

**Minutes of the meeting held remotely on Tuesday 15<sup>th</sup> December 2020 at  
7:30pm.**

<b>Council Members present</b>	
Mr C McEwen (CM) – Chair	Mrs S Brown (SB) – Vice Chair
Mr T Leathart (TL)	Mr B Thunder (BT)
Mr S Young (SY)	Mr K Millard (KM)
Mr A Carter (AC)	
Clerk & Responsible Officer:	Mr K Morgan
Members of the public present:	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, OSWG – 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 107/20-21	The village litter volunteer group had submitted a report following a meeting with the local policing team. This report suggested a number of action points. It was decided that this required a meeting between council representatives, the litter team and the policing team. Clerk to coordinate a meeting outside of the normal meeting schedule.	Clerk
<b>1.</b> Apologies 108/20-21	RH –accepted by the council.	None
<b>2.</b> Declarations of interest 109/20-21	None.	None
<b>3.</b> To approve and sign the minutes of the Parish Council meeting held on Tuesday 17 <sup>th</sup> November 2020 110/20-21	Minutes were approved remotely and will be signed when physical meetings resume.  Proposed: SB Seconded: SY Approved: All	None
<b>4.</b> Review of actions 111/20-21	Review of actions currently outstanding. The following were discussed:	

	<ul style="list-style-type: none"> <li>• <b>Apr 20 194/19-20 Car park lighting</b> – options for the installation of solar-powered LED lights were discussed. Council resolved to spend up to £200 on the lights and to discuss installation methods and costs with Allbuild. Clerk to follow up.  Proposed: BT Seconded: SB Approved: All</li> <li>• <b>May 20 22/20-21 Solar Farm</b> - Issues with paths and fence at solar farm off Highworth Road. Clerk to report issues again.</li> <li>• <b>Oct 20 87/20-21 Service contract renewals</b> - Clerk and BT have yet to finalise – however details are almost identical to previous year’s contracts with no price increases and only small amendments. Council agreed to approve the contracts in advance of completion to allow the process to be continued without waiting for the January meeting.  Proposed: AC Seconded: BT Approved: All</li> <li>• <b>Oct 20 89/20-21 Flood pond status</b>– a meeting with SBC officers has yet to take place and will be rearranged for the new year. CM suggested that SBC may have been neglecting its obligation to monitor the ponds. Clerk to follow up with SBC.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>5. Review of Parish Council Calendar 112/20-21</p>	<p>The PC reviewed progress.</p> <ul style="list-style-type: none"> <li>• <b>School license</b> - It was agreed that the invoice for the school license for car park and recreation ground use should be issued as usual. Clerk to arrange.</li> </ul>	<p>Clerk</p>
<p>6. Clerk’s Report 113/20-21</p>	<p>Report discussed.</p> <ul style="list-style-type: none"> <li>• <b>Website development</b> – It was agreed that the Clerk would sign the agreement with Clearwater as work and already started following prior Council approval.</li> <li>• <b>Bridleway litter and path</b>– Clerk reported that the bridleway situation was still being resolved and that</li> </ul>	<p>None</p>

	<p>the pathway had been blocked off with no notification received. Clerk has contacted the land agents/management to seek an update.</p> <ul style="list-style-type: none"> <li>• <b>Footpath maintenance</b> - The Clerk confirmed that no response had been received following several emails sent to SBC officer regarding agreed footpath actions and other raised issues. Clerk to contact Sam Mowbray and Cllr Jandy at SBC to escalate.</li> <li>• <b>Clerk leave</b> – it was agreed that the clerk will take leave from 29th to 31<sup>st</sup> December but will periodically check email for urgent issues.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>None</p>
<p>7. Planning applications 114/20-21</p>	<p>A number of applications were discussed:</p> <p><b>S/HOU/19/1378</b> Re: Erection of a single storey extension to garage, dormer window to side and part conversion into habitable space. At: 3 Fuller Gardens, South Marston Swindon SN3 4RP</p> <p>Deadline: 21<sup>st</sup> December 2020</p> <ul style="list-style-type: none"> <li>• It was agreed an objection should be lodged due to the likely increase of habitable space and the possible future requirement for parking, which is not facilitated at the property and which is lacking in the vicinity. Clerk to respond.</li> </ul> <p><b>S/20/1538</b> Re: Variation of conditions related to the Commonhead link road and associated improvements At: Land East Of The A419, Between Commonhead Roundabout And Land North Of Wanborough Swindon</p> <p>Deadline: 7<sup>th</sup> January 2021</p> <ul style="list-style-type: none"> <li>• It was agreed that no comments were required. Clerk to respond.</li> </ul> <p><b>S/HOU/20/1567</b> Re: Erection of a single storey side extension. At: Manor Lodge, Thornhill Road South Marston Swindon SN3 4RY</p> <p>Deadline: 1<sup>st</sup> January 2021</p> <ul style="list-style-type: none"> <li>• It was agreed that the proximity of the proposed</li> </ul>	<p>Clerk</p> <p>Clerk</p>

