



Councillors are summoned to a meeting of South Marston Parish Council on Tuesday 16th July 2019 at 7:30pm in the Village Hall.

Agenda item	Supporting info	Start time
Open 10 minutes	None	7:30pm
1. Apologies	None	7:40pm
2. Declarations of interest Members are reminded that they should declare any interest they have in an agenda item at the start of the meeting or, if not previously foreseeable, during any discussion of the matter concerned.	None	7:42pm
3. To approve and sign the minutes of the Parish Council meeting held on Tuesday 18th June 2019	Village website	7:45pm
4. To acknowledge date reference errors in past minutes raised in audit report	Village website	7:45pm
5. To review and update the Parish Council actions	Actions	7:50pm
6. To review and update the Parish Council calendar	Timeline	7:55pm
7. To review and discuss the Clerk's Report	Report	8:00pm
8. To review and discuss the Correspondence Report	Report	8:05pm
9. To review and comment on Planning applications S/HOU/19/0682 Erection of a two-storey side extension and front porch. 41 Greenfields, South Marston Swindon SN3 4SQ Deadline date: 10 th July – extension requested S/HOU/19/0955 Erection of a two-storey extension to garage to form annex. Ferndale Cottage, Highworth Road South Marston Swindon SN3 4SE Deadline: 22 nd July 2019 S/AGRI/19/0980 Prior approval notification for the erection of a barn. Queenlanes Farm, Queenlanes Farm Lane Sevenhampton Swindon SN6 7SQ Deadline: 23 rd July 2019	SBC planning website	8:15pm
10. To review and discuss the Website Development Report	Separate document	8:20pm
11. Reports from Working Groups a) Communications b) Open Spaces c) Allotments	Report Report Report	8:30pm
12. Reports relating to Expansion Strategic Planning Working Group	Report	8:45pm
13. Other reports a) SMRA	Report	8:50pm

b) Parish/Borough Liaison	Report	
14. Finance To review and approve finance statement and payments	Finance statement	9:00pm
15. Matters brought forward by or with the consent of the Chair		9:20pm
Meeting closure:		

Signed,

Kevin Morgan, South Marston Parish Council Clerk

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

In Progress – started but no significant progress yet

Progressing – some notable progress has been achieved

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
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	To be discussed once objectives confirmed	SPWG	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 19 162/18-19	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 19 168/18-19	Grants Report	Clerk to review with SB		Clerk/SB	19/03/19
Apr 19 200/18-19	Action Mar 19 191/18-19	Clerk to add generators to asset register at £0 value and consult with insurers	In progress	Clerk	15/05/19
May 19 5/19-20	Actions	Define objective of RoW discussions more precisely		SPWG	18/06/2019
May 19 18/19-20	Clerk's report	Coordinate changes to banking access	Progressing	Clerk	18/06/2019
May 19 18/19-20	Clerk's report	Setup automated HMRC payments vis Sage	Done	Clerk/ML	01/06/2019
May 19 23/19-20	Other reports - SMRA	Obtain estimate for replacement/repair of mains connection for car park light	In progress	Clerk	18/06/2019
June 19 26/19-20	Open 10 Minutes	Clerk to contact Dennis' Removals ref bonfire	Done	Clerk	16/07/2019
June 19 32/19-20	PC Calendar	Clerk to move SMRA risk assessment and asset to October	Done	Clerk	16/07/2019

June 19 32/19-20	PC Calendar	SY to review risk register	In progress (for August)	SY	20/08/2019
June 19 32/19-20	PC Calendar	Add risk register review to August agenda		Clerk	16/07/2019
June 19 32/19-20	PC Calendar	Send asset register to BT	Done	Clerk	28/06/2019
June 19 33/19-20	Clerk's Report	Clerk to register/subscribe with SLCC	Done	Clerk	28/06/2019
June 19 33/19-20	Clerk's Report	Clerk to contact police concerning Hodinott's Corner	Done	Clerk	28/06/2019
June 19 34/19-20	Correspondence Report	Clerk to email regarding driving education	Done	Clerk	28/06/2019
June 19 34/19-20	Correspondence Report	Clerk to email SSMPC regarding bus service	Done	Clerk	28/06/2019
June 19 34/19-20	Correspondence Report	Clerk to email resident concerning Keypoint	Done	Clerk	28/06/2019
June 19 34/19-20	Correspondence Report	Clerk to register interest in community broadband initiative.	Done	Clerk	28/06/2019
June 19 34/19-20	Correspondence Report	SY to forward contact details to Clerk.	Done	SY	28/06/2019
June 19 34/19-20	Correspondence Report	Clerk to contact land agents and SBC	Progressing	Clerk	28/06/2019
June 19 35/19-20	Planning	Clerk to email SBC Ref S/ADV/19/0597	Done	Clerk	19/06/2019
June 19 35/19-20	Planning	Clerk to email SBC Ref S/HOU/19/0697	Done	Clerk	19/06/2019
June 19 35/19-20	Planning	SB to email SBC Ref S/OUT/19/0695	Done	SB	19/06/2019
June 19 35/19-20	Planning	Clerk to email SBC Ref S/19/0640	Done	Clerk	19/06/2019
June 19 35/19-20	Planning	Clerk to email school Ref S/19/0808	Done	Clerk	25/06/2019
June 19 36/19-20	Working groups	Clerk to add Welcome Pack review to July agenda	Done	Clerk	16/07/2019
June 19 36/19-20	Working groups	Clerk to add website review to July agenda	Done	Clerk	16/07/2019
June 19 38/19-20	Other reports	Clerk to include Chair/Clerk meeting paper in next agenda	Done	Clerk	16/07/2019
June 19 39/19-20	Finance	Clerk to add correction of past minutes to July agenda	Done	Clerk	16/07/2019
June 19 39/19-20	Finance	Clerk to investigate pension issues	In progress	Clerk	16/07/2019
June 19 40-41/19-20	Audit	Clerk to complete and post public review notices	Done	Clerk	21/06/2019
June 19 40-41/19-20	Audit	Clerk to complete and submit external audit papers	Done	Clerk	30/06/2019

June 19 42/19-20	Matters bought forward	Clerk to contact SBC planning enforcement	In progress	Clerk	16/07/2019
June 19 42/19-20	Matters bought forward	Clerk to investigate monitor purchase process	Done	Clerk	16/07/2019

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Calendar:

JUNE 2019		
Responsibility:	Activity:	Progress
Council administration	Approval of Annual Return by full PC	Complete
Council administration	Agree date & location for public viewing of accounts	Complete
Communications Working Group	Produce July edition of Community News	
Agenda items:	<ul style="list-style-type: none"> • Approve and sign Annual Return • Approve Annual Review for publication 	
JULY 2019		
Responsibility:	Activity:	Progress
Communications Working Group	Issue July edition of Community News	
Council administration	Host public viewings of accounts	
Council administration	Produce 1st quarter budget report	
Council administration	Circulate risk assessment and asset register for review	
Agenda items:	<ul style="list-style-type: none"> • Review and approve 1st quarter budget report 	
AUGUST 2019		
Responsibility:	Activity:	Progress
Council administration	Inspect allotments and notify holders of results	
Council administration	Review archive status	
Communications Working Group	Produce September edition of Community News	
Council administration	Conduct asset inspection	
Council administration	Review Risk Assessment and Management	
Agenda items:	<ul style="list-style-type: none"> • Risk Assessment and Management documentation • Asset register 	

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Clerk's Report:

Report details

Report Date:	11/07/19
Report written by:	Kevin Morgan, Clerk
Working Group meeting date:	N/A
Inclusion in PC meeting:	July 2019
Agenda item number:	7
Public or confidential:	Public

Overview

Progress with finance arrangements
IT equipment updates and request for associated overtime
Clerk's pension setup

