

Notice of meeting

15th February 2024

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 20th February 2024 at 7:30pm** in the Village Hall. Members of the public are welcome to join the meeting.

Kevin Morgan, South Marston Parish Council

Agenda item	Supporting info	Start time
Open 10 minutes	None	7:30pm
1. Apologies	None	7:45pm
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	7:45pm
3. To approve the minutes of the Parish Council Meeting held on Tuesday 16th January 2024	Website	7:45pm
4. To review and update the Parish Council actions	Actions	7:45pm
5. To review and update the Parish Council calendar	Timeline	8:00pm
6. To review and discuss the Clerk's Report	Report	8:05pm
7. To review and comment on Planning matters: S/23/1500 Re: Change of use of land to the stationing of caravans for residential purposes and erection of dayroom buildings and hardstanding ancillary to that use and the creation of an access. At: Land At Nightingale Lane, South Marston Swindon Deadline: 19 th February 2024 extended to 23 rd February for PC response S/COND/22/0483 Re: Discharge of condition 26 (Thornhill Road Junction) and partial discharge of conditions 36 (Construction Method Statement), 37 (Construction and Environmental Management Plan), 13 (Tree Protection), 17 (Bats), 53 (Slab Levels) and 54 (Materials) from previous outline permission S/OUT/13/1555. At: Land North Of A420, Eastern Villages Swindon Deadline: 19 th February 2024 S/OUT/23/1514 Re: Outline application for the erection of up to 80 dwellings and open space with all matters reserved other than means of access. At: Redlands Phase 2, Redlands Farm, Wanborough Road Swindon SN4 0AA Deadline: 8 th February 2024 – response submitted in advance of the meeting	SBC planning website	8:15pm

S/OUT/23/0456 Re: Outline planning permission for up to 275 dwellings (use class C3) including the provision of affordable homes, together with pedestrian and cyclenconnections, etc At: Land East Of Wanborough Road , New Eastern Villages Wanborough Deadline: 15th March 2024 Planning Appeal We have been notified of a planning appeal for S/23/0438 regarding the Lotmead NEV developments.		
8. To discuss and consider responses for the Ward Boundary Review		8:30pm
9. Reports from Working Groups a) Communications b) Open Spaces c) Allotments d) Rights of Way	Reports	8:40pm
10. Reports relating to Expansion Strategic Planning Working Group	Report	8:50pm
11. Other reports a) SMRA b) Parish/Borough Liaison	Reports	9:00pm
12. Finance - To review and approve finance statement and payments	Finance Statement	9:15pm
13. Exclusion of press and public To resolve in accordance with Standing Order 3 (d) that ‘in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded, and they be instructed to withdraw’. Reason: staffing and remuneration		9:20pm
14. To discuss staffing and remuneration		9:20pm
15. Matters brought forward by or with the consent of the Chair	None	9:30pm

This meeting may be recorded by the Council or members of the press or public. Such recording should be in accordance with the Council's Recording Policy – this is available on the website and a copy will be made available at meetings.

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

Done - means that action is complete but there may be a need for a follow-up.*

Meeting & minute	Area	Action	Progress update	Owner	Review date
May 22 21/22-23	Working Groups	Allotment water installation. New date scheduled in Feb.	Progressing	BT	Ongoing
May 23 18/23-24	Working Groups	Morse Lane 'kerb creep' works. BT and Allbuild to follow up.	Progressing	BT	Feb 24
July 23 48/23-24	Clerk's report	Youth club - RM to continue efforts including at HYS event	Progressing	RM	Ongoing
Aug 23 65/23-24	Working Groups	Add council's aims to website	Progressing	Clerk & editor	Ongoing
Aug 23 69/23-24	Matters brought forward	CIL liability for dwellings on Chapel Lane. CIL officer investigating lack of payment.	Progressing	Clerk	Mar 24
Sep 23 79/23-24	Working Party - RoW	Footpaths 6 and 15. Comments received back – further correspondence required.	Progressing	SB/LCA	
Sep 23 80/23-24	Play Working Group	New play equipment ordered – installation due in early 2024 once conditions allow	Progressing	Play Working Group	Mar 24
Oct 23 89/23-24	Clerk's Report	Additional roadside signage – SBC contacted, received form back for completion	Progressing	Clerk	Mar 24
Nov 23 102/23-24	Clerk's report	Purchased gift for retiring contractor- to be delivered	Progressing	Clerk/BT	
Dec 23 120/23-24	Working Groups	Review situation with recycling – clerk to enquire about holding a stock of bags in village		Clerk	Mar 24
Dec 23 120/23-24	Working Groups	Areas for maintenance on footpath 6 identifies – AC to forward to Clerk for submission.	Done	AC/Clerk	
Dec 23 124/23-24	Matters Brough Forward	Chair to contact retiring trustees of F&E Harris Trust and pass on thanks from the PC.		CM	Feb 24

