

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 28th September 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 : 3

NHW Scheme: Mr A Jennings, Village Co-ordinator

County Councillor: Ms M Smith

District Councillor: not in attendance

Festival Committee: Mr S Shore

The Chairman welcomed everyone to the meeting.

Item**Power Action****15-16/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE****09-1** None received**15-16/****09-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS****2.1 Declarations of interest from councillors on items on the agenda**

Mr Wright, Mr Wilderspin and Mr Johnston all declared registered interests in item 14.3 – request for grant funding from the Memorial Hall Committee, as they are all Trustees for the Hall Trust.

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.*(7.35pm – Mr Dodson apologised for late arrival)***15-16/****09-3 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 raised by members of the public present:

Public forum closed in order for the Parish Council meeting to commence.**15-16/****09-4 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 24th August 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) No items to report that are not being covered in Agenda items.

4.2 Clerk's Report Noted**15-16/ FESTIVAL 2016** – Presentation to update Council on plans for the Festival**09-05** Item deferred to later in the Agenda as Mr Shore had not yet arrived.

Motion to exclude Public and Press: Under Public Bodies (Admission to Meetings) Act 1960, the meeting will be closed to the public and press in order to discuss the following agenda item, which is considered to be confidential due to the content of the discussion. The Public left the meeting.

15-16/ POST OFFICE

09-06 Mrs Drake, owner of Swavesey Newsagents, Market St, remained in the meeting at the request of the Council.

The Chairman stated that overall the Council's view remains in objection to the proposed move of the Post Office (PO) Counter to a new location in Middlewatch and supported the strength of feeling expressed by the consultation responses from village residents for the PO to remain in Market St.

Mr Pook had recently met with the Regional Manager from the PO, who had explained the background to the transformation programme, removal of government funding to the PO, proposals to change Postmaster contracts and the future of the PO business, which he passed on to Cllrs. The PO had asked if the Parish Council would approach the Newsagents business to discuss the possibility of the PO Counter moving into the Newsagent's. Mrs Drake explained to Council the reasons for their decision not to apply to take on the PO Counter and that these reasons still stood. Parish Council unanimously replied that they understood and respected their decision.

The Clerk to report back to the PO Regional Manager and following that confirm whether the meeting on 8th October will go ahead.

The PO will now make its decision on whether the proposed move to Middlewatch will take place.

Further amendments to the proposals from the CostCutter shop with regard to parking improvements for customers are still awaited, as the County Council Highways Dept has raised objections to the latest proposals.

Members of the public returned to the meeting.

15-16/ Deferred from earlier in the Agenda

09-05 FESTIVAL 2016 – Presentation to update Council on plans for the Festival

The Chairman welcomed Mr Simon Shore from the Festival Committee to the meeting. Mr Shore gave a presentation on the plans for the 18-25th June 2016 Festival. The various events were outlined, to take place around many venues in the village, culminating in the Gala Day on the Recreation Green on Sat 25th June, with music and fireworks in the evening.

Mr Shore acknowledged the huge input of Mr John Dyer, who had sadly recently passed away, to the last Festival as a major fundraiser for the event and that he will be greatly missed.

The Festival costs between £11-12K to put on, with a regular income covering approximately half the cost. Festival events generate approx. £1.5-2K, leaving an approx. £3K shortfall to be met by sponsorship.

Mr Shore asked if the Parish Council would be able to consider sponsorship as part of its 2016-17 budget discussions and would pass on potential sponsorship items to the Clerk for consideration.

Mr Shore thanked the Council for allowing him to give the presentation and then left the meeting.

