

Notice of meeting

14th November 2024

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 19th November 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	7:40pm
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	7:40pm
3. To approve the minutes of the Parish Council Meeting held on Tuesday 15th October 2024	Website	7:40pm
4. To review and update the Parish Council actions	Actions	7:45pm
5. To review and update the Parish Council calendar	Timeline	7:55pm
6. To review and discuss the Clerk's Report	Report	8:00pm
7. To review and comment on Planning & Highways matters: S/RES/24/0947 Re: A reserved matters application (access, appearance, layout, scale and landscaping) for 137 dwellings and associated infrastructure - Reserved Matters from previous outline permission S/OUT/13/1555. At: Parcels R6 And R7 , Land North Of A420 Swindon Deadline: 30 th October extended to 8 th November - Discussed at meetings between SPWG and developer and response submitted to SBC prior to this meeting. S/PAOTH/24/1190 Re: Prior Approval application for the Change of Use of building from commercial (Use Class E) to 26 nos flats (Use Class C3) and associated works. At: Unit 9, Lancaster Place Swindon SN3 4FP Deadline: 6 th November - Reviewed and response with no adverse comments submitted prior to this meeting. S/24/0981 Re: Change of use from Agricultural Land to Residential curtilage. Creation of new vehicular access to Priory Lodge, closure of existing vehicular access, erection of new boundary treatment and gates, associated ancillary works. At: Priory Lodge, Thornhill Road South Marston Swindon Deadline: 29 th October	SBC planning website	8:10pm

- Discussed by SPWG and response submitted with no additional comments to those previously made for this application. S/24/1169 Retention of a Pond, double garage, ground floor kitchen extension and a reduced domestic curtilage; installation of the re-routed Public Right of Way including landscaping and other associated works. At: Haybarns, Morses Lane South Marston Swindon SN3 4FX Deadline: 12th November - Discussed and response agreed by RoW working party to be supportive of the proposals to alter the development to comply with planning consent. Submitted to SBC prior to this meeting. S/RES/24/0923 Re: Erection of 134 dwellings and provision of public open space with associated infrastructure and earthworks (layout, scale, appearance and landscaping) - Reserved Matters from previous outline permission S/OUT/13/1555. At: Land At Parcels R8 And R9 (East And West Of Old Vicarage Lane) , Land North Of A420 New Eastern Villages, South Marston Swindon Deadline: 26th November Other Applications S/OUT/24/0128 Crown Timber Developers to submit revised application during December.		
8. To discuss consultation regarding remote meetings and proxy voting		8:25pm
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	8:50pm
11. Other reports a) SMRA & Play WG b) Parish/Borough Liaison	Reports	9:00pm
12. Finance - To review and approve finance statement and payments - To review 2nd Quarter Financial Management report - To review minutes of Financial Working Group meeting	Finance Statement	9:20pm
13. Matters brought forward by or with the consent of the Chair	None	9:30pm

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

Actions:

PC – Parish Council, OSWG _ Open Spaces Working Group, CWG – Communications Working Group, AWG – Allotments Working Group, SPWG – Strategic Planning Working Group, FWG – Finance Working Group, NPC – Neighbourhood Planning Committee, SBC – Swindon Borough Council, NP – Neighbourhood Plan, SMRA – South Marston Recreation Association, NEV – New Eastern Villages, GDPR – General Data Protection Regulations

In Progress – started but no significant progress yet

Progressing – some notable progress has been achieved

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

Meeting & minute	Area	Action	Progress update	Owner	Review date
May 22 21/22-23	Working Groups	Allotment water installation. More TW visits. No progress.	On hold	BT	Unknown
Aug 23 65/23-24	Working Groups	Website changes. Clerk and editor met, options reviewed.	Progressing	Clerk & editor	Ongoing
Apr 24 175/23-24	Actions	Crown timber – further correspondence, developer to resubmit in December.	On hold	SPWG	Jan 25
Jun 24 34/24-25	Clerk's report	Grounds Maintenance - Organise strategy to deal with current and future services requirements.	Progressing	Chair/Vice /BT/Clerk	Ongoing
Aug 24 59/24-25	Calendar	Risk Register to be reviewed	Progressing	Clerk	Dec 24
Aug 24 64/24-25	Working Groups	Village garden – BT to progress changes.	Progressing	BT	Ongoing
Sep 24 81/24-25	Working Groups	Community Payback change to funding – further information now available.	Progressing	BT	Nov 24
Sep 24 81/24-25	Working Groups	BT to investigate backup contractors for maintenance work.	Progressing	BT	

