

## **Swanbourne Parish Council AGM and Meeting held 30<sup>th</sup> March 2016**

Minutes of the Swanbourne Parish Council meeting held in Swanbourne Village Hall on Wednesday 30<sup>th</sup> March at 6:30pm.

### **Present:**

Tom Finchett (Chairman)	TF
Clive Rodgers (Vice-Chairman)	CR
David Blunt	DB
Helen Cleaveley	HC
Jean Tuer	JT
Linda Sirett	LS
Clare Barker	CB – Outgoing Parish Clerk
Linda Knights	LK – Incoming Parish Clerk

David Thrower (DT) attended for minute 29/16

### **20/16 APOLOGIES AND WELCOME**

Apologies were received from Simon Hitchings and Janet Blake. Linda Knights, the newly appointed Swanbourne Parish Clerk was welcomed to her first meeting and introduced to all present.

### **21/16 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.

### **22/16 MINUTES OF PREVIOUS MEETING HELD ON 13<sup>th</sup> JANUARY 2016**

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

### **23/16 MATTERS ARISING (NOT ON AGENDA)**

**04/16a Dragons teeth** - Dragons teeth have still not been repainted.

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

**04/16b Footpath at Neal's Farm** - Willow tree has now been trimmed back. TF had spoken to Pete Boddily but it was not clear what the issue was at the kissing gate as the area was not muddy and Pete had put down stones in the gateway.

**ACTION:** *TF to conclude.*

**04/16c Poors Land/Church Land** - DB updated the meeting with reference to the Church Land (adjacent to the Poors Land). He explained the Church was in principal in favour of selling their land depending upon the wording of the Charities deeds. Ken Harris became the new Chairman of the Poors Land in January 2016 (replacing Jane Smith). He is currently looking into the future options and will report back to the PC.

**ACTION:** *Ken Harris to progress and report back to PC in due course.*

**04/16e Broadband** - Andrew Mills from Granborough met with AVDC on the 15<sup>th</sup> March who approved the pilot scheme via Aylesbury Vale Broadband (AVB), this will need approval by the Chief Executive of AVDC when Andrew meets him on Friday 1<sup>st</sup> April. Cabling is currently being dug in across Neil Tuckett's land at North Marston/Swanbourne boundary. Stuart Greenwood is the Swanbourne Broadband Tsar, he is promoting it to villagers and there seems to be enough interest to make it viable. JT suggested that we should get a flier out so villagers can confirm in writing their interest and perhaps pay a deposit to endorse their commitment. Adrian Hoy has printed an A3 map of the village so planning the route of the cabling will be easier.

**ACTION:** *TF will ask Stuart Greenwood to devise a flier for distribution as soon as possible after 1<sup>st</sup> April meeting.*

**POST MEETING NOTE:** Go ahead is confirmed for Swanbourne broadband via AVB. In addition, work is almost finalised within the North Marston parish and ready for work to commence in Swanbourne. The Estate will provide a base for storage of equipment and materials. Agreement and deposits from 60% of the households will be required for sign up, and Stuart Greenwood is fairly confident that this will be the case, but an additional mail drop should take place to ensure that as many people as possible have been contacted. Deposits can be paid online to AVB. The infrastructure route can then be finalised, and commencement will take place to tie in with availability of materials and the work time frame from Swanbourne Home Farms.

**15/16 Neighbourhood Plan** – Further to discussions and explanations at the last meeting, those present, on reflection, decided not to progress further with this at the moment, but to wait and see what neighbouring Parishes are doing.

**17/16 Defibrillator** – It was noted that as ambulance response times are around ten minutes, it would probably be slower to access a defibrillator and key somewhere in the village. It was also noted that there was a defibrillator available in Swanbourne House School and also as Alex and Liz Richards are living in the village and available as first responders, it was felt that a village defibrillator was not needed at this time. It was resolved to no longer purchase our own. *(Item closed).*

**ACTION:** *£1,500 to be deleted from draft 2016/17 budget.*

## **24/16 ELECTION OF OFFICERS**

Set out below is a summary of what was agreed at the AGM part of the meeting:

TF - proposed as Chairman by Clive Rodgers and seconded by Jean Tuer  
 CR - proposed as Vice Chairman by Helen Cleaveley and seconded by Linda Sirett  
 DB – Village maintenance and liaison with Swanbourne Village School  
 LS – Devolved Services  
 CR – Planning, liaison with SCA and History Group  
 SH – LAF  
 JT – Village Hall

## 25/16 FINANCE AND GOVERNANCE

### a) Budget for 2016/17

The proposed budget was discussed. After discussion various items were amended – see these minutes and final version below. This will be used for monitoring at meetings during 2016/17.

