

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 22nd June 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

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Item

Power Action

15-16/

06-1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

NHW Scheme Co-ordinator Mrs P Wilderspin

15-16/

06-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

2.1 Declarations of interest from councillors on items on the agenda

Mr Pook and Mr Wilderspin declared registered interests as residents of Market St and Cow Fen Drove (off Market St) respectively, with regard to agenda item 13.3 – 37 Market Street.

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/

06-3 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

Items raised by members of the public present:

- Resident of Greenside Close - concern raised over parking in relation to football matches on the recreation green and parents taking children to/from Primary School. In particular the recent Spartans Day event when cars were parked around High St, Greenside Close, Middlewatch and other roads most of the day. Would the Council please reconsider a small car park on the front of the recreation green which could be used for visitors to the green and for Primary School use?

The Chairman replied that this had been investigated on previous occasions when it had proved not possible, however it would be brought to the next meeting for discussion.

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

15-16/

06-4 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 18 May 2015

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) Question re affordable housing provision on the proposed Cygnus Park development. Confirmed that a S106 agreement has been signed to provide the affordable housing to those with a direct Swavesey link first, then cascading out in specified limits.
- (ii) Highway safety improvements around Primary School entrance – still awaiting response from CCC Highways following last month's response re future maintenance of improved flashing warning lights.

4.2 Clerk's Report

Published on the website and noted at the meeting. Items for discussion included in Agenda.

15-16/

06-5 POST OFFICE RE-LOCATION

Discussion deferred as no decision published yet from Post Office Ltd (PO) following the consultation.

Chairman reported that he and the Clerk had met with the Area Manager for the PO Network Transformation Programme who had explained in detail the PO's reasons for the transformation programme, which were financial, to provide a sustainable network into the future. 301 responses had been received from the consultation which was a significant number and these were still being reviewed. The Chairman believed a recommendation from the Area Manager was to have been made last week, therefore a final decision should be heard very soon.

15-16/

06-6 COUNTY COUNCIL BUSINESS

6.1 Boundary Commission – Electoral Review – Draft Recommendations

To review the draft recommendations and put forward responses to consultation. Noted that the Swavesey submission to the first consultation had been missed off the website information and listings, although added when the Clerk had notified the Boundary Commission. Concerns were raised that considering the current recommendation, the Swavesey submission seems to have been completely overlooked. Over Parish Council has agreed its second submission, copied to Cllrs, which objects to the draft recommendation. Draft recommendation is to move Over into a new Over & Northstowe Ward including Longstanton, Oakington and Westwick. To alter the Papworth & Swavesey Ward to remove Knapwell but include Caxton. Following discussion it was agreed to support Over Parish Council's second submission and submit a Swavesey response maintaining objections on the draft proposal to keep Swavesey in a division with villages the other side of the A14 to which we have no direct relationship.

6.2 Market Street

- (i) Costs provided by CCC for whitelining, double yellow lines, cycle rack installation and associated consultation and advertising were discussed. Total cost will be £2,800, of which £1,500 has been set aside from Precept. **Proposed** and approved unanimously to take £1,000 from Parish Plan Reserve and £300 from Village Maintenance Reserve to cover the remaining cost to enable the work to take place.

1

Proposed and agreed to take the double yellow lines from the corner of High St/Market Street in front of the pub and across the doorway to the Newsagents, to ensure safety for vehicles turning into Market St and access to the Newsagents at all times.

Arrangements over clearing the parking area in order for the parking bays to be marked out to be discussed nearer the time of the work. Work anticipated around Sept-Nov 2015.

- (ii) More notices for cars parked inconsiderately to be provided to Cllrs, to put onto car windscreens.

6.3 Strategy for Flood Risk Management

- (i) To consider response to consultation on updates to the strategy. The Clerk confirmed that all areas of surface water flooding around the village have been notified to CCC. The Clerk to review the questionnaire re comments to be made, including:
- More notice to be taken of local opinions and knowledge on surface water flooding events and areas.
 - If CCC are now the lead authority on local flood risk management, to what extent are the Environment Agency (EA) now involved?

- (ii) Correspondence from Heidi Allen MP reminding Councils about the CCC flood risk management consultation. Also that Ms Allen MP will be meeting with the EA in July to raise residents' concerns over flooding and to find out what funding may be available for local flood management projects.
- District Cllr Mrs Ellington and Mr Wilderspin had already met to provide information to Ms Allen MP on the lack of work by the EA to the riverbank within the Parish. Agreed to also send information on the issue re maintenance and improvement work to the Mare Fen Drain, part of the Cambourne/Northstowe Land Drainage Solution. Also to offer a meeting here in Swavesey with Cllrs to view the situation in Mare Fen and explain to Ms Allen the issues with the EA.

6.4 Highways Maintenance updates

To update on outstanding maintenance and report new items:

- (i) A14 flyover and Buckingham Rd maintenance – Correspondence received from Imtech (Rose & Crown Rd) re serious concerns over road safety due to the breaking up of the highway surface. CCC replied that funding has now been made available to undertake maintenance repairs and the local Team will now plan the works in liaison with Highways England. No date available yet.
- (ii) Potholes in Market Street – to request again for repair work. Noted that any potholes at the time of the parking bay/yellow lines mark-up will be repaired prior to the lining works. Question to be asked of CCC Highways, as to whether the Market St could be completely resurfaced. **Clerk**
- (iii) Fen Drayton Rd – road surface still breaking up and with additional heavy vehicle use whilst the building work at the College takes place, the road is deteriorating further. CCC to be asked what plans are in place for future re-surfacing or maintenance. **Clerk**
- (iv) City Deal – question raised on when this funding is available and will any of it be used for improvements in this area? District Cllr Mrs Ellington replied that the first tranche of funding will be used for improvements to the A428. Northstowe developers will fund improvements to the B1050. SCDC and CCC are putting funding in towards the A14 improvements.
- (v) Bus shelter footpath, Pine Grove Park – still awaiting a date for a site meeting with CCC Officers to discuss a footpath or relocating the bus shelter.
- (vi) Reported that roadside gullies are silted up again along High St – to be reported. **Clerk**
Market St - No through route sign down, to be reported to CCC. **Clerk**

6.5 Correspondence for information and items for County Councillor

- (i) Timebanking – Ms Smith would contact neighbouring Parish Councils to see if there was any interest in jointly looking at a Timebanking project. **SS**

15-16/

06-7 DISTRICT COUNCIL BUSINESS

7.1 Land Drainage Solution – Mare Fen Works

To review legal response from SCDC and discuss response to NJDCC meeting 25th June. Draft letter to NJDCC Committee and draft reply to legal response from SCDC discussed. No amendments suggested, **proposed**, seconded and unanimously approved to send both letters the following morning (Tues 24th June). Unanimously approved that Mr Wilderspin and Mr Wright would attend the NJDCC meeting, Mr Wilderspin to give a brief statement during the meeting. Draft statement discussed and approved. **Clerk**
KW
WW

7.2 Correspondence for information and items for District Councillor

- (i) Affordable Housing, Fen Drayton Rd. District Cllr Mrs Ellington reported that the start of the building work has been delayed as Natural England is yet to issue the licence for Great Crested Newt mitigation works.
- (ii) The Boundary Commission will be conducting a review of SCDC Cllr Wards later this year. The Council has discussed various options for change.

15-16/ NHW and POLICE BUSINESS

06-8 Apologies received from Village NHW Co-ordinator who was unable to attend.

- (i) Letter received from Village NHW Co-ordinator informing Council of her decision to stand down as Co-ordinator. Also informing Council of the recent format change to the Neighbourhood Panel Meetings, of which Histon Neighbourhood meeting had been held in Swavesey on 18th June. Mr Wilderspin declared an interest, as the Co-ordinator's husband and spoke of her reaction to the panel meeting on 18th June and her resulting decision to stand down.

The meetings are now filmed and streamed live on the internet and concerns were raised from Council and NHW about how this may stop residents from raising concerns at meetings, as they may feel they cannot do this anonymously. The Clerk confirmed that no information had been received to-date from the Police about this change in format.