Added in October 2024					
Oct 24 90/24-25	Actions	Hedge between Keypoint and Crown Timber has not been cut. Enquire why.		Clerk	
Oct 24 92/24-25	Clerk's Report	Oxleaze woods – SSE tree works. Awaiting dates from SSE	Progressing	Clerk	

Oct 24 92/24-25	Clerk's Report	Highworth Road hedges/verges – chase with contractors for SM business park.		Clerk	
Oct 24 92/24-25	Clerk's Report	Wiltshire Prepared – contact Highworth TC to get opinions and information.		Clerk	
Oct 24 93/24-25	Planning & Highways	S/HOU/24/1107 Byron Court extension – clerk to respond.	Done	Clerk	
Oct 24 93/24-25	Planning & Highways	S/24/0293 Drive through coffee shop etc off A420 –clerk to respond.	Done	Clerk	
Oct 24 93/24-25	Planning & Highways	S/COND/24/1159 Priors Farley Farmhouse – clerk to respond.	Done	Clerk	
Oct 24 93/24-25	Planning & Highways	Traffic Regulation orders Thornhill Rd and Old Vic Lane – clerk to respond to consultation expressing support.	Done	Clerk	
Oct 24 94/24-25	New Deposit account	Clerk to progress opening of new account at FWG meeting	Progressing	Clerk	
Oct 24 95/24-25	Working Groups	Clerk to discuss improvements to social media responses with editor.	Done	Clerk	
Oct 24 95/24-25	Working Groups	Clarity to be sought over purchase and loan of equipment for Community Payback.	Progressing	BT	
Oct 24 95/24-25	Working Groups	Options for weedkilling services to be sought.	Progressing	Clerk/BT	
Oct 24 95/24-25	Working Groups	Arrange payment for second-hand trailer.	Progressing	Clerk/BT	

[Return to agenda](#)

Calendar:

OCTOBER 2024		
Responsibility:	Activity:	Progress
Allotment Working Group	Inspect allotments and notify holders of results	
Allotment Working Group	Review allotment hire rates (budget)	In progress
Communications Working Group	Produce November edition of Community News	Done
Communications Working Group	Review advertising costs (budget)	In progress
Communications Working Group	Staff Appraisals (budget)	Done
Council administration	Produce 2nd quarter Financial Management Report	November
Council administration	Review service provider contracts and need for tender	In progress
Council administration	Request SMRA risk assessment and asset reports	Done
Finance Working Group	Meeting to review 2 nd quarter Finance report, assess budget requirements	Done (Nov)
Agenda items:	- Review service requirements for 25/26	
NOVEMBER 2024		
Responsibility:	Activity:	Progress
Council administration	Renewal process for service contracts 25/26	
Finance Working Group	Meeting to set trial budget/precept	
Council administration	Verify road sweeping (16 th November)	
Agenda items:	- Review service providers	
DECEMBER 2024		
Responsibility:	Activity:	Progress
Communications Working Group	Produce January edition of Community News	
Council administration	Consider SMRA MOU and grant	
Council administration	Review and propose precept amount	
Council administration	Clerk to circulate draft service contracts for approval	
Council administration	Remind school licence fee due	Being reviewed
Agenda items:	- Agree SMRA MOU and grant - Review draft service contracts	

[Return to agenda](#)

Clerk's Report:

