

Notice of meeting

10th July 2025

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 15th July 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 17th June 2025	Website	7:40pm
4. To receive Ward Councillor update		7:45pm
5. To review and update the Parish Council actions	Actions	7:55pm
6. To review and update the Parish Council calendar	Timeline	8:00pm
7. To review and discuss the Clerk's Report	Report	8:00pm
8. To review and comment on Planning & Highways matters: S/RES/25/0693 Re: Reserved matters application (following planning application S/OUT/13/1555) for details of the layout, scale, appearance, and landscaping in relation to the Brook Surface Water Outfall within South Marston Phase 1. The outline planning application was subject to and submitted with an Environmental Impact Assessment. At: Land North Of A420, South Marston Swindon Deadline: 8 th July 2025 - Response submitted prior to meeting. S/OUT/22/1415 Re: A Hybrid Planning Application for a residential development, associated works, infrastructure, parking, new / retained habitats, and ancillary development to include – full details for the erection of 124 dwellings (Class C3), public open space, NEAP, landscaping, sustainable drainage, roads, vehicular access and pedestrian / cycle paths and an outline proposal (Means of Access not reserved) for the erection of up to 124 dwellings (Class C3), public open space, landscaping, bridge crossings, safeguarded canal corridor, sustainable drainage, roads, vehicular access and pedestrian / cycle paths. At: Land North Of Redlands Farm, Wanborough Road Swindon SN4 0AA Deadline: 2 nd August 2025	SBC planning website	8:10pm

S/DEM/25/0811 Re: Prior Approval Application for the demolition of Home Farm including the farmhouse, barn, and all associated former agricultural buildings. At: Home Farm, Shrivenham Road South Marston Swindon SN3 4RT Deadline: 28 th July 2025		
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
Oct 24 90/24-25	Actions	Hedge on Hod Corner. Clerk chasing	Progressing	Clerk	Jul 25
Oct 24 92/24-25	Clerk's Report	Wiltshire Prepared – clerk to meet with Highworth TC in new year.	Progressing	Clerk	Jul 25
Nov 24 100/24-25	Open 10 Minutes	War memorial refurb. Date set for 16 th July.	Progressing	Clerk	Jul 25
Feb 25 155/24-25	Other Reports	Raise concerns about s171 licensing via SLCF	Progressing	Chairman	
Apr 25 185/24-25	Working Groups	Clerk and BT to discuss compensating watering volunteers	Progressing	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 June 2025					
Jun 25 37/25-26	Planning	Clerk to respond to multiple Panattoni applications.	Done	Clerk	
Jun 25 37/25-26	Planning	S/COND/25/0650 NEV CADC – response to be prepared and submitted.	Done	SPWG	
Jun 25 37/25-26	Planning	Open Spaces & Primary Street applications – response to be submitted.	Done	SPWG	
Jun 25 38/25-26	Working Groups	Commemorative requests – policy to be considered		Clerk	
Jun 25 38/25-26	Working Groups	Network rail to be approached about footpath clearance.		Clerk	
Jun 25 39/25-26	Expansion	Land search required for Keypoint bridleway rights of way issues		Clerk/Chair	

Jun 25 42 & 43/25-26	Annual Return	Submit AGAR papers to external auditor, post public notice on website	Done	Clerk	
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Calendar:

JUNE 2025		
Responsibility:	Activity:	Progress
Council administration	Approval of Annual Return by full PC	Done
Council administration	Public viewing of accounts	Done
Communications Working Group	Produce July edition of Community News	Done
Agenda items:	- Approve and sign Annual Return	
JULY 2025		
Responsibility:	Activity:	Progress
Council administration	Host public viewings of accounts	Done
Finance Working Group	Arrange meeting for review of Q1 2025/26	
AUGUST 2025		
Responsibility:	Activity:	Progress
Council administration	Inspect allotments and notify holders of results	
Council administration	Review archive status	
Communications Working Group	Produce September edition of Community News	
Council administration	Produce and approve 1st quarter Financial Management Report	
Council administration	Review/approve risk assessment document	
Council administration	Review/approve asset register	
Agenda items:	- Review/approve Risk Assessment and Management documentation - Review/approve Asset register - Review and approve 1st quarter Financial Management Report	

