

Notice of meeting

12th December 2024

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 17th December 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 19th November 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: 9 th December - Response agreed and submitted 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: 26 th November - Response was agreed and submitted by the Strategic Planning WG prior to this meeting.	SBC planning website	8:10pm
8. To review and adopt Financial Regulations		8:20pm
9. To review and approve updated School License Agreement		8:20pm

10. Reports from Working Groups a) Communications b) Open Spaces c) Allotments d) Rights of Way	Reports	8:30pm
11. Reports relating to Expansion Strategic Planning Working Group	Report	8:50pm
12. Other reports a) SMRA & Play WG b) Parish/Borough Liaison	Reports	9:00pm
13. Finance - To review and approve finance statement and payments - To provide update on precept work	Finance Statement	9:20pm
14. 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. Possible 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
Aug 24 59/24-25	Calendar	Risk Register to be reviewed	Progressing	Clerk	Jan 25
Aug 24 64/24-25	Working Groups	Village garden – BT to progress changes.	Progressing	BT	Ongoing
Sep 24 81/24-25	Working Groups	BT to investigate backup contractors for maintenance work.	Progressing	BT	Ongoing
Oct 24 90/24-25	Actions	Hedge on Hod Corner between Keypoint & Crown Timber. Responsibility unclear, escalated to Highways via Cllr Vallender.	Progressing	Clerk	
Oct 24 92/24-25	Clerk's Report	Oxleaze woods – SSE tree works done but awaiting response for additional tidy up.	Progressing	Clerk	
Oct 24 92/24-25	Clerk's Report	Highworth Road hedges/verges – chase with contractors for SM business park.	Done	Clerk	
Oct 24 92/24-25	Clerk's Report	Wiltshire Prepared – clerk to meet with Highworth TC in new year.		Clerk	Jan 25

Added in November 2024					
Nov 24 100/24-25	Open 10 Minutes	Investigate refurbishment of war memorial lettering.	Progressing	Clerk	

Nov 24 105/24-25	Council Calendar	School license to be updated and invoice issued to Blue Kite, the new academy.	Progressing	Clerk	
Nov 24 108/24-25	Meeting Consultation	Clerk to respond to online consultation on behalf of council.	Done	Clerk	

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Calendar:

NOVEMBER 2024		
Responsibility:	Activity:	Progress
Communications Working Group	Issue November edition	Done
Council administration	Renewal process for service contracts 25/26	Progressing
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	Clerk to circulate draft service contracts for approval	Progressing
Council administration	Remind school licence fee due	Progressing
Agenda items:	- Agree SMRA MOU and grant - Review draft service contracts	
JANUARY 2025		
Responsibility:	Activity:	Progress
Allotment Working Group	Send New Year email/letter to tenants	
Council administration	Review and propose precept amount	
Council administration	Notify SBC of precept amount	
Finance Working Group	Confirm appointment and date for internal auditor	
Council Administration	Produce 3rd quarter Financial Management report	
Council Administration	Review draft budget	
Open Spaces/Footpaths	Review SBC maintenance for RoW	
Agenda items:	Finance: - Review and approve precept amount - Review and approve 3rd quarter Financial Management Report - Review draft budget - Review and sign new supplier contracts - Review SBC footpath maintenance	

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Clerk's Report:

Report details	
Report Date:	December 2024
Report written by:	Clerk
Inclusion in PC meeting:	December 2024
Agenda item number:	6
Public or confidential:	Public
Overview	
Precept information Core documents	
Item	Progress/activity update
Precept 25/26	We have received the precept information for 25/26 which shows a decrease in band D equivalents of 6%, to a level lower than that of two years ago. This was queried with SBC and some useful additional information has been received explaining the calculations. To be further discussed under finance section.
Deposit account	Account now opened and clerk has registered for online access, signatories to also register if possible. Note that statements are not currently available but councillors with online access can log in and check balance as and when required. Printed balance to be presented monthly.
Unity Trust Service Charges	We are now paying monthly extra transaction charges for the tier of our current account. To satisfy audit requirements my intention is to list these at the end of the financial year and present as one merged authorisation for approval, rather than authorise every month.
Core documents	New version of financial regulations with changes approved by Finance Working Group has been circulated for approval at this meeting. Risk assessment document to be reviewed and presented for approval in January because of time restraints.
Oxleaze wood – SSE works	Work done but volunteers identified some concerns about a lack of tidy up. Waiting for date for them to return to complete.
Highworth Road verges	Now done – some discussions took place about land ownership near ‘the bends’ between chair and contractors.
Correspondence	Mrs Featherstone raised concerns about an overgrown/blocked culvert on Rowborough lane which appears to exacerbate flooding issues.
Actions or queries for consideration by the Council at PC meeting	
None	

