

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 26th January 2015

PRESENT

Mr M Johnston (Chairman)

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

Clerk : Mrs L Miller

In attendance

Parishioners : 1

NHW Scheme: Mrs P Wilderspin, Village Co-ordinator

County Councillor: Ms M Smith

Item**Power Action****1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Miss Parish (late arrival); Mr Dodson (late arrival)
District Councillor Mrs S Ellington

2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**2.1 Declarations of interest from councillors on items on the agenda**

Mr Wright, Mr Pook and Mr Wilderspin all declared a personal interest in Agenda item 5.1 – Consultation on Greater Protection for Village Pubs.

Ms Boyes declared a disclosable non-pecuniary interest in Agenda item 8.4 – Festival 2016.

Mr Dodson and Mr Wilderspin's interests re Agenda item 9 – Drainage were noted and that a dispensation was in place.

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.**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 were raised by members of the public present.

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

4 TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 15th December 2014 and 8th January 2015

It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes of both meetings with no amendments.

4.1 Matters to report from previous minutes (for information)

(i) Speedwatch – No volunteers yet but articles and notices have now been published.

(ii) Cycleway – Safety audit results still being considered by CCC Highways.

(Miss Parish and Mr Dodson joined the meeting)

5 DISTRICT COUNCIL BUSINESS

5.1 Consultation on greater protection for public houses

- (i) SCDC seeking views on proposed use of article 4 directions to help protect pubs by withdrawing permitted development rights currently allowing conversion to other uses or demolition. Discussion with Mr Ladell from the Save the White Horse Action Group (SWAG).

Despite a paper going through Parliament at present proposing a national article 4 direction, SWAG and Cambridge & District CAMRA stressed the need to respond to the consultation and detail possible future concerns over the White Horse Inn, which is already listed as an Asset of Community Value. It was **proposed**, seconded and **unanimously carried** to submit a Parish Council response to the consultation in favour of article 4 direction, in particular for the White Horse Inn and in support of the draft response from SWAG. Also to write a strong letter of support for the use of article 4 direction for pubs, to the Planning Committee at SCDC.

- (ii) Correspondence noted from SWAG, asking Council to consider the use of the recreation green by SWAG for a fundraising event in the summer, to raise funds for SWAG and the Pavilion. To be an agenda item for the February meeting.
- (iii) The Chairman noted that due to the wet ground conditions over the past couple of months, if Football Clubs needed support from the Parish Council to the FA, as to why they have to call-off matches, the Parish Council would write to the FA.

5.2 Sheltered Housing, Thistle Green – Grounds Maintenance

Following the Community Right to Challenge bid submitted during 2013, for the Parish Council to take over the grounds maintenance of the sheltered housing area, the Chairman and Clerk met with the Neighbourhood Services Manager in December. An agreement has been reached for SCDC to provide the funding they would have allocated for grasscutting, to the Parish Council. This is likely to be approx £350 for the year.

The Parish Council's contractor would cut the grass up to 15 times in the season at a max cost of £738. Considering the greater control the Parish would have, the grass would be cut more often and a quicker reaction to any problems, it was **Proposed and carried unanimously** to take on the grounds maintenance and include the additional cost within the budget.

5.3 Correspondence for information and items for District Councillor

- (i) S106 threshold changes – Letter from Planning Lawyer confirming that SCDC is still considering how these proposed changes will affect parishes.
- (ii) Cllrs questioned the District Cllr's latest Meridian article on actions following recent flooding and ongoing issues relating to riverbank protection. With serious issues still outstanding Cllrs did not agree with the wording of the Meridian report and would discuss this with the District Cllr on her return.

The full press release issued by the Parish Council at the end of last year to be published in the next Meridian. **Clerk**

6 COUNTY COUNCIL BUSINESS

6.1 Highways

- (i) Drains – surface water issues remain in Black Horse Lane – Clerk to find out the results of the drain investigations. Gibraltar Lane, culvert and drains at the School Lane junction were jetted through. CCC writing again to properties bordering the open ditch re riparian responsibilities for ditch maintenance. All reported blocked gullies along Middlewatch and Boxworth End now cleaned out. Clerk to contact CCC to ask about actions following property flooding last year. **Clerk**

