SWANBOURNE PARISH COUNCIL

**MINUTES OF PC MEETING**

**(including Annual Meeting)**

**Held 19 April 2017 at 6pm**

# In the Village Hall

**PRESENT:** Tom Finchett TF

 Clive Rodgers CR

 David Blunt DB

 Simon Hitchings SH (from 8.20pm)

 Linda Sirett LS
 Jean Tuer JT

 Linda Knights (Clerk) LK

 Janet Blake (BCC & AVDC Cllr) JB

**20/17 APOLOGIES AND WELCOME**

Apologies were received from Helen Cleaveley. Simon Hitchings apologised in advance for his late arrival.

TF welcomed Cllr Blake to the meeting.

**21/17 ELECTION OF OFFICERS**

The following roles were agreed:

TF - Chairman (proposed by Clive Rodgers and seconded by David Blunt)
plus liaison with Playing Fields Committee

CR - Vice Chairman (proposed by Tom Finchett and seconded by Jean Tuer)
plus Planning matters, Communications and liaison with Swanbourne Community Association and History Group

DB - Highways (liaison with BCC), Village Maintenance and liaison with
Swanbourne Village School

HC - Speedwatch and MVAS

LS - Devolved Services

SH - Local Area Forum meetings for funding and grants

JT - Village Hall liaison

**22/17 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’s interest as Headmaster of Swanbourne House School was recorded.

*[JB spoke at this point in the meeting as she had to leave to get to another event. The minutes can be found below at 25/17 below.]*

**23/17 MINUTES OF PREVIOUS MEETING HELD 11 JANUARY 2017**

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

**24/17 ANNUAL RETURN FOR 01.04.16 - 31.03.17**

**a) Updated Risk Register**

 The updated Risk Register was agreed by all present.

**b) Updated Asset Register**

 The updated Asset Register was agreed by all present. In answer to DB’s query as to why this register is necessary, CR explained that it is a legal requirement and it was also noted that it is useful to have a register of what the PC own.

**c) Annual Governance Statement agreement**

Copies of the Annual Governance Statement were circulated and agreed by all present. The Chairman and Clerk signed the original Statement in the Annual Return. *[See Appendix A]*

**d) Internal Audit**

 i. LK reported that the Internal Auditor, Peter Bowden (PB), had done a very thorough job of checking the year’s accounts and had completed and signed the relevant page of the Annual Return. He made some small suggestions for ways to improve the records, ie obtaining an invoice and/or receipt when money was paid to volunteer gardeners or to village groups like the PCC and Playing Field committee and obtaining a full VAT receipt from shops when buying stationery, stamps, etc.

 ***ACTION:*** *LK to ensure PB’s suggested improvements are put in place.*

 ii. PB had written to LK expressing his frustration at the timing of the Parish Council meetings leading to an unnecessary rush to complete the internal audit. He requested that the Council considers changing its arrangements for the following year. Several options were discussed but no agreement was reached.

 **ACTION:** *LK to check the regulations and bring suggestions to the July meeting.*

**e) Annual Accounting Statement**

 Copies of the Annual Accounting Statement were circulated and agreed by all present. The Chairman signed the original Statement in the Annual Return. *[See Appendix B]*

**f) Cheques written in Q4**

 The PC approved all cheques written in Q4. *[See Appendix C]*

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

**25/17 UPDATE FROM AVDC/BCC COUNCILLOR**

**a. Bucks County Council**

 i. Matt Whincup (MW), the Local Area Technician, had apologised via TF that he hadn’t had time to arrange a ‘walk-around’ for JB.

 ***ACTION:*** *TF to liaise further with MW.*

 ii. JT reported an issue not on MW’s list, ie the large pothole on the B road leading onto the A413.

 ***ACTION:*** *DB to report this on-line.*

 iii. DB said that, after weeks of chasing, the potholes in Tattams Lane had been repaired but not within 24 hours as promised if reported as dangerous.

 iv. JB reported that the charge for Home to School Transport would be increasing by 5% from £599 to £630 per annum from September 2017.

