

# Swavesey Parish Council - Clerk's Report

To : All Councillors

From : Linda Miller (Clerk)

Date : 17<sup>th</sup> February 2015

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**Thinking ahead to renewing our Quality Status, a few changes and updates need to be made to various administration tasks, so I will start to implement these over the next few months. My regular Agenda Notes will be altered to become a Clerk's Report, which should be published together with the Agenda.**

**Purpose:** To highlight matters on agenda and update Council on issues arising since last meeting. Issues requiring particular ratification or note **in bold**.

#### 4.1 To update on Matters Arising and Actions from last meeting:

- Alder tree at Turnbridge, felled on Sat 14<sup>th</sup> Feb, no issues arising.
- No report on safety audit for cycleway from CCC yet.
- CCC approval gained for TPO for change of use at guided busway drop-off to parking but funding to clear and level the site not yet obtained. Clerk to obtain an update later this month. At present parking charges are not proposed for the Swavesey site.
- Dog fouling – signs put up around the village, residents and NHW also taking action.
- Invitation sent to Kingswater Group re meeting PC to discuss proposals for Taylors Lane but no potential dates received yet.
- Online banking now in operation.

#### 5 County Council Business

- Drains: Investigation of Black Horse Lane surface water drainage inconclusive. Further work to be undertaken in new financial year. Carters Way drain through back gardens – water flow resolved and reported to resident, no further action required.
- Potholes – various sites reported during the month.
- Riparian responsibilities re ditch between Gibraltar Lane and Priory Ave – CCC written again and residents have now started maintenance work. No contact made with PC, **situation to be monitored**.

#### 6 District Council Business

- Next Cabinet and Parish Liaison Meeting 11<sup>th</sup> March, 6.30pm – agenda items requested. **Two Cllrs to attend**.
- Next Parish Planning Training, Swavesey Village College, Weds 25<sup>th</sup> March, 6.30-8.30pm – Monitoring, Enforcement, Trees and Heritage. **Two Cllrs to attend**.

#### 7 NHW and Police Business

- NHW report circulated to Cllrs from NHW Co-ordinator
- Traffic Monitoring – Clerk met with Sgt Rabel to discuss data. A Speedwatch group is the best action to be taken by residents to raise awareness of speeding. Data recorded can then be used by the Parish Council to apply for appropriate traffic calming or highway signs via the CCC LHI initiative.
- Speedwatch – 8 enquiries received during February, with training now booked for **Sun 8<sup>th</sup> March, 10.30am at the Memorial Hall**.
- Parking issues – complaint received about vehicles being parked blocking driveway access along Middlewatch, between Gibraltar Lane and Whitton Close junctions. Drivers are waiting for students coming out of the Village College at 3.15pm. Resident directed to contact SVC. **Resident asked if Parish Council could take any action**. I discussed with Sgt Rabel and if the PC can write to the Village College asking them to remind parents not to block driveways and that they can wait in the rear car parks of the College, St Rabel will arrange for PCSO patrol of Middlewatch towards the end of March.

- Histon Sector panel meeting 25<sup>th</sup> February, Cottenham Village College. Request from Parish Council for priorities over coming months to be: Speeding and Parking issues around Middlewatch. **Parish Cllr attendance?**

## 9 Recreation and Open Space

### Trees

- Horse Chestnut, Recreation Green – Hayden’s tree report noted that the largest of the Horse Chestnuts is suffering from Bacterial Bleeding Canker. Hayden’s recommended the tree be pollarded to 4 metres. This is drastic as it would leave no branches. I met with Andrew Fenwick (Atlas Tree Surgery) on Sat 7<sup>th</sup>, who can see signs of disease but no risk of danger from the tree. Hayden’s priority for work is listed as 3 – within one year. **Conclusion – monitor tree through the growing season this year and review in Autumn.**
- Market St Green – Maintenance work to trees confirmed with SCDC Trees Officer and no formal application required. Quote obtained from Atlas Tree Surgery, **for approval at the meeting.**

### Recreation Green

- Greenside Close residents reported rats in gardens, identified as nesting in the bank of the ditch alongside the green. Pest Control called out and action is being taken, via private gardens so no danger caused to people or dogs on the recreation green.
- Drainage – having met with football club reps and groundsman, football club secretary is investigating grants and drainage advice via the FA. Thoughts are that major drain laying is required across the green to take water away from the pitches. Report and recommendation to follow in next month or so. Any advice from Cllrs welcomed.