<b>SWANBOURNE PARISH COUNCIL</b>					
<b>Budget for year ending 31st March 2017 as agreed at PC meeting 30th Mar 2016</b>					
<b>Income</b>			<b>Amount</b>		
	<b>From</b>	<b>For</b>	<b>£</b>		<b>Notes</b>
Precept		General PC expenditure	10,000		Agreed no change to 15/16
Interest		Monthly interest	7		15/16 actual. Changed from 'monthly' interest (Clare) to 'annual' interest (Linda)
VAT		Refund for 2015/16 return	777		Used exact figure to be received per Accounts and claim to be made
Swanbourne C of E School		Contribution playing field maintenance	1,000		Agreed between TF and School on 21 Mar 2016 for 16/17
BCC		Grant for devolved services	1,739		£1,739.44 received 29 Mar 16 for 16/17
AVDC		Grant Allocation	172		16/17 is the final year for this grant
BALC/NALC		Grant for computer for Parish Clerk	344		Have applied for £300-400. Awaiting outcome
LAF		Funded Granite sets (Barrack/Nearnton) £3.5k + VAT = £4,200	2,100		PC accept matched funding (50/50) is required
			<b>16,139</b>		
<b>Expenditure</b>			<b>Amount</b>		
	<b>To</b>	<b>For</b>	<b>£</b>		
Aylesbury Mains		Lamp Maintenance	100		Allow for repair. No money spent in 15/16
E-On		Lamp Power (electricity)	1,000		Allow four quarters at £250
Various Organisations		Donations	300		Actual 15/16 £275
Swanbourne PCC		Cemetery Mowing	1,000		PCC given £1,600 in 14/15 and £800 in 15/16
Village Hall		General Maintenance if requested	500		VH given £2,772 in 14/15 and NIL in 15/16
Harlequin Press		Printing (SCA Newsletter/other Publications)	360		Printing costs for SCA Newsletter. £324 (for 6) in 15/16
Playing Field Committee		Playing field insurance, upgrade and maintenance	5,400		£4,500 + VAT for upgrading play area, repairing tennis court fencing, ins, gen maint + repair pothol
AVDC		Dog waste collection	320		15/16 emptying £139, sanitising £18, ie £157 for two bins. Now will have four
AVDC		Purchase and installation of fourth dog waste bin	370		Fourth bin for Millennium Wood exit opposite Nearnton End Farm
AVDC		Purchase and installation of extra rubbish bin	200		New rubbish bin for junction of Smithfield End and Winslow Road
Came and Co PC Ins Charity		Insurance	500		Came and Co 14/15 £475, 15/16 £490.
Buckingham Garden Centre		Shingle for Millennium Wood path	400		Purchase and laying of shingle (via Estate)
Play Safety		Annual Safety Certificate	80		Playsafety certificate £78 past two years. Current cert expires 17 May 2016
Insurance Co		MVAS repair insurance	180		New. £90 each six months
Mazars		Auditors	120		Mazars routine audit £120. (15/16 was £150 for additional work)
Web Co		Design and hosting	450		For potential new PC Website (average Company would charge this amount)
Philip and Sylvia Dalton		Sidesman work (outdoor)	1,000		Actual 15/16 to Trudy £345. Added extra for Pete Timmins footpath work
Contractor		Repair to verges Nearnton and Barrack Row	4,200		LAF grant would contribute half cost. <b>NOTE:</b> may use cheaper rock and soil option
Linda Knights		Clerk duties	1,600		Agreed to increase from £700 to £1,600 when post became vacant, Mar 16
PC World		Clerk lap top computer	344		Have applied for grant to cover this cost, see income above
Linda Knights		Parish Clerk miscellaneous expenses	200		Stationery etc
BCC		Parish Clerk Courses	100		Say two half day courses at £50
Stewkley Enterprise Agency		Payment to youth for mowing	2,500		Actual 15/16 £2,000
Other		Miscellaneous	500		Other repairs
Fitzpatrick Woolner		War Memorial aluminium plaque 926.69 inc VAT & delivery	950		£925 plus £25 for cost of concrete to install
			<b>22,674</b>		
<b>SUMMARY</b>					
	In cash book 1st April 2016		14,006		Available now
	PLUS Budgeted income		16,139		Hoping to receive
	LESS Budgeted expenditure		-22,674		To be spent
	Available for further spend		<b>7,471</b>		Best case unallocated money available to be spent

### b) Approval of cheques

Cheques issued since the last meeting were:

Date	Payee	Detail/Period covered	Chq No	Amount £
11.2.16	George Browns	Mower repair	779	104.45
11.2.16	Harlequin Press	Printing SCA Newsletter (Edition 5)	780	60.00
15.2.16	CPRE	Subscription	781	40.00
17.3.16	Swanbourne Home Farm	Fencing for Playing Field	782	1,260.00

Approval was requested for cheques to be written; these were noted and approved:

Date	Payee	Detail/Period covered	Chq No	Amount £
31.3.16	Harlequin Press	Printing SCA Newsletter (Edition 6)	783	60.00
31.3.16	E-On	Electricity Jan/Mar (Q4)	784	249.11

### c) Draft Accounting Statements 2015/16

The accounts for 2015/2016 were discussed and approved (summary is at page 3 of 6 on the Annual Return) - subject to any potential last minute changes for matters unidentified as at 30<sup>th</sup> March. The Accounts will be finalized and given to Peter Bowden for Internal Audit scrutiny as soon as practicable (Internal Audit Certificate to be completed is page 5 of 6 of the Annual Return).

### d) Annual Return (AR) 2015/16 – Governance and other requirements

- Governance issues – the responses to the nine questions on the Annual Governance Statement (page 2 of 6 of the AR) were discussed. Responses for Q1-8 were agreed as ‘yes’ and Q9 as ‘n/a’.
- Cash book – a copy will be finalised for the use of the Internal Auditor.
- Items over £100 – per transparency code requirement, this has been completed and will be added to the Website.
- Bank reconciliation – this has been completed as required (for item 5 on page 6 of 6 of the AR)
- Reasons for increase or decrease in income and expenditure over 15% - re item 6 on page 6 of 6 of the AR. This is required for:
  - ‘other receipts’ (increase of 193%). This related to inclusion of devolved services for the first time in 2015/16.
  - ‘other payments’ (overall net decrease of 40%). This related to an increase in expenditure re the change of process for devolved services; and a decrease re village grants (there was a one off grant in 2014/15 re village hall) and MVAS equipment (the one-off purchase occurred in 2014/15).
  - and asset register (increase of 965%) - see e) below.
- External Audit Statement – page 4 of 6 on Annual Return. As the deadline for opt-out (receipt by 31<sup>st</sup> March 2016) had passed the PC will be regarded as opted-in for the five year period beginning on 1<sup>st</sup> April 2017 and ending on 31<sup>st</sup> March 2022. This places the PC in Group 3 which means although an External Audit will not be required for 2017/18, the PC will need to complete and publish an Annual Return in accordance with the Transparency Code. The PC will also need to submit an annual exemption form. For the years 2015/16 and 2016/17 it was confirmed that the External Auditors would continue to be Mazars.

### e) Proposed Asset Register

CR has compiled a formal Asset Register which includes all fixed assets as well as long term assets which are the responsibility of the Parish Council. It is based on the amount items are insured for, or

their replacement value. This 2015/16 schedule is fully in line with the requirements of the Annual Return and the Transparency Code, and is consistent with other Parish Councils. It now includes the War Memorial, MVAS, benches, notice board, grit bins and dog waste bins. DB suggested that the fixed VAS also be included (estimated at £6,000). This was agreed and the revised Asset Register was approved.

**ACTION:** *As the PC is in a transition period between Parish Clerks, CR will act as the Responsible Finance Officer for completion of items b) – e) on the Annual Return forms which will be also submitted to Mazars for External Audit.*

#### **f) LAF Funding and Grants**

In the absence of SH this items was deferred to the next meeting. See min 27/16.1.(ii) below.

#### **g) Proposed Risk Register**

CR has drawn up a draft Risk Register for 2016/17 which was circulated for consideration. It was agreed in principle, but further work may be needed to ensure all risk items are included and fully compatible with neighbouring PC's.

**ACTION:** *LK to assess Risk Register and suggest revisions for discussion at the next meeting.*

## **26/16 PLANNING**

CR confirmed that:

- The proposed new barn at Nearton End Farm had been refused. There was some discussion about the houses to be built at Nearton End and whether Adrian Ford would still need a barn to store his machinery.
- Conversion of the Barn off Station Road to a two bedroom dwelling has been approved.
- A Pre-App has been submitted for the mixed (rented/sold) development of the land next to the Betsey Wynne car park.
- Ground floor extensions and block paving at 10, Ridgeway Cottages is pending. No objections have been made.

These items are as detailed in the latest SCA Newsletter.

