

# SWANBOURNE PARISH COUNCIL

## MINUTES OF MEETING Held 5 October 2016 at 6pm In the Village Hall

<b>PRESENT:</b>	Tom Finchett (Chairman)	TF
	Clive Rodgers (Vice Chairman)	CR
	David Blunt	DB
	Helen Cleaveley	HC
	Simon Hitchings	SH
	Linda Sirett	LS
	Jean Tuer	JT
	Linda Knights (Clerk)	LK

### 52/16 APOLOGIES

Apologies were received from Councillor Janet Blake.

### 53/16 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.

### 54/16 APPROVAL AND SIGNATURE OF MINUTES

#### Parish Council Meeting held on 11 July 2016

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

### 55/16 MATTERS ARISING (not on this agenda)

#### 36/16 – Declarations of Interest

Two forms were still outstanding. For transparency, these should all be published, even the 'nil' returns.

**ACTION:** LK to deliver a blank form to LS  
HC and LS to complete forms and return to LK or CR  
LK to pass all forms to CR for uploading to the website

#### 38/16a, 23/16 and 04/16c - Poors Land/Church Land

Ken Harris had reported to CR that, following the 'Brexit' vote and the subsequent cut in interest rates to 0.25% in August, there seemed little point in considering a sale. If the money raised from selling this agricultural land was held in a savings account the interest would be very small. Many economic forecasters were suggesting that interest rates would be cut to 0% over the next two years. It seemed most prudent to retain the land and increase the rent instead. The last rent increase was in 1991, so another would not be premature. TF estimated that the sale price might only be around £5,000 per acre if sold to a sitting (long-term) agricultural tenant. TF further

commented that a rent increase may be very difficult to justify with current farm incomes far below those in 1991.

All Councillors **agreed** with KH's assessment and decided to leave the matter in his hands, so this item was declared closed, except for the annual report to be given to the Parish Assembly.

### **38/16b and Parish Assembly note 11b – PC use of the SCA Website**

CR reported that the current arrangement of using a page on the SCA website was working well for the time-being and meeting all the requirements for transparency. However it still seemed preferable for the Parish Council to have its own website in the longer term so it was **agreed** to put aside an appropriate amount in the 2017-18 budget to develop this.

**ACTION:** *CR and LK to liaise re estimates before the January 2017 meeting when the 2017-18 budget would be discussed.*

## **56/16 FINANCE**

### **i. Annual Return 2015-16 and External Audit**

The External Auditor's report had been received. It stated that the information in the Annual Return was in accordance with proper practices and the regulatory requirements had been fully met.

A point drawn to the PC's attention was that there should always be a meeting in April after the financial year has ended (on 31 March), rather than on 30 March (which was the case this year). Also, they would prefer the Parish Clerk, Responsible Finance Officer and Internal Auditor to sign the Annual Return on the same day that it is passed at the PC meeting. Now that the accounts were in a better on-going state and the equivalent meeting for next year had been arranged for 19 April 2017, it was **agreed** that this would be the aim for next year.

Clive Rodgers, Linda Rodgers and Peter Bowden (the internal auditor) were thanked again for all their hard work on the Accounts and Annual Return.

### **ii. Budget Monitoring 2016/17 Q2**

A spreadsheet showing the budget against actual income and expenditure for Quarter 2 (July - Sept 2016) was circulated and 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.

**ACTION:** - LK to raise a cheque to pay Swanbourne PCC the whole amount for cemetery mowing.  
- LK to ask BCC for a remittance advice explaining the reason for a £105 payment in September.  
- CR to put information about the planned new dog waste bin into the Swanbourne Newsletter.

### **iii. Cheques written in Q2 and those to be approved/signed**

The PC approved all cheques written in Q2 and three cheques for Q3, which were signed at the meeting. (See Appendix B)

## **57/16 LOCAL AREA FORUM**

### **i. Swanbourne Parish Council Funding Requests**

a. Funding for gates to the War Memorial Gardens had been granted in full.

