

# SWANBOURNE PARISH COUNCIL (SPC)

**PARISH COUNCIL MEETING**  
 Wednesday 8th March 2023 at **7.00pm**,  
 Swanbourne Village Hall

## DRAFT MINUTES

Present: Councillors David Brooks Wilson (Chair), Roger Hatcher, Jo Hill, Mike King, Andrew Wood, and Jo Tudor (clerk).

In attendance: members of the public.

|       |  |                                      |
|-------|--|--------------------------------------|
| 11/23 | <p><b>Apologies</b></p> <p>Apologies were received from Cllr Deborah Barrow.</p>   |                                      |
| 12/23 | <p><b>Declarations of interest</b></p> <p>DBW declared his interest as a resident of the parish.<br/>         RH declared his interest as a resident of the parish.<br/>         JH declared her interest as a resident of the parish.<br/>         MK declared his interest as a homeowner in the parish.<br/>         AW declared his interest as resident and an employee of Swanbourne Estate.</p>   |                                      |
| 13/23 | <p><b>Minutes</b></p> <p>1. The minutes of the Parish Council meeting 11<sup>th</sup> January 2023 were <b>approved</b> as an accurate record.</p> <p>2. An update on action points from the last meeting which were not included on the agenda were received as follows:</p> <p><b>40/22/3</b> – AW reported that the defibrillator outside the village hall had been decommissioned and removed pending reassignment to a new site. The housing box remains on the wall and AW will seek to get this removed.</p> <p><b>45/22/2</b> – RH reported that complete resurfacing of playing field safety areas was likely to be in the region of £80,000. RH confirmed that the surfaces were ROSPA compliant at present. The Council <b>agreed</b> to increase signage to note that use of equipment was at the users own risk. RH to source signage, the Council <b>approved</b> modest costs of £20 per sign. JH to note in next newsletter.</p> <p><b>8/23/2</b> – the Council noted that no volunteers had come forward for village litter picking. JH to include in next newsletter.</p> <p><b>9/23</b> – the opportunity for a small day shoot to raise funds had proven too costly to take forward.</p> | <p>AW</p> <p>RH<br/>JH</p> <p>JH</p> |
| 14/23 | <p><b>Council matters</b></p> <p>1. Two nominations were received and seconded for the vacancy of Parish Councillor. A vote was conducted and the Chair declared that Mrs Meghan Henderson was duly elected.</p>   |                                      |

