South Marston Parish Council

## Notice of meeting

**15th October 2026**

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 20th October 2026 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**<br>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 September 2026** | 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:**<br><br>**S/26/1166**<br>Re: Change of use of land to the stationing of caravans for residential purposes and erection of dayroom buildings and hardstanding ancillary to that use and the creation of an access.<br>At: Land At Nightingale Lane, South Marston Swindon<br>Deadline: 13th October 2026<br><br>- Response submitted prior to the meeting<br><br>**S/COND/26/1172**<br>Re: Discharge of condition 31 (Movement Phasing Strategy) in relation to Rowborough Primary Street and associated drainage, pursuant to outline permission S/OUT/13/1555.<br>At: Land North Of A420, Eastern Villages, Swindon<br>Deadline: 16th October 2026<br><br>- Response to be submitted prior to the meeting | SBC planning website | 8:10pm |

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|---|---|---|
| **S/RES/26/1245**<br>Re: Reserved matters application (following planning application S/OUT/13/1555) for details of the access, layout, scale, appearance and landscaping in relation to Open Space within South Marston (Phase 2).<br>At: Land North Of A420, Eastern Villages Swindon<br>Deadline: 2nd November 2026 | | |
| 9. **Reports from Working Groups**<br>a) Communications<br>b) Open Spaces<br>c) Allotments<br>d) Rights of Way<br>e) Village Hall | Reports | 8:20pm |
| 10. **Reports relating to Expansion**<br>Strategic Planning Working Group | Report | 8:40pm |
| 11. **Other reports**<br>a) SMRA<br>b) Parish/Borough Liaison | Reports | 9:00pm |
| 12. To review and adopt the **updated Memorandum of Understanding between the Parish Council and SMRA** | | 9:10pm |
| 13. **Finance**<br>- To review and approve **finance statement and payments** | Finance Statement | 9:20pm |
| 14. To review proposed **future agenda items** | 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.*

# Ward Councillor Update:

| Report details | |
|---|---|
| Report Date: | 20/10/2026 |
| Report written by: | Cllr Matthew Vallender |
| Inclusion in PC meeting:<br><br>Agenda item number: | October 2026<br><br>4 |
| **Progress/activity update** | |
| **Greenfields Tree Planting** | As discussed at the August meeting, I have written to residents of Greenfields with a deadline for responding of Friday 18 September. I have had a handful of volunteers and am in touch with Barry about next steps. |
| **Planning Enforcement Case for 19 Highworth Road** | A case is open with the Planning Enforcement team, and the landowner will shortly be submitting a retrospective planning application for the works they have carried out. I am getting regular updates from the team on this one. |
| **Magdalene Close Adoption** | This is still progressing and Bellway are working on resolving the remaining issues in order to progress the road adoption. Thames Water have confirmed the sewage smells do not relate to any of their assets, so I am now raised this formally with Bellway and am awaiting a response from the team. |
| **Oak Tree** | A resident has written to me about an overgrown oak tree on Panattoni's land next to their garden fence. Barry has raised this with Panattoni and we are awaiting an update – surveys have been instructed and the date is TBC. |
| **Local Plan Regulation 19 Consultation** | The Local Plan Reg 19 consultation will began in September and will runs until November. |
| **20mph Zone** | The issues raised with the 20mph zone roundels by Magdalene Close have been corrected and a replacement bollard for the Highworth Road chicane after the car accident is on order. |
| **OVL Road Width** | Concerns had been raised over the width of OVL with the new pavements now installed. Highways have investigated and are content that the road is wide enough and has been built to spec. I have not had any complaints since this section of road has reopened. |
| **Resurfacing Roads in South Marston** | Highways have indicated they intend to increase our LTP allocation for resurfacing in 2028 due to their concerns about the road surface. We should therefore hopefully see a wider resurfacing programme than initially planned – which is good news. |
| **Village Hall Bookings** | I have had a number of complaints about parking outside the village hall during bookings, and while it is one of the T&Cs that they don't park outside, this does not seem to be enough of a deterrence. It has been suggested that we look to paint double yellow lines along this section of OVL, but before I request Highways add this to our ward list, I would like to canvass the PC's opinion. |
| **Nightingale Lane Planning Application** | I have had significant numbers of objections from residents and have been working behind the scenes to secure as many objections as possible from |

