

Notice of meeting

13th November 2025

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 18th November 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. Exclusion of Public and Press Reason: to discuss co-option of councillor.		
3. Co-option of Councillor		
4. 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
5. To approve the minutes of the Parish Council Meeting held on Tuesday 21st October 2025	Website	7:40pm
6. To receive Ward Councillor Update		
7. To review and update the Parish Council actions	Actions	7:55pm
8. To review and update the Parish Council calendar	Timeline	8:00pm
9. To review and discuss the Clerk's Report	Report	8:00pm
10. To review and comment on Planning & Highways matters: S/RES/25/1071 Re: A reserved matters application (access, appearance, layout, scale and landscaping) for 65 dwellings and associated infrastructure. The outline planning application was accompanied by an Environmental Statement. At: Parcel R12, Land North Of A420 Swindon Deadline 17 th November S/RES/25/1389 Re: Reserved matters application (access, appearance, layout, scale and landscaping) for 122 dwellings and associated infrastructure -Reserved Matters from previous outline permission S/OUT/13/1555. At: Parcels R1-R2, New Eastern Villages Swindon Wiltshire Deadline: 2 nd December S/COND/25/1314 Re: Discharge of Conditions (11) LEAMP (13) Tree Protectiton (17) Bats (31) Movement Phasing Strategy (36) Construction Method Statement (37) CEMP (42) Surface Water Drainage (53) Slab Levels (54) Materials (56) Street Lighting from previous application S/OUT/13/1555. At: Land North Of A420, Eastern Villages, Swindon Deadline: 4 th December	SBC planning website	8:10pm

11. Reports from Working Groups a) Communications b) Open Spaces c) Allotments d) Rights of Way	Reports	8:20pm
12. Reports relating to Expansion Strategic Planning Working Group	Report	8:40pm
13. Other reports a) SMRA & Play WG b) Parish/Borough Liaison	Reports	9:00pm
14. Finance - To review and approve finance statement and payments - To review and approve Q2 Monitoring Report - To review minutes of FWG Meeting	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
Oct 24 92/24-25	Clerk's Report	Wiltshire Prepared – clerk to meet with Highworth TC in new year.	Progressing	Clerk	Dec 25
Apr 25 185/24-25	Working Groups	Clerk and BT agreed compensating watering volunteers – Clerk to process	Progressing	Clerk/BT	Dec 25
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 – Clerk to draft policy	Pending	Clerk	
Aug 25 63/25-26	Ward Update	Check situation regarding orphaned land with SLCC/NALC and discuss	Progressing	Clerk	

Added in August 2025					
Oct 25 79/25-26	Calendar	Clerk to arrange annual review with chair	Progressing	Clerk	
Oct 25 79/25-26	Calendar	FWG meetings to be arranged for Q2, budget reviews, precept setting	Progressing	FWG	Nov/Dec
Oct 25 80/25-26	Clerk's Report	Chase TPO and decide action on trees off Thornhill Rd	Progressing	Clerk	
Oct 25 81/25-26	Planning	S/COND/25/1184 NEV Design Code – SPWG to respond	Done	SPWG	
Oct 25 81/25-26	Planning	S/25/1284 Care Home, Lancaster Place – Clerk to respond	Done	Clerk	
Oct 25 82/25-26	Code of Conduct	Clerk to upload new version to website	Done	Clerk	
Oct 25 84/25-26	Expansion	Upload summary of Local Plan response to website	Done	Clerk	
Oct 25 87/25-26	Other Matters	Clerk to invite SMRA members, editor and lengthsman to Xmas drinks	Done	Clerk	

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Calendar:

