

# SWANBOURNE PARISH COUNCIL

## ANNUAL GENERAL MEETING

Wednesday 18<sup>th</sup> May 2022 at 7.00pm,  
Swanbourne Village Hall

### DRAFT MINUTES

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

In attendance: Rosemary Andrew, Roger Hatcher and members of the public.

The Chair thanked Rosemary Andrew for all of her hard work and support as member of the Parish Council. A small gift was presented.

22/22	<p><b>Apologies</b></p> <p>1. No apologies were received.</p>	
23/22	<p><b>Declaration 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 returning resident of the parish MK declared his interest as a homeowner in the parish. LS declared her interest as an employee of Swanbourne Estate AW declared his interest as an employee of Swanbourne Estate.</p>	
24/22	<p><b>Minutes of meeting of Parish Council 9 March 2022</b></p> <p>The minutes were approved as an accurate record.</p> <p>Update on actions in progress:</p> <p>13/22: Iain Macpherson will be in attendance at the Parish Assembly of 25<sup>th</sup> May. DBW confirmed an invitation is extended to him to attend all Parish meetings. It was suggested and <b>agreed</b> that in the absence of Iain Macpherson another speaker should be invited to attend.</p> <p>14/22/1: Water issues on Cemetery Hill were noted as ongoing. Swanbourne Estate are looking further into this.</p> <p>20/22/4: Repairs to noticeboard were noted as still outstanding. Roger Hatcher agreed to follow up.</p> <p>20/22/5: LS confirmed that the Wild Aylesbury micro grant award can and will be carried forward to next calendar year.</p>	
25/22	<p><b>Annual return 1/4/21 to 31/3/22</b></p> <p>1. The internal audit report was noted, and thanks expressed for a very comprehensive document. The Council <b>agreed</b> with the recommendations made, and <b>approved</b> the suggested change in financial accounting strategy to a receipts and payments basis.</p>	

	<ol style="list-style-type: none"> <li>2. The Council <b>agreed</b> that all statements in the Annual Governance Statement Section 1 were correct and in force. The document was duly approved.</li> <li>3. The Council reviewed and <b>agreed</b> the financial information recorded in the Accounting Statement Section 2. The document was duly approved.</li> <li>4. The Council <b>approved</b> the certificate of Exemption AGAR form 2, and this was duly approved.</li> <li>5. It was noted that the Clerk had commenced work on refreshing the asset register in accordance with audit recommendations. It was agreed that the Clerk and Chair would confirm physical assets and cross reference to the PC insurance. A question was raised as to who owns the garage store. DBW to check with Swanbourne Estate and report back at next meeting.</li> <li>6. The Council <b>approved</b> the new style risk register for 22/23. The Council agreed that this was to be reviewed at each quarter with the financial forecast. A further risk was suggested regarding failure to recruit new Council members. JT to include.</li> <li>7. The notice period for the exercise of public rights would commence after the Jubilee bank holiday, at which point all documents would be uploaded to the website.</li> </ol>	<p>JT DBW DBW  JT</p>
26/22	<p><b>Parish Chairman's update</b></p> <ol style="list-style-type: none"> <li>1. DBW was nominated and <b>accepted</b> the post of Chair for a further year. Proposed by JBH and seconded by MK.</li> <li>2. Buckingham Council confirmed that the notice of vacancy to replace Cllr Rosemary Andrew had not generated any requests for election. The Chair proposed that Roger Hatcher (RH) be co-opted. This was seconded by AW and <b>agreed</b> by all Councillors present. Roger Hatcher was duly elected.</li> <li>3. Councillor roles were discussed and the following major adjustments were <b>agreed</b>: <ul style="list-style-type: none"> <li>- RH to be responsible for the duties previously undertaken by RA and would include playing fields.</li> <li>- LS responsibilities to include PC representative for the SCA, Millennium wood management and Memorial Garden.</li> <li>- AW to also cover playing field in conjunction with RH.</li> </ul> JT to adjust Councillor and duty list accordingly. </li> <li>4. The Council expressed thanks to Philip and Sylvia Dalton for their work maintaining the memorial garden as they step down from this activity.</li> <li>5. DBW noted that Buckingham Council were deploying dog wardens who could issue on the spot fines of up to £1,000 for instances of dog fouling. JBH to include note in newsletter.</li> </ol>	<p>JT     JBH</p>
27/22	<p><b>Public Participation items</b></p> <ol style="list-style-type: none"> <li>1. A question was raised as to whether S106 funding was obtainable in respect of planning application 22/00102/APP Hensmans Farm. The Chair confirmed that there had recently been a change in protocol where, depending on changes, S106 funding had been allocated to PCs.</li> </ol>	

28/22

**Finance**

The Council received finance and planning Appendix B.