- (ii) Ramper Road – chevron at Uttons Drove junction now replaced. Data from traffic monitoring device in Ramper Rd between 12-19th January discussed. The Local Highway Initiative is the only route to obtain traffic calming or other measures to try to alleviate speeding and traffic problems, the next round of bidding will open in Sept. Speedwatch is the best way for local residents to address issues. Posters and notices asking for volunteers now published. Clerk to update on this at the Feb meeting. **Feb**
Clerk to send the speeding data to the Planning Officer for Northstowe at SCDC, in support of Parish Council's previous comments/concerns over Northstowe Phase II. **Clerk**
Data also to be sent to the Northstowe Environment Committee of CCC. **Cllr MS**
- (iii) Market Street – the Clerk had met with a CCC Highways Officer Mon 26th Jan, who confirmed that if the Parish Council wished to mark up parking bays, provide disabled persons and loading bays, a cycle rack and install additional yellow lines, CCC Highways would not object. Draft proposals would need to be sent to Highways Officers for approval as a Traffic Regulation Order (TRO) is required. Formal residents' bays could not be provided, as these are only provided by zones (not streets) and only in Cambridge, not in villages. Parish Council would consider informally marking out residents parking bays. The budget allocated by the Parish Council would cover the majority of the work. TRO advertising would be additional cost, although new regulations may be in force after March, removing the requirement to advertise in the press. A cycle rack would be additional cost. A draft scheme to be drawn up for consultation. **Clerk/JP**
Discussion re instances of dangerous parking: close to junction with High St, blocking footpath access, etc and if notes could be placed on car windscreens informing drivers of the danger they cause by parking in certain places. A note to be drafted. **Clerk**

6.2 Dead Alder Tree, Turnbridge

Details now confirmed for felling of the tree, which has to include a power shutdown and footpath closure. Work to take place on Weds 18th February. Cost to be covered by SCDC, CCC and Parish Council, third shares. Tree stump will be left in place on drain bank. **1**

6.3 Guided Busway

- (i) Park & Ride Sites – CCC notification of introduction of £1 per day charge for Longstanton and St Ives sites from 1st April 2015 - noted.
- (ii) Swavesey drop-off site – No objections received re consultation on change of use to all day parking. Question on whether parking charges would be introduced, Clerk to find out. Suggestion to delay the change of use until after the P&R charges are introduced, to see if it would increase the use of the Swavesey site. Clerk to discuss this with CCC. **Clerk**

6.4 Correspondence for information and items for District Councillor

- (i) Community Bus – decision now delayed as objections have caused alternative solutions to be considered which require further consultation.
- (ii) Rights of Way – Cambridge Rambling Club have funds available for improving footpaths, suggestions to be sent to CCC.

7 NHW and POLICE BUSINESS

Crime & NHW report circulated to all Cllrs for information. NHW Co-ordinator asked that the Parish Council write to Sgt Rabel to request a traffic monitor be installed in High Street, as in Ramper Rd, to provide data to support concerns about speeding and safety in High St. Agreed, the Clerk to write. **Clerk**
Dog fouling – NHW receiving comments about increased incidents of dog fouling and could the Parish Council discuss what action it could take. To be discussed later in the agenda.

Neighbourhood Panel Meeting, 25th February, Cottenham Village College. Suggested priorities for discussion: Speeding, parking around Primary School.

Mr Pook replied, as a Governor to the Primary School, that the School is trying to help with the Highway issues by writing to parents and discussing the problems with the County Council.

Cambs Police and Crime Commissioner newsletter received.

8 VILLAGE MATTERS

8.1 To receive the monthly report from the Village Handyman

No issues to report. Spare parts for climbing frame ordered and will be fitted shortly.

8.2 Dog Fouling

Complaints received about increasing amounts of dog mess around the village, particularly in Middlewatch. There are plenty of dog waste bins in the village, the problem is ensuring dog walkers clear up after their dogs. Signs to be put up in the worst affected places. The ability to fine offenders is in place via SCDC. Another article to be published in the next Meridian.

Clerk

8.3 Fun Fair

Following an article in the Meridian and on the website asking for comments on whether residents wished to see the Fun Fair return to the village and if it should take place on the recreation green, two replies had been received, one for and one against. Having discussed timing, suitability of the green and reasons for the Fair not attending in recent years, Council unanimously agreed not to agree to a return.

8.4 Festival 2016 – use of Recreation Green for event on Sat 12th Sept 2015

Festival Committee request received to erect a marquee to hold 500 people on the Recreation Green, for an evening music event to raise funds towards the 2016 Festival. Ms Boyes declared her interest as Chairman of the Festival Committee and gave details on the planned event, which would include live music, licensed bar, cooked food and refreshments. Attendance would be via ticket purchased in advance. Ms Boyes took no further part in the discussion or vote.

Discussion included concern over ground conditions if wet weather prior to the date, security, car parking, policing (re licenced bar) and noise. The event would be similar to the Festival finale but without fireworks and inside a marquee.

It was **proposed** and seconded that permission be granted, but with conditions relating to contingency plans for wet weather with regard to potential damage to the green and football pitches by equipment vehicles. Vote recorded 7 in favour, 3 abstentions.

Carried. Clerk to write to Festival Committee, to include request for contingency plan if the ground conditions should be very wet, plus request for details of arrangements for Policing, security, car parking and liaison with football clubs.

Clerk

8.5 Christmas Lights

Agreed to purchase two sets of coloured festoon lights, to replace sets not working this year, cost £53.97.

Agreed to purchase five plastic storage boxes for lights, cost £52.97.

Total cost £106.94, from Christmas lights reserve fund of £161.00

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9 DRAINAGE

Update report received from Area Manager at the Environment Agency (EA), regarding outstanding work in Mare Fen and other work related to Land Drainage Scheme (LDS) and Flood Defences. Mr Wilderspin and Mr Dodson disagreed with the statement that the work in Reaches 1-4 was now substantially complete.

Also the update did not give any specific details as to when outstanding works will be carried out. The Clerk had since written to the EA but no reply received to-date. The Clerk to write to SCDC to find out what action they were taking on the EA, re enforcing the conditions of the Cambourne 950 permission relating to the Swavesey LDS.

Clerk

10 Local Council Award Scheme

The Clerk had applied for and received a free of charge transfer of the existing Quality Award to the new Foundation Award, taking Quality status through to Jan 2016. A 50% reduction on the fee to apply for the new Quality Award during 2015 also received.

Chairman and Ms Smith to work with the Clerk to review requirements for the new Award. Also to help draw up a specification for the new Parish Council and Village Website. This would also include links to Facebook and Twitter Council/Village pages, Mr Faben to liaise with this.

11 PLANNING

11.1 To consider correspondence received

- (i) Letter from Eric Pickles MP re five year land supply for Local Development Plans – noted.
- (ii) Northstowe – SCDC consideration of Northstowe Phase II permission now brought forward to 25th March. PC objections to Phase II application to be reiterated to SCDC. Next Northstowe Parish Forum 4th March. Mr Parsons reported on recent Northstowe Transport Forum.
- (iii) The Kingswater Group plc – correspondence re intention to apply for planning permission under the exception site rule, for a development of 20 affordable homes on land off Taylors Lane (behind Black Horse Lane). Request to meet with the Parish Council to discuss the potential issues. Clerk to arrange a meeting.

Clerk

Clerk

(County Cllr Ms Smith gave apologies and left the meeting)

11.2 Enforcement Action

- (i) Cow Fen – landowner complying with requests to clear land of vehicles and other non-permitted items.
- (ii) No further action being taken re un-authorised wooden structure in rear garden of property in Carters Way, however it will be registered that the structure does not have planning permission.
- (iii) Dormer window in property in Moat Way is within Permitted Development Rights.

11.3 To consider planning applications received

- (i) Ref: S/3036/14/VC – 10 Boxworth End. Variation of condition 2 of S/2553/13 – reduce width of approved dwelling by 1.2m. No objections.
- (ii) Tree works in the Conservation Area – 21 Market Street. To fell Ash tree in rear garden. No objections.

11.4 Permissions

- (i) Ref: S/2704/14/LD – 35 Middlewatch. Certificate of lawful use for use of land identified as residential curtilage of property.
- (ii) Ref: S/2312/13/FL – Land to the north of Fen Drayton Rd. Laragh House Developments Ltd. Construction of 20 affordable dwellings.
Notes from the working party meeting with SCDC Housing Officers to discuss the S106 Agreement for the above development received.

11.5 Refusals - None received

11.6 Appeals - None received**12 FINANCE****12.1 To approve payment of outstanding accounts**

It was **proposed**, seconded and carried unanimously to approve the invoices and cheques as listed in appendix 1 to the total of £2,335.61.

Accounts reconciled at 19/01/15 Current a/c £5,564.81. 13/01/15 Deposit a/c £67,213.39

Online banking Unit Bank account now opened. Approval given for transfer of £3,000 immediately to set up the account. Approval given for a monthly standing order, 20th of each month, from the Current Account to the Unit Account for £2,750, to cover regular online payments. Monthly payments agreed for salaries, pension and Buchans Landscapes. Unit payments to be made on last Friday of each month.

Alto card £100 previously authorised on application. Approval given to amend amount to £500 to enable the card to be used for approved purchases for Christmas lights and storage boxes and leave a reasonable balance for future use.

12.2 Notice of receipts received

Allotment Assoc – water bill	71.57
WISER Recycling donation	85.32
Repayment – duplicate payment Dec 2014	1,203.66

12.3 Budget 2015-16

Final figures circulated and discussed. Total expenditure budgeted at £59,868, with £5,054 taken from reserves and general fund, leaving a Precept request of £54,800 (rounded).

12.4 Precept 2015-16

It was proposed, seconded and carried unanimously to request a Precept of £54,800.