OCTOBER 2025		
Responsibility:	Activity:	Progress
Allotment Working Group	Inspect allotments and notify holders of results	
Allotment Working Group	Review allotment hire rates (budget)	Progressing
Communications Working Group	Review advertising costs (budget)	Progressing
Communications Working Group	Staff Appraisals (budget)	Progressing
Council administration	Review service provider contracts and need for tender	Progressing
Agenda items:	- Review service requirements for 26/27	
NOVEMBER 2025		
Responsibility:	Activity:	Progress
Council administration	Ask SMRA to confirm grant amount requested	Dec/Jan
Council administration	Renewal process for service contracts 26/27	Dec/Jan
Finance Working Group	Produce and review Q2 Finance report, assess budget requirements	Progressing
Agenda items:	- Review service providers	
DECEMBER 2025		
Responsibility:	Activity:	Progress
Communications Working Group	Produce January edition of Community News	
Council administration	Consider SMRA MOU and grant	
Council administration	Clerk to circulate draft service contracts for approval	
Council administration	Remind school licence fee due	
Finance Working Group	Meeting to review budget, precept requirement	
Agenda items:	- Agree SMRA MOU and grant - Review draft service contracts	

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Clerk's Report:

Report details	
Report Date:	November 2025
Report written by:	Clerk
Inclusion in PC meeting: Agenda item number:	Nov 2025 9
Overview	
CIL & S106 webpage Draft IT Policy Defib Maintenance Keypoint bridleway Trees SBC Works request	
Item	Progress/activity update
CIL & S106	Required webpage has now been added to the SM site and CIL report submitted to SBC. Further CIL receipts of £3,341.93 to be received imminently related to the Old Post Office.
Draft IT Policy	An IT policy is a requirement for the new audit checks – a template will be adapted for our use and draft to be circulated when ready.
Defib Maintenance	New batteries and pads have been ordered and installed. Purchased by the PC initially at cost of £790+VAT, but will be funded by F & E Harris Trust which has kindly agreed to support the defibrillator installations in the village. Invoice to be sent to the Trust for repayment.
Keypoint Bridleway path	Contact has been made with JLL, the management company for Keypoint, to start the process of linking the right of way access point from developments across the new roundabout junction to the Keypoint bridleway.
Allotment Water Supply	Contact has now been made with management company for the memorial garden and they are hopefully investigating the water leak. Billing still to be worked out.
Tree Works Issues	TPO has now been signed off – options to be discussed and agreed. Do we proceed with the works at a cost of £2.7k + VAT?
Watering Compensation	As previously discussed, a compensation payment will be made to Cllr Thunder and Rachel Case for their help in watering new trees during the dry weather. This will be based on an estimate of water costs plus a small uplift for their time. This will be paid in the form of a voucher. Clerk to calculate and purchase vouchers.
Weed Spraying	The situation with the SBC borough-wide exercise remains confusing and several parishes have still not been given any details.
Correspondence	SBC made contact about two locations on Highworth Road and Nightingale Lane where some tree and vegetation work is needed to clear gullies and parapets. It at first appeared they were suggesting they were our responsibility, but on further investigation this was a request to help if possible in carrying out the tasks (for some compensation) on their behalf. Response sent that we do not have our own grounds teams or ability to carry out this scale of work.

Actions or queries for consideration by the Council at PC meeting

Tree works – decision on proceeding with tree works on Thornhill Road

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Communications Working Group report:

Report details	
Report Date:	12/11/2025
Report written by:	Sylvia Brown
Inclusion in PC meeting:	Nov 2025
Agenda item number:	11
Overview	
Potential Issues with Publisher software Forward budgeting Revised Welcome Pack	
Progress/activity update	
CN Production	November issue completed and distributed. Full quota of advertising. Despite learning about it at short notice, we were able to cover the forthcoming closure of OVL and related development news, albeit the date of the start of it changed after we went to print. Worth noting that, following the front-page story from a novice allotment user, Barry was contacted on distribution weekend by several prospective allotment applicants
Comms Officer Annual Appraisal	Completed. No requirement for increased hours next year – increase in salary will be tied to a % uplift in Clerk's salary. Should additional work be required above contracted hours, the PC is able to offer 'project hours' at the standard hourly rate. No requirement for additional equipment, though Google/cloud storage space is a constant issue. Minor adjustments made to working practices to try and ensure urgent FB/website entries can be actioned as fast as possible. There may be issues with the continued availability of Publisher beyond next autumn – this is our 'go-to' system for devising everything from CN to leaflets/posters etc. Sharon to seek advice from Orchard Press on what we should be looking for in an alternative system that we could realistically acquire for at least 2 of our 'PC computers'.
Printing cost 26/27	We will be seeking a quote from Orchard Press for printing next financial year. The distribution numbers will be kept the same (we currently have surplus copies on a print run), but the arrangement with OP is that if we do require an uplift, they are free to charge extra. It is hoped that any uplift would be funded by the SBC Travel Plan, since the additional copies will first be required for the Welcome Pack.
Welcome Pack	Initial planning in place for a gradual rollout of revised folder and content: Folder – paid for by SBC Travel Plan money Content update – changes to some of the text, but same basic plan for re-printing of inserts. Additional inserts and potential funding for these being considered Map of the Parish – this is the one element that needs completely new material and is a very complex project (no single document is available that shows the new footpaths likely to be

