

# SWANBOURNE PARISH COUNCIL (SPC)

## PARISH COUNCIL MEETING

Wednesday 7<sup>th</sup> September 2022 at 7.00pm,  
Swanbourne Village Hall

### DRAFT MINUTES

Present: Councillors Deborah Barrow, David Brooks Wilson (Chair), Jo Bowen Hill, Roger Hatcher, Mike King, Andrew Wood and Jo Tudor (clerk).

In attendance: Cllr Iain Macpherson, members of the public.

35/22	<p><b>Apologies</b></p> <p>Apologies were received from Cllr Linda Sirett.</p>	
36/22	<p><b>Declarations of interest</b></p> <p>DB declared her interest as a homeowner in the parish. DBW (Chair) declared his interest as a homeowner in the parish. JBH declared her interest as a resident of the parish. RH declared his interest as a resident of the parish. MK declared his interest as a homeowner in the parish. AW declared his interest as an employee of Swanbourne Estate.</p> <p>The formal declaration and acceptance of office was made by Cllr Roger Hatcher before the Proper Officer of the Council (Parish Clerk).</p>	
37/22	<p><b>Minutes</b></p> <ol style="list-style-type: none"> <li>1. The minutes of the Parish Council AGM of 18<sup>th</sup> May 2022 were <b>approved</b> as an accurate record.</li> <li>2. Outstanding actions were noted as being included in the meeting agenda.</li> <li>3. The notes of the Parish Assembly held on 25<sup>th</sup> May 2022 were <b>approved</b> as an accurate record.</li> </ol>	
38/22	<p><b>Council matters</b></p> <ol style="list-style-type: none"> <li>1. The Council <b>approved</b> a minor amendment to section 9a of the Standing Orders to distinguish the Responsible Finance Officer as the Parish Clerk. The Council <b>ratified</b> the Standing Orders for a further year.</li> <li>2. The Civility and Respect Pledge as circulated by Buckinghamshire Association of Local Councils (BALC) in conjunction with other associations, was noted.</li> <li>3. The Council noted the Transparency Code for smaller Councils.</li> </ol>	