- b. The Narton End granite sets request was turned down.
- c. The Smithfield End proposal had been approved in principle but delayed until 2017/18 because Transport for Bucks (TfB) need to do an on-site assessment, which cannot take place in this year's work programme.

It was **agreed** that TF should arrange for the contractor to do Narton End at the same time as Smithfield End provided there was sufficient money to cover this without LAF funding.

**ACTION:** *PC funding decision to be confirmed at the January 2017 meeting.*

## **ii. East-West Rail Project**

For information SH reported that the Bicester to Bletchley section is not now expected to be functioning until the 2019-2024 control period. The plan is for four passenger and one freight train per hour during the day and some freight travel at night. There will be further consultations, with an event planned to be held in January in Winslow. Work on the station in Winslow, which is currently planned to include a 360 space car park, will start ahead of 2019, subject to planning approval. To aid the infrastructure around the re-opened line, a preferred option is to improve existing roads rather than build new ones.

## **iii. AVDC New Local Plan - Development Consultation**

The 1500 responses received were being analysed, leading to a final Local Plan submission in March. There is a focus on challenging High Wycombe's claim that they cannot meet their own housing needs leading to disproportionate reallocation to Aylesbury Vale.

## **iv. AVDC Community Chest**

This scheme will close down next year, so final bids for assistance need to be in by December. The Swanbourne Community Association (SCA) is applying for money for garden-related work at the Memorial Garden.

# **58/16 WAR MEMORIAL**

## **i. Plaque and Stand**

CR was about to order the plaque and lectern-style stand. There was probably a 50/50 chance of receiving the plaque and stand by 11 November 2016. CR showed a sample of the plaque material and a full-size print of the artwork. There was a small doubt from DB about the length of the top text line but CR explained that he had explored and discounted all alternatives, so the PC agreed both samples. It was suggested that those who maintained the gardens could wash the plaque when working in there. The total cost will be £1034.32 including the lectern, plaque, one artwork proof, delivery and VAT - plus £30 for an additional proof, which had to be done to check the quality, especially for the historic photographs. QR codes are included, providing links to relevant Swanbourne History Website articles for more information. These should work well once the village broadband work was completed and internet hotspots were working.

**ACTION:** *CR and TF to finalise the arrangements for positioning and erecting the lectern stand once it has been received. Two holes are to be dug for the two-legged lectern installation and it will need to be set in place with self-setting concrete.*

## **ii. Garden**

As reported in 57/16iv, the SCA has applied for funding for some garden work; the funding may also cover the cost of a sign. CR acknowledged that Roger and Ann Parker had done a lot of useful work up to this point but after some discussion it was thought that the SCA funding (if

received) could be used to pay professional gardeners for a thorough tidy-up of the site. DB and JT suggested Philip and Sylvia Dalton (previously gardeners at the Old House) to be suitable and CR and TF agreed. At the War Memorial itself, Eleanor Sherwood (ES) does the mowing but it was **agreed** that the front border still needs maintenance, which could come from the Sidesman's budget (also to Phil and Sylvia Dalton).

**ACTION:** - CR to offer Phil and Sylvia Dalton the Memorial Garden clearance/maintenance work funded by the Community Chest grant (if successful) via the SCA.

[POST MEETING NOTE: The grant was approved on 10 October.]

- TF to request War Memorial monument maintenance and front border work to be included in Philip and Sylvia's Sidesman's work.

As reported in 57/16i.a, LAF funding has been agreed for provision of metal gates at the existing entrance in Mursley Road and a possible new entrance on the Winslow Road. However, after a long discussion over the merits versus the dangers of creating the extra opening, it was **agreed not to proceed** with it but to go ahead with posts and a single gate (with the option of having a sign mounted on it) at the existing entrance. Based on the circulated quotes, this would leave money over (because there would be no second gate), which could then be spent on a dropped kerb for disabled access to the existing entrance.

