

**Minutes of the Swanbourne Parish Council Meeting held on
Tuesday 17th September 2024 at 7pm at the Swanbourne Village Hall**

Cllr David Brooks Wilson (Chair), Cllr Jonathan Pieterse, Cllr Andrew Wood, Cllr Isabel Swain,
Cllr Jo Hill, and Joanna Simonds, Clerk & RFO.
There were 4 members of public (MoP) in attendance.

1. To receive apologies for absence

Apologies were received from Cllr Chris Wright.

2. To receive any declarations of interest on this evening's agenda

No declarations were received.

3. To approve the appointment of a new Clerk and RFO to Swanbourne Parish Council

Cllrs resolved unanimously to approve the appointment of CiLCA qualified Clerk, Joanna Simonds.

The Chair asked that special thanks be referenced in the minutes to Mel Woof for her interim assistance over the last couple of months. The Council were most grateful for the work she carried out and the Chair suggested the least the PC could do was send Mel flowers and a card of thanks. Cllr Pieterse offered to organise flowers and a card on behalf of the PC. **Action Cllr Pieterse**

4. Co-option of Parish Councillor vacancy

It was agreed that a review of applications received during the period when there was no permanent Clerk was required, and that all interested applicants be contacted over the next month with a view to making a new Cllr appointment at the November meeting. **Action Clerk**

5. Public participation

- The History Group Chair confirmed that the group will be holding a "Swanbourne during WW2" presentation on 9th November, focusing on the period between the D-Day anniversary and the end of the war. They also plan to produce a booklet to coincide with the 80th anniversary.
- A MoP referenced an email he'd sent to the PC on 29th July regarding the website not being compliant, in accordance with statutory requirements. The Chair confirmed this was very much on the new Clerk's radar and, being familiar with updating websites, she would address all outstanding issues over the coming months.
- The Swanbourne Estate Manager updated that:
 - He would be reaching out to Cllr Hill to organise a meet up to discuss the Verges Plan.
 - The Village Hall roof has been repaired.
 - New tree planting will commence soon, along with the digging of a new pond.

The Chair referenced the recently circulated National Policy Planning Framework (NPPF) online survey that Government is asking people to complete and asked whether the Estate had contributed with their views. The Estate Manager was not aware of this consultation so the Clerk said she would forward the email to him. **Action Clerk**

- The Church Secretary updated that the Church has received all the funds that were outstanding from last year, and a list of all the calendar events up to the end of the year was circulated. In respect of Remembrance Sunday on 10th November, the Chair asked if Cllr Pieterse could deputise this important event as he would be away. The Clerk to organise a poppy wreath. **Action Clerk**

6. To approve the minutes of the Extraordinary Parish Council Mtg held on Mon 29th July 2024

The draft minutes were approved and signed as a true record by the Chair.

Proposed: Cllr Swain / Seconded: Cllr Pieterse / Agreed unanimously

7. Update from the Clerk on Parish matters

- PKF Littlejohn have concluded our 23/24 external audit, with no comments to note.
- Faulty streetlight, no 22, on Nearton Road, has been reported to our contractor, Eldridge Electrical. Cllrs raised another, that being no 12, on the Winslow Road, and the Clerk was asked to get this reported. **Action Clerk**

- Work is underway on updating the website, focusing primarily on statutory information that is required to be displayed. Once this is updated, focus will turn to the implementation of .gov.uk email addresses for Cllrs and the Clerk, to move away from Gmail, along with a new .gov.uk website domain address.

8. Planning

24/02587/APP – Toast Cottage, 6 Breakfast Field, Swanbourne MK17 0FJ

The Chair confirmed he had in advance of this evening’s meeting reached out to the Swanbourne Estate to see if they had any views on this application; they had no objections. With this in mind and having considered the materials on the planning portal, Cllrs resolved to SUPPORT this planning application.

Proposed: Chair / Seconded: Cllr Wood / Agreed unanimously

9. Finance

a) To approve the September payment run as circulated:

SWANBOURNE PARISH COUNCIL - SEPTEMBER 2024 PAYMENT RUN

Payee	Detail	Amount
Lynch Garden Services	Invoice 8538 - August mowing and strimming	£400.00
Teec Limited	Swanbourne PC website domain and Clerk email address	£28.80
	Total	£428.80

The Clerk confirmed she had completed a new banking mandate and following authorised signatures this evening will deliver the completed form to a TSB branch. Following full council discussion, it was unanimously agreed that going forward, in keeping with similar sized parishes, only one Cllr will be required to authorise approved payments uploaded by the Clerk.

b) To approve the Accounts to 31st August 2024 as circulated

Proposed: Cllr Pieterse / Seconded: Cllr Hill / Agreed unanimously

10. Highways, Footpaths, and Lighting

- The Chair raised the issue of speeding in the village, referencing an article from the Sunday Times of a new automated computer program, Speederbot, currently being used by Stanford Rivers Parish Council. Whilst the system doesn’t capture number plates, it does provide the speed of the vehicle so the aim is to collect evidence to share with the local policing team to encourage reduced speed limits. It was agreed that the Chair and Cllr Pieterse should explore this further, along with sticker and banner signage. **Action Chair and Cllr Pieterse**
- The Chair confirmed he would also reach out to the TVP neighbourhood crime policing team in due course, as a recent flyer from the police commission had stated “let us know any areas of concern and we will look into the problem” so the Chair confirmed he would do this once we have some concrete data.

11. To agree the date of the next Parish Council Meeting

The next PC Meeting will be held on Wednesday 20th November ‘24 at 7pm at The Village Hall.

The Chair confirmed the meeting closed at 20:21

Chair: Date: