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# *Swavesey Parish Council*

**7.30pm**

**Public Open Forum** – No comments from the public

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**7.31pm**

## **Minutes**

Parish Council Meeting, held at The Memorial Hall  
Monday 21 March 2005, 7.30pm

### **PRESENT**

Mr M Johnston (Chairman)

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

Clerk : Mrs L Miller

Parishioners : 3

### **APOLOGIES**

Mrs S Rogers (working), Mr J Tait, Mr Pook for late arrival

### **AGENDA 2**

#### *Minutes and Matter to Report from the Minutes*

The Minutes of the meeting held on 28 February 2005 were signed by the Chairman as a true record, with no amendments.

### **AGENDA 3**

#### *Declarations of Interest*

Mr Day, Mr Owen and Mr Shepperson all declared an interest in Agenda item 7.6, Maintenance grants for the Cemetery and Churchyard.

### **AGENDA 4**

#### *County Council Business*

##### **4.1 Ramper Road, No15/15A Bus Route**

Reply from Stagecoach re suggested alternative route, as per previous meeting. Stagecoach replied that the alternative could not be achieved without additional resource and this would make the service uneconomical, therefore they have no plans to change the route in the near future.

A Middlewatch resident had spoken on Radio Cambridgeshire this morning with the MD of Stagecoach Cambridge, about the problems with the bus route and the buses overriding the junction of Middlewatch/Ramper Road when turning into Ramper Road. Again Stagecoach were not prepared to change the bus route.

Cambs County Council has agreed, following a request from a resident of Middlewatch, to install a wooden bollard on the corner of the footpath at the Middlewatch/Ramper Road junction, to prevent the buses overriding the footpath.

A letter to be sent to Cambs County Council with regard to the safety issues being raised at this junction and the fact that the buses are not able to turn into Ramper Road from Middlewatch without overriding the footpath or turning across the whole of the width of Ramper Road.

#### **4.2 Traffic Calming**

Draft letter to Mr B Smith, Director of Environment and Transport, CCC, approved.

Streetlight in the centre of the Middlewatch chicane is now working.

CCC to be questioned as to why the 'traffic calmed area' sign has been put up in Middlewatch, rather than Boxworth End.

#### **4.3 Cycleway**

Reply from CCC re markings on the cycleway. With regard to right of way between cyclists and pedestrians, CCC replied that shared facilities give neither cyclists nor pedestrians priority therefore both have to act in a safe and responsible manner and appreciate each others right. To aid safety at the end of the cycleway, an 'END' footway sign will be laid at the junction with Middle Fen Drove.

#### **4.4 Correspondence for information and items for County Councillor**

- (i) Notification of changes to bus stop names, to comply with real time bus information systems, all bus stops will now receive a standard three component name.
- (ii) Details of the proposed experimental suspension of the historic centre cycling restriction in Cambridge.
- (iii) Notification of bus services changes as of 4<sup>th</sup> April – no changes affecting Swavesey services.

### **AGENDA 5**

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

##### **5.1 Correspondence for information and items for District Councillor**

- (i) Parish Tree Warden. Agreed to ask Mr T Parish if he would continue as Parish Tree Warden.
- (ii) Home Office national survey of Burial Grounds – no reply required as Parish Council is not the responsible authority for any of the burial grounds within the Parish.
- (iii) Summary of findings of the Northstowe Community Facilities workshop held in January.

### **AGENDA 6**

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

##### **6.1 Correspondence for information and items for Community Beat Officer**

Crime figures and updated list of Beat Officer villages received. The Chairman reported that he had been contacted about youths causing nuisance and disturbance in Whitton Close. This has been reported to the Police.

### **AGENDA 7**

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

##### **7.1 Highways**

- (i) Cow Fen Drove. Letter received with regard to Maintenance of Cow Fen Drove. Reply to acknowledge the views of the writer with regard to the maintenance of the Drove and the Parish Council's appreciation for all of the voluntary work carried out over the past 30 years.  
No date received yet for the appeal regarding land use along Cow Fen Drove.
- (ii) Large pot holes reported in Market Street, near the entrance to the Grange. Clerk to report to CCC.
- (iii) CCC Highways is producing plans for changes to the footpath outside of the Primary School, Middlewatch, to stop the parking on the footpath which is causing problems to the Crossing Patrol and safety of children at school start/finish times.

- (iv) Reported that the new fence erected adjacent to the highway along Swavesey Road, Fen Drayton could cause visibility problems at the bend. Clerk to check with SCDC Planning Dept.
- (v) Highways Agency – notification of the public consultation on plans for the A14 Ellington to Fen Ditton improvement works. Preview for Councillors will take place on Tues 30 March in Cambridge.

## **7.2 Recreation/Playgrounds**

- (i) RoSPA inspection will take place during April. Cost will be £59.00 + VAT.
- (ii) Damage to Moat Way play area has been reported to G Wimpey UK Ltd, no response received yet re maintenance work.

