

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 18th May 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 :

NHW Scheme: Mrs P Wilderspin, Village Co-ordinator

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Spartans Football Club: Mr D Rudderham, Mr M Mullee

Item**Power Action**

- | Item | Power Action |
|--------------------|---|
| 15-16/ 05-1 | TO ELECT CHAIRMAN AND RECEIVE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE
Proposed by Mr Jullien, seconded by Mr Parsons, to nominate Mr Johnston as Chairman for the forthcoming year. No further nominations received. Mr Johnston thanked Cllrs, accepted the nomination and was elected unanimously. |
| 15-16/ 05-2 | TO ELECT VICE-CHAIRMAN
Proposed by Mr Wilderspin, seconded by Mr Parsons, to nominate Mr Pook as Vice-Chair for the forthcoming year. No further nominations received. Mr Pook thanked Cllrs, accepted the nomination and was elected unanimously. |
| 15-16/ 05-3 | TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE
Miss H Parish (unwell); Mr Dodson gave apologies for the previous meeting, due to a last minute emergency. |
| 15-16/ 05-4 | MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS |
| 4.1 | Declarations of interest from councillors on items on the agenda
Mr Wright, Mr Johnston, Mr Wilderspin and Mr Faben all declared registered disclosable interest in Agenda item 18.4 – Grant request for Swavesey Memorial Hall:
Mr Wright, Mr Johnston and Mr Wilderspin as Trustees for the Hall Charity
Mr Faben as appointed contractor for the new doors for which funding requested |
| 4.2 | Requests to Speak No requests received to speak on any items as declared above. |
| 4.3 | To receive requests for dispensations No requests received. |
| 4.4 | To grant requests received The granting of dispensations to be made by Full Council. |
| 15-16/ 05-5 | 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: <ul style="list-style-type: none"> • Concerns raised over the speed of traffic entering the village at Boxworth End, particularly when crossing the road at the start of the new cycleway. Can any warning signs be provided to warn drivers that there is a crossing point around the corner? |

- The white lining for giveaway priority at Tippler's Drove and Buckingham Business Park junctions with the cycleway has not yet been painted, could Council find out when this will be provided?

The Clerk to contact CCC Highways re the above.

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

15-16/ TO SIGN & APPROVE MINUTES OF THE MEETING DATED 27TH April 2015

05-6 It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes with no amendments.

6.1 Matters to report from previous minutes (for information)

- (i) Black Horse Lane surface water drainage – CCC continue to investigate drain issues using CCTV, report will be sent to the Parish Council on the findings and future action.
- (ii) 37 Market St – site meeting held and pre-application discussions will take place in due course.

6.2 Clerk's Report – circulated and noted.

15-16/ RECREATION GREEN – Drainage Improvement Project

05-7 The Chairman welcomed Mr Rudderham and Mr Mullee from the Spartans Football Club, attending as members of the working party for the project.

Mr Rudderham gave a background to the reasons for the project, impact the waterlogged ground has had on sports use of the site in recent years and in particular this winter together with details on the increasing numbers of children now playing football for the Club.

The Clerk explained the contract costs received, grant funding possibilities and Parish Council funds available. A full report having been circulated to all Cllrs.

Since last discussed in March, a specific grant for improved sports facilities from the AmeyCespa Challenge Fund had become available, with a closing date for applications of 31st May. Decision by 30th June, with work to be completed by 31st October. The working party therefore wished to recommend that the Parish Council review the proposed work and quotations, together with funding availability in order to apply to this fund for the majority of the cost of the recommended improvement work.

- (i) To review and agree the detail of the proposed work and contract cost.
Cllrs had received a copy of the Agrostis Soil & Drainage Feasibility Report, detailing soil conditions and drainage improvement recommendations.
Detailed quotations from three contractors were reviewed (Mumby Landscapes Ltd, ALD Ltd, Bury Turfcare), together with comments and advice from Agrostis Turf Consultancy Ltd.
Work could be split into two phases, phase one for pipe drainage of the entire recreation green plus sand-banding and subsequent maintenance for the central main football pitch and mini-league pitch at the western end.
Phase two (eastern end and junior pitch) would be a separate future project as grant and parish funding would not be sufficient to cover this at present.
Cllrs asked questions with regard to contractors, recommendations, detail of proposed work and timings. All of which were answered from information provided.
Discussion over the use of a project manager took place with majority in favour of using a project manager due to the detail of the work involved and time required to manage and monitor the contractors.