Report details	
Report Date:	November 2024
Report written by:	Clerk
Inclusion in PC meeting:	November 2024
Agenda item number:	6
Public or confidential:	Public
Overview	
Deposit account Core documents	
Item	Progress/activity update
S106	Queries about timing of use of these funds, and about any risk to other s106 Bellway funds being held by SBC for a new pathway, remain outstanding. Awaiting updates from SBC on these.
Deposit account	Forms submitted for new account – awaiting details so opening deposit can be made.
Core documents	New version of financial regulations to be drafted from template with tweaks agreed at FWG meeting. To be circulated for approval at Dec meeting. Risk assessment document to also be reviewed.
Clerk Annual Review	Discussion held with the chair – no major concerns raised. Notes to be drafted and sent to chair.
Oxleaze wood – SSE works	Awaiting date from SSE.
Highworth Road verges	Feedback to be provided to contractors for them to check the verge on north side of Highworth Road, especially near 'the bends'.
Correspondence	School contacted us to ask if they could place stones that had been decorated by pupils around the war memorial for Remembrance Day, which this was done. Several queries have been received from residents and prospective buyers of property asking about development plans, flooding etc.
Actions or queries for consideration by the Council at PC meeting	
None	

[Return to agenda](#)

Communications Working Group report:

Report details	
Report Date:	12 th November 2024
Report written by:	Sylvia Brown
Working Group meeting date:	10.10.2024
Inclusion in Parish Council meeting:	November 24
Agenda item number:	9
Public or confidential:	Public

Overview	
Nov edition of CN complete. Advertising slots full. Extracts from minutes of last CWG attached. Annual website/Facebook usage analysis completed and attached	
Progress/activity update	
Community News	Nov edition reduced to 20 pages (always a slow month). All current advertisers have renewed so no advertising slots available.
CO Appraisal	Completed. No change to hours required, but possible use of HHT Travel Plan money to pay for 'project' time in 2024/5 and printing costs for a reprint of the Welcome Pack – will need at least 6 months before first occupation to complete.
Facebook/Website analytics report	SMPC Facebook use increasing – need to ensure Sharon can repost on SM online for greater coverage. SMPC website – again, usage is increasing. Figures show dominant usage pattern tends to be searches for specific information rather than browsing the whole site and click-throughs from eg Facebook have grown by 50%. Whilst most figures are annual, Google Analytics have changed their system and now only supply 3 months data – CO to download analysis more regularly to provide full annual picture.
Actions or queries for consideration by the Council at PC meeting	
Note the above.	

SMPC Communications Working Group

(Extracts) Minutes of the Meeting of Thursday 10th of October

Present: Barry Thunder, Pam Jackson, Diane Whitford, Sylvia Brown, Sharon Robinson.

Apologies: Tony Leathart.

1. Community News

November

- Taylor Wimpey archaeology blog website. Introduce it this edition and then feature in January and March editions once further blogs have been published
- SMILE – Hazel. SR to contact Hazel on the details for this year
- 12 Days of Xmas event in St Julian's Wood – Lionel and Claire @ SBC. This is being provided from the previous development money from Bellway, which also funded a recent group visit to the Swindon Railway Village organised by Claire.
- SBC councillor's contact details – not in CN and website. SB suggests that their contact details be added to the website footer, SR to check with KM. A link to the website to be included in the Useful Contacts list in CN. SR to make room by removing the repeats of the contacts in the Church contacts
- PC update to include the latest on the housing developments and Traffic Regulation Order for 30mph
- Warm Spaces - there are no known plans for running this. SR will check with SBC to see if any initiatives are planned, given the winter fuel allowance cut
- School expansion – no updates
- Currently lean on content for this edition and not expected to change. SR and SB to review following the content deadline on Friday 18th October with the possibility of reducing this edition to 20 pages. This can be an option for other editions along with increasing pages when plenty of content is received

Print Quantities – OP have requested the distribution file is password-protected to ensure compliance with data protection. SR to add this prior to sending to OP

Advertising : All 4 pages allowed for adverts are filled; there is a waiting list. 4 due for renewal by November: All Build (renewing), The Carpenters Arms (renewing), TMC Cleaning Group (TBC), Heritage Treecare (renewing)