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Communications Working Group report:

Report details	
Report Date:	11 th December 2024
Report written by:	Sylvia Brown
Working Group meeting date:	5 th December 2024
Inclusion in Parish Council meeting:	December 24
Agenda item number:	10
Public or confidential:	Public

Overview	
New member of the team Proposed increase in advertising prices	
Progress/activity update	
New member of the editorial team	We welcomed Hilary Brooks to the meeting, and, subsequent to that, she accepted an invite to join the editorial team, for which we are very grateful. Hilary has had strong school connections in the past and can add to our 'reach' list in both stories of interest and issues to raise.
Community News	Content reviewed for Jan edition inc '12 days' picture for front page, SMILE event, HYS event notice, tree planting (if grant approved), SBC Cllr update plus regular group reports.
Print costs for next year	We have had the quote from Orchard Press. We are not planning any increase in numbers printed for 2025-6 (currently 450). However, should houses start to come on stream, we hope to access Travel Plan funding for a) the upgrade of the current Welcome Pack and b) payment for extra CN copies to include in the pack. To be negotiated with Claire Fleming at SBC. Also agreed to look for additional local sponsorship to support CN production in future.
Increase in advertising prices	The group considered the current advertising costs and agreed a 5% increase rounded to the nearest £. (see appended table). The PC is asked to endorse that decision.
Website revamp	Still awaiting progress on website revamp – sickness and other priorities appear to have intervened. Priorities are a) getting the proposed Village Development 'doorway' page which can then click through to 3 destinations - the most important planning information, summary of current SM expansion progress and MOLA archaeology blogs/webpage. Also outstanding is work to progress the SMRA pages (Sharon will be using her increased hours to help local organisations to have an increased presence)
Actions or queries for consideration by the Council at PC meeting	
• Endorse the CWG recommendation on increasing advertising costs by 5% for 2025-6 • Note the proposed use of Travel Plan money to work on upgrading the Welcome Pack • Note the report	

Comm News Advertising Prices with 5% rise recommended for 2025-6			
	Ad Size (mm)	One Year	One Edition Only
Full page - back page	176w x 250h	£347	£116
Full page - inside	176w x 250h	£231	£78
Half page	176w x 125h	£174	£58
Quarter page	88w x 125h	£116	£40
Eighth page	88w x 62.5h	£87	£29

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Open Spaces Working Group report:

Report details	
Report Date:	10 th December 2024
Report written by:	Barry Thunder
Inclusion in PC meeting:	December 2024
Agenda item number:	10
Public or confidential:	Public
Overview	
Community Payback Changes Oxleaze Wood & Morses Lane Village Garden Weeds Replacement of Recreation Ground trees	
Progress/activity update	
Community Payback teams	We are back into a routine of the 2nd Sunday in the month and the 4th Friday. Good work on the Rec, allotment grass and St Julians wood this month.
Orchard Meadow & St Julian's	Winter cut completed plus additional work by CPB to prepare St Julians for Lionel's 12 Days of Christmas event. Mark successfully made safe a hung-up tree branch alongside the woodland path.
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 and will be circulated separately. A volunteer group removed 10 diseased trees that were a possible future risk to walkers. Help has been requested from SBC to remove a hung-up large tree branch at a high level.
Village garden	Work on the central bed in hand for January. Plans for a specimen Oak tree in the central bed plus two flowering trees to add colour. Grass cutting will be via Allbuild for 25/26 using a mulching cutter.
Village pavements & gutters	Mark successfully strimmed weeds on the stretch of pavement beside the Rec hedge on TH Road. On a wider village basis, it is hoped to trial professional weed spraying by Allbuild in carefully selected locations at suitable time of day to avoid high usage periods. Advance notices of spraying will be posted up and via Facebook. Recommendations on exact road locations welcomed.
Recreation ground Trees for Climate change.	The dead trees from the first plantings of trees and hedging in the Rec will be replaced on 17th December by WWT and village volunteers and Mark. More support welcomed.
Winter hedge cutting and leaf clearance	Hedges were all cut via Allbuild utilising their new side arm cutter. Leaf clearance in key areas of road and pavements is almost completed.
Actions or queries for consideration by the Council at PC meeting	
Note the above. Suggestions for weed spraying areas welcomed from Councillors.	

Allotments Working Group report:

Report details	
Report Date:	10 th December 2024
Report written by:	Barry Thunder
Inclusion in PC meeting:	December 2024
Agenda item number:	10
Public or confidential:	Public
Overview	
Thames Water – another solution!? Allotment vacancies – advertising for tenants required Update on new tool/workshop Honda memorial garden 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. Hopefully during 2025?
Thames Water connection	TW engineers/contractors dug another hole with the same result as the past five holes. Plan now is to dig in the road in front of the bungalow. Connect a new pipe to the resident's supply, dig a new road trench to the allotment supply. A new drawing is to be provided. Perhaps a miracle at Christmas will take place!?
Plot vacancies & tenancies	It is looking likely that we will have four vacancies in the new year. We will need to advertise for new tenants via Facebook and other means. Perhaps Matt and other SBC Councillors can assist in other Parishes?
Bellway S106 Funds	Several of the plots that will become vacant will require refurbishment/clearing, so some of the S106 funds will be directed to cover these costs. More precise details in the new year.
Allotment site, tool security and new storage	The cost of the store will be prepaid at this meeting. Delivery scheduled for January 2025
Honda Memorial Garden - windmills	Some of the windmills are creating noise from dry bearings. Several complaints for residents. By this meeting date it is expected that contractors will have remedied this matter.
Collapsed concrete drainage pipe.	Actions planned pending suitable weather. Outstanding.
Raised flower beds in heritage garden	Beds to be relocated during January if weather suitable.
Actions or queries for consideration by the Council at PC meeting	
Councillors, please note the above items.	

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Rights of Way Working Party:

Verbal update if required.

Strategic Planning Working Group report:

Report details	
Report Date:	11 th December 2024
Report written by:	Colin McEwen
Working Group meeting date:	
Inclusion in Parish Council meeting:	December 2024
Agenda item number:	11
Public or confidential:	Public

Overview	
HHT – VTW Getting on Surface Water Panattoni- site visit School - Consultation anticipated	
Item	Summary
HHT/VTW	A vacuum in planning capacity at SBC threatened full appreciation of live planning applications related to SM expansion. After interventions by the PC with senior SBC planners, applications to further both R6/R7 and R8/9 are paused until Ed Snook returns to work in mid Jan. Detailed response just received from the developers on our comments on the Character Area Design Code 2, which we are working through. At least the Developers are engaging with our points! No further contact re GI maintenance. Reminder sent. Revised timetable expected mid Jan. No progress yet on hedging/ditching work on TW property despite, we understood, being commissioned some months ago.
Surface Water issues	I have reported our frustrations to Borough “fixer” Steve Iles and Cllr MV believes that his formal enquiry has also had an effect and hopes that we will achieve a formal meeting to go through the various aspects. Cllr Brown has continued to instigate meetings between Vistry/Taylor Wimpey developers and neighbours most directly affected by SM expansion. VTW have organised a Neighbours