**b. Aylesbury Vale District Council**

 i. Vale of Aylesbury Local Plan (VALP): Having waited for the White Paper, it turned out not to have the necessary detail, so AVDC consulted with David Liddington, MP for Aylesbury, and it was decided to go ahead with the Plan, which would involve 28,000 new houses over the next 20 years. The Plan was going through Scrutiny and would then go to Cabinet and on to Council in July. Allocations to villages would be announced in June and there would be further consultation in mid-2018 before adoption. The Council was keen to get the Plan in place to avoid further opportunistic planning applications. Until then, the fact that there is a five year housing supply in place will help to fight off any such plans.

 ii. Verney Junction: Regarding the application for a development at Verney Junction that would be larger than Winslow, JB did not have details of any proposals pertaining to it.

 ***ACTION:*** *TF to send the latest information to JB.*

 iii. Expressway: This was discussed when the National Infrastructure Committee came to visit Aylesbury. Although still at the pre-consultation stage, three possible routes had been suggested for an expressway and additional funding for detailed consultation and business modelling had been requested. AVDC favoured the south route together with appropriate transport access to anynew major highway infrastructure.

 iv. RAF Halton: The whole camp would be closing in five or six years. AVDC has been discussing the possibility of taking the site on for development as a green community.

 v. Digital Strategy: This strategy is on the AVDC website. It includes the use of Alexa for customer enquiries and Adult Social Care (eg to help older people living on their own). Whilst work is still needed to ensure security, etc., representatives will be visiting central Government, who are keen to learn more about it.

 vi. Landlords: JB has invited Paul Bohill (one of the enforcement officers featured in the television programme ‘Can’t Pay We’ll Take It Away’) to attend a meeting with property landlords to help them deal sympathetically but firmly with their tenants.

 vii. Nearton End: DB asked if it were possible to erect a sign at Nearton End similar to that on the Whaddon Road roundabout, saying ‘No Through Road to Milton Keynes’. JB thought it unlikely but would make enquiries. DB also requested that the 30mph repeater signs in Nearton End and Tattams Lane be removed as they made people feel too comfortable at that speed, which was too fast for the environment. (HC had been working on this issue but had sent her apologies for this meeting.)

 ***ACTION:*** *DB to email JB with details and she would look into both requests.*

 viii. Betsey Wynne Alterations: JB enquired re progress. The final revision of the plans had not yet been submitted. *[See 34/17 below]*

 ***ACTION:*** *TF to chase up the plans.*

 ix. Broadband: TF told JB that broadband was slowly getting around the village but an initial over-optimistic timetable had left some residents feeling disappointed. JT also said that the person who connected her broadband didn’t do a good job. She spoke to Stuart Greenfield and it has now been sorted out. *[See also item 28/17 below.]*

**26/17 MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING** (not elsewhere on agenda)

**36/16, 55/16 & 05/17 – Declarations of Interest**

All the forms are now on file.

**09/17 iii – Playing Fields**

The Playing Field Committee Constitution had not yet been updated.

***ACTION:*** *TF to follow up with Dave Thrower.*

**10/17 B – Local Area Forum Change of Use of Funding**

The proposed dropped kerb would have proved too costly due to safety regulations and procedures so it had been agreed that the funds could be used for a fence around the Memorial Garden instead. The work has been completed and the funding application submitted.

**27/17 VILLAGE MAINTENANCE**

## A. New Items

i. There was a broken branch down in the cemetery. A tree surgeon has been asked to deal with it.

**B. Update on Brought Forward Items:**

 **b/f 10/17B Verges and Granite Sets** (Smithfield End and Nearton End)

 A quote of £2,000 had been obtained but when SH approached LAF for funding it transpired that BCC would have to do a safety audit, traffic management and diversions and use their preferred contractor, making the cost approx. £6,000 instead of £2,000.

 ***ACTION:*** *TF to chase BCC for a meeting to progress this work, aiming to reduce the level of traffic management required. Sections in Nearton End might be done at the same time, at the Parish Council’s own cost.*

 **b/f 11/17A.i: Granite Sets** (Junction of Winslow Road and Mursley Road)

 No progress made, although MW is aware of the problem.