## **27/16.1 MAINTENANCE – BROUGHT FORWARD ITEMS**

**Update on maintenance matters brought forward:**

#### **b/f 09/16a Maintenance of drains, verges and footpaths**

- (i) Drains at Cemetery Hill – Work has now been completed on the drains; one drain (sewage) appeared to have cracked, however, water is still running.

**ACTION:** *TF to contact Matt Whincup to confirm running water issue is being repaired.*

**ACTION:** TF will see if he has a map of the sewage pipes in the field by the cemetery.

- (ii) Granite sets at Nearton End and Smithfield (Barrack Row) – J&S Contractors have not replied to TF. The LAF funding will remain in the budget, but in case we are not successful we will also investigate potential alternatives.

**ACTION:** TF to follow up and also investigate alternative bank protection methods which are minimal cost (e.g. soil and rocks from Estate sources).

**ACTION:** SH to apply for LAF grant.

- (iii) Verges – A lot of verges are being eroded and need work, e.g. opposite Deverells Farm, parts of Mursley Road, Nearton End, Smithfield Road and anywhere else without granite sets.

**ACTION:** TF will ask Pete Timmins do the work as part of the Sidesman's maintenance.

- (iv) Footpaths between Dodley Hill Farm and Abovemead Farm and also the wood between Church Farm and Abovemead Farm – TF has inspected these footpaths and thinks it is probably too big a job for the sidesmen.

**ACTION:** TF to ask Pete Timmins to quote for the work (to be funded from sidesman's budget).

**b/f 09/16b Sidesman Work** - Philip and Sylvia Dalton have now started work, Sylvia will carry out the bulk of the work. They have made an excellent start on the routine tasks.

**b/f 09/16c Dog Waste bin, Smithfield End** – the additional bin has been installed. *(Item Closed)*.

**b/f 09/16d Bench repair** - Chris May has repaired, sanded and oiled the bench at the Church junction and has done an excellent job. TF will thank him formally. *(Item closed)*.

**b/f 09/16e Pot holes** - Nearton End; larger potholes had been filled, but several smaller ones need attention.

**ACTION:** TF to show LK their location, and she will report them to Matt Whincup (TfB).

**b/f 09/16g Pavement repair** - Matt Whincup had assessed the pavement outside the village hall and reported that it was not bad enough to be repaired. *Item closed*.

## **27/16.2 MAINTENANCE – NEW ITEMS**

### **a) PAVEMENTS**

It had recently been noted that the pavement outside 11, Mursley Road is in need of repair.

**ACTION:** TF to speak to Matt Whincup.

## **b) LITTER PICKING**

There is a lot of litter about, especially along Willow Green Road from Neptune Farm to Swanbourne and from Winslow into Swanbourne.

**ACTION:** TF to chase AVDC

## **c) OTHER ITEMS - FOR INFORMATION**

**Kerbstones** - DB said that full height kerbstones had been installed but half-height had been requested.

**Bus sign** - This was looking very dilapidated.

## **28/16 VILLAGE HALL UPDATE**

JT reported that:

- a) David and herself are no longer on the Village Hall Committee
- b) Emma Saddington is now Treasurer and Leanne Gibb is dealing with the day to day running of the Hall with Mark Oldfield.
- c) The hand driers have now been installed and the lighting repaired.

## **29/16 PLAYING FIELDS COMMITTEE UPDATE**

David Thrower was invited to speak regarding the Playing Field and Millennium Wood. He reported:-

### **1. Playing Fields**

- a) The fencing has now been completed.
- b) The play-out sessions organised by Eleanor Markham had been well attended.
- c) A quote had been obtained (for under £3,000) to do the weeding, repair the concrete, maintain the play equipment, mark out the pitches, etc. The tennis court nets were **not** included. The PC agreed to fund this. In addition, TF said a contingency should also be allowed and that the Parish Council would pay invoices and claim back the VAT. He suggested allowing a budget of £4,500 plus VAT (i.e. £5,400). This was agreed.
- d) In addition, £1,000 p.a. will now be received from Swanbourne Village School (for their regular use of the field) to partially offset expenditure. DB said the School would make payment when the field was useable.
- e) The Playing Fields Committee would meet 3-4 times per year and have a rota for emptying the rubbish bins, etc.
- f) DB suggested putting gravel on the parking area to tidy it up and fill in the potholes. This was agreed in principle, practicalities and costs to be determined (to be funded from contingency).
- g) DT would like to have a re-launch event once the work was done.
- h) Stewkley Enterprise Agency could be asked to help with some of the work.

## **2. Millennium Wood**

- a) DT suggested mowing part of Millennium Wood and making a picnic area, this was agreed in principle, practicalities and costs (of mowing and picnic benches) to be determined (to be funded from contingency).
- b) LS commented that the path is extremely muddy and requested that it be laid with shingle. This was discussed and a budget of £400 was agreed.

