

---

# *Swavesey Parish Council*

**7.30pm**

**Public Open Forum** - The following comments were raised:

1. The interactive speed sign on entering the village is still not working.
2. Will the Police be carrying out any speed checks on the new 30mph limit in Boxworth End.

The Chairman replied that the Clerk had reported the non-working sign to CCC. The Clerk would contact the Police to find out about speed checks, however the Police originally objected to the change in the speed limit on the grounds that they would be unable to enforce it.

---

**7.32pm**

## **Minutes**

Parish Council Meeting, held at The Memorial Hall  
Monday 24 May 2004, 7.30pm

### **PRESENT**

Mr M Johnston (Chairman)

Councillors : A Day, J Foster, P Marriott, R Owen, J Shepperson, J Tait, W Wright

Clerk : Mrs L Miller

Parishioners : 5

### **APOLOGIES**

County Cllr Mrs S Johnstone, C Houghton, S Rogers, J Dodson

### **AGENDA 2**

#### *Election of Chairman and Vice-Chairman*

Mr Martin Johnston was nominated and seconded for the post of Chairman. Mr Johnston accepted the nomination. There were no other nominations and Mr Johnston was unanimously elected Chairman for the forthcoming year.

Mr Marriott was nominated and seconded for the post of Vice-Chairman. Mr Marriott accepted the nomination and was unanimously elected Vice-Chairman for the forthcoming year.

### **AGENDA 3**

#### *Code of Conduct*

- (i) Mr Tait had signed his Declaration of Acceptance of Office on 11 May 2004.
- (ii) The Clerk reminded Councillors that if there were any amendments to be made to their Registers of Interest, to please let her know as soon as possible.

### **AGENDA 4**

#### *Declarations of Interest*

No declarations were made.

*(7.38pm – Mr Wright gave apologies for late arrival)*

## **AGENDA 5**

### ***Election of Representatives to the following Village Committees and Charities***

- (i) The Thomas Galon Charity – Mr James Dodson was elected as Parish Council representative for 4 years, to end 31 May 2008.
- (ii) Primary School Governing Body – Mrs Clare Houghton was nominated as Community Governor for 4 years, to end 31 May 2008.

## **AGENDA 6**

### ***Election of Councillors to Council Committees and Working Parties***

- (i) Memorial Hall Committee – Mr Warren Wright was elected to the Hall Committee.
- (ii) Finance Working Party – to remain as Mr Richard Owen and Mr James Dodson.
- (iii) Personnel Working Party – Mr Martin Johnston and Mr Jim Foster.

## **AGENDA 7**

### ***Minutes and Matters to Report***

The Minutes of the meeting held on 26 April 2004 were signed by the Chairman as a true record, with no amendments.

## **AGENDA 8**

### ***County Council Business***

#### **8.1 Guided Bus Proposals – Public Inquiry**

Letter sent to the Dept of Transport confirming that the Parish Council wishes to present oral evidence at the Inquiry, this has to be submitted in writing by 11 June 2004. Council confirmed that the letter of objection sent in March states the full case for the Parish Council and this should therefore be submitted as the statement.

#### **8.2 Highways & Engineering Division Services Questionnaire**

To be completed and returned by the Clerk

#### **8.3 Correspondence and Items to be raised with the County Councillor**

Leaflets on Cambridge City traffic information signs and traffic management scheme.

## **AGENDA 9**

### ***District Council Business***

#### **9.1 Travellers meeting, SCDC, 20 May 2004**

Mr Shepperson and Mr Day attended the meeting and gave a report on the discussions. A Travellers Officer has been appointed to liaise with parishes where there are travellers' issues. The Parish Councils' role is to lobby central government to ensure that this situation is taken seriously and that local planning authority decisions are not over-ruled.

The Clerk to write to the Office of the Deputy Prime Minister for information on the Travellers Consultation and how Parish Councils can take part.