Item	Progress/activity update
Finance	Hodge Bank change of administration should now be complete. Unity Bank form sent to initiate changes. Multipay card contact to be amended (SB)
HMRC	Details and contact numbers now updated and ML now has access to login and process payments by Direct Debit independently of the Clerk
Pension	Clerk's pension to be setup by restarting contributions to an old workplace pension – payments starting with effect from July 2019
Community Broadband	Follow up email received from Openreach – Council needs to decide how best to proceed with the application.
IT	<ul style="list-style-type: none"> • It has been acknowledged that Clerk's laptop should be replaced this year. Clerk currently using own PC for much of the more intensive admin work such as agenda and minute preparation. Basic configuration of a new laptop should be quite simple however moving old accounts and emails, legacy files etc could be more time consuming. <i>Time needed to research laptop, purchase, and configure – estimate 16 hours</i> • Clerk printer/scanner has developed a scanning problem (not urgent) but will need replacing eventually – again Clerk's own facility is newer and faster at scanning so can be used in meantime. This may be a good opportunity to also replace the printer/scanner used by SB as it is of the same age. <i>Time needed to research, purchase and configure – estimate 6 hours.</i> • Review of Google Suite use, remove legacy accounts, tidy disk usage as required. In the future a possible review of G Suite use (and possible alternatives) by the

council should be conducted to ensure we are getting value.

Time needed to review, tidy G Suite use - 6 hours.

I would like Council to discuss and approve up to 28 hours overtime for this IT work to be done over the next several months as convenient alongside other priorities.

IT - software

Investigation needed to replace or renew PDF editor licensing for SB and CM

IT equipment

At the June meeting SB asked about purchasing a monitor from the Council for her use – the monitor is one that was purchased secondhand for the Communications Officer.

Considering the age and therefore negligible value of the monitor – and its use for Council work by SB – the Clerk suggests that SB assumes use of the monitor for no charge.

If required a note can be made on the asset register confirming SB as the user.

Fete clean up

Allbuild were asked to clear rubbish on behalf of SMRA after the fete. SMRA to be cross-charged for this when invoiced.

Actions or queries for consideration by the Council at PC meeting

Council to approve up to 28 hours overtime covering new laptop/ printer purchase and setup and G Suite tidy up

Council to approve SB use of monitor

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Correspondence Report:

Report details

Report Date:	11/07/19
Inclusion in PC meeting: Agenda item number:	July 2019 8

Item number	From	Date	Reference	Contents summary
1	Dorset Fire and Rescue	26/06/19	Safety Initiative	Further information
Image/Text	<p>Hi Kevin, thanks for the email.</p> <p>Currently to ensure all schools in the Swindon area attend the roadshow we provide buses to transport pupils to the event and return them to school after the event. The cost of this is approx. £7000 per year. We roughly have 2800 pupils per year going through the roadshow. Empire Cinema at Greenbridge provide the venue for free which is a massive help. Therefore the funding we are requesting is to cover transport costs. Ideally I'm looking to secure funding for the next 2/3 years if possible.</p> <p>The presentation I've been giving to the various parishes takes about 10/15 minutes. I'm more than happy to pop along and do this at a convenient time to yourselves.</p> <p>To give some idea the range of donations have been between £250 up to £2000. Some parishes have given an amount this year and said we can request further year on year. Others have given a one off donation. Those parishes that have donated have also been invited along to the event if they wish to.</p> <p>Please let me know if you require any further information.</p>			
Item number	From	Date	Reference	Contents summary
2	Resident	01/07/19	Footpath/bridleways	Horse riding enquiry
Image/Text	<p>Dear Sir/Madame,</p> <p>I was emailing to discuss the public footpath surrounding the solar farms in South Marston.</p> <p>As a horse rider in the South Marston area finding off-road hacking is very difficult, especially considering how much countryside surrounds the village.</p> <p>Having walked the footpath it has come to my attention that the area is rather large and wide surrounding the solar farm for the public and was wondering why Horses aren't able to access the land, and whether access would be a possibility in the future?</p> <p>It really would be a lovely addition to the equestrian community within South Marston, and I feel there is more than enough space on the path for both the public and riders to happily use.</p>			