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Clerk's Report:

Report details	
Report Date:	July 2025
Report written by:	Clerk
Inclusion in PC meeting: Agenda item number:	July 2025 7
Overview	
Audit Allotment eviction Planning enforcement	
Item	Progress/activity update
Audit	Papers submitted to external auditor. Public notice posted on website.
Allotment eviction	We have had to evict one tenant because of lack of cultivation and storing of excessive materials on the plot. Communication has been difficult with the tenant but eventually we received a text message acknowledging this.
Planning Enforcement	An issue with fencing installed at the Old Post Office, Thornhill Road has been reported to borough enforcement following no response to attempts to deal with this informally.
Salary & pension payments	First payment was made at the end of June using the new system. Pension to be adjusted to new rate from end of July, catchup payment for April to June included in this month's payment schedule.
Correspondence	A further letter has been received from SBC Streetworks addressed to all parishes, regarding unauthorised works. L+G and its contractors made contact regarding social initiatives at their sites and asking about any areas they may be able to contribute to. A response was sent highlighting the Keypoint bridleway/crossing issues and other concerns including safety at Hoddinott's Corner.
Actions or queries for consideration by the Council at PC meeting	
None	

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Communications Working Group report:

Report details	
Report Date:	9.7.2025
Report written by:	Sylvia Brown
Working Group meeting date:	
Inclusion in Parish Council meeting:	July 2025
Agenda item number:	9
Public or confidential:	Public
New member of the Team, Proposed increase in advertising prices.	
Community News	July edition now published/should be delivered. Lots of development photos and content, but it's been a particularly rich month in terms of getting resident awareness of the construction work that's being done both to the north and south of the village. Orchard Press made good on their promise to compensate for a 'thin' edition a couple of months ago and printed, free of charge, an insert advertising the Party in the Park. With Barry's 'retirement', we believe we have secured a new 'dispatcher' to deliver the packages of Community News to individual members of the delivery team.
Facebook	Used to very good effect on the issue that arose with work needing to be done on the Rec Ground oak Tree. Within 24 hours of becoming aware of the potential risk, we put the Facebook post up announcing what the problem was and that it was going to be fenced off for safety reasons. The barrier then went up the following day. The reception was very good.
Website/Newsposts	There is now more information to add to the website development page that will shortly be developed - a write up of the progress with Panattoni and more Reserved Matters for the housing development coming through the planning system.
Communications Finances	As agreed at previous meetings, the opening balance at April 1 2025 of the Communications department in our accounts has been increased by agreement with the FWG. We have made contact with Eneco to see if we can resurrect their sponsorship. We also now secured renewals for advertising up to our agreed quantum.
PC Recommendations/Actions Note the Report	

Open Spaces Working Group report:

1. The "Tree Survey" report is in and shows various urgent actions are required.
The two key ones are: The Oak tree on the Rec requires dead wood removal from the higher branches of the tree. Action has been taken to place warnings around the area under the tree. Residents informed via a FB post. Approval for the work, under the TPO, has been requested from SBC. One quote in from Allbuild for £750 and a second has been requested from Cotswold Tree Surgeons, who produced the Tree Survey. Three roadside trees next to Ash Gardens require action, with one to be felled. The SBC Heavy Gang have been requested to complete this work, again under a TPO scheme.
All other work can be completed in house using our own resources.
2. We plan to get Justin to obtain a Spraying Certificate, to take over weed spraying on key parts of the village roads. The cost was previously agreed for Mark to do this, but due to ill health reasons, he do not take the online training.
3. Justin will also take over the new tree watering in the Allotments and Village Garden sites, along with watering the new planting in the allotment car park. He will also be taking on weed and growth control in the Village Garden.
4. The three grass verges on key routes in the village are now cut and work on the main village hedges will be commencing shortly.

