resident	07/02/19	New gym equipment in the Rec.	Consider impact of the gym eqpt. and new benches on boundary with Yew Tree Gdns
Text	I understand that the grant application included some screening for the boundary with Yew Tree Gardens. I write to ask that you take into consideration the impact on our home of the outdoor gym equipment, the siting of the new benches and any further planned changes. The existing play equipment is in very close proximity to the property and its long boundary and the wind carries all sound in our direction.			

General correspondence received:

Title	Produced by	Key points to note
Overgrown hedges Thornhill Road	SBC	Coming from Keypoint the hedge on the left belongs to South Electric which have now been cut back. The hedges on the right-hand side; the owners are Priory Farm, Oxleaze Farm and Priory Lodge. These are not SBC hedges. As the soon as the hedges meet SBC criteria for over grown hedge SBC will send out enforcement letters
Join Keep Britain Tidy's Great British Spring Clean	Keep Britain Tidy	Will your Town or Parish Council help clean up this country? Great British Spring Clean 22 March - 23 April 2019
CPRE	Best Kept Village Competition	I should like to draw your attention, and that of your parish councillors and other villagers, to the forthcoming Wiltshire Best Kept Village Competition for 2019. Several of you have already indicated that you will be entering this year but I thought that an early notification to all potential entrants could be helpful. Note that this email is not the invitation to enter; that will follow in February.

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
Bulletin 949/954	SBC	None
Newsletter January 2019	WALC	Section 137 Expenditure limit 2019/20 - £8.12
Newsletter 08/0219	NALC	None
Sent on behalf of Ms Susie Kemp, Chief Executive of Swindon Borough Council	SBC	Invite to Parish Chairs and Parish Clerks to meet Chief Executive of Swindon Borough Council, Cllr David Renard, the Leader of Council, and Corporate Director, Steve Jorden, on Monday, 25th February at 5.30pm, in the Council Chamber, Civic Offices.

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

[Return to minutes](#)

Communications Working Group report:

Report details

Report Date:	9.02.2019
Report written by:	Sylvia Brown
Working Group meeting date:	21.1.2019
Inclusion in Parish Council meeting:	Yes
Agenda item number:	10a
Public or confidential:	Public

Overview

Production of issue 17 was managed successfully following Claire's departure. Tanya now on board for 6 months and has been kitted out with equipment and authorisation for website/Facebook etc. Website and social media now being updated regularly. Clerk and Communications Officer now liaising. Minutes of last meeting reproduced below.

SMPC Communications Working Group

Minutes of meeting 21 Jan 2019

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

Tony Leathart: TL
Barry Thunder: BT
Tanya Gray GT

1. Introductions

- Introduction to Tanya, as new Communications Officer, on the work of the Working Group.

- Laptop and monitor acquired, PC copy of Publisher on disk handed over. Gary and Tanya will complete arrangements on Vonage phone link to her personal phone, setting up as web administrator, Facebook accounts, investigate editor@southmarston.org address
- Tanya to update website on Comms WG introducing herself and giving email contact details. Noted editorial policy was on the website, but CN deadlines were not yet updated.
- SB will email Jason and Terry at Orchard Press to introduce Tanya.

2. Minutes of the last meeting – actions

- Customer survey in issue 20 – responses to be considered at next meeting
- SB had indexed historical information on SM from Wilts and Swindon History Centre. Searching records on Ancestry had produced family tree of the Southbys in the 17th & 18 century needed for completion of Manor Farm article.
- Dragonfly carving (Yuasa donation) and orchard signs put on hold due to PC cashflow position.
- No input received on VH diary.

3. Community News

- **Edition 20** – good issue, good mix. Additional photos on church pages looked better. Several of the photos had turned out darker than originals – noted that this was something to discuss with Terry at Orchard Press. Good item on new councillors. Noted we have had several issues without school input.

- **Timeline**

Cut off date	To printers	Distn date	CWG meeting
25 Feb	5 March	9/10 March	8 April 1pm
17 April	30 April	4/5 May	31 May 11am

- **Forward plans for articles:** Rowborough washhouse front & up to 2 inside pages. Intro to Tanya, TG to contact school re article (poss authored by Kirsty). TL aircraft story. Agreed not to profile existing councillors, but could do PC volunteers – Chris Brooks? Early warning of fete, N Rail volunteer day, possible v garden project, but pull back on reporting regular OS work. Litterpick advert. Contact the church re use of further photos on their pages.

- **Later editions** - Manor Farm article, TL had article on Ranikhet in production, TG had possible 'baby book' author. Interview with Francesca of tots'n toddlers?

- **Income and Sponsorship**

Renewal of sponsorship with Eneco not due until later in the year. Comments on whether advertising needed to be revamped – we have large adverts, but some are not fresh design each time – could more be made of mix of smaller adverts? Confirmed that current policy was to create a community-focused magazine, not to make a profit, but need to review policy on no more than one business of any type. TG to start list for sending out existing advertiser renewals but need to confirm prices first. Tony willing to take on some of the work with advertisers.

