
Swavesey Parish Council

7.30pm

Public Open Forum

Mr T Parish – Being a former parish councillor, Mr Parish reported that he was still occasionally contacted with regard to Parish Council items. Recently he has received complaints about a large vehicle often parked across a number of parking spaces in Market St car park and also about cars which park across the white line delineating the footpath area of Market Street. Mr Parish wished to pass these comments on to the Parish Council.

Mr Parish also commented on the recent discussions with regard to the Environment Agency's recommendation to South Cambs District Council that a section of the Covell's Drain bank be lowered. Mr Parish stated that it would be a disgrace if these plans were to be approved by the District Council, as it would lead to an increased flood risk to Swavesey. Why could the Environment Agency not dredge the river, to improve its capacity in times of flood? This would then help to reduce the risk of flooding to villages and land alongside the river.

District Cllr Mr Shepperson added that it will be a very serious issue if the Covell's Drain bank is lowered, as there will be a flood at some time in the future and the risk to Swavesey will be greatly increased.

Mr K Wilderspin added that since the 1947 flood, if the bank had been as low as it will be if the EA's recommendation is approved, then flood water would have overtopped the bank at least three times in recent years.

Ramper Road resident – comment made that it seems obvious from the County Council's recent comments that speed humps will not be installed along Ramper Road, could they not therefore consider temporary humps, which should cost far less than the permanent ones? Also the new road surface along Ramper Road is already breaking up and the severe adverse camber is dangerous. Vehicles are now travelling faster around the bends and along Ramper Road than they were previously before the road was widened and resurfaced.

Mr Dodson also added that the culvert underneath Ramper Road, mentioned to Mr Kemp at the last meeting, is sinking almost daily.

7.40pm

Minutes

Parish Council Meeting, held at The Memorial Hall
Monday 28 November 2005, 7.30pm

PRESENT

Mr M Johnston (Chairman)

Councillors : A Day, J Dodson, Mrs S Ellington, P Marriott, J Pook, J Shepperson, J Tait, W Wright

Clerk : Mrs L Miller

Parishioners : 7 County Cllr Ms M Smith

APOLOGIES

J Foster, Mrs S Rogers

AGENDA 2

Minutes and Matters to Report from the Minutes

The Minutes of the meeting held on 24 October 2005 were signed by the Chairman as a true record, with one amendment. Mr Marriott had been recorded as both attending and giving apologies – delete from the attendance list.

AGENDA 3

Declarations of Interest

Mr A Day declared a prejudicial interest in Agenda item 8.3 (iii) Planning application for Mill Farm.

AGENDA 4

County Council Business

4.1 Traffic Calming update.

- (i) No further correspondence received from Mr Kemp following the meeting last month. Mr Lansley MP had written to say that he had also written to the County Council to ask them for assistance in offering some traffic calming measures in Ramper Road and would inform the Parish Council of any reply received.
- (ii) Letter received from Mr D Brace with regard to the request for bollards in the footpath outside of 21A Station Road to prevent vehicles from parking on the footpath. Mr Brace was not in favour of this request and suggested that the vehicle owner be contacted and/or the local Police Officer. This has been passed on to the resident who requested the bollards and the Clerk had informed Beat Officer Pc Alison Jones. Council expressed its disappointment that having installed the traffic calming, the County Council was not prepared to take responsibility for the problems created from it. No reply to be sent to Mr Brace from the Parish Council until the outcome of discussions with the residents and Police was known.

(7.43pm – County Cllr Ms M Smith apologised for late arrival).

- (iii) Ramper Road. The Parish Council supported the comments made by members of the public with regard to requests for traffic calming in Ramper Road and would write to the County Council raising the requests put forward. The Clerk to notify CCC Highways about the potholes and sinking culvert.

