

SWANBOURNE PARISH COUNCIL (SPC)

PARISH COUNCIL MEETING

Wednesday 29th November 2023 at 7.00pm,
Swanbourne Village Hall

DRAFT MINUTES

Present: Councillor Mike King (Chair), Councillors Meghan Henderson, Jo Hill, Andrew Wood, and Jo Tudor (clerk).

In attendance: members of the public.

46/23	<p>Apologies</p> <p>1. Apologies were received from Cllr Chris Wright. The Council approved the reason for absence.</p>	
47/23	<p>Declarations of interest</p> <p>There were no declarations of interest received.</p>	
48/23	<p>Minutes</p> <p>1. The minutes of the Parish Council meeting of 11th September 2023 were approved 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>36/23/2 – AW noted that a heated box to relocate the decommissioned defibrillator would cost in the region of £800. Council to consider adding to the budget for next year. MK to investigate whether funding would be available from the Winslow Community Board.</p> <p>37/23/1 – Thanks were formally expressed to David Brooks Wilson for his hard work and commitment during his time as Chair of the PC.</p> <p>42/23/2/c – The clerk noted that there may be the possibility of purchasing a spare MVAS no longer required by Mursley PC. JT to investigate further.</p> <p>42/23/2/e – JT noted that bin stickers could be purchased in ‘bulk’ from various suppliers if required. Cost estimated around £230 for 250.</p> <p>43/43/2 – Noted that a review of Standing Orders and other policies was underway. These will be presented to all Councillors for review and approval in due course.</p>	<p>MK</p> <p>JT</p> <p>JT/MK</p>
49/23	<p>Council matters</p> <p>1. Nominations were received and seconded for the two vacancies of Parish Councillor. The Chair confirmed that Mrs Isabel Swain and Mr Jonathan Pieterse were duly elected. JT to notify the successful candidates, MK to follow up with a welcome to the Council.</p>	JT/MK