Allotments Working Group report:

- 1) We have evicted a tenant who was causing unnecessary clutter on the plot and not complying with our cultivation rules. Rent remained unpaid.
- 2) Currently there are two plots requiring remedial work via Allbuild before they can be let.
- 3) One other plot is not being cultivated to the required standard, and the rent is outstanding.
- 4) Rental invoices are to be sent out to 5 new tenants, under the one off £25 a year for one year scheme
- 5) Work on kitting out the container workshop is proceeding well, and is within budget.

- 6) The Tree survey report for the site indicated that a large amount of remedial work is required. There is a strong possibility that this work may now be carried out by a Winvic contractor, under their overall tree survey for the entire site. More later this as it develops. Currently there are no high-risk trees on the site.
- 7) We hope to remove the last two raised beds from the Honda Memorial Garden this month.

Rights of Way Working Party:

Verbal report or to be circulated separately.

Strategic Planning Working Group report:

Report details	
Report Date:	9.07.25
Report written by:	Colin McEwen, Sylvia Brown, Nigel Hole
Working Group meeting date:	
Inclusion in Parish Council meeting:	July 25
Agenda item number:	10
Public or confidential:	Public

Overview	
Planning Applications for housing and infrastructure – coming fast and furious, but many still awaiting approval. Village Centre Design: about to require meetings School: Panattoni: Site visit	
Item	Summary
TWV Reserve Matters applications	Taylor Wimpey/Vistry have a number of key Reserved Matters still not approved by SBC – Primary Street, Open Space Strategy SM west, R3,4,5 (central housing lozenge). We have significant comments in on each of those, and we don't yet know that our points are being accepted by TW/V or the SBC planners. Two meetings scheduled for the next week or so may help clarify. Meanwhile, we participated in two short notice Teams meetings this week regarding future aspects of their work such as PROW diversions across the Bell Gardens Field and detailed design of play areas. Unfortunately, both of these aspects rely on the outcome of the Open Space Strategy SM west and the Design for the Village Centre, neither of which have been approved. However, we were able to add significant 'knowledge and experience' to both of these discussions that we believe was appreciated and taken account of. New applications coming through include the Character Area Design Code for the central area of Rowborough. This was quite a challenge – Rowborough is a completely blank canvas. We focused on ensuring footpaths and cycleways between Rowborough and South Marston would be in place at an early date, that the code encouraged reasonable parking arrangements to come forward and that, although we cannot enforce the 'no more than 2.5 storey' rule as for South Marston, we would not get ugly rectangular blocks visible from the intervening countryside. It is now very likely that our negotiations over the Parish Council taking over Public open Space and green infrastructure at an early stage have failed. The new housing development residents will be paying a services charge to fund management and maintenance costs. Note the expanded Recreation Ground and new Village Hall are still to be handed over to the Parish Council as a planning condition, and all the other new public open space will still be open to all residents to enjoy.

Village Centre Design	Despite emails and chasers, we could get no information regarding the appointment of the designer for the Village Centre design originally promised for early May. It was helpful that during the above Teams meeting calls above we were able to finally get an answer - the Designer is about to be appointed and meetings and consultation can begin sometime from August onwards.
Construction issues	Hedgerows and trees have been pulled out on OVL to enable the junction between OVL and the new Primary Street – although we expected this to happen, the scale of it was surprising. It has, though, enabled us to see the scale of the excavation of land for the surface water storage basin opposite to the Carpenters Arms, and we have seen the landscaping plans which commit to significant planting to compensate for what has been lost. Efforts to remove construction traffic from central village roads save for “ordinary” vehicles seem to be working. The PC was contacted in advance on one occasion when the delivery vehicle had to be brought around Pound Corner due to its height. MOLA continue to work on various locations but are to finish at the end of August. We have arranged for an evening presentation in the village hall on the 3rd September to hear the detailed outcomes.
SM school	The Ed, Dept. say that the transfer of the Bell Gdns field to us is key to their reengaging with the expansion but have not specified the trigger. I have a meeting with them on the 18 th and have invited Cllr. Vallender to become involved as they are falling behind the developer’s timetable.
Panattoni	A site visit by CM, MV and NH allowed us to meet our new Panattoni main contact - their Construction Director, Peter Carter Wall. The footpath from Oak Tree Corner down to Keypoint and across to the "Honda North" gate is now in place and currently being tarmac'd and landscaped. The demolition phase on site ends in August when the build starts in earnest although the steel frame for Unit 4 at the Honda North gate is already up.
Recommendations/Actions: Note the report	

