

**Minutes of the meeting held on Tuesday 21<sup>st</sup> May 2024 at 7:30pm at South Marston Village Hall.**

| <b>Council Members present</b> |                                    |
|--------------------------------|------------------------------------|
| C McEwen (CM) (Chair)          | T Leathart (TL)                    |
| S Brown (SB) (Vice Chair)      | N Hole (NH)                        |
| A Carter (AC)                  | M Povey (MP)                       |
| B Thunder (BT)                 |                                    |
| Clerk & Responsible Officer:   | K Morgan                           |
| Borough Councillors present:   | S Shelley, M Vallender             |
| Others present:                | A Featherstone, Lionel Cave-Ayland |

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<br>11/24-25            | <p>Mrs Featherstone mentioned that the grass has not been cut around the play equipment area on the recreation ground which makes play difficult. MP explained that he had been told that the grass had been left long to limit damage by the recent equipment installation, which required the use of some machinery, but was now due to be cut.</p> <p>Cllr Vallender reported that he was no longer on the Planning Committee because of other commitments. He also said it was still hoped that an update on the traveller site application on Nightingale Lane should be available in June. SB mentioned she had received a helpful response from the planning and highways officers regarding the traffic assessment for this application.</p> <p>The new ward councillor, Simon Shelley, introduced himself to the council.</p> <p>The lack of a bus service in the village was again raised.</p> | None          |
| <b>1. Apologies</b>                    | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |

|                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 12/24-25                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | None  |
| 2. Declarations of interest<br>13/24-25                                                                                  | MP declared an interest in the planning application for Aldi Distribution Centre due to his employment with Aldi.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | None  |
| 3. To approve and sign the minutes of the Parish Council meeting held on Tuesday 16 <sup>th</sup> April 2024<br>14/24-25 | The minutes were approved.<br><br>Proposed: TL<br>Seconded: AC<br>Approved: All                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | None  |
| 4. Review of actions<br>15/24-25                                                                                         | Review of actions currently outstanding. Clerk to update the following:<br><br><b>Aug 23 69/23-24 CIL payments</b> – Clerk noted that other councils were reporting issues with CIL payments again. Clerk to pass details to Cllr Vallender who will chase the issue.<br><br><b>Sep 23 80/23-24 Play Equipment</b> – the new piece of equipment has now been installed. Item closed.<br><br><b>Oct 23 89/23-24 Roadside signage</b> – it was noted that no progress had been made with the signage application and that stipulations from SBC highways were expensive and prohibitive. Cllr Vallender agreed to follow up highways issues with the borough and to ascertain when a new head of highways would be appointed. | Clerk |
| 5. Review of Council Calendar<br>16/24-25                                                                                | The PC reviewed progress.<br><br>- The matter of road sweeping was raised - Clerk to seek confirmation of any scheduling if it exists.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Clerk |
| 6. Clerk's Report<br>17/24-25                                                                                            | Report was reviewed.<br><br>- It was confirmed that the audit had been completed and was available for approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Clerk |
| 7. Planning applications<br>18/24-25                                                                                     | The following applications were discussed:<br><br><b>S/24/0446</b> Re: Erection of a single storey extension to and refurbishment of an existing vehicle maintenance unit (Class B8).<br>At: ALDI Regional Distribution Centre, Wellington Road Swindon SN3 4FN<br><br>- Cllr Povey left the room having declared an interest.<br>- Matter was discussed and it was agreed that there were no adverse comments.                                                                                                                                                                                                                                                                                                             |       |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                             |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
|  | <ul style="list-style-type: none"> <li>- Cllr Povey rejoined the meeting.</li> </ul> <p><b>S/24/0293</b> Re: Erection of a drive thru coffee shop/restaurant (Class E / Sui Generis use) etc<br/>At: Land To The South Of The A420 And West Of Laines Way, Swindon SN3 4RS</p> <ul style="list-style-type: none"> <li>- Concerns were expressed about the general increase in litter that a fast food restaurant would cause in the area. Clerk to respond and request that ongoing financial contributions should be made to South Marston Parish Council to support litter clearance.</li> </ul> <p><b>S/24/0467</b> Re: Erection of 1no. dwelling and associated works - Variation of condition 2 (Plans) to include amendments to plans.<br/>At: The Old Post Office, Thornhill Road South Marston Swindon SN3 4RY</p> <ul style="list-style-type: none"> <li>- It was noted that the new application had been made by a different applicant and the revised dwelling was even larger and more inappropriate than before. Council resolved to repeat its object to the application. Clerk to draft response and circulate before responding.</li> </ul> <p><b>S/ADV/24/0512, 0514 &amp; 0515</b> Various signage requests<br/>At: Land At Symmetry Park, Laines Way Swindon SN3 4RS</p> <ul style="list-style-type: none"> <li>- There were no adverse comments regarding these applications.</li> </ul> <p><b>S/COND/22/0315</b> Re: Discharge of condition 9 (Character Area Design Code) from Outline Planning Permission S/OUT/13/1555 - Outline Planning Permission, for a sustainable urban extension to the east of Swindon and north of the A420 etc</p> <ul style="list-style-type: none"> <li>- SB noted that such Reserved matters decisions were being handled by officer delegation and that the PC could not request that they be called into the planning committee. It was agreed that a response needed to be submitted. Clerk to email and advise that a response would be submitted beyond the deadline date, SPWG to respond.</li> </ul> <p><b>S/RES/24/0551</b> Re: Reserved Matters application (following planning application S/OUT/13/1555) for details of the layout, scale, appearance, access and landscaping in relation to a foul water pumping station.<br/>At: Land North Of A420, Eastern Villages Swindon</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk/SPWG</p> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|

