**SWANBOURNE PARISH COUNCIL**

**PARISH COUNCIL MEETING**

**Wednesday 7th April 2021 at 7.30pm**

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

**DRAFT MINUTES**

Present: Clive Rodgers, Mike King, Rosemary Andrew, Helen Cleaveley, Deborah Barrow, David Brooks Wilson, Linda Sirett, Vanda Bennett

Also: Iain McPherson (for items 1-5), and Bob Eastoe

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| **15/21** | **Apologies** |  |
|  | None. |   |
| **16/21** | **Declarations of Interest** |  |
|  | CR declared his interest as a homeowner in the parish.RA declared her interest as a homeowner in the parish.LS declared her interest as an employee of the Swanbourne Estate.MK declared his interest as a homeowner in the parish.HC declared her interest as a homeowner in the parish.DB declared her interest as a homeowner in the parish.DBW declared his interest as a homeowner in the parish. |   |
| **17/21** | **Approval of Minutes of Meeting of 13th January 2021** |   |
|  | Approved and signed. |  |
| **18/21** | **Action Points from 13th January 2021 meeting** |   |
|  | Speed report will need to be written by HC.  | HC |
| **19/21** | **2021/22 Spending Decisions** |  |
|  | Approx. £7,000 to £8,000 is available to spend plus £5,470 is still ring fenced to spend on the playing field regeneration project. The options for the former might be: 1. Contribution towards speed cushions project £108,000
2. Planters £330 to £615 each
3. New Walk patched = £2,892 full replacement = £6,498
4. CR considered the most urgent playing field option to be the tennis court side and rear fencing replacement (? £3,000), but VB considered a practise wall instead to be a viable option (which could use up all of the ringfenced money).