 ***ACTION:*** *DB to talk to MW.*

##  b/f 11/17A.iii: Water in Nearton End

 DB had reported the water at the west end of Nearton End again. Some bollards have been put in place and the smell has gone but the water is still running.

 ***ACTION:*** *DB to talk to MW.*

 **b/f 11/17A.iv: Visibility on the New Walk**

 Trees were still overhanging the path and would benefit from some clearance.

 ***ACTION:*** *TF to ask Eleanor Sherwood to cut them back.*

**b/f 59/16, 39/16, 23/16, 04/16a and 11/17B: Dragon’s Teeth** (Winslow Road village entrance)

**b/f 59/16, 39/16, 27/16.1, 09/16a.i and 11/17B: Maintenance of Drains** (Cemetery Hill)

**b/f 59/16, 39/16, 27/16.1, 09/16e and11/17B: Potholes** (Nearton End)

**b/f 59/16, A.i. and 11/17B: Condition of Winslow Road** (crack along centre of road)

 LK had reported all 4 of these items on-line but MW had not yet organised his tour with JB when she was going to draw them to his attention.

 ***ACTION:*** *LK to track the on-line reports and try to progress them.*

 **b/f 11/17B: Waste Bin**

 LK has ordered the new waste bin for the junction of Smithfield End and Winslow Road and has chased it but it still hasn’t been installed.

 ***ACTION:*** *LK to chase again.*

**28/17 AVB BROADBAND PROGRESS**

All the infrastructure is in place and the team are working their way around the village. The routes were discussed and CR reported that he’d had no response from Andrew Mills re Charlton Close.

**29/17 DEFIBRILLATOR**

JT reported that the defibrillator was due to be installed soon. Leanne Gibb and Caroline Walker had both provided excellent training courses.

**30/17 VILLAGE HALL REPORT**

A full electrical survey has been done. The electrician told Leanne some work was needed, so some funds from the Parish Council might be required. JT asked LG to bring the information to the Parish Assembly in May.

The garden has been tidied up and a fridge has been put in the kitchen.

**31/17 PLAYING FIELDS REPORT**

Subject to the Swanbourne Estate being granted planning permission for Planning Application 16/02775 (Land at Mursley Road), Section 106 money of around £36,000 will be generated for the Parish Council to invest in the playing field/sport and children’s play area (payable prior to development starting). The PF Committee are looking at the options and have received quotes ranging from £41,000 to £55,000 plus VAT. They are also looking at options for match funding.

The new development should still allow plenty of space for team games.

***ACTION:*** *TF to email round a PDF version of the plans.*

DB was concerned about timing because the torn net at the tennis court means the Village School won’t use it. £2,600 + VAT had been quoted to replace the fencing and basketball court.

It was **AGREED** that it would be earmarked as a priority to at least do a repair and make it look cared for.

DB also pointed out that the farm gate in from the lower parking area was missing its bottom slat and the bollards were bent right over. They need to be reset or removed. Also there has been a lot of debris along the drive for over a year, which needs to be tidied up.

***ACTION:*** *- TF to liaise with Dave Thrower to write a letter to the residents to explain the need for safe and clear access to the playing field.*

*- TF to arrange for some road planings to be put into the potholes in the drive.*

**32/17 DEVOLVED SERVICES**

 i. LS reported that Eleanor Sherwood was continuing to do a good job around the village. There had been no response to the advert in the Village Newsletter asking for volunteers butt there are two individuals, Ashley Sirett and Callum Ryan, who are keen to help with Devolved Services once they turn 16 in June.

 ii. DB requested that ES be reminded to mow 20 metres outside the village signs so the signs were visible and to cut out the nettles behind the verges.

 iii. LK reported that the internal auditor had not been impressed with the paperwork from Stewkley Enterprise Agency and said it needed clarification.

 iv. TF spoken to Phil and Sylvia Dalton to clarify their future work remit for the PC, ie mowing of the War Memorial grass (formerly done by Eleanor Sherwood) and on-going general weeding of the whole Memorial Garden area.

