

Notice of meeting

13th March 2025

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 18th March 2025 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 18th February 2025	Website	7:40pm
4. To receive Ward Councillor update		7:40pm
5. To resolve in accordance with Standing Order 3 (d) that ‘in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded, and they be instructed to withdraw’. Reason: Confidential Ward Councillor update		7:45pm
6. To receive confidential Ward Councillor update		7:45pm
7. To review and update the Parish Council actions	Actions	7:50pm
8. To review and update the Parish Council calendar	Timeline	7:55pm
9. To review and discuss the Clerk’s Report	Report	8:00pm
10. To review and comment on Planning & Highways matters: S/COND/25/0142 Discharge of Condition (9) Phase 2 -phasing details from previous application S/OUT/19/0582 - Outline Planning Application (means of access off Wanborough Road not reserved) for demolition and/or conversion of existing buildings and redevelopment to provide up to 2,500 homes etc At: Lotmead Site, New Eastern Villages, Wanborough Deadline: 13 th March 2025 S/RES/24/1020 Re: Reserved Matters application (following planning application S/OUT/13/1555) for Land North of A420, Eastern Villages. Details of the layout, scale, appearance, access and landscaping in relation to the Primary Street connecting Old Vicarage Lane to Thornhill Road.	SBC planning website	8:10pm

At: Land North Of A420, Eastern Villages Swindon Deadline: 17th March 2025 S/COND/22/1186 Re: Discharge of condition 30 (Old Vicarage Lane) from previous permission S/OUT/13/1555 - Outline Planning Permission, for a sustainable urban extension to the east of Swindon and north of the A420 of up to 2,380 dwellings together with a mixed use local centres/areas etc At: Land North Of A420, New Eastern Villages, Swindon Deadline: 3rd March 2025 - Response agreed and submitted prior to meeting S/25/0143 Re: Installation of 12no. extraction ducts (6no. on southern elevation and 6no. on northern elevation). At: Unit C, Stirling Court Stirling Road Swindon SN3 4TQ Deadline: 11th March 2025 - Response of no comment agreed and submitted prior to meeting		
11. Reports from Working Groups a) Communications b) Open Spaces c) Allotments d) Rights of Way	Reports	8:30pm
12. Reports relating to Expansion Strategic Planning Working Group	Report	8:50pm
13. Other reports a) SMRA & Play WG b) Parish/Borough Liaison	Reports	9:00pm
14. Finance - To review and approve finance statement and payments -	Finance Statement	9:20pm
15. 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:

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. Another visit planned in April.	On hold	BT	Apr 25
Apr 24 175/23-24	Actions	Crown timber – application received and response submitted	Progressing	SPWG	Apr 25
Sep 24 81/24-25	Working Groups	BT to investigate backup contractors for maintenance work.	Progressing	BT/Clerk	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	Wiltshire Prepared – clerk to meet with Highworth TC in new year.		Clerk	Mar 25
Nov 24 100/24-25	Open 10 Minutes	War memorial refurb – to proceed with lettering refurbishment. Date to be determined	Progressing	Clerk	Mar 25
Dec 24 125/24-25	Expansion	SPWG to review CADC 2	Progressing	SPWG	
Jan 25 139/24-25	Working Groups	Additional advertising for allotment tenancies – other councils contacted	Progressing	Clerk/BT	

Added in February 2025

Feb 25 151/24-25	Clerk's report	Lengthsman/handyman role to be advertised in Community News	Done	CWG	
---------------------	----------------	---	------	-----	--

Feb 25 152/24-25	Planning	S/COND/23/0154 Discharge of Condition 30 - discussion and response to be agreed.		SPWG	
Feb 25 152/24-25	Planning	S/25/0120 External Ventilation Police Station – respond with no comments.	Done	Clerk	
Feb 25 152/24-25	Planning	S/HOU/25/0165 Air Source Heating – respond with no comment but mention noise.	Done	Clerk	
Feb 25 152/24-25	Planning	S/COND/22/1186 Condition 30 OVL – to be reviewed and responded to.	Done	SPWG	
Feb 25 153/24-25	Working Groups	CWG to discuss VE day event with Church	Progressing	CWG	
Feb 25 153/24-25	Working Groups	Update allotment plot rental and deposit costs	Progressing	Clerk/BT	
Feb 25 154/24-25	Expansion	CADC – review and respond		SPWG	
Feb 25 155/24-25	Other Reports	Raise concerns about s171 licensing via SLCF	Progressing	Chairman	

[Return to agenda](#)

Calendar:

FEBRUARY 2025		
Responsibility:	Activity:	Progress
Communications Working Group	Produce March edition of Community News	Done
Council administration	Confirm appointment of internal auditor	Done
Council administration	Verify road sweeping (15 th February)	
Agenda items:	- Approve appointment of internal auditor - Review and approve budget - Review and approve staff remuneration	
MARCH 2025		
Responsibility:	Activity:	Progress
Council administration	Receive SMRA accounts and circulate to PC	
Council administration	Set date for Annual Meeting of the Council	
Council administration	Set date for Annual Parish Meeting	
Finance Working Group	Set date for meeting to review end of year reports	
Agenda items:	- Set date for Annual Parish Meeting - Set date for Annual Meeting of the Council	
APRIL 2025		
Responsibility:	Activity:	Progress
Allotment WG	Send invoices to tenants	
Allotment WG	Inspect allotments and notify holders	
Communications WG	Produce May edition of Community News	
Council administration	Create and post agenda for Annual Meeting	
Council administration	Clerk to prompt Chair to produce Annual report	
Council administration	Clerk to prompt FWG Chair to produce Finance report	
Council administration	Prepare for audit	
Council administration	Produce year end accounts	
Council administration	Confirm precept income received	
Council administration	Publicise accounts once approved	
Finance WG	Meeting to review end of year reports, review Financial Regulations etc	
Agenda items:	Approve end of year accounts	

[Return to agenda](#)

Clerk's Report:

Report details	
Report Date:	March 2025
Report written by:	Clerk
Inclusion in PC meeting: Agenda item number:	March 2025 9
Overview	
Procedural queries Allotment s106 Watering requirements Memorial refurbishment	
Item	Progress/activity update
Procedural concerns	Some concerns were raised by the clerk about decisions made in the build up to the recent Have Your Say event. These have been discussed and resolved.
Allotments s106	Considerable expenditure has now been made against the allotment s106 funds for both the container and recent refurbishments. In the case of the refurbishments this expenditure was expected and agreed but in future we should ensure that at least an estimate is put against the expected costs for audit purposes. Clerk to ensure any future large expenditure has such an estimate.
Watering	Clerk and Cllr Thunder are considering the best approach to future needs – with a particular focus currently on short term demands. Options are being considered, including the possibility of using local residents' water supplies and volunteer efforts. Suggestion to offer vouchers in lieu of payment for carrying out watering needs in the short term. To be discussed.
Memorial refurbishment	Contractors have confirmed original quote for cleaning the lettering is still valid. Council to agree date for works.
Actions or queries for consideration by the Council at PC meeting	
Discuss options for watering. Decision on Memorial refurbishment date.	

[Return to agenda](#)

Communications Working Group report:

Report to be given verbally.

Open Spaces Working Group report:

Report details	
Report Date:	10 th March 2025
Report written by:	Barry Thunder
Inclusion in PC meeting: Agenda item number:	March 2025 11
Overview	
Lengthsman ideas Community Payback update Village Garden Trees and watering	
Progress/activity update	
Lengthsman update	The way forward to dealing with the growing variety of tasks within the village, has been assigned, at Kevins suggestion, to he and I to report to the PC. We will consider various options to cope with these tasks considering the increasing age of volunteers and the needs of the PC and SMRA as well as possible future work growth and available funding.
Orchard Meadow & St Julian's	12 new fruit trees planted and initial watering completed. All grass recently cut by CPB. A short term solution to tree watering is under consideration, involving a local water supply from near by housing.
Oxleaze Woods & Morses Lane	Current work plans on hold pending more detailed planning.
Village garden	3 new trees planted and initial watering completed. Central flower bed planted with additional rose bushes and covered with weed suppressant covering and wood chippings. Long term watering to be reviewed under Lengthsman planning.
Village pavements & gutters	Planning and specified location spraying awaiting more detailed location plans.
Recreation ground Trees for Climate change.	I led a work team from Allbuild, equipped with a digger and wheelbarrows, that were able to pre-cut the grassed areas. The digging of most of the holes for the new trees was carried by CPB, supported by Lionel. A good use of contractor staff during their time of low work load. Possibly a way forward for future projects?
Long term watering plans	In conjunction with Sylvia, in her SMRA role, and Kevin in our Lengthsman way forward review, we must decide the way forward with the first round and the current planting of trees & hedging, before we enter long term warmer/dryer weather. Whilst the few available volunteers can manage March 2025, much longer than that is unsustainable, if there is to be adequate watering & maintenance of the four planting sites.
Actions or queries for consideration by the Council at PC meeting	
Councillors, please note the above and give support where you can.	