SMRA report:

Report details	
Report Date:	9.7.2025
Report written by:	Sylvia Brown
Working Group meeting date:	8.7.2025
Inclusion in Parish Council meeting:	July 25
Agenda item number:	11
Public or confidential:	Public
Rec Ground Maintenance Rec entrance signs Party in the Park	
Rec Maintenance	Grass now being left longer to withstand dry weather now football has finished. Goalmouths and kickabout goal areas under repair, and have been levelled, but recent re-seeding has not resulted in germination despite daily watering regime. Given expectation of further hot dry period, efforts from volunteers and Allbuild are now being stopped. The hope is that natural re-growth will help and we can re-seed in autumn. As with other Recreation Grounds in the area, large cracks and loose posts are appearing with the hot dry weather. Some of these are being filled, but the change in the weather patterns in the last few years means soil contraction is now a regular part of maintenance that can be quite costly to overcome. Still awaiting toddlers' roundabout repair. Noted that some boundary maintenance tasks are now overdue, potentially as a result of lack of regular probation activity.
Rec Ground signage	SMRA would like to install a directional sign close to the forks in the pathways from the Thornhill Rd gate. Whereas we cannot progress the main Rec signage until the school construction work and entrances from Magdalene Close are completed, SMRA would like to this directional sign to be of a style and format that can be adopted at a later date by other signs. The PC is asked to give their views on the overall concept design attached, in terms of colour, content and format, ahead of instructing a signwriter to create various options for final agreement.
Football hire	3 teams signed up for next season. School has been contacted re pitch marking the second northerly pitch, as the area they traditionally use for the junior pitch will disappear with the school build. We are investigating the best way of accommodating their needs.
Party in the Park	Arrangements in hand for 26 th July event. Sponsorship has been acquired to cover anticipated costs, with more anticipated. The developers have offered £1,000 in total, and have asked for a presence at the event to display plans etc. Car boot, dog show, Scarrotts, food vans, raffle and attractions. Silver band in the afternoon, musicians and bands into the evening. Music will go on until 11.30pm. Risk assessment completed.

PC Recommendations/Actions

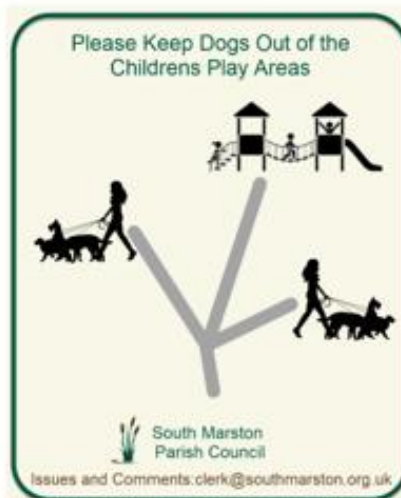
- Note the report.
- Confirm or amend the signage concept designs reproduced below.

SMRA Directional sign (metal construction)

This is the priority for SMRA to attempt to keep dogs out of the play area.

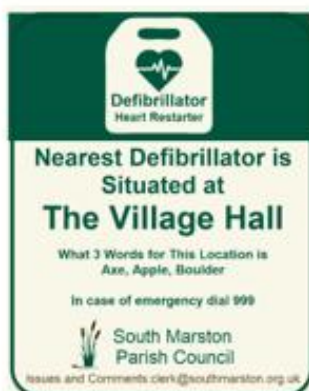
Without the sign, we are constantly having users point out that there is nothing prohibiting dogs in the play area other than common sense, which appears to be in short supply!

