

Swavesey Parish Council - Clerk's Report

To : All Councillors

From : Linda Miller (Clerk)

Date : 12th May 2015

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

6.1 To update on Matters Arising and Actions from last meeting:

- Black Horse Lane surface water drainage – CCC arranging for CCTV investigation of drains to determine problems.

7 Recreation Green Drainage Improvement Project

- Grant application being written for up to £40,000 from AmeyCespa Community Fund to pay for underground drainage on the recreation green. Specification, quotes and project management recommendations from working party to be presented to **Council for discussion and approval**. Grant application to be submitted by 31st May. If successful work to be completed by 31st Oct.

8 Post Office – Proposed move from Market St to Middlewatch

- Post Office consultation open until 21st May. Public meeting held on 18th May. Council to review comments received and Post Office information. **Parish Council to consider its response.**

9 Review & Adoption of Statutory Documents, Appointments and Policies

- This is the AGM of the Council and Standing Orders, Financial Regulations, Asset Register and Policies & Procedures are all to be reviewed.

10/11 Review & Election of Cllrs to Council Committees, Working Parties, Village Charities and Organisations

- No Council committees in place.
- Ad-hoc working parties – to confirm Cllr appointments.
- Trustees to be appointed to Frere Cottages and Thomas Galon Charities.
- Committee members to be appointed to Byways and Community Pavilion.

12 County Council Business

- Highways issues and updates:
 - Middlewatch grass verge protection. Gap in between posts outside of No.54 is allowing vehicles to park on the verge, damaging the grass and causing disturbance to local residents. Request received for an additional post to be installed to fill the gap. CCC quoted £200 for post and installation, but with no budget available cannot carry out the work. CCC have agreed that Parish Council could provide a post (same as used in Market St) at no cost as Parish Council has a spare post. CCC has to install and has agreed a min charge of £72.
Decision from Parish Council as to whether it can cover the £72 cost.
- Streetlighting. Cllr interviewed on BBC Radio Cambs breakfast show Mon 11th May. Cambridge News spoke to Chairman on Mon 11th May. Parish Council wrote to CCC following April meeting to ask what CCC are doing about the contract as Balfour Beatty have now been working in the village for over a year. No detailed reply from CCC yet. Balfour Beatty gave a statement for the Radio interview to say would recommence work next week and would be finished in the village by end of June.
- Primary School, Middlewatch – Traffic Calming Measures.
 - CCC now consulting with regard to extending the single yellow time limited parking restrictions outside of the school, to include the lunchtime period (Pre-School change over time).

- New electronic school crossing warning lights could be provided but require a 20 year maintenance period. There will be a cost associated with this which the Local Education Authority is unable to meet. **In the circumstances could the Parish confirm whether it is able to take on this responsibility, in principle.** Confirmation of cost awaited.

13 District Council Business

- **Affordable Housing Fen Drayton Rd–Right-to-Buy.** Reply received from Housing Portfolio Holder at SCDC explaining why Ermine St Housing cannot develop this site and why housing provided cannot be exempt from right to buy Council to discuss.
- To report on ongoing negotiations regarding S104 and Easement agreement for the laying of the foul and surface water pipes under Parish Open Space land.
- Correspondence
 - Acknowledgement received re Northstowe and LDS correspondence but no further information yet.

14 NHW and Police Business

- NHW report circulated by NHW Co-ordinator
- Next Histon Sector Panel meeting to be at Swavesey Village College, Thurs 18th June.

15 Village Matters

- Village Maintenance –play area repairs completed and bark provided
- **Carters Way/Priory Ave open space area**
 - To discuss proposal from a local resident to turn the tarmac area into a community garden.

16 Drainage

- To report on meeting earlier this month with EA re riverbank maintenance.

17 Planning

- Applications
 - S/0875/15/OL – 18 Boxworth End. Planning application for 18 homes. Public exhibition of plans held on Thurs 14th May. Cllrs to consider comments received and Council’s response to the application.
 - S/2885/14/LB – White Horse Inn, Market St. Replacement roof coverings.
 - S/0846/15/FL – Ryders Farm, 35 Middlewatch. 2 no. car ports.

18 Finance

- Payments listed **for approval**

Vch	Cheque	Cde	Name	Description	Amount
Direct Debits					
18		34	Virgin Media	Telephone & Broadband	79.33
BACS					
24		43			
25		30			
26		32			
27	27-May	87	Staff Costs	Staff Costs	2,068.21
28		82			
29		44			
22	29-May	50	Buchans Landscaping & Grounds	Grasscutting	1,496.13
Cheques					
23	002243	10	Sw avesey Action for Youth	Grant	750.00
19	002244	73	Ridgeons Ltd	Tools	248.92
20	002245	56	Clas Ohlson	Tools	19.99
21	002246	35	CAPALC	Annual subscription	445.49
30	002247	96	Royal British Legion - Sw avesey	Grant	52.80
TOTAL					5,160.87

- Receipts to note:
HMRC VAT refund (Jan-Mar) £7,482.08
- Bank Reconciliations:

Business Account	£70,380.03	at 11/05/15
Current Account	£10,599.67	at 12/05/15
Unity Account	£3,845.47	at 11/05/15
ALTO Card Account	no transactions this month	
- **End of Year Accounts and Annual Return:**
Internal Audit completed with no issues raised.
Final year end accounts balanced and circulated to Cllrs.
Annual Return for external audit completed and circulated to Cllrs **for approval.**
- Grant Applications – Swavesey Memorial Hall. Request for grant to part-fund new front door for the hall. Total cost £1,130. Grant received from SCDC for £630. Second grant application to Foyle Foundation turned down. **Request therefore made to Parish Council for remaining £500.**

19 General Correspondence (for information)

As listed on Agenda

20 Items for Information and Next Meeting

- New village noticeboard at guided busway stop now installed, provided by Meridian Magazine Committee. Official unveiling will take place on Tues 21st July, 6.30pm, prior to a guided history walk around Swavesey, as part of OuseFest Events.

Forthcoming Council meetings:

Planning **7.30pm 4th June 2015**
Full Council **7.30pm 22nd June 2015**