

**Minutes of the meeting held remotely on Tuesday 21st April 2020 at 7:30pm.**

<b>Council Members present</b>	
Mr C McEwen (CM) – Chair	Mrs S Brown (SB)
Mr T Leathart (TL)	Mr B Thunder (BT)
Mr S Young (SY)	Mr K Millard (KM)
Mr A Carter (AC)	Mr R Hurley (RH)
<b>Clerk &amp; Responsible Officer:</b>	Mr K Morgan
<b>Members of the public present:</b>	None

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), ML – Mandy Larcombe (bookkeeper)

<b>Agenda item &amp; minute number</b>	<b>Summary</b>	<b>Action</b>
Open 10 Minutes 190/19-20	No questions or queries were received by the Clerk.	None
<b>1.</b> Apologies 191/19-20	No apologies received.	None
<b>2.</b> Declarations of interest 192/19-20	No interests were declared.	None
<b>3.</b> To approve and sign the minutes of the Parish Council meeting held on Tuesday 17 <sup>th</sup> March 2020 193/19-20	Minutes were approved remotely and will be signed when physical meetings resume.  Proposed: SY Seconded: AC Approved: All	Clerk/SB
<b>4.</b> Review of actions 194/19-20	Review of actions currently outstanding.  Updates:	

	<ul style="list-style-type: none"> <li>• May 19 23/19-20 Amend this item to be a Parish Council action – Clerk to obtain up to date quotations for solar lighting solutions.</li> <li>• Jul 19 50/19-20 Clerk to investigate multi-license costs for Foxit and compare to Adobe Acrobat pricing – it was resolved that up to £400 could be spent to purchase up to 4 licenses.</li> <li>• Nov 19 114/19-20 CM noted that although the current crisis hinders road sweeping there is no reason a schedule should not be prepared. Clerk to contact SBC again</li> <li>• Jan 20 149/19-20 to be closed. New item to be recorded for bridleway signage at Hodinott’s Corner</li> <li>• Feb 20 168/19-20 Plans for future of Orchard Meadow on hold during current situation</li> <li>• Feb 20 170/19-20 Clerk to continue finding alternate solutions for playground inspections. Considering time already spent by the SMRA treasurer on this matter, Clerk time to be used carefully.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>None</p> <p>Clerk</p>
<p><b>5.</b> Review of Parish Council Calendar 195/19-20</p>	<p>The PC reviewed progress. Following amendments identified:</p> <ul style="list-style-type: none"> <li>• FWG meeting to be convened remotely before next monthly meeting – SB waiting for final figures from bookkeeper before generating reports and setting date</li> <li>• Pending above, approval of end of year accounts to be done at May monthly meeting following FWG meeting – move to May</li> </ul>	<p>SB/FWG</p> <p>Clerk</p>
<p><b>6.</b> Clerk’s Report 196/19-20</p>	<p>Report discussed.</p> <ul style="list-style-type: none"> <li>• Asset register for 20-21 discussed – defibrillators to be removed as they are not PC property. Council otherwise resolved to approve the asset register.</li> </ul> <p>Proposed: RH  Seconded: BT  Approved: All</p>	<p>Clerk</p>

	<ul style="list-style-type: none"> <li>The use of a contractor to clear ditches on Old Vicarage Lane was discussed and agreed by CM and BT following last months' meeting and referred to the Clerk. Expenditure of £250+VAT agreed on Clerk/Chair spending authority. Council resolved to agree this expenditure</li> </ul> <p>Proposed: SB Seconded: BT Approved: All</p> <ul style="list-style-type: none"> <li>The payment of funds to Lionel Cave-Ayland to undertake some maintenance of footpaths around the village on behalf of the Council was discussed. The need to carry this out with some urgency was evidenced by some issues with walkers crossing farmland and encroaching on property of an isolating elderly couple. Expenditure of up to £360 had been agreed on Clerk/Chair authority. Council resolved to agree this expenditure</li> </ul> <p>Proposed: SB Seconded: BT Approved: All</p> <ul style="list-style-type: none"> <li>The situation with Annual meetings due to be held in May was discussed. Such meetings are now allowed to be held remotely if desired - it was agreed that the Council would hold its Annual Meeting prior to the May monthly meeting, both to be conducted remotely. Clerk to circulate papers prior to the meeting as appropriate.</li> </ul> <p>The Annual Meeting of the Parish cannot take place due to current distancing rules. It was discussed and agreed that the usual financial report and Chair's report would be prepared and published on the website.</p>	<p>Clerk</p> <p>SB/CM</p>
<p>7. Planning applications 197/19-20</p>	<p>Responses had already been issued to <b>planning applications:</b></p> <p><b>S/HOU/20/0334</b> Re: Erection of a two storey side extension and single storey rear extension. At: 3 Rawlings Close, South Marston Swindon SN3 4XA</p>	<p>None</p>

