

Notice of meeting

12th July 2024

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 16th July 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 18th June 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/RES/24/0751 Application for the approval of Reserved Matters pursuant to condition 2 (layout, scale, appearance, access and landscaping), condition 4 (statement of compliance), condition 11 (area dimensions), condition 23 (LEAMP), condition 30 (landscaping), condition 34 (wildlife, bird and bat boxes), condition 49 (car and motorbike parking), condition 50 (cycle and e-bike parking) and condition 51 (movement strategy) At: Unit 1 Panattoni Park, Swindon, SN3 4AL Deadline: 2 nd August 2024 Planning Appeal: Notification of a non-participatory planning appeal regarding S/HOU/23/1002 Erection of a Boundary Fence at Plum Tree House. Planning Decisions: Granted - S/22/1243 Retail store and coffee drive-thru at Land at the Madison Hotel Granted - S/OUT/13/1555 Certificate of Lawfulness for development , land north of the A420	SBC planning website	8:15pm

8. To discuss the draft Swindon Ward Boundary Review	Review website	8:20pm
9. Reports from Working Groups a) Communications b) Open Spaces c) Allotments d) Rights of Way	Reports	8:30pm
10. Reports relating to Expansion Strategic Planning Working Group	Report	8:45pm
11. Other reports a) SMRA & Play WG b) Parish/Borough Liaison	Reports	8:55pm
12. Finance - To review and approve finance statement and payments	Finance Statement	9:00pm
13. Matters brought forward by or with the consent of the Chair	None	9:10pm

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. No progress, Honda chasing.	Progressing	BT	Unknown
July 23 48/23-24	Clerk's report	Youth club – chair to rase with school parents	Progressing	None	Ongoing
Aug 23 65/23-24	Working Groups	Website changes. Clerk and editor to meet after meeting and discuss.	Progressing	Clerk & editor	Ongoing
Aug 23 69/23-24	Matters brought forward	CIL liability for dwellings on Chapel Lane. Chased again as June delivery not met.	Progressing	Clerk	August 24
Sep 23 79/23-24	Working Party – RoW	Footpaths 6 and 15. Further correspondence sent Feb and June. Forwarded to ward councillors to chase.	Progressing	AC/LCA/ Clerk	July 24
Oct 23 89/23-24	Clerk's Report	Additional roadside signage – further negative SBC response received.	On hold	Clerk	Late 24
Jan 24 134/23-24	Working Groups	Morses Lane – BT to progress	Progressing	BT	Jun 24
Apr 24 175/23-24	Actions	Crown timber – Clerk to check progress.		BT/Clerk	July 24
Apr 24 177/23-24	Clerk's Report	Clerk to purchase office chair.	Done	Clerk	

Added in June 2024

Jun 24 34/24-25	Clerk's report	Chair/clerk to compose advert for new councillor.	Done	Chair/clerk	
Jun 24 34/24-25	Clerk's report	Organise strategy to deal with current and future services requirements.	Progressing	Chair/Vice/ BT/Clerk	

Jun 24 36/24-25	Working Groups	BT to organise purchase of approved equipment (mower, strimmer, safe)	Done	BT	
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Calendar:

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	Done
Agenda items:	- Approve and sign Annual Return	
JULY 2024		
Responsibility:	Activity:	Progress
Communications Working Group	Issue July edition of Community News	Done
Council administration	Host public viewings of accounts	Done
Council administration	Produce 1st quarter Financial Management Report	Progressing – adjusted timing see Clerk’s report
Council administration	Circulate risk assessment and asset register for updates/review	To be circulated post meeting
Agenda items:	- None	
AUGUST 2024		
Responsibility:	Activity:	Progress
Council administration	Inspect allotments and notify holders of results	
Council administration	Review archive status	
Communications Working Group	Produce September edition of Community News	
Council administration	Review/approve risk assessment document	
Council administration	Review/approve asset register	
Agenda items:	- Review and approve 1st quarter Financial Management Report - Review/approve Risk Assessment and Management documentation - Review/approve Asset register	

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Clerk's Report:

Report details	
Report Date:	July 2024
Report written by:	Clerk
Inclusion in PC meeting:	July 2024
Agenda item number:	6
Public or confidential:	Public
Overview	
CIL Quarterly Finance Reports SLCC membership Unity account Lengthsman review Maintenance issues Post Service Payment for goal protectors	
Item	Progress/activity update
CIL	Payment of £5,228.54 remains outstanding – last promised date of end June not met. Confusing email received saying the payment would now be part of the next cycle. Clerk responded and awaiting further update.
Quarterly Finance Reports	Due to the timing of receipt of invoices for payments at the start of the month, it often proves difficult to produce the quarterly finance report in a timely fashion for the relevant meeting. It is intended to delay producing the quarterly figures until later in the month and this will then be circulated for review and then can be discussed/approved at the next available meeting.
SLCC Membership	Renewal to be paid this month– annual fee of £229.00 (based on clerk's salary)
Unity Trust Bank	We have received notification that because of higher than usual turnover last year we have been moved to a higher tier account. Monthly fee remains at £6 per month but we will pay an additional 15p per transaction (estimated at around £30 a year) from September.
Lengthsman insurance & review	As agreed the fee of £173.58 for the lengthsman insurance will be repaid to Mark this month. A meeting between Clerk/Mark/CM and BT is to be held later in July to review the first three months of the lengthsman role with any adjustments or anticipated changes to be discussed.
Zoom account	The premium membership has been cancelled as we have access to Google Meet through our suite membership. The account reverts to the free version so short meetings can still be held on Zoom if preferred.

Keypoint bridleway	Mr Cave-Ayland reported issues with overhanging growth and took remedial action himself. Major concern about one particular dangerous branch reported to their contractors who are taking relevant action.
Supermarine/Highworth Road junction	We have asked the maintenance contractors for the main South Marston Park (the landowners) to cut the hedges and verges at the Supermarine/Highworth Road turning and south towards the village on the western side of Highworth Road. They are investigating and have advised this may take several weeks to action.
Post Service	Response received from Royal Mail –as expected the reduction in late collections is reflected in all low use post boxes as part of a general strategy not specific to Swindon.
Office chair	Purchased and in use – payment to be collected via expenses this month.
Payment for goal protectors	To expedite ordering and delivery this payment was made outside the usual process – form to authorise a foreign transfer to Ireland was signed by signatories and the foreign exchange payment with additional fees was made.
Correspondence	We were contacted by White Horse Housing Assoc regarding trees on Nightingale Lane that back onto some of their properties in Church Ground. - Clerk informed them that these are not our responsibility and that they would need to contact SBC who may be able to advise them on ownership. A member of the public contacted us about visibility issues on the Sainsbury's roundabout. - Clerk provided the link to the SBC website where such matters can be reported.
Actions or queries for consideration by the Council at PC meeting	
Note the above.	

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Communications Working Group report:

Verbal report to be given.

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Open Spaces Working Group report:

Report details	
Report Date:	9 th July 2024
Report written by:	Barry Thunder
Inclusion in PC meeting:	July 2024
Agenda item number:	9
Public or confidential:	Public
Overview	
CPB changes Oxleaze Wood+ Morses Lane. PROW's clearance of growth. Road side grass cutting.	
Progress/activity update	
Community Payback teams	The idea to park the welfare unit at St Julians was not acceptable to the Probation service. Therefore, CPB will no longer be cutting grass at Oxleaze Wood. Mark will cut at approx. 2 hours per cut every 4 weeks. CPB will cut the Village Garden on a Friday plus other required tasks in the Church yard or recreation ground.
Orchard Meadow & St Julian's	Excellent work completed on last visit by CPB. Mosaic and wrought iron bench all looking good after Mark's attention.
Oxleaze Woods & Morses Lane	Plans to remove the verge creep and diseased and fallen trees temporally delayed, but will move forward in the coming weeks.
Village garden	Advice on planting being sought for central garden and War Memorial.
Rec hedge planting & watering	With thanks to the current weather pattern, tree watering is being maintained as and when required.
Engagement of the village Lengthsman for RoW clearance.	With the new SP wheeled Strimmer and Lionels support, some of the PROW's are being cut with more to follow in July. Likely cutting frequency during summer, after initial cut, is between 6-8 weeks.
Grass alongside key roads in the village.	This will hopefully be cut in the next two weeks once machinery is available for the work.
Actions or queries for consideration by the Council at PC meeting	
Note all the above.	

