

# Swanbourne Parish Council

## Meeting of 3<sup>rd</sup> September 2014

Minutes of the Swanbourne Parish Council meeting held in Swanbourne Village Hall on Wednesday 3<sup>rd</sup> September 2014 at 6pm.

### **Present:**

Tom Finchett (Chairman)	TF	Clare Barker (Clerk)	CLB
Phil Timmins (Vice Chairman)	PT	Clive Rodgers	CR
Jean Tuer	JT	Caroline Baldwin	CJB
Trudy Timms	TT		

Apologies were received from David Blunt DB and Janet Blake JB (Bucks County Councillor)

### **1. DECLARATIONS OF INTEREST**

TF declared a business and financial interest on behalf of the Estate.

**ACTION:** CLB to circulate Declaration of Interest forms for AVDC to all Parish Councillors

### **2. MINUTES OF THE PREVIOUS MEETING HELD ON 1<sup>ST</sup> JULY 2014**

The minutes of the last Parish Council Meeting having been circulated and read and were approved and signed, subject to correction of minute 9a: instead of ..... 'TT has reported this' ..... should read 'Jane Smith has reported this' .....

#### **2.1 B/F MATTERS ARISING FROM AGM**

##### **2.1.1 AGM 3a Dragons Teeth and Gates**

Matt Whincup had spoken with TF and he confirmed that the lines and the Dragons Teeth will be re-painted and the gate will be repaired on the road between Mursley and Swanbourne. TF had reminded him that the lines were not to be repainted within the village.

##### **2.1.2 AGM 3b Water running down Station Road**

Matt Whincup has confirmed that work will be completed this autumn to create a 'French Drain' alongside Charlton Hill Farmhouse to tie into the existing drain. A new drain will then be installed along the east side of the road to take water directly to the brook.

##### **2.1.3 AGM 3c Cemetery Hill Footpath**

TF, on behalf of the Estate is drawing up an agreement with the PC for a permissive footpath. TF said some work is needed on the steps going down to Nearton End as they are too steep, and a rail had been requested, which the Swanbourne Estate will deal with.

**ACTION:** Estate to adjust the steps and add a safety rail.

**ACTION:** TF to finalise the permissive footpath agreement for agreement at the next PC meeting (14<sup>th</sup> Jan, 2015).

2.1.4 AGM 3d Access to a defibrillator

JT had called Alex Richardson about accessing a defibrillator and was awaiting a reply.

**ACTION:** JT to advise PC when response received.

2.1.5 AGM 3f MVAS

TF reported that he thought a post had been erected opposite Home Farm but no others.

**ACTION:** TF to contact Paul Hodson for an update.

## 2.2 B/F MATTERS ARISING FROM PARISH ASSEMBLY

2.2.1 PA 5b Damaged verges

It was noted that the repairs to the verges in Smithfield End could wait until the work at 15, Smithfield End was complete and thus less works vehicles would be damaging the verges.

**ACTION:** TF to contact J&S Contractors to quote for the work

2.2.2 PA 5c Parked cars outside the Pre-prep

This is still an issue.

**ACTION:** TF to speak to Simon Hitchings (the new Head) at the Pre Prep regarding parking on the road opposite the Church once term starts.

2.2.3 PA 5d Deverells Farm development

TF explained that the architect, Adrian Hoy, would review the design of one of the planned properties previously discussed at the Parish Assembly.

**ACTION:** TF to progress.

2.2.4 PA 5e Speed watch

TF had managed to obtain figures of the BCC traffic survey measuring car passes on the Mursley Road. There is now normally a charge for this information. It was reported that car numbers have not increased over the last five years, and were still at approximately 32,000 car passes per week.

**ACTION:** TF has the figures and will email them to Helen and Ken.

2.2.5 PA 5g Retirement of Parish Clerk

TF had taken a bottle of Swanbourne Damson Gin and card to Tony as a thank you for his work as Clerk to the PC.

2.2.6 PA 5h Audit Query

External Auditors have now signed off the accounts. CLB will invoice the PC for her work over the year.

## 2.3 MATTERS ARISING FROM PREVIOUS MEETING

### 2.3.1 Min 8 Village Hall

JT reported that the cost of the damp-proofing and plastering works were £1,750 plus VAT and £675 plus VAT for decorating the areas affected. The SCA has donated £200 for the paint (CR handed JT a cheque) which was gratefully received.

## 3. FINANCE

CLB provided list of cheques which were approved under 'permission to spend' on the meeting agenda. CR commented that best practice might in future be for cheques to be approved before they were sent out rather than after, as permission is being given retrospectively. This was agreed in principle, however, it was accepted that this was difficult to fully implement as we only meet four times a year. As there are two signatories on the account and unusual (or one off) payments are always discussed at meetings it was agreed to continue with the current system. However, it was agreed that prior approval of regular payments be made at the start of the year as part of the annual budget. Accordingly, at the start of the Parish Council year CLB will draw up a budget of expected payments for approval by the PC.

**ACTION:** CLB to prepare Annual Budget for approval at the next PC meeting (14<sup>th</sup> Jan, 2015).

## 4. PLANNING

CR updated on the following outstanding plans:

### 4.1 Dodley Hill Farm – new entrance and public footpath diversion

There was some minor discussion re the above. CR had investigated the site and supported the application, along with other PC members who had contacted him. CR had now sent the completed approval form to AVDC. In addition, TF had met with the Ramblers Association and showed them the proposed footpath route adjacent to the old one, they also did not object.