	<p>extension to the neighbouring property should be raised but deferred to the planning officers.</p> <ul style="list-style-type: none"> <li>It was also agreed that, while the property is not listed, it does form part of the heritage of South Marston and that all materials and design should be sympathetic to that legacy. Clerk to respond.</li> </ul> <p><b>S/HOU/20/1490</b>  Re: Erection of a low wall with 2m. high piers for gates.  At: Donderry , Old Vicarage Lane South Marston Swindon SN3 4SR</p> <p>Deadline: 4<sup>th</sup> January 2020</p> <ul style="list-style-type: none"> <li>It was agreed that the plans did not clearly show the delineation of the proposed new wall and that a comment should be made to ensure the wall did not extend further towards the road than the existing fence line. Clerk to respond.</li> </ul> <p><b>HGV Notifications - OH 2039285</b>  Re: Cristransport Limited at Crown Timber</p> <ul style="list-style-type: none"> <li>It was agreed that a response should be sent asking for conditions to be applied similar to those already placed on other users of the Crown Timber site. Clerk to respond.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>8.</b> Reports from Working Groups  115/20-21</p>	<p><b>Communications Working Group:</b>  Report reviewed.</p> <p><b>Open Spaces Working Group:</b>  Report reviewed.</p> <ul style="list-style-type: none"> <li><b>St Julian's Safety Report</b> - BT summarised a safety report issued by Wiltshire Wildlife Trust following an accident at St Julian's woodland.</li> </ul> <p><b>Allotments Working Group:</b>  Report reviewed.</p> <ul style="list-style-type: none"> <li><b>Honda land ownership</b> – This issue to be revisited in</li> </ul>	<p>None</p> <p>None</p>

	the new year. BT to involve ward councillors in discussions regarding future of the allotment land.	BT
9. Reports relating to expansion 116/20-21	<p><b>Strategic Planning Working Group:</b></p> <p>Report reviewed.</p> <ul style="list-style-type: none"> <li>• <b>School expansion</b> – the requirements for an exploratory archaeological trench on the recreation ground prior to Christmas were discussed. Concerns were raised including potential damage to the field, loss of football facilities, and public safety and indemnity. CM to follow up and liaise with Clerk on responses.</li> </ul>	CM/Clerk
10. Other reports 117/20-21	<p><b>SMRA report:</b></p> <p>A verbal update was given by SB.</p> <ul style="list-style-type: none"> <li>• <b>Maintenance agreement</b> – SB reported that SMRA required the agreement to be kept at the same level as the current year. Council discussed and resolved to agree that this should remain at £3000 for 2021-22.</li> </ul> <p>Proposed: BT Seconded: AC Approved: All</p> <ul style="list-style-type: none"> <li>• <b>Village Hall grant</b> – SB reported that SMRA had agreed to a grant reduction – it had been increased by £600 in 2020-21 due to urgent maintenance requirements. Council discussed and resolved to agree that the grant should be reduced to £2000 for 2021-22.</li> </ul> <p>Proposed: BT Seconded: AC Approved: All</p>	None
11. To review Finance Working Group budget and precept recommendations for 2021-22 118/20-21	<p><b>Report reviewed.</b></p> <ul style="list-style-type: none"> <li>• <b>Budget</b> - A discussion was held around the proposed budget and likelihood of a relatively large shortfall in funds for 2021-22 – partially due to a lack of anticipated precept receipts from new housing in the parish (see below). It was agreed that some reserve funds should be used to cover the shortfall and BT in particular would look to make savings where possible from the Open Spaces plans.</li> </ul>	

	<ul style="list-style-type: none"> <li>● <b>Precept</b> – The precept level for 2021-22 was discussed and it was noted that there would be negligible increase to the tax base in the coming financial year due to a significant fall in the SBC collection rate. It was agreed that a high increase similar to last year was not desirable. FWG to review various figures based on certain precept levels and these to be circulated for review prior to approval at January 2021 meeting.</li> <li>● <b>Contract amendments</b> – Council discussed and resolved to approve the FWG’s recommendations to: <ul style="list-style-type: none"> <li>○ increase pension contributions to match employee contribution level to a maximum of 5% of all earnings and</li> <li>○ to increase base holiday entitlement to 22 days pro-rata to align with NALC guidelines. These changes to take effect from 1<sup>st</sup> April 2021.</li> </ul> </li> </ul> <p>Proposed: SB/Financial Working Group  Secoded: AC  Approved: All</p> <p>It was noted that the other matter - increasing sickness allowance to align more with NALC guidelines - is being investigated with regard to the financial burden this may place on the council and how this risk can be managed.</p>	
<p><b>12.</b> Finance 119/20-21</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 at a later date when circumstances allow.</p> <p>Council resolved to approve payments totalling £4,219.12</p> <p>Proposed: SY  Secoded: KM  Approved: All</p> <p><b>To summarise additional spending agreed at this meeting:</b></p> <p>The PC approved:</p>	<p>None</p>

	<ul style="list-style-type: none"> <li>• £200 for lighting equipment for the car park - additional installation costs to be agreed</li> <li>• £3000 maintenance agreement for SMRA</li> <li>• £2000 Village Hall upkeep grant for SMRA</li> </ul>	None
<b>13.</b> Matters brought forward by or with the consent of the Chair 120/20-21	No matters were raised.	

**The meeting closed at 9:40pm.**

**Signed by Chairperson:**

**Date:**