

Notice of meeting

14th August 2025

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 19th August 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 15th July 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/25/0828 Re: Reserved matters application (following planning application S/OUT/13/1555) for details of the access, layout, scale, appearance and landscaping in relation to South Marston East electricity substation. The outline planning application was subject to and submitted with an Environmental Impact Assessment. At: Land To The North Of The A420, Known As South Marston And Rowborough, Swindon Deadline: 1 st August 2025 - SPWG reviewed and submitted response on 28 th July with suggested revision to plans for substation access which would resolve current issues with the plan. S/RES/25/0836 Re: Reserved matters application (following planning application S/OUT/13/1555) for Land North of A420, Eastern Villages. Details of the access, layout, scale, appearance and landscaping in relation to the western section of the Northern Loop Road connecting from the Primary Street to Parcels R1 and R2; and onwards to the north of Parcel R3. The outline planning application was subject to and submitted with an Environmental Impact Assessment. At: Land To The North Of The A420, Known As South Marston And Rowborough, Swindon Deadline: 1 st August 2025	SBC planning website	8:10pm

- SPWG reviewed and response submitted on 31st July, with an objection related to drainage concerns. S/COND/25/0852 Re: Partial Discharge of Conditions (36) Construction Method Statement (37) Construction & Environmental Management Plan (61) Broadband from previous application S/OUT/13/1555 - Outline Planning Permission, etc At: Land North Of A420, Eastern Villages Swindon Deadline: 18th August - SPWG reviewed and response submitted on 28th July with an objection related to the proposed temporary haul road construction. 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: 15th August S/COND/25/0972 Re: Discharge of Condition (31) Movement Phasing Strategy (36) Construction Method Statement (37) Construction and Environmental Management Plan (61) Broadband from previous application S/OUT/13/1555. At: Land North Of A420, Eastern Villages, Swindon Deadline: 27th August		
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 - To review and approve Q1 Financial Monitoring Report	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	Aug 25
Oct 24 92/24-25	Clerk's Report	Wiltshire Prepared – clerk to meet with Highworth TC in new year.	Progressing	Clerk	Aug 25
Nov 24 100/24-25	Open 10 Minutes	War memorial refurb. Date set for 16 th July.	Done	Clerk	
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 chased SBC and developers over RoW queries.	Progressing	Clerk/BT	
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.	Progressing	Clerk	
Jun 25 39/25-26	Expansion	Land search required for Keypoint bridleway rights of way issues		Clerk/Chair	

Added in July 2025

Jul 25 53/25-26	Planning	S/DEM/25/0811 Home Farm demolition – clerk to respond with no comment.	Done	Clerk	
Jul 25 53/25-26	Planning	Northern Loop Road and Electricity Substation – applications received and to be reviewed by SPWG	Progressing	SPWG	

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Calendar:

JULY 2025		
Responsibility:	Activity:	Progress
Council administration	Host public viewings of accounts	Done
Finance Working Group	Arrange meeting for review of Q1 2025/26	Done
AUGUST 2025		
Responsibility:	Activity:	Progress
Council administration	Inspect allotments and notify holders of results	
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	
Agenda items:	- Review/approve Risk Assessment and Management documentation - Review and approve 1st quarter Financial Management Report	
SEPTEMBER 2025		
Responsibility:	Activity:	Progress
Council administration	Review archive status	
Council administration	Circulate budget requirements ideas sheet	
Agenda items:	- Archive review	

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Clerk's Report:

Report details	
Report Date:	August 2025
Report written by:	Clerk
Inclusion in PC meeting: Agenda item number:	Aug 2025 7
Overview	
Code of Conduct Elections 2026 Allotment water Tree Work Issues	
Item	Progress/activity update
Code of Conduct	SBC has adopted a new version of the Code of Conduct. This will be circulated for review. Council to decide if it wishes to adopt this new version as recommended. If agreed this will be included in September's agenda for adoption.
Elections 2026	Information regarding elections in 2026 is now available. Notices for elections will be published on 23rd March, including for South Marston Parish. Nominations will run until 9th April. Pre-election purdah period for ward elections – including the new SM ward – will be in place from 23rd March to 7th May. A briefing will be held for clerks in February.
Allotment Water Supply	As councillors may be aware, we have received several letters and threats of fines etc from Castle Water related to the allotment water supply. They run business water contracts on behalf of Thames Water and incorrectly had us listed as the owners of the water connection at the site. We have been in contact with Panattoni on several occasions, and our contact Oliver has been liaising with Castle Water to get this corrected - this appears to have been resolved. I had written to Castle Water asking them to acknowledge their error and to cease contacting us about this account. Panattoni is now seeking a meter reading and to then rebill us for water usage – this may become problematic as there is only one meter on the supply and, as an example, there have been two cases of leaks in the memorial garden which we should not pay towards. The best approach to deal with this is being investigated.
Tree Works Issues	Following the recent Tree Survey, it was noted some trees alongside Thornhill Road near Ash Gardens require attention including one that needs felling urgently. This was logged with SBC but there was a long delay of approx. 5 weeks, including a reminder posted by myself, before I asked Cllr Vallender to chase it. We were then told as the trees had TPOS we needed to apply for TPO permissions from the planning department before requesting tree work - and our request was therefore cancelled. This delay is obviously not acceptable. Before relogging anything, I have asked that the whole process be explained to us. If we require TPO permission before asking for tree works this can add long delays and

	the process is simply not clear, especially concerning a tree that has been flagged as needing urgent felling.
Correspondence	SBC Lead Flood Authority officer contacted us requesting an update to any actions by the Parish based on the Section 19 Flood Report. A response was sent by the chair, which included highlighting the knowledge and focus of the community on such matters and pointing out failures of the borough in its duties as the LLFA. The trustees of the F&E Harris Trust have contacted us regarding road naming in the new developments and requesting that 'Harris' is used for one of the roads – the clerk has responded informing the Trust that this has been previously discussed and is in hand.
Actions or queries for consideration by the Council at PC meeting	
Discuss adoption of the new Code of Conduct.	

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Communications Working Group report:

Report to be verbal or circulated separately.

Open Spaces Working Group report:

Report details	
Report Date:	11 th August 2025
Report written by:	Barry Thunder
Inclusion in PC meeting:	Aug 2025
Agenda item number:	9
Overview	
Lengthsman work & Development CPB update Village Garden Roadside weed control Tree survey outcomes Oxleaze Wood new seating Foot path from Greenfields	
Progress/activity update	
Lengthsman progress	By the end of August 2025 Justin cease his duties with the Royal Navy. During September 25, he is undertaking a training course in Lyneham on chain saw use in forestry, including a review on forestry first aid. This will be funded by the Royal Navy and himself. Considering our annual cost projections with Allbuild for weed spraying in the village @ £700 at £25 per hour (main roads only), there is an opportunity to include courses on the safe use of weedkiller spraying during the same week as his other course. I propose that the PC fund this NET cost of £580, that will allow us a wider use of spraying, on both our roads and the current and future paths within the village. Justin is happy to sign an agreement whereby he would repay a portion of the training costs should he leave within three years. This course requires approval at this meeting. See attached notes.
Orchard Meadow & St Julian's	Some fruit trees have been damaged by hungry Deer. All long grass on the meadow has been mowed to allow easier access to all the fruit trees. St Julians grass to be cut back by CPB.
Oxleaze Woods & Morses Lane	Plans to remove the old wooden seating and replace with long life seating to be actioned during September onward. Funding already in place via Community Forest
Village garden	Actions required from the recent Tree Report to take place during September.
Village pavements & gutters	Planning and specified spraying awaiting more detailed location plans. Spraying by either Allbuild or Lengthsman. Budget is for Allbuild costs, but could be lowered if we use Justin for the work. Pending current funding request!

Village Tree report – actions to date	Trees felled in the Rec, x2, and low branches removed along the border with Magdalen Close. Three trees beside the village car park, also felled. The central oak tree has been cleared of dead branched by Cotswold Tree Surgeons. Our thanks to volunteers, Lionel, Ray, Norm and Robert and Family for all their work in felling and removing all arisings. Work to be completed along Thornhill Road boundary, Oak Tree Corner, and the Village Garden. Some 5 more trees to be felled, amongst other recommendations from the report. It now appears that the extensive works required on the Allotment trees, including roadside ones, will be taken on by the site wide work over the entire Panattoni site. More on this at it develops.
Greenfields/Highworth Road path	Tidying work completed by Justin and will now be monitored monthly.
Actions or queries for consideration by the Council at PC meeting	
Councillors are requested to approve up to £580 for Safe use of Pesticides and Safe Spraying courses.	

