

## **Swanbourne Parish Council** **Meeting held 13<sup>th</sup> January 2016**

Minutes of the Swanbourne Parish Council meeting held in Swanbourne Village Hall on Wednesday 13<sup>th</sup> January 2016 at 6pm.

### **Present:**

Tom Finchett (Chairman)	TF	
Clive Rodgers (Vice-Chairman)	CR	
David Blunt	DB	
Simon Hitchings	SH	
Helen Cleaveley	HC	
Ken Harris	KH	(member of the public in attendance)

### **1/16 APOLOGIES**

Apologies were received from Jean Tuer (JT) Linda Sirett (LS) and Clare Barker (CB, Parish Clerk)

### **2/16 DECLARATIONS OF INTEREST**

TF declared a business and financial interest on behalf of the Swanbourne Estate, in any matters where the Estate had a direct involvement.

### **3/16 MINUTES OF PREVIOUS MEETING HELD ON 9<sup>TH</sup> SEPTEMBER 2015**

The minutes of the last Parish Council Meeting, having been circulated and read, were approved and signed by TF.

### **4/16 MATTERS ARISING (NOT ON AGENDA)**

#### **a) Dragons teeth, cats eyes and white lines**

The white lines have been repainted and cat's eyes removal work has now been completed which provides a slow down zone which runs from the white gates to the old pub (17, Mursley Road). The dragons teeth have not been repainted.

**ACTION:** TF to speak to Matt Whincup (TfB)

#### **b) Sign and Footpath at Neal's Farm**

The sign has now been repaired, and the footpath still needs to have a kissing gate put in place and the willow tree removing on Estate land.

**ACTION:** TF to speak to Pete Boddily at Neals Farm. TF to organise removal of willow tree.

#### **c) Poors Land**

Ken Harris requested PC approval to join the Poors Land Board of Trustees (to replace Marion Lowe), and to replace Jane as Chairman. Approval was granted. Ken presented Jane's report to the meeting:-

#### Poors Land Trustees meeting report 2015

*The Trustees met on 14<sup>th</sup> December 2015, with Jane Smith (Chair), Diane Edmundson, Trudy Timms and Marion Lowe present, together with Ken Harris by invitation. David Tuer sent his apologies.*

- 1. It was noted that Rev Simon Faulks had been invited as an ex-officio member.*
- 2. It was agreed that Ken Harris be appointed as a member (and new Chair) of the trustees, and the Parish Council would be informed.*
- 3. Signatories to the Bank Account: Mrs. M. Lowe would be deleted from the list, as she has now resigned. Mrs. Jane Smith would be joined by Trudy Timms, Diane Edmundson and Ken Harris as signatories. A Board Resolution would be prepared to this effect and signed by all parties.*
- 4. It was agreed that £390 would be distributed amongst 13 households, all money to be distributed before Christmas, £30 to each.*
- 5. It was also discussed about changing the distribution in the future.*

*Minutes – Marion Lowe*

*Report – Jane Smith*

#### Note on activity not previously reported to the PC – extracted from the minute book 2014

*A meeting was held on 7<sup>th</sup> Jan 2014, at which it was agreed to distribute £25 to each of 16 households. £5.26 was held in reserve.*

*A meeting was held in January 2015, at which it was agreed to distribute £30 to each of 13 households.*

*A further extraordinary meeting was held on 9<sup>th</sup> October 2015, at which it was noted that:*

*a) TSB had not recorded Mrs. Jane Smith as a signatory*

*b) the Charity Commission Registration has been terminated by default.*

*It was agreed that a resolution be signed to add Mrs. J Smith to the list of signatories with the bank, and that Mrs. Lowe would contact the Charity Commission to reinstate the charity registration.*

*After the distribution of the monies, there was £15.26 held in reserve.*

*Ken Harris*

TF pointed out that there was about 9 acres of land and that it might be possible to raise more money by selling the land and investing the lump sum. DB favoured this solution for the smaller (geographically adjacent) Church Land. KH pointed out that interest rates are very low these days, so investment yields are poor. He had only just joined the Trustees, and had not yet had time to study the documents and consider all aspects properly.