Allotments Working Group report:

Report details	
Report Date:	11 th March 2025
Report written by:	Barry Thunder
Inclusion in PC meeting: Agenda item number:	March 2025 11
Overview	
Thames Water – awaiting next step Allotment vacancies & new plots Workshop Collapsed drainage pipe	
Item	Progress/activity update
Tenancy agreements	New clauses still to be added to take account of a future water connection and defining bonfire activity. Outstanding, until water supply connected.
Thames Water connection	We remain in the hands of Thames Water – a further visit is planned.
Plot vacancies & usage	After eight days of intensive & muddy clearance work, we now have 9 newly fenced and manageable sized plots. To date we have 8 of these already let with thanks to Community News and referrals. Sadly, there were some 20 loads of waste hauled to the recycling centre. Such work, if carried out with sufficient staffing, care and quality materials is not a low-cost solution. However, this was an appropriate use for the S106 allotment funds as previously agreed. Please note, for the future, that there are six more very large sized plots, that, one day will require reorganising.
Allotment site, tool security and new storage	The refurbished shipping container, store & workshop safely delivered on 11th March. We now need to build ramps to the main and side doors to enable easy access for machinery and the generator. Fitting out the internal benches and storage racks, together with some machinery, will follow in the coming months. We estimate that materials for the two ramps etc will require an estimated £250 to come from S106 allotment funds. Photos circulated.
Additional outdoor storage	All completed under the above works. A new 6x3x2 Mt storage poly tunnel is awaiting erection and will house larger pieces of low value equipment & materials. All paid under S106 funding to enhance allotment facilities.
Honda Memorial Garden - windmills	The noise issue appears to be in hand thanks to monthly oiling.
Collapsed concrete drainage pipe.	The pipe was fully repaired, at no cost to the PC. With thanks to the Panattoni on site contractors.
Raised flower beds in heritage garden	Beds to be relocated during early 2025, if weather allows and workers allow?
Car park area replanting	We have started to add low maintenance ground cover plants into this unsightly area, utilising existing plants.

Trees for Climate Change	Alison and I planted 6 news fruit trees on the site and have completed early watering. Future watering/maintenance to be included in Kevin and my Lengthsman/future work review.
Actions or queries for consideration by the Council at PC meeting	
Councillors, please note all the above and give agreement to the following: 1) Approval is requested for up to £250 for building materials for ramps and generator platform. From S106 funds.	

[Return to agenda](#)

Rights of Way Working Party:

Report Details:	
Report Date:	13/03/2025
Report written by:	Andy Carter
Inclusion in PC meeting: Agenda item number:	March 2025 11
Overview	
Amendments to Borough Maintenance plan.	
Progress/activity update	
Borough Maintenance	On Martins map, the Network Rail section is marked as footpath 5 which is incorrect, it is an extension of footpath 6. (Map 3) The section of footpath 6 bordering the back of Yew Tree Gardens and the Rec is not a maintenance priority also the section by Magdelene Close, but if they are going to cut these it is less cost to us. (Map 2) The section of footpath 6 running north to south through Nigel King's land, although not technically the legal route, is actually a sensible solution with a minor deviation following the field boundary. We could ask Lee to cut the section through Nigel King's land. I would suggest that they cut the Network Rail section (Map 3). The Table mentions Chapel Lane footbridge - I suggest that this is a good idea.
Actions or queries for consideration by the Council at PC meeting	
Decide whether we would like Allbuild to cut section on Nigel King's land. Decide whether additional cuts would be useful.	

Strategic Planning Working Group report:

Report details	
Report Date:	12.03.25
Report written by:	Colin McEwen & Sylvia Brown
Working Group meeting date:	
Inclusion in Parish Council meeting:	<i>March 2025</i>
Agenda item number:	<i>12</i>
HHT/VTW School Expansion Surface Water Panattoni 20mph	
Item	Summary
HHT/VTW	CADC-2 for South Marston West has been approved with a few changes that make all the difference to delivering some of SMPC objectives on this site. Detailed design layouts for parcels R6 to R9 in South Marston East have been approved. No detailed plans yet received for the remaining parcels R1/2 and R3/4/5, but the PC has had sight of them. Vistry parcels R1/2 look particularly good in meeting the comments and issues we had previously raised with them. We have responded to the OVL/Primary Street junction plan for which we are asking for minor amendments that would not overly delay approval. Final revised plans are now in for the Primary Street for which we are currently working up a response. All this movement reflects the acceleration in the build phasing which would see all of the South Marston expansion complete by July 2027. Current issues to progress include the arrangements for GI maintenance for which we have to deal with both TW and Vistry expectations, but we are pressing for dialogue. MOLA archaeology have completed investigation of the Primary Street route to enable construction to proceed. They are now starting on the housing parcel land. Hedging and ditching along OVL and Nightingale Lane has been completed, although clearance of debris has and is causing a problem. We have written to the developers to ask that they make themselves responsible for road sweeping and debris clearance in a timely fashion. Following preparatory works, construction traffic is required to use OVL and Thornhill Rd only, except by special arrangement, and no construction traffic should be on Morses Lane or Nightingale Lane. Still outstanding is the hedging and ditch clearance on the Bell Gardens Field. Land Transfer of the Bell Gdns Field – progress made. Vistry has taken the lead in relaxing the connection between signing of the transfer agreement and the requirement for SMPC to sign the legal agreement