15-16/**09-7 COUNTY COUNCIL BUSINESS****7.1 Highway Maintenance**

- (i) Mr Wright reported on attending the Highways Open Day on 17th September.
- (ii) Updates on outstanding items:
 - A14 Flyover and Buckingham Road – resurfacing scheduled for the whole flyover and Buckingham Road junction during November. Date dependant on Highways England work on A14 repairs.
 - Surface water flooding in Station Road, near Guided Busway. Busway team investigating.
 - Fen Drayton Road repairs – budget restrictions, no works planned at present.
 - Pot holes – lots identified in the village and noted on CCC system.
 - Surface water drainage/roadside gullies, these will be cleaned out following leaf-fall. Also noted that gullies under the Buckingham cycleway are starting to become blocked.
 - Ramper Road – increased use noted and that this will only increase once major Northstowe development work starts to affect traffic and when residents move into the Northstowe.
 - Black Horse Lane – CCC Flood Manager to visit to progress surface water flooding and drainage problems.
 - Market St parking bays and markings – Officer reminded about TRO consultation.

7.2 Correspondence for information and items for County Councillor

- (i) County Cllr reported:
Cambridge Future Transport – delay currently in consultation re community buses. Will be progressed as soon as possible.
Mark Lloyd, Chief Executive of CCC is leaving in October. Council to discuss replacement, which included proposal to share the role with Peterborough Council.
- (ii) Letter from Mr Kerley, Tipplers Drove regarding safety concerns at Tipplers Drove/Buckingham Road junction, as cyclists are not giving way to the Drove road, which is very dangerous for large machinery when using the junction, particularly turning in as Buckingham Road is busy and fast. When will white line markings be installed on the cycleway? Clerk to contact CCC Highways.

Clerk

15-16/ DISTRICT COUNCIL BUSINESS**09-8****8.1 Correspondence for information and items for District Councillor**

- (i) Proposed changes to the SCDC ward boundaries and election system. Formal consultation due out later this year from the Electoral Boundary Commission. SCDC discussed changes and will be proposing a reduction in District Cllrs from 57 to 45 and that the Council will be elected only once every four years.
Taking this into consideration, Over Parish Council had discussed potential changes to local wards and concluded that a new ward of Willingham + Over + Swavesey + Fen Drayton with 3 Cllrs, instead of the current 4 + Fen Drayton Cllr(s), would work.
Swavesey PC agreed and would support this proposal.
Formal consultation now awaited.
- (ii) Planning Forum re new delegation procedures for SCDC Planning decisions to take place on 14th October. Chairman and Mr Wright to attend.
- (iii) 18 Station Road – correspondence from neighbour about overgrown garden and tall trees at this empty property. Previous requests to owners to clear the garden have not materialised. Clerk has asked the advice of SCDC planning enforcement.

MJ
WW

15-16/**09-9 NHW and POLICE BUSINESS**

- (i) Mr Andy Jennings, new Village NHW Co-ordinator, introduced himself with a brief report on how he will continue the work which Mrs Wilderspin had put in place for the village NHW Scheme. Monthly reports to the Council will continue from next month. The poor response of the 101 call system will continue to be pursued by NHW.
- (ii) The next Neighbourhood Panel meeting will be on Tues 20th October at Swavesey Village College. Council priorities are: Increase in PCSO coverage in villages, action on bike thefts from guided busway. Clerk to pass these on to Neighbourhood Sgt. **Clerk**
- (iii) The Clerk reported on Soc of Local Council Clerks meeting and presentation from the Office of the Police and Crime Commissioner. Many other Clerks had reported similar concerns from their Parish Councils over reducing PCSO presence, poor 101 telephone service, speeding, parking and other shared priorities. Many other Parishes also thought that paying out of Parish Precepts for PCSO overtime to tackle parking problems was 'double taxation'. Parishes to monitor how this proposal progresses.

15-16/**09-10 VILLAGE MATTERS****10.1 To receive the monthly report from the Village Handyman**

General tasks completed. Minor repair required to roof of item of play equipment.

- (i) Verge posts missing along Middlewatch nr Primary School, leading to cars now parking on grass verge just south of school entrance, creating potential visibility danger for crossing patrol. Agreed that Council would fund replacement posts. **1 Clerk**
Noted that vehicles have recently been parking on the grass verge at the start of Cow Fen Drove, causing obstruction for large vehicles entering the drove.
- (ii) Request to clear overgrown vegetation around Moat Way – the parking area in question is not Council land. Local resident asked to contact those with communal responsibility to clear the area.