**New Walk** - MK asked CR if the Estate may have some responsibility for New Walk but they don’t accept responsibility for its paved surface. As New Walk has been the main historic route between the Nearton and the rest of Swanbourne for more than two hundred years, the PC appeared to have prime responsibility (whereas pavements next to Swanbourne’s roads are the responsibility of Buckinghamshire Council). Compared with patch repairs, it was agreed that full replacement of New Walk was better value and would last longer. CR will approach TF to request a possible donation (the Estate will be replacing the fencing next to New Walk anyway) and ownership/responsibility clarification.**Speed cushions** - HC said TfB were happy to stagger it, but it was still going to be substantial after the first £12,000. It is an enormous fundraising task. DBW said there’s a lot of controversy regarding CILs at the moment. **Planters** – This option partly came out of a meeting on Good Friday between RA, CR and HC with the Commercial Director at Frosts at the Swanbourne sign on the Mursley Road. A planter here might look attractive and slow the traffic. RA is looking towards a programme for a better kept village rather than Best Kept Village. It was also noted that the signs and gates on Mursley Road entrance were dirty and would benefit from cleaning/painting. Costing options are still being considered.IT WAS RESOLVED to fund the full amount of a complete renewal of New Walk.*Action: - CR will instruct contractors to proceed and will ask TF to consider a possible contribution.*IT WAS RESOLVED to investigate the costs for a practise wall for the tennis court as well as new chain link fencing. *Action: - VB to request quote from Andrew Wood for practise wall and other contractors concerning replacing some chain link fencing.* | CRVB |
| **20/21** | **Finance** |  |
|  | The fourth quarter Bank statements were considered and given PC approval.Plans for Accounts, AGAR, Internal Audit 2020/21 - Linda Rodgers is helping to prepare the accounts and Peter Bowden has agreed to do the Internal Audit again. The process likely to be completed in May. VB explained that the £130 normal charge for the small street bins was waived by the contractor in the previous year due to poor service. The missing MVAS service contract invoice will be chased by HC.*Action: - HC will request the missing invoice via her MVAS contacts*  |   HC |
| **21/21** | **SCA Liaison** |  |
|  | CR has spoken to the Chair of the SCA Committee who gave positive indications concerning a donation towards the cemetery, especially if the Fete was cancelled or curtailed again. *Action: - CR will request a donation at the next SCA Committee meeting and will feedback to the PC.* |  CR  |
| **22/21** | **New PC website project** |   |
|  | MK reported that it would be possible to include photographs of Parish Councillors if we chose to do so. Also, we could have Parish Councillor declarations of interest on the website. They have the ability to archive the old PC website in case we want to refer to it. We can have a link from the site to the Swanbourne Fb Community page. DB suggested a disclaimer (i.e., the views expressed on FB page not necessarily those of PC), and this was agreed. While the hosting of the current Picaweb site is simply an annual renewal (less than £75) the new site (via myparishcouncil.co.uk) will cost £440 to set up excluding VAT. There will be an ongoing cost of £10 per month thereafter for hosting. The migration of the existing content from Pickaweb will take two days.*Action: - MK to continue to inform the PC as progress is made.* |   MK |
| **23/21** | **Risk Assessment policy – annual update** |  |
|  | CR has updated the policy to include the replacement of the batteries and suckers every 2 years. The policy was given PC approval pending changing the 2 year figure to 18 months (as RA had been informed by paramedics they are best replaced after 18 months).*Action: - CR will amend the figure to 18 months and place the Risk Assessment update on the website.*RA informed the PC of a second new defibrillator intended to be installed at the Betsey Wynne pub. There is a suggestion that the current defibrillator may be moved from the Village Hall to Smithfield End, the wall of the C. of E. school being a possibility. RA considered Liz and Alex Richards to be likely to take on the maintenance of the defibrillators.*Action: RA is happy to be the defibrillator liaison link with Liz and Alex Richards.*  |   CR RA |
| **24/21** | **Asset Register annual update** |  |
|  | Two items purchased over the last years have been added i.e., the Stihl strimmer cost £185, also the speed indicator device cost £1995. The Asset Register was formally approved as presented but CR considered it useful to clarify who the defibrillator had originally been gifted to (if anyone). It could be added to the Asset Register if appropriate. |  |
| **25/21** | **Planning** |  |
|  | Thankfully, the East-West Expressway has been officially cancelled by the government.DBW reported on three local planning applications: - 1. Buxlow Farm – Construction of new farmhouse near Christmas Gorse – we had approved provided the building was in sympathy with local construction
2. 12 Ridgway Cottages – Neighbours had expressed concern re: loss of light and over shadowing and the PC objected with a caveat pending investigation (e.g., loss of amenity due to light reduction). The applicants wrote to VB requesting us to reconsider our objection. However, we believe the responsibility now rests with the planners to look at all the evidence and come to a conclusion.
3. Nearton End Farm - No objections to the extensions proposed (which included a large balcony).
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| **26/21** | **Village Maintenance, litter and environment** |  |