**ACTION:** *TF to arrange shingle and 'person' to complete Millennium Wood path upgrade.*

**ACTION:** *DT and TF to meet up to agree the details re above tasks and get things going, then report back to the PC.*

**ACTION:** *£5,400 for Playing Field and £400 for Millennium Wood to be added into the 2016/17 budget.*

## **30/16 DEVOLVED SERVICES UPDATE**

LS is helping to organise people to carry out this work. She reported that Josh Timmins and Charlie Baldwin are no longer involved in mowing. Tom and Eleanor Sherwood are replacements. Eleanor will be asked to do the strimming and Tom to do the grass cutting all over the village. TF will ask Sylvia and Philip Dalton to support them, looking after the public footpaths, e.g. spraying, tidying etc.

**ACTION:** *TF to speak to Sylvia and Philip Dalton.*

## **31/16 WAR MEMORIAL PLAQUE UPDATE**

CR described the lectern-style plaque under consideration and gave details of the quotes for either: an aluminium plaque (£926) which could show coloured artwork or a zinc plaque (£1,306). After discussion and looking at the circulated photograph, the aluminium option was agreed. This will be 0.9 m high, vandal-proof and suitable for viewing from a wheelchair. The exact cost is £926.69 including VAT and delivery. The plaque will need to be concreted in – budget is £950 to allow for this.

**ACTION:** *CR to progress the order for an aluminium plaque in conjunction with the history group.*

In addition, CR reported that according to Ken Reading's book (written in 1989), he had seen an item (on page 90) saying 'the deeds to the land where the War Memorial stood were in the possession of the Clerk'.

**ACTION:** *TF/LK will search for the deeds in the previous Clerk's filing cabinet.*

## **32/16 TRAFFIC CALMING/SPEEDWATCH**

HC reported that the MVAS was out of action (i.e. not currently recording as the synchronisation was not working) and awaiting repair. HC recommended that insurance of £90 per six months to cover any repairs should be added to the budget. There are ongoing discussions to access Thames Valley Police Videoing equipment on a rota basis which would visually record speeders in the village. Speed Watch is ongoing and LS had helped. An evening session at 6pm in the summer months was suggested.



**ACTION:** HC to arrange repair.

**ACTION:** £180 to be added to 2016/17 budget

DB commented that having Nearton End closed for sewer works had made such a difference for residents and they wished it could stay closed. Residents were mostly sticking to 20mph to encourage passing traffic to slow down. TF said the average speed in the village was 36mph and Mursley Road was the worst.

**ACTION:** DB to ask Janet Blake to help with either getting 20 mph signs put up or a sign saying 'No through road to Milton Keynes' and ask school bus drivers to keep to 30 mph.

### **33/16 ANY OTHER BUSINESS**

1. **Bins** - LS raised the question of further dog waste and litter bins. She suggested a dog waste bin be bought and sited at the exit from Millennium Wood opposite Nearton End Farm as the litter bin there is being used for dog waste. Similarly, an ordinary bin is necessary at the junction of Smithfield End and Winslow Road as the new dog waste bin there is being used for ordinary litter. Both bins were agreed and the cost of £650 will be added to the 2016/17 budget.

**ACTION:** LK to make arrangements for two new bins to be purchased and located as above

**ACTION:** £650 to be added to 2016/17 budget.

2. **Computer for Parish Clerk** – i.e. purchase of a new lap top for the new Parish Clerk. This was agreed and had already been included in the 2016/17 budget. It was hoped a grant for the same amount would be forthcoming.

**ACTION:** CR to purchase lap top on behalf of the PC and arrange to be reimbursed.

3. **Lighting outside The Betsey Wynne** – this was considered to be too bright - more appropriate for Christmas.

**ACTION:** JT requested TF speak to BW management.

4. **Hedge cutting** – The recent work was too severe and TF confirmed he had mentioned it to AVDC in order to avoid a repetition.
5. **Entrance Gate/30 mph sign** – The remaining original wooden gate needs replacing with a new plastic gate, and the 30 mph sign needs replacing or repairing.

**ACTION:** TF to speak to Matt Whincutt

### **34/16 DATE OF NEXT MEETING(S)**

Parish Assembly Wednesday 4<sup>th</sup> May 2016 – 7pm for 7:30pm, Parish Council Monday 11<sup>th</sup> July 2016 - probably during the day (tbc) and Parish Council Wednesday 7<sup>th</sup> September 2016 – 6pm.