

# SWANBOURNE PARISH ASSEMBLY

Wednesday 25<sup>th</sup> May 2022 at 7.00pm,

Swanbourne Village Hall

## NOTES OF MEETING

### In attendance:

*Swanbourne Parish Councillors:* David Brooks Wilson (Chair), Deborah Barrow, Jo Bowen Hill, Roger Hatcher, Mike King, Linda Sirett, Andrew Wood.  
Jo Tudor (Parish Clerk).

*Guest speakers:* Councillor Iain Macpherson, Councillor Phil Gomm, Tom Finchett, Hugo Gilbert, David Blunt, Frankie Fisher, Ken Harris.

*Members of the public:* Michael Williams, Sheila Williams, Anne Parker, Dee Blunt, Linda Rodgers, Clive Rodgers, Wilma Gilbert, Jean Tuer, Rosemary Andrew.

1.	<p><b>Welcome and introduction from the Parish Council Chair, David Brooks Wilson.</b></p> <p>The Chair welcomed everyone to the meeting and introduced the guest speakers. An introduction was also made of the Parish Councillors and Parish Clerk, a brief resumé was given of respective responsibilities. Thanks were expressed to Rosemary Andrew as she leaves the Council.</p> <p>A list of duties is available at <b>Appendix A</b> and also on the Parish Council website.</p> <p>The Chair reiterated that the purpose of the Assembly is to give everyone a direct voice; to help direct the initiatives of the Parish Council who act on behalf of Swanbourne. The Chair invited thoughts on what the Parish Council should be doing over the coming year and for guidance on where to spend the precept. He also noted that the Parish Council were always looking for volunteers to join ad hoc committees and for help in fulfilling the parish objectives.</p> <p>The Chair noted that over the past year the Parish Council have concentrated on five main areas: speeding and parking issues, street lighting, grass cutting, web site and planning. It had become necessary to increase the annual precept from £16,500 to £20,000 for this financial year, to meet increasing cost pressures but also with the aim to increase the Council reserves.</p>
2.	<p><b>Annual Accounts and the Budget, presented by Jo Tudor, Parish Clerk.</b></p> <p>The Clerk noted that the accounts had received a positive audit report. The headline figures were noted for the 2021/22 financial year as: total income £16,935, total expenditure £19,561 and a year-end bank balance of £9,286. The Clerk confirmed that all accounts documentation will be available for public inspection for a period after the jubilee bank holiday.</p> <p>The Clerk presented the headlines of the budget for 2022/23. The Council have budgeted for a year end cash reserve figure of £7,000.</p> <p>A copy of the Parish Council budget for 2022/23 is available at <b>Appendix B</b>.</p>

3.	<p><b>Buckinghamshire Councillor’s Annual Report, presented by Councillor Iain Macpherson.</b></p> <p>Cllr Macpherson highlighted some of the key points from his annual report in terms of what had been achieved across the ward over the past year. A full copy of his report is available at <b>Appendix C</b>.</p> <p>Cllr Macpherson noted that having such a large ward was geographically challenging, however he expressed that he was always available to listen directly to any concerns or issues. Cllr Macpherson acknowledged that increasing the Council precept was a prudent measure. He also noted that Buckinghamshire Council was well run and financially stable with a desire to invest in initiatives.</p> <p>Cllr Macpherson noted that roads are a problem and that Bucks Council are prioritising and investing in improvements.</p>
4.	<p><b>Speeding issues, presented by Councillor Phil Gomm</b></p> <p>Cllr Gomm acknowledged the speeding issues within Swanbourne and was looking closely at how to deal with the ‘rat run’ through the village. Use of data collected from the community speedwatch MVAS (mobile vehicle activated signs) in the village would be used to explore the possibility of chicanes or temporary speed reduction options. Cllr Gomm noted that there may also be the possibility of Swanbourne contributing to a mobile speed van.</p> <p>A member of the public (Anne Parker) asked if Nearton End could be included in initiatives as this is becoming part of the ‘rat run’. Cllr Gomm confirmed he was looking for a solution.</p> <p>Cllr Gomm noted that resurfacing work was due to commence on the A413 and the Winslow Road in Swanbourne in the first quarter of 2023. This work will include redefinition of the dragon’s teeth and speed restriction signage.</p>
5.	<p><b>Playing field update, presented by Cllr Roger Hatcher.</b></p> <p>Cllr Hatcher noted that work was underway in terms of playing field and play equipment. All equipment had recently been steam cleaned and the tennis court wire fence repair was in progress. All areas would be ready for the school holidays. Cllr Hatcher had conducted a visual safety inspection and once all work is complete a ROSPA approved inspection would be arranged.</p> <p>Cllr Hatcher had undertaken minor repair work to the playing field gates. He noted that dog notices and signage urging people to close the gates were being organised.</p>
6.	<p><b>Swanbourne Estate update, presented by Tom Finchett.</b></p> <p>Mr Finchett noted that a general update relating to the Estate had recently been published in the Village Newsletter (copy available on the Swanbourne Parish Council website <a href="https://swanbourneparishcouncil.co.uk/newsletter">https://swanbourneparishcouncil.co.uk/newsletter</a> ). He noted that the term ‘Estate’ is generic and encompasses a number of different entities including trusts, farms and buildings.</p> <p>Mr Finchett noted that EWR (East West Rail) runs across the Estate land and he was working closely with them to reinstate any damage to hedges etc. He urged all villagers to ensure they adhere to waymarked footpaths especially when crossing Estate land. Planning applications</p>