	open for use in, say 18 months time). Hoping to develop this in cooperation with Panattoni, who has Travel Plan money of their own. Distribution – major discussion on our future capability to do doorstep delivery. There are potentially two strands of work: – engaging new residents in SM expansion to join the CN delivery team – planning an online version for Rowborough expansion (this will involve significant website work to improve accessibility to meet different needs)
Facebook/website data	Annual analysis in hand, although the way systems allow collection of data keeps changing. The soft evidence is also very valuable (eg recent example of the success of producing information on the Thornhill Rd roundabout closures)
PC Recommendations/Actions • Note the report	

Open Spaces Working Group report:

Report details	
Report Date:	12 th November 2025
Report written by:	Barry Thunder
Inclusion in PC meeting:	Nov 2025
Agenda item number:	11
Overview	
Lengthsman tasking Oxleaze Woods Village trees & orphan land	
Progress/activity update	
Lengthsman tasking	With grass cutting off the menu, we have redirected Justin's work as below. Work related to a specific cost centre will be cross charged accordingly via Kevin. Plot fence repairs and soil management, Weed spraying around the village ,when possible, SMRA tasks in liaison with Lionel, Clean and clear road signs, paint gazebo, rehang St Julians field gate, clear hedge creep on roadside paths. Review need for a Leaf Blower and Wood Chipper and general revision of tool location storage.
Oxleaze Woods	Plans for replacement seating are pending more time and research. Three locations have been identified. Funding is already paid. We have secured the cooperation of Glencar, who are constructing the Bodleian extension work. They will work with us voluntarily to coppice the Hazel in the wood over two half day sessions this Autumn.
Village garden	Some work required to reduce the height of bushes and some fence repairs.
Village Tree report – actions to date	SBC have approved the TPO felling request we submitted on 8th September. We now need to decide how to deal with this dangerous tree for the safety of our residents and the general public. We should also discuss how to control growth on other village Orphan Land and other land under our control – including trees on the land adjacent or within the Bell Gardens field that we will take ownership of. Also allocate some hours for Justin to gradually tackle this work, at minimal cost?
Rec clearance work	The clearance work is now complete leaving access to some dead trees. Future consideration needs to be given to the long term use of this land?
Actions or queries for consideration by the Council at PC meeting	
Councillors are requested to note the above.	

Allotments Working Group report:

