

Notice of meeting

11th April 2024

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 16th April 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 19th March 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/COND/22/0031 Re: Discharge of condition 8 (Strategic Design Code) from Outline Planning Permission S/OUT/13/1555. At: Land North Of A420, Eastern Villages Swindon Deadline: 18 th April 2024	SBC planning website	8:15pm
8. Reports from Working Groups a) Communications b) Open Spaces c) Allotments d) Rights of Way	Reports	8:30pm
9. Reports relating to Expansion Strategic Planning Working Group	Report	8:50pm
10. Other reports a) SMRA b) Parish/Borough Liaison	Reports	9:00pm

11. Finance - To review and approve finance statement and payments - To give prior approval to use Finance Working Group draft figures for the internal audit	Finance Statement	9:15pm
12. Matters brought forward by or with the consent of the Chair	None	9:20pm

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 June.	Progressing	BT	Jun 24
July 23 48/23-24	Clerk's report	Youth club - RM to continue efforts	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. Will be paid end April 24	Progressing	Clerk	Apr 24
Sep 23 79/23-24	Working Party - RoW	Footpaths 6 and 15. Further correspondence sent to SBC 27 th Feb.	Progressing	AC/LCA/ Clerk	Apr 24
Sep 23 80/23-24	Play Working Group	New play equipment ordered – installation due in early 2024 once conditions allow	Progressing	Play Working Group	Apr 24
Oct 23 89/23-24	Clerk's Report	Additional roadside signage – form submitted. Awaiting response.	Progressing	Clerk	Apr 24
Jan 24 134/23-24	Working Groups	Morses Lane – BT to progress, contact SBC and obtain written agreement to funding.		BT	May 24
Jan 24 136/23-24	SMRA	Official portrait of HRH Charles III delivered.	Done	Clerk	April 24
Feb 24 145/23-24	Working Groups	Highworth Road Hedges – landowners contacted.	Done	Clerk	Apr 24

Added in March 2024

Mar 24 161/23-24	Clerk's Report	Clerk to arrange grant payment to Supermarine Bowls Club	Done	Clerk	
Mar 24 161/23-24	Clerk's Report	Defibrillators – BT to liaise with SW Ambulance Service.	Progressing	BT	Apr 24
Mar 24 162/23-24	Planning	S/OUT/24/0128 Crown Timber – SB to submit response.	Done	SB	
Mar 24 162/23-24	Planning	HGV Application – Clerk to respond to SBC querying capacity and planning application relative to this	Done	Clerk	
Mar 24 163/23-24	Grant request	Clerk to arrange payment of £300 for Party in the Park (in June 24) when required		Clerk	June 24
Mar 24 164/23-24	Working Groups	CWG to investigate guidelines for branding	Done	CWG	

[Return to agenda](#)

Calendar:

MARCH 2024		
Responsibility:	Activity:	Progress
Council administration	Receive SMRA accounts and circulate to PC	
Council administration	Set date for Annual Meeting of the Council	Done
Council administration	Set date for Annual Parish Meeting	
Finance Working Group	Set date for meeting to review end of year reports	Done
Agenda items:	- Set date for Annual Parish Meeting - Set date for Annual Meeting of the Council	
APRIL 2024		
Responsibility:	Activity:	Progress
Allotment Working Group	Send invoices to tenants	
Allotment Working Group	Inspect allotments and notify holders of results	Progressing
Communications Working Group	Produce May edition of Community News	
Council admin	Create and post agenda for Annual Meeting	
Council admin	Clerk to prompt Chair to produce Annual report	
Council admin	Clerk to prompt FWG Chair to produce Finance report	
Council admin	Prepare for audit	
Council admin	Produce year end accounts	
Council admin	Confirm precept income received	
Council admin	Publicise accounts once approved	
Council admin	Insurance review – research providers if expiry due	N/A
Finance Working Group	Meeting to review end of year reports, review Financial Regulations, Code of Conduct etc	
Agenda items:	- Approve end of year accounts	
MAY 2024		
Responsibility:	Activity:	Progress
Allotment Working Group	Chase outstanding allotment rents	
Council admin	Hold Annual Meeting of the Council	
Council admin	Hold Annual Parish Meeting	
Council admin	Publish annual report	