|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|                                                                 | <ul style="list-style-type: none"> <li>- Matter was discussed. It was agreed that there was no response required although the matters of flooding and capacity within the village remained of significance and would be carefully followed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |
| <b>8.</b> Renewal of three year insurance agreement<br>19/24-25 | <p>Council resolved to agree to reinsure with Clear Insurance, noting that the renewal price may be higher than that discussed because of current requests for extended cover. Clerk to arrange.</p> <p>Proposed: AC<br/>Seconded: BT<br/>Approved: All</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Clerk |
| <b>9.</b> Reports from Working Groups<br>20/24-25               | <p><b>Communications Working Group:</b></p> <p>A verbal report was given.</p> <ul style="list-style-type: none"> <li>- Samples of proposed clothing and lettering for volunteers to wear were also presented for opinions. It was generally agreed that mixed case lettering on the logo was more suitable for reading from a distance</li> </ul> <p><b>Open Spaces Working Group:</b></p> <p>Report noted.</p> <ul style="list-style-type: none"> <li>- It was noted that the weekend Community Payback groups were working effectively.</li> <li>- First month of work from lengthsman had gone well and moving forward a better understanding of tasks will be developed.</li> </ul> <p><b>Allotments Working Group:</b></p> <p>Report noted.</p> <ul style="list-style-type: none"> <li>- BT reported that it had been a difficult period with tenants leaving.</li> <li>- Council discussed and resolved to agree the proposed purchase of a generator at a cost of £808</li> </ul> <p>Proposed: SB<br/>Seconded: AC<br/>Approved: All</p> |       |