4. Welcome Pack

- Progress. Timetable was now that we must have it available ahead of Bellway building plans at hotel site. Aim for April.

5. Signage and other printing projects

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

6. Website improvements

- Part of TG contract, to be completed in next 6 months, but early wins and early ideas could usefully be discussed at next meeting.

7. Any other business

- CN address list – need to consider size of list and possible email to some recipients. Also look again at subscription idea.
- Project plan – needs updating at next meeting

8. Date of next meeting – 8th April, 1pm at Rawlings Close, lunch served

[Return to minutes](#)

Open Spaces Working Group report:

Report details	
Report Date:	08.02.2019
Report written by:	Chris Brooks and Barry Thunder
Working Group meeting date:	Various
Inclusion in Parish Council meeting:	Yes
Agenda item number:	10b
Public or confidential:	Public
Overview	
<p>Following residents' concerns regarding the build-up of leaves and debris on some village footpaths and cycle gully's at traffic calming points, the Chair has used his discretion to authorise our contractor to sweep and clear the path from Ash Gardens to the recreation ground entrance.</p> <p>At the time of writing this report the cycle gully's have been nicely cleared along Thornhill Rd</p>	
Item	Progress/activity update
Community Payback Teams	Grass cutting dates for Oxleaze wood, St. Julian's wood and Village Garden have been set for the growing season at three weekly intervals. Other duties as and when required.
Oak Tree Corner	As per the January report.
Orchard Meadow	We hope to start clearing the wildflower beds once the weather conditions improve.
Oxleaze Woods	MoU with SBC to be agreed with SBC & PC
Parish Council tree report	No response has been received from the contractor for last year's tree report invoice. No invoice has been received to date.

Parish Policy for Open Spaces	Remains a work in progress.
St Julian's Community Woodland	An excellent and productive team build day with Network Rail in January.
Rights of Way	Matters to be resolved with FP14 obstruction
Sevor Solar Farm	No change
Monthly Expenditure	Tree work on the Village Garden by Greenshove took place on 31.1.19 Invoice to be delayed until March 19
Village Garden	A volunteer day is planned in April to work on the Village Garden.
Volunteers	Plans to be discussed for family events at Easter, Summer, Halloween and Christmas as time allows.
Actions or queries for consideration by the Council at PC meeting	
Any high cost work projects remain on hold.	

[Return to minutes](#)

Allotments Working Group report:

Report details	
Report Date:	12 th February 2019
Report written by:	Barry Thunder & Gary Vickery
Working Group meeting date:	06.02.19
Inclusion in PC meeting:	Yes
Agenda item number:	10c
Public or confidential:	Public
Overview	
Combined working on the Rialtas system to update any omissions from 2018. Full support being given to Gary with all updates and invoice compilation.	
Item	Progress/activity update
Allotment software.	Gary & Barry working together on making sure all information is up to-date ahead of issuing the renewal invoices.
Winter improvements.	Servicing of hedge cutter and large mower in hand.
Plot vacancies.	As of today, four plots are vacant and a few tenants with untended plots have been chased.
In parish rent concessions.	No changes
Tenancy Agreement amendments.	No changes recommended
Allotment rent changes.	No change proposed for 2019/20 and invoices for the 2019 rent have been issued.
Community Payback.	Not required in February.
Grass cutting	We have renewed the grass gutting contract for 2019.
Donations and additional equipment	None for this month
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. ON HOLD
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.	

Strategic Planning Working Group report:

Report Date:	07.02.2018
Report written by:	Colin McEwen
Working Group meeting date:	
Inclusion in Parish Council meeting:	Yes
Agenda item number:	11
Public or confidential:	Public

Overview

Attended SBC meeting requesting that PCs assist in reviews of Settlement Boundaries and Open Spaces in preparation for revisions to Local Plan
Re-established contact with hotel site developer Bellway
Met with New Eastern Villages planners to review latest iteration of hotel site layout and other matters
Represented the village most days at the 2-week long planning enquiry for Keypoint Energy Centre

Item	Summary
Settlement Boundary and Open Spaces survey	SBC's Planning Policy team (Phil Smith +3) called a meeting to invite PCs to participate in updating their settlement boundary plans and a review of open spaces available for public use. This is part of the review of the Local Plan which is currently being undertaken. Agreed to participate. CRM raised the issue of whether maintenance of open spaces in new development should be by a management company or the PC. Several attendees reported problems with management companies. PS agreed to circulate my paper and consideration will be given to an appropriate planning policy.
Hotel site	Bellway now own the site and are looking to press on with it. The S.106 agreement payments include £100,000+ for village centre facilities and £16,000 towards upgrading Footpath 5 to utilise the footbridge over the railway. Each payment is linked to a trigger point and must be spent within 5 years of receipt by SBC. Clarification of Community Forest contribution requested. We met with NEV planners to consider the latest plans and are not recommending any PC objections. There is an element of Green Infrastructure that includes flood alleviation areas. We are exploring the option of the PC assuming responsibility for this. We have suggested the name "Magdelene Close".
School	Procedures for the Agreement to Lease the expansion land continue. SBC have had to be held to their promise to deal with statutory notice procedures for us.
Village Centre	NEV planners have agreed that the area previously designated for the second full-sized pitch should now have a more general designation. This is a victory. Final plan from DLA awaited.

