

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 27th July 2015

PRESENT

Mr M Johnston (Chairman)

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

Clerk : Mrs L Miller

In attendance

Parishioners : 5

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington (from 8.15pm)

Item**Power Action****15-16/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE****07-1** Miss H Parish (personal), District Cllr Mrs Ellington – late arrival

The Clerk asked if Council would defer Agenda item 6 – District Council Business until District Cllr Mrs Ellington had arrived. No objections raised, Chairman agreed to defer item 6.

15-16/**07-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS****2.1 Declarations of interest from councillors on items on the agenda**

Mr Wright declared a registered interest in Agenda item 5.2 new footpath from Pine Grove park to Boxworth End bus shelter, as a resident of Pine Grove Park.

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/ Meeting suspended to allow 10 minutes for the public participation forum and for persons****07-3 declaring prejudicial interest relating to the business to be transacted, to address the meeting.**

No addresses regarding prejudicial interests were made

Items raised by members of the public present:

- Mr Carrington – read out a statement re his concern over continued surface water flooding of Station Rd, just south of the guided busway junction, despite gullies having been jetted earlier this year. Particularly in the dark this could lead to a serious road traffic accident. Request made for the Parish Council to write to the County Cllr and Highways Dept expressing concern and asking why further action is not being taken to remedy the problem.

The Chairman agreed to follow this up with the County Council in writing.

- Mr & Mrs Brown – interested in proposal for footpath from Pine Grove to the bus shelter as this would cross their driveway. The Chairman replied that if the Council agree to proceed with the application, they and their neighbour whose driveway it would also cross would be sent all the details and the Clerk would discuss the proposal with them.

Public forum closed in order for the Parish Council meeting to commence.**15-16/ TO SIGN & APPROVE MINUTES OF THE MEETING DATED 22nd June 2015****07-4** It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes with no amendments.

4.1 Matters to report from previous minutes (for information)

- (i) Village sign repairs – Art Tutor at the College would be pleased to arrange for students to repair and repaint the village sign. Clerk to contact Tutor in September to discuss the project.
- (ii) Post Office – no decision from the Post Office re proposed move. Update received from Citizens Advice (Watchdog) that responses are still being reviewed. The PO Area Network Transformation Manager will be meeting the Chairman of the Parish Council on Tues 28th July to update on the consultation, the Clerk will attend.
- (iii) Paddock, Lairstall Drove – Update received from landowner regarding use of the land. Landowner discussing with SCDC Enforcement Officer, request for change of use application for land from agricultural to equestrian use.

4.2 Clerk's Report noted.

15-16/

07-5 COUNTY COUNCIL BUSINESS**5.1 Proposal for 3-bay layby (using wide footpath) in front of CostCutter Store, Middlewatch**

Proposal from owner of CostCutter store for a 3-bay layby, including one disabled person's bay, to be provided within existing wide footpath area in front of the store. The application states that the owner has the intention of putting a Post Office desk in the store which will increase the amount of traffic parked in front of the store and proposes that the layby would improve the parking arrangements and pedestrian safety.

Plans show that directly in front of the store, the footpath which would remain would be 1.326m wide at the narrowest part directly in front of the shop doorway and up to the wall to the north of the shop, and 1.753m wide to the south of the shop doorway and towards the gates.

It was noted that in discussions with CCC Highways Officers re the proposed new footpath between Pine Grove Park and the bus shelter, advice was that a new footpath should be at a minimum of 1.8m wide, preferably 2m.

The Parish Council made the following comments, to be sent to applicant:

Clerk

- For the existing use of the shop, a layby would be a useful addition.

However:

- Concerns were raised over the narrow width of 1.3m for the footpath directly in front of the shop and parked vehicles. Would this be safe and accessible for motorised scooters, babies' buggies, etc? Open doors from vehicles parked there, would block the footpath.
- Comment that it could actually reduce available parking, as one of the proposed bays is an accessible parking bay (restricted use). Also vehicles may not be able to park on the road close to either end of the layby, as this would prevent access or exit for those using the layby.
- The layby could restrict access by delivery vehicles.
- Have neighbours been contacted for their comments? The Parish Council to write to neighbours to inform them.
- Would this proposal require a full Planning Application?

