

SWANBOURNE PARISH COUNCIL

PARISH COUNCIL MEETING

Wednesday 12th January 2022 at 7.00pm,
Swanbourne Village Hall

DRAFT MINUTES

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

In attendance: members of the public.

01/22 **Apologies**

Linda Sirett, Jo Bowen-Hill.

02/22 **Declaration of interest**

RA declared her interest as a homeowner in the parish.
DB declared her interest as a homeowner in the parish.
DBW (Chair) declared his interest as a homeowner in the parish.
MK declared his interest as a homeowner in the parish.
AW declared his interest as an employee of Swanbourne Estate.

03/22 **Minutes of meeting of Parish Council 17 November 2021**

The minutes were approved as an accurate record. One small typographical error was noted regarding the spelling of Cllr Jo Bowen-Hill's name.

Update on actions in progress:

57/21e: Repair estimates for the tennis court. The Council noted that two sides of the netting were in urgent need of repair. The Chair confirmed that he had contacted Swanbourne House School for recommendations and would follow up accordingly. The Council **agreed** that repairs needed to be taken forward as soon as possible. AW

The Chair noted that Yvonne Hatcher, resident of Swanbourne, had offered to reconvene the Playing Field Committee. The Council were pleased to **accept** her offer. AW **agreed** to become the Parish Council liaison when the new committee was formed.

57/21h: DBW confirmed that he had written to the primary school regarding the traffic congestion and parking issues. Although some minor congestion could reasonably be expected, the situation did not appear to have improved. MK and AW agreed to observe situation. DBW **agreed** to write to the school again. DBW

58/21: MK confirmed he was due to meet with DB, JBH and AW to resolve parish email problems.

67/21(4): JT updated the Council that LS had received a verbal quote which was in the similar cost bracket to the previous quote (£360). JT to follow up with LS to obtain a written quote. JT/LS

69/21(1): RA confirmed that the water issue at the end of Nearton End had been resolved.

04/22 Public Participation items

1. Swanbourne Estate
 - DBW noted that he had received updated plans relating to the proposed development at Hensmans Farm from Tom Finchett (TF). Noted that he would discuss these with TF and report back to the next meeting. DBW
2. Swanbourne Church
 - Noted that recruitment is currently underway for a new Rector. The PCC were pleased to report that the overall atmosphere has greatly improved.
 - Christmas services were reasonably well attended.
3. MK proposed that invitations were extended to other parties to join and present at the PC meeting; for example; SCA, Police representative, Cllr Iain McPherson. The Council **agreed** to undertake this. [Post meeting note: Iain McPherson has been invited and is unable to attend the meeting of 9th March 2022].
4. A member of the public reported that a piece of playing field equipment had broken and was in need of repair. The Council noted this and **agreed** to seek repair.

05/22 Finance

The Council received finance paper 1 as previously circulated.

1. The Council **ratified** all items of income and expenditure made since the last meeting as follows:

| Pay date | Payee | | £ | Folio ref |
|----------|---------------------------------------|---|---------------|-----------|
| 16.11.21 | SWALEC | Street lighting October | DD 106.70 | 304 |
| 30.11.21 | Swanbourne Village Hall | Donation | BACS 200.00 | 305 |
| 30.11.21 | BMKALC | Clerk training course fees | BACS 76.00 | 306 |
| 30.11.21 | Rosemary Andrew Councillor | Remembrance day wreath | BACS 20.00 | 307 |
| 30.11.21 | Jo Tudor | Expenses printer ink | BACS 11.00 | 308 |
| 30.11.21 | Swanbourne PCC | Donation | BACS 1,000.00 | 309 |
| 30.11.21 | Jo Tudor | Salary November 21 | BACS 496.60 | 310 |
| 16.12.21 | SWALEC | Street lighting November | DD 103.51 | 311 |
| 20.12.21 | Bucks Council Dept Corporate Services | Dog Waste service Apr 21 to Mar 22 inv 5558 | BACS 312.86 | 312 |
| 20.12.21 | Harlequin Press | Newsletter inv 06743 | BACS 75.00 | 313 |
| 20.12.21 | Winslow Community Bus | Donation | BACS 50.00 | 314 |
| 20.12.21 | Lynch Garden services | Inv 7190 cuts July and Oct | BACS 870.00 | 315 |
| 31.12.21 | Jo Tudor | Salary December 21 + Nov arrears | BACS 456.60 | 316 |

MK noted that the list of income and expenditure items had not been made available to the public before the start of the meeting. MK **proposed** that in order to comply with the transparency code for smaller authorities, that future lists should be included within the body of the agenda. The Council **agreed** the proposal subject to GDPR and relevant advice. JT to investigate. JT

2. The Council **received** the bank reconciliation to 31st December and noted the balance of £11,563.23.
3. The Council **received** a financial forecast at quarter 3 which estimated expenditure of £28,149. It was noted that the ringfenced playing field project fund of £5,470 was forecast to be fully spent. The clerk confirmed that

Swanbourne PC had been successful in the application for £500 grant against the Wild Aylesbury Vale Project. The grant can be claimed by reimbursement of expenditure.