Council admin	Liaise and send documentation off to internal auditor	
Council admin	Restart minute numbers from Annual Meeting	
Council admin	Verify road sweeping (18 th May)	
Agenda items (PC meeting):	- Approve insurance provider (if appropriate)	
Agenda items (Annual Meeting):	- Appoint Chair, Vice Chair - New councillors - Sign acceptances of office - Agree terms of reference for Working Groups - Appoint members to Working Groups and other positions - Adopt Financial Regulations, Code of Conduct, standing orders	
Agenda items (Parish Meeting):	- Present Chair's report - Present financial report - Speaker/Presentation	

[Return to agenda](#)

Clerk's Report:

Report details	
Report Date:	11 th April 2024
Report written by:	Clerk
Inclusion in PC meeting:	April 2024
Agenda item number:	6
Public or confidential:	Public
Overview	
CIL Audit preparation Thames Water Signage Equipment	
Item	Progress/activity update
CIL	The payment for the development on Chapel Lane was chased and payment of £5,228.54 should be received by 30 th April 2024.
Audit	Preparations to be done over next two weeks – audit booked for Thursday 9 th May.
Portrait of King	Has been delivered and passed for installation.
Thames Water – Thornhill Road	Initial response to the email about repeated works has been received and circulated. This was quite generic but a further update is due by end of April.
Car parking	Resident has begun parking in the car park as needed while works on property are ongoing. School notified. We were also notified by the school that an ice cream van had appeared on occasion in the car park which obviously can cause issues with space and safety – I advised that this was without our knowledge. School has asked them not to visit. I have the vehicle details if needed.
Signage for Pound Corner and Hodinott's Corner	Received a further email from SBC – back with them to decide on permission to go ahead.
Supermarine Bowls Club	Grant payment to be made this month.
Equipment	Purchased 2 x USB memory sticks (for Sharon and Sylvia) and laptop desk stand and new wireless keyboard/mouse combo for clerk. Purchased under clerk's authority to purchase equipment and stationery, after notifying CRM and SB. Additionally the clerk would like to request that council contribute towards the cost of a new ergonomic office chair for his use due to issues with back pain – other than a laptop no equipment has been purchased previously for use at home by the clerk.

	Depending on the chair chosen and the council's contribution, the clerk would make up any difference in cost. A payback agreement would be in place should the clerk leave the council. Clerk to research options for presentation at this or next meeting.
Defibrillator Units	Research into insurance costs for these needs to take place given a change to the service, which will pass ownership to the council.
Actions or queries for consideration by the Council at PC meeting	
Council to discuss contribution to purchase of office chair.	

[Return to agenda](#)

Communications Working Group report:

Report details	
Report Date:	9 th April 2024
Report written by:	Sylvia brown
Working Group meeting date:	4 th April 2024
Inclusion in PC meeting:	April 2024
Agenda item number:	8
Public or confidential:	Public
Overview	
Next edition of CN underway.	
Branding report completed.	
Item	Progress/activity update
Community News	Next edition front page likely to be advance notice of Party in the Park etc. Content now coming in well. Several advertisers are due for renewal, and are signing up for another year – we still have a waiting list.
Communications Officer	Note claim for overtime as noted in last month's CWG report.
Website	Kevin and Sharon have been meeting re small revamp of the website to make it more user friendly. Sharon has begun work with SMRA on creating their new webpages, to improve their presence and provide more information on their work. Photos etc acquired. Now awaiting text.
Branding	CWG discussed the matter of branding, as referred to them by the March PC meeting. Our report has been circulated.
Signage	Whilst signage in the village is not a direct CWG responsibility, the CWG recommend that all noticeboards and PC assets advertise the ' <i>what 3 words</i> ' location information. Recent events have identified that the Village Hall, the Rec car park and the allotments cannot easily be located by the postcodes, which cover too wide an area so emergency services may struggle to find them.
Actions or queries for consideration by the Council at PC meeting	
• Note the recommendation on use of What 3 Words on all relevant signage • Review the recommendations on Branding prepared by the CWG • Approve overtime payment of 10 hours for the Communications Officer	

[Return to agenda](#)

Open Spaces Working Group report:

Report details	
Report Date:	9 th April 2024
Report written by:	Barry Thunder
Working Group meeting date:	n/a
Inclusion in PC meeting:	April 2024
Agenda item number:	8
Public or confidential:	Public
Overview	
St Julians woodland Village garden fencing First aid course Defibrillator changes	
Progress/activity update	
Community Payback teams	The group cleared and cut grass etc in St Julians and Orchard meadow. Mark Rostill was introduced to the supervisor and will support meeting the group on the 14 th April at the Village Garden and Allotment site.
Orchard Meadow	Well-trimmed by CPB in March and Fruit tree pruning to be undertaken by Mark R when conditions permit.
Oxleaze Woods & Morses Lane	Completion of report to Community Forest @ SBC delayed.
St Julians Woodland	Mark has carried out maintenance on the field gate and started clearing the grass creep onto the footpath. We will be replacing the damaged mosaic and support frame shortly.
Village garden	Work is underway with grass cutting and fence repairs and improving the archway into the memorial area. A costed proposal is presented to continue the knee-high fencing around the Archway. Approx 2.5mt in length with a material cost @ £50 and labour estimated at 4 hours. Joint work with BT.
Recent hedge planting on Rec field.	Bamboo lengths and brown plastic fencing passed to Lionel to complete the protection on recent planting.
Engagement of village 'lengthsman'	All now insured and working on set tasks for the coming weeks. First aid course attended on April 11 th .
Defibrillators and SWAST	We have now been advised the we can not extend the leasing contract for a further 4 years. Instead, we will be given both units & cabinets FOC. Implications to the PC are insurance costs (we need to inquire if our existing policy can be extended) and replacement batteries etc going forward. We may be able to arrange for the F&E Harris Trust to help with running costs as required. Councillor views requested.
First aid training	Held in the village Hall on April 11 th . Hopefully everyone passed. Will update at meeting.
Actions or queries for consideration by the Council at PC meeting	
Councillors are requested to approve up to £50 for materials to extend the knee-high fence on the Village Garden.	

[Return to agenda](#)

Allotments Working Group report:

Report details	
Report Date:	8 th April 2024
Report written by:	Barry Thunder
Working Group meeting date:	N/A
Inclusion in PC meeting:	April 2024
Agenda item number:	8
Public or confidential:	Public
Overview	
Thames water, proposed connection in June 24 New tenants taken on Heritage garden update Emergency information Point Trees/flower bed planting	
Item	Progress/activity update
Tenancy agreements	new clauses still to be added to take account of a future water connection and bonfire controls. Outstanding.
Thames Water connection	Honda have advised another date of 26 th June. Various means are being tried to bring this date forward.
Plot vacancies & tenancies	We are in the midst of hectic change arounds on plots. Known vacancies are close to being filled. Two plots remain uncertain as to existing tenants continuing into 2024/25.
Heritage Garden play equipment	Recently reported warped wood to the "Plane" body. After reporting ongoing concerns with the "Spinner" safety, they have all been removed pending installation of redesigned units.
Site improvements	Two plots to be updated with new fencing and waste items removed. New tenants for both.
Emergency information for incidents	A new tenant from Swindon suffered a heart problem and family members experienced problems when asking for emergency support. The site has no post code and there are two Highworth roads in the area. See separate page for a recommendation for an Emergency Information Point costing £110.
New grassed area and seating	Awaiting dryer conditions prior to levelling the soil and seeding.
Raised flower beds	Proposal to use 4 of the 7 beds as a tree nursery to grow on the existing whips we have. Remaining beds to be planted with the best of the plants left, plus plant NEW low maintenance flowering items. Request £100 to purchase new plants over the year from the S106 allotment fund.
Actions or queries for consideration by the Council at PC meeting	
Councillors are requested to approve up to £100 to purchase new planting for the raised bed in the Heritage Garden. Councillors are requested to approve up to £110 to purchase & erect the post. Councillors to note the above and to raise any questions at the PC meeting as required.	

DRAFT ONLY

EMERGENCY INFORMATION POST

SOUTH MARSTON ALLOTMENTS

LOCATION

WHAT THREE WORDS

WHERE- ABOUT-HEAR

Tell the emergency operator that this site is next door to:

65 Highworth Road.

South Marston

SN3 4SF

You can call 999 or 101 for help.

If calling for an ambulance, make sure someone waits by the gate to direct them to where the casualty is waiting.

Logo here.

SOUTH MARSTON PARISH COUNCIL

[Return to agenda](#)

Rights of Way Working Party:

Verbal update to be provided if required.