Article Bank

- Free Christmas lunch provision – potential offer of a cooked Christmas meal for those who live alone or are in need. DW to check
- SB has been supplied a document on the road naming for the new developments, which include; Thornhill, Fairthorne, Hammerman. The origin of Thornhill is unknown, and it would be interesting to find out if anyone local can help? SR to add to the Ideas Bank

- History in the village item proposed on The Bell Family. SR to add to the Ideas Bank

Print and Circulation dates

	Nov 2024	Jan 2025
Last deadline for all submission	Thurs 17th Oct	Thurs 19th Dec
Door drop weekend	Nov 2nd/3rd	Jan 11/12th

2. Website Development

- SB requests a new page to be added from the dedicated homepage Village Expansion link at the top right. The new page will have links to Village development, Archaeology, and FAQs. SB to draft for SR to add
- Development of SMRA web pages – KM and SR due to review with Web developer. In the meantime, SR to make revisions that don't require the developer

3. Any Other Business

- CWG – SR asks that a new member is recruited to the group. BT to ask his contact
- Advertising costs to be reviewed prior to 2025 – SR to add to December meeting agenda
- Village notice boards have space for new information. SR suggested offering a spot to Tots and Toddlers, will check with Cassie. Anything will need to be printed and handed to a keyholder to add.

Communications: Facebook and Website Annual Activity Analysis

SMPC Facebook Page www.facebook.com/SouthMarston September 2023 – 24

Reach (number of times the page appeared on a user's SMPC Facebook feed) - 5.96%, 7,718 down from 8,314. Does not include activity where re-posted on SM-online Facebook

Visits: +44.08% at 7,600 up from 3,192

Likes of Facebook page: +9.14% from last year at 549 up from 503

Followers: +5.16%, 27 new followers, now up to 632 from 601, including 9 unfollows

Top posts - reach and activity peaks of over 1,000: notification of Amazon wind turbine consultation (4,500 reach), SMILE (3,200 reach)

Top post for likes and reactions: SMRA thanks all the many volunteers who turned out on Rec planting day on Saturday, February 26th - 775 reach, 28 reactions

Top click-through link: SMPC draft response to planning application S/23/1500 off Nightingale Lane - 411 reach, 149 link clicks

South Marston Website <http://southmarston.org.uk>

Activity review - September 2023-24: (Note: Google Analytics reporting period changed and now has only 3 months data for some items– SMPC review will have to be done more frequently)

Total Users:	7,000 up from 5,111 +18.89%
Total Page Views:	13,893 up from 12,404 +14.89%
Average pages per visit:	1.97 up from 1.8 pages per visit
Average visit length:	32 seconds down from 2 minutes
Total bounce rate:	(limited to the 90-day period) 57.96% up from 52.4% (user enters and exits the website from the same page)

Accessed via: Desktop: 54.77% at 3,860 up from 1,881, **Mobile:** 42.43% at 2,990, about the same, **Tablet:** 2.79% at 197 down from 238

Referral from:

1. **Organic Search** (via search engine) - 34.16%, 3,110 up from 2,388
2. **Social** (Facebook) – 23.61%, 2,150 up from 1,280
3. **Direct** – 19.95%, 1,816 up from 1,293
4. **Another website** – 2.06%, 188 up from 139

Top 4 Landing pages: Homepage - 3,481, Nightingale Lane planning application – 640, Village Hall venue – 249, Facilities - 247

Top pages (Jul-Sep): Amazon wind turbine consultation event, Snowblower at

Panattoni, Community News, Plant sale, Have Your Say event

Summary – Website use is increasing significantly through direct entry, via search engine or when users are seeking specific information that has been signalled eg by Facebook posts. SMPC Facebook visits have doubled and Facebook referrals to our website are up by 50. Re-posting our FB entries on SM-online Facebook page remains important.