|         | <p>2. The Council noted that Cllr Barrow had been unable to attend a Parish Council meeting during the last six consecutive months. The Council <b>agreed</b> that Cllr Barrow should now be disqualified from her Council role. The clerk to instigate the formal vacancy notice, with a view to co-opt into the role.</p> <p>3. The Council agreed that the date of the AGM will be Wednesday 26<sup>th</sup> April and the Parish Assembly will take place on Thursday 25<sup>th</sup> May.</p>  |                                   |                 |       |  |       |         |     |                      |        |       |         |       |          |       |       |         |                     |                               |          |       |         |       |                |        |       |         |     |                     |        |       |         |                     |                               |        |       |         |                         |                                   |        |       |         |                 |                                |       |       |         |       |                 |        |       |  |  |              |                 |  |  |
|---------|---|-----------------------------------|-----------------|-------|--|-------|---------|-----|----------------------|--------|-------|---------|-------|----------|-------|-------|---------|---------------------|-------------------------------|----------|-------|---------|-------|----------------|--------|-------|---------|-----|---------------------|--------|-------|---------|---------------------|-------------------------------|--------|-------|---------|-------------------------|-----------------------------------|--------|-------|---------|-----------------|--------------------------------|-------|-------|---------|-------|-----------------|--------|-------|--|--|--------------|-----------------|--|--|
| 15/23   | <p><b>Public Participation items</b></p> <p>1. The Council received and noted a written update from Tom Finchett (TF) of Swanbourne Estate, which was read out by the Chair. The Council noted that an extension to Ashbourne Day Nursery was currently underway. Once this is completed there will not be any spare parking at Home Farm. Swanbourne Estate had kindly allowed the use of parking at Home Farm to reduce the congestion outside the primary school. This will potentially add to the current traffic issues.</p> <p>2. The Council received and noted a written update from David Blunt (DB) from the PCC, which was read out by the Chair. The Council noted that recruitment for an Assistant Priest was underway. It was also note that the Church was having to economise on heating due to the significant increase in gas prices.</p> <p>3. A resident noted that the LED street light on the Mursley Road opposite Tattams Lane was very bright and may pose a risk to motorists and pedestrians.</p>   |                                   |                 |       |  |       |         |     |                      |        |       |         |       |          |       |       |         |                     |                               |          |       |         |       |                |        |       |         |     |                     |        |       |         |                     |                               |        |       |         |                         |                                   |        |       |         |                 |                                |       |       |         |       |                 |        |       |  |  |              |                 |  |  |
| 16/23   | <p><b>Finance</b></p> <p>1. The Council received and <b>ratified</b> the items of income and expenditure since the last meeting as follows:</p> <p>Expenditure:</p> <table border="1" data-bbox="225 1350 1289 1715"> <thead> <tr> <th>Date</th> <th>Payee</th> <th></th> <th></th> <th>Folio</th> </tr> </thead> <tbody> <tr> <td>18.1.23</td> <td>SSE</td> <td>December electricity</td> <td>112.97</td> <td>22.49</td> </tr> <tr> <td>30.1.23</td> <td>Clerk</td> <td>Expenses</td> <td>25.98</td> <td>22.50</td> </tr> <tr> <td>30.1.23</td> <td>Eldridge electrical</td> <td>inv 21917 street light repair</td> <td>1,038.00</td> <td>22.51</td> </tr> <tr> <td>31.1.23</td> <td>Clerk</td> <td>January salary</td> <td>374.66</td> <td>22.52</td> </tr> <tr> <td>16.2.23</td> <td>SSE</td> <td>January electricity</td> <td>100.31</td> <td>22.53</td> </tr> <tr> <td>27.2.23</td> <td>Eldridge electrical</td> <td>Inv 21921 Street light repair</td> <td>319.20</td> <td>22.54</td> </tr> <tr> <td>27.2.23</td> <td>Buckinghamshire Council</td> <td>Inv 2205051625 Dog Waste services</td> <td>241.67</td> <td>22.55</td> </tr> <tr> <td>27.2.23</td> <td>Harlequin Press</td> <td>Inv 07461 Newsletter issue 162</td> <td>75.00</td> <td>22.56</td> </tr> <tr> <td>28.2.23</td> <td>Clerk</td> <td>February salary</td> <td>436.66</td> <td>22.57</td> </tr> <tr> <td></td> <td></td> <td><b>Total</b></td> <td><b>2,724.45</b></td> <td></td> </tr> </tbody> </table> <p>Income of £398.98 was received during the period.</p> <p>The Council noted the bank balance of £14,917.30 as at the 1<sup>st</sup> March.</p> <p>2. The Council received and <b>approved</b> the risk register as at the end of February 2023.</p> <p>3. The Council received and <b>approved</b> the asset register in preparation for the year end.</p> | Date                              | Payee           |       |  | Folio | 18.1.23 | SSE | December electricity | 112.97 | 22.49 | 30.1.23 | Clerk | Expenses | 25.98 | 22.50 | 30.1.23 | Eldridge electrical | inv 21917 street light repair | 1,038.00 | 22.51 | 31.1.23 | Clerk | January salary | 374.66 | 22.52 | 16.2.23 | SSE | January electricity | 100.31 | 22.53 | 27.2.23 | Eldridge electrical | Inv 21921 Street light repair | 319.20 | 22.54 | 27.2.23 | Buckinghamshire Council | Inv 2205051625 Dog Waste services | 241.67 | 22.55 | 27.2.23 | Harlequin Press | Inv 07461 Newsletter issue 162 | 75.00 | 22.56 | 28.2.23 | Clerk | February salary | 436.66 | 22.57 |  |  | <b>Total</b> | <b>2,724.45</b> |  |  |
| Date    | Payee   |                                   |                 | Folio |  |       |         |     |                      |        |       |         |       |          |       |       |         |                     |                               |          |       |         |       |                |        |       |         |     |                     |        |       |         |                     |                               |        |       |         |                         |                                   |        |       |         |                 |                                |       |       |         |       |                 |        |       |  |  |              |                 |  |  |
