

# *Swavesey Parish Council*

7.30pm

## Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street  
Monday 23<sup>rd</sup> March 2015

### PRESENT

Mr M Johnston (Chairman)

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

Clerk : Mrs L Miller

### In attendance

Parishioners : 2

NHW Scheme: Mrs P Wilderspin, Village Co-ordinator

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Spartans Football: Mr D Rudderham, Mr J Tait

### Item

### Power Action

15-16/

#### 03-1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Miss L Boyes (unwell), Mr J Pook (another meeting)

15-16/

#### 03-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

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

**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/

#### 03-3 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:

- Mr Oakman – letter sent to Cllrs re concerns relating to speed of traffic, proximity to houses and parking issues in Taylors Lane. Chairman replied this would be discussed later in the Agenda. No questions raised by Cllrs at this point.

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

15-16/

#### 03-4 TO SIGN & APPROVE MINUTES of the Full Council meeting dated 23<sup>rd</sup> February and Planning meeting dated 12<sup>th</sup> March 2015

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

*(Mr J Dodson arrived - apologies for late arrival)*

#### 4.1 Matters to report from previous minutes (for information)

Police PCSOs visited Middlewatch and School Lane areas re parking problems at school times, to speak to drivers. The Village College wrote to parents reminding them to use the car park at the rear of the College site and not to part inconsiderately.

#### 4.2 The Clerk's report was noted.

**15-16/****03-5 RECREATION GREEN**

Chairman welcomed Mr Rudderham and Mr Tait from the Spartans Football Club, attending to discuss the ground conditions and proposals for drainage on the green to improve the football pitches and general use of the green.

This winter has seen waterlogged pitches and other areas on the green for the last 4-5 months, resulting in many cancelled and relocated matches for all children's and adults teams. Often matches are affected but this year has been the worst for quite a while. The Club would like to propose working with the Parish Council to provide a long-term drainage solution and to investigate grant funding. There are sports surface maintenance and improvement grants available, the Protecting Playing Fields fund offering up to £65K, however detailed applications supported by specialist advice and reports are required. Spartans have paid for a Sports Turf Analysis and Report to be completed on the condition of the green, report should be received later this month. This should help to identify what drainage might be provided and support any grant application.

Chairman asked if the Clubs were looking at whether there was any land in the parish which could be purchased to provide a sports field? The Football Clubs to investigate.

**FB  
Club**

The Parish Council supported the concerns over the drainage of the green and that improvements would also benefit other village events. The Council would support the Club in investigating solutions and with grant applications. The Council also had S106 community facility funding which could be put towards drainage work or purchase of land.

The Clerk would work with the Clubs to investigate options and bring proposals back to Council in due course.

**Clerk**

**15-16/****03-6 COUNTY COUNCIL BUSINESS****6.1 Highways issues and updates:**

- (i) Taylors Lane – letter from resident regarding concerns over effect of double yellow lines on traffic, parking, safety and building structure issues. Also of HGV use of the Lane. Concerns included:
- Could large vehicles driving to/from businesses in Hale Rd possibly use RSPB road and other end of Hale Road?
  - Speeding at less busy times of the day/night.
  - Parking opp No.11 forces vehicles very close to the property of No.11 which fronts the road. Cracks are appearing in the structure of the property.
  - Could grass verges on north side of Taylors Lane be removed to provide parking spaces?

Council discussed the issues raised and would investigate possible actions:

**Clerk**

- Investigate possibility of vehicle access via RSPB Road and Hale Rd
- Ask CCC Highways for initial comments and cost of removing grass verge to provide parking spaces
- Ask CCC Highways about possibility of installing kerbing in front of No.11 to keep vehicles away from property.
- Review possibility of double yellow lines opp No.11, to keep that section of the Lane wider and stop vehicles passing so close to the property.

**6.2 Correspondence for information and items for County Councillor**

- (i) Guided Busway drop off site – work commencing 23<sup>rd</sup> March to extend parking area within the site and provide for change of use to all-day parking. Site will be closed during works which should be completed by 27<sup>th</sup> March.
- (ii) Notice of tree works in Gibraltar Lane outside of No.23.
- (iii) Guided Busway – notice of additional early morning journey from St Ives and new service between Trumpington P&R site and Camb Rail Station.
- (iv) Notice that County Rights of Way management is to be delivered through Local Area Highway Offices from 1<sup>st</sup> May 2015. Any problems relating to paths/locations will then be reported through the online fault reporting system.
- (v) Concerns raised over dangerous pot holes around A14 Flyover/Buckingway Rd area. Cllr Ms Smith replied that Highways are aware and the issues will be addressed as soon as possible.