	for the lease of land for the school expansion. The transfer agreement is the legal requirement to transfer the Bell Gdns Field to the Parish Council at a future date to be arranged. Prior authorisation of legal fees and disbursements of £2,000 sought. The latest phasing plan shows a 6 month exercise starting in May consulting with the community/Parish Council on the design of the Village Centre. In preparation for this, we have issued an invitation for residents to express an interest in becoming involved. At the moment, this is simply aimed at stimulating interest around the community and generating informal community conversations - an essential part in finally getting some sort of working group or forum to take it forward. It seems to be working – see the SMRA report on the HYS event. First feedback is very encouraging. Public Meeting, arranged by TW/Vistry, planned for the spring, but no date set yet.
School Expansion	Borough Ed. Dept have invited a meeting at the end April prior to a joint meeting with Blue Kite. We have asked them why. Blue Kite are set up and ready to proceed on the previous design and Lease terms. Borough Ed. Have been told by TW that 400 homes are planned to be completed by mid 2027 but want more certainty.
Surface Water issues	Vistry appear to have acknowledged the 'missing Surface Water measures' for parcel R1 and have produced draft plans for us to show how a combination of pipes and swales will tackle the problem.
Panattoni	Build is proceeding. Site visit planned for 14th March.
20mph	20mph zone plans were consulted on by the Borough at the February HYS meeting last year. Following objections to the original chicane feature by Rawlins Close, Highways had plans redrawn to show 3 options for the necessary calming feature and requested that we ask people's opinion at the event. In addition to traffic calming being featured in pre-publicity, neighbouring properties were leafleted to ensure that they had the opportunity to comment at the event or by email. The straw poll resulted in these responses: Option A: (Painted 20 roundel) - 4 Option B: (Table top in Thornhill Road only): - 18 Option C: (Table top extending into RC) - 5 Highways ask that the Parish Council formally confirm a preference for Option B. We have also spotted that the proposed Gateway in OVL clashes with the entrance into the R8 development and have suggested a table top across the end of The Leaze instead. Highways are checking the proposals for the stretch of OVL within R8 before confirming.
Actions or queries for consideration by the Council at PC meeting	

- Prior Authorisation of £2,000 legal fees etc for Bell Gardens Field Transfer agreement.
- To confirm preference for option B 20mph feature for Highways dept.

SMRA report:

Report details	
Report Date:	12.3.2025
Report written by:	Sylvia Brown
Working Group meeting date:	11.3.2025
Inclusion in Parish Council meeting: Agenda item number:	March 2025 13
SMRA AGM Planting Day 1 st March HYS event	
SMRA AGM	Took place on 1st March. Following elected: Jenny McEwen (Chair), Adam Rudnik (Vice Chair), Ian Clark (Treasurer). Two members of the public attended
Play Area repairs	The toddlers roundabout saga is continuing. It needs new bearings, but attempts to replace have been thwarted by not being able to remove the unit. Allbuild, ably supported by Lionel, has now removed the roundabout from its underground concrete base and will arrange specialist bearing engineer to repair. Overall cost of this work has increased considerably, but still very much cheaper than replacing with a new item of equipment.
Bi-Annual Inspections	Safety inspections now with Sovereign and scheduled in April and October.
Rec Landscaping	Phase 2 landscaping planting day on 1st March. Sunny, dry weather, 20 volunteers on 3 sites, with allotments having been planted separately. Preparatory work digging holes and trenches made it very easy work on the day. The SMPC 'community engagement'-funded BBQ (costs incurred by BT) was superb, with thanks to Alison Thunder and Andy Carter. Full write up done for Community News. Congratulations received from WWT staff (who were very helpful on the day) and SBC Community Forest Officer who authorised the grant funding. Ground prep costs to be taken from TfCC grant. Ran out of whips for the hedge, but more supplied by WWT(no charge to SMPC), planted by Lionel and watered by Colin and Jenny. Lionel watering cherry trees on the Rec until end of March. Approval required for expenditure of grant money without further PC authorisation, since it will be according to need. A specified budget of £820 is for watering equipment- water barrels, hoses & water pump. We already have the trailer. Over the first two years, £2,480 has been specified for watering 'labour' costs, whether that is lengthsman, contract staff or any other approach decided upon by Open Spaces lead.