Final detail to be investigated and reported back to Council on:

- Exact timescales for proposed work – how long will the work take and how long will the green be unusable. Initial thoughts were that pipe work would take approx. 2 weeks. Time that the green would be out of action, to be confirmed.
- What guarantees will come with the completed works and over what length of time will these be valid?

Future grounds maintenance will become more important following this work to ensure the drainage is well maintained and Council accepted that this would create additional but necessary cost.

ACTION: Council and football clubs to continue discussions on how the clubs will support this future cost and work. Council to discuss introduction of match/pitch fees which would be put into a specific fund to help cover the maintenance costs.

**Future
Action**

- (ii) To approve the recommendation for the contract award
From the contract comparison report, it was proposed that the quotation from Mumby Landscapes Ltd be taken for the grant application and contract.
A grant to be applied for of £40,000. If awarded this would require funding of approx. £12K from the Parish Council, with Spartans FC providing £2.6K. **Proposal seconded and approved unanimously.** **1**
- (iii) To approve Parish Council provision of third party funding for grant award
Third party funding of 11% of the grant awarded to be provided by the Parish Council. This would be to a maximum of £4,400. **Proposed, seconded and approved unanimously.** **2**
- (iv) To approve the completed grant application
Proposed, seconded and approved unanimously that a £40K grant be applied for, with detail as discussed. The Clerk to finalise the application with the working party. **Clerk**

15-16/

05-8 POST OFFICE RE-LOCATION PROPOSAL

The Chairman thanked everyone who had attended the public meeting on 13th May, over 120 residents had filled the Memorial Hall to put their comments and questions to the Post Office Ltd representative. The meeting recorded unanimous objections to the proposal to re-located the branch to the CostCutter Store on Middlewatch for various reasons (see separate Minutes). Local MP Heidi Allen had contacted the Chairman to give her support to the village's comments. Mr Wright reported on an article in the Daily Mail, detailing how these proposals are affecting many other village PO branches throughout England. Council discussed its comments and objections and a formal response was approved objecting to the proposal (see attached).

15-16/

05-9 REVIEW AND ADOPTION OF STATUTORY DOCUMENTS, APPOINTMENTS AND POLICIES

To approve and adopt Standing Orders. No changes made to existing Standing Orders.

9.1 RESOLVED to approve and adopt with no amendments.

To approve and adopt Financial Regulations. No changes made to Regulations as adopted in March 2015. **RESOLVED** to approve and adopt with no amendments.

9.2 March 2015. **RESOLVED** to approve and adopt with no amendments.

- (i) To re-appoint the Responsible Financial Officer (FR1.8). **RESOLVED** to re-appoint the Clerk as RFO.
- (ii) To confirm the use of variable direct debit for payment of utility bills (FR6.7). **RESOLVED** to continue use of direct debits for utility bills.
- (iii) To confirm Cllrs authorised as cheque signatories for bank accounts (FR6.4). No changes to existing signatories: MJ, JP, JD, WW.
- (iv) To confirm Cllrs appointed to authorise BACS payments from Council online bank account (FR6.9). No changes to existing authorisations: MJ, JP, CP, WW.
- (v) To confirm the appointment of the Internal Auditor (FR2.5). **RESOLVED** to re-appoint Dr M Williamson as Internal Auditor.

9.3 Review of Street Furniture and Assets

Asset register circulated to all Cllrs. New bench at Swan Pond added and children's play equipment in Moat Way updated. Asset Register approved.

9.4 Review of Policies and Procedures

The following were all approved with no amendments:

- (i) Risk Management Policy (FR17)
- (ii) Complaints Procedure
- (iii) Freedom of Information Procedure – handling of requests
- (iv) Public Access and Amenity Statement
- (v) Child Protection Safeguarding Policy
- (vi) Conflict of Interest Policy
- (vii) Equal Opportunities Policy
- (viii) Media & Press Policy
- (ix) Emergency Plan
- (x) Insurance Policy – Renewal due September 2015. Play area equipment already updated following Moat Way area refurbishment.

15-16/

05-10 REVIEW AND ELECTION OF COUNCILLORS TO COUNCIL COMMITTEES AND WORKING PARTIES

- (i) No Council Committees in place.
- (ii) Working Parties: Constable's Rood Maintenance – Mr Pook
Ponds Maintenance – Miss Parish
Finance/Budget – Mr Dodson & Mr Jullien
Personnel – Mr Johnston, Mr Pook and Miss Smith.

