

Notice of meeting

12th June 2025

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 17th June 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. Signing of acceptance of office - Chairman	None	7:40pm
3. 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
4. To approve the minutes of the Annual Meeting of the Parish Council held on Tuesday 20th May 2025	Website	7:40pm
5. To approve the minutes of the Parish Council Meeting held on Tuesday 20th May 2025	Website	7:40pm
6. To receive Ward Councillor update		7:45pm
7. 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		7:50pm
8. To receive confidential Ward Councillor update		7:50pm
9. To review and update the Parish Council actions	Actions	7:55pm
10. To review and update the Parish Council calendar	Timeline	8:00pm
11. To review and discuss the Clerk's Report	Report	8:00pm
12. To review and comment on Planning & Highways matters: S/RES/25/0604 Re: Application for the approval of Reserved Matters pursuant to various conditions Related to Erection of a warehouse building for Class B8 (Storage and Distribution) uses, ancillary office accommodation, parking, landscaping, drainage and associated infrastructure at Unit 8A. At: Unit 8A Panattoni Park, Highworth Road Swindon Deadline: 20 th June 2025 S/RES/25/0605	SBC planning website	8:10pm

Re: Application for the approval of Reserved Matters pursuant to various conditions related to Erection of a warehouse building for Class B8 (Storage and Distribution) uses, ancillary office accommodation, parking, landscaping, drainage and associated infrastructure at Unit 8B. At: Unit 8B , Panattoni Park Swindon SN3 4AL Deadline: 21st June 2025 S/RES/25/0606 Re: Application for the approval of Reserved Matters pursuant to various conditions related to Erection of a warehouse building for Class B8 (Storage and Distribution) uses, ancillary office accommodation, parking, landscaping, drainage and associated infrastructure at Unit 11. At: Unit 11 , Panattoni Park Swindon SN3 4AL Deadline: 21st June 2025 S/RES/25/0607 Re: Application for the approval of Reserved Matters pursuant to various conditions related to Erection of a warehouse building for Class B8 (Storage and Distribution) uses, ancillary office accommodation, parking, landscaping, drainage and associated infrastructure at Unit 12. At: Unit 12 , Panattoni Park Swindon SN3 4AL Deadline: 21st June 2025 S/RES/25/0603 Re: Application for the approval of Reserved Matters pursuant to various conditions related to Erection of a warehouse building for Class B8 (Storage and Distribution) uses, ancillary office accommodation, parking, landscaping, drainage and associated infrastructure at Unit 7. At: Unit 7 , Panattoni Park Swindon SN3 4AL Deadline: 28th June 2025 S/25/0615 Re: Retention of 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. (Variation of Condition 4 (Habitat Management and Monitoring Plan) from Planning Application S/24/1169). At: Haybarns, Morses Lane South Marston Swindon SN3 4FX Deadline: 12th June 2025 S/COND/25/0650 Re: Partial Discharge of Condition 9 - Character Area Design Code etc At: Land North Of A420, Eastern Villages Swindon Deadline: extension requested to 30th June 2025		
13. Reports from Working Groups a) Communications b) Open Spaces c) Allotments d) Rights of Way	Reports	8:20pm
14. Reports relating to Expansion Strategic Planning Working Group	Report	8:40pm

15. Other reports a) SMRA & Play WG b) Parish/Borough Liaison	Reports	9:00pm
16. Finance - To review and approve finance statement and payments - To review the internal audit report	Finance Statement	9:20pm
17. To approve the Annual Return Governance Statement for 2024-25	None	9:25pm
18. To approve the Annual Return Accounting Statement for 2024-25	None	9:25pm
19. 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
Oct 24 90/24-25	Actions	Hedge on Hod Corner. Responsibility unclear, escalated to Highways via Cllr Vallender. Clerk to chase	Progressing	Clerk	Jun 25
Oct 24 92/24-25	Clerk's Report	Wiltshire Prepared – clerk to meet with Highworth TC in new year.	Progressing	Clerk	Jun 25
Nov 24 100/24-25	Open 10 Minutes	War memorial refurb. Date set for 2 nd week of July	Progressing	Clerk	Jul 25
Feb 25 155/24-25	Other Reports	Raise concerns about s171 licensing via SLCF	Progressing	Chairman	
Apr 25 182/24-25	Actions	Thames Water Thornhill Rd works – TW contacted.	Progressing	Clerk	
Apr 25 183/24-25	Clerk's report	Tree survey – done, report due.	Progressing	Clerk	Jul 25
Apr 25 185/24-25	Working Groups	Clerk and BT to discuss compensating watering volunteers		Clerk/BT	
Apr 25 185/24-25	Working Groups	Clerk and BT to agree watering terms with Allbuild	Progressing	Clerk/BT	
Apr 25 185/24-25	Working Groups	Clerk chased SBC and developers over RoW queries.	Progressing	Clerk/BT	

