

Swinbrook & Widford Parish Council Meeting

25th February 2019

Minutes of the Parish Council Meeting held at Swinbrook Village Hall, on 25th February 2019 at 7.00pm

Present

Andrew Mitchell (Chair)(AM), Christine Standen (CS), Sue Meech (SM)

In attendance: Lisa Harrop (Clerk)

Apologies: Nicholas Field-Johnson (NFJ) Linda & Iain Ballie, Robin Meech

The meeting was called to undertake the following business

0001 **Declarations of Interest**

There were no declarations of interest.

0002 **Confirm and sign the minutes of the meeting of the 19th November 2018**

The minutes were signed by AM

0003 **Matters arising from those minutes**

None

0004 **Speeding Update & Village Signs**

CS informed the Parish Council that James Wright from OCC has confirmed that there will be no additional costs to the Parish Council for the signage and line painting. The location of the signs has been agreed with OCC and the signs have been ordered. The Parish Council are now waiting for confirmation on when the work will take place.

CS also confirmed that she has been in conversation with 2 other Parish Councils who are interested in implementing a similar plan.

0007 **Parish Councillor Vacancies**

We currently have 2 positions on the Parish Council. If anybody wishes to stand as a Parish Councillor or would like to understand what is involved in being a Parish Councillor, then please contact Lisa Harrop the Parish Clerk.

0008 **Action Log**

The Parish Council Action log is a record of all actions that have been raised at meetings and allows the Council to track and ensure no actions are forgotten. It is updated at each meeting and uploaded to the Parish Council Website for everyone to see.

Action: LH to upload the Action Log to the Website.

0009 **GIGA Clear Broadband**

Since the last Parish Council meeting the Councillors met with members of Gigaclear to discuss the location of the green cabinets and also to talk about how the cable was going to be laid as concerns had been raised about the verges being destroyed further with the installation. Gigaclear and the Parish Council agreed the location of the new cabinets

along with the proposal to minimise the digging of the verges and instead dig a trench along the road.

Since that meeting there has been a lot of activity in the Village recently with Giga Clear having completed the installation of pots to all houses from The Swan up to Manor Farm. Each property has had a pot installed outside their property, however this does not contain the fibre cable but rather a plastic cable, only at the point of signing up with GigaClear will the Fibre cable be run from the cabinet to the owner's property. Gigaclear have now stopped the work through the rest of the village while road closures are applied for, it is expected that the road closures will be in place around the 21st May for a number of days as soon as the Parish Council have any information on the closures a communication will be circulated to everyone.

Gigaclear still need to install the green cabinet in the village hall grounds and they are still looking for a solution for installing the cable across both the bridge in Widford and Swinbrook.

SM thanked the Parish Council, especially CS, for all the hard work and effort that had been put in to ensure that Gigaclear stuck to the agreed plan.

Phil Evans raised a point on why Gigaclear could not continue to work from the Hit & Miss side of Swinbrook. CS to follow up with Gigaclear on this.

Action: -

LH to send a communication to everyone in the village detailing the road closures.
CS to follow up with GigaClear on why they couldn't go from both ends of the Village.

0010

Finances

I. Precept

SM presented the 2018/19 Forecast and 2019/2020 Budget for Swinbrook & Widford Parish Council to the meeting. It was agreed that a small precept increase of £420 for the year would be required to cover the costs of the election that took place last year, bringing the total precept to £2,040. The precept request and the 2019/2020 budget were approved by CS & AM. A £50 contribution to the Chronicle and a c. £47 payment to SM for paint for the telephone box were also approved to be paid in 2018/19.

Action: - LH to upload the Forecast & Budget to the website

II. Bank Mandate – The addition of CS as an authorised signatory to the bank account, alongside AM & SM, was approved.

III. Financial Regulations – SM informed the meeting that in order to remain compliant and transparent then we needed to create a set of Financial Regulations which would look to be upload to the Parish Council Website. It was agreed that a separate meeting would be set up to go through and approve the Financial Regulations before the end of March; this would also cover the review of the Standing Orders. SM also informed the meeting that we need to meet the Transparency requirements for 2017/18, including listing all expenditure over £100 on the website along with the annual accounts and Annual Governance.

Action: - LH to draft Standing Orders based on the NALC forma
LH to set up meeting in March to review above.

IV. Asset Register – SM provided a copy of the proposed Asset Register to the PC members – to review and confirm. A number of additional items were discussed including a request to include "Landscape" and the importance of conservation of this very special and beautiful environment. SM to update the document and circulate to the Parish Council members for approval.

Action: - SM to update and circulate for approval. LH to upload approved version to the website.

- V. **Internal Audit** – The Parish Council AM, SM, & CS formally approved the effectiveness of the 2017/18 Internal Audit conducted by Mark South on behalf of Swinbrook and Widford Parish Council. AM, CS, SM.

Action: - LH to upload to the Internal Audit to the website.

