

## Minutes of the meeting held on Tuesday 19<sup>th</sup> March 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 K Millard (KM)	Mr S Young (SY)
Mr B Thunder (BT)	Mr T Leathart (TL)
Clerk & Responsible Officer:	Mr G Vickery (Clerk)
Members of the public present:	

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](http://www.SouthMarston.org.uk),

### Minutes:

Agenda item & minute number	Summary	Action	Supporting information
Open 10 minutes 178/18-19	<p>Mrs Featherstone had a number of questions:</p> <ul style="list-style-type: none"> <li>i. Have the PC written to Dennis' Removals regarding the litter problem? Clerk confirmed that he had sent them a letter but no response as yet.</li> <li>ii. In relation to the Special Meeting, held in February, can the PC confirm that the legal documentation does guarantee that the extra land will be handed over. There is a concern that should we hand over the land to the school, somewhere down the line, the extra land is not handed over to the PC. CM explained that the land is not yet owned by the developer so having the transfer of land and the lease happening at the same time would be difficult. However, it's built into the S106 agreement that SBC and the developers are drawing up, and this would guarantee that we get the land.</li> <li>iii. Can there be reassurance that there will be no further disposal of land? CM confirmed that for the current village expansion no discussions or proposals regarding disposal of further land has been made.</li> </ul>	None	None

iv. Lastly, as part of the planning application for Ranikett, the Design and Access statement stated that our Neighbourhood Plan is deemed to be out of date because the Local Plan is deemed to be out of date because SBC have not met their housing allocation. CM advised that it's an argument between SBC and the Developers and Government Inspectors are now having to get involved. The failure by SBC to meet their housing allocation does weaken their Local Plan.

SB added that just because the Local Plan may not be deemed to be up to-date in terms of housing allocations, it doesn't mean that all Neighbourhood Plan policies are out of date. When the Local Plan Review is published, we will have to re-visit our NP to make sure that there are no conflicts with the revised Local Plan.

Mr Hole said the was sorry to hear that Gary was leaving but had concerns over the cost of recruitment and training of a new Clerk and RFO. What sort of figures are we looking at? Are there any possibilities from the last recruitment?

CM advised that it is unlikely that there are any opportunities from the last recruitment and costs will depend on how a replacement is found. Likely cost may be up to £1,500.

Mrs Hill advised that there is a Chestnut Tree in the school yard with gravel underneath it and some time ago a resident complained about the gravel that had come from there onto public paths. The gravel has found its way out again and there is now hardly any gravel under the tree. Mrs Hill asked whether the school could be asked to clear the gravel up.

Councillors suggested that Mrs Hill could simply ask the school, but Mrs Hill thought that a message from the PC may have more impact.

Mrs Hill asked why the hotel signs have not been taken down. TL confirmed that he had approached SBC about this 2 years ago. Some signs have been taken down, believed there may only be one sign left.

Clerk to investigate

	<p>Mrs Hill also asked about potholes and whether we had any money to do something about it. CM explained that this is not the PC's responsibility. Clerk advised that Cllr. Hurley had reported all potholes via <a href="http://Swindon.gov.uk/potholes">Swindon.gov.uk/potholes</a> and CM advised Mrs Hill to do likewise as the more residents who report the holes the greater the likelihood that SBC will prioritise them.</p> <p>Mrs Hill advised that people are parking across her driveway and wondered if a sign could be painted on the road to say KEEP CLEAR. CM advised that again, it would be a matter for SBC Highways, and they should be contacted direct.</p>		
1. Apologies 179/18-19	<p>RH has had root canal work, and is currently away from home JB and JH tendered their resignations on 18/3 and 19/3/19 respectively. Both state lack of time as reasons for leaving.</p>	Noted and accepted by Councillors	None
2. Declarations of interest 180/18-19	<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>CM declared an interest in Agenda item 9 planning application: Revised Consultation S/18/1483.</p>	Noted and CM left the room and was replaced by SB as Chair whilst the item was discussed.	See <a href="#">South Marston website</a>
3. To approve and sign the minutes of the Parish Council meeting held on Tuesday 19 <sup>th</sup> February 2019 181/18-19	<p>Proposed: SB Seconded: SY Agreed: All</p>	None	See <a href="#">South Marston website</a>
4. To approve and sign the minutes of the Special Parish Council meeting held on Tuesday 26 <sup>th</sup> February 2019 182/18-19	<p>Proposed: SB Seconded: SY Agreed: All</p>	None	See <a href="#">South Marston website</a>
5. Review of actions 183/18-19	<p>Review of actions currently outstanding.</p> <p>TL advised that in relation to Jill Quandri TL agreed to write the article and the</p>	Existing actions updated on the action sheet.	<a href="#">Actions</a>