Strategic Green Infrastructure	No costing for the maintenance cost of the open land between the NEV settlements yet available. Longer term, NEV officer support having a single Local Council with wards representing individual villages or two Local Councils, one for each side of the A420 in order to facilitate its management.
Keypoint Enquiry	Tony Leathart and Sylvia Brown shared the attendance and covered most days, including the site visit, despite the snow and rain. Attendance by the public was good the first day but tailed off. This was not surprising, partly because of the nature of the prolonged discussion on wording being used between the barristers/experts but mainly because it was often impossible to hear due to the acoustics. The critical issues for us were subject to new information being brought forward at the appeal, such as the refusal to state the actual technology to be used, and the proposed use of the rail link for transporting feedstock to the plant. We were able to show that the likelihood of the latter was severely diminished because of the required use of warehouse and siding space currently in use by Honda and the difficulty in gaining mainline track access. Given this, we hope that no significant weight is given by the inspector to the 'added benefit' which could accrue from using rail. Inspector's report will probably not be produced before April.
Actions or queries for consideration by Parish Council at PC Meeting	
1. Note the report	

[Return to minutes](#)

SMRA report:

Meeting cancelled no report

[Return to minutes](#)

SAC report:

Meeting cancelled – No report

[Return to minutes](#)

Finance statement and payments for approval and signature February 2018

Account balances:

Account	Balance date	Balance
---------	--------------	---------

Julian Hodge	31/01/19	£116,264.54
Unity Trust Bank	04/02/19	£6,821.25
	TOTAL:	£123,085.79

Income:

Received and shown on statements:

From	Reason	Amount
Julian Hodge Bank	Interest received	£83.87
HMRC	VAT refund for period 01/04/18 – 31/12/19	£4,191.59
0018 – Well Hung Framing	Advert in Welcome Pack	£150.00
0015 – Elite Chauffeurs	Advert in Welcome Pack	£150.00
	TOTAL:	£4,575.46

Invoiced:

To	Reason	Amount
0018 – Well Hung Framing	Advert in Welcome Pack	£150.00
0019 – South Marston School	Licence fee for 2019	£200.00
	TOTAL:	£350.00

Expenses:

Expenses for approval:

Pay method/ Chq No	SMPC ref	Payee	Reason	VAT	Total
BACS	0125	S. Brown	Laptop and screen for new employee	0.00	£230.00
BACS	0126	SMRA	4 th qtr. Village Hall charges	0.00	£105.00
BACS	0127	G. Vickery	Salary	0.00	£5,968.88*
DD	0128	St. James's Place	Pension contributions	0.00	£83.81
BACS	0129	Allbuild	Waste Collection	£24.70	£148.20
BACS	0130	Grove Group	G suite monthly fee Dec	£5.94	£35.64
BACS	0131	HMRC	Tax/NI (06/12 – 05/01)	0.00	£482.85
BACS	0132	HMRC	Tax/NI (06/01 – 05/02)	0.00	£482.85
BACS	0133	N J Hole	Eqpt. for litter pickers	0.00	£62.40
BACS	0134	H J Hole	Eqpt. for litter pickers	0.00	£22.80
BACS	0135	WALC SAC	2018/19 subscription	0.00	£18.00
BACS	0136	Grove Group	G suite monthly fee Jan	£5.94	£35.64
BACS	0137	J Turner	Refund of allotment deposit	0.00	£50.00
			TOTALS:	£36.58	£7726.07

** Clerk's note: Employee is due a tax refund for first payroll. In view of the large sum, on behalf of SMPC, I applied for an advance from HMRC for £4,000, to help cover the cost for February. HMRC paid this into the Unity account on 12/02/19, and so it is not shown above.*

Credit card expenses:

Cardholder	SMPC ref	Payee	Reason	VAT	Total
B Thunder	MBT36	Multipay fee	Monthly fee	£0.00	£3.00
G Vickery	GV01	WordPress	Domain mapping	£0.00	£11.00

G Vickery	GV02	Vonage	Phone bill	£2.50	£15.00
G Vickery	GV03	Multipay	Monthly fee	£0.00	£3.00
			TOTALS:	£2.50	£32.00
			Balance payment due:		£32.00

Financial reporting:

- No overtime claimed

[Return to minutes](#)