**SWANBOURNE PARISH COUNCIL**

**PARISH COUNCIL ANNUAL GENERAL MEETING**

**Wednesday 13th May 2020 at 7.00pm**

**Meeting held remotely due to Covid-19 pandemic**

**DRAFT MINUTES**

Present: Clive Rodgers, Helen Cleaveley, Steve French, Deborah Barrow, Mike King, Rosemary Andrew, Linda Sirett, Vanda Bennett.

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| **24/20** | **Apologies** |  |
|  | None. |  |
| **25/20** | **Declarations of Interest** |  |
|  | CR declared his interest as a homeowner in the parish.  DB declared her interest as a homeowner in the parish.  MK declared his interest as a homeowner in the parish.  HC declared her interest as a homeowner in the parish.  RA declared her interest as a homeowner in the parish.  SF declared his interest as a homeowner in the parish.  LS declared her interest as an employee of Swanbourne Estate. |  |
| **26/20** | **Approval and signature of previous minutes** |  |
|  | Approved and signed off by CR. |  |
| **27/20** | **Action points** |  |
|  | *Action: VB still to email WREN.*  Other actions had been done except those concerning the feasibility study which will take longer. Smiley face speed sign to be considered again in a few months (drop of traffic from Covid 19 and budget factors). | VB |
| **28/20** | **Parish Councillor roles (carried over from last year due to postponement of local council elections due to coronavirus)** |  |
|  | SF – LAF / local planning applications  LS – Dog related issues / playing field liaison  DB – Highways & verges (incl. Fix my Street) / fly tipping  MK – PC website / standing orders / transparency  HC – Traffic issues / MVAS / Speedwatch  RA – Bus shelters / bus stops / liaison with passenger transport  CR – Chairman, strategic planning / liaising with SCA / maintenance overview / newsletter / liaison with Swanbourne Estate |  |

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|  | **Annual Return – 01/04/2019 to 31/03/2020** |  |
| **29/20** | Annual update of Risk Register was approved subject to additional provision for (a) pandemic control cover, and (b) VAS and MVAS  *Action: CR will amend the Risk Register and publish a copy on PC website.* | CR |
| **30/20** | Updated draft budget – discussed and approved by Councillors. |  |
| **31/20** | Updated asset register – discussed and approved by Councillors. |  |
| **32/20** | Annual Internal Audit statement – has been approved by Internal Auditor, Parish Councillors and signed off by VB/CR. |  |
| **33/20** | Annual Governance statement – considered and approved by Councillors and signed off by VB/CR. |  |
| **34/20** | Annual Accounting statement – considered and approved by Councillors and signed off by VB/CR. |  |
| **35/20** | Certificate of Exemption – considered and approved by Councillors and signed off by VB/CR. |  |
| **36/20** | RESOLVED - Will carry out the normal public consultation period first 10 working days of July. |  |
|  | *Action: VB to lodge documentation with Littlejohns (External Auditor) and place public access notice on village noticeboard later in the year, and also scan everything to CR.*  *Action: CR to put scan of the 2019-20 Annual Return on the PC website.* | VB  CR |

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| **37/20** | **Update on village maintenance** |  |
|  | Buckinghamshire Council did their first cut on 25/26 April but missed out most of Smithfield End. CR had raised the issue with TfB and the crew said there were too many parked cars to strim without scratching them. However, they will endeavour to do it next time. Dave Thrower has offered to strim it instead (with his electric strimmer).  *Post meeting note: On inspecting site DT thought the longest grass needed a petrol strimmer. CR asked Phil and Sylvia Dalton (who agreed to cut during May).*  DB suggested we might be able to warn the villagers if we know when it’s about to happen so they can move their cars in advance.  VB/CR reported that Dave Thrower had opened up the pathways through the Millennium Wood and had done a good job of cutting the grass around the picnic benches.  As the government has just approved the use of tennis courts and greater exercise, it was resolved to ask Toby Terry to cut the playing field grass.  *Action - VB will arrange for Toby Terry to do a first cut.*  In response to a question from RA concerning the wood fading on the first bus shelter, CR had previously consulted James Tattam who recommends the hardwood be allowed to weather to its natural colour.  Our recently serviced ‘Viking’ mower does not work well, so may be best to take the mower back to Browns (if Dave Thrower is happy to do that).  *Action: VB will ask Dave Thrower.* | VB    VB |
| **38/20** | **Traffic feasibility study** |  |
|  | HC is liaising with Simon Garwood who indicates that we can apply for this year’s money with effect for the 2020/21 year. We need to decide on the size of the bid, but if successful we may have until March 2022 (extended deadline may be granted).  With a tight budget this year, CR considers it best to wait a couple of months before we buy the smiley face sign, and there can be no PC contribution towards one of the Feasibility Study projects during this financial year.  HC also considered the Local Priorities Budget and the New Homes Bonus (now Local Infrastructure Fund) both administered through the community board to be possible grant sources. Simon will organise PID from TfB.  *Action: HC will consider/prepare a grant application in consultation with Simon Garwood.* | HC |
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| **39/20** | **Future meeting options** |  |
|  | It was agreed to postpone the Parish Assembly until next year if necessary. Another option might be an earlier Zoom Premium meeting but the subscription costs £11.99 per month.  It is hoped that by the Parish Council meeting intended for 30th September 2020, the Covid 19 crisis will have eased enough for it to be a normal meeting in the Village Hall.  A July meeting may not be necessary, but it was agreed that we could have another video meeting at short notice if required. |  |
| **40/20** | The fourth quarter TSB bank statements (1st January to 31st March 2020) were considered and approved. |  |
| **41/20** | **AOB** |  |
|  | 1. PFC – tennis court – it was resolved to open the tennis court to the public as per government guidelines and keep it under review. In order to inform the public, VB will ask Ellie Markland to do a notice; VB will email the village and DB will put a notice on Swanbourne Community Facebook page. | VB |
|  | 1. Lighting of bus shelters. It was agreed leave discussing this until our September meeting, as the summer days will be at their longest. 2. LS considered there to be a case for another dog waste bin next to the litter bin and bench opposite the church corner.   *Action: VB will look into the cost of another dog waste bin.*   1. SF asked about developer commitments to repair verges and wash road leading to Old Drovers View. CR confirmed we had received that commitment and reported that spoil from the site has been re-graded on paddock land (sold with the houses) thereby its height had been raised. This was not part of the original planning permission. Roger Parker has lodged a complaint and CR has emailed the developer and contacted Enforcement to check it.   *Action: None needed at the moment, CR will keep the PC informed.* | VB  CR |

DATES - Next meeting (intended to be in the VH) – 30th September 2020.

Meeting ended at 9:10pm.