Allotments Working Group report:

Report details	
Report Date:	11 th August 2025
Report written by:	Barry Thunder
Inclusion in PC meeting: Agenda item number:	Aug 2025 9
Overview	
Allotment vacancies and Annual rent payments. Honda Memorial Garden update - Panattoni. Water meter and likely additional costs. Car parking area landscaping. Ladies portable toilet	
Item	Progress/activity update
Tenancy agreements	There are 4 new tenants yet to be invoiced and issued the special one-off rental agreement for 2025/26.
Thames Water connection	A recent invoice for water was incorrectly issued to the PC some weeks ago. Kevin is working with Panattoni to resolve this.
Plot vacancies & usage	We have one plot to restore, also one other plot under review. We are also assisting some new tenants to replace damaged fencing with funding from the S106 fund. This is a cost-effective way to restore neglected plots.
Mains water supply	We are now aware of another water leak in the Hoda memorial garden. Reported to Panattoni.
Memorial Garden & allotments ownership	We have now completed the removal of the 8 raised beds on the Memorial Garden. Once weather allows, these will be rotavated, levelled and seeded. We are liaising directly with Panattoni on this work, and hoping to work closely with their contractors on the grassing task.
Car park area landscaping	We are three quarters of the way with planting this area and many thanks are due to Alison for supporting me with the watering and planting. Also, thanks to Lionel, John and SM Gardening club for support and plants. More to come later in the year. Hopefully, also future support from Panattoni!
Container tool store and Workshop	Many of the tools, benches and shelving are now installed. An external deck is in place, to safely run the generator when required.
Portable Toilet	I have been requested to consider putting in a portable type toilet for use by the growing number of ladies working on allotments, particularly for those that live outside of the village. An estimate of monthly costings was obtained.

	The clerk raised a number of concerns about this and suggested this should not be further considered currently.
Actions or queries for consideration by the Council at PC meeting	
Councillors, please note all the above.	

Rights of Way Working Party:

Verbal report or to be circulated separately.

Strategic Planning Working Group report:

Report details	
Report Date:	12.8.25
Report written by:	Colin McEwen, Sylvia Brown, Nigel Hole
Working Group meeting date:	
Inclusion in Parish Council meeting:	Aug 25
Agenda item number:	10
Public or confidential:	Public

Overview	
TWV: Bloor Homes. Planning. Primary and Secondary 'Loop Road' applications Temporary Haul Road/substation/allotments. GI maintenance. LEAPS & NEAPS. Village Centre design	
Item	Summary
Bloor Homes R1/2	Vistry have sold parcels R1/R2 to Bloor Homes, who will be responsible for work internal to the parcels. A meeting with the Bloor Homes project manager is planned for early September – they have already asked for the comments we made on the preapplication plans prepared by Vistry, which we thought were largely acceptable.
Secondary Loop Road	Vistry have retained responsibility for infrastructure surrounding R1 and R2, including the full length of the Northern Loop Rd from the junction around Morses Lane up to the Bell Gardens Field. Work has already started by excavating the junction with Morses Lane – a new bypass resident access has been laid around the area for resident use. No Construction Management Plan yet, and permission for the Loop Rd has yet to be given. The Thornhill Road junction and Loop Road will be used for their construction traffic and, from June 2026, will be open to the public.
TWV: Planning	We have responded to applications for the Primary Street and the associated drainage etc. There are still issues relating to PROW crossing, access into neighbouring land and surface water disposal. We were pleased to note that our concerns have been picked up by the Highways Dept. The Developer's consultants are, at long last, working on overall plans for surface water and footpaths. The Construction Management Plan for R9 (Nightingale Corner) has been submitted – they have been at work there for some weeks, but contact has now been made with the site manager (which is different to the one constructing the new roads) to try and avoid repeat of the initial problems with delivery lorries parking in Nightingale Lane, Magdalene Close and the Leaze.
TWV: Temp Haul Road	The 'rogue' OVL access has been widened and given permanent kerbs. An application for an electricity substation served by a road using this access has now been made. Neighbouring residents have strongly objected, as have we. The Developer's agents had persuaded themselves and the Borough that we had agreed to the allotment allocation for this area being altered to wildflowers and a

