

Notice of meeting

10th April 2025

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 15th April 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 March 2025	Website	7:40pm
4. To receive Ward Councillor update		7:40pm
5. To review and update the Parish Council actions	Actions	7:50pm
6. To review and update the Parish Council calendar	Timeline	7:55pm
7. To review and discuss the Clerk's Report	Report	8:00pm
8. To review and comment on Planning & Highways matters: S/RES/25/0437 Re: A reserved matters application (access, appearance, layout, scale and landscaping) for 107 dwellings and associated infrastructure - Reserved Matters from previous outline permission S/OUT/13/1555. At: Land At Parcels R3-R5, Land North Of A420 New Eastern Villages South Marston Swindon Deadline: 25 th April S/HOU/25/0403 Re: Conversion of existing garage and store/workshop into habitable space, shed and carport. At: Oxleaze Farm, Thornhill Road South Marston Swindon SN3 4RX Deadline: 2 nd May S/HOU/25/0456 Re: Erection of new double garage/store to front. At: St Heliers, Thornhill Road South Marston Swindon SN3 4RY Deadline: 28 th April	SBC planning website	8:10pm

9. Reports from Working Groups a) Communications b) Open Spaces c) Allotments d) Rights of Way	Reports	8:20pm
10. Reports relating to Expansion Strategic Planning Working Group	Report	8:40pm
11. Other reports a) SMRA & Play WG b) Parish/Borough Liaison	Reports	9:00pm
12. Finance - To review and approve finance statement and payments -	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:

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
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	Apr 25
Nov 24 100/24-25	Open 10 Minutes	War memorial refurb – to proceed with lettering refurbishment. Date to be determined	Progressing	Clerk	Apr 25
Feb 25 155/24-25	Other Reports	Raise concerns about s171 licensing via SLCF	Progressing	Chairman	

Added in March 2025					
Mar 25 171/24-25	Open Spaces	Clerk and BT to review options for lengthsman.	Progressing	Clerk/BT	Apr 25
Mar 25 171/24-25	Rights of Way	Clerk to forward maintenance suggestions to SBC	Done	Clerk	
Mar 25 175/24-25	Matters b/f	Clerk to email ward councillors regarding road naming	Done	Clerk	

[Return to agenda](#)

Calendar:

MARCH 2025		
Responsibility:	Activity:	Progress
Council administration	Receive SMRA accounts and circulate to PC	Done
Council administration	Set date for Annual Meeting of the Council	Done
Council administration	Set date for Annual Parish Meeting	
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	Clerk to prompt Chair to produce Annual report	
Council administration	Clerk to prompt FWG Chair to produce Finance report	
Council administration	Confirm precept income received	
Finance WG	Meeting to review end of year reports, review Financial Regulations etc	
Agenda items:	None	
MAY 2025		
Responsibility:	Activity:	Progress
Allotment Working Group	Chase outstanding allotment rents	
Council Admin	Create and post agenda for Annual Meeting	
Council Admin	Produce year end accounts	
Council administration	Hold Annual Meeting of the Council	
Council administration	Hold Annual Parish Meeting	
Council administration	Publish annual report	
Council administration	Audit preparation (for 27 th May)	
Council administration	Verify road sweeping (18 th May)	
Agenda items (PC meeting):	- Approve insurance provider (if appropriate) - Approve end of year accounts	
Agenda items (Annual Meeting):	- Appoint Chair, Vice Chair - New councillors - Sign acceptances of office - Agree terms of reference for Working Groups - Appoint members to Working Groups and other positions - Adopt Financial Regulations, Code of Conduct, standing orders	

[Return to agenda](#)

Clerk's Report:

Report details	
Report Date:	April 2025
Report written by:	Clerk
Inclusion in PC meeting: Agenda item number:	April 2025 7
Overview	
Lengthsman Tree survey Grant request	
Item	Progress/activity update
Lengthsman	Clerk and Cllr Thunder have now met with prospective lengthsman and recommend proceeding with the appointment of Justin Wright.
Interest rates	Nationwide savings interest rate reducing from April 25 to 1.8% from 2%. Hinckley & Rugby savings interest remains at 2.65%.
Tree Survey	A quote has been received from Cotswold Tree Surgeons for a tree survey, using the same parameters as the one last done in 2018 but with the addition of trees alongside the allotments. Quote is for £1100 + VAT. Several attempts have been made to obtain additional quotations but with little success. Council to discuss whether to proceed.
Memorial refurbishment	Date still to be agreed.
Grant request	A request for a contribution towards the cost of Party in the Park has been received. Request is for up to £500 to fund the band and solo singer. Council to discuss and make decision on contribution.
Actions or queries for consideration by the Council at PC meeting	
Note recommendation to appoint new lengthsman. Decision to be made about tree survey. Decision to be made regarding contribution to Party in the Park costs.	

[Return to agenda](#)

Communications Working Group report:

Report to be circulated separately or given verbally.