Added in January 2024

Jan 24 131/23-24	Clerk's Report	Audit – Clerk to confirm dates with RDM.	Done	Clerk	
Jan 24 132/23-24	Clerk's Report	Boundary review – Clerk to contact Boundary Commission and raise queries	Done	Clerk	
Jan 24 132/23-24	Planning	S/COND/22/0711 - CRM and SB to submit response	Done	Clerk	
Jan 24 133/23-24	Planning	S/OUT/23/1454 – SPWG to review and submit response as necessary	Done	SPWG	
Jan 24 133/23-24	Service contracts	Clerk to issue and arrange signing of contracts with Allbuild, and contact Countrywide.	Done	Clerk	
Jan 24 134/23-24	Working Groups	Morses Lane – BT to contact SBC and obtain written agreement to funding.		BT	Feb 24
Jan 24 134/23-24	Working Groups	Heritage Garden – BT to check deterioration of play equipment and report any issues.		BT	Feb 24
Jan 24 136/23-24	SMRA	Apply for official portraits of HRH Charles III when available.	Progressing	Clerk	
Jan 24 137/23-24	Finance	Clerk to submit precept request to SBC.	Done	Clerk	
Jan 24 138/23-24	Matters Brought Forward	Youth shelter tarpaulin – SB to investigate reported damage.			

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Calendar:

JANUARY 2024		
Responsibility:	Activity:	Progress
Allotment Working Group	Send New Year email/letter to tenants	February
Communications Working Group	Issue January edition of Community News	Done
Council administration	Notify SBC of precept amount	Done
Council administration	Issue contracts to suppliers	Done
Finance Working Group	Confirm appointment and date for internal auditor	Done
Council Administration	Produce 3rd quarter Financial Management report	Done
Finance Working Group	Meeting to review Financial Management Report and confirm budget recommendation (if needed)	Done
Open Spaces/Footpaths	Review SBC maintenance	Done
Agenda items:	Finance: - Review and approve precept amount - Review and approve 3rd quarter Financial Management Report - Review and sign new supplier contracts - Review SBC footpath maintenance	
FEBRUARY 2024		
Responsibility:	Activity:	Progress
Communications Working Group	Produce March edition of Community News	
Council administration	Confirm appointment of internal auditor	Done
Council administration	Verify road sweeping (15 th February)	
Agenda items:	Finance: - Approve appointment of internal auditor (already done)	
MARCH 2024		
Responsibility:	Activity:	Progress
Communications Working Group	Issue March edition of Community News	
Council administration	Receive SMRA accounts and circulate to PC	
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	
Agenda items:	- Set date for Annual Parish Meeting - Set date for Annual Meeting of the Council	

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Clerk's Report:

Report details	
Report Date:	February 2024
Report written by:	Clerk
Inclusion in PC meeting:	February 2024
Agenda item number:	6
Public or confidential:	Public
Overview	
Highworth Road hedges Audit dates Service contracts Signage	
Item	Progress/activity update
Hedges along Highworth Road	Chair asked that we contact the management company for the main SM Business Park and enquire about hedge cutting along some parts of Highworth Road. Finding who to contact is challenging – the companies listed on a document we have from 2021 no longer appear to be involved. Ongoing.
Audit	Confirmed that audit will be done by Rosie Darkin-Miller, commencing Thursday 9 th May.
Service contracts	Agreed, signed and filed.
Borough Consultations and contacts	Ward boundary review – a response was received following our queries, which has been circulated to councillors. Separate agenda item to cover discussions.
Correspondence	Circulated details of an event from Wiltshire Council regarding Local Nature Recovery Strategy.
Signage for Pound Corner and Hodinott's Corner	Chased and had a response – have now been sent a form to fill in to be completed and returned to SBC.
Actions or queries for consideration by the Council at PC meeting	
Note the above.	

