

SWANBOURNE PARISH COUNCIL

EXTRAORDINARY PARISH COUNCIL MEETING

Held on Monday 29th July 2024 at Swanbourne Village Hall

Minutes

Present:

Cllr Brooks-Wilson
Cllr Pieterse
Cllr I Swain
Cllr Wood
Cllr Wright

Apologies: None

Members of the Public: 5

Acting Clerk for the evening: Mel Woof

		Actions
	Cllr Swain opened the meeting at 6:45 pm allowing a short delay for attendees to arrive.	
1.	The council resolved unanimously to accept the resignation of interim Chair – Cllr Swain The council resolved unanimously to Appoint Cllr Brooks-Wilson to be the Chairman of Swanbourne Parish Council	
2.	Public participation and local engagement – there being no formal questions, Council received and noted a verbal update from members of the public on the condition of verges and the high growth impeding pedestrian access and refuge, status of estate management, concerns relating to high hedges.	
3.	Welcome and Chairmans Report 1. To note Mrs Woof – BMKALC will act as clerk for this evening's meeting 2. The Council noted the receipt of a letter from St Swithun's, Swanbourne Parish Church confirming their support for the Council 3. The Chairman further advised that matters under Council business relating to the filling of a further councillor vacancy and the recruitment of a new parish clerk would be taken in confidential session	
4	Apologies – none received	
5	Declarations of interest – none received	

6	<p>Minutes - It was resolved to sign the minutes of the Parish Council Meeting held on 24th June 2024 as a true and accurate record of the meeting.</p> <p>It was further noted that the incorrect date had been captured onto the agenda and that the last meeting had taken place on the 24th June 2024.</p>	
7	<p>Appointment of Deputy Chair - It was resolved to appoint Cllr Pieterse as a Deputy Chair for Swanbourne Parish Council</p>	
8	<p>Council matters</p> <ol style="list-style-type: none"> 1. Co-option of available council place – It was resolved to co-opt Joanna Hill to the Parish Council 2. It was resolved that Cllrs take on / continue with special interest areas as follows: <ul style="list-style-type: none"> • Cllr B-W -BC Liaison, Swanbourne School Liaison, Swanboune Estate Liaison, review of local planning applications, planning of monthly meetings and annual assembly together with the Clerk. • Cllr Wright – BC Highways Liaison, street lighting, fly tipping and passenger transport liaison. • Cllr Swain – Village environment issues, community area’s, signage and Best Kept Village • Cllr Hill – Newsletter, website content and communications. • Cllr Pieterse – deputy chairman, Data Protections, Website Support, speeding, MVAS control and SCA Liaison • Cllr Wood – overall parish maintenance and local inspection and maintenance of PC Assets 3. Swanbourne Parish Website – It was resolved that Cllr Pieterse would review the Parish Council website and post outstanding minutes to bring it up to date. 4. Gigaclear Policy Change - The council resolved that it would consider a grant application to support the ongoing Gigaclear community hub which supports internet services within and in the perimeter of Swanbourne Village Hall until October 2024, thereafter to review the contract and costs and consider further support in the future. 	<p>Cllr Pieterse</p> <p>Cllr Pieterse</p>
9	<p>Finance</p> <ol style="list-style-type: none"> 1. The Council resolved to appoint Cllr Brooks- Wilson, Cllr Pieterse, Cllr Hill as signatories to the bank account. Cllr Swain and Cllr Wood are already mandate holders for TSB. 2. It was resolved to ask Cllr Pieterse to review alternative banking arrangements with Unity or Lloyds bank in preparation for moving away from current bankers, TSB 3. To ratify items of income and expenditure since the last ordinary meeting (Appendix A, item 1) – no payments or receipts to report 4. To review and agree virements to the budget plan for 2024/25 (Appendix A, item 2) – deferred to next meeting 	<p>Cllr Pieterse</p> <p>All</p> <p>All</p>

	<p>3. It was not possible to consider the three quotes for the refurbishment of the tennis court and determine the successful contractor without a review of the scope, budget and cash book. Matter deferred to the next meeting, or before, if outstanding questions can be resolved and a quorate meeting called.</p> <p>4. To resolve to place the order for tennis court works to begin – deferred as above.</p>	
10	<p><u>Village Maintenance</u></p> <p>1. Hedge tops and ridgeway – it was noted that Council owned hedges cannot be cut now until end of August unless present a danger to health and safety. Private owners of hedges could cut theirs. Ownership is sometimes unclear but can be verified through land registry.</p> <p>2. Verges, Wild flower areas and continued discussion – it was resolved to setup a working party to take account of local views and produce a management plan to be established. Cllr Jo Hill to take this lead</p> <p>3. Fireworks night (Betsey)</p> <p>4. Training/onboarding plan for new councillors – it was resolved that a half day training be set up to undertake full council training for all councillors and a new clerk.</p>	<p>All</p> <p>Cllr Hill</p> <p>Chair and MW</p>
11	<p><u>Items for next agenda</u></p> <p>Banking Update Budget Review Tennis Court Quotations and Award Recruitment Update</p>	Clerk
12	The Council resolved to exclude the public from the rest of meeting as public participation would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.	
13	<p>1. To note the status of Councillor vacancies – advertisements for the remaining councillor vacancy to be made on local boards and word of mouth. Applications to be made in writing to the Chairman.</p> <p>2. To discuss final arrangements for the advertisement for the position of Parish Council Clerk and Responsible Finance Officer</p>	<p>All and Cllr P for notice boards and website</p> <p>Cllr P and Cllr B-W and MW</p>
14.	<u>Next meeting</u> - 30 September 2024	All
15.	<u>Close of meeting.</u> - 8:50 pm	Chair