	<p>good news is that 2 new Street Coordinators have been signed up, bad news is that Jill has found it necessary to resign as Village Coordinator. PC all wished to express their thanks to Jill for her hard work and effort in the role.</p>	Noted	
<p>6. Review of Parish Council Calendar 184/18-19</p>	<p>The PC reviewed progress and CM noted that the line for spring hedge trim in March is a little late and this probably should be a summer trim and the reminder moved to June</p> <p>In relation to the Annual Meeting of the Council thought is to have this at 7.00pm on the 21<sup>st</sup> May, followed by the usual PC meeting.</p> <p>Councillors will need to have read through and come up with any suggestions for amendments to the Financial Regulations.</p> <p>For the Annual Parish Meeting, which usually includes an Information Event, the thought is that this is held on the next day - 22<sup>nd</sup> May.</p>	<p>Clerk to amend.</p> <p>Clerk to discuss with Chair and Vice Chair and check on key dates and to raise as an agenda item for next month.</p>	<p><a href="#">Calendar</a></p>
<p>7. Clerks Report 185/18-19</p>	<p>Clerks report discussed</p> <p>3 resolutions for the Recruitment Working Group were as follows:</p> <ul style="list-style-type: none"> <li>a) The make-up of the RWG remains as it is.</li> <li>b) The PC agrees a budget of up to £1500 for advertising &amp; recruitment costs.</li> <li>c) The recommendations for the outsourcing of some functions and the recruitment process have been noted.</li> </ul> <p>Proposed: SY Seconded: BT Agreed by all</p> <p>Clerk asked the PC to approve:</p> <p>The donation of £250.00 to the SMRA to go towards entertainment for the fete</p> <p>Proposed: SB Seconded: SY Agreed by all</p> <p>Clerk asked the PC to approve:</p>	<p>Clerk to action</p>	<p><a href="#">Report</a></p> <p><a href="#">RWG Report</a></p>

	<p>Previous Clerks overtime payment for 65 hours, payment to be made in April.</p> <p>Proposed: SB Seconded: SY Agreed by all</p>	Clerk to action	
<p>8. Correspondence Report 186/18-19</p>	<p>Correspondence report discussed</p> <p>Item 2 – Discussed by the PC and this has been an issue for many years. There is no space for pavements, traffic lights and a one-way system have been considered and rejected in the past. PC does recognise the concerns but, at this time, there appears to be no solution.</p>	Clerk to respond back to resident	<a href="#">Report</a>
<p>9. Planning applications 187/18-19</p>	<p>To discuss <b>planning applications:</b></p> <p><b>S/HOU/19/0185</b> <b>Erection of a single storey side extension.</b> <b>9 Bell Gardens South Marston Swindon SN3 4TB</b> <b>Deadline date: 20th March 2019</b></p> <p>Discussed and no adverse comments</p> <p><b>S/HOU/19/0208</b> <b>Erection of pitched roof to existing garage (retrospective).</b> <b>31 Greenfields South Marston Swindon SN3 4SQ</b> <b>Deadline date: 25th March 2019</b></p> <p>Discussed and no adverse comments</p> <p><b>S/COND/19/0268</b> <b>Discharge of conditions 4 (Design Code), 7 (Tree Protection Details), 8 (Landscape Maintenance), 9 (Permeability), 11 (Site Access), 12 (Car Parking Details), 20 (Foul Water Drainage) and 21 (Surface Water Drainage) from previous permission S/18/1579. Former South Marston Hotel Old Vicarage Lane South Marston Swindon</b> <b>Deadline date: 22nd March 2019</b></p> <p>SY noticed that the maintenance and checks for the SUDS appear to be very onerous. KM</p>	<p>Clerk to respond to SBC</p> <p>Clerk to respond to SBC</p> <p>Clerk to pull off and store</p>	<p><a href="#">SBC planning website</a></p>

	<p>suggested that we use the document as a benchmark for any future developments.</p> <p>CM asked Clerk to ask SBC to confirm that Thames Water are responsible for the maintenance and up-keep of the foul water pumping station.</p> <p>CM left the meeting at this stage</p> <p><b>Revised Consultation S/18/1483 Erection of 8no. dwellings, new public park and woodland and associated works. Land North of Nightingale Lane, South Marston, Swindon. Deadline date: 26th March 2019</b></p> <p>PC discussed and confirmed that the PC's previous objections still stand and that we should reinforce and re-affirm them. SB has a copy of the PC's original response and all agreed that SB should respond to SBC on behalf of SBC.</p> <p>SB and BT particularly reject the comments made in the Design and Access statement in relation to Policy NP7 on the use of Nightingale Lane.</p>	<p>the document</p> <p>Clerk to respond to SBC</p> <p>SB to respond to SBC.</p>	
<p><b>10.</b> Purchase &amp; erection of second noticeboard (Dec 18 134/18-19 refers) 188/18-19</p>	<p>CM re-joined the meeting at this stage.</p> <p>Clerk reminded Councillors of the background to this and in particular the need to submit a S171 application and appoint a suitable contractor who has £5m PL insurance and a Streetworks Accreditation.</p> <p>All agreed that this would create too much work and would be too costly for one Noticeboard.</p>	<p>Clerk to note</p>	<p>Folder</p>
<p><b>11.</b> Disposal of 4,714m<sup>2</sup> of land deemed to be Public Open Space at Old Vicarage Lane. 189/18-19</p>	<p>Following the publication of two Public Notices and a Notice on the website 3 objections/comment letters/e-mails were received in response</p> <p>These were considered by the PC and following a discussion it was proposed that the statements below are the PC's responses to the objections/comments and that the PC go ahead with the move to dispose of the land.</p> <p>Proposed: SB Seconded: BT Agreed by all.</p> <p><b><u>Resident 1 - Letter dated 21.2.2019</u></b></p>		