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| | statutory consultees and the developers. Thank you to SMPC for also objecting. The consultation period closed on 13 October and the application is due to be determined by mid-December. |
| **Highworth Road 40mph** | I have had an update from Highways on the plans to reduce the speed limit out to Sevenhampton and Supermarine – we are looking at November for the works to put this zone into force and I will share further updates as soon as I have them. |
| **Crown Timber** | The EA objections have been dropped and a S106 is now being negotiated so this should hopefully receive approval shortly. |
| **South Marston Brook and Greenfields Culvert** | The EA has carried out any and all of the works they have the budget for this year – in order to help maintain the brook and reduce flood risk, I have raised with Kevin the possibility of the PC carrying out some Land Registry searches to help identify landowners responsible for maintenance along the banks. A resident has been referred to enforcement for dumping green waste along their section of the brook's banks.<br><br>The situation next to the Greenfields culvert with dumped green waste and other fly tipping is also a cause for concern. |

Return to agenda

# 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 | Emergency planning (including Wilts Prepared) to be investigated. | Progressing | Clerk/MV/AM | Oct 26 |
| May 26 21/26-27 | Clerk's Report | Invoices to Ward Williams for CN inserts and rec repairs. Chased. | Progressing | Clerk | |
| July 26 55/26-27 | Ward Cllr Update | Greenfields tree planting – ongoing. Volunteers canvassed, next steps to be agreed. | Progressing | MV | |
| **Added in September 2026** | | | | | |
| Sep 26 88/26-27 | Actions | To add Road Closure rolling item to actions. | Ongoing | All | Monthly |
| Sep 26 90/26-27 | Clerk's report | To add SMRA email address to PC domain | Progressing | Clerk | |
| Sep 26 92/26-27 | Working Groups | Conversion of .PUB files , purchase of software if required | Done | Clerk | |

Return to agenda

# Calendar:

| SEPTEMBER 2026 | | |
|---|---|---|
| **Responsibility:** | **Activity:** | **Progress** |
| Council administration | Review archive status | Progressing |
| Council administration | Consider budget requirements for 27-28 | Progressing |
| **Agenda items:** | - **Archive review** | |
| **OCTOBER 2026** | | |
| **Responsibility:** | **Activity:** | **Progress** |
| Allotment Working Group | Review allotment hire rates (budget) | |
| Communications Working Group | Produce November edition of Community News | |
| Communications Working Group | Review advertising costs (budget) | |
| Communications Working Group | Staff Appraisals (budget) | Progressing |
| Council administration | Review service provider contracts and need for tender | Progressing |
| Finance Working Group | Meeting to review 2nd quarter Finance report, assess budget requirements | Late Oct/early Nov |
| **Agenda items:** | - **Review service requirements for 27-28** | |
| **NOVEMBER 2026** | | |
| **Responsibility:** | **Activity:** | **Progress** |
| Council administration | Ask SMRA to confirm grant amounts requested | |
| Council administration | Renewal process for service contracts 27/28 | |
| Finance Working Group | Produce Q2 Finance Monitoring Report | |
| Finance Working Group | Meeting to set trial budget/precept | |
| **Agenda items:** | - **Review service providers & requirements**<br>- **Q2 Finance Monitoring report** | |