SMPC Communications Officer, November 2024

[Return to agenda](#)

Open Spaces Working Group report:

Report details	
Report Date:	11 th November 2024
Report written by:	Barry Thunder
Inclusion in PC meeting:	November 2024
Agenda item number:	9
Public or confidential:	Public
Overview	
Community Payback Changes Oxleaze Wood & Morses Lane Village Garden Weeds and pavements	
Progress/activity update	
Community Payback teams	Slight wording changes to our agreement with the Probation Service are now in place and match the system the PC had agreed previously.
Orchard Meadow & St Julian's	Winter cut completed.
Oxleaze Woods & Morses Lane	Costs of this work from Allbuild now in and work is proceeding with a bid to Community Forest for the required funds. Completion of the proposal scheduled for December.
Village garden	Work on the central bed in hand for November/December
Village pavements	Working with Mark to put in place work methods to remove weeds safely and tidy key areas around footpaths.
Actions or queries for consideration by the Council at PC meeting	
Note the above.	

Allotments Working Group report:

Report details	
Report Date:	12 th November 2024
Report written by:	Barry Thunder
Inclusion in PC meeting:	November 2024
Agenda item number:	9
Public or confidential:	Public
Overview	
Thames Water – possible progress! Update on new tool/workshop Future use of s106 funds Collapsed drainage pipe	
Item	Progress/activity update
Tenancy agreements	New clauses still to be added to take account of a future water connection. Outstanding until water supply connected.
Thames Water connection	A TW engineer is due to visit site 13 th Nov to assess the water pipe location and contractors to dig another hole a few days later. Perhaps the 10th attempt will prove successful?
Plot vacancies & tenancies	Two vacancies filled and contracts issued. Plot inspections to be carried out when time permits.
Bellway S106 Funds	A S106 grant is tied to a 5-year term. A refund back to developers, via SBC, can be requested after 5 years of unused funds (during early 2027). We currently hold £27,000. Funding the new tool store/workshop below leaves £17,000. Looking into future Parish needs, including new allotment sites due alongside the new housing, we are roughing out possible wider needs. With multiple sites there are increasing transport needs for heavy tools & waste. We are suggesting using an all-terrain quad bike and trailer to meet these. Perhaps housed on the rec once the shower block area transfers to the new village centre? Est cost today is £10,000. We have additional responsibility for roadside trees on the allotment site, it is suggest that £5,000 is added to the tree maintenance reserves. Further discussion and ideas are invited to review these forward needs and other ideas.
Allotment site, tool security and new storage	The plan and estimated fitout costs for the new container tool store: Container inc. delivery £7,180 fitting out with shelves & tools, outside platform weather proofing for the generator est. at £2,500. Total £9,680. Delivery estimated early January 2025.
Grassed area and seating	Awaiting tree planting for fruit trees from Climate Change grant once the T4CC grant is accepted.
Collapsed concrete drainage pipe.	Delayed due to holidays. Actions planned pending suitable weather.
Raised flower beds in heritage garden	Beds to be relocated during November/December onward once suitable spaces are confirmed.

Actions or queries for consideration by the Council at PC meeting
Councillors, please note the above items. Comments on the Bellway S106 fund utilisation welcome. Authority is requested to release up to £9,680 from the Bellway S106 fund.

[Return to agenda](#)

Rights of Way Working Party:

Verbal update to be given.

Strategic Planning Working Group report:

Report details	
Report Date:	13 th November 2024
Report written by:	Colin McEwen
Working Group meeting date:	
Inclusion in Parish Council meeting:	November 2024
Agenda item number:	10
Public or confidential:	Public

Overview	
Panattoni: Nothing new Vistry meeting TW: Fairthorn and Thornhill HHT::Ditch Meeting with Planning Officer	
Item	Summary
Panattoni	Nothing New
Vistry	Follow up meeting after our joint meeting with Officers. Submitted plans significantly altered such that we support the application.
Taylor Wimpey	Detailed documents recently resubmitted. Still uncertain that the Bridleway is adequately drained and how the step up into Magdalene Close is treated. Have ducked the issue of lack of footpath and cycleway out of the village.
HHT: General	Uncertainty as to whether the ditch system draining the Bell Gardens field will be cleared in the short term and adequate after the development.
Officer meeting	We had a Teams meeting with Ed Snook's stand in, Barry James and impressed on him the need for a logical footpath/cycle route system, particularly to the Village Centre and Keypoint.
20MPH zone	Plans ready for a meeting. Matt Vallender to chase.
School:	No news from SBC, despite us having arranged for Education to speak to Planning. New Academy's solicitors have been in contact to renew the Licence to use the Rec.
Actions or queries for consideration by Parish Council at PC Meeting	Note the above