	<p>Object in principle of leasing, to the school, of land bought by 'the village'. SMPC does not have the right to do this without a vote in the village as to whether it should be disposed of.</p> <p><b>PC Response:</b>  <i>The proposal for transfer of the land, with compensatory land (land swap) being given at the rear of Bell Gardens, is to ensure delivery of a viable primary school in South Marston. The proposal was set out in detail in the Neighbourhood Plan and was reinforced in the leaflet delivered to every resident ahead of the referendum in 2017. The vote of 97% in favour of the plan confirmed acceptance of the proposal.</i></p> <p><b><u>Resident 2 – E-mail dated 21.2.2019</u></b>  Query as to the lease payment for the land. Also queried whether the legal costs would be covered.  <b>PC Response:</b>  <i>The lease is at no charge as compensatory land, fully developed with community facilities, is part of the agreement. SMPC will carry most of the legal costs involved using funds accumulated from past planning gain.</i></p> <p><b><u>Resident 3 – Letter dated 25.2.2019</u></b>  Query in reference to the boundary close to neighbouring properties and expressed wish to see acceptable uses for land (both the public and school land) to avoid neighbour nuisance  <b>PC Response:</b>  <i>These matters will be brought forward during consultation on the design for the school extension and the design of the new Village Centre.</i></p>		
<p><b>12. Local Plan</b>  Review evidence based SMPC submissions.  190/18-19</p>	<p>Report discussed and proposals are to:</p> <p>a) Agree the recommendation on the revision to the settlement boundary</p> <p>Proposed: SB  Seconded: SY  Agreed by all</p> <p>b) Delegate the Open Space Assessment to the Strategic Working Group for submission to the April PC meeting</p> <p>Proposed: SB  Seconded: BT  Agreed by all</p>	<p>SB to respond to SBC</p> <p>Clerk to add to April's Agenda</p>	<p><a href="#">Report</a></p>

<b>13.</b> Reports from Working Parties Groups 191/18-19	<p><b>Communications Working Group: 13/03/19</b> Approval sought for the revised quotation for 2019/20 of £3,245.50</p> <p>Proposed: SB Seconded: BT Agreed by all</p> <p><b>Open Spaces Working Group: 11/03/19</b> Approval sought for the signing of the MOU for Oxleaze Wood</p> <p>Proposed: SB Seconded: SY Agreed by all</p> <p><b>Allotments Working Group: 19/03/19</b> Note - no insurance required for the two donated generators. BT to confirm ownership and maintenance requirements of the two generators mentioned in the report.</p>	<p>BT to arranging signing of the MOU</p> <p>BT to clarify.</p>	<p><a href="#">Report</a></p> <p><a href="#">Report</a></p> <p><a href="#">Report</a></p>
<b>14.</b> Reports relating to expansion 192/18-19	<p><b>Strategic Planning Working Group: 14/03/19</b> Report discussed. SB will start to put together thoughts around the outline planning application that has just been received for Great Stall East, in readiness for next month's PC meeting.</p>	SB to put together thoughts for Great Stall East.	<a href="#">Report</a>
<b>15.</b> Other reports 193/18-19	<b>SMRA: No report - verbal up-date</b>		<a href="#">Report</a>
<b>16.</b> Finance Statement 194/18-19	<p><b>To review and approve finance statement, bank statements and payments:</b> BT, SY and KM signed &amp; confirmed checked. PC approved.</p> <p>PC examined and discussed the 3<sup>rd</sup> quarter Financial Management Report. PC agreed that all is satisfactory.</p>		<a href="#">Finance statement</a>
<b>17.</b> Matters brought forward by or with the consent of the Chair 195/18-19	<p>BT mentioned that he has a candidate for Councillor. CM asked that the candidate contacts CM for an informal chat.</p> <p>Process for recruiting casual vacancy to be investigated</p>	<p>BT to contact candidate</p> <p>Clerk</p>	
Meeting closure:	10.00pm		



## Actions:

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

<b>ACTIONS</b>					
<b>PC Meeting &amp; minute no</b>	<b>Area</b>	<b>Action</b>	<b>Progress update</b>	<b>Owner</b>	<b>Deadline</b>
Sep 17 86/17	Waste bin contract	Clerk to action when required	Awaiting SBC service end	Clerk	31/03/2019
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 19 152/18-19	SMRA MOU	CM to sign MOU	Signed SB to send to Clerk	CM	19/02/2019
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.	Done	CM	19/02/2019
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
Feb 19 163/18-19	State of Dennis Removals' compound	Clerk to write polite letter to Dennis Removals with our concerns.	Done	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	Left a voice-mail	Clerk	19/03/19
Feb 19 168/18-19	Grants Report	Clerk to review with SB		Clerk/SB	19/03/19
Feb 19 169/18-19	Stop Overdraft request	Clerk to inform Unity Bank	Done	Clerk	27/02/19

Feb 19 169/18-19	Assets	Clerk to contact insurer to check that latest eqpt. is insured.	Done	Clerk	06/03/19
Feb 19 170/18-19	HGV Application Thornhill Ind Est.	Clerk to feedback to Transport Planning	Done	Clerk	27/02/19
Feb 19 170/18-19	Review hedge cutting by hand v tractor	Clerk to note	Done	Clerk	19/03/19
Feb 19 171/18-19	S/ADV/19/0078 - new internally illuminated flexface signs. Dunelm	Clerk to respond	Done	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	Done	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	Done	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	Done	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	Done	Clerk	27/02/19
Feb 19 174/18-19	School expansion and recreation ground	Clerk to call a Special Meeting	Done	Clerk	20/02/19
Feb 19 177/18-19	Neighbourhood Watch	TL to contact Jill Quandri re. an article for C. News	Done	TL	19/03/19
Added at this meeting					
Mar 19 178/18-19	Gravel under tree at School	Clerk to speak to school about gravel going onto public paths		Clerk	17/04/19
Mar 19 184/18-19	Calendar	Move item in March, relating to Spring hedge trim, to June and amend to Summer		Clerk	17/04/19
Mar 19 184/18-19	Calendar	Annual Meetings		Clerk to agree dates with	10/4/19