	I really look forward to hearing from you, Thank you, Seren Kitchener			
Item number	From	Date	Reference	Contents summary
3	Resident	02/07/19	Development	Hotel site boundary query
Image/text	<p>Dear new parish clerk,</p> <p>Just a quick note to suggest that you review the attached photos. Is the parish clear on exactly where the boundary lies between the recreation ground and the old hotel site? It 'appears' that wooden marker posts have been placed on what looks like the recreation ground side. Time to act?</p> <p>Best regards</p> <p>Ben Lovelock Parish resident</p> <p><i>A number of photographs were also attached.</i></p> <p><i>The Clerk responded to the resident confirming that as far as the Council is aware the markings reflect the plans for paths and roads.</i></p>			
Item number	From	Date	Reference	Contents summary
4	SBC	02/07/19	Transport Schemes	Details of planned works
Image/text	<p>Good afternoon,</p> <p>Please see attached a media release that we have this morning given to members of the local press who attended a special briefing on the New Eastern Villages Strategic Transport Schemes.</p> <p>Over the coming months, significant highways improvements projects will get underway to facilitate the New Eastern Villages development.</p> <p>We will be distributing the attached media release more widely tomorrow (Wednesday) but, as a courtesy, we wanted to send it to you first for your information.</p> <p>Kind regards, Tom</p> <p>Thomas Haworth Communications Executive – Media Relations</p> <p>Communications Swindon Borough Council</p>			
Item number	From	Date	Reference	Contents summary
5	SBC	01/07/19	Symmetry park	High court judgement

Image/text	<p>Dear Kevin,</p> <p>Please see attached the judgment handed down today in respect of the Symmetry Park site. The Council won the case. The decision of the Planning Inspector is quashed and the access roads are highways over which the public have rights of way.</p> <p>Kind regards,</p> <p>Kimberly</p> <p>Kimberly Corps Principal Planner</p> <p>Strategic Allocations and New Eastern Villages Team Swindon Borough Council</p>			
Item number	From	Date	Reference	Contents summary
6	Developers	05/07/19	Hotel site	Electricity cabling
Image/text	<p>Dear Sirs,</p> <p>The redevelopment of the above site for housing by Bellway Homes involves some alterations to the local electricity distribution network. My Company has been instructed to obtain consent for these alterations.</p> <p>It is proposed to connect a new underground electricity cable onto the existing underground cable which runs along the South Eastern boundary of the playing fields. The attached plan indicates where this work is proposed to take place. The new section of cable would need to be laid from the existing cable directly to the boundary with the Bellway site. This is a distance of just a few metres. As the proposed cable would be underground, it would be necessary to excavate a trench in which to install the cable and joint it onto the existing cable. On completion of the installation works, the trench would be reinstated to the satisfaction of the landowner (whom we understand to be the Parish Council).</p> <p>Please note that although the installation works would be carried out by our client, UK Power Solutions, on commissioning of the new cable, it would be adopted by Scottish & Southern Electricity (SSE) and become part of the network which they own & operate.</p> <p>I should be grateful if you would let me know if the Parish Council would consent to these works being carried out.</p> <p>Please let me know of any questions which this proposal may raise.</p>			
Item number	From	Date	Reference	Contents summary
7	SBC	05/07/19	Emergency Plan	SBC emergency plan support
Image/text	<p>Dear Sir/Madam,</p> <p>My name is Tasha Lunn and I am with the Civil Protection Unit within Swindon Borough Council. We are aiming to help you to develop your Parish Councils</p>			

Emergency Plan to ensure that the community of Swindon is prepared to work and help each other in the instance of an emergency.

Nick Bancroft gave a talk February 2018 at a Parish Council Forum meeting about this subject and we want to be able to work together to create the plan.

Please have a look at this link, this will help to explain the importance of creating this plan, to ensure our community is resilient as one.

<https://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies#community-resilience>.

We would like to arrange a meeting to come and visit to explain the plan template we will provide you and how we can assist you in making this plan.