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

**Expenditure:**

Date	Payee	Details		£	Folio ref
16.3.22	SWALEC	Street Lighting February 22	DD	97.25	326
29.3.22	Harlequin press INV06886	Swanbourne news no158	BACS	85.00	327
31.3.22	Clerk	March 22 salary	BACS	386.60	328
27.04.22	North Bucks Planning Consort	Membership fee	BACS	20.00	22.1
27.04.22	Swarco	Silver maintenance contract	BACS	203.94	22.2
18.4.22	SSE	Electricity March 22	DD	106.70	22.3
27.04.22	Jenny Groom	Internal Auditor	BACS	100.00	22.4
27.04.22	Clerk	Expenses stationery, ink, mileage	BACS	43.16	22.5
27.04.22	Clerk	Expenses - mileage	BACS	7.20	22.6
27.04.22	BMKALC	BMKALC and NALC subscriptions	BACS	65.97	22.7
27.04.22	Lynch Garden Services	April grass cuts invoice 7368	BACS	750.00	22.8
29.04.22	Clerk	Clerk salary April 22	BACS	461.66	22.9

**Income**

Date				£	Folio ref
01.04.22	Bucks Council	Devolution payment		1791.62	22A
12.04.22	Bucks council	Precept part 1		10,000.00	22B

2. The clerk noted that comparison work was underway to obtain quotes for electricity supply for next year once the current fixed price tariff expires. It is anticipated that costs may increase significantly.
3. The Council received and **ratified** a proposed final budget draft for the current financial year:

<b>SWANBOURNE PARISH COUNCIL</b>	
<b>2022/23 BUDGET</b>	
<b>Income</b>	
Precept	20,000
Devolution receipt	1,792
<b>Total budgeted income</b>	<b>21,792</b>
<b>Expenditure</b>	
Street lamp repair and maintenance	1,850
Street Lamp Power (electricity) SWALEC	1,320
MVAS Service Contract SWARCO	170
Playing field general maintenance	1,965
Playing field grant balance repairs	5,470
Cemetery Mowing	1,200
Donations/Subscriptions	260
Printing (Newsletter)	330
Insurance	1,135
Website hosting and planning tracker	145
Clerk expenses	100
Dog waste collection (BC)	660
Ordinary bin collection (BC)	130
Village grass and verge maintenance	2,800
War Memorial maintenance	400
Clerk salary	5,160
Miscellaneous	300
General maintenance and environment	750
<b>Total budgeted expenditure</b>	<b>24,145</b>
<b>Total</b>	<b>-2,353</b>
<b>Cash position</b>	
Opening cash balance 1/4/22	9,286
Less budgeted overspend	-2,353
<b>Budgeted year end reserves</b>	<b>6,933</b>