Report details	
Report Date:	11 th November 2025
Report written by:	Barry Thunder
Inclusion in PC meeting: Agenda item number:	Nov 2025 11
Overview	
Plot updates Water leak in memorial garden Allotment rents S106 funds	
Item	Progress/activity update
Allotment plot updates	Two plots have been newly fenced and soil cleared plus a second horse manure bay built. Both plots are now let with one vacancy on the starter plots. Three inquiries received via the front page article in Nov CM. Two have taken up plots. One tenant with two plots under warning for eviction in mid December, if no improvements made. Justin to repair damaged fence and make good the two plots to let in new year. All invoicing up to date. We have 66 plots on site.
Water leak in memorial garden	The mains water was turned off on 13th October. We carried out a 24 hour flow test and reported the water usage to Panattoni in order to hasten repairs. We await the site tree maintenance via Panattoni.
Memorial Garden	Newly sown grass seed growing well on the sites of the recently removed raised beds.
Car Park Landscaping etc	All new plants and saplings growing well. We plan to add new plants etc with support from Angie and the Gardening Club, in the next planting season.
Review Allotment rents for 2026/27	We will have to estimate the cost of water supplies for the new year, as we have no firm ideas of cost from Castle Water/Panattoni. The rents for 26/27 will be discussed at the FWG meeting on 13/11/25.
Bellway s106 funds	Remaining s106 funds for allotments to be fully utilised in the coming year prior to deadline of January 27.
Actions or queries for consideration by the Council at PC meeting	
Councillors, please note all the above.	

Rights of Way Working Party:

Verbal report to be given.

Strategic Planning Working Group report:

Report details	
Report Date:	19.10.25
Report written by:	Colin McEwen, Sylvia Brown
Working Group meeting date:	
Inclusion in Parish Council meeting:	<i>October 2025</i>
Agenda item number:	<i>12</i>
Public or confidential:	<i>Public</i>

Overview	
HHT: Plethora of activity 20 MPH Zone Road Closures School expansion contact made	
Item	Summary
HHT	A minimal Open Space Strategy and a Character Area Design Code for the part of Rowborough bordering Nightingale have been submitted and responded to. The absence of an overall Utilities plan is becoming an acute problem and has been raised with SBC. The plethora of applications and delivery is presenting challenges for all parties concerned.
20 MPH	The zone will extend to the northern end of Manor Cottages in OVL. As will the street lighting.
Road Closures	Thornhill Road is now fully open. However, the Developers need to close various parts of OVL starting from the 17th of this month and extending into 2027. This was not what was anticipated. Consultation (again) seems to be being done at the last minute and mitigation measures for residents not fully considered. We are pushing the developers for a more considered approach and have spoken to the Planning Officer and ensures that he liaises with his Highways colleagues.
Relationship with Blue Kite Academy	Potentially very useful meeting onsite with Blue Kite Academy representatives to determine their expectations under any forward lease agreement for land north of the oak tree.
St Margaret Retail Park	An application has been made to alter the permission already granted for the old Madison Hotel site. The planned use has altered from home/garden use to car showroom, though the drive through coffee shop remains the same.
PC Actions/Recommendations	
Note the Report	

SMRA report:

Report details	
Report Date:	12/11/25
Report written by:	Sylvia Brown
Working Group meeting date:	11/11/25
Inclusion in Parish Council meeting:	November 25
Agenda item number:	13
New co-option Rec Maintenance Future of current Village Hall	
New member of trustees	Andrew Liddiard has been formally coopted having attended the last 2 meetings and confirming his interest. We welcome his participation.
Rec maintenance – cracking ground	The remaining large drainage cracks, which were not covered by the recent major drainage work with Ecosolve as it is on areas to be covered by the school extension build, have now been filled with available material. We should now be in a state where the risks to users have been substantially reduced if not eliminated (until next summer at least).
Play Area Safety/Repair	The longstanding problem of the toddler’s roundabout repair has finally moved forward, but the difficulties in completing it multiplied even when the required labour and materials became available. After several days anxiety-ridden work (Allbuild and Lionel), we are in the position of needing to re-concrete the base, allowing it to ‘cure’ before final assembly. This has been an extraordinary saga, and Lionel has put in tremendous amount of volunteer effort. However, we may be on the home straight now and the end result will be a virtually ‘as new’ piece of equipment that would have cost a great deal more to replace. The new 5 year contract with Sovereign Play was, financially, a very good deal. We have discovered one drawback though. The two inspection reports per year will be undertaken, but the dates are continuously changing and we do not necessarily get notice of when they will actually be doing the work. Lionel, as H&S Officer will therefore plan on preparing his safety report every month, rather than two of those months being covered by Sovereign Play.
Football Hire	3 teams with a full schedule over the winter. Pitch condition is very good, thanks partly to the goal protectors being in use during the summer and re-seeding in early autumn. Team behaviour is being monitored – two recent instances of changing room facilities heaters/lights etc being left on and only discovered by cleaning staff after 24-36 hours. Notification being sent to teams noting their contract for use says they will be fined for any subsequent instances.
Financial agreement with SMPC	Draft content of the specification for annual maintenance was agreed. Still to obtain a quote from Allbuild, but this should be forthcoming before the end of November. The chair will be responding to BT re anticipated use next year of the lengthsman.

