

# SWANBOURNE PARISH COUNCIL (SPC)

## AGM and PARISH COUNCIL MEETING

Tuesday 2nd May 2023 at 7.15pm,  
Swanbourne Village Hall

### DRAFT MINUTES

Present: Councillors David Brooks Wilson (Chair), Meghan Henderson, Mike King, Andrew Wood, Chris Wright and Jo Tudor (clerk).

There were no members of the public present.

21/23	<p><b>Parish Council update</b></p> <ol style="list-style-type: none"> <li>1. Apologies were received from Cllr Jo Hill and Cllr Roger Hatcher.</li> <li>2. The Council elected Cllr David Brooks Wilson as chair for the forthcoming year.</li> <li>3. Cllr Meghan Henderson and Cllr Chris Wright signed their acceptance of office in the presence of the Proper Officer of the Council, Jo Tudor.</li> <li>4. The draft list of Councillor duties for 2023/24 were discussed and <b>agreed</b>. Cllr King agreed to include traffic speeding within his responsibilities. A committee for financial planning will be discussed at the September PC meeting.</li> </ol>	
22/23	<p><b>Annual return 1/4/22 to 31/3/23</b></p> <ol style="list-style-type: none"> <li>1. The Council noted that at the end of the last financial year, £23k had been received in income and £18k had been spent. The account balance at year end was £14k which meets the Council target of increasing reserves.</li> <li>2. The Council received and noted the comments and observations of the internal auditor. No recommendations had been made. The Council expressed sincere thanks and <b>approved</b> a payment of £100.</li> <li>3. The Certificate of exemption for external audit was duly <b>approved</b>.</li> <li>4. The Council reviewed and <b>approved</b> the Annual Governance statement and the annual accounting statements.</li> <li>5. The period of exercise of public rights will commence from Monday 12<sup>th</sup> June 2023.</li> </ol>	JT
23/23	<p><b>Declarations of interest</b></p> <p>There were no declarations of interest received.</p>	
24/23	<p><b>Minutes</b></p> <ol style="list-style-type: none"> <li>1. The minutes of the Parish Council meeting 8<sup>th</sup> March 2023 were <b>approved</b> as an accurate record.</li> </ol>	

	<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> – Cllr AW reported that he was following up a heated box to relocate the decommissioned defibrillator.</p> <p><b>45/22/2</b> – Equipment signage on the playing field was still outstanding. Cllr DBW to follow up with Cllr RH.</p> <p><b>18/23/1</b> – Comments regarding ‘near miss’ road accidents were received. Cllr MH to ask the school to note and report these to the PC in the future.</p> <p><b>18/23/3</b> – Cllr MK to follow up with the Highways team regarding ownership of the speed indicator device.</p> <p><b>18/23/4</b> – Cllr MK reported that the MVAS on the Mursley Road does not collect data. It is possible that the equipment software can be upgraded although it was noted that this would be expensive. Cllr MK to investigate the possibility of a grant for a new MVAS machine via the Winslow Community Board.</p> <p><b>19/23/2</b> – The Council had previously noted that the tennis court net had been replaced. This does not appear to have been the case. Cllr AW to follow up.</p> <p><b>19/23/4</b> – The Council noted that repairs to the playing field gate post were still outstanding.</p> <p><b>19/23/5</b> – The Council noted that refurbishment of the noticeboard is still outstanding.</p>	<p>AW</p> <p>DBW</p> <p>MH</p> <p>MK</p> <p>MK</p> <p>AW</p>
25/23	<p><b>Council matters</b></p> <p>The Council reviewed the proposed dates for future meetings. All dates were approved with the exception of January 2024. JT to submit a new date for approval by the Council.</p>	JT
26/23	<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 the Swanbourne Estate plan to plant a large number of trees, some of which will be on verges. Cllr DBW and TF are to review proposed sites on 22<sup>nd</sup> May. The Council also noted that part of the small paddock beyond 33 Mursley Road has been included in the AVDC call for sites for residential. DBW to follow up with TF.</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 the PCC are advertising for a new assistant priest.</p>	DBW
27/23	<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>	

Date	Payee			Folio
17.3.23	SSE	February electricity	99.27	22.58
31.3.23	Clerk	March salary and expenses	444.46	22.59 & 60
24.4.23	North Bucks Planning consortium	Membership fee to 31st March 2024	20.00	23.1
24.4.23	TEEC	INV-4486 12 month website	151.19	23.2
24.4.23	BMKALC	Inv 4672 BALC and NALC subscription	64.84	23.3
24.4.23	Lynch Garden Services	Invoice 7800 April cuts	550.00	23.4
28.4.23	Clerk	April salary and expenses	514.53	23.5,6,7
		<b>Total</b>	<b>1,844.29</b>	

Income of £10,500 was received during the period.

The Council noted the bank balance of £23,573.01 as at the 2nd May.

- The Council received and **approved** the risk register as at the end of April 23 which included adjustments to reflect reduced risk to reserves (R2) and the defibrillator (R10).
- The Council **approved** the budget for 2023 and **agreed**: a reduction to the budget for electricity based on the agreed contract, and, to include a small budget for training expenses.

28/23

**Planning applications**

- The Council noted and **ratified** the responses submitted for the following planning applications:

Ref	Details	Response
23/00725/APP	Old House, Mursley Road Boundary walls	No objection
23/01012/APP	Northhill Farm Change of use: land to domestic menage	Due 3/5/23
23/01119/APP	31A Nearnton End, extension, fenestration and cladding	Due 11/5/23

The Council **approved** a return of 'no objection' to application 23/01012/APP. Application 23/01110/APP is still in progress.

29/23

**Road, parking and village maintenance issues**

- The Council discussed the proposed purchase of a speed gun to collect evidence of excessive speeding through the village. The Council **approved** the purchase of a device up to a cost of £200. Purchase will be subject to Cllr MK gaining clearance from Buck Council on the use of such a device.

MK

30/23

**Parish Assembly 25/5/23**

- The Council **approved** the draft agenda. A suggestion was made to include an update from the Chapel. JT to follow up. JT to circulate agenda to participants with suggested timings. JT to circulate a small advert to the village.

JT

	2. Refreshments will be provided and MH to organise name badges for the Councillors.	MH
31/23	<p><b>Reports from Councillors</b></p> <ol style="list-style-type: none"> <li>1. Cllr MK reported that he was in the process of refreshing the SPC website. Photographs of Councillors and the Clerk are requested.</li> <li>2. Cllr MK reported that although not yet appointed, there will be a Police Community Support Officer appointed for the villages.</li> <li>3. Cllr AW reported that plans for the Coronation event are underway.</li> </ol>	
32/23	<p><b>Confidential item</b></p> <p>The proposed motion for discussion of a confidential item was agreed.</p>	
33/23	<p><b>Items for next agenda</b></p> <ol style="list-style-type: none"> <li>1. Proposal for adjustment to standing orders regarding date for Parish Assembly.</li> <li>2. Consideration for forming a finance sub committee.</li> </ol>	
	<p><b>Next Meeting</b></p> <p>The next Parish Council meeting is scheduled for Monday 11<sup>th</sup> September 2023</p> <p><i>The Chairman closed the meeting at 9.08pm.</i></p>	

Jo Tudor,  
Clerk to Swanbourne Parish Council  
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