

**Minutes of the meeting held remotely on Tuesday 16th March 2021 at
7:30pm.**

Council Members present	
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, ML – Mandy Larcombe (bookkeeper)

Agenda item & minute number	Summary	Action
Open 10 Minutes 148/20-21	<p>Downderry, Old Vicarage Lane - following planning approval to commence with construction of a wall at the boundary, the owner raised a query concerning the addition of a small tarmac area between his driveway and the road, and sought an opinion from the parish. Given the untidy nature of the current frontage it was agreed that a small tarmac area would improve this and not adversely affect the general appearance. CM to respond.</p> <p>It was noted that thanks had been expressed by the village litter volunteer group for help given by BT and the clerk in dealing with the growing litter issues.</p>	CM
1. Apologies 149/20-21	RH – accepted by council.	None
2. Declarations of interest 150/20-21	None.	None
3. To approve and sign the minutes of the	Minutes were approved remotely and will be signed when physical meetings resume.	

Parish Council meeting held on Tuesday 16 th February 2021 151/20-21	Proposed: TL Seconded: SY Approved: All	None
4. Review of actions 152/20-21	<p>Review of actions currently outstanding. The following were discussed and updated where needed:</p> <ul style="list-style-type: none"> • Apr 20 194/19-20 Car park Lighting – It was agreed that this action should be removed given the upcoming development. • May 20 22/20-21 Solar farm fencing – It was agreed that this action should be removed given the lack of response from the company concerned. • Jul 20 46/20-21 Bus routes – it was agreed this action should be delayed until June 2021 and then pursued again with Cllr Holland. • Nov 20 102/20-21 Bridge repair – it was agreed that this action should be closed as the bridge near the church had been repaired and other outstanding items were covered elsewhere. • Nov 20 106/20-21 S106 Monitoring – A draft has been agreed and this action will be closed. Once new s106 funds are received a regular action will be added to Financial Working Group meetings to monitor usage of the funds using this system. • Dec 20 112/20-21 School licence fee – To be paid and item then to be closed. • Feb 21 141/20-21 Census – Clerk to put up poster on noticeboard and put a note on the website. SB to contact village volunteer network to ascertain if any assistance is being offered to residents who need to request help with the census. 	None None None None Clerk/FWG None SB
5. Review of Parish Council Calendar 153/20-21	<p>The PC reviewed progress.</p> <ul style="list-style-type: none"> • Asset register - The clerk noted that the Asset register still required amending and this will be done prior to the end of the financial year. 	Clerk
6. Clerk's Report 154/20-21	Report discussed.	

	<ul style="list-style-type: none"> • Signing of financial papers for 20/21– Council discussed whether the financial papers that would normally be signed off at physical meetings - specifically invoices and bank statements - needed to be retrospectively signed for financial year 20-21. They had not been signed due to the lack of physical meetings. It was agreed that internal controls were sufficient and it was also noted that the auditor had been consulted and did not require these to be signed. Council resolved to agree that the financial papers for financial year 20-21 would not be signed retrospectively. Proposed: BT Seconded: AC Approved: All • Printers – The clerk explained that the printer he used had finally reached end of life and was causing IT issues. Council agreed that the clerk would use his own printer rather than the council one and purchase consumables for this as required. SB also raised issues with her own printer and that it was causing issues with the work she needed to do for planning and production of Community News. Council discussed and agreed that funds for such replacements were budgeted and resolved to agree spending of up to £180 (+VAT) for a replacement. Proposed: KM Seconded: BT Approved: All • IT and Cyber Security – the clerk explained that NALC had issued a new guide to Cyber Security and this coincided with thoughts that he believed a review of the IT situation should be held. This could include an audit of what security software is being used by councillors and staff, what information people hold and also how passwords, including those used by the clerk for essential council busines, are secured and made available for council use in the case of emergencies. Clerk to organise following the internal audit. • Remote meetings – council discussed the matter of a possible return to physical meetings in May 2021. Council resolved to be a co-signatory on the letter being prepared by Swindon Area Committee (SAC) to our MP, which raises concerns and requests an extension to the temporary 	<p>None</p> <p>SB/Clerk</p> <p>Clerk</p> <p>Clerk</p>
--	---	---