Following discussion it was agreed to write to Chief Insp Sutherland and the Police & Crime Commissioner to express the Council's concerns over the format change.

Letter to be copied to Heidi Allen MP and The Home Secretary.

Clerk

- (ii) Note to be added to PC News in the Meridian Magazine that a new Village NHW Co-ordinator is required.

- (iii) SmartWater in use in village – free sign given to Parish Council to put up at entrance to village. Agreed to put this up in Over Rd.

Clerk

15-16/**06-9 VILLAGE MATTERS****9.1 To receive the monthly report from the Village Handyman**

Plant tubs replanted this month with summer bedding. Lid on litter bin in Moat Way play area broken.

Gate repairs for play area, quotation received for £125 to adjust two sets of hinges.

Suggested Anglian Gates, Over be contacted for alternative quote.

Clerk

9.2 Moat Way Open Space Area

Report circulated to Cllrs on options and costs for landscape maintenance and solar lighting. **Proposed** and approved to purchase:

- one solar light column to light play area – directional light design with PIR
- recycled plastic bench (same design as on recreation green) with concrete plinth to be provided for installation
- to clear overgrown shrubs around trees to the east of the play area, to make area more visible and deter gatherings late at night
- to tidy other shrubs and reduce height of hedge along eastern side – in the autumn
- mound – to continue discussions with WI as to how to plant and maintain this area

Compass Café Committee thanked for their kind donation of £100 towards the work to improve this area.

Total cost expected to be between £1,500-£2,000, approved unanimously.

2

Funding to be taken from S106 outside community receipts.

9.3 Market Street Green

Request from Whitfield Group to hold a company BBQ, Friday 10th July, 5pm. Approved.

Whitfield to be contacted again about parking and traffic in Market St, plus maximising the use of their car park for staff.

9.4 Recreation Green

Request received from the Primary School to consider provision of a new school entrance gate between the Recreation Green and the rear of the School. Following completion of the extension work, many more children will be using classrooms at the back of the school site and with a narrow footpath around the car park from the front

to the rear of the school and congestion at the main school gates, a possible new entrance alongside the recreation green is being investigated.

Noted that many issues would need to be considered, including widening the footpath on the recreation green, lighting, hardstanding at new gate, lack of crossing patrol at High St, effect on grass and football pitches, etc. In principle Council agreed to look into the possibility in more detail. Also noted that the cost for any new entrance would need to be provided by the County Council/School. Primary school to respond to the Parish Council if they wish to pursue this.

9.5 Village Sign Refurbishment

Quotations for repairs and repainting circulated for discussion. Concerns raised over the high cost of the proposed restoration work, approx. £800-£900. Suggestion to contact the Village College to ask if this might be a suitable project for Art Students.

Clerk

9.6 To note:

- (i) General update on improvement work to village open spaces will be in the next Meridian Magazine (Aug-Sept) issue.
- (ii) Carters Way-Priory Avenue open space – two short site meetings with residents arranged for 10th/11th July to discuss ideas and hear comments re improving the area.

15-16/

06-10 DRAINAGE

Response from the Environment Agency re the Earith Drawmark Review – no action to be taken re permanent modification to the Sluice operation.

15-16/

06-11 NEW VILLAGE AND PARISH WEBSITE

3

Report on the design and costs for a new parish council and village site circulated for discussion. **Proposed**, seconded and unanimously approved to commission a new website from Cambridge Web Solutions as per proposal discussed. Cost approved of £800 for custom built site.

15-16/

06-12 ANNUAL REPORT 2015

Draft circulated to Cllrs for comment, no amendments requested, draft approved. To be published by the end of June and available free of charge for residents to pick up from various locations around the village and from the website.