29/22	<p><b>Planning applications</b></p> <p>The Council <b>noted</b> the PC response to the following planning applications:</p> <table border="1" data-bbox="225 302 1289 920"> <thead> <tr> <th data-bbox="225 302 395 338">Ref</th> <th data-bbox="395 302 874 338">Details</th> <th data-bbox="874 302 1289 338">Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 338 395 439">22/00370/ ALB</td> <td data-bbox="395 338 874 439">The Old Laundry, 15 Smithfield End External doors</td> <td data-bbox="874 338 1289 439">No objection</td> </tr> <tr> <td data-bbox="225 439 395 510">22/00938/ AGN</td> <td data-bbox="395 439 874 510">Swanbourne estate Home Farm Concrete and water tank</td> <td data-bbox="874 439 1289 510">No Objection</td> </tr> <tr> <td data-bbox="225 510 395 577">22/01027/ ALB</td> <td data-bbox="395 510 874 577">4 Winslow Road Joinery and brickwork</td> <td data-bbox="874 510 1289 577">No objection</td> </tr> <tr> <td data-bbox="225 577 395 678">22/00866/ APP</td> <td data-bbox="395 577 874 678">Swanbourne House School Wedding venue application</td> <td data-bbox="874 577 1289 678">Application supported Subject to event limitation and for cessation of activity</td> </tr> <tr> <td data-bbox="225 678 395 779">22/01206/ ALB</td> <td data-bbox="395 678 874 779">The Old laundry, 15 Smithfield End Exterior repairs</td> <td data-bbox="874 678 1289 779">No Objection</td> </tr> <tr> <td data-bbox="225 779 395 846">22/01387/ APP</td> <td data-bbox="395 779 874 846">Swanbourne House School Play equipment</td> <td data-bbox="874 779 1289 846">Pending Due 1/6/22</td> </tr> <tr> <td data-bbox="225 846 395 920">22/01435/ APP</td> <td data-bbox="395 846 874 920">The Old Vicarage, 2 Winslow Rd Demolition of garage</td> <td data-bbox="874 846 1289 920">Pending Due 2/6/22</td> </tr> </tbody> </table> <p>The Council noted that a planning application had not been made in respect of a temporary structure at 7 Mursley Road. This would be discussed at the next Parish Council meeting.</p>	Ref	Details	Response	22/00370/ ALB	The Old Laundry, 15 Smithfield End External doors	No objection	22/00938/ AGN	Swanbourne estate Home Farm Concrete and water tank	No Objection	22/01027/ ALB	4 Winslow Road Joinery and brickwork	No objection	22/00866/ APP	Swanbourne House School Wedding venue application	Application supported Subject to event limitation and for cessation of activity	22/01206/ ALB	The Old laundry, 15 Smithfield End Exterior repairs	No Objection	22/01387/ APP	Swanbourne House School Play equipment	Pending Due 1/6/22	22/01435/ APP	The Old Vicarage, 2 Winslow Rd Demolition of garage	Pending Due 2/6/22	
Ref	Details	Response																								
22/00370/ ALB	The Old Laundry, 15 Smithfield End External doors	No objection																								
22/00938/ AGN	Swanbourne estate Home Farm Concrete and water tank	No Objection																								
22/01027/ ALB	4 Winslow Road Joinery and brickwork	No objection																								
22/00866/ APP	Swanbourne House School Wedding venue application	Application supported Subject to event limitation and for cessation of activity																								
22/01206/ ALB	The Old laundry, 15 Smithfield End Exterior repairs	No Objection																								
22/01387/ APP	Swanbourne House School Play equipment	Pending Due 1/6/22																								
22/01435/ APP	The Old Vicarage, 2 Winslow Rd Demolition of garage	Pending Due 2/6/22																								
30/22	<p><b>Playing Field</b></p> <ol style="list-style-type: none"> <li data-bbox="225 1160 1273 1294">1. The Council noted and <b>approved</b> the estimate of £800 (including vat) for a new play seat with chains and a panel for the play bubble. RH to organise the purchase and installation. Once installation and repair is complete, the Council <b>approved</b> the purchase of a safety inspection. JT to book.</li> <li data-bbox="225 1328 1273 1395">2. The Council noted that the Playing Field group were looking at signage in respect of dog fouling. RH to present suggestions at next Council meeting.</li> <li data-bbox="225 1429 1273 1563">3. The Council noted with thanks that RH had undertaken repairs to the playing field gates. Also noted that Mr Dean Ding had volunteered to undertake additional grass cuts of the playing field to ensure that this area could be continually used for sports games.</li> <li data-bbox="225 1597 1273 1731">4. The Council <b>agreed</b> upon a strategy of; updating, regular maintenance and inspection of playing field equipment to be undertaken by the playing field group. The Council noted that the tennis court fencing was due to be repaired next week.</li> </ol>	<p>RH and JT</p> <p>RH</p>																								
31/22	<p><b>Road, parking and traffic issues</b></p> <ol style="list-style-type: none"> <li data-bbox="225 1832 1273 1966">1. The verges in and around Smithfield End were noted as still untidy due to vehicles parking and driving over the grass. A vehicle parked on jacks on the side of the road was causing some concern as it had not been moved for some considerable time. DBW to discuss with Tom Finchett.</li> <li data-bbox="225 2000 1273 2060">2. DB had provided the Chair with an information document on street lighting. JT to review and report back at the next meeting.</li> </ol>	<p>DBW</p> <p>JT</p>																								

	<p>3. The Chair reported that he had met with PC Lee Turnham to discuss options for reducing/monitoring speeding through the village. Noted that Cllr Phil Gomm had suggested a share in a speed van. The Council to consider options and raise at the Parish Assembly.</p> <p>4. Noted that Transport for Bucks had confirmed that the resurface of Winslow Road was due to commence. Also, repainting of village gates, speed roundalls and flashing will be carried out. Hatching will also be painted on the road surface outside both schools to reduce congestion and aid safety.</p>	
32/22	<p><b>Reports from Councillors</b></p> <p>1. Plans for the village jubilee celebration appeared to be going well. Thanks were expressed to AW, Tom Finchett and the whole team for their efforts.</p>	
33/22	<p><b>Parish Assembly 25<sup>th</sup> May 2022</b></p> <p>1. The Council approved the draft agenda for the Parish Assembly.</p> <p>2. Refreshments for the event will be purchased.</p>	DBW and JT
34/22	<p><b>Next Meeting</b></p> <p>The next meeting was scheduled for 14<sup>th</sup> September 2022. However there may be the necessity to move this forward by one week to 7<sup>th</sup>. Council members to confirm availability to JT.</p> <p><i>The Chairman closed the meeting at 9.10pm.</i></p>	All

Jo Tudor,  
Clerk to Swanbourne Parish Council  
01296 720130