15-16/

05-11 REVIEW AND ELECTION OF COUNCILLORS TO VILLAGE COMMITTEES AND CHARITIES

- (i) Byways Committee: Miss Parish elected to continue for 4 years to 2019
- (ii) Frere Cottages Charity: Mr Dodson and Mr Day elected to continue as PC nominated Trustees for 4 years to 2019.
- (iii) Thomas Galon Charity: Mr Wright elected to continue for 4 years to 2019.
- (iv) Meridian Magazine – PC News: Mr Pook elected to write this for a further year.
- (v) Community Pavilion Trust: Mr Jullien elected to continue for 1 year to 2016.

15-16/

05-12 COUNTY COUNCIL BUSINESS

12.1 Highways Maintenance – updates and new issues

Middlewatch, verge protection post. Further to recent discussion, County Council reduced the cost of installing a post, if provided by the Parish Council, to £72. Agreed that the spare post (from those used around Market St green) would be provided to fill the gap in the verge and that the Parish Council would cover the installation cost. The resident who requested this to be informed and that a contribution towards the cost would be welcomed.

3 Clerk

12.2 Streetlighting

Mr Parsons had been interviewed on BBC Radio Cambs about the Parish Council's complaint re the length of time and lack of work taking place with the replacement of the streetlighting.

County Council replied to the Parish Council's complaint, having spoken to Balfour Beatty about the situation, confirmed that work would recommence in the village this week and outstanding works will be resolved by the end of June 2015.

Council to review the situation at the end of June. Agreed that when the works have been completed, a letter to be sent to Balfour Beatty expressing the Council's dissatisfaction with the appalling service and to request compensation.

12.3 Primary School – Traffic Calming Measures

Correspondence from CCC Education re provision of measures as discussed earlier. Single yellow line, time-restricted parking to be extended to cover lunchtime. Consultation to modify the Traffic Regulation Order being made. Decision will be confirmed at the end of the consultation. With regard to updating the electronic wig wags (flashing warning signs) the Local Education Authority has said it is unable to meet the 20 year maintenance period costs, therefore the Parish Council is asked if, in principle, it would take on this responsibility and cost. Cost yet to be provided. Council unanimously agreed it should not be responsible for highway safety measures and the cost associated with these and a reply to be sent saying this. The Parish Council had believed, from its discussions with CCC Education Officers about the school extension and parking/safety concerns that traffic regulation improvements would be provided as part of the extension project and not as a cost to the Parish.

12.4 Correspondence for information and items for County Councillor

- (i) Local Government Boundary Commission – Electoral Review of Cambridgeshire. Draft recommendations published following earlier consultation. To be discussed in June.
- (ii) Noted that another car had crashed into the ditch at Ramper Rd/Utton's Drove.

**June
Mtg**

15-16/

05-13 DISTRICT COUNCIL BUSINESS**13.1 Affordable Housing, Right-to-Buy**

- (i) Reply circulated from Cllr Howell, Portfolio Holder for Housing, explaining why the new Ermine St Housing company is not able to manage the Fen Drayton Rd scheme and why the Right-to-Buy legislation has to be available with this scheme.
- (ii) The Clerk is working with solicitors and developers with regard to the S104 Agreement and Easement relating to the water pipes for the development.

13.2 Correspondence for information and items for District Councillor

- (i) Northstowe Planning and Drainage Scheme – Reply to letter sent following NJDCC meeting just recently received and being reviewed. To be discussed at June meeting.

June

15-16/

05-14 NHW and POLICE BUSINESS

- (i) Crime & NHW report circulated to all Cllrs for information. NHW Co-ordinator gave a report to Council on the Community Protection Order breaches identified with regard to land in Cow Fen Drove. Unfortunately the District Council had not been able to act soon enough to pursue recent breaches, however serious action will be taken if further breaches are identified.
- (ii) The Chairman reported that crime appears to be increasing in this area recently, as per the increased notifications via Neighbourhood Alert.
- (iii) Activities at land in Lairstall Drove were commented on; the Clerk had also received questions from residents about fencing being erected, dogs kept on site and vehicles stored on the land. This had all been reported to SCDC Enforcement, who had visited on 15th May and would respond as to whether enforcement action is required after further investigation. Council to write back asking that action be taken to ensure that similar activities on this land do not occur, which the Council is working hard at stopping on land in Cow Fen Drove.
- (iv) Neighbourhood Panel Meeting, 18th June, 7pm at Swavesey Village College. Council raised a complaint about the 101 service and long waits to get through to speak to someone when reporting an incident. Letter to be sent to the Police & Crime Commissioner re this.

Clerk

Clerk

15-16/

05-15 VILLAGE MATTERS**15.1 To receive the monthly report from the Village Handyman**

Report noted, items relating to play area issues from RoSPA report being attended do (gate closure speed and protruding bolts).