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Communications Working Group report:

Report details	
Report Date:	1.2.2024
Report written by:	Sylvia Brown
Working Group meeting date:	8.2.2024
Inclusion in Parish Council meeting:	<i>February 2024</i>
Agenda item number:	<i>9</i>
Public or confidential:	<i>Public</i>
Approaching our 50 th edition of CN. Advertising enquiries increasing.	
Community News	50th edition due in early March – will include article on past editions/editorial team. Front page to be tree planting if it goes ahead on the 24th. Will cover Have Your Say event. Enquiries re advertising that have to be added to waiting list – we allocate just 4 pages out of 24 to advertising to maintain balance of content. Further Borough Councillor input in the March edition is due. Likely to be content from PC on movement re housing development. Trying to encourage an article on litter picking since numbers of volunteers are reducing.
Website development	Sharon will be proactive with helping groups improve their web presence from April onwards, using her additional hours. Priorities are Harris Trust and SMRA
Facebook	Has been valuable in advertising recent events ie the drop-in Have Your Say event, but noted that although readers see it, they often misinterpret the content eg HYS described as a formal 'village meeting' on a number of comments/posts.
PC Recommendations/Actions Note the report	

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Open Spaces Working Group report:

Report details	
Report Date:	14 th February 2024
Report written by:	Barry Thunder
Working Group meeting date:	n/a
Inclusion in PC meeting:	February 2024
Agenda item number:	9
Public or confidential:	Public
Overview	
CPB update on village attendances Oxleaze Wood-Morses Lane St Julians hedging Rec ground works Lengthsperson	
Progress/activity update	
Community Payback teams	The first of the Sunday working days will be 25 th Feb supporting the Hedge/Tree planting event of the 24 th .
Oak Tree Corner	All up to date.
Orchard Meadow	Fruit tree pruning planned to be undertaken by the proposed handyperson.
Oxleaze Woods & Morses Lane	Currently progressing the report and cost estimates for the work in the woodland and new tools cost recovery. Cost and plans from Allbuild completed for inclusion in the report. Propose to have a completed report in early March '24.
Parish council tree report	Locating a suitable and properly insured Arborist has stalled for the time being. Currently on hold.
St Julians Woodland	The western hedgerow hedge laying has been started by WWT. Adjoining residents were advised by WWT and BT. No update on future work received from WWT at this time.
Village garden	Some small tree pruning and one dead tree to be removed. This area to be initially looked after by our new lengthsperson, should his appointment be successful.
Repairs to school path	All completed to budget.
Upgrade field drainage and tree clearance	The existing open drainage ditch has been cleared and enlarged and connected, via a culvert under far gate, to the OVL roadside ditch. All flowing well after rains. Dead trees behind the changing rooms removed via Allbuild.
Engagement of village lengthsperson	Working details to be discussed in the closed session of this meeting. However, if agreement to proceed is given, then I would like approval to spend up to £100 on two one day, eight-hour First Aid courses locally. To be completed during March '24 for applicant and myself. These focus on outdoor working. Plus an estimated £150 for PPE. Total £250
Village road signs and Greenfields path clearance.	Work has been completed on the road signage. Should any have been missed please let me know. Work in Greenfields is in hand to be completed this month.
Actions or queries for consideration by the Council at PC meeting	
Councillors are requested to read and note the above items and raise any questions at the meeting.	

Councillors are requested to approve up to £100 for two one day First Aid courses during March 2024.
Also to approve up to £150 for PPE.