To put into context, the location will be just 10m inside the Th Rd gate where the pathways diverge. The left fork is the tarmac path to the school, the right fork is the perimeter dog-walking track.



Looking ahead to other potential signs maintaining the same concept:

(we are not seeking approval to go ahead with these at the moment)



Parish/Borough Liaison report:

Verbal report to be given.

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Finance

July 2025

Account balances:

Account	Balance date	Balance
Unity Trust	30/06/2025	£59,799.52
Nationwide	07/07/2025	£88,654.79
Hinckley & Rugby BS	10/07/2025	£60,060.74
	TOTAL:	£208,515.05

Payments

Payment method	SMPC ref	Payee	Reason	Dept	VAT	Total
BACS Paid 27/06/2025	0046	Staff	Salaries	Admin, comms	£0.00	£2,413.53
BACS Paid 27/06/2025	0047	Orchard Press	Poster cover	Comm Eng	£8.00	£48.00
BACS 16/07/2025	0048	Mandy Larcombe	Bookkeeping	Admin	£0.00	£135.00
BACS 16/07/2025	0049	Allbuild	Pitch marking	SMRA	£30.00	£168.00
BACS 16/07/2025	0050	Allbuild	Waste collection	Open Spaces	£29.63	£177.79
BACS 16/07/2025	0051	Allbuild	Grass cutting 4 of 8	Open Spaces	£222.98	£1,337.87
BACS 16/07/2025	0052	Allbuild	Various jobs	Allotment s106, TfCC, S106 Play	£272.00	£1,632.00
BACS 16/07/2025	0053	Allbuild	Rec field grass 4 of 8	SMRA	£143.00	£858.00
BACS 16/07/2025	0054	Allbuild	Water Bowser use	TfCC	£200.00	£1,200.00
BACS 16/07/2025	0055	Allbuild	Verge cutting	Open Spaces	£95.00	£570.00
BACS 16/07/2025	0056	Allbuild	Weed spraying rec ground	SMRA	£42.00	£252.00
DD 16/07/2025	0057	Lloyds Bank	Various	Various	£47.03	£308.12

BACS 16/07/2025	0058	J Wright	Lengthsman hours	Open spaces	£0.00	£203.00
BACS 16/07/2025	0059	SMRA	Village Hall hire	Admin	£0.00	£153.00
BACS 16/07/2025	0060	Cotswold Tree Surgeons	Tree Report	Open Spaces/tree reserve	£220.00	£1,320.00
BACS 16/07/2025	0061	Scottish Widows	Pension catchup payment	Admin	£0.00	£231.42
DD 30/06/2025	0062	Scottish Widows	Pension	Admin	£0.00	£228.30
DD 30/06/2025	0063	HMRC	Month 3	Admin	£0.00	£602.85
16/07/2025	0064	B Thunder	Various	Allotments, allot s106	£2.67	£115.98
				TOTALS:	£222.67	£11,954.86

Credit Card summary form

Month: Jul 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	£25.53	£5.11	£30.64	Y
	TOTALS:		TOTALS	£41.86	£7.78	£49.64	

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	Screws	12	7517	£8.37	£1.67	£10.04	Y
Amazon	Screws	12	7517	£12.74	£2.55	£15.29	Y
Amazon	Printer ink	2	7100	£14.32	£2.86	£17.18	Y
Amazon	Workshop stand	12	7517	£57.50	£11.50	£69.00	Y
Amazon	Workshop stand	12	7517	£57.50	£11.50	£69.00	Y
Amazon	Ramps for workshop	12	7517	£45.82	£9.17	£54.99	Y
Aliment Nutrition	Mistaken personal payment	-	-	-	-	£19.98	-
	TOTALS:		TOTALS	£199.25	£39.25	£258.48	