[Return to agenda](#)

SMRA report:

Report details	
Report Date:	13 th November 2024
Report written by:	Sylvia Brown
Working Group meeting date:	12 th November 2024
Inclusion in Parish Council meeting:	November 24
Agenda item number:	
Public or confidential:	Public
Overview	
Coping with small maintenance jobs V Hall finances	
Use of Volunteers	SMRA has, over the last few years, relied significantly on large numbers of maintenance tasks done by a small number of volunteers, mostly trustees. We are reaching the stage where age, availability and general health means we cannot achieve as much as we have done in the past. Lionel, in particular, has worked tirelessly on landscaping, grass maintenance, changing room and play equipment repairs, but is now having to take a step back. Lionel will retain his overall Health and Safety role for SMRA and provide the standard monthly reports as at present. SMRA would like to express thanks for all his voluntary work over the last few years. This led us to consider how to ensure we can always do tasks, particularly those that are relatively urgent. We also need to plan ahead for those regular tasks Lionel used to take on. The PC noted that the PC lengthsman would be available for tasks that could be paid for by SMRA, an offer that we would now like to take up. To avoid winter water leaks, we have a 'draindown procedure' for pipework in the Garage/Changing Rooms and would wish to engage Mark, if he is willing, to undertake this each winter when frost threatens. We would provide a full set of keys to Mark (which would be useful if eg the probation service require the toilets). Lionel will be able to liaise with Mark the first time and explain the procedure.
Village Hall Finances	SMRA is calibrating the work involved in book-keeping/caretaking and cleaning in the Hall. Since it was last looked at, there has been a reduction in regular village organisation use but an increase in one-off bookings that require attendance at viewings, opening/closing, rubbish disposal and invoicing. SMRA is increasing the book-keeping hours from 7 to 11 hours/week to ensure it is appropriately recompensed, and the change in the national minimum wage in April also means the cost per hour will increase. This will affect the hall's overall finances and this will be reflected in the work currently being done ahead of discussions about PC funding in December.
Rec Landscaping	Very slow progress with the Phase 2 landscaping Bid – Wiltshire Wildlife Trust is taking a long time to provide meaningful responses to our submissions on costs etc. However, it appears some replanting of the trees from Phase 1 that died will be done by WWT in mid December.

Football Pitches	Dave Webb is now in charge of fixture list, payments and general operating and is making sure all 3 teams understand the need to leave the changing rooms free of rubbish, with heaters switched off. The person in charge of locking up has the responsibility of checking both 'home and away' sides of the changing rooms. Dave and Rachel will liaise on any changes to the schedule to try and avoid clashes with use of the car park for the Rec and the Hall.
PC Recommendations/Actions Note the report	

Parish/Borough Liaison reports:

A verbal update will be given.

[Return to agenda](#)

Finance

November 2024

Account balances:

Account	Balance date	Balance
Unity Trust	31/10/2024	£138,193.81
Nationwide	13/11/2024	£86,786.04
	TOTAL:	£224,979.85

Payments

Payment method	SMPC ref	Payee	Reason	Dept	VAT	Total
BACS 20/11/2024	0117	Mandy Larcombe	Bookkeeping	Admin	£0.00	£96.25
BACS 20/11/2024	0118	Allbuild	Running track, pitches	SMRA	£30.00	£180.00
BACS 20/11/2024	0119	Allbuild	Waste collection	Open Spaces	£24.70	£148.20
BACS 20/11/2024	0120	Allbuild	Village grass cutting (8 of 8)	Various	£124.00	£744.00
BACS 20/11/2024	0121	Allbuild	Rec grass cutting (8 of 8)	SMRA	£136.00	£816.00
BACS 20/11/2024	0122	Allbuild	Allotment weed spray	S106 allotments	£8.00	£48.00
BACS 20/11/2024	0123	Allbuild	Uplifting trees	SMRA	£24.00	£120.00
DD 18/11/2024	0124	Lloyds Bank	Various	Admin, OS	£24.02	£150.11
DD 28/10/2024	0125	Scottish Widows	Pension	Admin	£0.00	£228.30
BACS 20/11/2024	0126	SMS Services/Mark Rostill	Lengthsman tasks	Open Spaces, SMRA, Trees	£0.00	£322.00
BACS 20/11/2024	0127	N Vincent	Purchase of trailer	Trees	£0.00	£60.00
BACS 20/11/2024	0128	F & E Trust	Repay mistaken credit	Admin	£0.00	£3,416.00