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Allotments Working Group report:

Report details	
Report Date:	9 th July 2024
Report written by:	Barry Thunder
Inclusion in PC meeting:	July 2024
Agenda item number:	9
Public or confidential:	Public
Overview	
Heritage Garden update & Thames Water Update key security with lockable key safe. Collapsed drainage pipe.	
Item	Progress/activity update
Tenancy agreements	New clauses still to be added to take account of a future water connection. Outstanding.
Thames Water connection	No surprise that TW did not connect the mains water in June. Our contact at Honda continues to chase this up whilst maintaining a watching brief on the Heritage Garden site.
Plot vacancies & tenancies	No vacancies at present, one rent outstanding from May invoices. The newly taken on, neglected plots, are doing well. Four plots in need of attention. One person on the waiting list plus a vacancy at end of 2024.
Replacement mower & wheeled strimmer	Both machines now working. The strimmer had its initial trial around the RoW's in the solar panel field. Lionel was happy with the handling and cutting of the very high grass.
Allotment site, tool security and new storage.	The key safe is in use and all the new machinery is safely located in our secure area, awaiting relocation to the shipping container storage, once the site is completed with hard standing points and the container purchased later in the summer. The track to the manure area has been upgraded from a soil surface to gravel, for safer access during the wet season.
Grassed area and seating	To be levelled with topsoil later this summer and communal seating chosen.
Collapsed concrete drainage pipe.	An old underground drainage pipe, running from the Ex Honda-site to the roadside ditch, has partly collapsed causing a deep narrow hole in the grass area above. More details required on how this is to be repaired and at whose cost. The site has been temporally fenced off.
Actions or queries for consideration by the Council at PC meeting	
Note the above and possible repair costs for the drainage pipe for safety reasons.	

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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:	11.07.24
Report written by:	Colin McEwen
Inclusion in Parish Council meeting:	July 2024
Agenda item number:	10
Public or confidential:	Public

Overview	
HHT: Meeting Panattoni: Application Swindon Plan	
Item	Summary
HHT	Notes on HHT/SMPC meeting 09.07.24 HHT: Barbra Mitchell, Claire Bevan, Sam ?. SMPC: Colin McEwen Apologies Sylvia Brown - What is the timetable for clearing ditches and hedge cutting along the west side of Old Vicarage Lane? <i>This is in the interests of HHT as well as the community. CB is progressing scoping work. Work will be done at the end of the nesting season. Late August/early September</i> - Will HHT commit to cutting footpaths in March and regularly thereafter, please? Could we have the contact details for their contractor? N.B Note the problems with Footpath 5 etc. and the option of cutting around the field boundary in the corner of the field by the double gate. <i>HHT note SMPC's desire for circular walks that are maintained and used rather than keeping open all existing ROWs. Noted that there are areas of difficulty and potential solutions. Agreed that HHT will meet with SB and the ROW WP to consider short term issues during initial build and medium/longer term plans. SMPC to prepare up to date map with proposals ahead of this meeting</i> - Will HHT be talking to the residents of the Manor Farm complex? <i>To coincide with an info Event – see below. Residents will be separately leafleted with the offer of a home visit or attendance at the Event.</i>