10.2 Recreation Green – Drainage Project Update

Drainage project ongoing. Regular progress reports received from Project Manager. Grant request to be submitted mid-October once work has been completed. Discussion held on delay in completing the work and time allowed for ground to settle where pipe trenches and slits have been made. Re-seeding is yet to take place and therefore germination of the grass seed will be later and time must also be allowed for root growth before football matches resume, otherwise new growth will just be destroyed. It was **proposed and unanimously agreed** that no football matches should be played on the Recreation Green this side of Christmas. The resuming of matches to be reviewed in early January. The Clerk to inform all football club representatives. **Clerk**

10.3 Public Open Space Area Updates

- (i) Moat Way – The Clerk had met with WI Committee who were undecided as to how they would celebrate the 100 Years and could not commit to something yet. It was therefore agreed that the Council would proceed with the ground work to replant the mound area. The Clerk to meet with a contractor to discuss proposals and arrange the work. S106 outdoor funds to be used as discussed previously. **2 Clerk**
- (ii) Carters Way-Priory Avenue – Imtech Environ, Rose & Crown Rd, had contacted the Chairman to offer services and assistance to a community project in the village. The Chairman and Clerk met with the Director involved and discussed CAD design work, volunteer support and materials supplies later on. Design options will now be drawn up to consult with local residents next month. Ms Smith added that the SAY Committee had also discussed this project. The new Youth Worker for Bethel has film making experience and could work with

Youth Café members to film the project from design to completion. This to be investigated further.

It was suggested that a possible nomination for a Youth Award be considered for Joshua, who is leading the project. The Clerk to find a suitable award scheme.

Additional items to note:

- (iii) Constable's Rood – Mr Pook thanked those involved in the recent working party to clear vegetation and tidy up the Wildlife Garden at the Rood.
- (iv) Village Sign, Market St – Clerk to meet Art Tutor at the Village College this month to arrange for students to repaint the sign.

Clerk

Clerk

10.4 Pond Maintenance

Swan pond working party arranged for Sat 10th October. Paint and materials also to be purchased to repaint the railings around the pond.

3 Clerk

15-16/

09-11 CIRCUS VISIT

Request from Circus Tyanna to visit the Recreation Green during June or July 2016 for three days. Following discussion the request was not granted, the main reasons being that the Fair had already been turned down and following the drainage work use of the green over the next year would need careful management and restricted use, particularly as next June would host the Festival. Mr Dodson offered to consider use of the field next to the busway as a potential venue for the circus.

15-16/

09-12 DRAINAGE

- (i) Covell's Drain bank works are proceeding.
- (ii) A meeting with the Environment Agency (EA) to discuss proposals for maintenance work to the riverbank arranged for Friday 23rd October. Mr Wilderspin, Mr Wright, the Clerk and Mr Smith from Swavesey IDB to attend.
- (iii) Mare Fen Bank – the Legal Agreement from the District Council has not yet been drafted. The Clerk to write to SCDC to ask when the draft document will be available for review.
- (iv) Noted that within the recent NALC Bulletin, a pilot scheme for six rural communities to take part in funding for flood protection help. Unfortunately Cambridgeshire was not one of the six and it was queried as to whether Cambridgeshire had applied.
- (v) Turnbridge Drain – request submitted to the EA to clear vegetation and silt from the drain. Work should take place shortly, the Clerk to chase for a date.
- (vi) The Clerk also to find out when the meeting between Heidi Allen MP and the EA will be re-scheduled for.

Clerk

Clerk

Clerk

15-16/

09-13 PLANNING

13.1 To consider correspondence received

- (i) Ref: S/1660/15/FL – 32 Boxworth End. Reduction in height of 0.5m – new dwelling house. For information only. Noted.
- (ii) Updates regarding ongoing Local Development Framework inspection – circulated for information.
- (iii) SCDC Planning website pages will be out of use during October, as site is being upgraded. Noted.

