

Notice of meeting

13th June 2024

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 18th June 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 21st May 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/HOU/24/0581 Re: Erection of a detached garden room. At: 18 Greenfields, South Marston Swindon SN3 4SQ Deadline: 13 th June 2024 <i>Response submitted prior to meeting.</i>	SBC planning website	8:15pm
8. Reports from Working Groups a) Communications b) Open Spaces c) Allotments d) Rights of Way	Reports	8:20pm
9. Reports relating to Expansion Strategic Planning Working Group	Report	8:40pm
10. Other reports a) SMRA & Play WG b) Parish/Borough Liaison	Reports	8:50pm
11. Finance - To review and approve finance statement and payments	Finance Statement	9:10pm

12. Matters brought forward by or with the consent of the Chair	None	9:20pm
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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	June 24
July 23 48/23-24	Clerk's report	Youth club – to be discussed	Progressing	None	Ongoing
Aug 23 65/23-24	Working Groups	Website changes.	Progressing	Clerk & editor	Ongoing
Aug 23 69/23-24	Matters brought forward	CIL liability for dwellings on Chapel Lane. Chased by Clerk and ward councillor.	Progressing	Clerk	June 24
Sep 23 79/23-24	Working Party – RoW	Footpaths 6 and 15. Further correspondence sent to SBC 27 th Feb and followed up in June	Progressing	AC/LCA/ Clerk	June 24
Sep 23 80/23-24	Play Working Group	New play equipment - installed.	Done	Play Working Group	
Oct 23 89/23-24	Clerk's Report	Additional roadside signage – further negative SBC response received.	On hold	Clerk	
Jan 24 134/23-24	Working Groups	Morses Lane – BT to progress, contact SBC and obtain written agreement to funding.		BT	Jun 24
Mar 24 161/23-24	Clerk's Report	Insurance additions – new agreement started.	Done	Clerk	May 24
Mar 24 163/23-24	Grant request	Clerk to arrange payment of £300 for Party in the Park (in June 24)	Done	Clerk	June 24
Apr 24 175/23-24	Actions	Crown timber – BT to contact developers about path around Hodinott's Corner.		BT	June 24
Apr 24 177/23-24	Clerk's Report	Clerk to present office chair information in June	Progressing	Clerk	June 24

Added in May 2024

May 24 Annual Meeting	Adoption of documents	Clerk to update and file documents and update website as appropriate.	Done	Clerk	
May 24 16/24-25	Calendar	Road sweeping – request submitted regarding this and gully clearing	Progressing	Clerk	
May 24 18/24-25	Planning	S/24/0293 Drive thru coffee shop etc – Clerk to respond requesting financial contribution to cover cost of increased litter.	Done	Clerk	
May 24 18/24-25	Planning	S/24/0467 Old Post Office – Clerk to lodge objection.	Done	Clerk	
May 24 18/24-25	Planning	S/COND/22/0315 CADC – Clerk to email and advise that SPWG will respond.	Done	Clerk/SPWG	
May 24 19/24-25	Insurance	Clerk to arrange renewal with Clear Insurance.	Done	Clerk	
May 24 24 & 25/24-25	Annual Return	Clerk to submit relevant papers to external auditor.	Done	Clerk	

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Calendar:

MAY 2024		
Responsibility:	Activity:	Progress
Allotment Working Group	Chase outstanding allotment rents	Progressing
Council administration	Hold Annual Meeting of the Council	Done
Council administration	Hold Annual Parish Meeting	June 24
Council administration	Publish annual report	June 24
Council administration	Liaise and send documentation off to internal auditor	Done
Council administration	Restart minute numbers from Annual Meeting	Done
Council administration	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	
JUNE 2024		
Responsibility:	Activity:	Progress
Council administration	Approval of Annual Return by full PC	Done
Council administration	Public viewing of accounts	Done
Communications Working Group	Produce July edition of Community News	
Agenda items:	- Approve and sign Annual Return	
JULY 2024		
Responsibility:	Activity:	Progress
Council administration	Host public viewings of accounts	Done
Council administration	Produce 1st quarter Financial Management Report	
Council administration	Circulate risk assessment and asset register for updates/review	
Agenda items:	- Review and approve 1st quarter Financial Management Report	

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Clerk's Report:

Report details	
Report Date:	June 2024
Report written by:	Clerk
Inclusion in PC meeting:	June 2024
Agenda item number:	6
Public or confidential:	Public
Overview	
CIL Audit School license Insurance Post service Chair purchase Gullies and kerb cleaning	
Item	Progress/activity update
CIL	Payment of £5,228.54 remains outstanding – latest update from SBC via Cllr Vallender is that payment will hopefully be made soon.
Audit	Period of public rights runs from Monday 3rd June to 12th July. Papers sent to external auditor – one change, as our total income for the year exceeded £200k (mostly because of the s106 receipts), we exceeded a threshold for an intermediate level review. This requires the clerk to submit further information about our ability to use the General Power of Competence. Several items were listed for review in June following the IA Report - two will be carried over into July partially pending Mandy's availability; the CEST check for the self employed status of the lengthsman and also adjustments to Clerk pension payments following salary increases.
School license – review	One item for review after audit was the status of the school license to use the car park and recreation ground – the review of this was due in 2021. It was explained that the situation regarding the car park remained unsure given the pending school build. Currently £200 per year – council to discuss if this agreement remains appropriate.
Councillor vacancy	No requests for an election were received by SBC so we can now fill the vacancy by co-option.
Insurance	Renewed on three year agreement – yearly premium was £1167.22 including the additional cover for the new play equipment. Defibrillators are covered under 'street furniture' and the insured level was high enough to incorporate these without additional premium.
Planning responses	I have registered the clerk@ email address on the planning portal which will be the default way of interacting in the future, rather than by email direct to SBC. To be trialed once the portal access is the default – unclear so far if multiple addresses can be registered and, if they are, whether we can control who gets notifications etc. We also need to check that direct emails to various officers will remain possible as such contact has proved very useful with regard to HHT.

Signage for Pound Corner and Hodinott's Corner	The proposed solution from SBC is cost and effort prohibitive – to be reviewed at a later date.
Post Service	Cllr Hole raised concerns about the change in post collections in the village to only be once a day at 9am, whereas most other communities in the surrounding area still have a late collection. Clerk to raise this issue with Royal Mail.
Office chair	Council previously agreed in principal to purchase of an office chair. Clerk has reviewed options and selected the Slouch Task One office chair with arms and tilt mechanism: https://slouchonline.com/product/task-two-black-frame-with-arms-charcoal/ Price is £328 including VAT with free delivery. Two year warranty which is not the longest but appropriate for this price range. This chair offers a good balance between cost and function and receives positive reviews on websites. Proposed that council purchases/owns the chair and if a situation arises the Clerk can purchase the chair from the council (taking into account depreciation) if desired. Suggested method is for the clerk to purchase on his own credit card and reclaim the money as expenses, given the council card limit.
Correspondence	The issue of blocked roadside gullies was raised and it was asked if the PC could arrange to have them regularly surveyed and checked. Similarly, another suggestion was also made that the lengthsman undertake clearing of some roadside kerbs and gullies. - Given these tasks remain the responsibility of SBC (especially on the main through roads), the Clerk has asked our ward councillors to ascertain the status and capacity of road sweeping and gutter clearing facilities in the borough.
Actions or queries for consideration by the Council at PC meeting	
Discuss school license for use of the recreation ground and car park. Approve purchase of office chair. To discuss kerb and gully issues.	

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Communications Working Group report:

Report details	
Report Date:	12.6.2024
Report written by:	Sylvia Brown
Working Group meeting date:	11.6.2024
Inclusion in Parish Council meeting:	June 2024
Agenda item number:	8
Public or confidential:	Public
Next edition of CN underway.	
Community News	July edition looks to be strong in terms of content arriving on time. All current advertisers have renewed.
Branding	Quote of £85 obtained from Orchard Press for 'refresh' of our logo, covering typeface/colour. This is needed as we have just the one version in pdf of the logo which will not always be suitable for the proposed stickers for PC equipment. Also contemplating a slightly darker green pantone colour for PC use – comments received that the current Pantone 342 doesn't reproduce well when PC text pages in green font are photocopied.
Drone photos	There have been many changes to the village since the last selection of drone pictures were obtained and Google maps is equally out of date. Although primarily for SMRA use, drone pictures have been obtained (courtesy of SB) covering various areas of the village, focused on the Rec, but including some areas of HHT development south and west of the village (see example below).
Website	Ongoing work on the community sections of the website may require our IT contractor to help set up page formats – clerk to advise
PC Recommendations/Actions	
• Approve the proposed refresh of the logo at cost of £85 • Note the potential requirement to use IT contractor to update webpage formats	