### Moat Way Play Area

- New Children’s play area now open. Opening celebration arranged for Sat 21<sup>st</sup> Feb, 12noon, for publicity. Phase 2 now required to look at improving the landscaping, controlling ball games to protect residents’ fences and gardens as well as a request for lighting. **For discussion.**

## 10 Drainage

- Notes from meeting on 12<sup>th</sup> Feb with EA and SCDC circulated.
- Following meeting, letter circulated to SCDC for the Northstowe Technical Liaison Meeting on 23<sup>rd</sup> Feb, highlighting technical concerns over the LDS and raising questions. Circulated to all Cllrs for approval to send the letter, as meeting is before the PC meeting on 23<sup>rd</sup>. Approval given and letter sent.
- SCDC Northstowe NJDCC meeting on 25<sup>th</sup> March will consider the Phase 2 planning application. Reiteration of Parish Council objections sent following last meeting. Cllrs can attend and listen to debate, **opportunity for a statement to be read out if notified in advance – to decide.**
- Update to the Vote of No Confidence Press Release written for publication in the Apr-May Meridian magazine – **circulated to Cllrs for approval.**
- Earith Drawmark review – Mon 16<sup>th</sup> March, 10am-3pm. Invitation to send one Cllr to this review. KW will be attending for Swavesey IDB, **please could another Cllr attend for the PC?**

## 11 Emergency Plan

- SS to report on the updated Emergency Plan

## 12 Annual Parish Meeting

- To consider and **approve the Agenda for the meeting.** To include presentation of options for improvements to Market St.

## 13 Planning

- No applications this meeting.
- A14 Improvement Scheme – exhibitions of proposals at the Memorial Hall, Sat 21<sup>st</sup> and Sun 22<sup>nd</sup> Feb 12:00-20:00. **Please attend.**
- HA update to Parish Councils, Bar Hill Menzies Hotel, Weds 4<sup>th</sup> march, 7-8.30pm. One Parish Cllr and one community member from each village invited. **To agree attendance.**

## 14 Finance

- Payments listed for approval

Invoices for payment 23/02/15:

**Swavesey Parish Council**

**DRAFT PAYMENTS LIST: (Cheque order) Vouchers 174 to 188**

Vch	Cde	Name	Description	Amount
<b>Direct Debits</b>				
174	34	Virgin Media	Telephone & Broadband	74.64
<b>ALTO Payments made</b>				
175	04-Feb 24	ALTO Mastercard	ALTO card fee	6.00
176	11-Feb 24	ALTO Mastercard	ALTO card fee	0.50
177	11-Feb 61	Lights4fun	Christmas Lights	52.47
178	13-Feb 61	Tesco Direct	Storage boxes	55.97
<b>BACS</b>				
181	46			
182	87			
183	27-Feb 82	Staff salaries and pension payments		2,836.80
187	44			
184	43			
185	32	Linda Miller	Postage	2.23
186	30	Linda Miller	Mileage	12.60
<b>Cheques</b>				
179	002224 33	PCWorld	Stationery	64.32
180	002225 29	Broker Network Ltd	Insurance Premium	82.18
188	2226 62	AmeyCespa (East) Ltd	Third party payment for grant	1,072.20
<b>TOTAL</b>				<b><u>4,259.91</u></b>

- Orders placed for invoice next month:

Party People – balloons for play area opening	£35.00
Algar Signcraft – sign for play area	£48.00

- Receipts to note:

HMRC VAT Refund Q3	£749.82
Interest Business account Jan	£2.85

- Bank Reconciliations: Business Account £62,216.24 at 27/01/15  
Current Account £5,597.83 at 10/02/15  
Unity Account £2,500.00 at 11/02/15  
ALTO Card Account £385.06 at 17/02/15

## 15 General Correspondence (for information)

As listed on Agenda

## 16 Items for Information and Next Agenda

- Full Council Extra-Ordinary Meeting arranged for Thurs 26<sup>th</sup> March, 6.30pm, with SCDC Planning Officers, owner of 37 Market St and owner's agent, to discuss proposals for listed building and site.
- March Full Council Agenda to discuss Market St improvements proposals, prior to Annual Parish Presentation.

### Forthcoming Council meetings:

Planning	Thurs 12 <sup>th</sup> March – 7.30pm
Full Council	Mon 23 <sup>rd</sup> March – 7.30pm
37 Market St	Thurs 26 <sup>th</sup> March – 6.30pm