**ACTION:** *KH will study the Trust document, and consider all financial aspects in consultation with the other Trustees and report back to the PC in due course.*

#### **(d) Betsey Wynne**

TF informed the meeting that the Betsey Wynne has now been leased and will shortly be under new management. *Item Closed.*

#### **(e) Broadband**

TF reported that the hoped for mast link from Granborough was not going to be possible. CR reported that Broadband provision under the Connected Counties Scheme had been published in December, 2015, and Swanbourne was not on the list. TF was now investigating a new alternative suggested by Andrew Mills which would be to lay a fibre optic cable from North Marston to Swanbourne. Aylesbury Vale Broadband (AVB) is an initiative supported by AVDC that is delivering an ultra-fast 100% fibre network in rural Aylesbury Vale (where ultra-fast is defined by OFCOM as any broadband network

capable of delivering speeds in excess of 300 Mb/s). AVB's network could go across Estate Land. Cables could then be run from there across the village.

**ACTION:** TF to keep the Parish Council informed of developments.

## 5/16 FINANCE REPORT

As CB was ill, TF acted on her behalf and circulated a list of cheques and payments, as follows: - .

### **Cheques for approval already written Sept 2015 - Dec 2015:**

10.9.15	Stewkley Enterprise Agency	August 15	760	308.00
30.9.15	Playing Fields	Contribution	761	1,000.00
12.10.15	Harlequin Press	Newsletter Oct/Nov 15	762	60.00
12.10.15	E-On	Electricity Jul/Sep 15 (Q2)	763	249.11
19.10.15	Stewkley Enterprise Agency	Sept 15	764	259.00
19.10.15	Mazars	External Audit re 2014/15 A/C's	765	150.00
29.10.15	Playing Fields	CHEQUE CANCELLED	766	0.00
24.11.15	AV Dial a ride	Donation	767	50.00
5.11.15	British Legion	Donation	768	25.00
9.11.15	Trudy Timms	Sidesman pay 2015	769	345.00
9.12.15	PCC	Cemetery mowing 2015, contribution	770	800.00
9.12.15	Stewkley Enterprise Agency	Oct 15	771	259.25
9.12.15	Harlequin Press	Newsletter Dec 15/Jan 16	772	60.00
9.12.15	Winslow Bus	Donation	773	50.00
9.12.15	C Barker	Clerk Honorarium 2015/16	774	700.00

### **Approval for expenses Jan 2016 - 31st Mar 2016:**

Cheques already written for Q 4

06.01.16	AVDC	Election Expenses May 2015	775	125.00
06.01.15	E-ON	Electricity Oct/Dec 15 (Q3)	776	249.11
06.01.15	C. Barker	Transparency course Feb 2016	777	47.54
06.01.15	AVDC	New dog bin - Smithfield End	778	526.92

### **Approval for cheques to be written Jan 2016 - 31st March 2016:**

Harlequin Press	Newsletter Feb/March 2016	60.00
E-On	Electricity Jan/March 16 (Q4)	249.11
Stewkley Enterprise Agency	Nov and Dec 2015	518.00
Stewkley Enterprise Agency	Jan, Feb and March 2016	777.00
Aylesbury Mains	One visit 2015	100.00

Budget documents for 2016/17 (available for inspection on the SCA Website) were studied, discussed and approved. The proposed precept of £10,000 for 2016/17 was approved. The review of finance to the end of Quarter three (to 31<sup>st</sup> Dec 2015) was noted. The LAF – funding and grants item was deferred to the next meeting. Cheques to be drawn were approved, although it was noted that SEA costs are likely to be lower for Jan to March.

It was unanimously agreed that the PC would increase its contribution to £1,000 for the year to the PCC for the Cemetery mowing.

## **6/16 PLANNING**

CR Reported that the appeal (15/00080/NONDET) for the erection of 4 detached houses at Nearton End Farm had been successful. Also the VAHA application (15/03957/APP) for two parking bays outside 7-11 Tattams Lane was approved. The application (15/04136/APP) for a two bedroomed barn conversion off Station Road was still being considered.

TF Reported on a pre-application map for a proposed mixed (rented/sold) housing development (in local architectural style) for the site next to the Betsey Wynne car park. Copies of the map were circulated, and all PC members expressed approval of the suggested design styles as well as the emphasis on smaller properties (which are in short supply in Swanbourne), and which would cost less to buy or rent.

## **7/16 WEBSITE AND PUBLICATION OF DATA**

CR highlighted the requirement of the government's new Transparency Code (see 10/16 below). The main points are:-

- Since last summer all PC's should have their own Website or reliable access to a local Website in order to publish and readily update a range of data.
- We cannot use the old village Website because no member of the PC had direct access to ensure regular updating. The old Website has now closed.
- The new Swanbourne Community Association Website was launched in November 2015 and CR is the second Webmaster. The PC is now able to bring our Internet published data up to the required standards.
- Roger Parker and the SCA are funding the web hosting on-costs at the moment.
- CR felt that in the longer term it still might be better for the PC to consider starting its own Website or offering to part fund the SCA one if the arrangement is to continue in the long run.

**ACTION:** CR to maintain and manage the PC data available on the SCA Website in accordance with the government requirements contained within the Transparency Code.

## **8/16 CODE OF CONDUCT TO BE AGREED AND IMPLEMENTED**

This concerns the behaviour of Parish Councillors and a complaints procedure. The government require us to agree to adopt a Code of Conduct, and CR had previously circulated the District Council's Code of Conduct as well as a suggested Parish Council version based on the CALC template guidelines. The latter was considered, and SH resolved that it be adopted as it currently stands. This was agreed unanimously, and a copy is to remain available for the public to view on the SCA Website.

**ACTION:** CR to post a copy of the Code of Conduct to the SCA Website. PC members to ensure they are aware of the content.

## 9/16 MAINTENANCE

### a) Maintenance of drains and verges

- (i) **Cemetery Hill** - The drains at the bottom are still not yet clear. TF has chased Matt Whincup, but he has not come back yet. DB reported drainage to be poor outside gardener's cottage.

**ACTION:** TF to speak to Matt Whincup (TfB)

- (ii) **Verges at Nearton/Smithfield** – TF has obtained an estimate in cost per metre for granite sets which could be installed along part of Nearton End and Barrack Row in Smithfield End.

**ACTION:** TF to obtain a written quote from J and S Contractors; then

**ACTION:** SH to take estimates to the LAF to see if funding may be available.

- (iii) **On the verges at the bungalows** in Tattams Lane, Vale of Aylesbury Housing Trust has agreed to create more parking and has lodged a planning application. *Item closed.*

- (iv) **Footpaths** - KH expressed concern about the state of some of the footpaths especially the one between Dodley Hill Farm and Abovemead Farm, and also through the wood between Church Farm and Abovemead Farm which was very boggy and not very satisfactory. The kissing gate from this end is partly blocked by fallen tree.

**ACTION:** TF to inspect and see if this is appropriate work for the Sidesman.

### b) Sidesman Work

Trudy has now resigned as Sidesman, and it is hoped that Philip and Sylvia Dalton may replace her.

A tree needs pruning outside The Old House to improve vision for the MVAS.

New Walk – DB stated that some trimming is needed and general clearance work towards the south end with overhanging trees, also, mud leaf mulch increases the danger of slipping in the same place.

**ACTION:** TF to brief Phil Dalton who may be doing some of the work needed.

### c) Dog Waste – additional bin at Smithfield End

TF confirmed the dog waste bin was paid for, but it was not known when it would be fitted.

**ACTION:** CR to put an item in the Newsletter once we know that the bin has been fitted.

- d) **The bench** at the junction by the Church is broken. **POST MEETING NOTE** (from CR):- an inspection shows this to be a problem of joints coming loose which may be repaired with wood glue and small nails.

**ACTION:** TF will arrange repair

### e) Pot holes

The large pot holes in Nearton End are now filled but smaller ones have not been done. There was talk that repair of potholes would be devolved to parishes, but this was considered extremely unlikely.

**ACTION:** TF to speak to Matt Whincup (TfB)

- f) **Notice board and parking outside the village shop.** The notice board has been refurbished and set back up again close to the post box. There is now a gravelled parking area adjacent to the shop drive. *Item closed.*

- g) **Pavement by Village Hall.** It was noted that the pavement here had sunk and was in poor repair.

**ACTION:** TF to speak to Matt Whincup (TfB)

## 10/16 VILLAGE HALL UPDATE

In her absence, JT had sent a report to TF. This explained that with effect from 1<sup>st</sup> April, Emma Saddington has agreed to replace David as Treasurer and it is hoped that from the same date Leanne Gibb could replace Jean as Vice-Chairman.

## 11/16 PLAYING FIELD COMMITTEE

David Thrower is obtaining new quotes for the fencing and play area. There are lots of good ideas going forward, including a new picnic area. CR commented that some villagers wondered if the playing field itself was in the best position. Accordingly, if a Neighbourhood Plan was started, it could be part of the consultation exercise. TF said the Estate Trustees might consider a representation from the village to change the site. It was resolved that, at least for the time being, the existing arrangements will continue. DB believes that the school may still be interested in making more use of the field in the future. During discussions, Ken Harris thought that the lease for the Playing Field was between the Swanbourne Estate and the Parish Council. TF was fairly certain that the lease was between the Swanbourne Estate and the Playing Field Committee, but would check.

**ACTION:** *TF to investigate lease arrangements.*

**ACTION:** *TF to liaise with David Thrower in consideration of playing field routine maintenance and repairs.*

## 12/16 DEVOLVED SERVICES

Charlie Baldwin does not wish to carry on with verge cutting, so we need to find a replacement for mowing. Josh Timmins is responsible for all strimming. Phil Dalton is now helping to organise devolved services.

**ACTION:** *LS to help TF recruit a replacement for Charlie.*

## 13/16 WAR MEMORIAL PLAQUE

There are three options identified for the positioning of the plaque:-

- First option was to maintain a large cast metal memorial, but this would have to be screwed flat to the plinth (would be low down and therefore hard to read) and would be on one side so symmetry would be lost.
- Second option was to put three much smaller plates at the base of the obelisk itself, but the space was small, they could be engraved on small plates and would be difficult to read.
- Third option is to erect a plaque elevated on to a stand (frame, stone or block) which would raise it to a readable height. The reading angle of an engraved metal plate would be about 45 degrees. This could provide an information plaque as the size is less restrictive and it could even have a map of the Western front with details. If erected on the War Memorial itself, it would need planning permission, as this is now protected in a similar way to a grade 2 listed building, but if sited away, that should not be necessary.

After some discussion, it was agreed that option three provided the best way forward, and that the History Group would be invited to arrange to finalise the plaque.

**ACTION:** *CR to consult with the History Group who will progress the matter.*

**ACTION:** *TF CB to investigate whether a transfer of the War Memorial land took place in the 1920s*

## 14/16 TRANSPARENCY CODE – ACTION PLAN

CR explained that The Transparency Code is derived from a Government initiative that expects Parish and Town Councils to publish key information on a public Website, including:

- Councillors' Details
- Minutes of meetings, with draft minutes published within one month of the meeting.
- Agendas, including details of documents intended to be referred to in the meeting (published at least 3 days before the meeting).
- Budgets
- End of Year Accounts, including some details from the Annual Return.
- Assets

The Transparency guide gives a timetable of implementation, with full implementation due last July. We had not met this target, but by January 2016 we were meeting most of the target requirements. CR presented a suggested action plan for full implementation of the code. It was agreed that this would be adopted by the PC for progress and monitoring.

The PC is now able to post a range of required information on to the local public Website [www.swanbournecommunityassociation.com](http://www.swanbournecommunityassociation.com)

**ACTION:** CR to continue to implement the requirements of the code and to act as PC Webmaster for the Parish Council pages of the SCA Website.

**ACTION:** CB, as Parish Clerk, will attend a full day training course in February 2016 on the Transparency Code and the processes involved.

## 15/16 NEIGHBOURHOOD PLAN – DISCUSSION

CR explained that the Neighbourhood Plan concept came out of the Localism Act, 2011. The main points are as follows:-

- It enables local communities to be consulted, and in that respect is like a Parish Plan. The last Swanbourne Parish Plan was in 2008. However, unlike a Parish Plan, if the Neighbourhood plan is accepted by a local vote and then by the AVDC Local Plan, it becomes a binding planning framework for the village for the next 20 years.
- On the plus side it should give the people of Swanbourne as a whole a democratic say in how they want the village to develop, and provide a vision for the future.
- It would identify sites for any future housing in the village and give the people a say in what type of housing and style of housing they would prefer.
- It could define an edge boundary for the village, restricting development beyond that point.
- It could help to protect the Conservation Areas from unsuitable development.
- It would give the people a say in the development of the village in other ways, e.g. traffic control, recreation, footpaths and playing fields (and whether they are in the right place).

CR explained that the “starting gun” to go for a Neighbourhood plan would be a request from the PC, accompanied by an outline map of the Parish. We may prefer to go for a public consultation before making the decision. The easiest way would be to start a Steering Group to guide the process. Most of the members present could see some merit, but did not wish to commit either way yet, and TH was concerned about the possible time impact.

**ACTION:** It was resolved to consider the matter again at the next meeting and decide the way forward.

## 16/16 TRAFFIC CALMING

DB emphasised again the importance of controlling traffic speed along Tattams Lane, Nearton End and the other side roads of the village and the aspiration to create 20 mph zones.

**ACTION:** *TF to speak to Matt Whincup (TfB) and ask him to discuss the best way forward with DB.*

Notes presented after the meeting (on 14.3.15) from HC:

- In 2015, 6 Speed Watch volunteers carried out 11 watches between March and December, recording 198 speeders. Top speed: 49mph.
- Most speeders in one hour: 38. Both traffic volume and speed highest on Mursley Road.
- We have lost a volunteer, so please let HC know if anyone you know is interested.
- The MVAS has been going to 4 different village locations since August 2015 and is currently having its first outing on Cemetery Hill, which will perhaps help make a case for gritting in the winter once the data is looked at.
- Top speed so far recorded; on Mursley Road at 18:40 in September was 70mph.
- We are still on the list for the Sentinel videoing.

## 17/16 DEFIBRILLATOR

A request was forwarded to TF by JT from Liz (who lives at 6 Smithfield End) to be trained, as she is a first responder. However, JT points out that none of the examples of defibrillators installed locally have ever been used. DB pointed out that ambulance response time is about 8 mins. SH confirmed that Swanbourne House School does have one on its premises. TF wondered if it would be worth spending money to train somebody up who could move and suggested that it might be appropriate to acquire a defibrillator, only if funding were available. DB also reminded all that the village school are happy to have one on the outside of their school.

**ACTION:** *HC will check the situation in Stewkley (where they already have one) to check how it was funded.*

**ACTION:** *JT to continue to monitor and assess costs.*

## 18/16 DATE OF NEXT MEETING AND OTHER DATES

Next meeting: Parish Council AGM; Wednesday 30<sup>th</sup> March 2016 at 6pm in Swanbourne Village Hall.

Other dates arranged: Parish Assembly; Wednesday, 4<sup>th</sup> May 2016. Parish Council meeting (probably during the day) Monday, 11<sup>th</sup> July. Parish Council meeting, Wednesday, 7<sup>th</sup> September.

## 19/16 ANY OTHER BUSINESS

There was no further business.

As it was now 8.45pm, the Chairman closed the meeting and thanked everyone for attending.