0011 **Risk Assessment**

SM provided the PC with a draft copy of the Risk Assessment for approval at the meeting. A number of additional risks were identified in the meeting. SM raised a question regarding risk number 2 on the register relating to the land at Stocks Hill and The Village Green and whether this has now been registered with the Land Registry as owned by the Parish Council. LH to confirm this is the case.

One of the risks raised was the Cricket Club and how it would fall back to the Parish Council to maintain if the Cricket club was no longer able to support itself. It was felt that perhaps the village could engage with the cricket club to see how it could support the club going forward either through a membership scheme or a monthly pub night. It was suggested that the Cricket Club is invited to the Annual Parish Assembly held later this year.

Action: -

SM to update the Risk assessment and circulate to the Parish Council for approval.

LH to upload the approved version to the Website

LH to invite the Cricket Club to the Annual Parish Assembly.

LH to contact the Parish Council Solicitors and confirm that the Land at Stocks Hill & The Village Green have been registered to the Parish Council.

0012 **Community Assets**

AM – has created a list of community assets. This list is not assets that are owned by the Parish Council but are deemed to be of importance to our community. AM to circulate the list to the Parish Councillors for comment.

Action: -

AM to circulate the community assets to all PC members.

LH to upload to the Parish Council Website.

LH to invite the Local Land Owners to the Parish Assembly

0013 **Maintenance**

AM would like to get the Village Green Posts painted and restored. There are 30 posts in total of which 8 require repairing or replacing along with new chains. LH has received a quote from Simon Gibbs to replace 8 of the White Posts with new Oak posts painted in White and the installation of a new chain. SM advised the council that 3 Quotes would be required. SM is going to ask Stuart and Keith Hudson to provide a quote. The compromise might be to get somebody to fix the posts and the village to paint the posts.

The Telephone Box – Last year Linda and Laura painted the Phone box however were unable to complete the roof which still needs doing. It was suggested that this work could be completed at the same time as the painting the village posts. Tim Graham and Richard Harrop both confirmed they would be happy to assist.

LH mentioned that Keep Britain Tidy is running “The Great British Spring Clean” between March 22nd and 23rd April and suggested that we participate with a village litter pick.

Action: -

SM to obtain a quote from Keith Hudson and Stuart to replace the posts

LH to email village with suggested Litter Pick dates in March and obtain permission from Archie to place the rubbish in the Pub bins.

0014

Planning Applications

The following planning application was received by the Parish Council in December.

18/03445/HHD – Installation of outdoor swimming pool. Alterations to existing detached annexe and garage to create ground floor changing room and games room, and provision of plant room.

18/03446/LDC - Internal and external alterations to include changes to fenestration and internal layout, alterations to existing garden room and installation of outdoor swimming pool. Alterations to existing detached annexe and garage to create ground floor changing room and games room, and provision of plant room.

The following comments were submitted to WODC Planning for the above application.

- From the available description, we question whether the use of such modern "crittal" windows and doors is in keeping with the style of the building, sitting as it does within a Conservation Village.
- We also question whether these windows are in keeping with the Swinbrook Preservation and Enhancement Document. This document specifically states that "Traditional window designs are fundamental to the character of local buildings" - and it also acknowledges that timber windows and doors are generally appropriate, that modern substitutes do not look the same and that large sheets of fixed glazing are rarely appropriate. We do however acknowledge that the current windows in the garden room do not match the local vernacular.
- We believe there is a risk of creeping inclusion of modern urban-style windows that will start to change the character of the village, which is why we feel the need to raise these questions at this time.

0015

Recent Break-ins

CS mentioned about the recent spates of Burglaries in the area along with the recent incidents in Widford Church with youngsters breaking one of the windows and camping overnight. It was suggested that the Parish Council Invite the local PC SO to the Parish Assembly meeting later this year.

Eileen Graham mentioned that Mark South has talked about setting up a WhatsApp Group to alert people within the village of any strange activity. Eileen Graham is going to speak to Mark South to see if he still wants to create this group.

It was also mentioned that currently LH is the only person who has the login details to the Village Distribution email and that if LH is on holiday then nobody is able to send a communication out to the village. It was agreed that LH would share the login account details with the Parish Council Members in case there was a need to send a communication out when LH was not available.

Action: -

LH to share the Village communication login details with the Parish Council members.
CS to invite the local PSO to the Parish Assembly meeting
EG to speak to MS and see if he wishes to start a What's App Group
LH to email the village with details on how to sign up to the Neighbourhood Alerting system

0016

AOB – It was agreed to move the Salt Bins for Widford and Swinbrook to the next meeting.

Future Meeting Dates

The following Parish Council dates have been provisionally booked for the remainder of the year.

- Parish Assembly April 29th at 7pm
- Annual Meeting of the Parish Council – May 20th 7pm Swinbrook Village Hall
- September 30th 7pm Swinbrook Village Hall
- December 2nd 7pm Swinbrook Village Hall

Next Parish Council Meeting Monday 25th March at 7pm Swinbrook Village Hall

With no other business to be conducted the meeting was officially closed at 21:53pm

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