Open Spaces Working Group report:

Report to be circulated separately or given verbally.

Allotments Working Group report:

Report to be circulated separately or given verbally.

Rights of Way Working Party:

Report to be circulated separately or given verbally.

Strategic Planning Working Group report:

Report details	
Report Date:	10.04.25
Report written by:	Colin McEwen, Sylvia Brown
Working Group meeting date:	
Inclusion in Parish Council meeting:	<i>April 25</i>
Agenda item number:	<i>10</i>

Overview	
Taylor Wimpey/Vistry : Meeting 27.3. Build documents now progressing quickly. Construction preparations going on all housing parcels in South Marston Village Centre Design: urgent action needed if we are to influence the design in line with village consultation input done prior to outline planning permission in 2021 School: Borough arranges initial meeting. Panattoni: Site visit	
Item	Summary
TWV	Detailed Plans for R3,4,5 (central housing lozenge) submitted. Response due 25th April. SWG to meet to discuss. Initial read through: • More 2.5 storey, 5 bed buildings than expected, but may be acceptable as adding to housing mix. • Query arrangements to cross bridleway (originally to be done in conjunction with SBC) • Several hammerhead junctions/cul de sacs Final plans for Primary Street – response submitted picking up on just two aspects – safe cycleway out of the village and surface water drainage under the road to reach the designated water storage area (basin A opposite to the Carpenters). Ditches cleared and hedges removed ahead of nesting season for new road accesses. Topsoil stripped off in many places for archaeological investigation. Developers held meeting with neighbours adjacent to proposed junctions. NH attended. Developers promise village update meeting for May and anticipate more regular ‘meetings’ with residents from then on. Progressing our thinking on sustainable Green Infrastructure management models. We have told TWV that we need clarity on interim responsibilities prior to any potential handover. Meeting 27.03 with Vistry/TW.

	Breheny appointed as contractors for the Thornhill Road and OVL junctions. Work to commence from 7th April. Anticipate first occupation could be by the end of 2025, but the works on the signalised A420/OVL junction must be completed ahead of any occupation. SBC have apparently agreed the initial developer plan that the only safe cycle route out of all development is south to Rly footbridge, despite no confirmation of how this could be achieved over 3rd party land. After discussion with developers, they understood the issue and agreed to pursue our option of activating both railway bridge and Th Rd junction cycleways at potentially same cost, because could be narrower (both at 3.5m, than the single 5m to the railway footbridge). We need to chase. Developers now accept that Magdalene Close surface water discharge flows west and they will clear ditch etc. Drainage south from parcel R1/Manor Farm needs investigating. The need to amend plans for permanent solution noted.
Village Centre Design	At the meeting above, developers announced they would be going out to tender for the designer in late April with a view to obtaining planning permission for the Village Centre by the end of this year. Our input now urgent, since the tender will rely solely on the S106 specification signed off in 2021, which is not entirely consistent with village expectations. A round table meeting was convened of an ad hoc group of interested parties (4 SMPC, 4 SMRA, plus 7 residents with various connections to village life) to consider urgent amendments to the S106 specification. Verbal report to be given at this SMPC meeting. Further consultation with the remaining villagers who had come forward as a result of the advert in Community News in March, together with community groups, age sector groups and village residents, will be pursued together with the chosen designer from May onwards.
NEV south of A420	Seeking clarity on GI south of A420 Press reports that the delivery of schools may be problematic with loss of government funding (note SM and Rowborough schools are funded by the developers.)
SM school	Chair due to meet with Borough and Academy at end of April
Panattoni	Further site visit with NH and 2 residents. Work remains impressive and progressing on schedule. Currently investigating maintenance guarantees for boundary fence adjoining village.
Recommendations/Actions: • Note the report • Note the urgent actions taken to secure a Village Centre that meets village expectations • Agree that SPWG compiles the response to R3/4/5 application by 25 April	

SMRA report:

Report details	
Report Date:	8.4.2025
Report written by:	Sylvia Brown
Working Group meeting date:	9.4.2025
Inclusion in Parish Council meeting:	<i>April 25</i>
Agenda item number:	<i>11</i>
Rec Ground Maintenance Rec entrance signs New Village hall	
Rec Maintenance	Grass cutting underway. Allbuild's new equipment is proving an advantage as it means it is not thought necessary to have the pitches separately rolled this year. Safety inspections now with Sovereign scheduled for May.
Play WG repair schedule	The toddlers roundabout saga is continuing. Removal of original base fixings not possible. Manufacturers are supplying new parts. Cost to come from remaining S106 funds if possible. Teen Shelter revamp – wood cladding is now in place, and seats have been installed. This completes the outstanding jobs identified last year.
Rec Ground Welcome signs	The main Rec 'Welcome' sign is scheduled to disappear with the school build. We have begun to look at signage on the Rec and concluded that there were at least 4 locations where newly designed signs could be erected, for different purposes, without any impact from, or on, any future development of the Rec. A welcome sign at the Thorhill Rd gate and 2 signs that clearly delineate access for dog walkers and access to the play area were the priority. A fourth is suggested for the rear of the current 'community gym' sign, which is close to one of the back entrances to the expanded school. Draft designs will be brought to SMPC for discussion and approval.
Rec Landscaping	Watering Rec trees. The recent weather necessitated significant watering – 3 sites are catered for, but the Rec was always the biggest problem. We are using the T4CC money to pay Allbuild to bring a water bowser, water included, onto the Rec and watering all trees/whips every 3 days until told to stop. We were fortunate to have negotiated this some weeks ago – every parish is now after a similar service!. Time taken is being noted for future planning in case we also have a dry summer....
Village Hall	Electrician will be called to attend the heaters – the fan noise is intermittent, but can be very bad, and we will still need the Hall in use for some time. Front door is again in need of some TLC to keep it in operation. Unfortunately, the tots and toddlers group has closed. Its inevitable that there would be change of leadership every 3 years as 'tots' move on to the pre-school, but this time, no-one has offered to take it on. SMRA will be publicising this in Community News in May to see if we can drum up interest.
Party in the Park	Arrangements in hand for 26 th July event. Car boot, dog show, Scarrotts, food vans, raffle and musicians and bands in the early evening. Request to be made to SMPC towards funding.

Purpose of new Village Hall	The SMRA trustees discussed the priorities for the new Village Hall, given we may have limited room for manoeuvre. We rehearsed the kind of use that the current Village Hall had in days gone by – there were many more groups that met regularly that have disappeared, from crafts, choirs and dance/exercise to youth groups and other activities. The current V Hall is still well-used, but increasingly by private party/celebration bookings. We came to the conclusion that to act as the focal point of village life, it was important to encourage and value any community activity that involved open participation and social interaction.
PC Recommendations/Actions Note the report.	

Parish/Borough Liaison report:

Report details	
Report Date:	April 2025
Report written by:	CM and Clerk
Inclusion in PC meeting: Agenda item number:	April 2025 11
Overview	
SLCF Clerk Operational Meeting	
Item	Progress/activity update
SLCF	The Forum confirmed that we should continue to press for the Protocol and Annexes to be the basis of Partnership working. The Chair said that he would ask for a meeting with the Leader and CEO to address the impasse, but as yet this hasn't happened.
Clerk Operational Meeting	A Clerk Operational Forum was held with SBC including: - Presentation from Wiltshire and Swindon Prepared. - Richard Bell – head of planning, briefed that the revised s106 and CIL delivery should be more efficient and reactive. Funds now to be delivered as soon as possible rather than held for distribution. - Also changes to planning guidance are expected, one impact of which will be changes to what applications can be requested to be 'called in' both by officers and other consultees.

[Return to agenda](#)

Finance

April 2025

Account balances:

Account	Balance date	Balance
Unity Trust	31/03/2025	£28,188.16
Nationwide	31/03/2025	£88,654.79
Hinckley & Rugby BS	08/04/2025	£60,060.74
	TOTAL:	£176,903.69

Payments

Payment method	SMPC ref	Payee	Reason	Dept	VAT	Total
BACS 16/04/2025	0001	Mandy Larcombe	Bookkeeping	Admin	£0.00	£96.25
BACS 16/04/2025	0002	Allbuild	Pitch marking	SMRA	£48.00	£288.00
BACS 16/04/2025	0003	Allbuild	Waste collection	Open Spaces	£24.70	£148.20
BACS 16/04/2025	0004	Allbuild	Grass cutting 1 of 8	Open Spaces	£222.98	£1,337.87
BACS 16/04/2025	0005	Allbuild	Allotments – laying of aggregate	Allotment s106	£78.00	£468.00
BACS 16/04/2025	0006	Allbuild	Rec field grass 1 of 8	SMRA	£143.00	£858.00
BACS 16/04/2025	0007	Allbuild	Roundabout, teen shelter	SMRA	£330.30	£1,981.78
BACS 16/04/2025	0008	SMRA	Hall hire	Admin	£0.00	£162.00
DD 16/04/2025	0009	Lloyds Bank	Various	Admin, Allotments s106, Trees	£0.00	£172.07
16/04/2025	0010	Orchard Press	CN Production 2025-26	Comms	£0.00	£6,178.00
DD 28/03/2025	0011	Scottish Widows	Pension	Admin	£0.00	£228.30
BACS 16/04/2025	0012	Staff	Salaries	Admin, comms	£0.00	£2,018.13

DD 28/04/2025	0013	HMRC	Month 1	Admin	£0.00	£424.12
BACS 16/04/2025	0014	BT Expenses	Wiring supplies	Allotment s106	£1.90	£11.40
				TOTALS:	£848.88	£14,372.12