



# Swyncombe Parish Council

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Parish Clerk: Kristina Tynan

## Minutes of the Meeting of Swyncombe Parish Council Held on Wednesday 5<sup>th</sup> December 2018 at 7.30 pm In the Village Hall at Russells Water

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**Present:**

**Councillors:**

Liz Longley (EL)  
Tracey Taverner (TT)  
Peter Green (PG)  
Peter Willis Fleming (PWF)  
Sam Fielden (SF)

**Officer:**

Kristina Tynan

**Cricket Club Representative:**

Peter Regent

55/18 Apologies for absence  
Tracey Taverner.

56/18 Chairman's Remarks  
There were none.

57/18 To receive any Declarations of Interest  
There were no public questions notified.

58/18 Public Questions  
There were no public questions notified.

59/18 Minutes of the Swyncombe Parish Council 10/9/2018 to be signed as a correct record  
**Resolved:** That these minutes are a correct record of this meeting and that they be signed by the Chairman.

60/18 Matters arising from the Minutes/Previous Actions

61/18 To receive reports from:  
**1. District Councillor**  
Anna Badcock had sent her apologies for this meeting.

**2. County Councillor**  
Steve Harrod had sent his apologies for this meeting. His monthly report had been emailed to all Councillors.

### 3. Thames Valley Police

a) **Speedwatch** - EL said she has spoken with Janice Smith our PCSO and at the moment both Speedwatch machines are broken.

The Clerk to let AB, SH and JS know the date of the next meeting ASAP.

### b) Neighbourhood Watch Scheme -

b) Reporting on line to TVP (as well as /or 1010)

c) Nettlebed News Network

### 4. Cricket Club

Peter Regent (PR) said that the Cricket Club will be putting a fence around the internal perimeter. They will be using stock fencing, and this will be done on the first dry day. He asked if there are any grants that the cricket club could apply to for hedging. The Clerk will send him the County Councillors Grant Application form.

PR said the Club had a great season a great end of season dinner and that Clive Goodall is on very good form.

## 62/18 Financial Matters: To receive the Balance of Accounts and Budget Update and to approve the list of Payments

### 1. Budget 2018/2019 update

**Resolved:** That the budget and bank update, as shown on the next page was approved.

### 2. Budget 2019/2020 and Parish Precept

#### a) **Items for consideration**

#### **Play equipment repair cost £1393 and maintenance budget**

Peter Regent stated that about 18 years ago he obtained the funding to put in the play equipment. Until now the company have always inspected it and made good any repairs as a goodwill gesture. That is until the inspection this year at which they have said a number of pieces will need to be replaced. He did manage to get the cost down from their original estimate. Also, if repaired the Cricket Club will no longer be able to strim close to the equipment a spray would need to be used. PR said that now the equipment is an inconvenience to the Cricket Club, and it is not really used by any children anymore and it will be expensive to repair and maintain.

It will need to be cordoned off immediately as it is not safe.

After discussion it was:

**Resolved:** That EL send out an email for local opinion on the play equipment, which does not seem to be used regularly on whether it should be repaired and maintained or removed. If opinion is that the equipment is no longer necessary than SPC and the Cricket Club arrange for it to be removed ASAP.

[**Post Minute Note** - Local opinion is for the play equipment to be removed and this will be done]

#### **Comet Bus Contribution of £240 for 2019/2020**

**Resolved:** That we agree this contribution and put this amount in the budget.

**Resolved:** That the Precept be increased by 2% which will give a precept of £ 6035.70. The agreed Budget for 2019/2020 is shown on the next page.

**Budget Information****SPC****INCOME**

	BUDGET 2018/2019	ACTUAL 31/08/2018	Budget 2019/2020
	£	£	
SODC Precept	5,917.00	5,917.00	6,035.70
Cricket Pavilion Rent	1,000.00	1,000.00	1,000.00
Interest		0.11	0.12
Transparency Grant		0	0
	<b>£6,917.00</b>	<b>£6,917.11</b>	<b>£7,035.82</b>

