

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 24th August 2015

PRESENT

Councillors : Miss L Boyes, Mr J Dodson, Mr S Faben, Mr J Jullien, Mr C Parsons, , Ms S Smith,
Mr K Wilderspin, Mr W Wright

Clerk : Mrs L Miller

In attendance

Parishioners : 1

District Councillor: Mrs S Ellington

In the absence of both the Chairman and Vice-Chairman, the Clerk asked for nominations for Chairman for the meeting. Mr Wilderspin nominated Mr Wright, seconded with all in favour. Mr Wright accepted the nomination and took the Chair.

Item**Power Action**

15-16/

08-1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Mr M Johnston (Chairman) (personal), Mr J Pook (Vice-Chairman) (personal), Mr J Dodson
(late arrival)

County Cllr Ms M Smith

15-16/

08-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

2.1 Declarations of interest from councillors on items on the agenda None received.

2.2 Requests to Speak No requests received to speak on any items as declared above.

2.3 To receive requests for dispensations No requests received.

2.4 To grant requests received The granting of dispensations to be made by Full Council.

15-16/

08-3 Meeting suspended to allow 10 minutes for the public participation forum and for persons declaring prejudicial interest relating to the business to be transacted, to address the meeting.

No addresses regarding prejudicial interests were made

No items raised by the public present.

Public forum closed in order for the Parish Council meeting to commence.

15-16/ TO SIGN & APPROVE MINUTES OF THE MEETING DATED 27th July 2015 and 13th August 2015

08-4 It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes of 27th July and 13th August with no amendments.

4.1 Matters to report from previous minutes (for information)

- (i) Post Office – discussions ongoing following consultation to move the PO branch. PO Managers have asked to meet with the Full Council in September, dated to be arranged. Under Public Bodies (Admission to Meetings) Act 1960, this meeting will be a 'closed' meeting due to the confidential nature of the discussion, which will be before the PO makes its decision on whether to move the branch.

4.2 Clerk's Report – as published, items noted.

15-16/**08-5 COUNTY COUNCIL BUSINESS****5.1 Highway Maintenance – Issues and Updates**

- (i) Surface water flooding on Station Rd near Guided Busway junction reported. CCC Highways were aware of the problem and have passed it on to the Guided Busway Team for further investigation, awaiting response.
- (ii) Additional verge protection post now installed in Middlewatch, noted that vehicles are now parking further down on the grass verge. Note to be made in PC News for Meridian about protection of verges and to ask drivers not to park on them.
- (iii) Diamond rail fencing alongside footpath between Moat Way and Chantry Close/Black Horse Lane needs repairing.

Clerk

Clerk

5.2 Correspondence for information and items for County Councillor

- (i) Rights of Way Improvement Plan – draft update consultation. No comments.

(7.44pm – Mr Dodson arrived – apologies for late arrival)

- (ii) Streetlighting energy charges – 15% of energy cost increase to take effect from 1st October. Swavesey only has one PC maintained streetlight at an energy cost in 2014 of £30.38, so increase will be minimal.
The Clerk noted that following the letter last month that lights in Swavesey were not to be dimmed or switched off at night, many other parishes in Cambs will be having lights dimmed or off and if they wish to keep them at the current level, they are invited to contribute £12 per light, which for many will be a huge new bill.

15-16/**08-6 DISTRICT COUNCIL BUSINESS**

6.1 NJDCC Meeting 29th July – Mr Wright and Mr Wilderspin had attended and the statement, as approved at the July meeting, had been given to the Committee. Mr Wright circulated a report on the meeting.

Mr Wilderspin reported on a separate discussion with SCDC on 29th July, about enforceability of the new condition to complete works to Mare Fen drain and bank and to draw up a legal agreement to ensure the work is completed. The Internal Drainage Board is working with SCDC Legal Officers on this.

Mr Dodson and Mr Wilderspin expressed their continued disappointment that the berm, as originally specified, is not being provided alongside the drain as this would have made future maintenance far easier. They added that Swavesey is losing out yet again on this situation and that the District Council is lucky that legal action has not been taken regarding the lack of enforcement of the original condition.

District Cllr Mrs Ellington added that she is concerned that the role of the Land Drainage Manager at SCDC is being altered, with a reduction in working hours. Current drainage projects need to be completed urgently, in particular the work to the Covell's Drain bank through Swavesey. With the move into autumn, ground conditions may soon prevent work until next Spring. A letter to be sent to SCDC asking what the situation is with these works.

Clerk

As discussion was about drainage issues, the Chairman suggested that Item 9 – Drainage, be brought forward for discussion at this point. All in agreement.

15-16/**09-9 DRAINAGE**

Riverbank Maintenance – Mr Wilderspin reported that no response received yet from the Environment Agency since meeting them in May to discuss the work. No information either from the meeting between Heidi Allen MP and the EA. Letters to be sent to both asking for updates.

Clerk

Mare Fen – Maintenance work in the drain by the Truxor machine has taken place. Concern expressed over the cutting of vegetation and that it is being left in the watercourse, which will lead to the need for increased maintenance and therefore increased cost.

6.2 Correspondence for information and items for District Councillor

- (i) Cllr Mrs Ellington reported on the start of the review of District Council wards and Cllrs. Sandie Smith to attend a workshop at SCDC for Parish Cllrs on Thurs 27th to discuss Parish Council thoughts. Initial options are looking at District Council elections, whether to keep the present system of election by thirds for three successive years out of four, or change to all-out elections once every four years. Following discussion it was unanimously agreed that it should remain as election by thirds. This would ensure continuity of the District Council. Comment also to add that attendance by the District Cllr to Parish Council meetings was important.

15-16/

08-7 NHW and POLICE BUSINESS

- (i) Modern Day Slavery Summit at SCDC Offices, 17th Oct – information circulated and request for community representative to attend. No nomination as yet.
- (ii) Parish/Rural Parking Issues. Mr Johnston (Chairman) had attended a Parish Council meeting with Neighbourhood Police on 5th August, notes from the meeting circulated for discussion. Police suggestion is for Parishes to individually or jointly buy PCSO hours to deal with parking issues. £1K would buy 42hrs of PCSO overtime hours. Cllrs comments were that this is double-taxation as PCSO are already paid for by residents' Council Tax and to pay additional parish precept funds for PCSO work is paying twice!

Discussion also covered the role of the Police & Crime Commissioner with questions raised as potential Freedom of Information questions:

How much does it cost to run the P&CC office at South Cambs, Cambourne?

How many local meetings does the P&CC attend?

The Clerk stated that at the next Soc of Local Council Clerks Branch meeting in Sept, a representative from the P&CC office will be attending to talk to Clerks and answer questions. The above questions would be raised by the Clerk. As well as questions discussed at the last Parish Council meeting about the recent changes to the Neighbourhood Panel Forums re live online streaming of the meetings.

Further to the suggestion of Parishes paying for PCSO time, Cllrs asked if Parish Councils could employ a Traffic Warden, either individually or jointly. Also if that Warden could also be employed as a Dog Warden and/or other duties. The Clerk to enquire. Could the District Council employ such a role....a Civil Warden?

15-16/

08-8 VILLAGE MATTERS

8.1 To receive the monthly report from the Village Handyman

- (i) Spare parts required for making safe protruding bolts – Clerk to purchase.
- (ii) Wetpour repairs required for toddler play area on Recreation Green. Quote comparisons circulated for wetpour repair kits and someone to visit to complete the repair. Proposed and approved to place order with Fenland Leisure Products for person to visit and complete repair work at cost of £412.50. 1

8.2 Recreation Green, Drainage Project

Work to commence on 1st Sept for up to one month.

Notes from Project meeting held 5th August had been circulated. Final details all now completed. Contract circulated for approval, question asked re percentage retainer.

(Following meeting Clerk confirmed rectification period is 3 months and 2.5% of contract price retained until after rectification period).

Parentmail request informing of what will be happening on the green to be sent via Primary School and Village College, to inform all parents/children about restricted access to the green.

Plans requested to confirm any electrical cables under the green. Plans obtained for heating coil trenches for pavilion.

Information and contact detail signs to be provided by the Parish Council x 3.

Some concerns expressed as to how soon football matches will resume on the green, contractors have suggested early November. Clubs are moving games away from the village during Sept and Oct but do expect to be back on the green in November.

Settling of the trenches, germination of the grass seed and weather conditions will all determine when matches can resume but in the long term Cllrs considered it would be better to leave the green unplayed for longer. The Clerk to liaise with the Club reps.

8.3 Pond Maintenance

Item deferred, as Hannah Parish (pond co-ordinator) not present. Clerk to contact Hannah during September.

15-16/

08-09 **DRAINAGE** – Item discussed earlier in Agenda

15-16/

08-10 PLANNING

10.1 To consider correspondence received

- (i) Ref: S/1660/15/FL – 32 Boxworth End, new dwelling in rear garden. Planning Officer guidance that due to the current 'lack of five year housing land supply' confirmed within the Local Plan, officers are not able to simply refuse applications on the basis that it is outside of the framework, there has to be other material considerations as to why development would be unacceptable. Question raised as to if the Council had any further comments. Council agreed that a further objection would be on Highway grounds re access and safety. The entrance to the proposed driveway is next to No.34 which abuts the footpath. Concern raised over visibility and safety of pedestrians. Boxworth End is also a busy road. Last year an application (S/2038/14) for a new driveway access for No.10 Boxworth End was refused on highway safety grounds

10.2 Fen Drayton Road Affordable Housing Development

Confirmation that the compensation payment will be paid to the Parish Council when the engrossed Easement has been signed.

Contractors anticipate completing the ditch clearing work along School Lane by October, provided all agreements have been received. Clerk to chase those who have not yet replied.

Legal Document for ditch clearing. VE Parrott are not prepared to pay for a legal document as it has been requested as additional requirement by the Parish Council, however they are prepared to sign such document if the Parish Council covers the cost. Solicitor's fees would be £350. **Proposed**, seconded and unanimously approved that the Parish Council provides this, to ensure the work is completed.

