

SWANBOURNE PARISH COUNCIL (SPC)

PARISH COUNCIL MEETING
Wednesday 20th March 2024 at 7pm,
Swanbourne Village Hall

DRAFT MINUTES

Present: Councillor Mike King (Chair), Councillors Meghan Henderson, Jonathan Pieterse, Isabel Swain, Andrew Wood and Jo Tudor (clerk).

In attendance: a member of the public.

12/24	<p>Apologies</p> <ol style="list-style-type: none"> 1. Apologies were received from Cllr Chris Wright. The Council approved the reasons for absence. 	
13/24	<p>Public Participation items</p> <ol style="list-style-type: none"> 1. The Council noted that the AGM for the SCA will take place in due course. The newsletter for the current period is due for circulation by Easter. Concerns were expressed as to the general condition of the Memorial Garden. 2. Cllr JP provided an update from the Swanbourne Estate. The Council noted that tree planting around the village will take place from August. It was noted that there had been some delays to the planning sign off for Church Farm, works are now imminent. 	
14/24	<p>Declarations of interest</p> <ol style="list-style-type: none"> 1. There were no declarations of interest received. 	
15/24	<p>Minutes</p> <ol style="list-style-type: none"> 1. The minutes of the Parish Council meeting of 10th January 2024 were approved as an accurate record. 2. All actions were completed. The Council noted that item 9/24 the bin had been received and will be installed in due course. 	
16/24	<p>Council matters</p> <ol style="list-style-type: none"> 1. The Council ratified the devolution contract for 2024/25. 2. The Council noted that the Parish Assembly is scheduled for 22nd May 2024. MK and JT to draft an agenda for circulation and comment. It was noted that communication methods would include: email, Facebook and notices on the website. 3. The Council noted and accepted the resignation of Cllr Jo Hill and thanked her for all her hard work and input to the Council. 	MK and JT

17/24

Finance

1. The Council received and **ratified** the items of income and expenditure since the last meeting as follows:

Expenditure:

Date	Payee	Details	£	Folio
14.1.24	SSE	November street lighting	257.82	23.53
31.1.24	Winslow and District Community Bus	Donation	75.00	23.54
31.1.24	Clerk	Salary January 24	393.82	23.55
13.2.24	SSE	Decmber street lighting	266.39	23.56
29.2.24	Clerk	Salary February 24	479.50	23.57

Income of £121.64 was received during the period, relating to a VAT claim.
The current bank balance was reptred as £21,337.39

2. The Council **approved** the budget for forthcoming year as presented at Appendix A, item 2. The motion was proposed by Cllr IS and seconded by Cllr MH:

Swanbourne PC		
Proposed budget 2024/25		
	Precept review	GROSS
	Draft Bud	Final draft
Income	24/25	24/25
Precept	21,000	22,000
Devolution receipt	0	1953
VAT reclaimed	0	
	21,000	23,953
Expenditure	Draft Bud	
	24/25	
Street lamp repair and maintenance	1,500	1000
Street Lamp Power (electricity) SWALEC	3,300	3300
MVAS Service Contract SWARCO	190	225
Playing field general maintenance	3,350	3350
Cemetery Mowing donation	1,200	1200
Donations/Subscriptions	260	260
Printing (Newsletter)	350	350
Insurance	1,300	1300
Website hosting and planning tracker	195	195
Clerk expenses	150	150
Dog waste collection (BC)	300	306
Village grass and verge maintenance	2,800	2800
War Memorial maintenance	400	400
Clerk salary	5,225	5225
Training	100	100
Miscellaneous	200	200
General maintenance and environment:	750	
50% funding of MVAS		1997
Defibrillator hotbox		800
General maintenance		800
	21,570	23,958
Budgeted/FC YE position	-570	-5