## **7.3 Village Maintenance**

New Plant Tubs. Costs investigated re wooden or recycled material plant tubs. It was decided to stay with wooden tubs and to purchase half-barrels similar to those already being used. Cost would be approx £24 each, 3 or 4 tubs would be required.

## **7.4 Handyman**

- (i) No problems reported from the Handyman.
- (ii) It was reported that there are still a lot of problems with dog fouling on the recreation green, particularly with the football club having to clear the green before Saturday games. The Clerk to try again to get the District Dog Warden to patrol the area on a regular basis.
- (iii) The commemorative plaque on the Millennium capsule site on Market Street green has now come right off and is being stored. No action to be taken.

## **7.5 Drainage**

Correspondence received from the Swavesey IDB to the Environment Agency, expressing their serious concerns over the implications of the Environment Agency's request to Mr J Johnson to remove the earthworks carried out to the Swavesey side of the Covells Drain. Correspondence also received from a village resident expressing serious concerns over the potential flood risk to the village if the Covells Drain bank is lowered. Mr Shepperson reported on recent discussions and correspondence with regard to the works carried out to the Covells Drain. The Parish Council agreed that if the Covells Drain bank is lowered and the strengthening works to the Swavesey side are removed, then there will be a very serious flood risk to the village. The Parish Council to write to the Environment Agency in full support of the IDB's letter and to express the Council's very serious concerns over the potential flood risk to the village and to urge that the Environment Agency reconsider their request. A copy of the correspondence received to be enclosed with the letter to the Environment Agency.

## **7.6 Cemetery and Churchyard Maintenance Grants**

It was proposed and seconded to maintain the same level of grants provided for this year, as last year. Carried unanimously.

## **7.7 Constable's Rood Report**

The terms of reference for the Constable's Rood Committee were approved. Mr Pook was elected Chair and Clerk to the Committee. The Committee members are Parish Councillors: Mr Pook and Mrs Rogers, co-opted members: Mr Jones and Mr Green. Mr Pook reported that the site has now been cleared and the hedges trimmed, a meeting is scheduled with the County Council to discuss raising the ground level, plans will be drawn up for the work on the site which is scheduled to take place during Autumn 2005.

The Chairman congratulated the Committee on the work carried out to date.

## **7.8 Events Committee Report - No report given.**

## 7.9 Annual Parish Meeting

Draft Agenda and Minutes of the 2004 meeting were circulated. It was agreed to include Agenda items to report on the two Parish Council Committees for the Memorial Hall and Constable's Rood. The Agenda was then approved.

## AGENDA 8

### Planning

#### 8.1 Correspondence

- (i) Trees, 37 Market Street. The Clerk reported that the Trees Officer from S Cambs District Council had visited the site of 37 Market Street following reports that trees were being felled without permission, the site is within the Conservation area. Two Walnut trees had been felled; one of which was found to be diseased. The Trees Officer had contacted the owners of the site and they have been informed of the regulations relating to trees within the Conservation area. No further trees will be felled without prior permission.
- (ii) Centac Ltd – H3G proposed telecommunications pole, The Farm, Boxworth End. Additional information received from Centac confirming that the proposal at the present time is for a 15m wooden monopole. Research findings on health, as published by Hutchison3G UK Ltd also received. No further comments to be made by the Parish Council until a formal planning application is received.

#### 8.2 Applications

- (i) Cambridge Wind Farm. Additional information received from Your Energy and StopCWF with regard to the proposals. S Cambs District Council will be meeting to decide on the application on 6 April. Reply to be sent to the District Council confirming that the original objections and views of the Parish Council, made in September 2004, remain unchanged with no additional comments or objections added.
- (ii) Ref: S/0039/05/F Amended – The Guinness Trust. Affordable dwellings on land off Whitton Close. Highway and fencing details. No objections or comments made with regard to the highway and fencing proposals. It was noted that the letter from CHBC Architects to the District Council, enclosed with the proposals, stated that the rooflines and parking spaces as commented on by the Parish Council, remain unchanged. Parish Council to comment to the District Council that its views regarding the parking for the flats and roof designs remains unchanged.

**8.3 Permissions** - None received

**8.4 Refusals** - None received

#### 8.5 Appeals

Ref: S/0682/95/O – Land West of Longstanton (Home Farm) proposed development. Appeal made against the South Cambs District Council's non-determination of an application, which proposed a total of 630 dwellings. Appeal to be heard by way of a public enquiry.

