
Swavesey Parish Council

7.30pm

Public Open Forum

Mr Parker spoke with regard to his objections to the planning application for a house & garage on land adj to 33 Station Road, a letter from Mr Parker to the District Council has been copied to the Parish Council. The Chairman replied that the Parish Council would take Mr Parker's objections into consideration when they discussed the plans during the meeting.

7.36pm

Minutes

Parish Council Meeting, held at The Memorial Hall
Monday 26 January 2004, 7.30pm

PRESENT

Mr M Johnston (Chairman)

Councillors : A Day, J Dodson, J Foster, V Ladds, P Marriott, S Rogers, R Owen,
J Shepperson, W Wright

Clerk : Mrs L Miller

Parishioners : 12 County Cllr Mrs S Johnstone

APOLOGIES

Mrs C Houghton

AGENDA 2

Minutes

The Minutes of the meetings held on 1 & 15 December 2003 were signed by the Chairman as a true record, with no amendments.

The Minutes of the meeting held on 19 January 2004 were amended as follows:

Agenda 3, first paragraph, amended to read ".....allowing the County to close the three Swavesey Byways crossings" The Minutes were then signed by the Chairman as a true record.

AGENDA 3

Matters to Report from the Minutes

The Clerk reported that SCDC had provided 200 FOC black bags to the Parish Council for village litter collection. A request to be made to SCDC to ask if different coloured bags could be provided to distinguish village litter from household rubbish.

AGENDA 4

Declarations of Interest

Mr Marriott declared a prejudicial interest in a planning application, Agenda item 9.3.
Mr Day declared a prejudicial interest in a planning application, Agenda item 9.3.

AGENDA 5

County Council Business

5.1 Cycleway between Over and Swavesey

A verbal report was discussed re the site meeting held on Mon 19 January, between Parish Councillors, Mr David Brace and Cllr Mrs Shona Johnstone, to discuss the possible routing of the cycleway along the existing footpath on the west side of Station Road, between Swan Pond and Taylors Lane. There was also further discussion on how the proposed dual use foot and cycleway would be accommodated along the entire route between Over and Swavesey.

No plans were available to view at the meeting, therefore Council deferred any decision on approving the scheme until plans had been made available. A meeting was arranged for Mon 2 February, 7.30pm at the Memorial Hall, when Mr Brace and Cllr Mrs Johnstone would be present to discuss the concerns raised by the Parish Council.

Cllr Mrs Johnstone confirmed that the funding for the cycleway would be provided by a proportion of the traffic calming budget for Over Parish, part of the Safer Routes to School Scheme budget and the remainder from the main County Transportation Dept budget.

5.2 Traffic Calming Proposals

It was agreed that Mr Brace should attend a further meeting, date to be arranged, with the Parish Council to discuss the updated draft plans for the village. There should then be a public consultation/exhibition, with a house-to-house leaflet delivery advertising the exhibition. Date for exhibition to be agreed with Mr Brace, mid-end March suggested.

Mr Shepperson asked Cllr Mrs Johnstone if it would be possible to have warning/flashing lights or signs between St Andrew's Church and Taylors Lane, to warn motorists of children cycling during school start and finish times, as this is a potentially dangerous area. In a similar way in which flashing lights warn of the primary school entrance and crossing patrol. Cllr Mrs Johnstone to discuss this request with Mr Brace.

5.3 Rapid Transit Scheme – Update

A meeting had been held on 19 January to discuss the possible closure of the existing three vehicle crossings of the rail-line along the Swavesey Byways. Minutes of the meeting had been circulated. It had been proposed that a new access road would be built to provide access to the North side of each of the byway crossings, once the crossings had been closed. Cllr Mrs Johnstone confirmed that County Council would take on the maintenance of this new access road, it would not become a Swavesey Byways responsibility. The Parish Council requested that this be confirmed in writing. Cllr Mrs Johnstone could not at this stage confirm what the status of the new road would be, this would be confirmed later.