Village Hall future	As the trustees of the Village Hall Charity, it is the responsibility of SMRA to take forward a plan for the existing Village Hall as we approach the time at which plans for the new Village Hall make progress. Following a short discussion on what that may entail, SMRA will be working on a project plan for options and negotiation/consultation with relevant parties.
PC Recommendations/Actions Note the report	

Parish/Borough Liaison report:

The principle of the Protocol and Annexes has been accepted. A meeting is planned with senior SBC Officers in December. It is clear that delegation/partnership working has a head of steam elsewhere.

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Finance

November 2025

Account balances:

Account	Balance date	Balance
Unity Trust	31/10/2025	£62,851.53
Nationwide	01/11/2025	£88,654.79
Hinckley & Rugby BS	12/11/2025	£60,060.74
	TOTAL:	£211,567.06

Payments

Payment method	SMPC ref	Payee	Reason	Dept	VAT	Total
BACS 19/11/2025	0106	Allbuild	Rec drainage work (amended, carried over from Oct)	SMRA	£65.00	£390.00
BACS Paid 01/11/2025	0108	Staff	Salaries	Admin, comms	£0.00	£2,222.23
BACS 19/11/2025	0109	PFK Littlejohn	Audit	Admin	£84.00	£504.00
DD 04/11/2025	0110	HMRC	Month 7	Admin	£0.00	£574.15
BACS 19/11/2025	0111	Mandy Larcombe	Bookkeeping	Admin	£0.00	£135.00
BACS 19/11/2025	0112	Allbuild	Pitch marking	SMRA	£36.00	£216.00
BACS 19/11/2025	0113	Allbuild	Waste collection	Open Spaces	£29.63	£177.79
BACS 19/11/2025	0114	Allbuild	Grass cutting 8 of 8	Open Spaces	£222.98	£1,337.87
BACS 19/11/2025	0115	Allbuild	Rec field grass 8 of 8	SMRA	£143.00	£858.00
BACS 19/11/2025	0116	Allbuild	Drainage works on rec	SMRA	£190.00	£1,140.00
BACS 19/11/2025	0117	Allbuild	Allotment waste, fencing, cultivating	Allotment s106	£350.00	£2,100.00
BACS 19/11/2025	0118	Allbuild	Construct storage bay	Allotment s106	£169.46	£1,016.74

BACS 19/11/2025	0119	Allbuild	Rec green waste removal	Open Spaces	£78.00	£468.00
BACS 19/11/2025	0120	Allbuild	Winter hedge cutting	Open Spaces	£260.40	£1,562.40
DD 17/11/2025	0121	Lloyds Bank	Various	Various	£19.64	£123.77
BACS 19/11/2025	0122	J Wright	Lengthsman hours	Open Spaces, allotments	£0.00	£210.00
BACS 19/11/2025	0123	Defib4Life	Defibrillator spare batteries & pads	Admin	£158.00	£948.00
				TOTALS:	£1806.11	£13,983.95



Credit Card summary form

Month: Nov 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
Amazon	Sticky Notes	2	7100	£13.18	£2.64	£15.82	Y
	TOTALS:		TOTALS	£55.04	£10.42	£65.46	

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	Wooden stakes	6	7250	£14.16	£2.83	£16.99	Y
Sainsburys	Fuel for mowers	6	7220	£31.93	£6.39	£38.32	Y
	TOTALS:		TOTALS	£49.09	£9.22	£58.31	