Return to agenda

# Clerk's Report:

| Report details | |
|---|---|
| Report Date: | 13 October 2026 |
| Report written by: | Clerk |
| Inclusion in PC meeting:<br>Agenda item number: | Oct 2026<br>7 |
| **Overview** | |
| Precept received<br>Nationwide Form<br>Service Contracts<br>S106 funds<br>IT Review<br>GOV.Uk domain | Publisher conversions<br>Car Park Risk Assessment<br>Gas Pipeline<br>Minutes and Agendas |
| **Item** | **Progress/activity update** |
| Invoices to Ward Williams | The two invoices for reimbursement of costs remain outstanding despite chasing. |
| Archiving | Paperwork being prepared, visit to Village Hall to be arranged. |
| Network Rail – waste | The fenced area at the end of Old Vicarage Lane near the A420 continues to attract a lot of fly tipping and waste. Network Rail has been contacted several times but it is unclear if they have ever taken action to clear it. Clerk to chase. |
| Precept Received | The second instalment of £40,781 has been received. |
| F+E Trust invoice | Invoice has been issued to the F+E Harris Trust to cover its donation of £2,100 towards urgent recreation ground works. |
| NW Form | Nationwide has requested a form be completed, related to taxation information. Form has been completed, requires signing by three signatories at this meeting. |
| Clerk review | Discussion held by clerk and chair. No major issues identified, review note to be drawn up and signed. |
| WALC Conference | Note and copy of slides circulated to councillors. Conference was good, further information received will be circulated. |
| Service contracts | Initial discussion has been held online between Cllr Thunder and the clerk to identify potential changes. To be decided if we need to seek tenders from other organisations given we have a good relationship with Allbuild and their responsiveness to both the PC and SMRA's requirements is usually efficient and fast. |
| S106 funds | The deadline for use/allocation of much of the remaining s106 funds is early 2027. Clerk and Cllr Thunder have discussed and will prepare a detailed plan to allocate remaining allotment funds. Other funds to be discussed at the forthcoming Finance Working Group meeting end Oct/early November. |
| IT Review | The Clerk is preparing an IT review document summarising the current situation and also highlighting steps necessary to meet the requirements of |

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| | the new assertion in the audit. To be completed and circulated for review at November meeting.<br><br>To be minuted that the clerk has so far 'cleansed' multiple years of legacy emails from the clerk mailbox as part of the data cleansing process. |
| GOV.UK Domain | Information has been circulated regarding the benefits of changing to a gov.uk domain. This is the recommended option for local councils and in future it is likely that the option of using a org.uk domain will be removed. Initial investigations have been carried out by the clerk which suggest some small amount of work and cost may be required.<br><br>It is proposed we plan to move to a gov.uk domain as soon as feasible and that the clerk is authorised to spend time preparing a plan to do this. This will include detailed estimates of effort and cost that this may involve. This would also consider the pros and cons of continuing to manage a second org.uk domain for other users, such as the SMRA use that has been recently discussed. |
| Publisher file conversions | Software package to facilitate conversion was purchased at a cost of £89.86 including taxes. Initial conversions of all identified files have been done. This took approx. 2 hours which is a considerable saving on trying to do this manually.<br><br>The software package allows conversion despite Publisher no longer working, as the conversion happens within the package itself. This means any other files identified in future can be converted as needed. |
| Car Park Risk Assessment | The school has contacted us to ask for a risk assessment for the car park to in turn inform its own risk assessments. They also asked for permission to continue gritting the car park as required.<br><br>Clerk to prepare a risk assessment to include any suggested expenditure, bearing in mind the possibility of the car park being rendered unusable once the expansion starts. SMRA chair has contacted the school to give permission to continue gritting. |
| Gas Pipeline Installation | We were contacted by Wales and West Utilities (WWU) with a request to discuss installation of an updated gas supply pipe around the recreation ground in early 2027, for which we would receive a payment in lieu of rights. They have been advised that considerable works will be happening on and around the rec in 2027/28 (school and village centre) and we provided plans of these.<br><br>The clerk has advised WWU that the PC cannot consider any agreement until progress has been made with planning etc and that they may need to coordinate with the development work before considering this installation. |
| Minutes and Agenda Items | Cllr Hole raised issues with the delay in publishing our minutes and that they should be put online and circulated much sooner. It was agreed this is an issue and can be addressed. |