50/23	<p>Public Participation items</p> <ol style="list-style-type: none"> The Council received an update from Tom Finchett (TF) of Swanbourne Estate. The Council noted that the Estate was taking back responsibility for land North of the railway line from Network Rail. Tree and woodland plans were also underway to enhance the landscape and an outline map has been provided as part of the Swanbourne Village Newsletter. The Council had previously been notified of additional tree planting on the verges: the Council have been invited to comment and approve - to be discussed at the next PC meeting. Planning applications were noted as in progress for Church Farm and Moco Farm. TF also outlined plans for a pond to be dug in Millenium Wood. Plans have recently been included in the Swanbourne Newsletter although the Council had not been consulted on this beforehand. The Council agreed to the idea in principle, however a number of questions were posed around: safety, risks, insurance, liability and maintenance. 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 Revd Canon Linda Church joins on 13th December as Assistant Priest, a part time role working alongside Revd Yvonne Mullins. The PCC also expressed thanks to the PC for the donation towards the cemetery mowing costs. Mr Ken Harris noted that an editor for the Newsletter has not yet been appointed. The general view is that a paper copy is still very useful. The PC expressed thank to Mr Harris for his voluntary work clearing hedges and litter picking. Cllr MH who is the Council representative for the Swanbourne Community Association, reported that the Tennis net had been replaced. The SCA were noted as being in support of the pond in Millenium Wood but had asked who is responsible for risk and insurance. 	MK																																																												
51/23	<p>Finance</p> <ol style="list-style-type: none"> The Council received and ratified the items of income and expenditure since the last meeting as follows: <p>Expenditure:</p> <table border="1" data-bbox="225 1547 1217 1872"> <thead> <tr> <th>Date</th> <th>Payee</th> <th></th> <th>£</th> <th>Folio</th> </tr> </thead> <tbody> <tr> <td>31.8.23</td> <td>SSE</td> <td>July street lighting</td> <td>242.77</td> <td>23.33</td> </tr> <tr> <td>25.9.23</td> <td>Harlequin press</td> <td>INV07775</td> <td>75.00</td> <td>23.34</td> </tr> <tr> <td>25.9.23</td> <td>Trudy Timms</td> <td>Docket 33 litter picking</td> <td>25.00</td> <td>23.35</td> </tr> <tr> <td>25.9.23</td> <td>Clerk</td> <td>Expenses: ink</td> <td>63.17</td> <td>23.36</td> </tr> <tr> <td>29.9.23</td> <td>Clerk</td> <td>September salary</td> <td>448.00</td> <td>23.37</td> </tr> <tr> <td>3.10.23</td> <td>SSE</td> <td>August street lighting</td> <td>259.69</td> <td>23.38</td> </tr> <tr> <td>31.10.23</td> <td>Lynch Garden Services</td> <td>Invoice 8138</td> <td>950.00</td> <td>23.39</td> </tr> <tr> <td>31.10.23</td> <td>TW Garden services</td> <td>CINV-658</td> <td>80.00</td> <td>23.40</td> </tr> <tr> <td>31.10.23</td> <td>Roger Parker</td> <td>Tennis net (Paul Robertson)</td> <td>40.00</td> <td>23.41</td> </tr> <tr> <td>31.10.23</td> <td>Clerk</td> <td>October salary</td> <td>383.32</td> <td>23.42</td> </tr> <tr> <td>1.11.23</td> <td>SSE</td> <td>September street lighting</td> <td>258.13</td> <td>23.43</td> </tr> </tbody> </table> <p>Income of £10,500 was received during the period.</p> <ol style="list-style-type: none"> The Council received the first draft of the budget for 2023/24 as presented by the Clerk. The Council to agreed to consider additional costs pressures in 	Date	Payee		£	Folio	31.8.23	SSE	July street lighting	242.77	23.33	25.9.23	Harlequin press	INV07775	75.00	23.34	25.9.23	Trudy Timms	Docket 33 litter picking	25.00	23.35	25.9.23	Clerk	Expenses: ink	63.17	23.36	29.9.23	Clerk	September salary	448.00	23.37	3.10.23	SSE	August street lighting	259.69	23.38	31.10.23	Lynch Garden Services	Invoice 8138	950.00	23.39	31.10.23	TW Garden services	CINV-658	80.00	23.40	31.10.23	Roger Parker	Tennis net (Paul Robertson)	40.00	23.41	31.10.23	Clerk	October salary	383.32	23.42	1.11.23	SSE	September street lighting	258.13	23.43	
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	<p>respect of speed management devices, grass cutting and devolution, defibrillator hotbox and any changes in cost relating to the newsletter going forward. The budget and precept requirements to be discussed at the meeting in January.</p> <p>3. The Council noted that it had been two years since the last review of grass cutting. A re-tender process to be considered. Buckinghamshire Council had recently reviewed the grass cutting areas around Swanbourne. Clerk to circulate the map to all Councillors.</p> <p>4. The Council received and approved the risk register as at 29th November which still shows the increased risk in connection with maintenance of the playing field.</p>	<p>All</p> <p>JT</p>
52/23	<p>Planning applications</p> <p>1. The Council noted and ratified the responses submitted for the following planning applications:</p> <p>23/02929/APP Swanbourne House School play equipment: no objections.</p>	
53/23	<p>Publications</p> <p>1. The Council noted the publications circulated since the last meeting.</p> <p>2. The Council discussed and agreed that there was still a preference for production of the Swanbourne Village Newsletter in its current form and hoped a new editor would be found soon. MH to circulate the recent newsletter editor vacancy on Facebook and MK to include on the PC website.</p>	MH/MK
54/23	<p>Road, parking and village maintenance issues</p> <p>1. The Council received and noted the traffic speed survey data provided by Buckinghamshire Council, as circulated by the Chair.</p> <p>2. The Council discussed the option of commissioning a speed survey which would involve collection of traffic data travelling through the village over a seven day period. The cost would be around £500. The Council agreed to consider how the data collected would be used, and what the 'trigger' point for action is. AW to discuss trigger points for action with Cllr Phil Gomm and to feed back to the Council. Cllr Phil Gomm to be invited to future meeting.</p>	
55/23	<p>Items for next agenda</p> <p>1. The Council noted that items on the next agenda would include: acceptance of office for new Councillors, discussion of Councillor roles and responsibilities, traffic survey, budget and precept, tree planting.</p> <p>2. All Councillors are invited to forward items for the next agenda to the Clerk by the end of December.</p>	All
56/24	<p>Next Meeting</p> <p>The next meeting is scheduled for Wednesday 10th January 2024.</p>	

	<i>The Chairman thanked the Council and Clerk and those present and closed the meeting at 8.05pm.</i>	
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Jo Tudor,
Clerk to Swanbourne Parish Council,
01296 720130