	community orchard. At a meeting between all parties they retracted their assertion and they are now considering our alternative arrangement that utilises a shared access off Hammerman Way. This has again demonstrated that the developers are an alliance of separate organisations that struggle to liaise between themselves.
TWV GI Maintenance	As there has been no further contact on the subject, we must assume that all the Open Space within the “HHT” area will be the responsibility of a Management Company, with residents appointed as Directors following last occupation. The Manco documentation will permit transfer to the PC at that stage, if both parties agree. This is certainly a simpler outcome for the PC and will also ensure that existing residents are not disadvantaged.
TWV: LEAPS and NEAPS	The Developers have appointed Miracle Play to design and build the play areas for both SM and Rowborough. We do not find the items on offer for the teens age group in the NEAP inspiring, but discussions with Miracle are ongoing. The tarmac Multi Use Games Area originally offered was small, but is now to be full size.
TWV: Village Centre	Owen French and Aled Roberts of Roberts Limbrick have been appointed to design the whole Village Centre area and the new Village Hall building, with Ward Williams responsible for the build. Following an initial Teams meeting, SB supplied a comprehensive background brief and we have held a very positive in person meeting at which RL presented initial ideas, to include a more spatially efficient Village Hall design that includes a coffee shop, white room, hall with divider, small meeting room and office space. Following discussion, they are to work this up and we are proposing a meeting with the previous 33 resident consultees in early September. This should give sufficient feedback for full plans to be ready for a full public consultation in early November, with the Planning Application submitted at end December and work to start in May. It was confirmed that there will be a single football pitch and that the whole area will be drained and prepared to a high Sports England standard
Panattoni	As Panattoni Park moves from demolition phase to construction of the 12 warehouses, new contractors are coming in to start their build programmes. Unit 4 has become very visible from the old Honda North roundabout. And contractors would appear to be ground working for the block of five warehouses immediately adjacent to the Village. Unfortunately there has been activity outside the permitted working hours creating noise nuisance and after intervention from both the Parish Council and Matt Vallendar, our Ward Councillor, this has firmly been put a stop to.
20mph zone	The issue of positioning the OVL gateway remains unresolved. Highways suggest that it be where the 30 limit currently starts. We and both Developers think that this is too far. We have proposed a mid-position and are awaiting TW’s view.
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	The variety of large cracks, damaged safety surfaces and loose posts have been challenging to deal with. Immediately the safety risks were recognised, warning notices were erected and information posted on the website and Facebook. SMRA decided on a two-pronged approach – immediate tasks were to be completed by Allbuild: cracks in the grass under equipment, big pitch and play area, and also the grit paths. This was completed promptly and a bill received for £2,000, to be paid from the SMRA pot in the SMPC accounts. The longer-term maintenance required on the drainage channels across the northern area of the Rec was likely to be expensive, and so we sought (and are still seeking) comparative quotes from Ecosolve and at least one other contractor. This would involve weedkiller, rootzone top-up, vertidrain drilling with holes filled with sand, and then surface dressing. Note that some boundary maintenance tasks are now well overdue, but we have struggled with lack of regular probation activity and diversion of Allbuild effort to cover risk activity.
Football hire	Three teams signed up for next season. All are aware that the construction work on the Rec may begin by May next year, so they may have to play any remaining matches on the smaller pitch.
Village Hall Party	One of the main sources of rental income is hire for parties, which generally causes little problem. Just occasionally, significant disruption is caused, resulting in justifiable complaints from neighbours and it tends to be hirers from outside the village. There was one such case recently, made worse by the hot weather meaning the doors were open and the music from their own sound system was excessive. Because of the neighbour nuisance and the failure to stop at 11.30 pm, the substantial party deposit paid, as per our Terms and Conditions of Hire, will not be returned. SMRA has now agreed to restrict party bookings from non-residents apart from known hirers (we have some regular baptism/wedding bookings). Despite having an entertainment licence covering activity up to 11.30, we will not allow music after 11pm and hirers must use the V Hall sound system which we can turn off remotely once the time is up.
Party in the Park/fete	SMRA has received a full report of activity from the organisers and the final accounts are anticipated shortly. Thanks to Dave Webb and Rachel Case for jointly bringing it all to fruition and Lionel for the Risk Assessment. One incident later in the evening resulted in a