	<i>HHT are likely to have dates for road closures and firmed up plans by end august. Keen to share with village. Format to be discussed. Agree HHT led event in mid-September. Leaflet delivered with CN? Details to be discussed.</i> 4. Bridleway 4: Poor state inhibits use of The Leaze/Morse's Lane route to Gable cross roundabout. When and how will this be resurfaced? <i>HHT: Timetable in Character Area DC. SMPC: Community would like usable link to Morse's Lane and safer crossing of Thornhill Road to avoid Hoddinott's Corner.</i> 5. Fly tipping/Travellers risk. Will HHT be securely fencing land? <i>Secure fencing proposed as part of the archaeology works.</i> 6. Green Infrastructure/Open Space maintenance. Can we have an early Director level discussion for both sides to understand the options, please? <i>BM has spoken to Directors at TW and Vistry. Both are supportive of the Parish taking on the work in principle, as it is a simpler solution. BM to press for a meeting here to talk it through to be confirmed by mid July.</i> 7. <i>HHT impressed by play area development and would welcome community input into HHT play area design. BM also looking to use Pippa's Play for inclusivity input.</i> 8. <i>CB invites Social Value Contribution list to put to Contractors. Urgent. CB to advise.</i>
Panattoni	Applications submitted to discharge Conditions associated with first warehouse.
Swindon Plan	The Swindon Plan 2024-27 has been published, along with a Performance Framework viewable at Swindon Plan Both are really too long to easily get to grips with but there is much about consultation and satisfaction surveys and Officers with long job titles. Much of it is focussed on trying to lift areas of deprivation and to improve standards of education. There is no mention of partnership working with Parish Councils or of Transfer of Services.
Actions or queries for consideration by Parish Council at PC Meeting	
Note the above	

SMRA report:

Verbal report to be given.

Parish/Borough Liaison reports:

Verbal report to be given.

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Finance

July 2024

Account balances:

Account	Balance date	Balance
Unity Trust	08/07/2024	£56,698.03
Nationwide	08/07/2024	£86,786.04
	TOTAL:	£143,484.07

Payments

Payment method	SMPC ref	Payee	Reason	Dept	VAT	Total
BACS 17/07/2024	0052	Mandy Larcombe	Bookkeeping	Admin	£0.00	£157.50
BACS 17/07/2024	0053	Allbuild	Allotment waste	Allotments	£13.20	£79.20
BACS 17/07/2024	0054	Allbuild	Running track marking	SMRA	£6.00	£36.00
BACS 17/07/2024	0055	Allbuild	Waste collection	Open Spaces	£24.70	£148.20
BACS 17/07/2024	0056	Allbuild	Village grass cutting (3 of 8)	Various	£124.00	£744.00
BACS 17/07/2024	0057	Allbuild	Rec grass cutting (3 of 8)	SMRA	£136.00	£816.00
BACS 17/07/2024	0058	SLCC	Annual membership	Admin	£0.00	£229.00
BACS 17/07/2024	0059	SMRA	Hall hire	Admin	£0.00	£162.00
BACS 17/07/2024	0060	SMS Service/Mark Rostill	Lengthsman tasks	OS, allotment, Trees	£0.00	£511.00
BACS 17/07/2024	0061	M Rostill	Expenses – insurance reclaim	Admin	£0.00	£173.58
BACS 17/07/2024	0062	Booth & Son	Play equipment metalwork	TBC	£120.00	£720.00
DD 28/06/2024	0063	Scottish Widows	Pension	Admin	£0.00	£152.32

BACS 17/07/2024	0064	Staff	Salaries	Admin, Comms	£0.00	£2,069.63
DD 30/07/2024	0065	HMRC	Month 4	Admin	£0.00	£340.15
DD 16/07/2024	0066	Lloyds Bank	Various	Admin	£23.03	£150.41
BACS 17/07/2024	0067	B Thunder	Expenses – lawnmower & strimmer	S106 allotments	£139.83	£828.98
BACS 17/07/2024	0068	K Morgan	Expenses – office chair	Admin	£51.93	£311.60
Paid 30/06/2024	0069	Unity Trust Bank	Service charge	Admin	£0.00	£18.00
Paid 08/07/2024	0070	One 20 (Ireland)	Goal Protectors & additional charges	S106 Play	£0.00	£2,175.28
				TOTALS:	£638.69	£9,822.85

Credit Card summary form

Month: July 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
	TOTALS:		TOTALS	£29.32	£5.27	£34.59	

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	£29.24	£4.60	£33.84	Y
Amazon	Strimmer line	6	7250	£6.66	£1.33	£7.99	Y
Ryman	Key Safe	6	7250	£59.16	£11.83	£70.99	Y
	TOTALS:		TOTALS	£98.06	£17.76	£115.82	