				Chair and Vice Chair	
Mar 19 185/18-19	SMRA donation	Arrange payment of £250.00 to SMRA		Clerk	17/04/19
Mar 19 185/18-19	Clerk's overtime	Arrange to pay Claire in April – 65 hours		Clerk	15/04/19
Mar 19 186/18-19	Highworth Road	Respond to Resident		Clerk	17/04/19
Mar 19 187/18-19	S/HOU/19/0185 Erection of a single storey side extension. 9 Bell Gardens	Respond to SBC		Clerk	20/03/19
Mar 19 187/18-19	S/HOU/19/0208 Erection of pitched roof to existing garage (retrospective). 31 Greenfields	Respond to SBC		Clerk	25/03/19
Mar 19 187/18-19	S/COND/19/0268 Discharge of conditions S/18/1579. Former South Marston Hotel	Respond to SBC		Clerk	22/03/19
Mar 19 187/18-19	S/COND/19/0268 Discharge of conditions S/18/1579. Former South Marston Hotel	Pull of SUD maintenance document		Clerk	01/04/19
Mar 19 187/18-19	Revised Consultation S/18/1483 Erection of 8no. dwellings, North of Nightingale Lane	Respond to SBC		SB	26/03/19
Mar 19 190/18-19	Local Plan Review evidence based SMPC submissions.	Agree the recommendation on the revision to the settlement boundary		SB to respond to SBC	05/04/19
Mar 19 190/18-19	Local Plan Review evidence based SMPC submissions.	Add the Open Space assessment to April's agenda		Clerk	10/04/19
Mar 19 191/18-19	MOU for Oxleaze Woods	BT to arrange signing		BT	17/04/19
Mar 19 191/18-19	2 x generators	BT to report back on ownership and maintenance		BT	10/04/19

Mar 19 192/18-19	Great Stall East	SB to put together thoughts for the Planning application received		SB	10/04/19
Mar 19 195/18-19	Potential new Cllr.	BT to ask candidate to contact CM		BT	17/04/19
Mar 19 195/18-19	New Cllrs.	Process for recruiting casual vacancy to be investigated		Clerk	26/03/19

### 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	Complete
Council administration	Receive SMRA accounts and circulate to PC	
Council administration	Confirm appointment of internal auditor	Complete
<b>Agenda items:</b>	Finance: <ul style="list-style-type: none"> <li>• <b>Asset register</b></li> <li>• <b>Approve appointment of internal auditor</b></li> </ul>	

### MARCH 2019

Responsibility:	Activity:	Progress
Communications Working Group	Issue March edition of Community News	Complete
Communications Working Group	Renew advertising agreements	
Council administration	Remind all Council members to reset passwords	Complete
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	
<b>Agenda items:</b>	<ul style="list-style-type: none"> <li>• <b>Set date for Annual Parish Meeting</b></li> <li>• <b>Set date for Annual Meeting of the Council</b></li> </ul>	

### APRIL 2019

Responsibility:	Activity:	Progress
Allotment Working Group	Send invoices to tenants	Complete
Allotment Working Group	Inspect allotments and notify holders of results	For discussion
Communications Working Group	Produce May edition of Community News	??
Council administration	Marketing for new Councillors (pre-election)	
Council administration	Create and post agenda for Annual Meeting	Delete this line Check with CE
Council administration	Clerk to prompt Chair to produce Annual report	
Council administration	Clerk to prompt FWG Chair to produce Finance report	
Council administration	Prepare for audit	
Council administration	Produce year end accounts	
Council administration	Confirm precept income received	
Council administration	Publicise accounts once approved	
Council administration	Research insurance providers and get quotes	
Council administration	Prepare VAT claim	
Finance Working Group	Meeting to review end of year reports, review Financial Regulations, Code of Conduct etc	

<b>Agenda items:</b>	<ul style="list-style-type: none"> <li>• <b>Approve end of year accounts</b></li> <li>• <b>Approve VAT claim</b></li> </ul>
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## Clerk's Report

### Report details

Report Date:	15 <sup>th</sup> March 2019
Report written by:	Gary Vickery, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	Yes
Agenda item number:	7
Public or confidential:	Public

### Overview

The Clerk has resigned but has agreed to stay on in post until Easter.

Item	Progress/activity update
Resignation	The Clerk formally resigned on 4 <sup>th</sup> March, and as the Clerk is still in the probation period, only 1 weeks' notice is required. However, the Clerk has agreed to remain in position, up until Easter, pending recruitment of a replacement.
Previous Clerks overtime payment	The previous Clerk (Claire Penny) had accumulated 65 hours of overtime, which has not yet been paid. Councillors approval is sought for the Clerk to process this extra payment, alongside other staff salaries in April.
Donation to SMRA for the village fete.	SMRA have asked for a donation of £250 towards entertainment for this years' fete.
HGV Applications – Thornhill Industrial Estate	<p>At the request of Councillors, further enquiries were made in relation to whether the suitability of the surrounding road network can be raised with the Highways Authority. Gavin Brewer, Traffic Technician SBC confirmed that he can only act on behalf of SBC and although they cannot answer on behalf of Highways England, as the operating centre isn't accessed off a trunk road/motorway, it is unlikely that Highways would be able to raise an objection to these applications.</p> <p>SBC's hands are fairly tied when it comes to suitability of the road network surrounding the operating centre. Apart from Environmental factors (noise, fumes, pollution, vibration, visual intrusion), they can only really object to the suitability of the operating centre itself in relation to:</p> <ol style="list-style-type: none"> <li>a) Size for the number of vehicles and trailers proposed to be parked there;</li> <li>b) The safety of the entrance and exit arrangements from the site onto public highway;</li> <li>c) Parking facilities in or around the site</li> </ol> <p>Whilst they note concerns regarding pedestrian safety, there have been no recorded injury collisions in the 5year period ending May 2018 on Thornhill Road that involve either pedestrians or HGVs. This, along with the limitations above, means that there isn't a way in which SBC can object to the licences on the grounds of safety further down the road. They will, however, monitor the situation and if any conditions are</p>