	partygoer being taken to GWH, having been given appropriate care by first aiders on the Rec. A report from the GWH nurse was sought (logged by our H&S Officer) which concluded all necessary actions were taken and the incident was not due to anything done or not done by SMRA or the Fete organisers. All stallholders made a decent profit from the day, but the real winner was the community which turned out in force and had a very good time. Largely due to significant sponsorship effort, the Committee accounts will show a surplus and a separate SMRA bank account will be opened to carry remaining funds over to next year's event. SMPC needs to decide whether to ask for the return of all or part of their grant given to the Party in the Park so we can recycle the money in the 'Events' reserve for other community events in the village.
MOLA evening	The final presentation of the Museum of London Archaeology work over the past year will take place in the Village Hall on Wednesday 3rd September. SMRA will be helping with preparations at this event as 'Rory' will again be taking to the stage on his own, hotfoot from the construction site!
PC Recommendations/Actions • Note the report • Decide whether to ask for the return of all/part of the initial SMPC grant given to Party in the Park.	

Parish/Borough Liaison report:

Verbal report if any.

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Finance

August 2025

Account balances:

Account	Balance date	Balance
Unity Trust	31/07/2025	£48,791.71
Nationwide	01/08/2025	£88,654.79
Hinckley & Rugby BS	14/08/2025	£60,060.74
	TOTAL:	£197,507.24

Payments

Payment method	SMPC ref	Payee	Reason	Dept	VAT	Total
BACS Paid 30/07/2025	0065	Staff	Salaries	Admin, comms	£0.00	£2,413.33
BACS 20/08/2025	0066	Mandy Larcombe	Bookkeeping	Admin	£0.00	£135.00
BACS 20/08/2025	0067	Allbuild	Pitch marking	SMRA	£24.00	£144.00
BACS 20/08/2025	0068	Allbuild	Waste collection	Open Spaces	£29.63	£177.79
BACS 20/08/2025	0069	Allbuild	Grass cutting 5 of 8	Open Spaces	£222.98	£1,337.87
BACS 20/08/2025	0070	Allbuild	Various jobs	Allotment s106, TfCC, SMRA	£213.00	£1,278.00
BACS 20/08/2025	0071	Allbuild	Rec field grass 5 of 8	SMRA	£143.00	£858.00
BACS 20/08/2025	0072	Allbuild	Hedge Cutting	Open Spaces	£260.40	£1,562.40
BACS 20/08/2025	0073	Allbuild	Repairs to pitches, paths and play area	SMRA	£400.00	£2,400.00
DD 18/08/2025	0074	Lloyds Bank	Various	Various	£57.43	£260.53
BACS 20/08/2025	0075	J Wright	Lengthsman hours	Allotments, Open Spaces	£0.00	£196.00
BACS 20/08/2025	0076	Cotswold Tree Surgeons	Oak Tree maintenance	Tree reserve	£90.00	£540.00

BACS 20/08/2025	0077	James Long (Masons)	Memorial refurbishment	TBC	£97.00	£582.00
DD 28/07/2025	0078	Scottish Widows	Pension	Admin	£0.00	£305.44
DD 17/08/2025	0079	HMRC	Month 4	Admin	£0.00	£603.05
				TOTALS:	£222.67	£11,954.86

Credit Card summary form

Month: Aug 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
CartridgePeople	Printer inks	2	7100	£210.08	£42.02	£252.10	Y
	TOTALS:		TOTALS	£251.94	£49.80	£301.74	

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	Sprayer and hose	12	7250	£18.99	£3.80	£22.79	Y
Dobbies	Compost	12	7360	£19.16	£3.83	£22.99	Y
	TOTALS:		TOTALS	£41.15	£7.63	£48.78	

Note: Credit card activity for BT includes a refund from Amazon of £89.99 this month.