15-16/

**03-7 DISTRICT COUNCIL BUSINESS**

- 7.1 Cabinet/Parish Liaison Meeting.** Chairman had attended and gave a verbal report, Minutes from SCDC circulated.
- 7.2 Cycle barrier removal,** footpath Thistle Green to High St. Second set of barriers now block access for grasscutting machinery. Request supported to remove the wooden barriers at the High St end of footpath.
- 7.3** No correspondence received or items raised for District Councillor

15-16/

**03-8 NHW and POLICE BUSINESS**

- Crime & NHW report circulated to all Cllrs for information.
- Policing priorities from the Neighbourhood Panel for next period noted.
- Request made for hedges in front of the guided busway drop off site to be trimmed back as vehicles have been damaged recently. Also if lighting could be provided, as the area is being extended and used for parking, rather than waiting.
- Improved powers to tackle fly-grazing ready to become law.
- Newsletters circulated from Police & Crime Commissioner

Clerk

15-16/

**03-9 VILLAGE MATTERS****9.1 To receive the monthly report from the Village Handyman**

- (i) Play equipment repairs completed.
- (ii) Rats now eliminated and local residents and landowners asked to be careful with bird and chicken feed stores. A litter bin will be provided by the benches alongside the football pitch and ditch to help stop litter being thrown into the ditch.
- (iii) The Council thanked Helen Parish thanked for clearing out the culvert for the drainage ditch to under High St footpath.
- (iv) Noted that new trees have been planted on the POS land at Chantry Close/Black Horse Lane without Parish Council permission. A significant number of trees are now on this land and concern is that it will hamper grasscutting, reduce the open space used by children to play on and cause future problems when the trees become larger, as the type of trees are unknown. A letter to be sent to the person planting them, asking them not to plant any additional trees and that the Parish Council wishes to review what trees have now been planted.

Clerk

## 9.2 Market Street

- (i) Questionnaires re parking in Market St completed on various occasions over the past month, results circulated. Many were short visits to the Post Office and shop but quite a few were employees parking all day, with some employees of companies in The Grange, which has its own car park. A letter to be sent to Whitfields who manage The Grange, asking if they could review their parking arrangements to ensure all employees are able to use the car park provided. **Clerk**
- (ii) Parking and highway improvement options. Two options for marking out parking bays were reviewed, with additional double yellow lines to improve safety around the corner with the White Horse Inn and western end of the Green, plus provision of cycle racks and possible loading, disabled persons and residents bays. These to be displayed and consulted on at the Annual Parish Meeting on 15<sup>th</sup> April. **APM**

15-16/

## 03-10 DRAINAGE

### 10.1 Northstowe

- (i) Report from IDB Consultant re Technical Liaison Meeting noted.
- (ii) NJDCC 25<sup>th</sup> March – **proposed** and unanimously agreed that Mr Wilderspin would attend and speak to the Committee on behalf of the Parish Council to reiterate its concerns and objections as already submitted for Northstowe Phase 2. An additional draft letter circulated, for comment and approval, following the recent maintenance equipment demonstrations at Mare Fen Drain. This letter to be sent to the Director of Planning and New Communities at SCDC with request to circulate to all NJDCC members. Letter approved. Mr Wilderspin to summarise the points raised in this letter as the verbal submission at the NJDCC meeting. Mr Wright to also attend the meeting. **KW, WW**

**10.2 Mare Fen Drain.** Reports received from IDB and Consultants with regard to the Environment Agency's equipment demonstrations for future maintenance to Mare Fen Drain. Cllrs reported comments and supported the IDB reports. It was agreed that the equipment demonstrated was not entirely suitable for the work proposed. In conclusion the Parish Council's view remains that the works as originally specified in the Land Drainage Solution to provide a new berm and raise and widen the bank to enable conventional drain maintenance to take place, should be carried out.

**10.3 Earith Drawmark Review** – Mr Wright gave a report on the meeting of 16<sup>th</sup> March, also attended by Mr Wilderspin. The likely outcome seems to be no change to the drawmark level, however the written conclusion and any consultation from the EA is awaited. It was noted that if the summer drawmark level was raised, it would seriously affect the flood fens around Swavesey and this area of the Gt Ouse.

### 10.4 Items reported for information:

**Riverbank Maintenance** – Mr Wilderspin reported that the EA are about to appoint a project manager who will meet with Mr Matthews, Land Drainage Manager at SCDC. Mr Wilderspin asked to attend this meeting, the EA responded that it arrange a meeting in May.

**Turnbridge Drain** – the Clerk reported that the EA has cleared the overgrown vegetation in and along the banks of the drain between Wallman's Lane and Greenside Close.

15-16/

## 03-11 Website/Facebook/Twitter

Use of social media formats to communicate with a wider group of residents discussed. The Clerk would start to obtain quotes and options for the new village/parish council website this month. Mr Faben suggested that a parish council facebook page be set up as part of the new website. It was thought not necessary to use twitter, facebook would be sufficient. A social media policy would be required, which the Clerk would draft for adoption. **Clerk**

**15-16/****03-12 EMERGENCY PLAN**

Ms Smith had circulated a draft Plan for discussion. Final contact information to be added. No decision made on location for sand and sandbags, which had to be in a dry, secure site. Ms Smith would present the new Plan at the Annual Parish Meeting, with updates following as required.