	being broken, report these instances to the Commissioner's Office.
Financial Overview	As can be seen, the balance in the current account is now very small but, substantial funds will start to go into the account from 4 <sup>th</sup> April.
<b>Actions or queries for consideration by the Council at PC meeting</b>	
To decide on the recruitment process for a new Clerk and agree and approve costs for recruitment	
To approve the donation request from SMRA and for the clerk to arrange payment in April 19.	
To approve the previous Clerk's overtime payment of 65 hours	
Note comments regarding HGV Applications	

## Correspondence Report

Report details	
Report Date:	15 <sup>th</sup> March 2019
Inclusion in PC meeting:	Yes
Agenda item number:	8

Item number	From	Date	Reference	Contents summary
1	Gavin Brewer – SBC, Transport Planning & Traffic Management	04/03/19	OH2020561	HGV Application (1 vehicle and 1 trailer) – Thornhill Ind. Est.
<b>Image/Text</b>	<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 28<sup>th</sup> February 2019.</p> <p>Details can be found via the DVSA website; <a href="https://www.vehicle-operator-licensing.service.gov.uk/search/check-vehicle-operator-decisions-applications/">https://www.vehicle-operator-licensing.service.gov.uk/search/check-vehicle-operator-decisions-applications/</a>, using Operator Licence Number; OH2020561.</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>			
Item number	From	Date	Reference	Contents summary
2	Confidential	19/2/19	Pavements	Concern for a family, who have to walk on Highworth Road, with no pavement
<b>Image/Text</b>	REDACTED FOR CONFIDENTIALITY			

Item number	From	Date	Reference	Contents summary
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**General correspondence received:**

Title	Produced by	Key points to note
Parish/Town Clerks Forum	Vicki Yull Committee Officer, Resources & Growth Directorate SBC	Confirmation that the Borough/Parish Consultation Meeting and Parish/Town Clerks Forum will both cease to exist with immediate effect. They will be replaced by one meeting, to which all Parish Chairs and Clerks will be invited. The next meeting of this new forum will probably be held in June, but yet to be confirmed.
LED Lantern Upgrades	Ben Adams Assistant Project Manager Highway Project & Programme Delivery SBC	Request to all PCs that as part of routine maintenance, we ensure that the vegetation that we maintain is kept clear around the street lighting columns. SBC will be replacing approximately 26k existing lanterns with new energy efficient LED lanterns. They would like to make sure that the columns are easily accessible for the contractor undertaking the works, which are due to begin at the end of this year and are expected to be complete in summer 2021.

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
Council's Members Bulletin 958	SBC	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.

## Communications Working Group report:

Report details	
Report Date:	13.03.2019
Report written by:	Sylvia Brown
Working Group meeting date:	
Inclusion in Parish Council meeting:	<i>March 2019</i>
Agenda item number:	<i>13</i>
Public or confidential:	<i>Public</i>

<b>Overview</b>	
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**Satisfactory completion of Issue 20 of Community News. Arrangements for contracting with Orchard Press for printing of Community News are due for review at this meeting**

Orchard Press quotation	<p>The Parish Council currently has a Memorandum of Understanding with Orchard Press. The quotation for printing and postage arrangements for a full year would only be increased annually by the cost increases of materials. In addition, we obtain some design support from their team for production of Community News that is not charged for. A revised quotation for 2019/20 has now been received as follows:</p> <ul style="list-style-type: none"> <li>• <b>£2,941 for printing/finishing 6 issues compared with £2,856 in 2018/19</b></li> <li>• <b>£304.50 for postage (increased numbers requested by us and unit cost compared with 2018/19)</b></li> </ul> <p>These figures are consistent with the figures already budgeted for in the 2019/20 budget.</p>
<b>Recommendations/ Actions</b>	
1.	<b>Confirm agreement to the revised Orchard Press quotation for CN printing and postage costs in 2019/20</b>

## Open Spaces Working Group report:

Report details	
Report Date:	11.03.2019
Report written by:	Chris Brooks and Barry Thunder
Working Group meeting date:	Various
Inclusion in PC meeting:	<i>March 2019</i>
Agenda item number:	<i>13</i>
Public or confidential:	<i>Public</i>
Overview	
<p>Councillors are asked to read and approve the MOU document attached to this report and give their approval.</p> <p>Spring brings out the volunteers and activity plans for the coming months.</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. Much work is being done for SMRA on the recreation field.
Oak Tree Corner	Plans in hand to add more wild flowers to the area and to weather proof the two bridges as weather allows
Orchard Meadow	We hope to start clearing the wildflower beds in April and sow more seed, hopefully no flooding this year.
Oxleaze Woods	MoU with SBC to be agreed at this meeting, <a href="#">document attached</a> . Outline planning ideas on upgrades to the wood are being made in order to put proposals to the PC and then onward to the NEV planning team to bid for a fair share of the S106 available from the new build on the old hotel site for the Community Forest.
Parish Council tree report	The invoice for the tree report has been received and will be included in the April PC finance report.
Parish Policy for Open Spaces	Remains a work in progress. However, we are narrowing down issues dealing with existing open spaces.