4. Following approval at the previous meeting, the Council noted that an invitation to quote for verge and grass cutting around the village had been made during December. The Council rejected the possibility of opting out of devolved services because of the poor quality of cut previously experienced from Bucks Council. Four quotes had been received and were discussed. RA proposed the twelve month contract should be awarded to Lynch Garden Services on the basis of cost. The motion was **supported** by the rest of the Council. AW **agreed** to be the liaison point. AW
5. Following recent updates in respect of street lighting, the clerk confirmed that four further streetlights would be examined by the electrical company on Monday 17th January. The cost per lamp is £46 plus VAT, plus the cost of repair, if reparable, as agreed by Council via email. A streetlight audit was noted to cost £500 plus VAT. The council **agreed** that a review was required. JT
JT to take forward.
6. The Council **received** a draft budget for 22/23 which proposed expenditure of £19,720 [Shown at Appendix A]. The Council discussed the need to raise the precept to cover this amount. It was noted that the Council precept had not been increased last year and a large proportion of Council reserves had been used to fund the resurfacing of New Walk. The year-end financial projection was for a cash reserve of only £1,479.

The Council proposed that on the basis of increased financial pressures including: grass and verge cutting costs, street lighting costs, the need to address speeding issues, and inadequate reserves, that the precept should be increased to £20,000 for the 22/23 year (from £16,500). The financial impact to households in respect of this increase was discussed. Although the increase percentage will vary between properties, based on a tax base constructed on band D properties, the increase could be in the region of around 20% (approximately £17.70 per annum). The Council **approved** the proposal to increase the precept to £20,000.

06/22 **Planning applications**

The Council **noted** that the following planning applications had been approved:

- 21/04829/AGN: Northill Farm, extension to farm buildings
- 21/04851/APP: Old Vicarage, Winslow Road, rear conservatory

07/22 **Queens Platinum Jubilee**

The Council noted that a group of residents have offered to help organise a village celebration. RA **agreed** to convene a committee and investigate any grants which are available. RA

08/22 **Parking, Road and Footpath issues**

1. Parking by the primary school – minute 03/22 above refers.
2. Parking issues on Mursley Road. The Council noted that cars parked overlapping the pavements were causing an obstruction, and damaging the footpath. A reminder had been included in the December newsletter. The

Council **agreed** to produce a note to be attached to windscreens. DBW and RA to take forward. DBW & RA

- 3. 20mph through village. The Council noted that the cost of enforcing a reduced speed limit would cost in the region of £10,000. The chair noted that he may seek S106 funding (developer contributions) from the Estate in the future. The Council **agreed** to pause plans for the moment based on lack of resources.

09/22 **Reports from Councillors**

- 1. RA confirmed that she had received a quote from Kompan for replacement of two broken swings in the playing field. Expected cost £580 plus VAT plus freight. The Council **agreed** the expenditure.
- 2. RA noted that in order to promote use of the village hall a notice had been included in the Swanbourne school newsletter.
- 3. MK noted that he was updating the PC website home page in respect of Covid and use of community areas. The Council **agreed** that the link to the Government webpages would be sufficient.

10/22 **Next Meeting**

The next meeting will take place on Wednesday 9th March 2022.

The Council agreed to set dates for meetings, the AGM and the Parish Assembly. JT and MK to take forward. JT & MK

The Chairman closed the meeting at 9.23pm.

Jo Tudor,
Clerk to Swanbourne Parish Council
01296 720130

Signed

Chairman

Date

Appendix A

| Draft budget 2022/23 | | | |
|---|---------------------------|---------------------------|--------------------------|
| | 2022/23 budget | 2021/22 budget | 2021/22 Q3 FC |
| Street lamp repair and maintenance | 1,850 | 600 | 600 |
| Street Lamp Power (electricity) SWALEC | 1,320 | 1,200 | 1,260 |
| MVAS Service Contract SWARCO | 150 | 320 | -195 |
| Playing field general maintenance | 2,860 | 2,460 | 2,460 |
| Cemetery Mowing | 1,200 | 1,000 | 1,000 |
| Donations/Subscriptions | 260 | 150 | 500 |
| Printing (Newsletter) Harlequin | 300 | 320 | 300 |
| Insurance | 1,135 | 950 | 1,133 |
| Website hosting and planning tracker | 145 | 725 | 580 |
| Clerk expenses | 100 | 50 | 200 |
| Dog waste collection (BC) | 660 | 630 | 313 |
| Ordinary bin collection (BC) | 130 | 130 | 130 |
| Sidesman outdoor work verges | 3,500 | 2,400 | 2,400 |
| War Memorial maintenance (Dalton) | 400 | 400 | 400 |
| Clerk salary | 4,660 | 2,700 | 4,400 |
| Miscellaneous | 300 | 300 | 200 |
| General maintenance and environment | 750 | 750 | 500 |
| | 19,720 | 15,085 | 16,181 |
| Add (recon 21/22 budget) | | | |
| New walk prev year | | 6,500 | 6,498 |
| PF grant earmarked fund | | 5,470 | 5,470 |
| Old website hosting | | 75 | 0 |
| Budget/ FC prev year | | 27,130 | 28,149 |
| Precept | 20,000 | 16,500 | 16500 |