	Meeting focusing on Surface Water Drainage for residents at Manor Cottages/OVL and Manor Farm on the 12 th . Verbal report to follow.
Panattoni	Site meeting with BT & NH. Factory all but gone. Work is on schedule. Impressive water retention works.
School	Following Senior Officer intervention, I was eventually forwarded the questions that were holding up the Borough and have answered them. The Borough is now holding a meeting with the new Academy to explain the initial works that they propose to carry out on our land at Easter to keep their permission current. In fact the permission requires further documentation steps prior to any relevant work can be done on site. I have suggested that we should be involved. I am now in contact with both the Academy and Developers, who both seem much more cooperatively minded. Teams meeting on Heads of Terms draft with Land team. Agreement in principle.
20MPH	Meeting held CRM, NH. SB, Cllr. MV. Approved plans after detailed consideration, to include input from BT & TL.
Actions or queries for consideration by Parish Council at PC Meeting	Note the above

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SMRA report:

Report details	
Report Date:	11 th December 2024
Report written by:	Sylvia Brown
Working Group meeting date:	10 th December 2024
Inclusion in Parish Council meeting:	December 24
Agenda item number:	12
Public or confidential:	Public
Overview	
Christmas events Tree planting Support for Have Your Say event SMRA finances for next year	
Thanking our helpers	We had a 45 min social event at the start of our meeting to thank those who help keep the organisation going – eg our 100 Club collectors and Harris Trust representatives. Sharon and our auditor unfortunately couldn't attend. We had a broad discussion about achievements over the decades (some have very long memories of SMRA in the 1970s) and some challenges for the future.
Trustees	Thankfully, Lionel C-A is now returning to duties with safety and risk assessment issues as well as overseeing small maintenance jobs. Our response to risks to the public is rapid nowadays eg a broken paving slab was noted in front of the bin by the hall porch, and by the date of this meeting should have been replaced. Lionel is still, however, retiring from his 'Community Events' role and the forthcoming '12 days of Christmas' family event on Saturday 21st December at St Julians will be his 'swansong'.
Use of Lengthsman	SMRA is grateful for the availability of the lengthsman. His first allocated task was to take over the 'drain-down' process from Lionel for the Changing Rooms water supply to avoid winter plumbing issues, for which he has now been 'trained'. He is billing SMRA direct for his time spent.
Football Use	3 adult teams now playing and Spitfires, who had left South Marston, asked to return on a temporary basis as their chosen venue was not up to scratch. Dave is managing the rota to ensure all teams can play as required and that they know they are responsible for clearing up after matches. The goal protectors continue to do their job – there has been minimal damage to the goalmouths up to now.
Rec landscaping	Rapid progress finally achieved with the Phase 2 landscaping Bid which is now with SBC for approval. If granted, planting day is likely to be Saturday 1st February, with the following Saturday in reserve. The main change is that WWT asked us to source volunteers for planting day (the contractors cost was far too heavy), but this time we only need 20 or so in total, so plan a more focused trawl for volunteers in January and February. Neighbour notifications will happen in January. 3 of the four sites will be planted early in the day, ending up on the Memorial Garden for a 'ceremonial' planting of the large specimen oak tree. We hope to provide hot food and drinks. It would also be good if the re-lettering of the War Memorial had been completed by then, to make the most of the occasion.