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Open Spaces Working Group report:

Report details	
Report Date:	June 2024
Report written by:	Barry Thunder
Inclusion in PC meeting:	June 2024
Agenda item number:	8
Public or confidential:	Public
Overview	
St Julians woodland & orchard Meadow Village garden update Community Payback Lengthsman hours & costs Future tree planting	
Progress/activity update	
Community Payback teams	The new arrangement with CPB now that they are under the Probation Service (PS) requires the use of a towed welfare unit. At Oxleaze Wood there is insufficient room to park such a unit. The solution is to detach the towed unit and leave it secured in St Julians car park, leaving the van to transport persons to do grass cutting in Oxleaze and the Village Garden. We would need to fund the wheel security device at up to £80. No such funds are available via PS.
Orchard Meadow & St Julian's	Excellent work completed on Sunday in June via CPB. Tasks to complete, together with Mark, include the replacement of the large Mosaic and cleaning the wrought iron bench and table.
Oxleaze Woods & Morses Lane	Plans to remove the verge creep temporally delayed but will move forward in the coming weeks.
Village garden	The new knee-high fence is in place together with two donated Clematis from Robbie Taylor under the archway. Work is underway clearing the central Rose/Flower bed.
Rec hedge planting & watering	Our Lengthsman has started to water the trees using his own car, trailer and water supply, to carry 20lt barrels to each of the 33 trees. Hourly cost will increase as/if the weather becomes dryer as we move into summer!
Use of 'lengthsman' for RoW	The initial cost for hours is under budget for the first two months, but this is likely to increase if more hours are required to cut the high growth on paths not being cut by their land owners. Decisions need to be made on what paths are a priority to cut?
Future locations for planting Trees for Climate change are being investigated with WWT.	A verbal update on this meeting will be given at the PC meeting.
Actions or queries for consideration by the Council at PC meeting	
Please note the above and comment as required. Councillors are requested to approve the purchase of a secure wheel clamp for the CPB welfare unit at cost of up to £80.	

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Allotments Working Group report:

Report details	
Report Date:	June 2024
Report written by:	Barry Thunder
Inclusion in PC meeting:	June 2024
Agenda item number:	8
Public or confidential:	Public
Overview	
Funding approval for replacement SP mower and SP strimmer for village wide use. Update key security with lockable key safe.	
Item	Progress/activity update
Tenancy agreements	New clauses still to be added to take account of a future water connection. Outstanding.
Thames Water connection	Hopes rest on a connection being achieved in June 2024!! No date available. I have requested a third 1000lt dispenser for the summer if no connection is made.
Plot vacancies & tenancies	No vacancies, a few rents remain unpaid from the May invoices. New tenants on neglected plots are being supported when they restore the plots.
Replacement mower	Our two old mowers are failing and rather than spend on spares/servicing, it is more cost effective to buy a new one. Approval is requested to purchase another Webb SP 173cc 51cm cut unit at a cost of up to £350. Details circulated.
Tool store, workshop & security	Work on the design and costing of the 20ft steel shipping container is underway with a slight delay for personal reasons. The new generator is now working. To provide wider access to certain communal use machinery, we require a high security key safe at up to £80 to return keys to if volunteers have gone home. See circulated detail.
Grassed area and seating	Progressing well.
Raised flower beds	Three cleared and two planted with young trees for future use. Forth bed clearance in progress.
Rights of Way village use mobile strimmer	Whilst this is more a village wide need, it would also be helpful on the allotment site if/when we plant new trees for climate change. Lionel has requested that we purchase a SP Heavy duty wheeled strimmer. For use by our Lengthsman/Volunteers on RoW's and narrow places around trees/bushes etc. A NET cost of £500 and from the S106. Training in its safe use to be given to all users. Detail circulated.
Actions or queries for consideration by the Council at PC meeting	
Councillors are requested to approve: S106 funding of up to £350 to purchase a replacement Webb SP mower. S106 funding for a Hyundai SP heavy duty strimmer of up to £500 net. S106 funding for Security Key Safe with key deposit access of up to £80	