We look forward to working with you on this. Please don't hesitate to contact us on any queries.

Kind Regards

Tasha Lunn

TLunn@swindon.gov.uk

Civil Protection Support Officer

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Communications Working Group report:

Report details	
Report Date:	10.7.2019
Report written by:	Sylvia Brown
Working Group meeting date:	
Inclusion in Parish Council meeting:	July 2019
Agenda item number:	11
Public or confidential:	Public

Overview	
<p>July edition of Community News completed successfully. Tanya's contract is now completed and this month will be her final payment. Website development report on this agenda. Meeting of CWG late July will discuss options for the future of the Comms Officer post</p>	
Community News	<p>Edition 22 published alongside PC Annual Report. Letter gone out to postal addresses to switch to electronic receipt if willing. Additional advertising sought. September issue will be produced 'in house'.</p>
Welcome Pack	<p>Not now ready to review at July PC meeting – will be on the agenda for August meeting.</p>
Website/social media	<p>Kevin will now be the administrator of the website and will update the contact list accordingly. Website development report issued alongside this agenda for discussion but initial view of CWG members is that we do not rush into any changes and take time to review, with Kevin, what we are looking for in terms of a website development contractor. PC thoughts sought on the report.</p> <p>Facebook – at the moment, Kevin and some councillors are posting up messages/information – we would like to invite more councillors to contribute to keep up the volume of postings.</p>
Comms Officer post	<p>Note Tanya's outstanding salary to end of July needs to be paid at this meeting and P45 issued – she has completed the required hours for the month.</p>
<p>Recommendations to PC</p> <ul style="list-style-type: none"> • Note we will be recommending a way forward for the Communications Officer post after July • Note draft Welcome Pack will now be on the August agenda with opportunity to view draft before the meeting • Review the website development report and offer any thought on going forward with revamp/contractors • Authorise payment of outstanding salary to Tanya for up to end of July. 	

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Open Spaces Working Group report:

Report details	
Report Date:	10.07.2019
Report written by:	Chris Brooks and Barry Thunder
Working Group meeting date:	n/a
Inclusion in Parish Council meeting:	July 2019
Agenda item number:	11
Public or confidential:	Public
Overview	
Approval is sought for this year's volunteer event and Summer Children's event. Councillors to note reports due from Oxleaze Wood, PC Trees and St Julián's Woodland.	
Item	Progress/activity update
Community Payback Teams	Grass cutting up to date. Group on 30 th June also cleared part of the recreation ground alongside Thornhill road.
Oak Tree Corner	We are planning a volunteer session in the Autumn to clear away weeds, prune the new hedge, Reproof the bridges and spray the gravel path with weed killer.
Orchard Meadow	No updates.
Oxleaze Woods	One of the benches awaiting repair. Preauthorised cost via SBC. We are currently discussing ideas with SBC, such as a new pond and wetland area and upgrading the entrance for easier wheelchair access together with other improvements. This to be funded by s106 from the Bellway development later in 2020 and beyond. More details to follow and to be sent to Ed Snooks and Jonathan Wilshaw, both at SBC with more detail on cost estimates etc. Plans will be presented to PC for comment and approval later this year. This winter we plan to have a volunteer session for coppicing hazels.
Parish Council tree report	A follow up report remains a work in progress for later this year. Cost to be brought to the August meeting. Proving time consuming finding suitably insured tree surgeons to produce this report.
Parish Policy for Open Spaces	Remains a work in progress.
St Julians Community Woodland	Together with WWT we will be producing a draft MoU about maintenance costs and who is responsible for what currently. To also include thoughts and considerations on how any future transfer of land to the PC considering may take place or not. To be fully discussed with PC before any conclusions are made. The summer children's event this year (7 th August) will focus on learning about tree identification and brass rubbing together with small refreshments. In partnership with WWT, expert help, and the F&E Harris memorial trust, financial support. We request up to

