

SWANBOURNE PARISH COUNCIL (SPC)

AGM and PARISH COUNCIL MEETING

Wednesday 8th May 2024 at 7pm,
Swanbourne Village Hall

DRAFT MINUTES

Present: Councillor Mike King (Chair), Councillors, Jonathan Pieterse, Isabel Swain, Andrew Wood and Jo Tudor (clerk).

In attendance: members of the public.

22/24	<p>Parish Council Update</p> <ol style="list-style-type: none"> 1. Apologies were received from Cllr Chris Wright. The Council approved the reasons for absence. 2. The appointment of Mike King as Chair for a further year was nominated and seconded. 3. Two Councillor vacancies were noted. The statutory election notice concludes on 13th May. The Council approved advertising for co-option after this date if applicable. 4. Draft roles and responsibilities of Councillors going forward, noting two vacant positions were approved. Clerk to post in noticeboard. 	JT
23/24	<p>Annual Return 1/4/23 to 31/3/24</p> <ol style="list-style-type: none"> 1. The Council noted that at the end of the last financial year, £23k had been received in income and £17k had been spent, resulting in an underspend during the year of £6k. The account balance at year end was £20k which meets the Council target of increasing reserves. 2. The Council received and noted the comments and observations of the internal auditor. Recommendations had been made regarding updates to the website. The Council expressed sincere thanks and ratified the payment of £100. 3. The Certificate of exemption for external audit was duly approved. 4. The Council reviewed and approved the Annual Governance statement and the annual accounting statements. 5. The period of exercise of public rights will commence from Monday 3rd June. 	
24/24	<p>Public Participation items</p> <p>The following items were noted by Mr Tom Finchett from the Swanbourne Estate:</p>	

	<ol style="list-style-type: none"> 1. The Council noted that the building work at Church Farm had now commenced, starting with the barn conversion. 2. A leak was noted at the rear of the Village Hall causing some damage. This is currently being investigated. 3. Mr Finchett provided a brief condition report on the track behind Ridgeway Cottages which leads to the Playing Field. This area is owned by the Swanbourne Estate and is leased to the Playing Field Committee which has since reverted to the Parish Council, for the purpose of allowing access to the playing field. Mr Finchett agreed to provide notes to clarify responsibilities and access to clarify the situation. 	
25/24	<p>Declarations of interest</p> <ol style="list-style-type: none"> 1. There were no declarations of interest received. 	
26/24	<p>Minutes</p> <ol style="list-style-type: none"> 1. The minutes of the Parish Council meeting of 20th March 2024 were approved as an accurate record. 2. The following actions and updates were noted: <ul style="list-style-type: none"> - Item 19/24/4: JP noted that he was arranging a village consultation meeting for his Village Interpretation Proposal. Feedback will be provided to the Council at the next meeting. - Item 19/24/5: Ideas were currently being investigated and a proposal will be made to the Council at the next meeting. - Item 19/24/9: the Council noted that a company had been approached to clean the tennis court surface which was in urgent need of treatment. MK to pursue further with Mr Finchett from Swanbourne Estate as there may be access to water supplies which would reduce likely costs. 	<p>JP</p> <p>JP</p> <p>MK</p>
27/24	<p>Council matters</p> <ol style="list-style-type: none"> 1. The Council ratified the proposed meeting dates for the 2024/25 financial year as follows: <ul style="list-style-type: none"> - 18th September 2024 - 20th November 2024 - 15th January 2025 - 19th March 2025 - 7th May 2025 AGM and PC meeting - 21st May 2025 Parish Assembly 2. The Chair motioned that a confidential item should be discussed at the end of the meeting relating to the Clerk vacancy. The motion was seconded and approved. 	
28/24	<p>Parish Assembly planning 2024</p> <ol style="list-style-type: none"> 1. The Council approved the general structure of the agenda and suggested that an opportunity for further ideas should be included. 	

