

SWANBOURNE PARISH COUNCIL

PARISH COUNCIL MEETING

Wednesday 7th September 2022 at 7.00pm,
To be held in Swanbourne Village Hall

AGENDA

1.	<u>Apologies</u> 1. To receive apologies for absence.	Chair	7.00
2.	<u>Declarations of interest</u> 1. To receive any declarations of interest. 2. Formal declaration of office for Councillor Roger Hatcher	Chair	
3.	<u>Minutes</u> 1. To approve the minutes of the Parish Council Annual General Meeting held on 18 May 2022. 2. To receive update on action points. 3. To receive update on action points following the Parish Assembly held on 25 th May 2022.	Chair	7.10
4.	<u>Council matters</u> 1. To approve minor adjustment to Standing Orders (item 9a: to distinguish the Responsible Finance Officer (RFO) as Parish clerk) and ratify the Standing Orders for a further year (Appendix A). 2. To note the Civility and Respect Pledge. 3. To note the transparency code for smaller authorities.	Chair	7.20
5.	<u>Public participation</u> To receive questions or comments from members of the public present, to include: 1. Update on Swanbourne Estate issues 2. Update on Swanbourne church matters	Chair	7.30
6.	<u>Finance</u> 1. To ratify items of income and expenditure since the last meeting (Appendix B, item 1). 2. To review and ratify the first financial forecast at end August 2022 (Appendix B, item 2). 3. To review and ratify risk register at end August 2022 including removal of risk 7 and introduction of risks 9 and 10 (Appendix C). 4. To consider and approve purchase of an additional dog waste bin. 5. To receive update on potential electricity increases for the village supply from next year.	Clerk and Chair	7.45

7.	<u>Planning applications</u> To receive update on planning applications received and in progress (Appendix B, item 3)	Chair	8.10
8.	<u>Asset register and insurance</u> 1. To ratify style and content of Council Asset Register for 2022/2 (Appendix D). 2. To agree responsibility for maintenance of assets going forward.	Chair and Clerk	8.25
9.	<u>Road, parking and verge issues</u> 1. To receive feedback regarding the SOX lighting report, and agree a way forward. 2. To receive report on Parish verges. 3. To receive oral update on chicanes. 4. To receive update on speedwatch (Appendix E)	Clerk, Chair, Cllr MK	8.30
10.	<u>Emails and protocols</u> To agree a Swanbourne PC email policy (Appendix F).	Cllr MK	8.45
11.	<u>Reports from Councillors</u> To receive update and report from all council members.	All Cllrs	8.55
12.	<u>Items for next agenda</u> To receive items for the next agenda.		9.25
13.	<u>Next meeting</u> The next meeting is scheduled for Wednesday 23 rd November 2022.		
14.	Close of meeting.		9.30

Jo Tudor,
Clerk to Swanbourne Parish Council
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