3. The Council received and **approved** the risk register as at 20th March.

	4. The Council received and approved the asset register. The Council noted that spot checks of assets had been conducted by the Chair and Clerk.										
18/24	<p>Planning applications</p> <p>1. The Council noted and ratified the responses submitted for the following planning applications:</p> <table border="1"> <thead> <tr> <th>Ref</th> <th>Details</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>24/00214/APP</td> <td>6A Smithfield End, single storey extension</td> <td>No objections</td> </tr> <tr> <td>24/00141/APP</td> <td>29 Nearnton End, Loft conversion</td> <td>No Objections with comments</td> </tr> </tbody> </table> <p>2. The Council noted that when work commences at Church Farm, nearby parking and traffic will become a greater issue.</p> <p>3. All residents are encouraged to report potholes via fixmystreet.</p>	Ref	Details	Response	24/00214/APP	6A Smithfield End, single storey extension	No objections	24/00141/APP	29 Nearnton End, Loft conversion	No Objections with comments	
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19/24	<p>Road, parking and village maintenance issues</p> <p>1. The Council noted that after exploring the situation, no funding is available from the Winslow and Villages Community Board to support the purchase of a new MVAS machine. A decision will need to be made as to whether the Council wishes to purchase a new machine outright at an expected cost of around £3.5k. Cllr JP noted that it was proving challenging to obtain any data from the existing old MVAS machine on Cemetery Hill but was exploring further options. The Council agreed that if data are available, the MVAS would be moved to the Mursley Road, if not, purchase would be discussed at the next meeting.</p> <p>2. The Chair proposed a motion for a confidential item to be discussed at the end of the meeting, This was seconded and agreed.</p> <p>3. The Council discussed the tree planting plan which had been provided by Swanbourne Estate. No issues or concerns were noted, and the Council would like to express thanks for the initiative.</p> <p>4. Cllr JP presented an idea for a Village Interpretation Proposal. This would be a historical and environmental map of the village. JP to circulate links of existing Parish Council maps for demonstration purposes and to draft a short paper for further discussion at the next meeting.</p> <p>5. Cllr MH presented suggestions for improvements to and a refresh of the PC website. Cllr MH proposed that the website could become a 'hub' or digital noticeboard which would be more inclusive for all initiatives and groups within Swanbourne. The Council agreed that this would be worth consideration. MH and JP to circulate a pre-proposal map of ideas to include in the agenda papers for the next meeting, for the Council to consider with a view to broader discussion.</p> <p>6. The Council received a feasibility report for the pond proposed in Millenium Wood. The report recommended that this was not a good site and other options were being pursued. The Council expressed thank to Mr C Rodgers for the paper and his expertise in the matter.</p>	<p>JP</p> <p>MH and JP</p>									

	<p>7. The Council noted that there were no plans in place for a Swanbourne event to mark the D Day commemoration date.</p> <p>8. Cllr MH reported that both the Memorial Garden and Millenium Wood were in need of a tidy up. JT to forward details of current Memorial Garden contractors to MH. MH agreed to form a village group to maintain momentum in keeping the area tidy. MH also agreed to combine forces with the SCA to maintain Millenium Wood and the Woodland Walk.</p> <p>9. Cllr IS provided a report on the condition of the playing field. The Council noted that the equipment appeared to be in good order however the grass needed a good cut. IS reported that there was an amount of moss visible on the tennis court. Agreed that IS, JT and MK would investigate solutions as a matter of urgency. IS to investigate broken clips on the football net and to organise signage for the noticeboard which seems to have gone adrift.</p>	<p>JT and MH</p> <p>IS, JT and MK</p>
20/24	<p>Items for next agenda</p> <p>1. The Council noted that items for the next agenda would include:</p> <ul style="list-style-type: none"> - MVAS - Village Interpretation proposal further information - Website further information. - AGM requirements <p>2. All Councillors are invited to forward items for the next agenda to the Clerk by the 26th April 2024.</p>	
21/24	<p>Next Meeting</p> <p>The next meeting and AGM is scheduled for Wednesday 8th May 2024.</p> <p><i>Following discussion of a confidential item, the Chair thanked the Council and Clerk and closed the meeting at 9.10pm.</i></p>	

Jo Tudor,
Clerk to Swanbourne Parish Council,
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