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| | - Minutes will now be uploaded and circulated to councillors once the draft has been approved by the chair/vice chair. Usually this is approx. a week after the meeting. This allows members to respond to the last meeting and identify potential agenda items or engage in email discussions related to them if more suitable.<br><br>Cllr Hole also queried the removal of 'Matters bought Forward' believing it or something similar should be on the agenda. This is not recommended as best practice. However during discussion between the chair and clerk it was acknowledged that councillors may have matters that they wish to raise that do not fit into the current reporting.<br><br>- It is therefore proposed that a 'Members Items/Reports' agenda item be added so members can raise matters that do not fit into the reporting structure but may be worthy of discussion. These will require submission of at least a note or basic report, detailing the item by the Wednesday before the meeting so they can be included in the agenda. This should remove the need for the current last item on the agenda, for 'future agenda items'. This is not intended to facilitate free or open discussion about any other matters.<br><br>Also, councillors are reminded that any proposed agenda item, and especially a proposed motion that requires or expects a vote or decision, shall be scrutinised by the clerk who can ultimately decide to reject that item and/or request it be resubmitted with more details. (See Standing Orders Item 9).<br><br>It is strongly recommended that the agenda item for 'Matters Brought Forward' or any such 'open' item should not be reinstated. |
| Correspondence | Veteran Support – Cllr Leanne Stevenson (Priory Vale ward) emailed a request for the PC to consider adopting the Armed Forces Covenant. Email has been circulated for consideration.<br><br>Environment Agency – email received with flooding information. Circulated to councillors for review. |
| **Actions or queries for consideration by the Council at PC meeting** | |
| Consider need to tender for service contracts.<br>To agree to begin the process of changing to a gov.uk domain.<br>To sign Nationwide form.<br>Minute the clerk data cleansing activity.<br>Note need for a car park risk assessment.<br>Note the changes to the agenda and minutes. | |

Return to agenda

# Communications Working Group:

Verbal update to be given.

# Open Spaces Working Group:

| Report details | |
|---|---|
| Report Date: | October 2026 |
| Report written by: | Barry Thunder |
| Inclusion in PC meeting:<br>Agenda item number: | Oct 2026<br>9 |
| **Overview** | |
| Lengthsman work<br>Oxleaze Wood<br>Village Garden<br>Modified Village Signage | |
| **Progress/activity update** | |
| Lengthsman progress & task list | Justin is tasked in the coming weeks with working on the improvements to the Village Garden, making modified signage for A3 roadside signs and grass cutting as it regrows with rains. Also further weed spraying. |
| St Julian's Woodland | The light window to SM Brook has been restored. Brambles to by cut back ready for the Xmas lights event. |
| Oxleaze Woods & Morses Lane | The Morses lane disabled gateway into the wood is to be made more accessible and external fencing repaired. |
| Village garden | The estimated cost for border restoration, as outlined in Septembers Community News, is £1,400 together with Justin's hours. PC approval required for this work and related costs. |
| Roadside Signage | All six temporary signs were lost with the 20 MPH roadworks. Conversion cost to modify previously purchased holders to be confirmed. |
| Meeting with Developers | A meeting was held with developers to discuss their maintenance responsibilities for open spaces. Report has been circulated. |
| **Actions or queries for consideration by the Council at PC meeting** | |
| Councillors are ask to approve expenditure of up to £1,400 for the Village Garden works.<br>Councillors are ask to approve expenditure for the road signage modification – amount to be confirmed. | |