#### **9.2 Correspondence and Items to be raised with the District Councillor**

- (i) S Cambs Design Guide – a new design guide is being produced as a supplementary planning document, to form an integral part of the new local plan framework. Comments are requested.
- (ii) News Release on the District Council's strong opposition to the Government's intention to increase housing development in the M11 corridor by another 18,000 houses, with a substantial proportion to be built in the Cambridge Area.
- (iii) Housing Leaflet. Updates to be sent to SCDC by 18 June.

## **AGENDA 10**

### ***Police/Crime Report***

- (i) Monthly crime figures and newsletter circulated.
- (ii) The Head Teacher at the Primary School had written to inform the Council of further vandalism at the school over the weekend of 8/9 May. Vandalism has now amounted to several hundred pounds worth of damage at the school and plans to install CCTV are now being brought forward.

PC Alison Jones had reported that the Village College was not very keen to allow the Parish Council Chairman and PC Jones to speak to the students at the College as the vandalism was taking place off of College premises and only involving a small minority of youths. The Clerk to write back to the Village College to ask if the Parish Council Chairman could meet to discuss the problem with them and also to ask about the College's responsibility for students off of College premises during school hours.

The Clerk to also find out the date of this year's Leaver's Prom, as there have been nuisance and vandalism problems in past years after the Prom finishes.

## **AGENDA 11**

### ***Items for Discussion***

#### **11.1 Highways**

- (i) P3 Scheme. Countryside Access Rights of Way Improvement Plan Questionnaire to be completed by Parish Council and local businesses.
- (ii) Annual Pathfinder March will take place on Sat 12 June.
- (iii) SCDC – Vehicular access to front of 20 Whitton Close. Application has been made for Right of Way over the District Council owned section at the end of Whitton Close. Parish Council raised no objections.
- (iv) It was reported that there were still large holes in the road edges/verges along Fen Drayton Road between the College access road and the Nature Reserve access road. This is a danger to road users. The Clerk to request, again, for road planings to be put into this area as well as between the village boundary and the College access road. Also to chase up the request for road maintenance and kerbing along Fen Drayton Road.
- (v) Request from occupants of Century House, Market Street, for the trees on the verge to be trimmed back. This is believed to be CCC Highways responsibility, the Clerk to inform them.
- (vi) Reported that the first verge cut of the season was very badly cut and in Middlewatch the verges had only been cut around the wheelie bins, so that when the bins were returned to residents premises, there were areas of uncut verge.
- (vii) The grass on the verges along Buckingham Road is very high and causing a danger to the traffic at the junctions at Buckingham Business Park and the A14 flyover. Clerk to find out when the verges will be cut back.

#### **11.2 Recreation/Playgrounds**

- (i) Market Street Green. Following the Barrel Rolling and the Fair the green has ruts in the centre of it, which will be rolled out as soon as the weather and ground is suitable.
- (ii) Letter from the Primary School, following a letter sent to the school expressing concern over the safety of the pond adjacent to the school and asking if the Parish Council would consider providing a lifebelt/floating ring. Following discussion it was considered that safety at the pond was not a problem and the provision of a floating ring was not required.
- (iii) Swavesey Spartans Football Club had written to inform the Parish Council that the annual gala day will be held on the recreation green on Sunday 13 June from 10am until 4pm.

### **11.3 Village Maintenance**

- (i) Benches. Mr Foster presented quotes and details on new benches for the recreation green. It was proposed and unanimously approved to purchase:

4 x Enviropol (recycled plastic) black benches, £310.58 + VAT. Glasdon UK Ltd.

Provision of 3 concrete bases and fitting of 4 benches (additional bench to be fitted to the existing base in the children's play area), MANART, Over. £325.00 + VAT.

- (ii) Mr Shepperson had carried out the repairs to the bus shelter in Middlewatch and also fitted a noticeboard to the outside of the shelter. The litterbin will also be repaired and replaced. The Chairman thanked Mr Shepperson.

### **11.4 Handyman**

- (i) The Chairman wished to acknowledge the hard work which the village handyman and his wife always put in to clearing the litter from the recreation green and other areas of the village as well as the repairs and clearing away of other people's dumped rubbish. Council agreed to discuss a bonus together with the annual salary review at the next meeting.
- (ii) The Handyman had reported that the footbridge on the recreation green had again been vandalised, with approx 8 slats having being broken off. The Chairman added that the Handyman had now repaired the bridge. It was suggested that perhaps the bridge should be removed as it is constantly vandalised, however the Clerk replied that the bridge is part of the official Footpath right of way and therefore cannot be removed without consulting with the Countryside Team at CCC.

The Handyman also reported that the fence through to the Primary School field had been cut through again and shrubs removed, the dead shrubs and stolen For Sale signs had been used to block the drain across the green.

- (iii) The lamp-post on the front of the recreation green had been knocked down by a vehicle the previous weekend, this had been reported to the County Council who are ensuring the post is safe and arranging a replacement. If anyone knows the registration number of the vehicle that crashed into it, could they please inform the Police.
- (iv) The amount of litter left on verges and in hedges around the village was mentioned. It was suggested that perhaps a 'litterpick' day could be organised or a request for residents, or local groups, to help by regularly clearing certain areas could be made, via the Meridian Magazine. The Clerk to find out if other Parish Councils have been able to organise similar activities, a request also to be put into the next Meridian PC News.
- (v) The Handyman will purchase plants for the tubs outside the Memorial Hall and in Market Street this month. New compost will also have to be purchased, a pro-forma invoice is presented under the Accounts Agenda item.

### **11.5 Drainage**

Longstanton Technical Liaison Group Minutes of 16 March received. No new items noted. It is still unclear as to where surface water drainage is to be directed from the Home Farm development.

### **11.6 Risk Management Policy – adoption**

The draft Risk Management Policy was discussed and unanimously adopted. To be reviewed as necessary but certainly within 12 months.

## **AGENDA 12**

### ***Planning***

#### **12.1 Correspondence**

S/00441/04/CW – Land adj to Covells Drain, re-profiling and ground raising. To be considered at CCC Development & Control Committee meeting, 7 June.

## **12.2 S.106 Agreement and Public Open Space Adoption**

G Wimpey Ltd has confirmed that it agrees to all of the suggestions to completing the land transfer, as put forward by Councillors following the site meeting held on 10 March. All outstanding issues are now being resolved and the Parish Council's Solicitor is awaiting the new land transfer documents from G Wimpey Ltd, for approval by the Parish Council.

## **12.3 Cambridge Wind Farm Proposals**

An announcement of plans for the Cambridge Wind Farm had been received from Your Energy together with details of the public exhibition held in Boxworth Village Hall on Weds 19<sup>th</sup> May. Parish Councillors had attended the exhibition. No objections to the initial proposals were raised. If a planning application is applied for, formal comments will then be considered.

## **12.4 Applications**

- (i) Ref: S/0089/04/F – 75 Moat Way. Single storey rear and side extensions. No objections.
- (ii) Ref: S/0852/04/F – 22 Taylors Lane. Extension (renewal of time limited permission S/0777/99/F). No objections.
- (iii) Ref: S/0853/04/F – 24 Taylors Lane. Extension (renewal of time limited permission S/0778/99/F). No objections.
- (iv) Ref: S/0838/04/F – The Grange, Market Street. Removal of condition 6 of planning permission S/1550/03/F to enable the insertion of Mezzanine Floor. No recommendation.
- (v) Ref: S/0845/04/RM – Land west of Longstanton (Phase 3 – Home Farm). Erection of 103 dwellings and ancillary works. Objection on grounds of impact of the development on local roads, in particular Ramper Road. Improvements to Ramper Road urgently required and linked to permission for development.
- (vi) Ref: S/0915/04/F – r/o 118 Middlewatch. New wall to proposed access. No objections.
- (vii) Public Entertainments Licence application – The White Horse Inn. No objections.
- (viii) Ref: S/0953/04/F – 21 Market Street. Extensions including annexe. No objections.

## **12.5 Permissions**

Ref: S/2136/03/RM – Land west of Longstanton, Phase 1 (Home Farm). Approval of details of reserved matters for the structural landscaping.

Ref: S/0459/04/F – Wallmans Lane (for Trilogy Telecom). Permission granted for erection of cabinet for telecommunications equipment.