	£50 be made available for refreshments from the Community engagement fund.
Rights of Way	No updates.
Sevor Solar Farm	Meeting with new Eneco liaison, Lee Bevans, on 18 th June was positive with a commitment to continue funding Community News at £750 pa. A donation of a hamper was also given to the village Fete. We await the outcome on the Honda electrical supply arrangements.
Monthly Expenditure	To be discussed with Kevin for first quarters costs to budget.
Village Garden	Maintenance of shrubs and flower beds during the growing season requires regular attention to maintain a satisfactory standard. From preapproved funds we are using a gardening service for a few hours as required to maintain beds, plants and shrubs.
Volunteers	<p>A Community Engagement event for outdoor volunteers, as a thank you for their work and ongoing support, is proposed for Sunday 18th August between 4 -6 pm at the Gazebo in St. Julian's. Invitees will include volunteers from: Open Spaces, Allotments, WWT, Litter Pick organiser. Parish Councillors are also to be invited to meet and greet everyone. Invitees are estimated at 60. Planning for approx. take up of 50 or less.</p> <p>This event will replace the allotment BBQ for this year. Funding to come from the Yuasa Community Engagement donation and the BBQ allowance from the allotment income.</p> <p>The theme is locally made cakes and Pimm's together with non-acholic drinks.</p> <p>Based on max of 60 persons, we request funds of up to £400. We expect this to be lower but require a buffer in case of unexpected costs.</p> <p>Costs to be split 50/50 between cost centres as above.</p>
Actions or queries for consideration by the Council at PC meeting	
Approval is required for up to £400 for the Community engagement Volunteers event.	
Approval is required for up to £50 for the Community engagement summer children's event.	

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Allotments Working Group report:

Report details	
Report Date:	10 th July 2019
Report written by:	Barry Thunder
Working Group meeting date:	TBA
Inclusion in PC meeting:	July 2019
Agenda item number:	11
Public or confidential:	Public
Overview	
Update on Thames Water application and long-term allotment site future Funding approval for use of a digger	
Item	Progress/activity update
Allotment software.	Future use to be reviewed during current financial year
Summer improvements.	Vacant plots cleared of overgrowth and both now let. Work via heavy machinery is required to turn the leaf/grass cutting storage area to allow better composting. Also, to level part of the access track alongside the Honda boundary fence. <i>Approval for 3 hours with a digger will cost £120 plus vat</i>
Plot vacancies.	None
In parish rent concessions.	No changes.
Tenancy Agreement amendments.	Use of weed killer spraying to be for next financial year
Allotment rental income.	None outstanding
Community Payback.	None in reporting period
Grass cutting	Underway way via contractor and volunteers.
Donations and additional equipment	Two used galvanised animal water troughs from Greenshove Services, for water storage. Small repair work required.
Social Event BBQ	Large scale event will not proceed for 2019. Volunteers to be invited to St. Julians event in August once approval given for expenditure of 50% on event cost.
Thames Water supply.	Initial cost for water connection at £3500 is higher than anticipated. We had hoped to reconnect to previous supply pipes, TW are saying new connections must be made. We have requested a review of this and await a reply from TW. As it is now unlikely that any connection can be made in time for the current growing season, it is recommended that the approved funding of £1500 is carried over to the 2020/21 financial year. Together with the s106 of £36,459 from the Bellway development, we can then review the need for water and other upgrades.
Monthly/ Annual expenditure.	All expenditure for the current year will be within income received from plot rental for the year.
Long term future of Allotment site.	The previously agreed report commissioned from Wild Landscapes (WWT) is expected shortly. Together with estimated ongoing costs for maintaining the entire plot of land, we expect to present this report to the August PC

for discussion and recommendations on the way forward.

Actions or queries for consideration by the Council at PC meeting

Approval is requested for £144 inc. VAT for digger plus driver for three hours.

Approval is requested to carry over to the new financial year the sum of £1500 previously approved for the water supply installation.