39/22	<p><b>Public Participation items</b></p> <ol style="list-style-type: none"> <li>1. Tom Finchett (TF) of Swanbourne Estate provided an update on current activities. The Council noted that; a new planning application in respect of Hensman's Farm development was in progress, parking at the primary school remains an issue, the churchyard wall had been repaired and that the Dodley Hill units were now fully let.</li> <li>2. David Blunt (DB) from the PCC provided written update which noted that a new Rector for the benefice of five parishes had now been appointed. Reverend Yvonne Mullins will move to the rectory in Mursley and will officially take up post on 26<sup>th</sup> October. DB also expressed thanks to the Estate for completion of the churchyard east wall.</li> <li>3. A resident of Nearton End, Swanbourne, asked for clarification regarding the remit of SPC in respect of planning applications. The Chair confirmed that the remit of SPC is as a consultee. The SPC responses to the planning department are based on a majority vote made by members of the Council following an internal process. The Chair also confirmed that the Council exists to represent parishioners; it does not consult with the whole parish on planning matters nor is it obliged to do so. The resident claimed that the views of SPC did not appear to be representative of Swanbourne and concluded that he wished to raise a complaint to Buckinghamshire Council. A member of the Council noted that the comments from the resident were offensive.</li> <li>4. Cllr Iain Macpherson updated the Council on the Boundary Commission recommendations. The Council noted that Great Brickhill Ward would be split into two - Quainton and Newton Longville Wards. The consultation period ends on 10<sup>th</sup> October. There is no likely impact for Swanbourne which will continue to be well represented (likely by Cllrs Iain Macpherson and Phil Gomm). The changes would take effect from May 2025.</li> </ol>																																																																																																															
40/22	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. The Council received and <b>ratified</b> the items of income and expenditure since the last meeting as follows:</li> </ol> <table border="1" data-bbox="223 1444 1236 2027"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Details</th> <th>Cost</th> <th>Folio</th> </tr> </thead> <tbody> <tr> <td>18.05.22</td> <td>SSE</td> <td>Electricity April 22</td> <td>109.94</td> <td>22.10</td> </tr> <tr> <td>27.05.22</td> <td>Crosbies direct cleaning services</td> <td>inv 22022059 pressure wash climbing frame</td> <td>250.00</td> <td>22.11</td> </tr> <tr> <td>27.05.22</td> <td>TEEC</td> <td>inv 4200 planning tracker 2022</td> <td>28.80</td> <td>22.12</td> </tr> <tr> <td>27.05.22</td> <td>Eldridge Electrical</td> <td>inv 21756 street light repairs</td> <td>428.40</td> <td>22.13</td> </tr> <tr> <td>31.5.22</td> <td>Council employee</td> <td>Clerk salary and expenses</td> <td>655.44</td> <td>22.15 &amp; 14</td> </tr> <tr> <td>16.06.22</td> <td>SSE</td> <td>Electricity May 22</td> <td>100.31</td> <td>22.16</td> </tr> <tr> <td>16.06.22</td> <td>DD Landscapes</td> <td>Tennis court fence repair inv 341</td> <td>1,920.00</td> <td>22.17</td> </tr> <tr> <td>30.06.22</td> <td>Lynch Garden Services</td> <td>May grass cutting inv 7438</td> <td>750.00</td> <td>22.18</td> </tr> <tr> <td>30.06.22</td> <td>Council employee</td> <td>Clerk salary June 22</td> <td>656.66</td> <td>22.19</td> </tr> <tr> <td>18.7.22</td> <td>SSE</td> <td>Electricity June 2022</td> <td>103.51</td> <td>22.20</td> </tr> <tr> <td>26.7.22</td> <td>T Tims</td> <td>Inv 25 Mill Wood litter pick etc</td> <td>50.00</td> <td>22.21</td> </tr> <tr> <td>26.7.22</td> <td>TFH Freemantle (Swanbourne Estate)</td> <td>Inv: S11941 Rent 1/1/22-31/12/22 Playing Field</td> <td>20.00</td> <td>22.22</td> </tr> <tr> <td>26.7.22</td> <td>Kompan</td> <td>inv 241160 PF swing repairs</td> <td>813.12</td> <td>22.23</td> </tr> <tr> <td>26.7.22</td> <td>Lynch Garden services</td> <td>Inv 7524 June cuts</td> <td>750.00</td> <td>22.24</td> </tr> <tr> <td>26.7.22</td> <td>Harlequin Press</td> <td>Inv07026 Parish newsletter no159</td> <td>75.00</td> <td>22.25</td> </tr> <tr> <td>26.7.22</td> <td>Council employee</td> <td>Clerk salary July 22</td> <td>516.66</td> <td>22.26</td> </tr> <tr> <td>16.8.22</td> <td>SSE</td> <td>Electricity July 2022</td> <td>106.70</td> <td>22.27</td> </tr> <tr> <td>26.8.22</td> <td>Gallagher Insurance</td> <td>PC annual insurance</td> <td>1,186.83</td> <td>22.29</td> </tr> <tr> <td>26.8.22</td> <td>Gallagher Insurance</td> <td>PC credit note for insurance adjustments</td> <td>-20.92</td> <td>22.30</td> </tr> <tr> <td>31.8.22</td> <td>Council employee</td> <td>Clerk salary and expenses Aug 22</td> <td>350.56</td> <td>22.31 &amp; 28</td> </tr> <tr> <td></td> <td></td> <td><b>Total</b></td> <td><b>8,851.01</b></td> <td></td> </tr> </tbody> </table>	Date	Payee	Details	Cost	Folio	18.05.22	SSE	Electricity April 22	109.94	22.10	27.05.22	Crosbies direct cleaning services	inv 22022059 pressure wash climbing frame	250.00	22.11	27.05.22	TEEC	inv 4200 planning tracker 2022	28.80	22.12	27.05.22	Eldridge Electrical	inv 21756 street light repairs	428.40	22.13	31.5.22	Council employee	Clerk salary and expenses	655.44	22.15 & 14	16.06.22	SSE	Electricity May 22	100.31	22.16	16.06.22	DD Landscapes	Tennis court fence repair inv 341	1,920.00	22.17	30.06.22	Lynch Garden Services	May grass cutting inv 7438	750.00	22.18	30.06.22	Council employee	Clerk salary June 22	656.66	22.19	18.7.22	SSE	Electricity June 2022	103.51	22.20	26.7.22	T Tims	Inv 25 Mill Wood litter pick etc	50.00	22.21	26.7.22	TFH Freemantle (Swanbourne Estate)	Inv: S11941 Rent 1/1/22-31/12/22 Playing Field	20.00	22.22	26.7.22	Kompan	inv 241160 PF swing repairs	813.12	22.23	26.7.22	Lynch Garden services	Inv 7524 June cuts	750.00	22.24	26.7.22	Harlequin Press	Inv07026 Parish newsletter no159	75.00	22.25	26.7.22	Council employee	Clerk salary July 22	516.66	22.26	16.8.22	SSE	Electricity July 2022	106.70	22.27	26.8.22	Gallagher Insurance	PC annual insurance	1,186.83	22.29	26.8.22	Gallagher Insurance	PC credit note for insurance adjustments	-20.92	22.30	31.8.22	Council employee	Clerk salary and expenses Aug 22	350.56	22.31 & 28			<b>Total</b>	<b>8,851.01</b>		
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	<p>The Council noted the current bank account balance of £9,794.95 and a Vat refund received during the period</p> <p>2. The Council received and <b>ratified</b> the financial forecast of an increase in expenditure of £400 compared to budget, shown in Appendix B to the meeting. Clerk to investigate usage of an old stored printer to reduce print cartridge costs.</p> <p>3. The Council <b>approved</b> the introduction of two further risks (Risk 9 regarding loss of Council members and Risk 10 regarding the defibrillator) Cllr AW to check and confirm responsibility for maintaining the defibrillators. The proposed removal of Risk 7 (community events) was <b>not approved</b>. The clerk was asked to confirm that sufficient risk assessments had been carried out prior to the Sports day on Saturday 10<sup>th</sup> September 2022, which was being organised by the SCA.</p> <p>4. The chair proposed the purchase of a new dog waste bin to be situated adjacent to the footpath entrance from the Betsy Wynn car park. The expected cost would be £324.50 plus £67.13 per year for empty and cleaning. The Chair to negotiate with the Betsy Wynn Landlord to see if they will purchase the bin if the SPC undertake the annual cost of cleaning.</p> <p>5. The Council noted that the electricity contract for street lighting ends in March 2023. Future costs are likely to be higher and contracts harder to agree. The Clerk will provide update in November.</p>	<p>JT</p> <p>AW</p> <p>JT</p> <p>DBW</p> <p>JT</p>																																				
41/22	<p><b>Planning applications</b></p> <p>1. The Council noted and <b>ratified</b> the responses submitted for the following planning applications:</p> <table border="1" data-bbox="225 1211 1291 1559"> <thead> <tr> <th>Ref</th> <th>Details</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>22/01881/APP</td> <td>12 Ridgeway, external rendering</td> <td>No objection</td> </tr> <tr> <td>22/01974/APP</td> <td>The Old Vicarage, entrance gates</td> <td>Opposed</td> </tr> <tr> <td>22/01999/APP</td> <td>Buxlow Farm, agricultural dwelling</td> <td>No objection</td> </tr> <tr> <td>22/02217/APP</td> <td>Old Nearton Farm, roof windows</td> <td>Opposed</td> </tr> <tr> <td>22/02257/APP</td> <td>Old Nearton Farm, rear extension</td> <td>Opposed</td> </tr> <tr> <td>22/02289/APP</td> <td>Swanbourne House School, 2 rooms as wedding venue</td> <td>No objection</td> </tr> <tr> <td>22/02458/APP</td> <td>Buxlow Farm, access for agricultural dwelling</td> <td>No objection</td> </tr> </tbody> </table> <p>2. The Council noted the following outstanding applications and due dates for comments:</p> <table border="1" data-bbox="225 1693 1291 1868"> <tbody> <tr> <td>22/02542/APP</td> <td>Hensmans Farm, five dwellings</td> <td>Due 15/9/22</td> </tr> <tr> <td>22/02289/APP</td> <td>Swanbourne House School – wedding venue</td> <td>Due 23/9/22</td> </tr> <tr> <td>22/01974/APP</td> <td>Old Vicarage, vehicular access</td> <td>Due 27/9/22</td> </tr> <tr> <td>22/02217/APP</td> <td>Old Nearton Farm, windows</td> <td>Due 28/9/22</td> </tr> </tbody> </table> <p>The Council <b>agreed</b> that the temporary construction at 7 Mursley Road was outside the remit of the SPC.</p>	Ref	Details	Response	22/01881/APP	12 Ridgeway, external rendering	No objection	22/01974/APP	The Old Vicarage, entrance gates	Opposed	22/01999/APP	Buxlow Farm, agricultural dwelling	No objection	22/02217/APP	Old Nearton Farm, roof windows	Opposed	22/02257/APP	Old Nearton Farm, rear extension	Opposed	22/02289/APP	Swanbourne House School, 2 rooms as wedding venue	No objection	22/02458/APP	Buxlow Farm, access for agricultural dwelling	No objection	22/02542/APP	Hensmans Farm, five dwellings	Due 15/9/22	22/02289/APP	Swanbourne House School – wedding venue	Due 23/9/22	22/01974/APP	Old Vicarage, vehicular access	Due 27/9/22	22/02217/APP	Old Nearton Farm, windows	Due 28/9/22	