# Allotments Working Group report:

| Report details | |
|---|---|
| Report Date: | October 2026 |
| Report written by: | Barry Thunder |
| Inclusion in PC meeting:<br>Agenda item number: | October 2026<br>9 |
| **Overview** | |
| Allotment plot update.<br>Plot requirements for future need.<br>Water usage<br>Notice boards | |
| **Item** | **Progress/activity update** |
| Allotment plot update | There are warning emails sent to 5 tenants in August 2026 warning the plot cultivation is below the standard required and that this is to be rectified before the end of October 2026. This is due for review by the end or October, however due to adverse soil conditions this deadline may be extended. |
| Future planning to increase plot numbers | Following on from this we are about to undertake a full mapping and measurement of all the allotment plots in order to prepare a structured plan for future resizing of the overly large plots. This will form part of our S106 fund future planning. |
| Water usage | We plan to close down the Thames Water mains water connection during the coming weeks. Kevin is trying to obtain a likely estimate of used water costs from other councils, to aid budgeting for likely annual budgeting costs. |
| Noticeboard and signs | Some A4/A3 clip notice boards are to be erected around the site to rehome old notices and an information board. Estimated cost is tbc |
| **Actions or queries for consideration by the Council at PC meeting** | |
| Councillors, please note all the above.<br>Councillors are requested to approve expenditure for notice board costs – amount to be confirmed. | |

# Rights of Way:

Verbal update (if any)

# Village Hall Working Group:

Verbal update to be given.

# Strategic Planning Working Group report:

| Report details | |
|---|---|
| Report Date: | 15/10/2026 |
| Report written by: | Colin McEwen/Sylvia Brown |
| Working Group meeting date: | |
| Inclusion in Parish Council meeting:<br>Agenda item number: | *October 26*<br>*10* |

| Overview |
|---|
| HHT: OVL closure, Community Orchard, Carpenters walk<br>Speed limits complete except OVL<br>Village Centre:<br>NL development<br>Quiet Lane<br>Local Plan |

| Item | Summary |
|---|---|
| HHT | The section of Old Vicarage Lane south of Magdalene Close is now open but work has moved down to the Rowborough Lane junction. No issues as yet with the narrow road.<br><br>The Open Space application submitted for South Marston East, has been amended to improve the Community Orchard layout and the Carpenters Walk route largely in line with our requests.<br><br>A Ward Williams rep. walked ROWs with BT and clearance of the ROWs and potentially dangerous trees etc. is taking place. This is because Ward Williams now has a landscape contractor permanently onsite. Some liaison has already happened with affected residents, but one unsatisfactory incident has taken place with work where road closures were required.<br><br>Archaeology work by MOLA has now moved to the Rowborough sites. After the initial trial trenching over a year ago, a rich history of neolithic, Bronze Age and Iron Age structure and artefacts had been unearthed in the parcels adjacent to Nightingale Lane. |
| Speed limits | 20 mph street works appear complete. We wrote to Highways via MV about signage issues and these have been addressed. Speed recording devices noted along Highworth Road. |
| Village Centre | Our solicitors are now in direct contact with Ward Williams about the collateral warrantees. |
| NL Development | Comprehensive objection submitted stressing planning grounds for objection, to include Neighbourhood plan policy 7 and conflict with |

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| | leisure and strategic cycling uses. To date, some 115 different resident objection letters/emails have been posted on the portal. Almost all of these have mentioned the importance of the Neighbourhood Plan in shaping the development of the village, and in particular reflecting the desire of the community to reduce vehicle movements on Nightingale Lane. |
| Quiet lane | Enquiries being made about designating NL as a "Quiet Lane" |
| Local Plan to 2043 | Final public consultation taking place. CM and SB to attend SBC briefing. Original public consultation period has been extended apparently due to the numerous, complex draft documents now being made public, including Strategies on Green Infrastructure and Flood Mitigation, in which parishes will take a significant interest. |
| **PC Actions/Recommendations** | |
| • Note the above | |