**ACTION:** - TF to arrange for the main gate to be installed based on the existing quote.

- SH to request permission from LAF to use the 'second gate' money on a drop kerb instead

## 59/16 VILLAGE MAINTENANCE

### A. New Items

#### i. Condition of Winslow Road

There is a long wide crack in the tarmac along the central line of the road outside the Estate Office and right down towards the bend by Swanbourne C of E School.

**ACTION:** LK to report to TfB as urgent.

#### ii. Verges on Cemetery Hill and Mursley Road

These verges had been nicely mown but there were still a lot of nettles to be strimmed.

**ACTION:** LS/TF to allocate the work via a Devolved Services person(s) – ES.

### B. Update on Brought Forward Items:

**b/f 39/16, 23/16 and 04/16a: Dragon's Teeth**

**b/f 39/16 and 27/16.1: 09/16e Potholes**

**b/f 39/16, 27/16.1 and 09/16a.i: Maintenance of drains, (verges and footpaths)**

TF had checked with TfB regarding all the above work but there was no news on when any of it could be done.

**b/f 39/16, 27/16.1 and 09/16a: Maintenance of drains, verges and footpaths**

- iii Verges )
- and )- Pete Timmins was due to do this work the following day. [See overleaf]
- iv Footpaths )

[POST MEETING NOTE: - Larger rocks have now been laid in Smithfield End and Mursley Road, together with topsoil and grass seed.]

### **b/f 39/16 and 33/16: Any Other Business – 1. Dog Bins**

The new dog waste bin for the exit from Millennium Wood opposite Nearton End Farm was due to be installed but had not yet been received.

**ACTION:** *LK to enquire about the delivery/installation date.*

Along the Nearton End verges, the dog mess situation was quite bad as not all the dog waste was being collected properly. Strimming there was now a most unpleasant task. A parishioner who thought they knew the culprit had offered to talk to them but it was **agreed** that DB would observe and monitor the situation.

**ACTION:** *DB to monitor and report back at the next meeting.*

## **60/16 VILLAGE PLANNING UPDATE**

### **A. Current Applications**

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

TF reported that the parking issues had been addressed and minor adjustments made to increase visibility. The timescale had been extended.

16/02093/APP – Buxlow Farm: extension to agricultural building – *Approved*

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

16/03071/ALB – Nearton Cottage: new roof thatch and chimney – *Pending*

16/02580/APP – Above Mead Lodge: extensions – *Approved*

16/02604/APP – Swan Cottage (2 Station Road): extensions – *Approved*

16/02775/APP – Land at Mursley Road: housing development – *Pending*

There had been one objection about traffic and some letters about drainage.

16/02628/APP – Betsey Wynne PH: extensions and parking changes – *Pending*

### **B. Other Matters – for information**

#### **i. New Garden Village - Potential Promotion of Land on A413**

The Trustees of the Swanbourne Estate had received tentative approaches from land promoters regarding the promotion of a new settlement on the A413 around Buxlow Farm, close to the southern edge of the Parish. This follows from the policy of encouraging the development of new Garden Towns and Villages, as referred to in the Queen's Speech. Promotion would more likely be for a smaller settlement, rather than a Garden Village, which may be regarded as more quickly deliverable and with lower infrastructural requirements. Being aware of their duty of care to the beneficiaries, the Estate's Trustees have now engaged Savills to negotiate with the prospective land promoters. TF (and Savills' planning department) considered a successful promotion unlikely at this stage.

ii. Nearton End Farm

Simon Wilkinson and Adrian Hoy would put the buyers in touch with TF when the sale had gone through in order to discuss detailed designs. It is thought that the purchaser is the same developer that completed a small development near the church in Padbury.

iii. Bridge Work

There was ongoing experimental bridge lifting at Moco Farm.

iv. Neighbourhood Plans

The PC noted with interest that the application to build 42 homes in Great Horwood (which had been approved by AVDC even though it was in conflict with the Great Horwood Neighbourhood Plan), had been overturned by an inspector on appeal – with the backing of the Secretary of State – on the grounds that the homes would not meet all the criteria for sustainable development.