	WWT replaced the dead trees from the Phase 1 planting the week beforehand. We therefore have some funds remaining for Yr 1 maintenance. Lionel suggests supplementing the £197 we have available for purchase of bark in Phase 2, with sufficient bark to smother the weeds on the Yew Tree Gardens hedge planted in Yr 1. Total cost overall £300. Reaction from residents met on site has been positive, with lots of interest shown in future development of the Recreation Ground.
Have Your Say event	Was held on Thursday 27th February 6-8 pm SMRA completed the advertising for the event via posters, website and Facebook with the help of Sharon, Colin and Barry. Also provided the refreshments and organised the Hall. Very successful attendance – 70 drop-ins, 50 for sit-down presentation by MOLA. Full write up done for Community News. As it is unlikely to be covered elsewhere, I have, as a Parish Councillor, included the following comment on PC involvement in the event. The Parish Council mounted displays on traffic calming/traffic orders & road closures (Colin and Matt Vallender) and the most recent plans for development – lots of interest in all of these. The impending construction work, and knowledge that the New Hall is now planned for completion as early as July 2027 have galvanised significant interest – drop in visitors were exploring the plans and asking more questions than we have experienced in previous displays. We need to harness this interest/engagement to keep the questions coming.
PC Recommendations/Actions • Note the report, particularly the successes in recent community engagement. • Authorise delegated spending on watering labour/equipment costs as required from the Trees for Climate Change Grant Fund • Authorise purchase of bark (max £300) from the TFCC grant Fund for use on both newly planted hedges.	

Parish/Borough Liaison report:

Verbal report to be given.

[Return to agenda](#)

Finance

March 2025

Account balances:

Account	Balance date	Balance
Unity Trust	28/02/2025	£42,221.97
Nationwide	05/03/2025	£86,786.04
Hinckley & Rugby BS	14/03/2025	£60,060.74
	TOTAL:	£189,068.75

Payments

Payment method	SMPC ref	Payee	Reason	Dept	VAT	Total
BACS 19/03/2025	0172	Mandy Larcombe	Bookkeeping	Admin	£0.00	£96.25
BACS 19/03/2025	0173	Allbuild	Pitch marking	SMRA	£45.00	£270.00
BACS 19/03/2025	0174	Allbuild	Waste collection	Open Spaces	£24.70	£148.20
BACS 19/03/2025	0175	Allbuild	Tree plating preparation	Trees	£163.67	£982.00
BACS 19/03/2025	0176	Allbuild	Allotment refurbishment	Allotment s106	£1,516.26	£9,097.54
DD 17/03/2025	0177	Lloyds Bank	Various	Admin, Allotments s106, Open Spaces, Trees	£23.15	£370.88
DD 28/02/2025	0178	Scottish Widows	Pension	Admin	£0.00	£228.30
BACS 19/03/2025	0179	Orchard Press	Printing for HYS	Comm Eng	£16.80	£100.80
BACS 28/02/2025	0180	SMRA	Funds transfer	SMRA	£0.00	£2,000.00
BACS 19/03/2025	0181	Staff	Salaries	Admin, comms	£0.00	£2,018.13
DD 27/02/2025	0182	HMRC	Month 12	Admin	£0.00	£339.95

BACS 19/32/2025	0183	SB Expenses	Stationery	Admin	£0.00	£24.46
BACS 19/03/2025	0184	BT Expenses	Various	Admin, comm eng, allotment s106	£0.00	£153.90
BACS 19/03/2025	0185	Swindon Local Councils Forum	SLCF membership	Admin	£0.00	£15.00
				TOTALS:	£1,789.58	£15,845.41

Credit Card summary form

Month: March 2025

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 Licenses	2	7080	£25.80	£5.16	£30.96	Y
	TOTALS:		TOTALS	£42.13	£7.83	£49.96	

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	BBQ and equipment	5	7221	£74.82	£9.56	£84.38	Y
Amazon	Polytunnel	12	7517	£199.00	£0.00	£199.00	Y
Amazon	Printer Inks	2	7100	£28.78	£5.76	£34.54	Y
	TOTALS:		TOTALS	£305.60	£15.32	£320.92	