# SMRA report:

| Report details | |
|---|---|
| Report Date: | 14.10.2026 |
| Report written by: | Sylvia Brown |
| Working Group meeting date: | 13.10.2026 |
| Inclusion in Parish Council meeting:<br>Agenda item number: | *Sep 26*<br>*11* |
| Rec safety – update<br>Rec maintenance<br>Insurance<br>Memorandum of Understanding | |
| Rec Safety | Measures to combat grass cracking continue. The planned works for repair of pathways and safety surface under the Witches Hat have been completed and invoices from Allbuild will come to the Parish Council. SMRA is grateful to the F&E Harris Memorial Trust, which has agreed to fund this work and will reimburse the PC to the agreed amount.<br><br>The work on the main pitch continued. Justin, with Lionel's help, worked on refilling the drainage channels with Rootzone, purchased by SMRA, but it has become obvious that buying in bulk, transporting across the Rec and filling long lengths of drainage channels by hand is not an easy task. There are still cracks to deal with, but given we are now getting some rain, these will be assessed on an ongoing basis.<br><br>Nevertheless, the football season has started and 9 matches have been played. The referee's report on one of these games made reference to the quality of the pitch, but it did not prevent the match proceeding.<br><br>As reported last month, SMRA had asked Allbuild to quote for remodelling the pathway at the entrance gate on Thornhill Road to prevent last year's experience of flooding in the gateway area. Advance notices were placed around the Rec denoting that the pathway would be closed for two days. The levelling and tarmac work has now been done successfully and the invoice will come through to the Parish Council. See photo following report. |
| General Rec maintenance | Various minor tasks have been undertaken by Lionel as soon as they were noticed – refixing a bolt on equipment, a metal sign on a pole and a re-screwing a notice onto a gate. Lionel is reviewing the drain-down procedure for this winter to avoid burst pipes in freezing weather |
| Party in the Park | The 3 remaining donations that were awaited last month have now been received. The PIP committee will update the accounts and will circulate them to the Parish Clerk. |

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| Insurance policy & Licences | Renewed without change – this is the last year of a three year term. Next year we will look at what is on offer and any particular new conditions that might be required by the insurance provider. SMRA holds a Public Entertainment Licence from SBC which is now due for renewal, but the criteria may have changed which may mean the Hall 'entertainment' does not reach the attendance threshold required – being investigated. |
| SMRA/SMPC Memorandum of Understanding | The latest draft was circulated ahead of the meeting and discussed the various elements within in it that required changes in the process used for authorising work if the invoices were to go through the Parish Council. SMRA trustees voted unanimously to sign the current draft.<br><br>It was noted that, outside the MOU, the Parish Council needs to discuss how to ensure authorisation for emergency work costing above the current £3,000 level for clerk authorisation was needed to overcome risks to public safety. |
| **PC Recommendations/Actions**<br>• Note the agreement to the draft MOU.<br>• Agree the listed payment request for £2,000 to be transferred to SMRA in respect of Village Hall maintenance. | |




## Parish/Borough Liaison report:

Verbal update to be given.

Return to agenda

# PC/SMRA Memorandum of Understanding:

Since the beginning of the year, a working group including the chairs of SMRA and SMPC, Vice Chair of SMPC, the SMRA Treasurer and the SMPC Clerk have been working on a redraft of the joint Memorandum of Understanding. SMRA trustees voted unanimously for adoption of the draft MOU at their meeting on 13/10/2026. The aim was to address any ambiguity in the wording and to bring it in line with authorisation protocols within SMPC Financial Regulations. We are now on version 21 which indicates the complexity involved!

The first change will be that SMRA will organise the contract specification for annual Recreation Ground Maintenance, and recommend a quotation to the Parish Council, which will then be authorised in the same way as other service contracts held by SMPC.

The second bigger change is that, because SMRA quotes for work or release of funds should be approved as an agenda item at full Council meetings, there is now a potential delay of up to 5 weeks before they can be actioned. The only quotes that could be actioned faster are those which would legitimately be authorised by the Parish Clerk in an emergency, and the current limit on that is £3,000. This is difficult, since SMRA has recent experience of work that required emergency action, and that limit is being viewed as too low.