**EXPENDITURE**

Subscriptions (OALC & ORCC)	165.00	112.55	120.00
Insurance - SPC	178.00	189.52	220.00
- Cricket Club	412.00	442.20	470.00
Cricket Ground Maintenance	500.00	500.00	500.00
SODC Non-Business Rates - Cricket Pavilion	118.17	118.17	118.17
Interior Decoration of Pavilion	1580.00	1575.00	200.00
Cricket Ground Rent	100.00	0.00	100.00
Maintenance (Tree Works)	400.00	950.00	950.00
External Auditors Fees	100.00	0.00	0.00
Internal Audit	105.00	105.00	150.00
Grass Cutting/Gardening Green	200.00	175.00	200.00
Clerk Salary INCL ni/tax	1448.00	739.92	1465.75
HM Inland Revenue Employer Cont	105.00	0.00	105.00
Petty Cash	0.00	0.00	200.00
Remembrance Day/1st World War Comm	17.00	152.00	0.00
Meeting Hall Rental	30.00	0.00	60.00
Bus Shelter and Bench Improvements	0.00	0.00	300.00
Broadband Campaign/Domain Name	0.00	0.00	0.00
Comet Community Bus Service	240.00	240.00	240.00
PAT Testing	100.00	0.00	100.00
Speed Surveys	200.00	100.00	200.00
Miscellaneous (sign +open spaces Sub) First Aid	0.00	25.20	200.00
Contingency/Earmarked	918.83	0.00	1136.90
	<b>£6,917.00</b>	<b>£5,424.56</b>	<b>£7,035.82</b>

**SURPLUS/DEFICIT****Firework Fund**

Ticket Sales	1,884.70	1361.25	1354
Fireworks	-1,700.00	-1700	-1700
<b>SURPLUS/DEFICIT (Underspend or Overspend)</b>	<b>184.7</b>	<b>-338.75</b>	<b>0</b>
	1,176.55		0.00
Balance C fwd	<b>£1,361.25</b>	<b>£1,361.25</b>	

## 2. To approve the list of Payments

**Resolved:** That the list of payments below be agreed:

			<b>Chq No</b>	<b>Excl VAT</b>	<b>VAT</b>	<b>Inc VAT</b>
27/09/2018	Jonathans Fireworks		593	1700.00	340.00	2040.00
04/10/2018	James Herbert	Grass Cutting	594	25.00		25.00
04/10/2018	RBL	Wreath	595	17.00		17.00
01/10/2018	Liz Longley	Brass Plaque for Rem tree	596	35.00	7.00	42.00
10/10/2018	Bix RBL	Battles Over Contribution	597	100.00		100.00
18/10/2018	N H Payne	Oak Trees	598	354.00		354.00
25/10/2018	Anthony Lynch	New Gate to Cricket Field	599	325.00		325.00
09/11/2018	James Herbert	Grass Cutting	600	25.00		25.00
05/12/2018	K Tynan	Quarterly Salary	601	296.17		296.17
05/12/2018	HMRC	Tax and Ni	602	73.8		73.8
05/12/2018	NGNS	Bus Annual Payment	603	240.00		240.00
	<b>Total</b>			<b>3190.97</b>	<b>347.00</b>	<b>3537.97</b>

## 3. Internal Financial Review-

**Resolved:** That the following statement be agreed:

The main role of the Internal Auditor is to check all the financial and accountable records that the Clerk must keep. This is done soon after the end of the financial year and involves all the financial transactions and both the legal authority and procedural authority for such transactions for example, the signed minutes of all meetings. Once the Internal Auditor is satisfied with the accounts and records, the Clerk prepares the relatively brief submission to the External Auditor.

## 4. External Audit

To note that Moore Stephens have no issues for the External Audit report.

## 5. Internal Audit

It was noted that Roger Symes has tendered his resignation. The Clerk to send him a letter thanking him for all his work over the years.

The Clerk will look for a new Internal Auditor.

## 63/18 Planning Matters -EL

**P18/S3908/FUL**, for development work at the following location: Spring Shaw Maidensgrove  
Demolition of existing property and construction of new 5-bedroom house and a three-bay garage.

This application was discussed. PG said that he would find it helpful to visit the site before making a decision.

**Resolved:** That Councillors visit the site and then agree on the response to this application and to give comments to the Clerk for submission to SODC.

## 64/18 Highway Issues SF

### 1. **Traffic Calming Cookley Green and Park Corner**

SF reported that kerbs could not be used in this location as would cause worse problems.

## 2. Speedwatch

The two machines are broken so we wait to hear from our PCSO.

### 65/18 General Issues

1. **Trees**- EL said that Docker has planted two Scots Pine trees. He will do our annual check on all our trees. It was noted that they have had a bad year with the Beast from the East and a very dry summer. He will give us a quote for works needed.