5.2 Local Highway Initiative Bids 2016-17

Mr Wright and the Clerk met with CCC Highways Officers to discuss the proposal for a footpath from Pine Grove Park to the bus stop on Boxworth End. The proposal would be suitable for LHI and CCC had provided a detailed quote of £10,500. For an LHI bid the Parish Council would have to provide a minimum of 10% of project cost, ie £1,050. CCC had also replied that they had concerns with moving the bus shelter closer to Pine Grove Park due to possible visibility implications. Their preference would be to leave the bus stop where it is currently and construct the suggested footpath.

Council questioned the total cost, asking if CCC had to provide the installation, could the Parish Council not appoint a contractor, at a reduced cost? The Clerk to investigate. **Clerk**

It was **proposed**, seconded and **approved unanimously** to submit an application to the LHI scheme, as detailed in the CCC quotation received. The Parish Council to budget (2016-17) to provide £1,500 towards the project, if successful. **1 Clerk**
Application to be submitted by 2nd November.

The Clerk to write to the owners of the two properties over whose driveways the footpath would cross. Also to residents of Pine Grove Park asking for their written support of the project, to include as part of the application. **Clerk**

5.3 Highway Maintenance Updates

- (i) Boxworth End Footpath – still have flooding issues – to continue to ask for maintenance work to the footpath and drains.
- (ii) Additional verge post for Middlewatch – CCC has placed the order for the contractor to collect the post from the Parish Council and install it – no date given.
- (iii) Primary School - Confirmation that CCC Highways will pay for the ongoing maintenance of the new automated flashing signs for the Primary School crossing. No date for installation given. CCC will also write to the residents who will be offered white access protection markings along Middlewatch.
- (iv) Market St – No objections raised from the Police re parking bay and DYL proposals. Formal consultation now to be progressed by CCC.
- (v) Black Horse Lane drainage – camera investigation completed in surface water drains around Rose Cottage. Result inconclusive. CCC Highways consider drainage system requires re-laying however budgets do not run to this cost at present. No further action being taken but CCC Highways will submit proposals for a future budget.
- (vi) Mr Wright questioned the recent press article about the CEO of CCC claiming cycling allowance, considering his level of salary and when other budgets are being cut. Cllr Ms Smith replied that Cllrs have also been questioning this and the scheme is now being discussed with regard to its future.

5.4 Correspondence for information and items for County Councillor

- (i) Highways Depot Open Days – S Cambs Thurs 17th September Mr Wright to attend. **WW**
- (ii) Streetlighting – confirmation that CCC owned streetlights in Swavesey will not be switched off at peak times or dimmed any further.

(Cllr Mrs S Ellington joined the meeting – apologies for late arrival noted)

15-16/

07-6 DISTRICT COUNCIL BUSINESS

6.1 NJDCC Northstowe Phase 2 Meeting 29th July

Mr Wilderspin and Mr Wright had attended the NJDCC on 24th June, Mr Wright's report of the meeting had been circulated for information.

Council raised concerns as to why the Phase 2 planning permission appears to be being rushed through, with meetings being brought forward, as Phase 2 cannot happen until the A14 improvements have been completed and this is not expected until at least 2020. District Cllr Mrs Ellington replied that pressure from Central Government for development approval is leading this. Council suggested that a joint letter of concern from neighbouring Parish Councils might be worth considering.

Mr Wilderspin reported on the proposed new planning condition for Phase 2 relating to the outstanding Mare Fen drainage works:

- South Cambs District Council (SCDC) to take over the work to raise the drain bank to 'nearly' design level (5.3M due to installation of the new pump at Webb's Hole).

- Bank top to be a minimum of 5M wide, to allow for maintenance from the bank. Although it was noted that this would not be wide enough for large Environment Agency (EA) equipment which would need 6M. Many of the SCDC banks are between 4-5M, so SCDC machinery would be able to be used.
- Bank to be maintained in perpetuity.

Mr Wilderspin added that a vast amount of trust is still required to ensure the works take place, therefore it would be advisable to request that a legal agreement is put onto SCDC to ensure that the drain works are completed.

It was also noted that the original works specified a berm, which is not now included.

Agreed that a statement be given at the 29th July NJDCC with regard to the proposed planning condition relating to drain bank improvement works in Mare Fen. Mr Wilderspin and Mr Wright to attend the meeting, Mr Wilderspin to give the statement. Statement to say the Council is not happy that the original works as conditioned are not being completed, however the proposed work to raise the bank height to 5.3M and widen the top to 5M to allow machinery to maintain the drain is welcomed. A question to be raised as to a legal agreement to ensure that the maintenance will take place in perpetuity to be put to committee, to ensure the condition is complied with.

District Cllr Mrs Ellington added that Heidi Allen MP had met with the EA during July and had full information on the Mare Fen and Riverbank issues, a report from the meeting has not yet been received.

Tues 29th July – the following statement was drawn up to be presented to NJDCC Meeting:

Swavesey Parish Council is pleased to see a proposed planning condition No.22 b) and c) resolving to some extent, the outstanding works to the drain bank at Mare Fen Swavesey, which was an earlier planning condition. The Council is still not happy that the original condition, which included a more comprehensive drainage scheme including a berm to allow improved maintenance and the use of the same equipment for that maintenance as will be used further along the drain through Cow Fen, has not been enforced.

However, the Council welcomes this new and additional planning condition.

We understand that the District Council will now deliver the works to Mare Fen Bank. Therefore we would like to ask will there be a legal agreement that ensures the District Council will deliver the above works, so that we do not have a failure to deliver as we have seen with the original condition for works to Mare Fen Bank?

6.2 Parish Planning Forum 15th July

Report from Mr Wright circulated for comment. Noted that there is currently severe strain on the Planning Dept due to amount of applications and staffing levels.

6.3 Correspondence for information and items for District Councillor

District Cllr Mrs Ellington reported:

- (i) A review of the ward boundaries will commence shortly, District Cllrs have started to discuss options, with the Boundary Commission expecting a reduction in the number of Cllrs from the existing 57. (E Cambs have reduced from 60 to 29). Consultation will start with parishes in August and the review could affect future parish elections.
- (ii) Central Government is asking for proposals on devolution in Cambridgeshire, this is being discussed between SCDC, CCC, Camb City and HDC.

15-16/

07-7 NHW and POLICE BUSINESS

- (i) No NHW report this month. A new village co-ordinator yet been recruited. The Clerk reported that teenagers gathering on the recreation green have caused minor issues such as litter and pulling branches from trees. The local PCSO is visiting

and speaking to any groups he sees on the green.

The Pavilion suffered damage to a door and a break-in but nothing stolen.

Cllrs asked if the PCSO would meet with them if this issue persists.

Clerk

- (ii) Reply from Ch Insp Sutherland re Neighbourhood Forum panel changes and comments from Cllr Mr Wilderspin were discussed. Chairman to attend the next Panel meeting. Council still considered live streaming of panel meetings to be a big issue.
- (iii) Council noted the concern that a second large amount of lead had been stolen from St Andrew's Church roof last week. The Clerk reported that Historic England have given consent for a change of roof material from lead to a plastic coated steel and a planning application will be submitted shortly for comment.
- (iv) Histon Sector parking meeting, Weds 5th Aug, 7pm in Bar Hill. Chairman would attend Contractor vehicles for the Fen Drayton Rd housing development are starting to park around Moat Way junction, the Clerk was asked to contact them to ask about alternative parking, as it made the junction difficult and unsafe.

Clerk

15-16/

07-8 VILLAGE MATTERS

8.1 To receive the monthly report from the Village Handyman and report on general maintenance items

Overgrown vegetation between Thistle Green/ Moat Way (Turnbridge drain) urgently needs clearing. Mr Parsons offered to trim back the vegetation.

Taylor Wimpey's contractor had finally cleared vegetation across School Lane footpath.

8.2 Moat Way and Carters Way/Priory Ave POS Updates

1

- (i) Moat Way – Order placed for vegetation clearance around trees to open up the area to the side of the play area, removal of ground sheeting, rotavating and re-seeding (autumn) at cost of £240. Bench for front of grassed area delivered, order placed for concrete base in order to install the bench – cost to be confirmed. Clerk to talk to WI Committee in early Sept to discuss the planting for the mound area.
- (ii) Carters Way/Priory Ave – Update report discussed, following consultation with residents on how they would like the area refurbished. Order placed for overgrown vegetation clearance, including where brambles and willow growing over the wall into gardens, cost of £160. Tree in a garden, which has damaged a section of wall, to be felled and wall repaired. Confirmed that property owner (housing association) to cover the cost.

Clerk

8.3 Recreation Green

- (i) Drainage project update – no start date yet. Meeting arranged with Project Manager 5th August to discuss contractor appointment, start date and details of work. BBQ events on the green – Policy reviewed following recent request from Spartans
- (ii) Girls team for end of season BBQ (event for approx. 100 people, therefore kitchen facilities in the Pavilion would not be suitable). Following email discussion, policy was relaxed for this event but as a recent request from another organisation had been refused, the Clerk had asked for the policy to be reviewed. Discussion covered risk assessments, insurance, club or private events on the green and exceptions for sports clubs. **Proposal** that the Policy be kept as it is: No barbecues permitted on the green or as part of a pavilion hire except for the Festival Gala Day and Annual Spartans Day. **Seconded. Vote recorded 8 in favour, 2 against.**
- (iii) Question raised regarding the café operating from the Pavilion. Parish Council supported the venture but a query had been raised about trading and business rates, as the building is a charity and no rates are paid by the Trust. The Clerk to enquire.
- (iv) Request for car park on the front of the green – report circulated for discussion. Advice received from The Open Spaces Society, as the green is a registered village green with additional specific protection from development, as follows:

Clerk

Section 12 of the Inclosure Act 1857 and Section 29 of the Commons Act 1876. Both Acts still law today.

It is an offence under Section 12 of the Inclosure Act 1857 to damage or encroach upon a Village Green, this covers any act which 'injures the green or interrupts its place for exercise and recreation'. This includes driving or parking of motor vehicles where this causes injury to the green or interrupts its recreation.

Section 29 of the Commons Act 1876 states that it is only an offence where the encroachment is made 'otherwise than with a view to the better enjoyment of the green'. In any case consent should be sought from the Secretary of State before any 'work' or construction is carried out.

If planned works to a registered village green are to go ahead and they would contravene either the 1857 or 1876 Acts, then it may be possible to seek consent to deregister the land, to allow the works to go ahead. If the land to be released is more than 200sqm an application must be made to register replacement land. The Secretary of State becomes involved and there is a fee of £4,900.

In light of the above information, Council decided not to proceed.

15-16/ DRAINAGE

07-9 SCDC/Northstowe items discussed earlier.

No information on riverbank maintenance – contact Environment Agency.

Clerk

15-16/

07-10 PLANNING

10.1 To consider correspondence received

- (i) Planning and LDF Updates from District Council – circulated and noted.
- (ii) A14 Improvement Scheme update – Chairman reported on attending the parish update meeting. Presentation available for Cllrs to view. Chairman noted that Highways England did state that provision of local roads would be a first priority when the road works start.

10.2 Fen Drayton Road Affordable Housing Development

Deed of Easement – final wording approved by Parish Council and contractor.

Awaiting final approval from SCDC but no further amendments anticipated.

Solicitor confirmed that the compensation payment is to be paid when the Easement Agreement is signed and dated.

Clerk had written to landowners alongside the drainage ditch along School Lane to gain written approval for the contractor to clear the ditches. Agreed that a legal agreement should be drawn up to ensure that the contractor is obliged to clear the ditch as stated within email correspondence.

10.3 Planning Applications

- (i) Ref: S/1551/15/FL – 12 Wallman's Lane, Mr & Mrs North. Proposed Ground Floor Front Extension, Garage & internal alterations following demolition of Existing Single Garage. No objections.
- (ii) Ref: S/1600/15/FL – Wallwork Ltd, Buckingway Business Park. Extension to industrial unit. No objections.
- (iii) Ref: S/1531/15/FL – The Barn, Dairy Farm, Boxworth End. Mr K & Mr J Burgess. Conversion of barns to single dwelling, including replacement of more modern structure, new driveway to Dairy Farm House and change of use of land to garden and associated infrastructure. No objections, comment to be made:
Council notes that the development is outside of the village development boundary, but the buildings already exist and the conversion will improve the buildings and their visual impact, particularly in relation to the neighbouring renovated farm house, therefore welcome the proposal.

10.4 Permissions, Refusals , Appeals

- (i) Ref: S/1301/15/PH – 70 High Street. Prior approval for rear extension not required.
- (ii) Enforcement – owner of paddock land along Lairstall Drove had contacted the Council to confirm the use of the land will only be stabling and grazing for horses. Owner in discussion with SCDC for change of use of land from agricultural to equestrian use.

(10.04pm – Ms Boyes had to leave the meeting)

15-16/

07-11 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 £5,535.93.

Accounts reconciled:	Current Account	£9,741.78	at 17/07/15
	Business Account	£65,192.42	at 15/07/15
	Unity Account	£3,087.28	at 15/07/15
	ALTO Card Account	£343.07	at 15/07/15

11.2 Notice of receipts received

Memorial Hall – Handyman grounds maintenance	30.80
Allotment Assoc – reimbursement of water bill	107.23
UK Power Networks – wayleave	16.94
Cambs County Council – County verge grasscutting	1,200.96
Bank interest - Lloyds	2.49
Bank interest - Unity	0.98

Noted that the April village waste electrical collection, collected 3.683 tonnes of equipment, with a donation to be paid to the village of £139.68 by end August.

The next collection will be on 14th October.

15-16/

07-12 GENERAL CORRESPONDENCE – noted

- (i) B1050 road closures 14-17 and 21-24 August.
- (ii) WISER Electrical recycling – next collection date 14th October 2015
- (iii) Cambs Community Reuse and Recycling Network – information on recycled paint for community projects
- (iv) Notice of merger of Came & Co Insurance with Stackhouse Poland Group
- (v) Ouse Washes Landscapes Partnership –archaeological digs at Earith and Fen Drayton.
- (vi) Histon Friends of the Rec –family bike ride alongside the busway to Swavesey on Sun 6th Sept. Would like to use Market St green for picnic lunch stop. Mr Pook informed Council that the annual residents’ party would be using Market St Green that day. Suggested therefore that the bike ride uses the Recreation Green, access via Lairstall & Brick Kiln Drovers, to avoid the roads. Clerk to reply.
- (vii) Newsletters and magazines

Clerk

15-16/

07-13 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) For August Agenda – Local Council Award Scheme, preparation for application for Quality Award level by October 2015.
- (ii) To ask the company who left the skip in the parking area of Market St, that in future could it please not take up two spaces.

Aug

Next meeting dates:

Planning – 8.00pm Thurs 13th August 2015; Full Council – 7.30pm Mon 24th August 2015

There being no further business, the meeting was declared closed at 10.17pm

Signed & dated, Chairman

Powers of Expenditure

1 Highways Act 1980, s43

2 Local Government (Miscellaneous Provisions) Act 1976, s19

SIGNED AS A CORRECT RECORD BY THE CHAIRMAN OF THE MEETING OF 24TH AUGUST 2015

27 July 2015 (2015-2016)

**Swavesey Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
47	Telephone/Broadband	02/07/2015	15-16/07-11.1	DirectDebit	Telephone & Broadband	Virgin Media	66.11	13.22	79.33
48	Grasscutting	31/07/2015	15-16/07-11.1	BACS	Grasscutting	Buchans Grounds Maintenance	443.34	88.67	532.01
49	Sheltered Housing SCDC	31/07/2015	15-16/07-11.1	BACS	Grasscutting	Buchans Grounds Maintenance	98.50	19.70	118.20
50	Verge Cutting	31/07/2015	15-16/07-11.1	BACS	Grasscutting (verges)	Buchans Grounds Maintenance	302.89	60.58	363.47
51	Trees/Hedges/ditches	31/07/2015	15-16/07-11.1	BACS	Shrub maintenance	Buchans Grounds Maintenance	256.40	51.28	307.68
55		31/07/2015	15-16/07-11.1						
56		31/07/2015	15-16/07-11.1						
57	Staff Costs	24/07/2015	15-16/07-11.1	BACS	Staff Costs	Staff Costs	2,901.16		2,901.16
60		24/07/2015	15-16/07-11.1						
58		24/07/2015	15-16/07-11.1						
59	Postage	24/07/2015	15-16/07-11.1		Postage	Linda Miller	3.22	0.00	3.22
52	Recreation Green Play Area	27/07/2015	15-16/07-11.1	002253	Play Area maintenance	Anglian Gates	35.00	7.00	42.00
53	Website	15/07/2015	15-16/07-11.1	002254	Website design	Cambridge Web Solutions	400.00	80.00	480.00
54	Handyman's/Gardening	27/07/2015	15-16/07-11.1	002255	Plants	N J & C L Gill	83.77	16.75	100.52
61	Moat Way Play Area	27/07/2015	15-16/07-11.1	002256	Bench and plaque	Glasdon UK Ltd	368.71	73.74	442.45
62	Carters Way/Priory Avenue	27/07/2015	15-16/07-11.1	002257	Grounds maintenance	Edwin Parish	160.00	0.00	160.00
63	Highways	27/07/2015	15-16/07-11.1	Alto card	Hi Vis reflective tape	Amazon Marketplace	5.89	0.00	5.89
Total							5,124.99	410.94	5,535.93