### 4.2 Tree Felling

TT had noticed a new application to fell three leylandii trees at High Tops (5, Nearton End). All those present agreed to support this.

**ACTION:** CR to inform AVDC of the PC's approval.

## 5. LINKS FROM SWANBOURNE TO THE PLANNED NEW STATION IN WINSLOW

As a new railway station is planned for Winslow in about 5 years' time, CR suggested it would be good if residents could walk into Winslow on a metalled footpath. CR suggested that if a footpath was done in stages it would be more affordable and that the first part of the path could start by connecting The Lodge via a narrow tarmac path placed in the wide grass verge on the Winslow Road. TF felt that BCC may not give consent to the work unless it conforms to the full BCC specification, and the cost could be prohibitive. However, it was agreed that it would be a good long term aspiration to have a proper footpath available for pedestrians to walk into Winslow.

## 6. CHANGES TO LOCAL BUS SERVICES

Ken Harris had expressed concerns to CR about the proposed changes to local bus services. Ken had recently attended a meeting with 'Arriva' and has clarified that existing (minimal) services through Swanbourne would be unaffected, but the route from Aylesbury to Buckingham (which currently runs through the villages of North Marston and Granborough) will now be routed along the A413, with buses every half hour. Some form of re-routing through Swanbourne would be of significant advantage. It may be appropriate for the PC to request that at least some of the A413 buses could be routed through Swanbourne. If this could not be achieved then a bus stop on the A413 perhaps at the end of the Granborough Road or near Neptune Farm may be an option. It was agreed by all present that the PC should explore this opportunity.

**ACTION:** TF to speak to Ken Harris with a view to the PC contacting Arriva and BCC.

## **7. VILLAGE MATTERS**

### **7.1 Maintenance**

DB (absent from this discussion) had previously agreed to be the PC representative for maintenance. Anglian Water needs to be informed of water leak opposite Home Farm. The drain on the junction of Nearton End and Cemetery Hill is apparently blocked and needs clearing, but could still flood due to the camber of the road. BCC have this work on their list, but no date has been provided.

**ACTION:** DB to contact BCC.

### **7.2 Village Hall**

JT said Mark Oldfield had emailed to confirm that the licence is now in his name. An AGM will be held shortly to agree a plan of action for the premises. Fund raising will be needed to pay for replacing the curtains. Tracey Wheelhouse is a very good curtain maker. It was noted that wooden beading was still required to top off the damp proofing works, and also that pictures should not be hung on the boarding.

**ACTION:** JT to report back to PC after AGM.

### **7.3 Playing Fields**

Nick Odell, TF and TT had met to inspect the Playing Fields following CR's annotated sketch map (constructed at an on-site meeting with TT in July) which identified the maintenance issues. TF agreed that the Estate would cut back the hedges with a hedge trimmer, but that a meeting of the Playing Fields Committee would be required in order to formulate an action plan for any works and the management of the field. Nick Odell is going to organise meeting and re-invigorate the committee and prepare a plan of action, with cost estimates for PC consideration.

It was suggested that dogs be banned from the Playing Field due to the issue of dog mess (both ongoing and increasing). TF advised that this should be discussed at the Playing Fields Committee meeting.

**ACTION:** TF to contact Nick Odell to confirm the PC requirements: a) receipt of a costed proposal for consideration at the next PC meeting (14<sup>th</sup> Jan, 2015), and b) to ask that banning dogs from the playing field be added to their next Committee agenda.

### **7.4 Affordable Housing**

Following on from the last PC meeting, TF, had prepared a report to consider the split of shared ownership and rental properties. At the Parish assembly there was a general desire expressed for a small number of open market properties as well as shared ownership, TF as Estate Manager explained that some form of truly mixed development could be considered. The report was circulated to the meeting (and is appended to these minutes). CR commented that if people own a property in the village they are more likely to get involved in all that the village offers. In order to preserve the integrity of the Estate in the long term there is

generally a policy of non-disposal of Estate properties, although there may still be some limited scope for building plots or developments which could potentially be made available for sale. It was agreed that TF (as Estate Manager) be requested to consult with the Estate Trustees on the options which may be available.

**ACTION:** *PC members to study and respond to details in the report prepared by TF before the next PC meeting (14<sup>th</sup> Jan, 2015).*

**ACTION:** *TF to consult with the Trustees.*

## **8. DEVOLVED SERVICES**

### **Grass cutting**

TF explained that going forward the PC will be responsible for the village verge cutting as part of a Devolved Services scheme being overseen by David Letts of Stewkley. Josh Sirett, Josh Timmins and Sam Greenwood have all shown an interest in carrying out the work, and possibly Charlie Baldwin. A plan of which areas to mow regularly, which to trim (around three times a year), and which may be cut by residents needs to be established. David Letts has agreed to oversee the start-up of the project including the funding. All invoices will therefore go through David Letts; he is also arranging the insurance. TF is attending a meeting (week commencing 15<sup>th</sup> September) and the scheme should be up and running by February/March 2015. The PC will need to invest in some heavy duty mowers and two trimmers, the cost of which will be covered by a grant from BCC.

**ACTION:** *TF to report back to the PC following the Devolved Services meeting.*

## **9. DATE OF NEXT MEETING**

To be held at 6pm in Swanbourne Village Hall on 14<sup>th</sup> January 2015.

There being no further business, the Chairman thanked everyone for attending the meeting which closed at 7.30pm.