	<p>2. Cllr JP to draft an advert for the Assembly, JT to post in the noticeboard.</p> <p>3. The Council agreed to arrive from 6pm in order to set up the room.</p>	JP and JT																																																																	
29/24	<p>Finance</p> <p>1. The Council received and ratified the items of income and expenditure since the last meeting as follows:</p> <p>Expenditure:</p> <table border="1"> <thead> <tr> <th>Pay date</th> <th>Payee</th> <th>Detail</th> <th>£</th> <th>Folio</th> </tr> </thead> <tbody> <tr> <td>25.3.24</td> <td>Buckingham Council</td> <td>2205075659 Dog waste collection 23/24</td> <td>368.05</td> <td>23.59</td> </tr> <tr> <td>25.3.24</td> <td>Clerk</td> <td>Clerk expenses</td> <td>56.96</td> <td>23.60</td> </tr> <tr> <td>25.3.24</td> <td>Leafield Environmental</td> <td>inv 117012 Waste bin</td> <td>140.40</td> <td>23.61</td> </tr> <tr> <td>28.3.24</td> <td>Clerk</td> <td>Salary March 24</td> <td>379.12</td> <td>23.62</td> </tr> <tr> <td>30.3.24</td> <td>SSE Energy</td> <td>February 24 street lighting</td> <td>249.21</td> <td>24.1</td> </tr> <tr> <td>29.4.24</td> <td>TEEC</td> <td>INV-4868 Website hosting 2024</td> <td>194.39</td> <td>24.2</td> </tr> <tr> <td>29.4.24</td> <td>BMALC</td> <td>INV 5329 Annual subscription</td> <td>68.26</td> <td>24.3</td> </tr> <tr> <td>29.4.24</td> <td>TW Garden services</td> <td>CINV-756 Memorial garden</td> <td>80.00</td> <td>24.4</td> </tr> <tr> <td>29.4.24</td> <td>Clerk</td> <td>April salary</td> <td>481.60</td> <td>24.5</td> </tr> <tr> <td>29.4.24</td> <td>Jenny Groom</td> <td>Internal audit fee</td> <td>100.00</td> <td>24.6</td> </tr> <tr> <td>29.4.24</td> <td>Clerk</td> <td>April expenses</td> <td>7.20</td> <td>24.7</td> </tr> <tr> <td>1.5.24</td> <td>SSE Energy</td> <td>March 24 street lighting</td> <td>267.11</td> <td>24.8</td> </tr> </tbody> </table> <p>Income of £13,300.39 was received during the period, relating to a precept and devolution.</p> <p>2. The Council received and approved the risk register as at 8th May.</p>	Pay date	Payee	Detail	£	Folio	25.3.24	Buckingham Council	2205075659 Dog waste collection 23/24	368.05	23.59	25.3.24	Clerk	Clerk expenses	56.96	23.60	25.3.24	Leafield Environmental	inv 117012 Waste bin	140.40	23.61	28.3.24	Clerk	Salary March 24	379.12	23.62	30.3.24	SSE Energy	February 24 street lighting	249.21	24.1	29.4.24	TEEC	INV-4868 Website hosting 2024	194.39	24.2	29.4.24	BMALC	INV 5329 Annual subscription	68.26	24.3	29.4.24	TW Garden services	CINV-756 Memorial garden	80.00	24.4	29.4.24	Clerk	April salary	481.60	24.5	29.4.24	Jenny Groom	Internal audit fee	100.00	24.6	29.4.24	Clerk	April expenses	7.20	24.7	1.5.24	SSE Energy	March 24 street lighting	267.11	24.8	
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30/24	<p>Planning applications</p> <p>1. The Council noted and ratified the responses submitted for the following planning applications:</p> <table border="1"> <thead> <tr> <th>Ref</th> <th>Details</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>24/00214/APP</td> <td>6A Smithfield End, single storey extension</td> <td>No objections</td> </tr> <tr> <td>24/00141/APP</td> <td>29 Nearton End, Loft conversion</td> <td>No Objections with comments</td> </tr> <tr> <td>24/01126/APP</td> <td>Swanbourne House School, play equipment</td> <td>No Objections</td> </tr> <tr> <td>24/01278/APP</td> <td>15A Smithfield End, double garage and store</td> <td>Pending</td> </tr> </tbody> </table>	Ref	Details	Response	24/00214/APP	6A Smithfield End, single storey extension	No objections	24/00141/APP	29 Nearton End, Loft conversion	No Objections with comments	24/01126/APP	Swanbourne House School, play equipment	No Objections	24/01278/APP	15A Smithfield End, double garage and store	Pending																																																			
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31/24	<p>Road, parking and village maintenance issues</p> <p>1. It was reported that the MVAS machine now seems to be working and data can be extracted. JP and MK to review information available. Noted that if this is successful a new machine may not be required immediately.</p> <p>2. The Council discussed the playing field track condition as raised in the public participation item. The Council agreed to spot check the area pending the information forthcoming from Mr Finchett. The Council agreed to tidy up the area around the PC garage.</p>	<p>JP and MK</p> <p>All</p>																																																																	

	<p>3. The Council noted that the Swanbourne History Group are proposing an evening commemorating Swanbourne in WW2: the people involved. The Council agreed that they would be happy to support the venture and await further information.</p>	
32/24	<p>Items for next agenda</p> <p>1. The Council noted that items for the next agenda would include:</p> <ul style="list-style-type: none"> - School parking - Speeding and 20mph limits - Village Interpretation proposal further information - Website further information. 	
33/24	<p>Next Meeting</p> <p>The next meeting is scheduled for Wednesday 18th September 2024.</p> <p><i>Following discussion of a confidential item, the Chair thanked the Council and closed the meeting at 9.20pm.</i></p>	

Jo Tudor,
Clerk to Swanbourne Parish Council,
01296 720130