

SWANBOURNE PARISH COUNCIL

ANNUAL MEETING OF THE PARISH COUNCIL

Wednesday 19th May 2021 at 7.30pm

Swanbourne Village Hall

DRAFT MINUTES

Present: Clive Rodgers, Mike King, Rosemary Andrew, Jo Hill, Andrew Wood, Deborah Barrow, David Brooks Wilson, Linda Sirett, Vanda Bennett

31/21 Apologies

None.

32/21 Declarations of Interest

CR (as Acting Chair) 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.

JH 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.

AW declared his interest as an employee of Swanbourne Estate.

33/21 Approval of Minutes of Meeting of 7th April 2021

CR welcomed the new councillors and introduced them to the legislation and guidelines governing the operation of the PC. Minutes were approved and signed.

34/21 Action Points from 7th April 2021 meeting

VB still to speak to AW about rebound wall for tennis court.

VB

Helen Cleaveley still to send a report re speedwatch etc., which will be uploaded to the website.

HC

RA pointed out the box for the debrillator is up on the pub but the box is empty. The old debrillator will be moved to the school in due course.

MK confirmed the old website has been migrated onto the new site. We will get to see a version before it goes live, possibly next Tuesday at 6.30pm. Trying to finalise it by the end of the month. SPC emails being set up. People were not keen on photos being used. Rather than having two photos and silhouettes, we'll leave the photos for now. My Parish Council has a link for a planning application feed – this can be set up if we require.

Action: MK will send a link regarding that for everyone to look at – roughly £12 per annum.

MK

35/21 Election of Chairman / Councillor roles

RA proposed DBW and LS seconded. Unanimous vote for DBW as Chairman. His proposal is that he will have discussions with all the Councillors to discuss their possible roles and possibly move towards electing a Vice-Chair.

Everyone completed their declarations and acceptance of office.

Action: VB to register the forms with Buckinghamshire Council

VB

Annual Return for 01/04/2020 to 31/03/2021

Bank statements were approved by the PC.

36/21 Approval of updated draft budget

The PC approved the draft budget for 2021/22.

37/21 Approval of Internal Audit

The PC approved the internal audit for 2020/21.

38/21 Approval of Annual Governance Statement

The PC approved the annual governance statement for 2020/21.

39/21 Approval of Annual Accounting Statement

The PC approved the annual accounting statement for 2020/21.

40/21 Approval of Certificate of Exemption

The PC approved the certificate of exemption for 2020/21.

41/21 Selection of 30 day period for the exercise of public rights

Period agreed is Monday 14th June to 23rd July 2021.

Action: VB to publish notice on noticeboard and CR/MK to publish on website.

VB/CR/MK

42/21 Changing Bank Signatories

Mike and Rosemary will be signatories together with David as Chair.

Action: VB to speak to David and Rosemary to fill in the forms.

VB

43/21 Parish Clerk Replacement

DB volunteered to accept applications for the parish clerk role. CR to insert contact details in newsletter. Applications to be in within the next 14 days – advertise via local email, Facebook group, newsletter.

DB/CR

44/21 Playing Field Issues

To be discussed at September meeting.

45/21 AOB

RA spoke about litter pick and clarified that this is a parish council litterpick – to be covered by PC public liability insurance. The litter pick is to be set for the morning of Saturday 5th June. DB and RA will be based outside the village shop with the equipment. RA presented VB with the risk assessment that she and DB had carried out.

The PC passed their thanks to Helen Cleaveley for all her assistance during her time as a councillor.

The PC thanked CR and VB for all their hard work over the course of their time with the PC and presentations were made to both.

DATES

Next meeting – 29th September 2021 (VB to book village hall)

Meeting ended – 9.05pm