Paid	0129	Unity Trust	Bank charges	Admin	£0.00	£5.10
20/11/2024	0130	SMRA	Christmas Grant	Comm Eng	£0.00	£200.00
20/11/2024	0131	Staff	Salaries	Admin, Comms	£0.00	£2,017.93
20/11/2024	0132	HMRC	Month 8	Admin	£0.00	£340.15
				TOTALS:	£370.72	£8,892.04

Credit Card summary form

Month: November 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
Microsoft	Office licensing	2	7080	£25.80	£5.16	£30.96	Y
Microsoft	Office licensing	2	7080	£25.80	£5.16	£30.96	Y
Amazon	Cable for editor	3	7250	£7.50	£1.50	£9.00	Y
	TOTALS:		TOTALS	£75.43	£14.49	£89.92	

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
Shire Garden Machines	Chainsaw chains		7250	£47.66	£9.53	£57.19	Y
	TOTALS:		TOTALS	£50.66	£9.53	£60.19	

Q2 Financial Management Report 2024-25

Department		Balance at 1.4.2024	Income to date		Expenditure to date		30.9.2024	note:
			Budget	Actual	Budget	Actual		
2	ADMINISTRATION	9,680	32,671	31,496	18,182	16,460	24,716	
3	COMMUNICATION	2,072	11,201	9,734	8,334	9,346	2,460	1
5	COMMUNITY ENGT	3,561	1,000	1,000	606	900	3,661	
6	ALLOTMENTS	1,179	951	2,120	1,002	950	2,349	2
7	OPEN SPACES	4,093	12,500	12,800	11,167	7,139	9,754	3
	TOTAL General Reserves	20,585	58,323	57,150	39,291	34,795	42,940	
9	PROJECT/RESERVE FUNDS							
	Election fund	1,980					1,980	
	IT fund	787					787	
	Allotment deposits	900	0	50	0	0	950	
	Project Play Area Upgrade		0	3,416	0		3,416	
	Community Forest Tree Fund		0	11,562	0	869	10,693	4
	Tree Maintenance	5,000					5,000	
	Property contingency	5,000					5,000	
	Facilities Reserve	5,000					5,000	
	TOTAL projects/reserves	18,667	0	15,028	0	869	32,826	
10	PHASING fund	44,025			1,201	1,201	42,824	
11	SMRA Reserve	4,534	6,072	12,144	6,072	5,413	11,265	
12	BELLWAY S106 FUNDS						0	
	Bellway S106 Allotment	31,061			0	3,387	27,674	
	Bellway S106 Oxleaze CF	2,766					2,766	
	Bellway S106 Community Facilities			59,533			59,533	5
	CIL Income			7,696			7,696	6
	Bellway S106 Sports & Play	45,690			0	43,275	2,415	7
	Total Bellway S106	79,517	0	67,229	0	46,662	100,084	
	Overall Totals	167,328	64,395	151,551	46,564	88,940	229,939	

1	Approved overtime paid to editor for work done last year but billed this year.
2	Majority of allotment rent income received in 1st quarter - can seem like unanticipated income but budgeted through year so should still balance to budget at year end.
3	Initial cut (mar 24) by Allbuild not billed. Investigating and to be discussed with Allbuild. Lengthsman hours for open spaces approximately half that budgeted for q1 +2.
4	Drawdown fund for community forest - hours billed to lengthsman mainly for watering.
5	Additional s106 income received from SBC for Community Facilities
6	CIL of £5228 from Chapel Lane and also £2467 from Westwinds (from 2017)
7	This cost is mainly the Motoric Track installation.

