

# SWANBOURNE PARISH COUNCIL

## PARISH COUNCIL MEETING

Wednesday 29<sup>th</sup> September 2021 at 7.00pm,  
Swanbourne Estate Shoot Room

### DRAFT MNUTES

Present: Councillors David Brooks Wilson (Chair), Mike King, Jo Bowen-Hill, Rosemary Andrew, Andrew Wood, Linda Sirett, Deborah Barrow.

In attendance: Jo Tudor (Clerk), Tom Finchett, David Blunt, Ken Harris.

46/21 **Apologies**

None.

47/21 **Declaration of interest**

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

48/21 **Standing Orders and Codes of Conduct**

The Council agreed to readopt the current Standing Orders dated January 2020.

The Council agreed to adopt the 'Councillor Code of Conduct 2020' subject to the definition of 'Councillor' being adjusted to state Swanbourne Parish Council.

JT

49/21 **Minutes of Annual meeting of Parish Council 19 May 2021**

The minutes were approved as an accurate record.

There were no actions outstanding.

DBW reminded all Councillors that whilst specific duties had been assigned to each Councillor, all activities of interest to the villagers remained the collective responsibility of the Parish Council.

50/21 **Swanbourne Estate**

The Council received an update on Estate plans and ideas.

Noted that the Swanbourne Endeavour is to take place on 17<sup>th</sup> October 2021.

51/21 **Neighbourhood Plan**

The Council briefly discussed the desirability of a neighbourhood plan. It was agreed that a discussion paper would be prepared for the next meeting to enable a decision on whether to proceed or not. TF agreed to collate relevant background. MK to prepare the discussion paper with input from DBW.

TF  
MK  
DBW

52/21 **Swanbourne Church**

The Council received an update on Church matters.

It was noted that the church is now fully open with a service or coffee every Sunday. The Covid closure period had an adverse impact on Church finances; DB expressed gratitude for fund-raising activities specifically the recent raffle.

It was noted that the Benefice Rector, Simon Faulkes, had resigned. There will be no full-time clergy from 1<sup>st</sup> November. It is hoped an appointment will be made early in 2022.

*TF and DB left the meeting.*

53/21 **Financial Forecast**

The Council agreed the financial forecast at quarter 2 which estimates a year-end balance of £1k if expenditure proceeds to plan.

The Council accepted the bank reconciliation prepared at 20<sup>th</sup> September 2021, of £16,627 and ratified the payments made in June, July and August as set out in the bank statement.

54/21 **Annual Insurance**

The Council ratified the insurance premium. This is now a three year binding long term agreement with Hiscox Insurance.

55/21 **Appointment of Internal Auditor**

The Council approved the appointment of Jenny Groom as Internal Auditor for Swanbourne Parish Council finances. A charitable donation of £100 for the first year and £50 thereafter was approved.

56/21 **Speedwatch**

The Council noted that generally there is concern with speeding through the village. Speedwatch is not part of the Parish Council brief; it was noted as having helped to secure an occasional Police speed camera presence.

MK updated the group on potential options available to monitor speeding such as through Sentinel and Speedwatch equipment, but noted this is heavily dependent on trained volunteers.

- It was agreed that AW would contact the Community police Officer with a view to inviting them to a future Parish Council meeting to discuss speeding prevention options. AW
- 57/21 All Councillors reported on **current issues**. The following actions were resolved:
- a) No objections were raised for a planning application for removal of 15m section of hedgerow off the Winslow Road by Anglian water. DBW to include a reinstatement clause in the approval notice. DBW (JT)
  - b) It was noted as unclear who is responsible for maintaining the paths through Millennium Wood. DBW to clarify responsibilities and ownership with Tom Finchett. DBW
  - c) Issues were noted in respect of verge cutting. RA is currently following up and will seek to arrange written agreement with current contractor. RA
  - d) The end stretch of New Walk was noted as requiring weed control and maintenance. AW to pursue with tarmac contractors and LS to explore weed control with Swanbourne Estate. AW LS
  - e) The repair to the tennis court wire boundary was noted as outstanding and had become dangerous. AW and LS to review with a view to removing broken areas or temporarily closing the tennis court. AW LS
  - f) It was suggested that ideas for the village celebration of the Queens platinum jubilee should be convened by a cross village working party. JBH to coordinate comments. All
  - g) It was agreed that there should be good Councillor representation across community groups going forward. DBW to lead
  - h) An issue was raised regarding traffic congestion and parking problems outside the primary school. It was resolved that the Council would seek to discuss the matter with the Headmaster. Action DBW to write letter of introduction and RA and JBH to arrange meeting. DBW JBH RA
  - i) The Council noted that there are currently 492 members of the Swanbourne Facebook group, and this was seen as a positive step for engagement and communication. The availability of PC papers can also be mentioned as part of this communication medium.

58/21 **Website and SPC addresses**

The Council noted that the creation of the new website had been well received.

Some Councillors noted ongoing issues regarding accessibility and setup of the new Parish Council email addresses. It was resolved that addresses on the website would be adjusted. MK

MK encouraged all Council members to forward news items to be included on the website.

59/21 **Confidential item**

The Council resolved that agenda item 4.4 was considered and approved as a non-public item at the conclusion of the meeting.

60/21 **Next Meeting**

The Council agreed to increase the frequency of meetings. The next meeting will take place in late November. Date to be confirmed.

[Post meeting note: the date of the next meeting is scheduled for Wednesday 17<sup>th</sup> November 2021]

Jo Tudor,  
Clerk to Swanbourne Parish Council