St Julian's Community Woodland	WWT have been offered funding to dig a new pond as long as the work is completed by the end of March. Chris met with WWT and discussed possible sites and work is scheduled for w/c 17 <sup>th</sup> March. A volunteer session on 13th March will plant hedging in the gap by the entrance notice board. It is hoped that the remaining hedge lowering work can be completed at that session. A further volunteer day is planned on April 23rd
Rights of Way	Matters remain outstanding with the FP14 obstruction caused by the newly build home.
Sevor Solar Farm	No change. We will attempt to find out what future are being considered for the electricity supply when the Honda plant closes.
Monthly Expenditure	All held back until April apart for £20 for servicing the hedge trimmer.
Village Garden	The low fir close to the road has been pruned. The intention was originally to remove it, but it looks a lot better now, so may be left. Daffodils looking colourful from last year's bulb planting day sponsored by Greenshove Services. A volunteer day is planned in April to work on the Village Garden.
Volunteers	Plans to be discussed for events at Easter, Summer, Halloween and Christmas as time allows.
<b>Actions or queries for consideration by the Council at PC meeting</b>	
Any high cost work projects remain on hold until April.	
Approve the MOU for Oxleaze Woods.	

## Allotments Working Group report:

<b>Report details</b>	
Report Date:	19 <sup>th</sup> March 2019
Report written by:	Barry Thunder
Working Group meeting date:	
Inclusion in PC meeting:	<i>March 2019</i>
Agenda item number:	<i>13</i>
Public or confidential:	<i>Public</i>
<b>Overview</b>	
Rental income has arrived ahead of the new financial year. Increasing number of vacancies. Concern of the future of the site as owned by Honda. Planning to commence projects linked to the S106 funds from the new build on the old hotel site.	
<b>Item</b>	<b>Progress/activity update</b>
Allotment software.	BT has agreed to take over the monitoring of rental payment and chasing late payments, when they arise. Issuing of invoices, deposit repayments and banking remains with the Clerk.
Winter improvements.	The large mower is back in service after a £70 service including new cutting blade.
Plot vacancies.	Five plots are vacant and a few of the tenants with untended plots will be chased after the issue of March/April invoices. One new tenant taken on. Social media advertising is live within Stratton and the village. The next step is a free add in the Advertiser.
In parish rent concessions.	No changes

Tenancy Agreement amendments.	No changes recommended.
Allotment rent changes.	No change. Early issue of rent invoices has given early rental income into the 2018/19 financial year this needs to be allowed for in the accounts for 2019/20. We have 61 plots rented to 42 tenants. From these 35 plot rents have been paid.
Community Payback.	Not required in February. When weather permits, work to be done of clearing the wooded margins on the site
Grass cutting	We have renewed the grass gutting contract for 2019.
Donations and additional equipment	Two large 5.6kW generators have been gratefully received. See <a href="#">specification</a> .
Social Event BBQ	N/A at present. To be planned for summer 2019
Thames Water supply.	Application for mains water supply will recommence in April. It is hoped that S106 funding will be used to fund the cost, once the housing trip level of occupation for the old hotel site has been reached.
Monthly/ Annual expenditure.	Minimal expenditure in force until April 2019
<b>Actions or queries for consideration by the Council at PC meeting</b>	
Support is requested for future expansion plans utilising the S106 funding together with suggestions on the Honda land ownership issue.	

## Strategic Planning Working Group report: Expansion WG

Report details	
Report Date:	14.03.2018
Report written by:	Colin McEwen
Working Group meeting date:	
Inclusion in Parish Council meeting:	19 <sup>th</sup> March 2019
Agenda item number:	14
Public or confidential:	Public

Overview	
<b>I have been in communication with our Solicitor and Ed Snook of the SBC New Eastern Villages team.</b>	
Item	Summary
School expansion agreement	Final amendments being confirmed by SBC and HHT.
Green Infrastructure Maintenance	SBC officers have met to consider my paper and to evolve a Borough wide best practice recommendation that will then come for consultation
NEV GI maintenance	Policy for the whole NEV to follow the above.
Hotel Site infrastructure	Noted that the pump shown at the S.W. corner is foul water. ES says that this will become the responsibility of Thames Water. Bellway are finalising their maintenance obligation. Ed will press for a costing on the strategic GI.
Village Centre	Revised consultant guidelines permitting "general Recreation" on what was the second adult pitch are going forward for approval.
HHT & Bellway	ES confirmed that both developers are actively pursuing their development proposals irrespective of the Honda proposals

Nightingale Lane	Revised documents delayed, but now on website
<b>Actions or queries for consideration by Parish Council at PC Meeting</b>	
Hotel: No comments, provided Borough confirms that TW will be responsible for maintaining foul water pump	
Nightingale Lane: I declare an interest.	