15-16/

06-13 PLANNING

13.1 To consider & note correspondence received

- (i) Ref: S/1301/15/PH – 70 High Street, Mrs J Aykroyd. Prior notification of a proposed larger home extension – single storey rear extension. For information only.
- (ii) Ref: S/01079/15/LB – 12 High Street. Listed Building application for roof work – late submission of consultation – work already completed.
- (iii) Ref: S/2885/14/LB – White Horse Inn. Listed Building application for roof work – late submission of consultation – work already completed.
- (iv) Planning Inspectorate – procedural decisions and examination timetable for A14 improvement scheme.

13.2 Fen Drayton Road Affordable Housing Development

To consider draft Easement Agreement for the installation of foul and surface water drainage pipes from the new development, under Parish open space land, to connect into existing Anglian Water system under Moat Way.

Draft Agreement circulated, between landowners (Parish Council and South Cambs District Council) including amendments requested by SCDC. Compensation offer from developer of £2,000 one-off payment to Parish Council.

Following discussion, which included comments on lack of agreement by SCDC on other matters so why should Parish Council be prepared to approve SCDC requests, plus compensation offer being too small an amount compared to cost if pipes cannot

be installed below parish land and that drainage ditches along Fen Drayton Rd/School Lane were not included in works to be cleaned out to help with surface water flow.

Proposed, seconded and approved:

- Amended wording for Agreement approved in principle, including deletion of 80yr perpetuity period, as S104 Agreement from Anglian Water will override this, making perpetuity period the entire time the pipes are under the land.
- Compensation offer of £2,000 not accepted. Proposed to request a one-off payment of £12,000, as cost of taking pipes under Fen Drayton Rd would be considerably higher.
- Request for a one-off extensive clearance of the open drainage ditches along Fen Drayton Rd (near the development site) and School Lane (between Gibraltar Lane and Priory Ave) by the contractor, to establish the free-flow of water and enable these ditches to be maintained to a higher standard for the future.

Clerk to write back to the contractor.

Clerk

13.3 37 Market St – Pre-application proposal

The following comments to be returned to SCDC Planning Officer:

1. Majority view that three properties on this site would be over-development of an important and historical site in the village conservation area, within the site of the listed cottage and not in keeping with the historic site.
2. With three dwellings on the site, in Cllrs opinion, this leaves insufficient space for gardens and off-road parking spaces.
3. Although wooden bollards have been shown along the verge either side of the new entrance point on Cow Fen Drove, Cllrs are still concerned that residents, visitors and delivery vehicles will end up parking along Cow Fen Drove and cause obstructions to the large vehicles which access the drove.
4. Cllrs are also concerned that the splay of the proposed access point would not be sufficient to allow larger vehicles, eg delivery lorries, etc. to access the driveways, with potential for parking alongside in Cow Fen Drove.
5. There is concern over ground levels and flood risk on the site. Council understands that all new dwellings in the village have to be at a ground level of no lower than 7.0m above Ordnance Datum Newlyn (Reason - To protect the development from flooding in extreme circumstances). Council believes the existing ground level on the site is at 4.5m, which would mean any new dwelling(s) would have a roof pitch at a high level, in relation to the listed cottage.
6. Neighbouring residents have expressed their concerns re over-development of the site to the Parish Council. In particular with regard to parking issues.
7. Surface water flooding of the highway in Market St during heavy rainfall currently flows along the road, down into Cow Fen Drove, the section of road alongside the proposed development is often flooded with rainwater.
8. Have any traffic surveys been carried out along Cow Fen Drove? Is the owner/developer aware of how much traffic currently uses Cow Fen Drove at all times, many of which are large agricultural and equestrian vehicles.
9. The Council would like to see the listed cottage renovated and turned into a viable residential dwelling. However they also wish to see the site retain its rural aspect and in keeping with the conservation area, that the vista of the site from Market St does not change with the addition of new (and possibly taller) properties.

13.4 To consider planning applications received

- (i) Ref: S/2011/14/OL – Phase 2 of Northstowe. Amended application. To go to NJDCC meeting 24th June. Comments discussed and approved as per Agenda item 7.1

13.5 Permissions, Refusals, Appeals, Enforcement

- (i) Ref: S/0357/15/FL – Sun Fun Luxury Travel. Land North of Anderson Rd. Permission granted for parking of double-decker buses and coaches plus surfacing, fencing and gate.