Ref: S/0385/04/F – The Windmill, Hale Road. Permission granted for alterations and extensions.

Ref: S/0351/04/F – 68 Boxworth End. Permission granted for removal of personal condition (condition 1 of planning permission S/0573/84/F).

Ref: S/0526/04/F – 89 Boxworth End. Permission granted for an extension.

Ref: S/0583/04/F – Rose Lodge, 9 Boxworth End. Permission granted for extensions.

Ref: S/00058/04/CC – Swavesey Primary School. Permission granted for single storey extension and alterations.

Ref: S/0539/04/F – 15 Whitton Close. Permission granted for an extension.

**12.6 Refusals** - None received

**12.7 Appeals** - None received

## AGENDA 13

### Accounts

#### 13.1 Annual Reviews of Financial Regulations and Authorities

- (i) Current account and Treasurer's account signatories were confirmed, no changes made.
- (ii) The position of Responsible Financial Officer was confirmed as Mrs Miller, Clerk.
- (iii) It was unanimously approved to continue with the appointment of Mr Sloman as the Council's Internal Auditor.
- (iv) It was unanimously approved to use variable Direct Debit for payment of utility supplies, as detailed in the Financial Regulations, Section 6.6.

#### 13.2 Financial Regulations

Updated Financial Regulations, received from CALC, were discussed and unanimously adopted for use with immediate effect.

#### 13.3 Payments this Month

- (i) All payments approved:

	Net	VAT	Gross
Administration and salaries	942.69		942.69
CALC affiliation fee	503.88		503.88
Village maintenance	59.00		59.00
RoSPA Safety & Access Inspections	92.50	16.19	108.69
Stationery & office equipment	81.38	14.24	95.62
Allianz Cornhill Insurance Premium - Parish Council Policy	659.24		659.24
Grants – St Andrew's PCC & Swavesey Cemetery	501.00		501.00
Memorial Hall – DS Martin Building Services	30.69		30.69
Memorial Hall – Powergen Electricity	325.85	16.29	342.14
Memorial Hall – Interclean contract cleaning (Apr)	228.50	39.99	268.49
Memorial Hall - SCDC, Non-domestic rates (June/July)	276.00		276.00
<b>Total:</b>	<b>£3,700.73</b>	<b>86.71</b>	<b>3,787.44</b>

- (ii) Receipts

J Dean Fun Fairs - rent	100.00		100.00
Hall Booking receipts (Apr/May)	613.27		613.27
Website cost share – Meridian Magazine	17.50		17.50
Cambs County Council – P3 Scheme grant	250.00		250.00
<b>Total:</b>	<b>£980.77</b>		<b>980.77</b>

March bank reconciliation correct for 23/05/04.

#### 13.4 Year End Accounts and Audit Update

External Audit date is 1 August 2004 for the 2003/04 Accounts. An internal audit is to be carried out during June, following this the final figures will be presented to Parish Council for approval before submitting the Annual Return for 1 August. Draft accounts were circulated and no questions were raised, the draft accounts were approved for internal audit.

## AGENDA 14

### Correspondence

CALC – Workshop for Chairmen, to be held on Friday evening 3 September, St Ives.  
 - Quality Parish & Town Council Initiative – update.  
 SLCC – Funding & Managing Community Projects workshop, 6 July, Colchester  
 Clerks & Councils Direct magazine  
 Local Council Review

**AGENDA 15**

*Items for Information and Next Meeting Agenda*

Mr Foster            Reported that tiles on the Hall roof appear to be loose and need monitoring.

Mr Shepperson    Reported that he had been informed of an accident between a cyclist and car on the new cycleway along Over Road but had no details. No one else had heard about it.

Mr Wright           Asked if the Parish Council could find out who the owners of 37 Market Street are, as teenagers are breaking into the empty property and the owners should ensure the property is made secure.

There being no further business, the meeting was declared closed at 9.36pm.

Signed & dated

Chairman

**Minutes approved & signed as a correct record by the Parish Council on 28 June 2004**