## SMRA report: Verbal report only

### Finance statement

**March 2019**

#### Account balances:

Account	Balance date	Balance
Julian Hodge	28/02/2019	£116,340.35
Unity Trust Bank	04/03/2019	£3,893.58
	<b>TOTAL:</b>	<b>£120,233.93</b>

#### Income:

##### Received and shown on statements:

From	Reason	Amount
Julian Hodge Bank	Interest received	£75.81
HMRC	PAYE loan	£4,000.00
Diocese of Bristol	School Licence Fee 2019	£200.00
Allotments	HR17B	£29.10
Allotments	HRS22, 23 & 24	£87.30
Allotments	HR18C	£16.00
Allotments	HRN2 & 2A	£59.00
Allotments	HRS19	£48.50
Allotments	HRS10	£29.10
Allotments	HRO8A	£29.10
Allotments	HRS20	£21.90
Allotments	HR10	£29.10
Allotments	HRS17	£29.10
Allotments	HR18A	£29.10
Allotments	Not yet known	£48.50
Allotments	Not yet known, possibly HRN5	£58.20
Allotments	HRS25	£29.10
Allotments	HR12A & 13B	£58.20
Allotments	HR01	£29.10
	<b>TOTAL:</b>	<b>£4,906.21</b>

Invoiced:

To	Reason	Amount
	<b>TOTAL:</b>	<b>£0.00</b>

Expenses:

Expenses for approval:

Pay method/ Chq No	SMPC ref	Payee	Reason	VAT	Total
BACS 20/03/19	0139	SMRA	1st qtr. 2018 Village hall charges.	£0.00	£52.50
DD 18/03/19	0140	Multicard	Credit card bill	£0.00	£212.98
BACS 20/03/19	0141	G. Vickery	Salary	£0.00	£1,206.48
DD 25/03/19	0142	St. James's Place	Pension contributions	£0.00	£83.81
BACS 20/03/19	0143	Tanya Gray	Salary	£0.00	£240.00
BACS 20/03/19	0144	Gary Vickery	Expenses	£0.00	£6.96
BACS 20/03/19	0145	HMRC	Tax/NI (06/12 – 05/01)	£0.00	£347.67
BACS 20/03/19	0146	Allbuild	Waste collection	£24.70	£148.20
BACS 20/03/19	0147	Grove Group	G suite monthly fee	£6.44	£38.64
BACS 20/03/19	0148	Cotswold Tree	Tree safety survey	£110.00	£660.00
BACS 20/03/19	0149	Fixquick	Service mower & hedge cutter	£0.00	£90.00
BACS 20/03/19	0150	Mr Kevin Page	Deposit refund	£0.00	£30.00
BACS 20/03/19	0151	HMRC	Late payment Dec	£0.00	£484.31
			<b>TOTALS:</b>	£141.14	<b>£3,601.55</b>

Credit card expenses:

Cardholder	SMPC ref	Payee	Reason	VAT	Total
B Thunder	MBT37	Multipay fee	Monthly fee	£0.00	£3.00
G Vickery	GV04	COS Supplies	Print cartridges	£31.50	£188.98
G Vickery	GV05	Multipay	Monthly fee	£0.00	£3.00

G Vickery	GV06	Vonage	Phone bill	£2.50	£15.00
G Vickery	GV07	Multipay	Monthly fee	£0.00	£3.00
			<b>TOTALS:</b>	<b>£34.00</b>	<b>£212.98</b>
			<b>Balance payment due:</b>		<b>£212.98</b>

#### Financial reporting:

- Clerk's extra hours worked, as at 28/02/19 = 70.10hrs

#### SMPC Financial Management: 3 Quarter Report 2018-19

Cost centre	CC	Income		Expenditure		Note - these figures are ex VAT to the end of December 2018
		Full year budget	Actual to date	Full year budget	Actual to date	
Administration	120	39,476	38,975	28,863	20,881	Recruitment costs/overtime exceeding budget
Communications	140	1,602	1,925	6,305	4,027	CN printing already paid for 12 months
Community Engagement	150	1,000	10,500	3,250	13,169	£10,500 gym project on both income & expenditure
Allotments	160	1,720	2,287	1,594	1,276	
OS general	200			897	907	
St Julians	210			160	21	
Roads/verges	220	1,840	2,062	5,820	4,856	Waste management still required every month
Oxleaze	230		107	0	101	
Village Garden	240		1,300	0	1,332	V Garden project - unbudgeted income & expenditure
OakTree Corner	250			0	191	
Burial Ground	260			1,632	1,632	
Recreation Ground	300			240	25	
Orchard Meadow	310			3,300	700	Budget spend was incorrect
Phasing Fund	320			360	360	
SMRA Fund			369	2,000	4,000	Transfer of funds at SMRA request
<b>Totals</b>		<b>£45,638</b>	<b>£57,526</b>	<b>£54,421</b>	<b>£53,478</b>	

This analysis was performed using the data files from the Rialtos system

Taking into account that 9 months actual spend is being compared with 12 months

budgeted expenditure, there are just two issues worthy of note:

- **The recruitment costs for the new clerk and the agreed double payment of salary during the handover period means administration costs will be over budget by the end of the year**
- **Waste management cost is over budget, largely due to new/replacement bins.**

1.

Fund management was addressed at the January SMPC meeting as part of the precept/budget analysis. It is difficult to extract updated figures on fund balances; however, the analysis of income against expenditure to end of December highlights no major unplanned changes to fund balances that would warrant concern. Fund management will be part of the post year end analysis in April prior to audit.

Bank Reconciliations are performed as part of data input to Rialtos – no errors have been identified in reconciling the accounts with the bank balances.