In addition to the decision on adoption of the MOU at this meeting, an agenda item is planned for a future SMPC meeting to review what may be a more appropriate 'emergency action' amount. It will be suggested that this is then split between the limit stated in the SMPC Financial Regulations and a smaller 'emergency action' fund to be paid by SMPC to SMRA so they have some ability to act independently if the Clerk is unavailable to authorise. SMPC will discuss whether to increase the current £3,000 limit and SMRA will change its monthly financial reports to its trustees so that their proportion of the 'emergency action' reserve is treated as a 'restricted' fund and not available for normal use.

Sylvia Brown, Vice Chair SMPC, SMRA trustee.

14/10/2026

**ACTION:** Council to approve adoption of the MoU

# Finance

## October 2026

### Account balances:

| Account | Balance date | Balance |
|---|---|---|
| Unity Trust | 30/09/2026 | £61,562.00 |
| Nationwide | 01/10/2026 | £90,110.55 |
| Hinckley & Rugby BS | 01/10/2026 | £61,574.60 |
| | **TOTAL:** | **£213,247.15** |

### Payments

| Payment method | SMPC ref | Payee | Reason | Dept | VAT | Total |
|---|---|---|---|---|---|---|
| Already Paid | 0090 | SMRA | Urgent transfer request | SMRA | £0.00 | £2,000.00 |
| BACS 21/10/2026 | 0091 | Mandy Larcombe | Bookkeeping | Admin | £0.00 | £135.00 |
| BACS 21/10/2026 | 0092 | Allbuild | Pitch marking & rec grass 7 of 8 | SMRA | £198.15 | £1,188.90 |
| BACS 21/10/2016 | 0093 | Allbuild | Waste collection | Open Spaces | £31.10 | £186.58 |
| BACS 21/10/2016 | 0094 | Allbuild | Grass cutting 7 of 8 | Open Spaces | £172.61 | £1,035.66 |
| BACS 21/10/2016 | 0095 | Allbuild | Hedge cutting as per contract | Open Spaces | £273.42 | £1,640.53 |
| BACS 21/10/2026 | 0096 | Allbuild | Rubbish collection | Open Spaces | £13.20 | £79.20 |
| BACS 21/10/2016 | 0097 | Allbuild | Tarmac path rec entrance | SMRA | £432.00 | £2,592.00 |
| BACS 21/10/2026 | 0098 | Allbuild | Safety matting repairs | SMRA | £250.00 | £1,500.00 |
| BACS 21/10/2026 | 0099 | Allbuild | Path repairs | SMRA | £150.00 | £900.00 |
| BACS 21/10/2026 | 0100 | CPA Horticulture | Rootzone | SMRA | £46.96 | £281.76 |
| BACS 21/10/2026 | 0101 | J Wright | Lengthsman hours | Various | £0.00 | £187.50 |

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| BACS 21/10/2026 | 0102 | Steve Case | Permissive path cutting and wood chip transport | Open spaces and TfCC | £60.00 | £360.00 |
| DD 16/10/2026 | 0103 | Lloyds Bank | Credit card | Admin | £7.78 | £52.64 |
| BACS 21/10/2026 | 0104 | B Thunder | Expenses Oct | Allotments | £14.00 | £85.00 |
| BACS 21/10/2026 | 0105 | SMRA | Requested funds transfer | SMRA | £0.00 | £2,000.00 |
| BACS 30/10/2026 | 0106 | Staff | Salaries | Admin, comms | £0.00 | £2,237.86 |
| DD 30/10/2026 | 0107 | HMRC | Month 7 | Admin | £0.00 | £607.49 |
| DD 28/09/2026 | 0108 | Scottish Widows | Pension | Admin | £0.00 | £358.82 |
| | | | | **TOTALS:** | £1649.22 | £17,428.94 |

## Credit Card summary form

Month: October 2026

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 |
| | **TOTALS:** | | TOTALS | £3.00 | £0.00 | **£3.00** | |