**APM****15-16/****03-13 PLANNING****13.1 To consider correspondence received**

- (i) Planning training 25<sup>th</sup> March, Cllrs attending as notified to Clerk
- (ii) Ms Smith had not been able to attend the A14 presentation
- (iii) Exception site proposals for Taylors Lane – developers had replied that following discussions with SCDC Planning Officers, Officers had rejected the site in support of English Heritage's objection that it would be too close the Scheduled Ancient Monument site. Parish Council also voiced objections relating to Highway access and safety. Council therefore did not wish to pursue this with the developer.
- (iv) Planning Meeting 26<sup>th</sup> March re 37 Market St – No specific proposals to be presented, owner and agent to discuss possible options with Parish Council.
- (v) No reply from SCDC re 20 Moat Way/School Lane enforcement. Cllr Mrs Ellington reported that she understood that no retrospective application was being submitted, therefore the property would not have planning permission, which could affect any future sale. Overlooking upstairs windows are to be changed to obscure glass and not opening. Clerk to ask SCDC for written confirmation of situation.
- (vi) No reply from SCDC re listed building works in High St and Market St.

**Clerk****13.2 Permissions, Refusals, Appeals, Enforcement**

Ref: S/0112/15/FL – 171 Boxworth End. Permission granted for two storey extension with single storey front extension.

Ref: S/0077/15/FL – 13 Ramper Road. Permission granted for single storey rear extension.

**15-16/ FINANCE****03-14****14.1 To approve payment of outstanding accounts**

**RESOLVED:** to approve the invoices and payments as listed in appendix 1. Total value of £49,534.04

Bank Reconciliations:	Business Account	£37,221.22	at 16/03/15
	Current Account	£19,718.77	at 16/03/15
	Unity Account	£2,399.14	at 16/03/15
	ALTO Card Account	£385.06	at 16/03/15

**14.2 Notice of receipts received**

V 38	Bank interest	2.76
V 39	WREN grant (Moat Way Play Area)	24,447.00
V 40	Swavesey Institute Football Club	35.13
V41	Swavesey Spartans Football Club	35.13
V 42/43	SCDC – S106 community payment	5,607.04
V 44	AmeyCespa/Donarbon Community fund grant (Moat Way Play Area)	10,720.00
V 45	WISER Recycling – duplicate donation	85.32
V46	SCDC – share of Alder tree felling	150.00

**14.3 Financial Regulations** - Updated using NALC April 2014 model, to incorporate online banking regulations and other updates. Document unanimously approved.



## Swavesey Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	Net	VAT	Total
190	Telephone/Broadband	02/03/2015	14-15/03-14	Lloyds Current	Direct Debit	Telephone & Broadband	Virgin Media	66.11	13.22	79.33
191	PWLB Loan 2 - Pavilion	30/03/2015	14-15/03-14	Lloyds Current	Direct Debit	Loan repayment (Pavilion)	PWLB	2,442.73	0.00	2,442.73
192	Krystal (website)	18/03/2015	14-15/03-14	ALTO Card	Pre-pay	Website software licence	Krystal Hosting Ltd	29.99	6.00	35.99
193	Moat Way Play Area	23/03/2015	14-15/03-14	Lloyds Current	002228	Play Area maintenance	Algar Signcraft Services Ltd	76.00	15.20	91.20
194	Meeting Room Fees	23/03/2015	14-15/03-14	Lloyds Current	002229	Meeting room hire	Swavesey Memorial Hall	149.90	0.00	149.90
195	Recreation Green	23/03/2015	14-15/03-14	Lloyds Current	002230	Pest Control	DRE Pest Control Ltd	100.00	20.00	120.00
196	Trees/Hedges/ditches	23/03/2015	14-15/03-14	Lloyds Current	002231	Tree Felling	SP Tree Contractors Ltd	450.00	90.00	540.00
197	Moat Way Play Area	25/03/2015	14-15/03-14	Unity Bank Online	BACS	Moat Way Play Area Project	Kompan Ltd	36,016.03	7,203.20	43,219.23
198		25/03/2015	14-15/03-14	Unity Bank Online	BACS					
199	Staff Costs	25/03/2015	14-15/03-14	Unity Bank Online	BACS	Staff Costs				
200		25/03/2015	14-15/03-14	Unity Bank Online	BACS			2,840.11	0.00	2,840.11
203		25/03/2015	14-15/03-14	Unity Bank Online	BACS					
204		23/03/2015	14-15/03-14	Lloyds Current	002232					
201	Mileage Claims	25/03/2015	14-15/03-14	Unity Bank Online	BACS	Mileage	Linda Miller	10.80	0.00	10.80
202	Postage	25/03/2015	14-15/03-14	Unity Bank Online	BACS	Postage	Linda Miller	4.75	0.00	4.75
								<b>42,186.42</b>	<b>7,347.62</b>	<b>49,534.04</b>

**Minutes approved & signed as a correct record by the Parish Council on 27<sup>th</sup> April 2015**