	<p>legislation allowing remote meetings to continue. Clerk to notify SAC administrator.</p> <p>Proposed: BT Seconded: AC Approved: All</p> <ul style="list-style-type: none"> • Footpaths – it was confirmed that action is being taken to remove references to the medieval village on signs and that some signs are being relocated. • Correspondence – Clerk raised a communication from a resident concerning the rubbish and old appliances being kept in the grounds of the Old Post Office. Council agreed that there was little the parish could do and that the resident should take steps to resolve the issue. Clerk to respond. <p>Clerk also raised a matter received just prior to the meeting concerning a hedge on Church Ground and a resident’s request that the council either paid to remove any waste from it or facilitated the resident to dump waste in our facility. The resident had been advised that the hedge is not on land which is the council’s responsibility and the council does not remove private waste and has no facility for it. Clerk to further correspond if necessary.</p>	<p>None</p> <p>Clerk</p> <p>Clerk</p>
<p>7. Planning applications 155/20-21</p>	<p>The following application was discussed:</p> <p>S/HOU/20/1265 Re: Erection of a first floor side/ rear extension. At: 1 Ash Gardens, South Marston Swindon SN3 4XX Deadline 18th March</p> <ul style="list-style-type: none"> • Application was discussed and it was agreed that the updated plans were of a poor quality and did not enable any further comment to be made. • Clerk to respond that previous comments made still stand. 	<p>Clerk</p>
<p>8. Reports from Working Groups 156/20-21</p>	<p>Communications Working Group:</p> <p>Report reviewed.</p> <ul style="list-style-type: none"> • Printing costs – council discussed and resolved to approve signing the new three year agreement with Orchard Press for production of Community News at cost of £3,030 plus approximately £340 postage. 	<p>SB/Clerk</p>

	<ul style="list-style-type: none"> Proposed: SB Seconded: SY Approved: All <p>Open Spaces Working Group:</p> <p>Report reviewed.</p> <ul style="list-style-type: none"> Tree removal – BT noted that a tree on the recreation ground needed to be removed and that this would take place once team working was allowed. Orchard Meadow Signage – Council resolved to approve the purchase of an information board to install on the dragonfly carving destined for Orchard Meadow. <p>Proposed: BT Seconded: TL Approved: All</p> <ul style="list-style-type: none"> Footbridge repairs – council discussed repairs to two sleeper foot bridges, one on council land adjacent to the recreation ground. Council resolved to approve this expenditure and replace a sleeper at a cost of £30. <p>Proposed: SB Seconded: KM Approved: All</p> <p>Council also resolved to agree the expenditure of £30 to replace a sleeper at the other bridge on private land near Morse's Lane.</p> <p>Proposed: TL Seconded: SB Approved: All</p> <ul style="list-style-type: none"> Summer Event – A discussion was held concerning the possibility of an event on the recreation ground in the summer, perhaps in coordination with SBC travel plan officer and her funding. BT noted that this would be the last opportunity for an event on the recreation ground, as it now exists, before the school expansion. <p>It was agreed that the council should encourage participation in such an event but not lead it. Possible dates to be discussed and agreed with other village groups including SMRA.</p>	<p>OSWG</p> <p>BT</p> <p>OSWG</p> <p>OSWG</p> <p>BT</p>
--	--	---

	<p>Allotments Working Group:</p> <p>Report reviewed.</p> <ul style="list-style-type: none"> • Site future – BT to again chase Honda concerning the future of the site with assistance from ward councillor Holland. 	BT
<p>9. Reports relating to expansion 157/20-21</p>	<p>Strategic Planning Working Group:</p> <p>CM had circulated an update paper about the school redevelopment and car park just prior to the meeting which was discussed. It was noted that a further remote meeting with all parties was to be held on 18th March.</p> <ul style="list-style-type: none"> • Gablecross roundabout - KM mentioned concerns about traffic build ups on the Gablecross Roundabout because of temporary lights near the police station. It was agreed that there was little that could be done about this. 	None
<p>10. Other reports 158/20-21</p>	<p>SMRA report:</p> <p>SB noted that a formal update about the school development project should be sent to SMRA following the next meeting.</p>	SB/CM
<p>11. Finance 159/20-21</p>	<p>To review and approve finance statement, bank statements and payments:</p> <p>As this meeting was held remotely papers were not circulated for signing.</p> <p>Council resolved to approve payments totalling £2,284.53.</p> <p>Proposed: SB Seconded: SY Approved: All</p> <p>To summarise additional spending agreed at this meeting:</p> <p>The PC approved:</p> <ul style="list-style-type: none"> • Up to £180 for a new printer for SB • £3030 plus approx. £340 postage for Community News printing • £90 for sign in Orchard Meadow • £60 for footbridge repairs 	<p>None</p> <p>None</p>

	It was also noted that the Finance Working Group would need to meet towards the end of April to review the end of year figures.	
12. Matters brought forward by or with the consent of the Chair 160/20-21	It was noted that the Annual Meeting of the Council could be scheduled for early May. Dates to be discussed.	Clerk

The meeting closed at 9:16 pm.

Signed by Chairperson:

Date: