

# SWANBOURNE PARISH COUNCIL

## MINUTES OF MEETING Held 11 July 2016 at 11am At Swanbourne House School

<b>PRESENT:</b>	Tom Finchett (Chairman)	TF
	Clive Rodgers (Vice Chairman)	CR
	Simon Hitchings	SH
	Jean Tuer	JT
	Linda Knights (Clerk)	LK

### 35/16 APOLOGIES

Apologies were received from Janet Blake, David Blunt, Helen Cleaveley and Linda Sirett.

### 36/16 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.

SH declared an interest as Headmaster of Swanbourne House School.

LK reported that Registers of Disclosable Interests were not on file for some Councillors. These were required to be available for inspection and published on the Authority's website, even if they were a 'nil' return.

**ACTION:** *LK would ensure all Councillors completed a register and would pass them to CR for uploading onto the website.*

### 37/16 APPROVAL AND SIGNATURE OF MINUTES

#### a. Parish Council Annual General Meeting held on 30 March 2016

Having been circulated and read, the minutes were approved and signed by the Chairman.

#### b. Parish Assembly held on 4 May 2016

Having been circulated and read, the notes were approved and signed by the Chairman.

### 38/16 MATTERS ARISING (not on this agenda)

#### a. Annual General Meeting 30 March 2016

##### 23/16 and 04/16c - Poors Land/Church Land

Discussions had been held re increasing the rent or selling the land but it was felt options were limited. Ken Harris was still looking into the matter and would report in due course.

#### b. Parish Assembly 4 May 2016.

##### 11a - Village Hall Report

The accounts had been finalised after the Assembly and the closing balance was £3058.03 due to money being paid in after the meeting. TF updated the figure on the Assembly Notes and signed the alteration.

## 11b - SCA Website

There was discussion on the merits of the Parish Council having its own independent website, which would include links to all the other village sites but would therefore need 'policing'. CR volunteered to act as webmaster.

**ACTION:** CR and LK to research the best way to move forwards on this.

## 39/16 VILLAGE MAINTENANCE

There were no new maintenance items to discuss.

Update on brought forward items:

### b/f 23/16: 04/16a Dragon's Teeth

Matt Whincup of Transport for Bucks (TfB) was aware this needed action but as yet no start date had been set.

### b/f 27/16.1: 09/16a Maintenance of drains, verges and footpaths

- i Drains at Cemetery Hill - Matt Whincup was aware that water was still running and that it was definitely sewage. Further work was in the programme and although no date had been set, TF was hopeful it would be during August.
- iii Verges )  
and ) - Quotes received from Pete Timmins (PT)
- iv Footpaths )

**ACTION:** TF to check when PT was planning to do the work for iii and iv above

### b/f 27/16.1: 09/16e Potholes

The condition of the roads outside the school and in Nearton End had deteriorated again.

### b/f 27.16.2a: Pavements

Matt Whincup examined the pavement outside 11 Mursley Road and said it was not bad enough to warrant being repaired.

### b/f 33/16: Any Other Business

- 1 **Bins** - A dog waste bin had been ordered for the exit from Millennium Wood opposite Nearton End Farm and it was expected to be installed during the Autumn. It was **agreed** not to order a litter bin for the junction of Smithfield End and Winslow Road but rather to move the one currently at the Millennium Wood exit once the dog waste bin was in place.
- 3. **Lighting outside the Betsey Wynne** – It was thought that the lights were now less bright but this may simply be because the evenings were lighter.

## 40/16 AVB BROADBAND PROGRESS

It is planned to get the cable into the village by the end of July and then to take it round the village, for which preparations were already taking place.

#### **41/16 VILLAGE HALL**

A bee nest had been removed from the garden. The back room was being painted and also the gate and fence outside but not the front door, which was the old original wood.

#### **42/16 PLAYING FIELDS**

TF had attended recent meetings and reported as follows:

- A Jubilee Sports Day was being organised for the following weekend.
- A maintenance company had been engaged but had not been able to get on top of the grass cutting due to this year's bad weather. They would also be working on Millennium Wood.
- Quotes of around £5,000 had been received for the work on the tennis courts, replacing the fencing, etc.
- Dave Thrower had details regarding funding from the Community Chest and would be attending a workshop on 22 July re Section 106 funding and the Community Infrastructure Levy
- DT would like also to upgrade the children's play area eventually.

#### **43/16 DEVOLVED SERVICES**

In LS's absence, TF said that Smithfield End needed some attention as it was looking untidy. Current workers were: Josh Sirett, Tom Sherwood, Sylvia Dalton, Phillip Dalton and Eleanor Sherwood (who was doing a lot).

#### **44/16 WAR MEMORIAL PLAQUE**

CR had been working with the History Group to design the content and artwork for the plaque and he circulated some examples. The larger style, with room for more detail, pictures and a map was preferred by all present. This size would cost an extra £100.

CR was looking into two more photos to include. The internet address for the Swanbourne History website (where people can find out more information on the servicemen) will be added. If new information came to light in the future, it would be possible to redo the 3mm aluminium panel on which the display was printed.

It was planned that the plaque would be in place before Remembrance Day this November.

The PC would like the plaque to be sited within the Memorial Garden and asked to see the final version.

#### **45/16 TRAFFIC CALMING**

HC was unable to attend the meeting but had submitted a written report, as follows:

**"MVAS:** The device is currently on Winslow Road, recording traffic entering the village. The previous two outings were on Mursley Road at the Old House site, with several weeks in either direction. The device was out of action briefly, being first out of battery (although the battery life is much improved) and then awaiting a move to Winslow Road (thanks to TF's team for moving the pole for me this time). The device is working properly in that the data is now dated correctly (as the clock is functioning thanks to the extra device installed by Swarco) and is downloading without any errors. However, the display is not being consistent - flashing 30 or Slow Down, but not always both. Following discussion with CR, I am going to arrange the service/maintenance contract with Swarco (which is in the budget for this year) and will then be in a position to organise a repair or, more likely, a patch in the programming. With TF's assistance I would like the MVAS to be next installed on Cemetery Hill. Anecdotal evidence that this is where the accidents occur has been backed up by a TVP website that - while being very out of date - locates accidents on a map. The

recent accident occurred within the Parish boundaries, but I believe it was well beyond the village's white gates.

"Here is an extract from the latest summary report:

For Project: **Mursley Road Old House exiting village**

Location/Name: Incoming Direction

Report Generated: 10/07/2016 13:11:57

Speed Intervals = 5 mph

Time Intervals = 15 minutes

Traffic Report From 17/05/2016 20:15:00 through 23/06/2016 14:15:00

85th Percentile Speed = 32.0 mph

85th Percentile Vehicles = 57,444 counts

**Max Speed = 65.0 mph on 02/06/2016 09:00:00**

Total Vehicles = 67,581 counts

AADT: 1838.9

Volumes - weekly vehicle counts:

	Time	5 Day	7 Day
Average Daily		2,463	2,254
AM peak	8:00 to 9:00	300	234
PM peak	5:00 to 6:00	304	256

Speed

85th Percentile Speed: 32.0 mph

Average Speed: 28.3 mph

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Count over limit	350	310	399	396	427	472	425
% over limit	3.9	2.9	3.6	3.4	3.8	6.0	7.1
Avg speeder	38.1	38.1	38.2	38.2	38.3	38.4	38.0

**"Speed Watch:** The Speed Watch has been hampered in recent months by my children being ill one after another and by the road being closed on the next date we were due to go out. However, we have been out several times (including, on 26 May, with JT observing) and have reported over 20 speeders each time, apart from a peak hour Speed Watch one Friday evening where we recorded a handful only, as the increased volume resulted in lower speeds. The new timetable for the second half of the year is nearly finished and we intend to be out again once I am back from holiday. Thank you to Dee Blunt, who has offered to come out one day with us. Thank you too to the dedicated volunteers.

**"Note:** my husband was recently travelling from Amersham to Milton Keynes and was disappointed to see that the sat nav route took him via Swanbourne. I don't think there is anything we can do about this, but I will look into it."

**ACTION:** HC to arrange service/maintenance contract with Swarco (already in budget) and then organise a repair or patch in the programming.

TF to arrange moving the MVAS to Cemetery Hill

HC to look into stopping satellite navigation devices sending people through Swanbourne on their way to Milton Keynes from certain locations, eg Amersham

## 46/16 TRANSPARENCY

Over the last six months the PC had gone from not meeting any of the transparency requirements to now meeting all of them at least as effectively as any other parish council, ie around 95%.

**ACTION:** CR was about to publish the rest of the required documents for 2015-16 on the website.

## 47/16 FINANCE

### a. Accounts 15/16 and Notice of Electors' Rights

CR, Linda Rodgers (LR) and Peter Bowden, the Internal Auditor) had spent a lot of time ensuring that the accounts for the year ending 31 March 2016 were completed to a high standard. In order to fully understand the 'carried over' figures from previous years, it had been necessary to undertake a much deep investigation into the PC's financial affairs over the last four years. This was made harder because some of the documents, eg the VAT Return from 2013/14, were missing (presumed lost) from the files.

Their investigations identified a number of spreadsheet and clerical errors and Linda Rodgers was able to identify significant amounts of money that had been lost due to multiple errors in the VAT reclaim returns. CR had made a series of corrected reclaims and written several letters to the Revenue to explain why previous claims over the last four years were incorrect. Normally, you cannot reclaim VAT money for more than three years from the original transaction but CR reported that he had managed to persuade the Revenue to refund £458.59 for clerical mistakes over the two year period 2012-14, as well as a refund of £705.21 for spreadsheet mistakes over the year 2014/15 plus the £397.47 left unclaimed from 2015/16, making a grand total of £1551.22 of lost income which had now been recovered.

Peter Bowden had been helpful in providing a very thorough internal audit and it is on his advice that the PC's accounting system has been switched from Payments and Receipts to Income and Expenditure, which he advised was a better method for improved financial management.

All financial documents and files were handed over to LK on 18 June 2016.

The notice of electors' six weeks rights to inspect the 'books' was active, ending in late July.

### b. Annual Return 2015/16

The Annual Return was completed and returned within the timescale required. CR had been in touch with Mazars and their advice was to value the War Memorial at a nominal £1 on the Asset Register because both the land and the masonry were gifted to the PC and it had not cost the PC anything. However, it still must be listed on the Asset Register and insured for the sum of approx. £27,000, being the replacement value of the masonry. If the deeds to the land on which the memorial stands could be found, the land could be added to the Asset Register – again at a value of £1.

A point arising was that Mazars, in their external audit, had been requesting Swanbourne PC to start up an asset register most years since 2010 but because the contents of the external auditor's report were not regularly reported to the PC, the Parish Councillors had not been made aware of it. Mazars' report comes out in October each year but as there was usually no PC meeting until January, by then it had been forgotten.

NB: Mazars' External Audit Report received last October criticised and qualified our accounts for 2014/15.

It was **agreed** to look into moving the September PC meeting to a later date, hopefully to enable studying the feedback on the Annual Return and beginning the budgeting and financial planning process for 2017/18. If feedback were to arrive after the new date, CR would email it round. See *item 51/16 below*.

Clive and Linda Rodgers were thanked for all their hard work on the Accounts and Annual Return.

### **c. Budget Monitoring 2016/17**

LK circulated a spreadsheet showing the budget against actual income and expenditure for Quarter 1 (April - June 2016), which was studied by the PC. Some small amendments have been made in the light of information provided at the meeting and the final monitoring report is attached at Appendix A.

### **d. Cheques written in Q1**

The PC approved all cheques written in Q1 (*see Appendix B*)

### **e. Cheques to be approved and signed**

The PC approved cheques expected to be written before the next meeting. (*See Appendix B*)

It was **agreed** to enter into a 3 year deal with Came & Company for Parish Council Insurance through the Ecclesiastical Local Council Scheme, thus saving £76.56 over the three year period.

### **f. Bank Signatories Progress**

HC, SH and LS had not been able to visit the bank to submit their forms for becoming signatories.

**ACTION:** *HC, SH, and LS to take their forms and ID into a TSB branch in the near future.*

## **48/16 LOCAL AREA FORUM ISSUES**

The deadline to submit requests to Simon Garwood for LAF funding for 2016/17 projects was 16 August.

**ACTION:** *TF to chase J&S Contractors for their quote for granite sets at Nearton End and Smithfield (Barrack Row).*

## **49/16 VILLAGE PLANNING UPDATE**

16/01519/APP – New Agricultural building at Nearton End Farm – Approved

There was some discussion on the potential implications of this and it was pointed out that road access was bad but there wasn't a viable alternative.

16/01272/APP – Deverells Farm – Erection of three dwelling houses and the conversion and extension of existing barn to form one residential dwelling – Pending

TF was discussing visibility with the BCC Highways team.

16/01676/ATC – Tree works at Goodwyn, 15 Winslow Road Swanbourne – Approved

16/02093/APP – Buxlow Farm Extension to agricultural building – Pending

16/01919/ATC – Tree work at Chapel House, Nearton End – Approved

16/02212/ATC – Home Farm tree works to Estate lands – Pending

TF had met with the tenants of the Betsey Wynne pub, who were looking into extending the building at the back. He shared the plans with Councillors, who generally thought it seemed fine, though it could lead to increased traffic.

TF would email the plans and street scenes for the potential development next to the pub. So far, the PC was in favour of the idea.

## 50/16 VALE OF AYLESBURY LOCAL PLAN (VALP) CONSULTATION

There is a series of public events giving more detailed information on the VALP but the main thrust of it is to provide 21,300 new homes and 22 hectares of employment land to meet the Vale's housing and employment needs over the next 20 years. With Green Belt land all around and Milton Keynes at the edge of its intended size, AVDC has to look to provide the necessary houses in the Vale. Two of the main strategies are to apply for Aylesbury to be designated as a 'Garden Town' (leading to Government funding for the development and associated infrastructure) and to expand either Haddenham or Winslow to create a new settlement. It was feared that the Winslow proposal would involve a resurrection of the highly contested 'Greenway' development at Horwood airfield. 12 options near Winslow and Haddenham were being looked at. There was concern that the necessary infrastructure would not be provided to cope with the enlarged population, eg hospitals, schools, doctors, dentists, shops, etc.

**ACTION:** CR to attend one of the public meetings. Others could go too.

*All to respond individually online via the link*

*<http://www.aylesburyvaledc.gov.uk/vale-aylesbury-local-plan-draft-plan>*

*All to feed comments towards a PC response to CR for collation and submission.  
Deadline 20 August 2016*

## 51/16 ANY OTHER BUSINESS

### Dates of Future Meetings

Further to the discussion under item 47/16b above, it was proposed to move the 7 September meeting to 6pm on Wednesday 5 October.

Furthermore, suggested dates for the first half of 2017 were discussed and provisional dates selected as follows (all Wednesdays and all in the Village Hall):

11 January 6pm

19 April 6pm

17 May Parish Assembly.

**ACTION:** LK to contact those Councillors not present to check these dates and rearrange if necessary.

There being no further business, the meeting closed at approx. 1pm.

### Attachments

Appendix A: Budget Monitoring Q1 2016/17

Appendix B: Cheques for approval