- (ii) Ref: S/0282/15/FL – 54-58 High Street, Mr J Krstic. Permission granted for change of use from shop/workshop to residential and erection of a two bedroom chalet bungalow following part demolition of existing building.
- (iii) Enforcement – Noted that Travellers are camped at Trinity Foot site – Enforcement officers are aware and will be visiting.
- (iv) Lairstall Drove – Enforcement Officer has contacted the owner of the paddock land who has been requested to submit a retrospective planning application for material change of use of the land from agricultural to equestrian and storage or motor vehicle and caravan.

15-16/**06-14 FINANCE****14.1 To approve payment of outstanding accounts**

RESOLVED: to approve the invoices and payments as listed in appendix 1, to the sum of £4,477.57.

Bank Reconciliations:	Business Account	£60,382.89	at 18/05/15
	Current Account	£14,086.34	at 15/06/15
	Unity Account	£3,031.13	at 10/06/15
	ALTO Card Account	£343.07	at 11/06/15

14.2 Notice of receipts received

SCDC – S106 receipts £4,807.04

Compass Café – donation (Moat Way Open Space Phase2) £100.00

14.3 End of Quarter 1 Report

Report on budget-expenditure-income circulated to Cllrs. No questions raised.

15-16/**06-15 GENERAL CORRESPONDENCE**

- (i) Village College – thank you letter for donation of tools to Engineering Dept. Invitation to Cllrs to tour new facilities once opened.

15-16/**06-16 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

No items raised

Next meeting dates:

Planning – 7.30pm Thursday 9th July 2015

Full Council – 7.30pm Monday 27th July 2015

There being no further business, the meeting was declared closed at 10.45pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Highways Act 1980
- 2 Parish Councils Act 1957 s1
- 3 Local Government Act 1972, s142(1AA) Provision of information..... electronic communications...

MINUTES APPROVED AND SIGNED BY THE CHAIRMAN AS A CORRECT RECORD ON 27th July 2015

22 June 2015 (2015-2016)

Swavesey Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
32	Miscellaneous Expenses (office)	09/06/2015	15-16/06-14.1	ALTO	Land Registry Fee	Land Registry	6.00	0.00	6.00
33	Telephone/Broadband	02/06/2015	15-16/06-14.1	Direct Debit	Telephone & Broadband	Virgin Media	66.11	13.22	79.33
34	Site running costs	21/06/2015	15-16/06-14.1	Direct Debit	Allotment - water rates	Cambridge Water	107.23	0.00	107.23
35	Handyman's/Gardening Expenses	22/06/2015	15-16/06-14.1	002249	Compost	Oakington Garden Centre	37.50	7.50	45.00
36	Audit Fees	13/06/2015	15-16/06-14.1	002250	Internal Audit Visit	MiJan Ltd	75.00	0.00	75.00
37	Indoor community facilities	22/06/2015	15-16/06-14.1	002251	Grant	Swavesey Memorial Hall	500.00	0.00	500.00
38	Grasscutting	26/06/2015	15-16/06-14.1	BACS	Grasscutting	Buchans Grounds Maintenance	459.43	91.88	551.31
45		22/06/2015	15-16/06-14.1	002252					
39		24/06/2015	15-16/06-14.1	BACS					
40	Staff Costs	24/06/2015	15-16/06-14.1	BACS	Staff Costs		3,084.62	0.00	3,084.62
41		24/06/2015	15-16/06-14.1	BACS					
44		24/06/2015	15-16/06-14.1	BACS					
42	Postage	24/06/2015	15-16/06-14.1	BACS	Postage	Linda Miller	4.68	0.00	4.68
43	Stationery	24/06/2015	15-16/06-14.1	BACS	Batteries	Linda Miller	3.40	0.00	3.40
46	Handyman's/Gardening Expenses	22/06/2015	15-16/06-14.1	BACS	Weedkiller	Trevor Wake	21.00	0.00	21.00
Total							4,364.97	112.60	4,477.57