Notification of the Proposal to apply for an order for the Guided Busway under the Transport & Works Act 1992 had been issued. Guided Bus Newsletters also now been sent out by CCC. A series of exhibitions to update the public on the progress of the scheme will be held around Cambridgeshire during March, one will be held in Swavesey.

Further discussion was also held on some of the detail of the running of the system

5.4 Ramper Road – Maintenance

- (i) CCC has replied that there is no budget available in this year's budget for maintenance work. Clerk to report two pot-holes in the road by the cottages.

- (ii) It was reported that School Lane/Fen Drayton Road is becoming very dangerous, with the road edges having been badly eroded, particularly between the Nature Reserve Road and the village boundary. This is mainly due to the new bus access to the Village College and that the road is not wide enough for the buses to pass and turn into the access road without overriding the verges. The road is also cracking up, which Cllr Mrs Johnstone reported was due to the very dry summer, which has affected many roads in Cambridgeshire. The Parish Council had been warning that the road edges would break up, since the provision of the bus access road, a further letter to be sent to the Highways Dept asking for urgent maintenance work.

5.5 Budget 2004/05 and Council Tax Increase Consultation

Discussion took place on the proposed increases in the Council Tax for 2004/05. Cllr Mrs Johnstone explained the issues regarding the funding to schools and the amount of grant being withheld by central government. The Parish Council agreed to write to the County Council, copies to Mr A Lansley MP, Mr N Raynsford and the Prime Minister, stating that it understood that the County Council is putting funding into the education budget as requested, however as funding is also being withheld from the County by central government (for the second year running), it cannot be expected to allocate further funding into education without increasing the Council Tax over the 6% level, which the County Council did not wish to do.

5.6 Correspondence

- A new system of traffic information signs for Cambridge is being developed – consultation document received. No response made.
- Further changes to local bus services – no changes to Swavesey services proposed.
- Highways Review Newsletters.

AGENDA 6

District Council Business

6.1 Maintenance of Open Spaces in S Cambs Villages – consultation

A Task and Finish Group has been set up by SCDC to examine the maintenance of open spaces and the different authorities responsible for this issue. Comments from Parishes are invited by 27 February. Clerk to respond and inform them about the problems being encountered with the transfer of open spaces from developers.

6.2 Audit Commission Inspection of S Cambs District Council – Parish consultation

The Clerk and Chairman to complete and return the Questionnaire.

6.3 Correspondence

District Cllr Mr Shepperson was asked about the late collection of Green Box rubbish by Cleanaway in early January. Mr Shepperson replied that there had been no emergency arrangements in place by Cleanaway and due to vehicle and staffing problems, they had not been able to complete their village collections in the contracted time, which was obviously not acceptable to residents. Mr Shepperson also reported that the can banks in the Church car park had not been emptied, despite requests.

AGENDA 7

Police/Crime Report

- 7.1** Crime figures and newsletter distributed.

The next Histon Sector consultation meeting will be held on Tues 17 February, at 7.30pm in Cottenham Village College.

No reply had been received yet regarding the complaint made by the Parish Council about the additional duties imposed on Village Beat Officer Pc Jones.

7.2 Budget Consultation 2004/05

Cambridgeshire Police Authority anticipate having to increase the Council Tax Band D level by 15% for the 2004/05 budget. A public meeting to discuss this is being held on Thurs 29 January, 7.30pm at Hinchingbrooke School, Huntingdon.

AGENDA 8

Items for Discussion

8.1 Highways

- (i) Fen Drayton Road was mentioned again, a letter would be sent to CCC Highways.
- (ii) P3 items.
 - The kissing gate from Church Green to the footpath alongside the drain, FP.8 is in need of urgent repairs – to be reported to CCC Countryside Access Team.
 - The Bridleway gate along Middle Fen Drove is still in need of repairs, this has been reported to CCC Countryside Access – a reminder to be sent through.
 - An invitation received from the Cambridge Group of the Ramblers Association to the Parish Council, to help with carrying out work to the footpath network. A reply to be sent asking if they would survey the RoW's within Swavesey to identify maintenance work.

8.2 Memorial Hall

- (i) A full report from the Hall Committee to be given at the February Parish Council meeting. Quarterly reports will then follow.

The Clerk gave a brief report on recent verbal complaints received about noise levels at parties during December and January. The Hall Committee is discussing all complaints with the Environmental Health Officer, no action has been requested to date.

Following cleaning problems after the New Year's Eve booking, the state in which the hall had been left is also being investigated by the Hall Committee.

- (ii) Mr Marriott reported problems with the handing out of the hall key from the Newsagent's shop and the hirers not being listed on the key list. The Clerk to speak to the Hall Administrator regarding this.

8.3 Recreation/Playgrounds

- (i) RoSPA annual inspection to be carried out in April, fee will be £59.00 – approved.
- (ii) With the requirements of the Disability Discrimination Act coming into force from October 2004, one of the requirements is that play areas are assessed for suitability for use by disabled people. RoSPA can carry out the required inspection at the same time as the annual safety inspection for an additional charge of £33.50 – this was approved.
- (iii) James Dean & Sons Fun Fair will visit Swavesey Market Street on Monday 3 May, opening 6, 7 & 8 May and departing Sunday 9 May. No objections raised. The green to be inspected to ensure it is not too wet for the fair vans to park on at the end of April.

All accommodation vans and rides to be in Market Street, as in previous years. Pc Jones to be informed of the dates and a request to be made for a Police presence during the three open evenings.

8.4 Village Maintenance

- (i) Benches. The Clerk had found two manufacturers of benches made from recycled plastics, which report to be vandal proof. Costs are in the region of £350-£400. Councillors to review how many additional benches are required on the recreation green, or elsewhere and what style they should be. To be discussed again next month.
- (ii) Bus Shelter, Middlewatch. The Clerk had researched new bus shelter costs. A basic steel and polycarbonate shelter similar to the existing one would cost approx £2,000. A wooden shelter, similar to others in the village, would cost approx £3,500. Councillors to review what is required and whether the existing shelter could be repaired. To be discussed again next month.
- (iii) Grasscutting quotes for 2004 season were reviewed. It was unanimously agreed to accept the City Services quote.

8.5 Handyman

The miniature conifers have been taken from the plant tubs in Market Street. The Handyman will arrange to replace them.

8.6 Drainage

Mr Shepperson reported that no written reply had been received by SCDC yet, with regard to a meeting with the Environment Agency. This is now being chased up.

8.7 Parish Website

The Clerk had submitted a full report and proposal, including costs, on the joint venture between the Parish Council and Meridian Magazine to provide a village website. The cost of the domain name would be £34.99 per year and would be in the Parish Council's name. The site would be edited by the Meridian Magazine and the Clerk to the Parish Council. The proposal to share costs 50/50 with the Meridian Magazine was unanimously approved. The draft Terms and Conditions for the site and the permission for other village clubs to utilise space for their own websites was circulated. These are to be discussed further before confirming them. Mr Owen agreed to assist as required on behalf of Councillors.

8.8 Proposal to form a Parish Council Village Entertainment Committee

Following the situation of the insurance cover for the Christmas lights in Market Street in December, it was proposed that the Parish Council form a Village Entertainment Committee, which would be able to discuss with other village committees how the Parish Council may be able to assist with village projects. The proposal was seconded and unanimously accepted. Mr Wright, Mr Foster and Mr Marriott to meet to establish the committee.

A letter thanking the Parish Council for its support of the Christmas lights was received from Mr Bob Stone, who also wished to offer his services to the new committee if required.

Mrs April Martin had also contacted the Clerk to offer her assistance with the new committee.

8.9 Village Youth Facilities

Discussion on how the Parish Council might be able to help to re-establish youth facilities in the village and work with the Community and Youth Managers from the local Village Colleges to provide a greater use of the Youth Centre on the Village College Site. The Chairman volunteered to meet with Mr Geoff Redhead, Community Youth Manager at Cottenham Village College to discuss how the Parish Council might help with this project.