|  | **Mowing/strimming** - Terry and Emma Lynch are doing a great job and CR has negotiated seven cuts a year (each month starting from April). We also have the option of an eighth cut (if needed during the winter period). We were grateful for Dave Thrower’s help last year but his gardening business has ended because his film/photography work has revived. Instead, Terry Lynch will mow and strim Millennium Wood as well as the playing field.**Planters** - are being considered for the entrances to the village (Adrian Meeker re: planters dealt with earlier).**Litter** –RA and DB would like to organise a litter pick and people seem keen to join in. A couple of hours on a Saturday morning seems appropriate. The areas around the entrance gates to the village require and Cemetery Hill particularly require attention. We will need to buy some litter pickers, probably about 8. DB informed RA about litter heroes FB resource and will forward a model risk assessment which has an implication on PC liability insurance if the PC purchases litter pickers i.e., makes it a PC event as opposed to a casual litter pick.  HC pointed out the importance of using hi viz jackets. RA will work on a budget of £40 and the PC will reimburse. Trudy Timms is happy to help with tidying the Playing Field and Millennium wood on the basis of £10 per month; she is also experienced in the use of a power strimmer if wider help is needed. VB will arrange to rectify the litter bin that’s fallen off the wall near the church.*Action: - DB to forward risk assessment and to liaise on safety regulations with RA.**Action: - VB to arrange for the fallen litter bin to be reattached to the wall**Action: - RA to research and buy 8 litter pickers.***Safety issues** - HC stressed that people should wear hi viz vests for litter pickers and arrange for a risk assessment and to make sure our liability insurance covers it specifically for litter picking. Refer to Facebook group re “litter heroes”.**Dog Bins** - A new dog bin for the wall outside the SHS pre-prep has been ordered but has not yet been fitted. Once again, the dog and litter bins have not been emptied at the playing field.*Action: - VB to chase Street Scene re: dog bins often fail to get emptied on Wednesdays (especially at the playing field).**Action: - HC to check with Tom Finchett re: ownership of the SVAS.**Action: - HC will change the MVAS battery this time, but will no longer download any data from the MVAS.* *Action: - HC in contact with Soulbury PC who have purchased similar poles previously and she is happy to maintain the battery in the SID and to handover to the new traffic councillor.* |     DB VB RA VB HC HC  HC |
| **27/21** | **Speed camera and speed watch** |  |
|  | HC reported the Speed Indicator Device (SID) to now be working well. Stationery VAS is blinking randomly. This would appear to be the responsibility of TfB (Matt Whincup is the Local Area Technician). The MVAS is now out of service because its battery has run out. We also need new pole. *Action: - HC to chase incl. TfB to rectify the VAS random blink problem.*In the absence of a normal Parish assembly, HC happy to write a report to be published in the Swanbourne Newsletter and will check the renewal of the SWARCO contract. Following a long discussion with PC Turnham we should be getting a police van with speed camera, pending site approval (this is after 3 years of asking). Also, there Action: - are various trials for a new community speed watch including a system where information can be uploaded automatically (being trialled at the moment). This system also makes use of a hand-held "gun", which the PC could buy, but which still requires 3 volunteers and use of the existing speed watch sites. PC Turnham confirmed the existing status quo for offenders identified via speed watch: for the first offence they get a letter; for the second offence they get another letter. He however offered to attend the speed watch site, if repeat offenders were being identified at a specific time of day. Speed Watch is an excellent deterrent to speeding, but HC pointed out to PC Turnham that it needs to be backed up by TVP action. *Action: HC will write a traffic control report and submit to CR before 20th May for inclusion in the June edition of the Swanbourne Newsletter*The PC expressed gratitude to Iain McPherson who has done a great job in taking an interest in speeding in the village and putting HC in touch with several other speed watch coordinators. It’s great to have such encouraging support from Iain McPherson and PC Turnham.  |  HC   HC |
| **28/21** | **Elections (6th May)/AGM/Parish Assembly/Future Roles** |  |
|  | **Candidates** - CR and HC are not standing in the May election but two replacement candidates recently emerged, firstly Andrew Wood (Woody) who always makes very supportive comments on Facebook and secondly, we are to hear that Jo Hill is standing.This will be the last meeting for HC whereas CR has one more, the first meeting after the election.**Next PC meeting** – Due to lack of Parliamentary time, the government will not be extending PC virtual meetings when they end on 7th May. On the other hand, it will not be legal to have indoor meetings in the village hall again until 17th May. IT WAR RESOLVED to have a single village hall meeting starting at 7.30pm on Wednesday,19th May, and this will be our AGM. In view of the possible health risks in enclosed spaces, a Parish Assembly is cancelled. CR will write the Chairman’s Annual Report to be published in the Swanbourne Newsletter. *Action: CR will write the Chairman’s Annual Report for the Swanbourne Newsletter and put appropriate notices on the PC website.***Future Roles** - CR advised Councillors to start thinking about their PC roles for the coming year in preparation for the 19th May meeting. Many of the existing Councillors might prefer to continue with existing responsibilities, but there may be scope for adjustments. Will need to find out if Woody might be interested in taking over traffic issues from HC and whether Jo might be interested in attending future Community Board issues (which should continue as virtual meetings).CR will start the 19th May meeting as Chairman but a new Chairman will need to be elected to cover the next year during the meeting. It will involve chairing four PC meetings and a Parish Assembly (if resumed). |  CR |
| **29/21** | **Dogs/Animals** |  |
|  | LS reported that birds are no longer restricted by bird flu regulations so they may be allowed to free roam outside again. There were no other reports on dogs or other animals.After the meeting with Adrian Meeker on Good Friday, CR, HC and RA walked around the edge of the playing field following an old path within the hedge. This used to be a path where dogs were allowed years ago but it was stopped by the Playing Field Committee due to major problems with dog mess on the playing field. The Playing Field Committee had intended to turn this into an educational children’s adventure walk but it had not come to fruition due to resignations from the Playing Field Committee last year. RA was keen to discuss further so it was agreed to add the subject to the meeting on 19th May.  |  |
| **30/21** | **AOB** |  |
|  | None. |  |

DATES

Next meeting – 19th May 2021 (VB to book village hall)

 29th September 2021 (VB to contact Simone to book village hall)

Meeting ended – 9.25pm