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Allotments Working Group report:

Report details	
Report Date:	13 th February 2024
Report written by:	Barry Thunder
Working Group meeting date:	N/A
Inclusion in PC meeting:	February 2024
Agenda item number:	9
Public or confidential:	Public
Overview	
Thames water, the next step. Site improvement plans. Future role of lengthsperson.	
Item	Progress/activity update
Tenancy agreements	A few new clauses still to be added to take account of a future water connection and bonfire controls. Hoping to complete before April 2024.
Thames Water connection	Fingers crossed for the 28 th February!!
Plot vacancies & tenancies	Awaiting feedback from newsletter to tenants sent out 12 th February.
Heritage Garden play equipment	Verbal report on play equipment if any damaged.
Site improvements	We will be commencing clearance of trees from the new tool store site and levelling the ground ready for the support pads.
Roadside drainage ditch	Cut and recently fallen branches to be removed from the ditch and chipped along with the above work.
New grassed area and seating	Once the new grass area is dryer we will prepare the soil for grass seeding. Picnic type seating to be chosen after tenant consultation process.
Raised flower beds	These beds, given to us from Honda, are still available to residents who would like to grow flowers or fruit in the Memorial Garden.
Lengthsperson	Work ideas for this new role may include fruit tree pruning and preparation of new bush and flower bed beside allotment car park. Introduction to be made to site volunteers, review of machinery available on site and involvement in future purchases for the new workshop.
Actions or queries for consideration by the Council at PC meeting	
Councillors to note the above and to raise any questions at the PC meeting as required. New ideas always welcomed.	

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Rights of Way Working Party:

Verbal update to be provided if required.

Strategic Planning Working Group report:

Report details	
Report Date:	13/02/2024
Report written by:	Colin McEwen
Working Group meeting date:	N/A
Inclusion in PC meeting:	February 2024
Agenda item number:	10
Public or confidential:	Public

Overview	
HHT: Meeting in March Flooding: TW action? Panattoni: Take possession of the ex-Honda site. Boundary Review Keypoint cycle route	
HHT	Land purchase of entire area confirmed as completed. Meeting arranged between the working group and Directors of Vistry (Bovis) and Taylor Wimpey (TW) for early March. TW will probably be taking the lead on the development for the next phase. We continue to object to applications that do not provide adequate drainage for the area to the rear of Magdalene Close and Manor Far, as well as to the provision of unsafe crossing infrastructure at the Thornhill Road junction
Flooding	Recent heavy rain brought further flooding on Old Vicarage Lane. TW have promised to work on the westerly roadside ditch.
Panattoni	SB and CRM have had an initial chat with Panattoni following their takeover of the land. Owen Follett remains our overall contact. Contractors are on site and interior demolition is expected to commence immediately. 2 years to first occupation. No public access for at least a year. Panattoni suggest a site visit for the PC immediately after Easter.
Boundary Review	Draft submission being prepared that draws attention to the likely population of the Parish in 2029.
Keypoint	Footpath/Cycleway into Panattoni site shown on current plans
Actions or queries for consideration by Parish Council at PC Meeting	
Note the above	

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SMRA report:

Verbal report to be given/document to be circulated.

Parish/Borough Liaison reports:

Report details	
Report Date:	13/02/2024
Report written by:	Colin McEwen
Working Group meeting date:	
Inclusion in Parish Council meeting:	<i>February 2024</i>
Agenda item number:	<i>11</i>
Public or confidential:	<i>Public</i>

Overview	
Protocol Transfer of Services	
Item	Summary
Protocol	The Protocol and Annexes are expected to be accepted by the Forum meeting on 15 th February. and adopted by Cabinet in March. Borough Cllrs largely indifferent. I have spoken to the Chief Exec., Director of Public Health and Head of Planning who are much keener on forging partnerships.
Transfer of Services	The Borough is looking to stop amenity services in October and has included the savings in its current budget. Interim payment for 2 years is on offer. This would include stopping: 1. Town Centre maintenance and litter clearance etc. 2. Amenity cutting of highway verges and roundabouts, to include Gablecross and White Hart roundabouts. 3. General grounds maintenance. They are hopeful that the bigger Parishes will take over 40 staff and equipment and contract out the services to the smaller Parishes or similar. For us it would be amenity cutting of highway verges and emptying of 2 bins. The major problem would be Gablecross Roundabout. It is all rather half-baked. Why should South Swindon take on the burden of the Town Centre? How can the larger Parishes take on these staff without clarity of income from the smaller Parishes? Are the smaller Parishes, like us, wise or even legally permitted to tie ourselves to purchase services from a large Parish rather than seeking value for money? Our bigger Parish might be Stratton, who didn't know anything about this idea apart from what I told them last week.

	The Forum is meeting again with Borough Reps. on 15 th February
Actions or queries for consideration by Parish Council at PC Meeting	
Note and discuss the above.	

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