Motion to exclude Public and Press: Under Public Bodies (Admission to Meetings) Act 1960, the meeting was closed to the public and press in order to discuss the following agenda item, which was considered to be confidential in relation to personnel matters.

13 ANNUAL ALLOWANCE AND SALARY REVIEW**3**

The Clerk circulated current salary scale details together with National Salary Award information and then left the meeting during the discussion.

13.1 Salary Review – Clerk & Handyman

Decision: To award the Clerk and Handyman the 2.2% increase agreed nationally for the 2014-16 salary years. Clerk and Handyman to remain on current SCP point levels.

13.2 Annual Working From Home Allowance Review

Decision: To award an increase of 1% on the annual work from home allowance.

The Clerk returned to the meeting and thanked the Council for their decision.

Meeting re-opened to the public

14 GENERAL CORRESPONDENCE

- (i) CPALC – 2016 New Year’s Honours Nominations; 2015 Royal Garden Party nomination
- (ii) WISER Electrical Collection – Village collection arranged for Thurs 23rd April
- (iii) The Local Government (Electronic Communications) (England) Order 2015 – confirmation that from 30th January 2015, the Local Government Act 1972 will be amended to include the issue of the Summons to attend a meeting by electronic communication.
- (iv) Swavesey Village College – Future Development presentation – Tues 3rd March, 5pm
- (v) Swavesey Windmill – invitation to evening event to view the new Wedding and Event Venue.
- (vi) Newsletters and magazines

15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Reminder of SCDC Parish Planning Training Weds 11th February – Chairman and Mr Jullien to attend. Clerk to notify Cllrs nearer the date if any other places are available.
- (ii) Weds 28th, 8am, meeting with Football club reps and groundsman, at the Pavilion re recreation green drainage. John Jullien to attend with the Clerk.
- (iii) Mr Dodson raised his concern over pipe boring works proposed under Uttons Drove, which cause seriously damage the drove surface. To be raised at the forthcoming Byeways meeting.
- (iv) Concerns raised over vehicles parking up to the bollards between Chantry Close and Moat Way. This is not a parking area and should be kept clear for emergency vehicles. Note to be put in the next Meridian.
- (v) Deep water sign in School pond obscured by reeds. To be cleared.
- (vi) Deep pot holes in various places around Market St – reported to CCC Highways.
- (vii) Mow Fen Drove still has very large holes and the dredging from the ditches has narrowed the drove and should be cleared away. Clerk to contact Byeways Manager and issue to be raised at Byeways meeting.

Next meeting dates:**Planning – 7.30pm Thursday 12th February 2015****Full Council – 7.30pm Monday 23rd February 2015**

There being no further business, the meeting was declared closed at 10.15pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Highways Act 1980, s96
- 2 Local Government Act 1972, s144
- 3 Local Government Act 1972 Part VII, s112

Minutes approved & signed as a correct record by the Parish Council on 23rd February 2015

Swavesey Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	Net	VAT	Total
164	Recreation Green	08/01/2015	01-15/12.1	Lloyds Current A/c	002218	Grounds maintenance	Buchans Landscapes	87.82	17.56	105.38
165	Telephone/Broadband	02/01/2015	01-15/12.1	Lloyds Current A/c	Direct Debit	Telephone & Broadband	Virgin Media	62.20	12.44	74.64
166	Stationery	26/01/2015	01-15/12.1	Lloyds Current A/c	002219	Stationery	Viking Direct	22.75	4.55	27.30
167	Allotment site - Set up & maintenance costs	21/01/2015	01-15/12.1	Lloyds Current A/c	Direct Debit	Allotment - water rates	Cambridge Water	71.57	0.00	71.57
173	Recreation Green	26/01/2015	01-15/12.1	Lloyds Current A/c	002223	Pest Control	DRE Pest Control Ltd	60.00	12.00	72.00
162		24/12/2014	01-15/12.1	Lloyds Current A/c	002217				0.00	
168		26/01/2015	01-15/12.1	Lloyds Current A/c	002220				0.00	
169	Staff & Pensions	26/01/2015	01-15/12.1	Lloyds Current A/c	002220	Staff costs	Staff & CCC Pensions Income a/c	3,175.79	0.00	3,175.79
170		26/01/2015	01-15/12.1	Lloyds Current A/c	002221				0.00	
172		26/01/2015	01-15/12.1	Lloyds Current A/c	002222				0.00	
163	Postage	24/12/2014	01-15/12.1	Lloyds Current A/c	002217	Postage	Linda Miller	8.15	0.00	8.15
171	Postage	26/01/2015	01-15/12.1	Lloyds Current A/c	002221	Postage	Linda Miller	4.44	0.00	4.44
								3,492.72	46.55	3,539.27