2. **Litterblitz**- The last one was held on the 13<sup>th</sup> October and it went very well.

3. **AONB/National Park** – The Chiltern Society have put in their comments and PWF will keep us updated on this issue. Comments need to be in by 18/12/2018. All Councillors are encouraged to put in comments on this issue.

4. **Community Led Plan** – No update.

6. **SODC Local Plan** – It was agreed to put this as an agenda item for our next meeting.

7. **Parish Portrait** – PWF said he is having a meeting with Len Ashby and others to move this forward.

8. **Battle's Over** – EL said that this a most wonderful evening. She thanked PG and PwF for doing the car parking. There was a tremendous atmosphere for this special event. At the Parish's own Centenary Commemoration an English oak was dedicated in memory of Swyncombe's dead.

9. **Standing Orders** – To adopt the revised Standing Orders – *These were attached to the agenda*. EL reported that she, PG and the Clerk had got together and revised and update these.

**Resolved:** That the Standing Order December 2018 be adopted.

10. **Events and Parking in Swyncombe** – Charity Walk April 2019, Cycling Events on 16<sup>th</sup>/17<sup>th</sup> June 2019 and Event on 13<sup>th</sup> September.

It was noted that there are more and more events being requested in our Parish to SPC, The Church, the Cricket Club and to Swyncombe Estates.

We cannot stop anyone using the public footpaths, but it would be useful to have more control over how our land is used especially using the Green for parking.

As regards the Chiltern 50 which took place in September was that there was a lot of loud music which they did send apologies for and said this should not have happened. Some people doing the 50K and 100K did make a mistake of going through a wrong gate. There needs to be more co-ordination about what they are doing.

Peter Regent said that SPC should co-ordinate the events. The Chiltern 50 for 2019 have scaled it down as Swyncombe would be the first stop not near the end. He said this event is very low impact and the Cricket Club had no problems with this event. This event also made £200K for charities so lot of people benefitted from this event. We should be able to work with competent companies. However there have been some events who have not had the courtesy to contact us.

This issue needs a formal and co-ordinated approach.

SF stated that events seem to be a massive trend at the moment and the Church is being asked more and more to use their land for events as well as Swyncombe Estates. He said that the Estates want minimal impact on their land. Snowdrop Sunday is a big event with a lot of visitors. He has been asked about an event in April which has been refused as it is lambing season.

After discussion it was agreed that parameters need to be set up and it was agreed to have a small group to take control over the events exercise and to decide whether it is a worthwhile event. The group should have representatives from Cricket, SPC, The Church and Swyncombe Estates on it. EL said she would organise a meeting on this.

### **Parking by the Bus Stop**

Ramblers – It was noted that the Ramblers park by the Bus Stop and EL will contact them. It was agreed to put up a 'No Parking Beyond this Point by order of SPC' sign by the bus shelter. It was also agreed that KT make some flyers which can be put on cars who park beyond the bus shelter for them to not do so in the future.

**11. Bonfire Party** – EL said that this went but numbers were down. There will be a meeting soon to discuss it.

### 66/18 Policies

a) **Employment Policies and Procedures**-The Clerk is drafting this. To be an agenda item for the next meeting.

b) **Risk Register** – Review. It was agreed that EL, PG and the Clerk get together and have a look at this. It will come to the next meeting.

c) **Complaints Procedure** – Review – *this was attached to the agenda.*

**Resolved:** That the Complaints Procedure be agreed.

d) **Retention Policy**- Review

**Resolved:** That the Retention Policy be agreed.

The Clerk said that she would write a Health and Safety Policy for the next meeting to discuss.

### 67/18 Correspondence

There was no correspondence that needed discussion.

### 68/18 Date of Next Meeting

**Wednesday 6<sup>th</sup> March at 7.30pm in the Village Hall at Russell's Water**

### 69/17 Other Matters for Discussion at the discretion of Chair

*To note any other matters raised by Members of the Council*

**Elections** – Parish Elections will take place on May 2<sup>nd</sup> 2019.

**SSE Winter Plan** – PwF said that there is a priority service for older people, people with young babies etc and he will put the information into the next Parish News.

**Ox-Cam Expressway** – PwF said that momentum is building up over this issue. CPRE are against it, OCC are considering it. SODC have given comments on their preference for proposed Expressway corridor C. BBONT have started the process to challenge it.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.20PM**