2 Clerk

Noted that contractor vehicles are parking on Moat Way. Site manager to be asked to ensure vehicles are parked within site area.

Clerk

10.3 Enforcement – No items to report

10.4 To consider planning applications received

- (i) Ref: S/1777/15/F – 79 Boxworth End, Mr T Croucher. Amended application for information only, to show reduction in depth of first floor rear extension.

10.5 Permissions, Refusals, Appeals

Ref: S/2885/15/LB – The White Horse Inn. Permission granted for replacement of roof coverings.

15-16/**08-11 FINANCE****11.1 To approve payment of outstanding accounts**

RESOLVED: to approve the invoices and payments as listed in appendix 1 to the sum of £3,333.57

Bank Reconciliations:	Current Account	£7,566.80	at 17/08/15
	Business Account	£65,195.10	at 11/08/15
	Unity Account	£1,611.54	at 11/08/15
	ALTO Card Account	£266.21	at 17/08/15

11.2 Notice of receipts received

HMRC – VAT refund April-June 697.04

11.3 Training – Clerk and Councillor courses

Councillor training notified for dates during Sept, Cllrs to let the Clerk know if they wish to attend. £35 per person per session.

Clerk's attendance at training courses approved:

Digital Engagement – Thurs 22nd October. One day course £145

Common Land and Village Greens – Thurs 12th Nov. One day course £95

2**11.4 Donation to retirement collection for Rev Yule**

Parish Councils have no powers of expenditure to donate to a single individual.

Person donations from Cllrs would be the only way possible.

15-16/**08-12 GENERAL CORRESPONDENCE**

- (i) A14 Planning Inspectorate Hearings – notice of meeting dates - displayed
- (ii) Age UK Cambridgeshire Annual Report 2014-15
- (iii) Confirmation of Histon charity bike ride details - noted
- (iv) Newsletters and magazines

15-16/**08-13 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Mr Jullien confirmed that Pinks Café is registered for business rates at her home (for main business) and as a pop-up café at the Pavilion.
- (ii) Weed spraying around road and footpath edges is needed. Clerk to find out when SCDC will next be carrying this out.
- (iii) Mr Wright will be attending the CCC Highways Depot open day during September and will raise various highway issues as discussed over the past few Council meetings.
- (iv) It was noted that Mr Bob Stone had been taken into hospital recently having suffered a stroke and that Mr John Dyer had also been taken into hospital.
- (v) The clerk reported that the new website was almost complete.

Next meeting dates:

Planning – 8.00pm Thursday 10th September 2015

Full Council – 7.30pm Monday 28th September 2015

There being no further business, the meeting was declared closed at 9.25pm

SIGNED AS A CORRECT RECORD BY THE CHAIRMAN OF THE MEETING 28TH SEPTEMBER 2015

Signed & dated
Chairman

Powers of Expenditure

- 1 Local Government (Miscellaneous Provisions) Act 1976, s19
- 2 Local Government (Miscellaneous Provisions) Act 1982, s45

24th August 2015 (2015-2016)

Swavesey Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
64	Telephone/Broadband	03/08/2015	15-16/08-11.1	Direct Debit	Telephone & Broadband	Virgin Media	66.11	13.22	79.33
65	Stationery	24/08/2015	15-16/08-11.1	002258	Stationery	PCWorld	12.52	2.50	15.02
66	Stationery	24/08/2015	15-16/08-11.1	002258	Stationery	PCWorld	16.44	3.28	19.72
67	Stationery	24/08/2015	15-16/08-11.1	ALTO Card	Stationery	BuyaBattery	4.98	1.00	5.98
68	Norton (Anti-virus s/w)	23/07/2015	15-16/08-11.1	ALTO Card	Software - Norton subscription	Symantec - Norton	64.99	0.00	64.99
69	Grasscutting	24/08/2015	15-16/08-11.1	BACS	Grasscutting	Buchans Grounds Maintenance	459.42	91.89	551.31
70	Trees/Hedges/ditches	24/08/2015	15-16/08-11.1	BACS	Ditch clearing	Buchans Grounds Maintenance	82.18	16.44	98.62
72	Postage	27/08/2015	15-16/08-11.1	BACS	Postage	Linda Miller	2.90	0.00	2.90
73	Miscellaneous Expenses (general)	27/08/2015	15-16/08-11.1	BACS	Refreshments (Meeting)	Pinks Cafe	9.00	0.00	9.00
71			15-16/08-11.1						
74	Staff Costs	27/08/2015	15-16/08-11.1	BACS	Staff Costs		2,332.21	0.00	2,332.21
75			15-16/08-11.1						
76			15-16/08-11.1						
77	Handyman's Expenses	27/08/2015	15-16/08-11.1	BACS	Plant Feed	Trevor Wake	3.74	0.75	4.49
78	Moat Way Play Area	24/08/2015	15-16/08-11.1	002259	Bench installation	Edwin Parish	150.00	0.00	150.00
Total							3,204.49	129.08	3,333.57