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                         |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
|                                                   | <ul style="list-style-type: none"> <li>- BT also noted that the current situation with allotments required considerable amounts of administration and management. He suggested that when further allotments eventually become available through the new development, council would need to review how best to manage them.</li> </ul> <p><b>Rights of Way Working Party:</b></p> <ul style="list-style-type: none"> <li>- Mr Cave-Ayland reported that he had cut grass verges and the solar farm area including alongside Highworth Road towards 'the bends'. It was noted that the current self propelled mower managed the task but was not ideal. BT raised concerns about any volunteer doing such work alongside the highway and suggested such work should be carried out by contractors.</li> <li>- Clerk to chase SBC Rights of Way officer about previous queries regarding their footpath maintenance plans.</li> </ul> | Clerk                   |
| <b>10. Reports relating to expansion 21/24-25</b> | <p><b>Strategic Planning Working Group</b></p> <p>Verbal report given.</p> <ul style="list-style-type: none"> <li>- It was noted that there was generally a lack of progress on achieving the desired cycle and footpath connectivity including safe routes. Council to continue pursuing these matters.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | None                    |
| <b>11. Other reports 22/24-25</b>                 | <p><b>SMRA and Play Working Group report:</b></p> <ul style="list-style-type: none"> <li>- It was noted that the new play equipment had now been installed and that further purchases would be made imminently including goal protectors for the football goals.</li> <li>- Council resolved to approve combined spending from Section 106 funds of up to £43,150 (the majority of this spend for the new Motoric Track having been previously agreed under minute item 80/23-24 from September 2023).</li> </ul> <p>Proposed: NH<br/>Seconded: BT<br/>Approved: All</p> <p><b>Parish/borough Liaison:</b></p> <ul style="list-style-type: none"> <li>- CM summarised the general frustration and lack of progress with the forum and protocol.</li> </ul>                                                                                                                                                                         | <p>None</p> <p>None</p> |

|                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
|                                                                                           | <ul style="list-style-type: none"> <li>- The Clerk reported that among clerks there remained a general feeling of concern about transfer of services and interactions with the borough in general.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |
| <b>12. Finance</b><br>23/24-25                                                            | <p><b>To review and approve finance statement, bank statements and payments:</b></p> <ul style="list-style-type: none"> <li>- Council resolved to approve payments totalling £9,346.34, and also to make the payment for the invoice for £504.13 to the auditor Darkin Miller (to be added to June financial statement for retrospective recording.)</li> </ul> <p>Proposed: BT<br/> Seconded: AC<br/> Approved: All</p> <p><b>Spending approved at this meeting:</b></p> <ul style="list-style-type: none"> <li>- £808 for a new inverter generator</li> </ul> <p><b>To review minutes of FWG April 2024 meeting:</b></p> <ul style="list-style-type: none"> <li>- Minutes were reviewed.</li> </ul> <p><b>To review and approve end of year report:</b></p> <ul style="list-style-type: none"> <li>- It was noted that the figures presented to the FWG were generally correct with a few minor adjustments that had been made for the audit.</li> </ul> <p>Council resolved to approve the report.</p> <p>Proposed: SB<br/> Seconded: AC<br/> Approved : All</p> <p><b>To review internal audit report:</b></p> <ul style="list-style-type: none"> <li>- Council reviewed the report and issues raised were noted.</li> </ul> | None |
| <b>13. To approve</b><br>Annual Return<br>Governance<br>Statement<br>2023-24 24/24-<br>25 | <p>Council resolved to approve the Annual Return Governance Statement for 2023-24:</p> <p>Proposed: NH<br/> Seconded: AC<br/> Approved: All</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |

|                                                                           |                                                                                                                                                                                                                                                                                                                                                                                    |       |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|                                                                           | The clerk and chairman signed the form. Clerk to submit paperwork to external auditor and publish the audit papers on the website.                                                                                                                                                                                                                                                 | Clerk |
| <b>14.</b> To approve Annual return Accounting Statement 2023-24 25/24-25 | <p>The Annual Return Accounting Statement for 2023-24 was presented having been signed by the clerk in advance – council resolved to approve the statement:</p> <p style="padding-left: 40px;">Proposed: BT<br/>Seconded: NH<br/>Approved: All</p> <p>The chairman signed the form. Clerk to submit paperwork to external auditor and publish the audit papers on the website.</p> | Clerk |
| <b>15.</b> Matters brought forward 26/24-25                               | <p>BT raised the issue of how to water the new trees on the recreation ground in future – he will investigate further</p> <p>SB raised fly tipping on Morses Lane and noted it had been reported to landowner and had now been cleared.</p>                                                                                                                                        | None  |

**The meeting closed at 9:28pm**

**Signed by Chairperson:**

**Date:**