	WWT replanting of dead trees on the Rec from Phase 1 still scheduled for last week before Christmas.
Have Your Say event	SMRA is happy to undertake publicity and targeted leafletting as well as help with catering on the day. Hall is booked for Thursday 27th February 6-8 pm and the two aspects that will be currently advertised are a taster session on the SM archaeology dig outcomes, and a display of the traffic calming proposals which may, finally, be coming to fruition. Other topics may well arise before the event which the Parish Council may wish to display.
Rec Maintenance payment	SMRA has discussed the situation with the costs of maintaining the Recreation Ground. Allbuild says, as a result of climate change, Lee feels we need 35 rather than 33 cuts a year (we agree) with consequent increase in price. However, the continued and much valued use of probation service to maintain the boundaries, and the PC contract to cut the hedges etc has reduced the need for ad hoc strimming on the boundaries, which defray some of those increased SMRA costs. Our decisions over the past few years to invest in repairing/replacing equipment, premises, drainage, pathways and goal protectors also means we have fewer anticipated cost burdens beyond normal upkeep. Overall, we believe the current maintenance support we receive from the Parish Council will be adequate for next year.
Village Hall grant	The Parish Council provide us with grant aid to support the continuing availability of the Village Hall, and we are very grateful for that support. Our finances next year will be significantly affected by the need to increase hours and salary of our book-keeper to match the changing pattern of demand for hall hire (as noted last month). The additional cost to SMRA will be £2,800 per year. In terms of upkeep, we do not have a specific need for investment in fixtures and fittings, having done a recent overhaul of insulation and electrical (thanks on both counts to the Harris Trust for supporting these initiatives). However, we will be anticipating increased costs for heating with generic rise in power costs. We hope the Parish Council will look favourably on an increase in the grant aid to the Hall. We did identify one 'risk' area. It was noted that the kitchen white goods equipment is now quite old, and although still working, would be a significant burden on SMRA finances if we needed to urgently replace to maintain our hall income. We thought, if this happened, this was something for which, perhaps, a good case could be made for use of the 'Facilities Fund' that the PC established two years ago.
PC Recommendations/Actions • Note the details of the maintenance/grant support from the Council. No decision is required at this meeting, but comments welcome – decision awaiting further work on the SMPC budget for 2025/6. • Note the three events for your diary – '12 Days of Christmas' on 21 December, Have Your Say on 27th February and tree planting 1st March, weather permitting.	

Parish/Borough Liaison reports:

CRM has been active in promoting contact between the Borough's negotiators and the urban parishes.

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Finance

December 2024

Account balances:

Account	Balance date	Balance
Unity Trust	30/11/2024	£71,326.72
Nationwide	09/12/2024	£86,786.04
Hinckley & Rugby BS	12/12/2024	£60,060.74
	TOTAL:	£218,173.50

Payments

Payment method	SMPC ref	Payee	Reason	Dept	VAT	Total
BACS 18/12/2024	0134	Mandy Larcombe	Bookkeeping	Admin	£0.00	£157.50
BACS 18/12/2024	0135	Allbuild	Running track, pitches	SMRA	£57.00	£342.00
BACS 18/12/2024	0136	Allbuild	Waste collection	Open Spaces	£24.70	£148.20
BACS 18/12/2024	0137	Allbuild	Village grass cutting (8 of 8)	Various	£454.50	£2,727.00
BACS 18/12/2024	0138	Allbuild	Rec grass cutting (7 of 8)	SMRA	£136.00	£816.00
BACS 18/12/2024	0139	Allbuild	Hedges & gullies	Open Spaces	£285.00	£1,710.00
DD 16/12/2024	0140	Lloyds Bank	Various	Admin, s106 allotments	£7.15	£48.90
DD 28/11/2024	0141	Scottish Widows	Pension	Admin	£0.00	£228.30
BACS 18/12/2024	0142	SMS Services/Mark Rostill	Lengthsman tasks	Open Spaces	£0.00	£119.00
BACS 18/12/2024	0143	Clearwater Marketing	Annual website hosting & plugin	Admin	£89.00	£534.00
BACS 18/12/2024	0144	Staff	Salaries	Admin, comms	£0.00	£2,017.93
BACS 18/12/2024	0145	Shire Garden Machines	Mower for CPB use	Open Spaces	£54.00	£324.00

DD 23/12/2024	0146	HMRC	Month 9	Admin	£0.00	£340.15
BACS 18/12/2024	0147	Adaptainer	Tool store/container	S106 allotments	£1,436.00	£8,616.00
				TOTALS:	£2,543.35	£18,128.98



Credit Card summary form
Month: December 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
	TOTALS:		TOTALS	£16.33	£2.67	£19.00	

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	Secateurs	12	7517	£22.42	£4.48	£26.90	Y
	TOTALS:		TOTALS	£25.42	£4.48	£29.90	