**DRAFT MINUTES**

**Swerford Parish Council**

Parish Council Committee Meeting, Wednesday 8th May at 7:30pm

in Swerford Village Hall

**Present:**

Councillors:

Nick Davies Chair, Jill Tinsley, Roger Huyton, Leonard Tustian,

Absent

Jarvis Morley, Clerk

Visitors:

Colin Ford, Annette Huyton, Sarah Heath, Jeremy ? Charlie Campion, Louisa ?

Robert ? , John Franklin

1. Declarations of Interest

None

2. Apologies for Absence

Jonathan Drinkwater

3. Code of Conduct

Acknowledged

4. Approval of Minutes

A copy wasn’t available as the clerk was absent

**Action: Jill** to send out the last minutes again for approval via email

5 Matters Arising

**Adoption of a 20mph Speed Limit**

A further discussion was held.

Opinions expressed from those in attendance were varied and included: further concern about the volume and speed of traffic in the village particularly at the top of Chapel Hill and Griffin Corner; consideration of other calming methods such as gates at the end of the village, speed bumps etc; 30mph as an alternative; obtaining the advice of a specialist consultant; concern regarding signage and/or road markings.

Nick explained that there was no money or option for traffic calming measures from the council or for a traffic survey.

Although the PC hoped to make a decision at the meeting it was decided to delay because:

* some people present said they had not seen the new council proposals
* new government guidance concerning the use of 20mph zones may impact WOC’s proposal. (The government has said they should be limited to areas of special risk such as outside schools and hospitals or very densely populated areas). Nick had written to the council but had not heard back

**Action Nick** to arrange for the plans to be available in the hall before the Village Assembly on the 31st May 2024 and will chase the council for a reply to his request for updated guidance

**Action Charlie** to give Nick the names of traffic consultants who may be able to advise us further

**Dates for future Parish Councils and Assembly**

2024

Village Assembly 31st May

Parish Council 7th August

Parish Council 20th November

2025

Parish Council 5th February

Parish Council 7th May

Village Assembly 16th May

Replacement of Clerk

Our clerk Jarvis Morley has resigned. WOC has also said that any paid clerk must be taken on as an employee with full employment rights and not hired as a consultant. This makes the hiring of a clerk overly burdensome for the hours required. We have attempted to find employed clerks on other councils who would be willing to include our clerk’s role in their work, but we have not been successful so far. Advice from the WOA is to consider the amalgamation of Swerford PC with other PCs and the increase of our precept (by 3x) to pay for the clerk (and maintain the playground). We ideally need to find a volunteer within the village.

Some visitors expressed willingness to consider volunteering as clerk but wanted to see a job description.

**Action Nick** will continue to seek other council’s clerks who would take on our role

**Action Jill** will obtain a job description and circulate to the village

 6 Financial Governance

Postponed as our clerk was absent

7 General Governance

Renewal of insurance 31.5.24

**Action Roger** to contact Jarvis and take forward

8 Planning Applications

1. 23/01193/FUL Church End Appeal. The PC had sent in a further objection to the proposal for a garage conversion to a house. We are waiting confirmation of the result of the appeal
2. Jeremy from Netherby Farm said that he had put in a revised application for a three-year temporary mobile home. (The previous application for a permanent mobile residence had been rejected). He asked for the PC’s views. The PC said that they had no objection.

9 Playground updates

We have responded to some recommendations in the ROSPA report and set up a mowing rota, and regular checks, however we need a plan to replace the equipment and fencing in the near future. Advice from WOC is that this will require considerable financial and time input and needs energy from a village to make this happen. It has been difficult to gauge the level of interest and use of the playground and whether this is justified. The alternative is to close the playground or only replace the swings. We still need a plan to replace the fencing and gate and to maintain the land including the orchard.

We need a playground committee to take this forward, as it’s beyond the capacity of the PC, but previous attempts have not been successful.

Charlie said we should have regular tree inspections.

**Action Sarah** said she would approach people she thought may be interested in forming a committee.

**Action Leonard** to investigate whether a local farmer would be interested in grazing sheep in the orchard.

**Action Charlie** to give the names of tree inspectors to Roger to organise an inspection which ideally should include all trees which are the responsibly of the PC

**Action Jill** to check that the ROSPA report was on the village website

10. Village Hall

The insurance company is seeking a £1000 excess payment for recent work.

Tina’s proposal for the allocation of responsibilities between the PC and village hall needs a response from the PC.

**Action** Roger to take both matters forward

11 Swerford Charity

There was no one from the charity to provide an update, but Chalie was aware that advice from the charity commission had been helpful and that the trustees were moving forward.

**AOB**

Communications

Sarah asked if the PC could provide her with a list of emails as not everyone was on the village whatsapp group and she was often asked to forward information. However, it wasn’t clear how this could be obtained other than approaching each individual.

There was a request to improve the use of the website as a means of communication. Currently the PC clerk updates the website with PC agendas and minutes etc, but the other sections, (Church, Charity, Playing Field, Newsletter) are empty. Instructions on how to do this were needed

**Action Charlie** to add information about the Church and Charity

**Action Jill** to add information about the playground section until a playground committee was formed

**Action Sarah** to place the newsletter on the website

**Action Jill** to ask Jarvis for instruction and passwords for updates and to forward to Chalie and Sarah

The annual Parish Council AGM?

Leonard expressed concern that the PC needed to hold an AGM and vote for the chair once a year and this was now due.

**Action Nick** to check with Jarvis and confirm