***ACTION:*** *i. LK to tell David Letts about the new starters.*

 *ii. LS to talk to ES re mowing beyond the village signs.*

*iii. LK and LS to meet to discuss the SEA paperwork when the next invoice arrives and then to meet with DL to clarify issues.*

**33/17 LOCAL AREA FORUM**

SH had not arrived in time to report but see 27/17 Village Maintenance B. b/f 10/17B Verge and Granite Sets on Page 4 above and 35/17 War Memorial Garden on Page 7 below.

**34/17 VILLAGE PLANNING UPDATE**

## Current Applications

**16/02775/APP - Land at Mursley Road (housing development) –** Further discussions have taken place between Estate representatives and ADVC planners resulting in agreement that planning permission will be granted on the version deemed to be most commensurate with the site and village environment and most acceptable to both parties.

**16/02628/APP - Betsey Wynne PH – Extensions; parking changes –** The final version was supported (by majority vote) by Swanbourne PC. However, AVDC planners still appear to have some doubts, so Oakman Inns have employed an additional planning consultancy called “PlanSurv” to represent their case.Awaiting a decision from AVDC.

**16/04278/AOP – Nearton End Farm -** Outline application for the demolition of the workshop and other buildings and the erection of four houses with associated works (amendment to Planning Application 15/01716/AOP allowed on appeal). New access was sought from the track at the Eastern edge of Millennium Wood, and this was approved by AVDC in February 2017.It is understood that the original potential purchaser of the land had withdrawn, with the site being re-marketed.

DB asked TF, as a representative of the Swanbourne Estate, to contact the developers/purchasers when appropriate to put across the residents’ point of view.

**16/04483/APP - Home Farm Nursery -** Single storey extension and access alteration**.** Approved by AVDC planners, who also noted that a chunk of garden will be taken out of the front of 17, Winslow Road, but they did not consider that this would unduly affect the setting of this grade 2 listed building.

**16/01272/APP - Deverells Farm development (3 new houses and 1 barn conversion) revised;** includes closure of existing access and a new more central access to improve visual splay. The plans (supported by Swanbourne PC) are for one new detached and two new semi-detached (two bedroomed) homes – Application supported by Swanbourne PC.Awaiting a decision from AVDC.

**17/00667/ALB and - Swanbourne House School;** alteration, listed building and

**17/00666/APP - Swanbourne House School** - both are to convert the existing window to a door. Supported by Swanbourne PC.Awaiting a decision from AVDC.

**17/01069/ATC –The Old Vicarage 2 Winslow Road;** branch reduction of three trees including a walnut tree – Pending.

**35/17 WAR MEMORIAL GARDEN**

The gate and fence funded by LAF have been installed and a new chain put in place. Phil and Sylvia Dalton are doing a great job on the gardening, the lovely view is now easy to see and the whole thing looks cared for.

**36/17 PARISH COUNCIL WEBSITE**

CR has engaged ‘Voodoo’, the company that did an excellent job on the History Group website, to do the Parish Council one.

*[SH arrived at 8.20pm.]*

**37/17 ANY OTHER BUSINESS**

 **i. Traffic**

Although unable to attend this meeting, HC had provided a written summary, which will be discussed at the next meeting.

Meanwhile, DB reiterated his concerns about the dangerous situation with traffic in Nearton End and stressed that progress needed to be made as soon as possible. The issue was not so much about the volume of traffic as the speed. In addition to his two suggestions raised with JB earlier, (ie ‘No Through Road’ signs and removing the 30mph repeater signs), other options were discussed.

***ACTION:*** *DB and JT to talk to residents regarding a voluntary 20mph limit in Nearton End and part of Tattams Lane.*

 **ii. Reporting Potholes and Faulty Street Lights**

LK informed Councillors that from 1 March 2017 residents and parish councils can only contact BCC for Transport for Bucks-related queries via their online Contact Us form, their Online Reporting System or telephone, ie no emails or letters.

**DATES OF NEXT MEETINGS**

The Parish Assembly will take place on 17 May 2017 in Swanbourne Village Hall at 7.30 for 8pm.

The next regular PC meeting will be held on Wednesday 5 July 2017 in Swanbourne Village Hall at 6:00pm.

**Appendices:**

A: Annual Governance Statement; B: Annual Accounting Statement; C: Cheques written in Q4 7