4.2 Correspondence for information and items for County Councillor

- (i) Draft statement of community involvement with regard to new planning applications and the preparation of minerals and waste planning policy. No comments to be returned.
- (ii) Cambs & Peterborough Draft supplementary planning document – The design and location of major waste management facilities. No comments to be returned.
- (iii) Draft Agenda for the S Cambs Traffic Management Area Joint Committee meeting to be held on Tues 6th December. County Cllr Mandy Smith offered to attend and raise the concerns of the Parish Council over the traffic calming installations.
- (iv) Leaflets on the winter gritting and snow clearing programme for Cambridgeshire. The Clerk added that she had not been informed if Ramper Road had been added to the gritting route, it was not on the route for 2004/05. Letter requesting that it is added to the gritting route to be sent to CCC. Cllr Mandy Smith added that she would support this request.
- (v) Cllr Mandy Smith informed Council that CCC Highways will be contacting the landowners with regard to cutting back the hedge alongside the cycleway along Over Road. CCC Highways have said that it is the landowner's responsibility. The Clerk replied that this had been discussed when the cycleway was being planned and the Parish Council had requested that CCC Highways take over responsibility for this particular hedge.

Cllr Mandy Smith also reported that white lines would be laid around the Over Road giveway feature to help make it safer and clearer as to how the feature is to be used. Cllr Smith was asked to bring the Parish Council's concerns with regard to this feature to the attention of the Traffic Management Committee on 6th December.

AGENDA 5

District Council Business

5.1 Council Tax Capping

Letter from SCDC informing Parish Councils that due to the recent capping of the Council Tax and the District Council's subsequent review of its budget, it has decided to discontinue the recycling payments to parishes and also to divest itself of the maintenance and power responsibility of funding certain streetlights.

District Cllr Mr Shepperson declared a personal interest as a member of the St Andrew's PCC.

The Clerk reminded Council that it has been receiving up to £900 per year in recycling credit payments for the green box kerbside collection, which has been put into a Youth Facilities reserve fund. St Andrew's PCC receives credit payments for the materials collected at the recycling centre. Cllr Shepperson informed Council that if the credit payments stop, then the PCC will have to seriously consider whether it can continue to hold the recycling banks on its land, as it would not be able to maintain the site from its own funds. The PCC would need to ask the District Council for assistance to cover the cost of maintaining the site.

The Parish Council supported the comments from Cllr Shepperson with regard to the PCC and maintenance costs of the recycling site. A letter to be sent to the District Council, expressing the Parish Council's disappointment at this decision and the effect the loss of this payment would have on the Parish Council's ability to fund village facilities. Also to request that the District Council consider a payment in place of the credits to the PCC to cover maintenance costs for the recycling centre. The Swavesey recycling centre is extremely well used and if lost, would certainly affect the District Council's waste reduction targets.

5.2 Correspondence for information and items for District Councillor

- (i) Questionnaire sent to the Clerk from the new Monitoring Officer at SCDC asking about training and information for Councillors on the Code of Conduct. The Clerk had completed and returned the questionnaire.
- (ii) Questionnaire on roadside verge management. To be completed and returned by 31 January 2006.

AGENDA 6

Police/Crime Report

6.1 Correspondence for information and items for Community Beat Officer

Report that the Police are looking into the civil side of taking action for anti-social behaviour issues, with regard to recent events in and around Market Street.

AGENDA 7

Items for Discussion

7.1 Highways

- (i) A14 Ellington to Fen Ditton proposed improvements. Letters received from Hilton Parish Council suggesting local Parish Councils join together to pursue joint concerns to the Highways Agency with regard to the proposed upgrades to the A14. Following discussion it was agreed that the Parish Council would give support to the joint letter from Hilton Parish Council to the Highways Agency – as copied to the Parish Council. However, at present this was the only letter Swavesey Parish Council would currently give its name to. The main environmental concerns of Hilton Parish Council were acknowledged with regard to reducing the impact on local villages of the proposed improvements. The Parish Council did not agree to being a part of a joint voice aimed at halting or delaying any proposed improvements to the A14, as it was acknowledged some improvements were urgently required. The Chairman agreed to put his name forward as a contact if Hilton wished to call any meetings or discuss any other details further.

7.2 Recreation/Playgrounds

- (i) Maintenance. Approval given to purchase spare parts: replacement blue sphere and do-nut caps for train unit, total cost £23.02 + VAT.
- (ii) Drainage. The Clerk reported on problems with rainwater drainage from the new play area. This is mainly due to the clay soil. However, although there were drainage problems on the old play area, the increased use of the new area together with the type/use of equipment now installed, is creating a bigger problem. Initial suggestion and quote from the company who installed the area is to pull back some of the bark/membrane and dig a soakaway at a cost of approx £1,400. Councillors to view the situation and consider possible drainage options. To discuss again at future meetings.
- (iii) CCTV. SCDC has confirmed that planning permission would be required for the siting and height of the poles for the proposed cameras. Further discussion took place on the benefits of installing CCTV and actual ability of identifying any culprits should vandalism occur. The cost was also reviewed and discussed against the budget. There were still concerns expressed with regard to these points and the subject is to continue to be reviewed.