| 18.1.23 | SSE   | December electricity              | 112.97          | 22.49 |  |       |         |     |                      |        |       |         |       |          |       |       |         |                     |                               |          |       |         |       |                |        |       |         |     |                     |        |       |         |                     |                               |        |       |         |                         |                                   |        |       |         |                 |                                |       |       |         |       |                 |        |       |  |  |              |                 |  |  |
| 30.1.23 | Clerk   | Expenses                          | 25.98           | 22.50 |  |       |         |     |                      |        |       |         |       |          |       |       |         |                     |                               |          |       |         |       |                |        |       |         |     |                     |        |       |         |                     |                               |        |       |         |                         |                                   |        |       |         |                 |                                |       |       |         |       |                 |        |       |  |  |              |                 |  |  |
| 30.1.23 | Eldridge electrical   | inv 21917 street light repair     | 1,038.00        | 22.51 |  |       |         |     |                      |        |       |         |       |          |       |       |         |                     |                               |          |       |         |       |                |        |       |         |     |                     |        |       |         |                     |                               |        |       |         |                         |                                   |        |       |         |                 |                                |       |       |         |       |                 |        |       |  |  |              |                 |  |  |
| 31.1.23 | Clerk   | January salary                    | 374.66          | 22.52 |  |       |         |     |                      |        |       |         |       |          |       |       |         |                     |                               |          |       |         |       |                |        |       |         |     |                     |        |       |         |                     |                               |        |       |         |                         |                                   |        |       |         |                 |                                |       |       |         |       |                 |        |       |  |  |              |                 |  |  |
| 16.2.23 | SSE   | January electricity               | 100.31          | 22.53 |  |       |         |     |                      |        |       |         |       |          |       |       |         |                     |                               |          |       |         |       |                |        |       |         |     |                     |        |       |         |                     |                               |        |       |         |                         |                                   |        |       |         |                 |                                |       |       |         |       |                 |        |       |  |  |              |                 |  |  |
| 27.2.23 | Eldridge electrical   | Inv 21921 Street light repair     | 319.20          | 22.54 |  |       |         |     |                      |        |       |         |       |          |       |       |         |                     |                               |          |       |         |       |                |        |       |         |     |                     |        |       |         |                     |                               |        |       |         |                         |                                   |        |       |         |                 |                                |       |       |         |       |                 |        |       |  |  |              |                 |  |  |
| 27.2.23 | Buckinghamshire Council   | Inv 2205051625 Dog Waste services | 241.67          | 22.55 |  |       |         |     |                      |        |       |         |       |          |       |       |         |                     |                               |          |       |         |       |                |        |       |         |     |                     |        |       |         |                     |                               |        |       |         |                         |                                   |        |       |         |                 |                                |       |       |         |       |                 |        |       |  |  |              |                 |  |  |
| 27.2.23 | Harlequin Press   | Inv 07461 Newsletter issue 162    | 75.00           | 22.56 |  |       |         |     |                      |        |       |         |       |          |       |       |         |                     |                               |          |       |         |       |                |        |       |         |     |                     |        |       |         |                     |                               |        |       |         |                         |                                   |        |       |         |                 |                                |       |       |         |       |                 |        |       |  |  |              |                 |  |  |
| 28.2.23 | Clerk   | February salary                   | 436.66          | 22.57 |  |       |         |     |                      |        |       |         |       |          |       |       |         |                     |                               |          |       |         |       |                |        |       |         |     |                     |        |       |         |                     |                               |        |       |         |                         |                                   |        |       |         |                 |                                |       |       |         |       |                 |        |       |  |  |              |                 |  |  |
|         |   | <b>Total</b>                      | <b>2,724.45</b> |       |  |       |         |     |                      |        |       |         |       |          |       |       |         |                     |                               |          |       |         |       |                |        |       |         |     |                     |        |       |         |                     |                               |        |       |         |                         |                                   |        |       |         |                 |                                |       |       |         |       |                 |        |       |  |  |              |                 |  |  |