Strategic Planning Working Group report:

Report details	
Report Date:	10/04/2024
Report written by:	Colin McEwen
Working Group meeting date:	N/A
Inclusion in PC meeting:	April 2024
Agenda item number:	9
Public or confidential:	Public

Overview	
HHT Panattoni School Crown Timber Nightingale Lane	
HHT	Thornhill Road Crossing: We were not able to get a contribution to improve the Morse's Lane crossing. The Link Road junction plans have been approved by SBC despite the link through to the bridleway not being available. Vistry now say that we or the Borough should approach the Landowner. The first stage is for us to find a contact point. Skylarks: (TW site) preliminary plan shown to us. Comments returned. Strategic Design Code: Revision filed by DLA. Carpenters Walk concept still not designed in. We are working through it.
Panattoni	No updates. Demolition work continues.
School	Justin Tomlinson has ascertained that the reallocation of the orphaned schools to a new Academy should be finalised by the DfE "this summer"
Crown Timber	A Financial Viability Assessment has been filed. This shows that, even if there is no Affordable Housing, there is a significant deficit against Benchmark Land Value (being existing use value + 30%). Despite this, Hartwell say that they are willing to accept develop. I could not see an allowance for external footpaths in the figures used.
Nightingale Lane	Note submitted drawing the Planning Officer's attention to the quantified submissions on the land usage.
Actions or queries for consideration by Parish Council at PC Meeting	
Note the above	

[Return to agenda](#)

SMRA report:

Verbal report.

Parish/Borough Liaison reports:

Verbal update

[Return to agenda](#)

Finance

April 2024

Account balances:

Account	Balance date	Balance
Unity Trust	08/04/2024	£79,456.79
Nationwide	31/03/2024	£86,786.04
	TOTAL:	£166,242.83

Payments

Payment method	SMPC ref	Payee	Reason	Dept	VAT	Total
BACS 17/04/2024	0001	Mandy Larcombe	Bookkeeping	Admin	£0.00	£87.50
BACS 17/04/2024	0002	Allbuild	Additional waste collections	Allotments, Open Spaces	£59.40	£356.40
BACS 17/04/2024	0003	Allbuild	Pitch Marking	SMRA	£24.00	£144.00
BACS 17/04/2024	0004	Allbuild	Waste collection	Open Spaces	£24.70	£148.20
DD 16/04/2024	0005	Lloyds Bank	Credit cards	Various	£45.47	£328.78
BACS 17/04/2024	0006	Supermarine Bowls Club	Grant for event	Comm Eng	£0.00	£65.00
BACS 17/04/2024	0007	SMRA	Hall hire	Admin	£0.00	£108.00
BACS 17/04/2024	0008	Orchard Press	Community News	Comms	£0.00	£5,809.00
BACS 31/03/2024	0009	Unity Trust	Bank fees	Admin	£0.00	£18.00
BACS 31/12/2023	0010	Unity Trust	Bank fees (already paid but not recorded)	Admin	£0.00	£18.00
BACS 17/04/2024	0011	B Thunder	Expenses	Open Spaces	£1.80	£10.80
BACS 20/03/2024	0012	Staff	Salaries	Comms, Admin	£0.00	£1,827.39
DD 28/03/2024	0113	Scottish Widows	Pension	Admin	£0.00	£152.32

DD 28/03/2024	0114	HMRC	Month 12	Admin	£0.00	£272.95
				TOTALS:	£155.37	£9,346.34

Credit Card summary form

Month: April 2024

Cardholder: Kevin Morgan

Payee	Reason	Dept	Code	Net	VAT	Total	Receipt attached
Vonage	Phone Line	2	7080	£13.33	£2.67	£16.00	Y
Lloyds Bank	Monthly fee	2	7605	£3.00	£0.00	£3.00	Y
Zoom	Meeting package	2	7080	£12.99	£2.60	£15.59	Y
Amazon	Magnets for noticeboard	2	7192	£6.65	£1.33	£7.98	Y
ICO	Annual GDPR fee	2	7130	£40.00	£0.00	£40.00	Y
	TOTALS:		TOTALS	£75.97	£6.60	£82.57	

Cardholder: Barry Thunder

Payee	Reason	Dept	Code	Net	VAT	Total	Receipt attached
Lloyds Bank	Monthly fee	2	7605	£3.00	£0.00	£3.00	Y
Sainsbury	Petrol	6	7220	£38.84	£7.77	£46.61	Y
Wasp Industrial	Coats, vests etc	7	7250	£155.50	£31.10	£186.60	Y
Timpson	Key for <u>Lengthsman</u>	7	7250	£10.00	£0.00	£10.00	N
	TOTALS:		TOTALS	£207.34	£38.87	£246.21	