## **61/16 VILLAGE HALL REPORT**

The back room, skirting boards, fence, gate and noticeboard had been repainted and a kettle was on order. JT would follow up regarding an issue concerning the heating.

**ACTION:** *JT to liaise with the new VH Committee and report back concerning the heating.*

## **62/16 PLAYING FIELDS REPORT**

- i. ES had been asked to do some work on Millennium Wood Path.
- ii. A quote of £3,000 had been received for work on the tennis court but this had been put on hold because if the development at Spuddlespits went ahead the resulting Section 106 funding could be used towards this and other works/improvements.
- iii. The parking area for the house at the entrance to the recreation ground was extremely untidy. Swanbourne House School were to ask their agent to write to the tenants whose permissive access it was, asking them to do this.
- iv. Some very large, unsightly tree logs/stumps had been left lying around near the entrance to the Playing Fields and it would be good if they could be removed. SH expressed an interest in taking some for the school bonfire.
- v. Dave Thrower had arranged for Horizon Trees to cut down the goat willow adjacent to Ridgeway properties.

**ACTION:** *TF to arrange for the invoice for £250 + VAT to be addressed to the PC.*

## **63/16 DEVOLVED SERVICES**

Although now over budget, a lot of work had been done, especially by ES.

It was confirmed that Phil and Sylvia Dalton are being paid from the PC's Sidesman's budget, not Devolved Services.

Councillors would look out for more local people to do Devolved Services work.

## 64/16 TRAFFIC CALMING

The machines were all now working and MVAS was providing good data, making it possible to do more analysis.

An example of comparisons that can now be made is a count of vehicle volume recorded at the same site (Mursley Road outside the Old House, exiting the village towards Mursley) during both schools' holidays (July 2016) and during their term-time (June 2016):- over 5 days, during the morning peak between 8-9am, the MVAS recorded 220 cars during the holidays and 300 cars during term-time. This would suggest that commuters have more of an impact overall than school traffic.

Of those people who, in the last set of data provided by the MVAS device, are driving over the speed limit, the average speed is around 38mph. This is in line with previous data provided by the Mursley Road sites. The highest percentage of speeders is, in this data set, on Saturdays with an average of 12.8% over the limit. There was no data for Cemetery Hill yet but if speeding could be evidenced, it would be possible to get gritting done and grit bins provided.

**ACTION:** - All to advise HC which analysis they would like her to provide  
- TF to help move the MVAS to Cemetery Hill when requested.

There was a lot of concern over speeding in Nearton End, especially on Mondays. This needs to be discussed at the Parish Assembly to find out what people would want and/or accept in terms of reducing access via Nearton End.

**ACTION:** HC to research the possibility of making Nearton End a no-through road and/or alternative traffic calming arrangements with a view to the matter being discussed with parishioners at next year's Assembly.

## 65/16 AVB BROADBAND PROGRESS

Work was progressing well and it was expected that connection through to North Marston would be made within three weeks. TF explained the route being taken and progress to date. Anyone wanting to arrange to get the cable connected to their house from the road should go to the AV Broadband website.

## 66/16 ANY OTHER BUSINESS

At 7.00pm on Wednesday 2 November there will be a meeting with BCC representatives on "Modernising Local Government in Buckinghamshire", when they will explain their new proposals for a single unitary authority for all of Buckinghamshire.

LK had been asked by BCC to forward in advance any questions Parish Councillors want to ask at the meeting. There were none.

### Attachments

Appendix A: Budget Monitoring Q2 2016/17  
Appendix B: Cheques for approval

## DATES OF NEXT MEETINGS

An extra meeting - with BCC is arranged for Wednesday, 2 November in Swanbourne Village Hall.

The next regular PC meeting will be held on Wednesday 11 January 2017 in Swanbourne Village Hall at 6:00pm.