7.3 Village Maintenance

- (i) Dog waste bins. Two lockable bins have now been installed at the front of the recreation green. One of the old bins will be installed at the top of Cow Fen Drove, the second is available should any requests be made for one elsewhere in the village.
- (ii) Handyman's report. Increased litter, including glass and cans, have been cleared from the play area over the past month, with teenagers using this area during the daytime, between exams at the College.

7.4 Memorial Hall Committee Report

- (i) Mr Wright, Committee Chairman gave a report on the discussions of the Committee over the past few months and was pleased to report that hall bookings are increasing, with the hall now being used every evening during the week.

The Chairman also reported that Mrs Claire Mott, the Hall Administrator had decided to resign during this month, due to other commitments. The Chairman stated that Mrs Mott had worked extremely hard to increase the hall bookings and improve the efficiency of the management of the hall and on behalf of the Parish Council wished to thank her and wish her well in her new job.

- (ii) Window repairs. Two quotations had been received for replacement double glazed units for the meeting room windows. A third is still awaited from the original manufacturer. An insurance claim would be submitted if the cost exceeded the excess amount. Quotations received:

The Window & Door Surgeon, £358 + VAT. Toughened glass units. External Georgian bars could not be supplied.

Hancocks Glass & Glazing, £245.48 + VAT. Approx £60 additional cost for toughened glass. External Georgian bars could not be supplied.

If third quotation is not received, then it was proposed and approved to go with either of the above quotations, depending on when the work could be carried out. Both companies had carried out work for the Parish Council in the past. The Clerk was instructed to organise the repairs as soon as possible.

- (iii) Appointment of a new Hall Administrator. This item to be taken 'in camera' at the end of the meeting.

7.5 Drainage – Covell's Drain

The Clerk reported that following the last meeting a letter had been sent to Cllr Mrs D Spink, Portfolio Holder for the Environment at SCDC. The Clerk had also spoken to Cllr Mrs Spink twice, who had said that the Advisory Committee's decision was still only a recommendation to her and she would be consulting further before putting any recommendation to the District Council's Cabinet.

The Clerk had requested that if a meeting with Environment Agency Officers was arranged by SCDC that Swavesey Parish Council and Swavesey IDB be invited as well, which Mrs Spink agreed to.

Further to this, District Councillor Mr Shepperson had also written to Cllr Mrs Spink to express his most serious concerns over the Advisory Committee's recommendation and included background details on previous floods and potential implications of lowering the Covell's Drain bank.

A further letter had also been sent from the Clerk to the Swavesey IDB.

Following discussion the Clerk was requested to write to South Cambs District Council asking what the present situation is, as no written reply has been received from the first letter sent on 31 October. Also to say that the Parish Council would welcome the opportunity to meet to discuss this issue further with both the District Council and Environment Agency.

Mr K Wilderspin reported that he would be meeting with an officer from the Environment Agency on a related matter on 9th December and would report back to the Parish Council.

7.6 Christmas Lights and Decorations

- (i) Market Street lights – a reminder from the Clerk that the Risk Assessment must be completed and signed prior to the lights being put up and switched on.
- (ii) Tree. The Christmas Tree has been collected and planted in Market Street Green. The Chairman wished to thank Mr Austin Day and Mr Jason Day for their assistance with this.
- (iii) Decorations. Swavesey WI, as part of their 90 Years Celebrations, wished to make a donation to the Parish Council in order for Christmas decorations to be purchased to mount on streetlight poles at the entrances to the village. The Clerk reported that planning permission would not be required in order to put up such decorations and the County Council raised no objections, provided the Parish Council had insurance to cover public liability and any damage that may occur to the streetlight pole. There would be no additional cost to the insurance policy, however a full risk assessment must be in place prior to the decorations being put up. It was proposed and unanimously accepted to accept the WI's very kind donation and purchase some suitable decorations for village.