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Strategic Planning Working Group report:

No report – refer to correspondence report regarding relevant items

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SMRA report:

No report this month

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Parish/Borough Liaison reports:

Chair and Clerk Forum

Report details	
Report Date:	June 19
Report written by:	CRM
Working Group meeting date:	N/A
Inclusion in Parish Council meeting:	July 2019
Agenda item number:	13
Public or confidential:	Public

Overview	
Chair and Clerk meeting with SBC - 4th June 2019	
Item	Summary
Chair and Clerk meeting	<p>CRM and Clerk attended the second meeting held by the new Chief Executive at SBC. Leader of the Borough Council in chair. Held in a committee room to reduce the “us and them” feel of the first meeting.</p> <p>CE apologises for organising the first meeting in ignorance the Borough/Parish Protocol.</p> <p>Poor telephone service at Borough addressed by head of Customer Services. Updated website and interactive service being bedded in. New telephone system with more widely trained officers. Making progress to an 80% of calls answered in 2 minutes target. “Task and Finish” group to be established and to report back.</p> <p>Steve Jordan accepted that responses to highway requests from parishes were not being dealt with properly. He is hopeful of appointing a head of Highways shortly.</p> <p>Both the Leader and CE were clear that Parishes should keep Borough Councillors well informed of any projects. It is possible that SBC haven’t appreciated that the transfer of responsibilities to the Parishes should carry a commensurate transfer of autonomy.</p> <p>Phil Smith presented on planning issues. Revised draft of SHLLA search for new residential sites to be published soon as part of revised Local Plan preparations.</p> <p>Guidance on Green Infrastructure maintenance in new developments may be included in revised plan or an SPD. CRM asked to summarise issue. General support. Instances of existing problems. Support from Council Leader.</p>

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Finance statement

July 2019

Account balances:

Account	Balance date	Balance
Julian Hodge	08/07/2019 (by telephone)	£84,604.87
Unity Trust Bank	07/06/2019	£31,030.13
	TOTAL:	£115,635.00

Income:

Received:

From	Reason	Amount
Highworth Town Council	Waste collection	£207.00
F&E Harris Trust	Gazebo donation	£160.00
Barnes Coaches	Community news advertising	£150.00
YUASA	Community donation	£1,000.00
	TOTAL:	£1,517.00

Invoiced:

To	Reason	Amount
YUASA	Community donation	£1,000.00
	TOTAL:	£1,000.00

Expenses:

Expenses for approval:

Pay method/ Chq No	SMPC ref	Payee	Reason	VAT	Total
BACS 17/07/19	0041	SLCC	Membership	£0.00	£168.00
BACS 17/07/19	0042	Darkin Miller	Audit work	£94.90	£569.38
BACS 17/07/19	0043	Greenshave	Orchard mowing	£56.00	£336.00
BACS 17/07/19	0044	Garden Angel	Allotment clearance	£0.00	£187.50
BACS 17/07/19	0045	Greenshave	Orchard mowing	£56.00	£336.00
BACS 17/07/19	0046	Stratton Garden Contractors	Grass cutting	£0.00	£481.00
BACS 17/07/19	0047	Stratton Garden Contractors	Grass cutting	£0.00	£596.50
BACS 17/07/19	0048	Stratton Garden Contractors	Grass cutting	£0.00	£492.00

BACS 17/07/19	0049	Grove Group	G Suite Monthly Fee	£10.62	£63.72
BACS 17/07/19	0050	Mandy Larcombe	Bookkeeping	£0.00	£70.00
BACS 17/07/19	0051	T Jones	Salary	£0.00	£240.00
BACS 17/07/19	0052	K Morgan	Salary	£0.00	£1096.38
DD 17/07/19	0053	HMRC	Month 04	£0.00	£205.62
BACS 17/07/19	0054	S Brown	Bench purchase	£154.18	£925.06
BACS 17/07/19	0055	Allbuild	Waste and rec field mowing	£104.70	£628.20
BACS 17/07/19	0056	Allbuild	Bin installation	£10.00	£60.00
			TOTALS:	£486.40	£6455.36

Credit card expenses:

To be inserted

Financial reporting:

- As of 11th July Clerk overtime balance is 24 hours

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