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42/22	<p><b>Asset Register and Insurance</b></p> <ol style="list-style-type: none"> <li>1. The Council <b>approved</b> the Asset Register as provided at Appendix D for the meeting.</li> <li>2. The Council <b>agreed</b> that responsibility for maintenance of all equipment listed on the register would fall to Cllrs RH and AW.</li> </ol>	
43/22	<p><b>Road, parking and verge issues</b></p> <ol style="list-style-type: none"> <li>1. The Clerk reported to the Council the findings from a report received at the last meeting on SOX lighting. The report concluded that SOX lanterns were as equally efficient as LED, however they are harder to obtain and maintain. Options were considered as to how the Council wished to proceed. The Council agreed, based on cost, to seek to repair or replace lanterns on a lamp by lamp basis when the need arose.</li> <li>2. The Chair confirmed that it is only grass verges which are part of the Council grass cutting contract which are the responsibility of the Parish Council. Any issue regarding the individual use of frontage should be referred to the Highways Authority under the Highways Act.</li> <li>3. The Chair reported that Cllr Phil Gomm is seeking to move forward with chicanes for the village. The Council <b>agreed</b> that the Chair and Cllr JBH would accompany Cllr Gomm on a review for the position of chicanes. The Chair also <b>agreed</b> to circulate information regarding the format of chicanes to the Council.</li> <li>4. The Council noted Cllr MKs report regarding Community Speedwatch (Appendix E to the meeting papers) and noted the new online Speedwatch system which generates letters to offenders.</li> </ol>	DBW, JBH
44/22	<p><b>Council email address</b></p> <ol style="list-style-type: none"> <li>1. The Council <b>approved</b> Cllr MKs proposal that Councillors should notify the Clerk of their preference of email address for Council business. The website will be updated accordingly and emails received into the Clerks email address will be forwarded to the respective Councillor for action.</li> <li>2. Cllr MK reported that undesirable/phishing emails should be treated as SPAM. Cllr MK to circulate information to the Council.</li> </ol>	All Cllrs  MK
45/22	<p><b>Reports from Councillors</b></p> <ol style="list-style-type: none"> <li>1. Cllr AW reported that there may be an opportunity for a donation to the PC from the fireworks event to be held at the Betsy Wynn. Cllr AW to investigate.</li> <li>2. Cllr RH reported that the ROSPA report on the playing field had been received. No major issues were noted, although some minor remedial work was needed. The Council noted that the safety surfaces seemed to be the main issue. Cllrs RH, AW and DBW to report back at the next meeting.</li> <li>3. Cllr LS provided a written report which was read by the Clerk at the meeting. Cllr LS reported from the SCA AGM held in June and noted that: the SCA are supporting the new Saturday film night group who have been successful</li> </ol>	AW  AW, RH, DBW

	<p>in obtaining a grant from the Heart of Buck Community Trust, and that other activities such as quiz night and a history reminiscence evening are being organised.</p> <p>4. Cllr LS also reported that adverts for a gardener for the memorial garden have been unsuccessful. Cllr LS and her husband will maintain the area for the remainder of the year. The Council expressed their thanks.</p> <p>5. Cllr JBH noted that following suggestions made at the Parish Assembly, a village suggestion box will be situated in Swanbourne Store.</p> <p>6. Cllr RH noted that prices had now been received for the refurbishment of the noticeboard. Cllr RH to review and forward details to the Clerk and Chair.</p>	RH
46/22	<p><b>Items for next agenda</b></p> <p>The Council noted the following items to be included for discussion at the next meeting:</p> <ul style="list-style-type: none"> <li>- School parking issues</li> <li>- Chicanes around the village</li> </ul>	
47/22	<p><b>Next Meeting</b></p> <p>The next meeting is scheduled for Wednesday 23<sup>rd</sup> November 2022.</p> <p><i>The Chairman closed the meeting at 9.15pm.</i></p>	

Jo Tudor,  
Clerk to Swanbourne Parish Council  
01296 720130