|              | <p>4. The two year contract agreement with SSE for unmetered streetlighting electricity, was <b>ratified</b>.</p> <p>5. The Council noted that Oakman Inns had kindly agreed to refund the purchase cost of a new dog waste bin to be situated on the Betsey Wynne car park at the public access point to the permissive pathway. The Council <b>agreed</b> to the purchase and <b>approved</b> the additional annual cost of emptying of £70.</p>  |   |         |          |              |   |   |              |  |              |  |  |  |  |
|--------------|---|---|---------|----------|--------------|---|---|--------------|--|--------------|--|--|--|--|
| 17/23        | <p><b>Planning applications</b></p> <p>1. The Council noted and <b>ratified</b> 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>23/00289/APP</td> <td>31A Nearton End, extension, fenestration and cladding</td> <td>No objection with caveat regarding overlooking.</td> </tr> <tr> <td>23/00361/ALB</td> <td>Old House Mursley Rd<br/>Garden boundary wall</td> <td>No Objection</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>   | Ref   | Details | Response | 23/00289/APP | 31A Nearton End, extension, fenestration and cladding | No objection with caveat regarding overlooking. | 23/00361/ALB | Old House Mursley Rd<br>Garden boundary wall | No Objection |  |  |  |  |
| Ref          | Details   | Response  |         |          |              |   |   |              |  |              |  |  |  |  |
| 23/00289/APP | 31A Nearton End, extension, fenestration and cladding   | No objection with caveat regarding overlooking. |         |          |              |   |   |              |  |              |  |  |  |  |
| 23/00361/ALB | Old House Mursley Rd<br>Garden boundary wall  | No Objection                                    |         |          |              |   |   |              |  |              |  |  |  |  |
|              |   |   |         |          |              |   |   |              |  |              |  |  |  |  |
| 18/23        | <p><b>Road, parking and village maintenance issues</b></p> <p>1. The Council noted that traffic and parking remains an issue outside the primary school on Winslow Road. Whilst the PC is not responsible for traffic management, the matter has been referred. Bucks CC are now in discussion with the school and are seeking potential options such as temporary parking and grasscrete areas.</p> <p>2. The Council noted that the Chair was keeping pressure on Bucks CC in respect of chicanes to help with speeding issues.</p> <p>3. It is unclear who actually owns the speed indicator device. DBW to follow up with Cllr Macpherson.</p> <p>4. The Council noted that the software in the two MVAS devices is quite old and no longer provides usable data. MK to undertake some research on the cost of a new machine.</p> | <p>DBW</p> <p>MK</p>                            |         |          |              |   |   |              |  |              |  |  |  |  |
| 19/23        | <p><b>Reports from Councillors</b></p> <p>1. AW reported that the proposed plans for the Swanbourne Estate to host a Coronation celebration have been shelved. Work is underway by the Swanbourne Social Group (SI) to garner views for celebrating the event. Suggestions include projection of the Windsor Sunday night event in either the village hall or Betsey Wynne. AW to keep the Council updated of plans.</p> <p>2. The Council noted that the tennis court net has now been replaced.</p> <p>3. The Council noted that JH had joined the Bucks Council customer partnership panel.</p> <p>4. RH reported that the gate post to the playing field area had broken. RH and AW to seek repairs.</p>  | <p>AW</p> <p>RH<br/>AW</p>                      |         |          |              |   |   |              |  |              |  |  |  |  |

|       |  |                     |
|-------|--|---------------------|
|       | <p>5. The Council noted that the noticeboard was still in need of refurbishment as the company appointed had not carried out the necessary work. RH to seek repair elsewhere.</p> <p>6. The Council noted that the lights outside the Betsey Wynne are being left on all night which is causing some disturbance and light pollution. AW agreed to discuss with Oakman Inns.</p> | <p>RH</p> <p>AW</p> |
| 20/23 | <p><b>Items for next agenda</b></p> <p>Discussion of Councillor roles and responsibilities going forward.</p>  |                     |
|       | <p><b>Next Meeting</b></p> <p>The next meeting is scheduled for Wednesday 26<sup>th</sup> April 2023.</p> <p><i>The Chairman closed the meeting at 8.22pm.</i></p>   |                     |

Jo Tudor,  
Clerk to Swanbourne Parish Council  
01296 720130