## Supporting Reports circulated after Agenda papers sent out.

### Recruitment Working Group

Report details	
Report Date:	13.03.2019
Report written by:	Sylvia Brown
Working Group meeting date:	11.3.2019
Inclusion in Parish Council meeting:	March 2019
Agenda item number:	7
Public or confidential:	Public

Overview	
<b>In response to the resignation of the current Clerk, the Recruitment Group met to discuss the way forward.</b>	
Timetable for recruitment	<p>Although action is required, it was agreed not to rush into advertising a repeat recruitment process with the original job description but consider the best way forward for managing Council business. GV had indicated he was continuing with the Finance officer role until completion of the audit period</p> <p>Key dates involve:</p> <ul style="list-style-type: none"> <li>• <b>the preparation of audit materials/documents in April</b></li> <li>• <b>holidays and leave periods in April/May</b></li> </ul> <p>The feedback from Gary over the past month was helpful in deciding the way forward.</p>
Recruitment Process	<p>The process used last November/December was reviewed. Most shortlisted candidates did not appear to wholly appreciate the difficulties in fitting in the required hours with their other commitments. Key recommendations are:</p> <ul style="list-style-type: none"> <li>• <b>Interview panel reduced from 4 to 3 councillors at most</b></li> <li>• <b>'Reception' prior to interview to include informal chat about expectations etc.</b></li> <li>• <b>Interview task is sent out to shortlisted candidates ahead of the interview, and therefore discussion with the candidates of their submissions was possible at or before the interview</b></li> <li>• <b>Appointment is not made immediately after the interview – time allowed for more discussion with leading candidates if necessary.</b></li> </ul>
Advertising	<p>The issue of availability of potential 'parish clerks' in Swindon Borough was discussed - the parishing of urban areas had affected the local supply of qualified personnel. It is recommended that we advertise more widely than last time, even if this increases the cost.</p>
Job Description	<p>Whereas we had previously updated the job and role descriptions, it is apparent that there are various elements of the role that soak up clerking hours. This particularly applies to the management of finances in today's world – HMRC, payroll and VAT- that interrupt concentration on ongoing council business. It was agreed to consider options for outsourcing this work. Gary would be asked if he would help the group proceed with this. This would also</p>

	<p>reduce the required qualifications/experience to fulfil the role and hopefully attract more candidates.</p> <p>A similar discussion about recruiting separate office administration support resulted in a recommendation not to proceed with this at this time other than making separate arrangements for the management of the allotments. It was thought important that the Clerk maintains an overview of all incoming material, but constantly reviews whether incoming bulk information can be better managed by unsubscribing.</p>
<b>Recommendations/ Actions</b>	
1.	<b>Confirm the above recommendations, including agreement to consider outsourcing the regular financial activity.</b>
2.	<b>Confirm membership of the Recruitment Working Group</b>
3.	<b>The Council agrees a budget of up to £1500 for advertising &amp; recruitment costs</b>

## SBC Local Plan Review: Settlement Boundaries/Open Space Assessment

Report details	
Report Date:	13.03.2019
Report written by:	Sylvia Brown
Working Group meeting date:	n/a
Inclusion in Parish Council meeting:	March 2019
Agenda item number:	12
Public or confidential:	Public

Overview	
<b>SBC Forward Planning had requested that parishes participate in two aspects of the work on the Local Plan Review. Hard copy maps will be brought to the meeting.</b>	
Settlement Boundary Review	<p>Every Local Plan includes a 'Proposals Map' which denotes the settlement boundary (previously known as the 'red line'). Whereas the location of a property/site within or outside the red line is no longer a definitive factor in decisions on planning applications, the settlement boundary should be realistic.</p> <p>The guidance around setting the settlement boundary says that a site with planning permission, but not yet constructed, should NOT be included. It is not appropriate therefore, to include the hotel site or any other site with outline permission. The guidance also says that any recreational facilities not enclosed by existing housing should normally be excluded.</p> <p>Having discussed this with members of the Strategic Working Group, it seems appropriate to recommend to the Council that:</p> <ul style="list-style-type: none"> <li>• <b>The houses at St Julian's Close and the Orchard are included within the boundary, but not the St J's Woodland or Orchard Meadow</b></li> <li>• <b>There is no change to the settlement boundary to the south of the built-up area of the village – the Recreation Ground would still lie outside this.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>There are no small ‘enclaves’ of housing outside the village envelope that meet the guidance requirements for ‘satellite’ settlement boundaries.</b></li> </ul> <p>The response on these is required by 5 April – a decision confirming our position is therefore required at this meeting.</p> <p>2.</p>
Open Space Assessment	<p>SBC has asked us to formally assess the quality/nature of 3 areas of open space in the parish – Nightingale Wood, the play area end of the Recreation Ground and the allotments. The process of assessment involves a long list of tickbox criteria. However, the implications of saying, for instance, that access is a problem or that the facilities are inadequate are not clearly understood and require further clarification from SBC. Our completed input on this is not required until 17th May, so any conclusions should be brought before the April Parish Council meeting.</p> <p>The recommendation is that the work of compiling the assessment is delegated to the Strategic Working Group and a summary of the recommendations prepared for the April Parish Council meeting for approval.</p>
<b>Recommendations/ Actions</b>	
1.	Agree the recommendation on the revision to the settlement boundary
2.	Delegate the Open Space Assessment to the Strategic Working Group for submission to the April PC meeting