15.2 Carters Way/Priory Ave Open Space Area

Proposal from a 19yr old local resident to clean up and transform the open space area in the middle of Carters Way/Prior Avenue, possibly into a community garden. He would like to lead the project and would like Parish Council support and funding (plus possibly grant funding) as it is Parish owned land. Unanimous agreement to set up the project. The Clerk to arrange a first meeting and report back on ideas. Mr Pook and Ms Parish also to assist.

Clerk

15-16/

05-16 DRAINAGE

- (i) Mr Wilderspin and Mr Wright had met with Environment Agency (EA) officers to discuss proposed riverbank maintenance work. Mr Wright gave a verbal report which concluded that the EA now appears to not have the money to complete the work we originally understood they would be doing.
- (ii) Mr Wilderspin had attended the Technical Liaison Meeting for Northstowe. EA representatives there appeared to disregard all of the comments from Swavesey Parish Council with regard to the Mare Fen Drainage works and it seemed that the District Council would be agreeing with the EA, with no action being taken.
- (iii) A legal reply to the letter sent to the District Council last month, following the NJDCC meeting had only just been received, so will be reported on at the June meeting.

June

15-16/

05-17 PLANNING**17.1 To consider planning applications received**

- (i) Ref: S/0875/15/OL – **18 Boxworth End**, Mr & Mrs Mallindine. Outline application for development of 30 new dwellings comprising 18 market and 12 affordable units plus open space, children's play area and landscaping (with all matters reserved save for access).

Exhibition of plans held on 14th May, comments received from local residents.

Parish Council raised unanimous objection to the proposal for the reasons detailed below:

- The majority of land is outside of the village development boundary
- The recommendation from South Cambridgeshire District Council in its Local Plan 2011-2031 is to keep the village framework boundary as it is. This was the recommendation of the Parish Council and the village and the Parish Council still supports this view.
- Although the new Local Plan proposes Swavesey as a Minor Rural Centre, with scope for larger scale windfall development within the village framework of up to 30 dwellings, Council wishes to point out that we currently have 39 dwellings already with permission granted and either under construction or about to be started, plus discussions taking place for a further 3. This takes the village considerably over the 30 dwellings figure. These 39 also include 27 affordable homes. The windfall development is also to be within the village framework.
- In the Local Plan 2011-2031 consultation a proposal for development of approx. 70 dwellings on land outside of the development boundary, close to this proposal, was turned down on the grounds that it was over development. The village cannot sustain this additional development.
- The Parish Council also supports the objections raised by local residents with regard to highway concerns, flood risk, surface water flows, impact on the primary and secondary schools and other village services.

Request also received from SCDC with regard to S106 contributions, should permission be granted. As unanimous objection had been raised, Council did not wish to enter into discussion about if permission granted, however the detailed S106 report on receipts, expenditure and future plans to be sent with the planning response.

Clerk

- (ii) Ref: S/2885/14/LB – **White Horse Inn**, Market St. Enterprise Inns Plc. Replacement roof coverings to rear pitch of front range, rear left hand two storey wing, part of rear left hand wing and infill flat roof.

Mr Wright declared an interest as former landlord and with continuing business dealings with Enterprise Inns, the property owners.

Query raised as to whether this was late paperwork relating to work already completed or new work. Discussion deferred until an answer received from SCDC.

- (iii) Ref: S/0846/15/FL – **Ryders Farm, 35 Middlewatch**. Ruth Reed (agent). Erection of 2 no. carports. No objections.

17.2 Permissions, Refusals , Appeals

- (i) Ref: S/0637/15/FL – 79 Boxworth End – refused
 (ii) Cllr Mrs Ellington reported that neighbours to the property Casa Mia, School Lane (rear of 20 Moat Way) have taken their case to the Ombudsman, who is now investigating the Planning decision.

15-16/

05-18 FINANCE

18.1 To approve payment of outstanding accounts

RESOLVED: to approve the invoices and payments as listed in appendix 1 to the total of £8,160.87

Bank Reconciliations:	Business Account	£70,380.03	at 11/05/15
	Current Account	£10,599.67	at 12/05/15
	Unity Account	£3,845.47	at 11/05/15
	ALTO Card Account no transactions this month		

18.2 Notice of receipts received

HMRC VAT refund (Jan-Mar) £7,482.08

18.3 End of Year 2014-15 – To present and approve accounts for audit

Internal Audit completed with no issues raised.

Final year end accounts balanced and circulated to Cllrs. No questions raised.

Annual Return for external audit completed and circulated to Cllrs.