Report prepared by K Morgan, Clerk & RFO

Minutes - Finance Working Group

7th November 2024

Present: SB, CM, BT, AC, ML, Clerk

1. Q2 Financial Report

Situation is generally good and on or near budget in most areas. Major points to note:

- a) Allbuild payments to be checked and discussed with Lee, regarding 'missing' bill from start of the new contract year for initial cuts in March. Clerk to investigate.
- b) A credit of £3416 had been recorded against the Project Play Area Upgrade nominal and this was queried. Investigated after the meeting - this was from a mistaken payment from Harris Trust that should have been paid to SMRA. This was discussed when it was made but never resolved. Clerk to follow up and arrange repayment.
- c) Recent CIL income is listed within the S106 funds temporarily and will be reassigned later.

2. Lengthsman

The clerk reminded council that the status of the Lengthsman as a self-employed worker needs to be confirmed as suggested by the auditor in the last audit report. Clerk to run the online checker to verify this. If this should identify the Lengthsman as being classified as 'employed' this would have some financial and other implications.

3. S106 funds

- a) deadlines for spending Bellway s106 funds were discussed. Reminded that because of delays in delivery of funds from SBC to the parish the window for use is short – to be spent by early January 2027.
- b) Some large expenditure of approx. £10k from the allotment s106 funds to be made soon for the purchase of the storage container/workshop. Other projects and requirements to be identified.
- c) The £60k s106 Community Facilities funds that were recently passed to the parish are to be reviewed, given it is unlikely the original intention for use toward costs of the new village centre will be appropriate due to timing of development.

4. Clerk hours

It was discussed and agreed that an increase to the clerk's hours from April 25 will be proposed. These hours would be to cover specific projects that will come about from the ongoing developments, changes to processes and background tasks such as archiving online

storage. Additional projects to be agreed by council and progress reported by Clerk in monthly reports.

An increase from 19hrs to 22 hrs per week for 2025/26 to be used in the first run of the budget/precept for the next FWG meeting.

5. Salary and Pay Rates

- a) Clerk and editor's salaries to be adjusted following latest NALC recommendations as a guideline. Noted that employer's NI increases will have some impact. Any proposed change within the draft budget would be agreed amongst FWG Councillors by email.
- b) Lengthsman hourly rate to be handled separately – exact timing of this to be discussed.
- c) Mandy to supply annual figures for anticipated bookkeeping work for use in draft budget.

6. Open Spaces

- a) The need to budget for additional work to cover potential gaps in SBC services in 25/26 was discussed. Agreed that an additional £2,000 should be budgeted to cover this.
- b) Quotes to be obtained for a weed spraying service once yearly covering most main routes and roadside paths in the village. BT to obtain.

7. Contract Renewals

- a) It was agreed that there was no need to retender this year for the services provided by Allbuild. Additional clauses should be added to the contract to ensure a more professional working relationship and also to require all quotes for work to be requested and responded to formally in writing. Clerk to contact Allbuild and prepare draft renewal contracts.
- b) The CN printing contract with Orchard Press is being pursued by Sylvia. Details to follow.

8. Advertising & Allotment Charges

It was noted that prices for advertising in CN and for allotment rentals had not yet been discussed though an increase, if any, was likely to be minimal for 25/26.

9. Precept levels for 2025/26

Waiting on information from SBC - usually received by end November.

10. Long Term Planning

Lengthy discussion around paper presented by Sylvia with models to predict growth of Parish, associated increases in precept receipts and costs. Generally agreed that while adjustments to the model will be required given uncertainties of development timing, for example, the general principle of the model is essential for future planning.

The discussion highlighted the need for early engagement with the Borough and developers over the future governance of the 6,000 NEV houses and associated infrastructure maintenance costs south of the A420.

11. Financial Regulations

The new model regulations have been reviewed and some changes to suit our situation were discussed and agreed. Clerk to use new template to complete new version of regulations for approval at either November or December meetings.