	were in progress for Hensmans Farm and Church Farm and the converted barns at Dodley Hill Farm were now in use for various trades with only two units now vacant.
7.	<p><b>Village Hall report, presented by Hugo Gilbert</b></p> <p>Mr Gilbert noted that the Village Hall had undergone a turbulent time as all income had been lost during the 2020 Covid pandemic. Things are slowly recovering. A grant had been received from Buckinghamshire Council which had facilitated decoration and minor repairs. Donations had been gratefully received from the Swanbourne Community Association, Swanbourne Parish Council and Swanbourne Estate. Current use by the ALR medical training team had helped and the bank balance was noted at £2,000.</p> <p>Mr Gilbert suggested that a committee was now needed to oversee the running of the Village Hall as this has currently been undertaken only by himself and Mrs Gilbert. All volunteers are welcome and encouraged.</p>
8.	<p><b>Update from the Parochial Church Council, presented by David Blunt.</b></p> <p>Mr Blunt updated the Assembly on the progress of the appointment of Rector. Following feedback from the Diocese, Patrons and the Parish, a person specification had been prepared which focusses on the prerequisites needed to succeed in a rural ministry. These include caring for individual parishes, empathy and inspiring people. The advertisement for the post is imminent and interviews are expected on 25<sup>th</sup> July.</p> <p>Mr Blunt noted that the Church running costs amount to £20,000 per annum. He expressed gratitude for the support of the Swanbourne Estate, donations from the Swanbourne Parish Council and thanks to all the people involved in either fund raising activities, door unlocking duties and flower rotas.</p>
9.	<p><b>Swanbourne Community Association (SCA) report, presented by Frankie Fisher.</b></p> <p>Mrs Fisher noted that the SCA had now returned to all pre-Covid activities. Events such as Carol singing, quiz night with fish and chips, curry night practice run, and production of Swanbourne Christmas cards had been very well received. The village lottery is being reintroduced and has been promoted by Roger Parker and organized by Ken Harris; the first draw will take place on 13<sup>th</sup> June at the 'Tea in the afternoon' event.</p> <p>Mrs Fisher noted that she was trying to encourage a group of people to organise Play-Out sessions and sports day activities for young children who do not know many children within the village. Also noted is that a film show initiative is being organised within the village to which the SCA have made a financial contribution.</p> <p>Noted that the SCA AGM will take place on 22<sup>nd</sup> June, all (including volunteers) are welcome.</p>
10.	<p><b>History Group report, presented by Ken Harris</b></p> <p>Mr Harris noted that the History Group is a sub group of the SCA and is open to anyone who would like to get involved in researching village history. Mr Harris organises and conducts history walks around the village and noted that as there is so much history to cover that two walks covering the period of early history, and covering the Freemantle era from 1798 were necessary.</p>

	<p>A public meeting was held earlier in the year which focussed on housing history particularly on 13 Mursley road (known at The Cottage). A further meeting will be held later in the year. Please refer to the website for further information: <a href="http://www.swanbournehistory.co.uk/">http://www.swanbournehistory.co.uk/</a></p>
11.	<p><b>The Tonym Trust report, presented by Ken Harris.</b></p> <p>The Tonym Trust is not part of the SCA but is a separate entity formerly known as the Poors Land Charity. The trust came into existence to support workers who lost their rights to activities on what had been common lands when village fields were enclosed in 1763. An annual income of £550 is received from lease of this land.</p> <p>Grants are awarded from the trust fund to meet a specific need of an individual or family living in the village. During this year two grants have been made totalling £900. The current bank balance is c£1,000 and is open to donations.</p>
12.	<p><b>Communication around our village, presented by Cllr Jo Bowen-Hill.</b></p> <p>Cllr Bowen-Hill encouraged comment regarding how people can communicate with the Parish Council and the best ways for the Parish Council to communicate with the Parish. Noted that current forms of communication are: website, noticeboard, newsletter, Swanbourne mail group and a village facebook group which does not belong to the Parish Council. A question was also posed regarding how the diversity within the village can be further embraced.</p> <p>Following discussion, the following action points were noted:</p> <ul style="list-style-type: none"> <li>- Suggestion box located in village shop, to be explored by Cllr Bowen-Hill</li> <li>- Creation of a website suggestion box, to be explored by Cllr King</li> <li>- Parish Council notification banner to be included on facebook postings.</li> </ul>
13.	<p><b>Question and answer session, hosted by the Chair, David Brooks Wilson</b></p> <p>Anne Parker raised a question regarding accessibility through the Millennium Wood path as this had become very overgrown. Noted that Cllr Linda Sirett would look into this as one of her areas of responsibility.</p>
14.	<p><b>Meeting Close</b></p> <p>The Chair thanked all speakers for their contributions and thanked the audience for their participation.</p>