RESOLUTION: That this Council approves the Statement of Accounts (Section 1) and Annual Governance Statement (Section 2) for the year ended 31/03/2015. **Approved.**

18.4 To consider grant requests

Swavesey Memorial Hall – request for funding to top up grant funding received, towards a new front door.

Mr Wilderspin, Mr Johnston, Mr Wright all declared disclosable pecuniary interests, as Trustees for the Hall Charity. Mr Faben declared a disclosable pecuniary interest as the supplier for the new door. All Cllrs left the room.

Mr Pook took the Chair, as the Chairman had left the meeting due to interest.

£630 already confirmed from SCDC Community Chest fund, a further £500 is still required, which had been applied for from another grant but turned down as not eligible. **Proposed** to award a grant of £500, from S106 indoor community facility receipts. **Approved unanimously.**

Cllrs returned to the room and Mr Johnston took the Chair.

15-16/

05-19 GENERAL CORRESPONDENCE

- (i) CAPALC Bulletin – circulated for info.
 (ii) Thank you letters from St Andrew's PCC and Trustees of the Swavesey Cemetery for the grants towards grounds maintenance – noted.
 (iii) Highways England – A14 night working Bar Hill-St Ives, 11-22 May 2015 – noted.

- (iv) Connecting Cambridgeshire – new fibre broadband cabinet installations – noted that one cabinet located in Whitton Close.
- (v) Newsletters and magazines

15-16/

05-20 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) The Clerk reported that she had met with CCC Highways to progress the Market St improvements and request quotes for the proposed work.
- (ii) Large pot holes around the Cambridge Services roundabout and A14 flyover noted again.
- (iii) Clerk to chase CCC to find out when these will be repaired. **Clerk**
- (iv) Speed ramp at Gibraltar Lane/Middlewatch junction is crumbling – it has been reported.
- (v) Rev John Yule has announced his retirement from the Parish Church in October.
- (vi) When will SCDC be carrying out weed spraying around the roads and footpaths? **Clerk** to enquire.
- (vii) Teenagers on mopeds are speeding up and down Hale Road late afternoon and late evening, some without crash helmets. NHW to pick up on this and inform local police.
- (viii) June Council meeting to include draft design and cost for new website. **June**

Next meeting dates:

Planning – 8.00pm Thursday 4th June 2015

Full Council – 7.30pm Monday 22nd June 2015

There being no further business, the meeting was declared closed at 10pm

Signed & dated
Chairman

Powers of Expenditure

- 1 & 2 Open Spaces Act 1906, s10
- 2 Highways Act 1980, s96
- 3 Local Government (Miscellaneous Provisions) Act 1976, s19

MINUTES APPROVED AND SIGNED BY THE CHAIRMAN AS A CORRECT RECORD ON 22nd June 2015

PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
18	Telephone/Broadband	18/05/2015	15-16/05-18.1	D/D	Telephone & Broadband	Virgin Media	66.11	13.22	79.33
19	Donations	12/05/2015	15-16/05-18.1	002244	Tools	Ridgeons Ltd	207.43	41.49	248.92
20	Handyman's/Gardening Expenses	18/05/2015	15-16/05-18.1	002245	Tools	Clas Ohlson	16.66	3.33	19.99
21	CAPALC	18/05/2015	15-16/05-18.1	002246	Annual subscription	CAPALC	445.49	0.00	445.49
22	Grasscutting	29/05/2015	15-16/05-18.1	BACS	Grasscutting	Buchans Landscaping & Grounds	1,246.77	249.36	1,496.13
23	SAY Youth Projects	27/04/2015	15-16/05-18.1	002243	Grant	Swavesey Action for Youth	750.00	0.00	750.00
25	Mileage Claims	27/05/2015	15-16/05-18.1	BACS	Mileage	Linda Miller	16.20	0.00	16.20
26	Postage	27/05/2015	15-16/05-18.1	BACS	Postage	Linda Miller	2.16	0.00	2.16
30	Royal British Legion - Swavesey	18/05/2015	15-16/05-18.1	002247	Grant	Royal British Legion - Swavesey	52.80	0.00	52.80
31	Warden Scheme Running costs	18/05/2015	15-16/05-18.1	002248	Grant	Age Concern Cambridgeshire	3,000.00	0.00	3,000.00
24	Staff Costs	27/05/2015	15-16/05-18.1	BACS	Staff Costs		2,049.85	0.00	2,049.85
27		29/05/2015	15-16/05-18.1						
28		29/05/2015	15-16/05-18.1						
29		27/05/2015	15-16/05-18.1						
Total							7,853.47	307.40	8,160.87