Added in May 2025					
Annual Meeting 3/25-26	Signing of Forms	Chair to sign form at June meeting		Clerk	
Annual Meeting 5/25-26	Working Groups	Clerk to update ToRs and upload to website.	Done	Clerk	
Annual Meeting 8/25-26	Core Documents	Clerk to update and upload to website as required.	Done	Clerk	

Annual Meeting 9/25-26	Meeting Dates	Clerk to upload dates to website.		Clerk	
May 25 17/25-26	Clerk's Report	Clerk to arrange repayment to Mr Cave-Ayland for DBS check	Done	Clerk	
May 25 19/25-26	Legal Fees	Clerk to instruct Thrings to proceed with legal matters.	Done	Clerk	

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Calendar:

MAY 2025		
Responsibility:	Activity:	Progress
Allotment WG	Chase outstanding allotment rents	Progressing
Council Admin	Create and post agenda for Annual Meeting	Done
Council Admin	Produce year end accounts	Done
Council admin	Hold Annual Meeting of the Council	Done
Council admin	Hold Annual Parish Meeting	Done
Council admin	Publish annual report	Done
Council admin	Audit preparation (for 27 th May)	Done
Agenda items (PC meeting):	- Approve insurance provider (if appropriate) - Approve end of year accounts	
Agenda items (Annual Meeting):	- Appoint Chair, Vice Chair - 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	
JUNE 2025		
Responsibility:	Activity:	Progress
Council admin	Approval and signing of Annual Return	
Council admin	Public viewing of accounts	
Council admin	Submit audit to external auditor	
Comms WG	Produce July edition of Community News	
Agenda items:	- Approve and sign Annual Return - Publish Annual Return - Submit audit to external auditor	
JULY 2025		
Responsibility:	Activity:	Progress
Council administration	Host public viewings of accounts	
Council administration	Produce 1st quarter Financial Management Report	
Council administration	Circulate risk assessment and asset register for updates/review	
Agenda items:	- Review and approve 1st quarter Financial Management Report	

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Clerk's Report:

Report details	
Report Date:	June 2025
Report written by:	Clerk
Inclusion in PC meeting: Agenda item number:	June 2025 11
Overview	
Audit Salary payments	
Item	Progress/activity update
Audit	Audit completed and to be submitted to external auditor after the meeting. Internal audit - report circulated for review. Invoice to be paid this month.
Tree Survey	Was conducted on Tuesday 13 th May, results chased and expected soon.
Salary payments	We have now adjusted our pay system with payments made at the end of the month worked rather than following the meeting cycle. This will require additional payments to be made and authorised outside the monthly payment cycle.
Correspondence	SBC is consisting over renewal of the borough wide Public Space Protection Order related to dog waste in play areas.
Actions or queries for consideration by the Council at PC meeting	
None	

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Communications Working Group report:

Verbal report or to be circulated separately.

Open Spaces Working Group report:

Verbal report or to be circulated separately.

Allotments Working Group report:

Verbal report or to be circulated separately.

Rights of Way Working Party:

Verbal report or to be circulated separately.

Strategic Planning Working Group report:

Verbal report or to be circulated separately

SMRA report:

Verbal report or to be circulated separately.

Parish/Borough Liaison report:

Verbal report or to be circulated separately.

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