## AGENDA 9

### Accounts

#### 9.1 Payments and Receipts this Month

| (i) All payments approved:                            | Net             | VAT          | Gross           |
|---|-----------------|--------------|-----------------|
| Administration and salaries                           | 1,640.37        | 17.26        | 1,657.63        |
| Memorial Hall – cleaning, maintenance, administration | 304.82          | 43.83        | 348.65          |
| Village Maintenance                                   | 97.50           | 17.06        | 114.56          |
| S.137 Payments – grant to Swavesey Library Group      | 300.00          | 0.00         | 300.00          |
| Loan & interest repayment                             | 3,073.85        | 0.00         | 3,073.85        |
| <b>Total:</b>   | <b>5,416.54</b> | <b>78.15</b> | <b>5,494.69</b> |

| Payments approved from 2005/06 budget: | Net             | VAT         | Gross           |
|--|-----------------|-------------|-----------------|
| Memorial Hall – annual costs           | 150.11          | 0.00        | 150.11          |
| Memorial Hall – insurance              | 1,577.36        | 0.00        | 1,577.36        |
| Administration – subscriptions         | 28.00           | 0.00        | 28.00           |
| <b>Total:</b>                          | <b>1,755.47</b> | <b>0.00</b> | <b>1,755.47</b> |
| <br>Receipts                           |                 |             |                 |
| Hall Booking receipts (Mar)            | 208.13          | 0.00        | 208.13          |
| Green box recycling credits            | 426.82          | 0.00        | 426.82          |
| <b>Total:</b>                          | <b>634.95</b>   | <b>0.00</b> | <b>634.95</b>   |

(ii) Formal notification and approval of recent S.137 payments:

“Resolved that the Council in accordance with its powers under sections 137 and 139 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:

A donation of £300 to the Swavesey Library Group for the purchase of a new mobile bookcase for use in the Library.

Expenditure of £935.84 for the purchase of new Christmas Lights for use in Market Street, Swavesey each Christmas.”

(iii) Recycling Credits received. District Cllr Mr Shepperson reported that the £426.82 received was for the first six months of 2004/05. It was unanimously agreed to continue to put this money into the Youth Reserve Fund.

It was also agreed to ask Mr Ayres, Area Youth Worker to come to a future Parish Council meeting to discuss progress towards re-opening the Youth Centre.

## 9.2 Report on interim internal audit

Interim audit carried out by Mr Sloman on 2 March. Report circulated to Councillors. Two items to note: Formal risk assessment for the hall is urgently recommended; Responsible Financial Officer to put in place an internal audit control for the finances re the hall income and bookings.

## 9.3 Correspondence

2005/06 Non-domestic rate demand received for the Hall. Clerk noted this has still come through at the rateable value of £5,500. This should be less due to the reduction in the 2002-03 rateable value as agreed with the Valuation Office in February. A new rate demand should be received within the month. However direct debit payments will start at the new rate and should be corrected after the reduction and rebate has been sorted out.

## AGENDA 10

### *Correspondence*

- (i) Standards Board for England, consultation questionnaires for Councillors on the review of the Code of Conduct.
- (ii) DEFRA – CD-ROM on advantages of using Broadband at work, home and in the community.
- (iii) County Council Election notice for Papworth & Swavesey Division, Polling Day Thurs 5 May.
- (iv) Letter from The White Horse Inn requesting the use of Market Street Green on Sunday 1 May, for the annual Barrel Rolling competition, part of the Swavesey MayFest celebrations. No objections raised. A request made to ensure that the green is rolled flat again following the competition. Funds this year will be split between the Play Area Project and a collection towards the Christmas lights and the purchase of a permanent Christmas tree for the Green. The purchase of a tree to be discussed by Parish Council at a future meeting.
- (v) South Cambs Magazine; Clerks & Councils Direct.

## **AGENDA 11**

### ***Items for Information and Next Meeting Agenda***

- The Clerk reported that the Play Area Project is very pleased to announce that it has today received an award of £21,168 from Sita Environment Trust. However, unfortunately WREN turned the application from the project down due to reduced funding available this financial year. Further discussions will take place with WREN to see if another application could be submitted in three months' time. The Committee are still waiting to hear from Evolve/Donarbon, Hanson Community Fund, CEN Press Relief and the Local Network Fund.
- The NTL cover at the top of Whitton Close is in need of repairs – to be reported.
- A full update on the G Wimpey UK Ltd land transfer situation to be an Agenda item at the next meeting.
- A request from a resident asking if they could put up a bouncy castle on the recreation green for a private children's birthday party at the end of July. The Clerk to check with regard to insurance liability.
- The Meridian Line marker post in Ramper Road has disappeared. The posts to be an Agenda item for discussion at the next meeting, with regard to who is responsible for them and how they are to be maintained.

The meeting was closed to the public and press at 9.10pm.

### **The following item was discussed 'in camera'**

## **AGENDA 12**

- (i) Implementation of the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.*
- (ii) Annual Salary and Allowance Reviews*

Minutes of the discussion and the decisions made are confidential and therefore are not attached to this published copy

**Minutes approved & signed as a correct record by the Parish Council on 25 April 2005**