13.2 Fen Drayton Road Affordable Housing Development

- (i) Final copy of Deed of Easement received for signature – approved and signed.
- (ii) Deed of Covenant for ditch clearing works – final wording approved. Approvals received from all bar one landowner re the length of ditch to be cleared. If the final approval is not received, the works will be amended to exclude that section of drain.

13.3 To consider planning applications received

- (i) Ref: S/2088/15/FL – 35 Middlewatch, Ryders Farm. Use of residential annexe as dwellinghouse – removal of S106 restrictions on use of dwelling. Following discussion it was stated that the Council should be consistent with the comments made with regard to the previous application for the barn conversion into two dwellings and that the stable block/dwelling should be left as it is, the S106 conditions should not be removed and the previous comments reiterated.
- (ii) Ref: S/2154/15/FL – Buckingham Business Park – retention of container as a catering facility. No objections raised. Comment to be added that any permission granted should again be only for 3 years.

13.4 Permissions, Refusals , Appeals

- (i) Ref: S/1655/15/FL – 14 Ramper Road. Approval for extension is not required.
- (ii) Ref: S/1684/15/FL – 5 Turnbridge Court. Permission granted for single storey rear extension.
- (iii) Ref: S/1801/15/FL – St Andrew’s Church. Permission granted to change the North Aisle roof covering from lead to terne coated stainless steel.
- (iv) Ref: S/1551/15/FL – 12 Wallmans Lane. Permission granted for proposed ground floor front extension, garage and internal alterations.
- (v) Ref: S/1600/15/FL – Wallwork Cambridge, Buckingham Business Park. Permission granted for extension to industrial unit.
- (vi) Ref: S/0846/15/FL – Ryders Farm, 35 Middlewatch. Permission granted for 2 carports.

15-16/

09-14 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 £11,341.93

Bank Reconciliations:	Business Account	£65,197.96	at 21/09/15
	Current Account	£4,846.95	at 21/09/15
	Unity Account	£1,363.01	at 21/09/15
	ALTO Card Account	£236.84	at 21/09/15

Reported that the Annual Return has been returned from the external auditors with no qualifications. Completion of audit will be advertised.

14.2 Notice of receipts received

Interest - Business Account	2.86
SCDC - Grant towards Thistle Green Sheltered Housing grass cutting	360.00
Hale Rd Allotment Soc - Annual site rent	400.00
SCDC S106 Community Receipts	5,770.10
SCDC Precept payment	27,400.00

14.3 Grant Application from the Memorial Hall Trustees

Mr Wright, Mr Wilderspin and Mr Johnston (Chairman) all declared registered interests in item 14.3 – as they are all Trustees for the Hall Trust. Mr Faben declared a registered interest in item 14.3 as he would provide the protective cabinet for the television should it be purchased.

All four Cllrs left the room during the following discussion.

Mr Pook took the Chair in the absence of the Chairman.

A grant of £500 was requested to purchase a flat screen television to mount on the wall in the main room of the hall, to provide presentation facilities. This followed requests for such facilities and would increase potential hires for the room. Cllrs agreed that it would help to increase income. Two comments were noted: If live television was available then a Licence would be required; that the Trustees ensure the insurance is increased to cover possible damage or theft.

It was **proposed, seconded and unanimously approved** to provide a grant of £500 towards the purchase of a flat screen television. **4**

Mr Wright, Mr Wilderspin, Mr Johnston and Mr Faben all returned to the meeting. Mr Johnston took the Chair.

Council asked if the Trustees could be asked to review the parking in the hall car park, as the car park was full this evening, although the hall was not being fully used and many at the Council meeting had not driven.

15-16/

09-15 GENERAL CORRESPONDENCE

- (i) A14 Improvement Scheme – parish meeting on Monday 12th October in Bar Hill – Chairman and Ms Smith to attend.
- (ii) A14 Improvement Scheme – notice hearings on 21 and 22 October on draft Development Consent Order and compulsory purchase of land.