Jo Tudor,  
Clerk to Swanbourne Parish Council  
01296 720130

## Appendix A: List of Councillors duties

### PARISH COUNCILLORS AND DUTIES 2022

Information available at: [swanbourneparishcouncil.co.uk](http://swanbourneparishcouncil.co.uk)

Chairman	David C. Brooks Wilson <a href="mailto:davidbrookswilson@swanbourneparishcouncil.co.uk">davidbrookswilson@swanbourneparishcouncil.co.uk</a>
Liaison with Bucks CC, Local planning applications, liaison with Swanbourne School and the Swanbourne Estate. Planning the regular agenda and annual assembly.	David C. Brooks Wilson As above
Road and street repair notifications to Bucks C.C. via FixMyStreet. Passenger transport contact. Human Resource issues.	Deborah Barrow <a href="mailto:deborahbarrow@swanbourneparishcouncil.co.uk">deborahbarrow@swanbourneparishcouncil.co.uk</a>
Village environment, including litter issues, Best Kept Village competition, general soft landscape upkeep and playing field.	Roger Hatcher TBA
Newsletter and P.C copy and content assistance.	Jo Bowen-Hill <a href="mailto:jo@swanbourneparishcouncil.co.uk">jo@swanbourneparishcouncil.co.uk</a>
Community board meetings (for funding and Grants), P.C. website, MVAS maintenance.	Mike King <a href="mailto:mikeking@swanbourneparishcouncil.co.uk">mikeking@swanbourneparishcouncil.co.uk</a>
Millennium Wood, memorial garden, PC representative for the Swanbourne Community Association, dog related issues and Village Hall.	Linda Sirett <a href="mailto:lindasirett@swanbourneparishcouncil.co.uk">lindasirett@swanbourneparishcouncil.co.uk</a>
Control of overall maintenance repairs, signage including parking issues and general fabric maintenance of Parish Council assets. Playing field with Roger Hatcher.	Andrew Woody <a href="mailto:andyw@swanbourneparishcouncil.co.uk">andyw@swanbourneparishcouncil.co.uk</a>

### OTHER CONTACTS

Clerk to Parish Council Finance, accounts, minutes, agenda and annual assembly matters in conjunction with the Chairman. Point of contact	Jo Tudor 01296 720130 <a href="mailto:clerkswanbournepc@gmail.com">clerkswanbournepc@gmail.com</a>
Village Hall Committee Chairman	Hugo Gilbert <a href="mailto:hugogilbert@fir-tree.co.uk">hugogilbert@fir-tree.co.uk</a>

## Appendix B: Budget for 2022/23

<b>SWANBOURNE PARISH COUNCIL</b>	
<b>2022/23 BUDGET</b>	
<b>Income</b>	
Precept	20,000
Devolution receipt	1,792
<b>Total budgeted income</b>	<b>21,792</b>
Street lamp repair and maintenance	1,850
Street Lamp Power (electricity) SWALEC	1,320
MVAS Service Contract SWARCO	170
Playing field general maintenance	1,965
Playing field grant balance repairs	5,470
Cemetery Mowing	1,200
Donations/Subscriptions	260
Printing (Newsletter)	330
Insurance	1,135
Website hosting and planning tracker	145
Clerk expenses	100
Dog waste collection (BC)	660
Ordinary bin collection (BC)	130
Village grass and verge maintenance	2,800
War Memorial maintenance	400
Clerk salary	5,160
Miscellaneous	300
General maintenance and environment	750
<b>Total budgeted expenditure</b>	<b>24,145</b>
<b>Total</b>	<b><u>-2,353</u></b>
<b>Cash position</b>	
Opening cash balance 1/4/22	9,286
Less budgeted overspend	-2,353
<b>Budgeted year end reserves</b>	<b><u>6,933</u></b>