	<p>Deadline: 6th April 2020</p> <p><i>Response sent 3<sup>rd</sup> April 2020 following circulation and discussions – no objections.</i></p> <p><b>S/19/1485</b>  Re: Refurbishment of existing retail unit (Class A1) including installation of new shopfront, reconfigured car parking and associated works.  At: Former Toys R Us Unit, Oxford Road Stratton St Margaret Swindon SN3 4DG</p> <p>Deadline: 15<sup>th</sup> April 2020</p> <p><i>Response sent 7<sup>th</sup> April 2020 following circulation and discussions – conditions applied and referral to planning committee requested if these are not met.</i></p>	
<p><b>8.</b> Reports from Working Groups 198/19-20</p>	<p><b>Communications Working Group:</b></p> <p>Report was discussed.</p> <ul style="list-style-type: none"> <li>Following assessment of issues with the editor’s laptop Council resolved to approve spending up to £400 +VAT to purchase a new laptop</li> </ul> <p>Proposed: AC  Seconded: SY  Approved: All</p> <p>Clerk to research options.</p> <p><b>Open Spaces Working Group:</b></p> <p>Report discussed.</p> <ul style="list-style-type: none"> <li>It was noted that some grass cutting of woodland paths had been delayed by BT as they were not yet long enough to require it</li> <li>Several incidents and concerns with car parking on Nightingale Lane were mentioned – this is due to people attempting to park on the lane because the Woods car park is closed</li> </ul> <p><b>Allotments Working Group:</b></p>	<p>Clerk</p> <p>None</p>

	<p>Report reviewed.</p> <ul style="list-style-type: none"> <li>• BT noted that several plots were being left untended due to lack of attendance due to the current situation and several holders had resigned their plots</li> <li>• BT also reported that he was allowing use of vacant or unused plots by other allotment holders for the rest of the growing season to ensure they would remain in a usable state for the future</li> </ul> <p><b>Broadband Working Group:</b></p> <p>Report reviewed.</p>	<p>None</p> <p>None</p> <p>None</p>
<p>9. Reports relating to expansion 199/19-20</p>	<p><b>Strategic Planning Working Group</b></p> <p>There was no written report and a brief discussion was held.</p>	<p>None</p>
<p>10. Other reports 200/19-20</p>	<p><b>SMRA report:</b></p> <p>Report discussed.</p> <ul style="list-style-type: none"> <li>• It was noted that there is little activity due to current restrictions</li> <li>• It was noted that the village hall boiler is in need of replacement and three quotes are being reviewed</li> <li>• It was confirmed that the summer fete had been cancelled</li> </ul> <p><b>Parish/Borough Liaison:</b></p> <p>None</p>	<p>None</p>
<p>11. Finance 201/19-20</p>	<p><b>To review and approve finance statement, bank statements and payments:</b></p> <p>As this meeting was held remotely papers were not circulated for signing. This will be done a later date when circumstances allow. Council resolved to approve payments.</p>	<p>None</p>

	<p>Proposed: RH          Seconded: BT          Approved: All</p> <p><b>To summarise additional spending approved at this meeting:</b></p> <p>The PC approved:</p> <ul style="list-style-type: none"> <li>• £250 + VAT for ditch clearance on OVL</li> <li>• £360 for materials for footpath maintenance</li> <li>• £400 + VAT for a new laptop for the editor</li> <li>• £36.05 inc VAT for laminator</li> <li>• Up to £400 for PDF editor licenses</li> </ul>	
<p><b>12.</b> Matters brought forward by or with the consent of the Chair 202/19-20</p>	<p>BT mentioned that Bellway was keen to engage with the community prior to the current situation – it is hoped further positive activities will take place once restrictions are lifted.</p> <p>Concerns with further development proposals at Ranikhet were raised.</p>	<p>None</p>

**The meeting closed at 8:30pm**

**Signed by Chairperson:**

**Date:**