8.10 Grant Requests

- (i) Swavesey Your Library. Request received for a donation towards the purchase of further children's books for the Library. Following discussion it was proposed and seconded to provide a donation of £200 in support of the Your Library. 1 abstention, 9 in favour.

'Resolved that the Council in accordance with its **power under section 137** of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure: £200 donation towards the purchase of children's books for the Swavesey Community Your Library.'

- (ii) Swavesey Pre-School. Request received for financial support towards the cost of providing security equipment for the proposed new Pre-School building, the planning application for which is to be considered under Agenda item 9.3. It was agreed to discuss this item in conjunction with the planning application further down the Agenda.

8.11 Constable's Rood

A letter was sent to the tenant following the December meeting, stating that the land must be cleared and made secure by 31 December 2003, if not then the tenancy will be reviewed. No reply has been received from the tenant and it appears that no work has taken place to clear the land or make it secure to-date. Council therefore agreed that a further letter should be sent informing the tenant that the tenancy is being terminated with immediate effect.

The Clerk to obtain quotes for clearing the land.

A letter from two village residents with regard to the future use of the land was discussed. The letter suggested that the land should be used as a community facility and that there are sources of financial and planning help from local organisations to help achieve this. Council agreed to write back asking the correspondents to form a working party to investigate this suggestion further and to come back to the Parish Council with a proposal of how the land could be used and how the project could be financed.

AGENDA 9

Planning

9.1 Correspondence

- (i) Ref: S/2333/03/F – 125 Middlewatch, change of use to take-away. Planning application withdrawn.

Ref: S/2135/03/RM – Land West of Longstanton (phase 1 – Home Farm). Planning application withdrawn.

- (ii) Notice of intention of S Cambs District Council to adopt the South Cambridgeshire Local Plan No. 2 on 9 February 2004. The Plan will cover the period up to 2006.

- (iii) CPRE – Planning applications workshop for Parish and Town Councillors and Clerks to be held on Saturday 6 March 2004, Wimblington.

9.2 Deed of Easement, 37 Market Street

The matter to remain in abeyance until 13 February 2004.

9.3 Applications

- (i) Ref: S/2536/03/F – Erection of Pre-school building on Village College land, Gibraltar Lane. Two letters received from neighbours, expressing concerns over the security of the site for the proposed building, in the light of the problems encountered with the former library building on the same site. Youths persistently congregate around the building, causing noise, vandalism and litter. Council raised no objections to the siting of a pre-school building on the proposed site, however comments to be returned supporting the concerns of neighbours and requesting that the security fencing around the site be reviewed and possibly increased to stop the problems presently being encountered.

With regard to the request for a grant from the Parish Council to the Pre-School in order to assist with the costs of security for the new building, it was agreed to leave the decision on awarding any grant until after the planning application has been determined.

- (ii) Ref: S/2554/03/F – Land adj. 33 Station Road. House & Garage. One letter received from the neighbour, at 39 Station Road, raising objections. Parish Council raised objections in support of the letter received on the following grounds:
- Inconsistencies in the proposed height of the new dwelling on drawings 1.13 & 1.14. The Parish Council supports the comments received from the owner of 39 Station Road in that the new dwelling should be at an eaves height to a level not exceeding that of 39 Station Road.
 - The windows to the North side of the new dwelling. The positions of these windows should be reviewed to ensure that they do not look directly into the existing windows on the South side of the neighbouring property at 39 Station Road.

Comment

- The new driveway should be surfaced in a material that will not create excess noise disturbance to the neighbouring property at 39 Station Road.
- (iii) Ref: S/0035/04/F – 54 Middlewatch. Demolition of barn & garage and extensions to dwellings. No objections or comments raised.
- (iv) Ref: S/1478/03/F Amended – Land r/o Mill Farm, Middlewatch. Change of use from agriculture to horse livery including erection of stabling, barns, menage, carpark and excavation of pond.

Mr A Day declared a prejudicial interest and left the room during this item.

No objections or comments raised.

Mr Day returned to the meeting.

- (v) Ref: S/0024/04/LB – 5/7 Market Street. Internal alterations – creation of doorway opening at first floor level and removal of modern partition to create landing area.

Mr P Marriott declared a prejudicial interest and left the room during this item.

No objections or comments raised.

Mr Marriott returned to the meeting.

- (vi) Ref: S/0058/04/F – Swavesey Primary School, Middlewatch. Extension. No objections or comments raised.

9.4 Permissions

Ref: S/2379/03/PNA – Mill Farm, 95 Middlewatch. Confirmation that planning permission is not required for the erection of an agricultural building.

Ref: S/2328/03/F – 95 Middlewatch. Permission granted for conservatory.

Ref: S/2282/03/F – 125 Middlewatch. Permission granted for extensions.

Ref: S/1426/03/F – The Old Windmill, Mill Way. Permission granted for wind turbine (renewal of time limited permission S/0736/98/F).

Ref: S/1762/03/RM – Land west of Longstanton (Phase 1 – Home Farm). Approval of details of reserved matters for the erection of 91 dwellings and ancillary works.

9.5 Refusals - None received

9.6 Appeals - None received

Ref: S/0208/03/RM – Land west of Longstanton. 97 Dwellings and ancillary works. The appeal is to be decided by public inquiry, details of which will be sent at a later date. No representations to be made at this stage by the Parish Council.

AGENDA 10

Accounts

10.1 Payments this Month

- (i) All payments approved:

| | Net | VAT | Gross |
|---|------------------|--------------|-----------------|
| Administration and salaries | 857.68 | | 857.68 |
| Interclean – Memorial Hall contract cleaning | 283.50 | 49.61 | 333.11 |
| Cambs ACRE – information sheets | 9.00 | | 9.00 |
| DMC Internet Ltd – Hosting account fee (50% share to be invoiced to Meridian Magazine) | 34.99 | 6.12 | 41.11 |
| Viking Direct – Stationery | 61.13 | 10.70 | 71.83 |
| CALC – Model contract of employment | 3.00 | | 3.00 |
| NTL | 20.97 | 3.67 | 24.64 |
| Cambridge Water – Memorial Hall | 102.07 | | 102.07 |
| Total: | £1,372.34 | 70.10 | 1,442.44 |

No receipts recorded for January.

Bank reconciliation sheet circulated to all Councillors.

- (ii) Approval for the following expenditure was given:

Royal Mail re-direction of Parish Council mail for 6 months, £43.20.

Connection to NTL broadband for Parish Council administration and work to the website, including monthly rental of £24.99 (600K). NTL currently have a free connection and first month free rental offer, which can be taken up.

10.2 Budget setting and approval of Precept for 2004/05

- (i) No amendments made to the draft budget, which was then unanimously approved.
- (ii) Precept request for 2004/05 unanimously approved at £43,000.00, the same level as in 2003/04.
- (iii) The Clerk reported that an interim Internal Audit had been carried out, no problems were identified. Internal Auditor's report will be available for the next meeting. The full Internal Audit for the year-end will take place during April.
- (iv) Moore Stephens, auditors, had now completed and signed off the audit report for 2002/03. The audit report has been qualified due to the fact that the Council did not adopt formal sets of standing orders and financial regulations until the following financial year.

AGENDA 11

Correspondence

GO-East – Renewable energy and the planning system. Report on the recent seminars held and information on a new project to support communities in developing renewable energy initiatives.

CALC – Bulletin. Training and meetings information.

Local Access Forum – general information.

Bedfordshire Railway & Transport Association – Bedford-Sandy-Cambridge Rail Link.

Magazines: Floodline – Flood Action newsletter; Clerks & Councils Direct; Local Council Review.

AGENDA 12

Items for Information and Next Meeting Agenda

Mrs Ladds requested that the Football Pavilion on the recreation green be a discussion item.

There being no further business, the meeting was declared closed at 10.15pm.

Signed & dated

Chairman

Minutes approved & signed as a correct record by the Parish Council on 23 February 2004