15-16/

09-16 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Bicycle foot pump at guided bus stop not working – CCC to be notified.
- (ii) Could the History Society have a page from the new website? Clerk to respond. **Clerk**
- (iii) Market St Green – could Cambridge Water be contacted to ask about reinstating the green following the water leak – ground requires topsoil and grass seed. **Clerk**
- (iv) The new website, to-date, was displayed for information. The aim was to launch it by the end of October.
- (v) To ask the District Council's Trees Officer to inspect the trees around 37 Market St and to note which are large and important trees, in preparation for development on the site.

Next meeting dates:

Planning – 8.00pm Thursday 8th October 2015 to include Post Office discussion if confirmed.
Full Council – 7.30pm Monday 26th October 2015

There being no further business, the meeting was declared closed at 9.55pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Highways Act 1980, s96(1)
- 2 Open Spaces Act 1906, s10
- 3 Public Health Act 1936, s260
- 4 Local Government (Miscellaneous Provisions) Act 1976, s19

SIGNED AS A CORRECT RECORD BY THE CHAIRMAN OF THE MEETING 26TH OCTOBER 2015

Swavesey Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
79	Telephone/Broadband	02/09/2015	15-16/09-14.1	Direct Debit	Telephone & Broadband	Virgin Media	66.11	13.22	79.33
80	PWLB Loan 2 - Pavilion	28/09/2015	15-16/09-14.1	Direct Debit	Loan repayment (Pavilion)	PWLB	2,442.73	0.00	2,442.73
81	Adobe ExportPDF	16/09/2015	15-16/09-14.1	ALTO Card	Software - Adobe	Adobe ExportPDF	19.33	0.00	19.33
82	Recreation Green Play Area	28/08/2015	15-16/09-14.1	ALTO Card	Play Area maintenance	Fenland Leisure Products Ltd	8.37	1.67	10.04
83	Trees/Hedges/ditches	28/09/2015	15-16/09-14.1	002260	Grounds maintenance	Edwin Parish	50.00	0.00	50.00
84	Quality Council Award Scheme	28/09/2015	15-16/09-14.1	002261	Local Council Award Scheme - Registration Fee	NALC	25.00	5.00	30.00
85	Parish Online	21/09/2015	15-16/09-14.1	002262	Parish Online Annual Fee	Getmapping plc	42.00	8.40	50.40
86	Improvement Works	21/09/2015	15-16/09-14.1	002266	Project Management	Agrostis Sports Surface Consulting	1,350.00	270.00	1,620.00
87		25/09/2015	15-16/09-14.1					0.00	
88		25/09/2015	15-16/09-14.1					0.00	
89		25/09/2015	15-16/09-14.1					0.00	
90	Staff Costs	30/09/2015	15-16/09-14.1	BACS	Staff Costs	Staff Costs	3,846.25	0.00	3,846.25
91		30/09/2015	15-16/09-14.1					0.00	
95		25/09/2015	15-16/09-14.1					0.00	
94		30/09/2015	15-16/09-14.1	002265				0.00	
92	Insurance	28/09/2015	15-16/09-14.1	002263	Insurance Premium	Came & Company	1,534.30	0.00	1,534.30
93	Improvement Works	28/09/2015	15-16/09-14.1	002264	Signs	Algar Signcraft Services Ltd	234.00	46.80	280.80
96	Annual Lease Rent	28/09/2015	15-16/09-14.1	002267	Allotment Annual Lease	The Thomas Galon Charity	400.00	0.00	400.00
98	Recreation Green Play Area	28/09/2015	15-16/09-14.1	002268	Play Area maintenance	Fenland Leisure Products Ltd	412.50	82.50	495.00
99	Stationery	28/09/2015	15-16/09-14.1	ALTO Card	Stationery	Amazon Marketplace	3.75	0.00	3.75
100	Audit Fees	28/09/2015	15-16/09-14.1	002269	External Audit	PKF Littlejohn LLP	400.00	80.00	480.00
Total							10,834.34	507.59	11,341.93

Invoice not received by meeting - payment to be made on receipt with authorisation by two Cllrs

97	Grasscutting	30/09/2015	15-16/09-14.1		Grounds maintenance	Buchans Grounds Maintenance	0.00	0.00	0.00
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