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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:	12.06.24
Report written by:	Colin McEwen
Inclusion in Parish Council meeting:	June 2024
Agenda item number:	9
Public or confidential:	Public

Overview	
HHT: Open Spaces Condition Babet Flooding Report	
Item	Summary
HHT	Response submitted pointing out that the previously agreed FLEAMP environmental report was more specific in its requirements. Re-stating our wish to take over the new Allotments and be considered for the Open Spaces maintenance on a long-term basis. Requested more detail.
Open spaces and residential maintenance	Council to review whether we wish to consider taking on maintenance of the whole of the open spaces and residential parcels. This would be in line with our current commitments but on a different scale. It would be in line with our Neighbourhood Plan commitment for an integrated village and avoid the “double taxation” of a management company for new residents.
‘Babet’ flood report	SBC as the Local Lead Flood Authority have asked for more detailed information and the opportunity to meet the community. They have been invited to present at the Have Your Say event.
Actions or queries for consideration by Parish Council at PC Meeting	
Council to discuss taking on maintenance of the whole of the open spaces and residential parcels.	

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SMRA report:

Report details	
Report Date:	12.6.2024
Report written by:	Sylvia Brown
Working Group meeting date:	11.6.2024
Inclusion in Parish Council meeting:	June 2024
Agenda item number:	10
Public or confidential:	Public
Final pieces of the Rec Development plans	
Play equipment	Metal swings have now been repaired and said by users to be much better at swinging! Some filling to be done under the Motoric track where a drainage channel has a dip under the safety surface. Problems now with the toddlers' roundabout where a bearing needs to be replaced – decided that, although it will be expensive to do, there is no other effective solution that doesn't involve some cost. This work will be paid for via the Parish Council's funds held on behalf of SMRA. Goal protectors- still trying to arrange transport from Ireland – several reasonable quotes obtained but now investigating potential customs issues/costs. Grant application made to Sports England for chin up bars etc A request was made for a 100m running track line marking – now done – agreed to repeat marking over the summer and then review its use. Landscaping – regular tree watering in progress via the PC funded by the Trees for Climate Change maintenance grant. Trees being regularly surveyed as part of our monthly maintenance regime. Looking at Phase 2 landscaping opportunities in conjunction with the PC.
Insurance	SMRA's 3 year insurance is due for renewal in September. The current policy has been reviewed and there were several issues and opportunities raised to ensure we have the best possible cover for SMRA activities and Hall users. Note – the Parish Council insurance policy fully covers the play equipment; the SMRA one does not cover play equipment, but it does cover the changing rooms and 'SMRA' activities on the Rec.
Hall Storage	Very successful clean up day at the end of May, with a huge amount of old equipment and goods removed from the attics. Some items donated to the school, others to other charitable causes, the rest taken to the tip, including disposal of cardboard boxes of redundant Welcome Pack folders. A few items of interest were found including a good quality wooden glass fronted noticeboard and a sandwich board, both of which will hopefully be brought back into regular use.

Have Your Say event in June	Arrangements in hand. Volunteers mobilised. First advert went out on Facebook pages and website. At the time of writing, we are awaiting confirmation of potential attendance from two external parties – Taylor Wimpey and the SBC Flood Team.
Football teams	Work has been done on the finances involving football pitch hire. At least two adult teams are required to cover the economics of line marking and we were in danger of losing one team. We have succeeded in securing a second adult team for next season.
Planters	The roadside verges remain uncut and are preventing maintenance/renewal of the SMRA planters, particularly the one outside Crocodile Packaging.
	PC Recommendations/Actions Note the report

Parish/Borough Liaison reports:

Report details	
Report Date:	12.06.24
Report written by:	Colin McEwen
Inclusion in Parish Council meeting:	June 2024
Agenda item number:	10
Public or confidential:	Public

Overview	
Forum Meeting Protocol: Stuck Transfer of Services: Stuck	
Item	Summary
Meeting & Protocol	It transpires that only the Protocol was adopted by Cabinet, the Annexes weren't even considered. Unsurprisingly, there has been no change in SBC officer attitude. Cabinet Member attended Forum Meeting. I have sent copies to the CEO and temporary Director of Operations, Steve Iles and asked them get together to see if they can field a worthwhile negotiating team to deliver something that is effective in practice rather than just on paper No comment on loss of PC liaison officer or slow S.106/CIL.
Transfer of Services	October deadline. Positive Teams meeting held by Steve Iles with the Forum WP. SI has been taken on to deliver ToFS. No experience of PCs problems recognised. Frank and informed discussion. No solutions as yet. Details confidential. SI away until July. AAGH!
Actions or queries for consideration by Parish Council at PC Meeting	
Note the above	

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Finance

June 2024

Account balances:

Account	Balance date	Balance
Unity Trust	03/06/2024	£114,239.47
Nationwide	31/05/2024	£86,786.04
	TOTAL:	£201,025.51

Payments

Payment method	SMPC ref	Payee	Reason	Dept	VAT	Total
Paid in May	0033	Darkin Miller	Audit	Admin	£84.02	£504.13
BACS 19/06/2024	0034	Mandy Larcombe	Bookkeeping	Admin	£0.00	£157.50
BACS 19/06/2024	0035	Allbuild	Additional waste & fly tip collection	Allotments & open spaces	£26.40	£158.40
BACS 19/06/2024	0036	Allbuild	Pitch Marking	SMRA	£24.00	£144.00
BACS 19/06/2024	0037	Allbuild	Waste collection	Open Spaces	£24.70	£148.20
BACS 19/06/2024	0038	Allbuild	Village grass cutting (2 of 8)	Various	£124.00	£744.00
BACS 19/06/2024	0039	Allbuild	Rec grass cutting (2 of 8)	SMRA	£136.00	£816.00
BACS 19/06/2024	0040	Webbs Builders Merchant	Materials	Open Spaces	£12.01	£72.04
BACS 19/06/2024	0041	Redlynch Leisure	Motoric Track	Bellway S106	£5,700.00	£34,200.00
BACS 19/06/2024	0042	Redlynch leisure	Safety fencing, installation	Bellway s106	£2,400.00	£14,400.00
BACS 19/06/2024	0043	Clear Ins	Insurance	Admin	£0.00	£1,167.22
BACS 19/06/2024	0044	HAGS	Play parts	SMRA	£75.00	£450.00
BACS 19/06/2024	0045	SMRA	Grant for Party in Park	Comm Eng	£0.00	£300.00

DD 28/05/2024	0046	Scottish Widows	Pension	Admin	£0.00	£152.32
BACS 19/06/2024	0047	Staff	Salaries	Admin, Comms	£0.00	£2,069.83
DD 31/05/2024	0048	HMRC	Month 3	Admin	£0.00	£339.95
DD 17/06/2024	0049	Lloyds Bank	Various	Admin	£44.42	£272.39
BACS 19/06/2024	0050	SMS Services / Mark Rostill	Lengthsman tasks	OS, allotments	£0.00	£322.00
BACS 19/06/2024	0051	B Thunder	Expenses	OS, allotments	£4.57	£34.31
				TOTALS:	£8,655.12	£56,452.29

Credit Card summary form

Month: June 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
Cartridge People	Printer inks	2	7100	£128.23	£25.66	£153.89	Y
Microsoft	Office licensing (May 24)	2	7130	£25.80	£5.16	£30.96	Y
Microsoft	Office licensing (Jun 24)	2	7130	£25.80	£5.16	£30.96	Y
	TOTALS:		TOTALS	£209.15	£41.25	£250.40	

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
Amazon	Printer ink	2	7100	£15.82	£3.17	£18.99	Y
	TOTALS:		TOTALS	£3.00	£3.17	£21.99	