7.7 Constable's Rood Committee Report

Mr Pook, Committee Chairman reported on the progress of the project since the last meeting. South Cambs District Council had awarded the project a grant of up to £3,000. Over the weekend of 27th November, volunteers from the village helped to plant 1,000 daffodil bulbs in the verges around The Rood and the Committee wished to thank everyone who helped with this. Work on construction of the path and repairing the culvert is due to begin shortly. The Council wished to congratulate Mr Jones, Mr Green and all of the volunteers for all the time and work they have put into the project so far.

7.8 Village Events Committee Report

Mr Marriott reported that there will be a French Market in Market Street on Sunday 4th December.

AGENDA 8

Planning

8.1 Correspondence

- (i) Enforcement action, Cow Fen Drove. The Clerk reported that Enforcement Officers had visited the site and met with the residents on site during October and November, with regard to the enforcement notices. The matter has now been sent to the Legal Dept at the District Council and a Court hearing date is awaited.

- (ii) Reply from the Traffic Commissioner stating that under the Good Vehicles (Licensing of Operators) Act 1995 only owners or occupiers of land in the vicinity of the proposed operating centre can make representations over applications. Therefore the comments made by the Parish Council cannot be considered. Following that letter a further letter has been received confirming that an Operators Licence has been granted for Plot 6, Scotland Drove, Rose & Crown Road.

8.2 George Wimpey POS Land Transfer update

District Cllr Mr Shepperson and the Clerk met with Mr Tucker, Head of Legal Dept at SCDC to request assistance from the District Council with regard to the outstanding land transfer and S.106 agreement. Mr Tucker agreed to provide whatever assistance he could and would write to the relevant Solicitors and George Wimpey UK Ltd.

8.3 Applications

- (i) Ref: S/2051/05/F – 39 Station Road. Single storey rear extension. No objections.
- (ii) Ref: S/2017/05/F – 3&10 Whitton close. Extension & alterations. No objections. Letter to be sent to The Guinness Trust to ensure they consult fully with the residents of the adjoining properties to 3 & 10, with regard to the refurbishment programme.

(Having declared a prejudicial interest, Mr A Day left the meeting at this point)

- (iii) Ref: S/2117/05/F – Mill Farm, 95 Middlewatch. Erection of Agricultural Building. Re-positioning of proposed building. No objections.

(Mr Day rejoined the meeting)

- (iv) Ref: S/2130/05/F – Adj 50 Whitegate Close. New dwelling – flood risk assessment. Objections raised as for previous application Ref: S/0563/05/F. Request that a site visit by the members of the Planning Committee be made. Query also raised as to whether there was a total number of permitted dwellings stated on the original planning permission for the Cherry Trees Development.
- (v) Ref: S/2205/05/O – 20 Middlewatch (C&V Cars). 5 dwellings. No objections.
- (vi) Ref: S/2211/05/F – Trinity College Farm, Uttons Drove. Erection of dwelling, garage, store & stables. Objection raised to the design of the proposed dwelling. The Parish Council considers the size and design inappropriate to the rural setting and suggests that it could be more sympathetic to the rural location and more in keeping with the listed barn alongside it.
- (vii) Ref: S/2195/05/F – 1 Pine Grove Park. Sun lounge. No objections.
- (viii) Ref: S/2209/05/F – 96 Boxworth End. Two storey extension & garage. No objections raised but a comment made stating there is concern over the position of the proposed new garage alongside the highway. Is it within the building line? Also that it should be at least in line with any other garages which may also be close to the footpath either side of the proposed site.
- (ix) Ref: S/2288/02/LB & S/2289/02/LB – Drayton Cottage, 36 Boxworth End. Amended plans detailing additional window to first floor extension. For information only.

8.4 Permissions - None received

8.5 Refusals - None received

8.6 Appeals - None received

AGENDA 9*Accounts***9.1 Receipts and Payments this Month**

(i) All payments approved:	Net	VAT	Gross
Administration and salaries	1,398.94	34.38	1,433.32
Memorial Hall – Running costs	726.18	40.55	766.73
Village Maintenance	424.31	71.45	495.76
Total:	74,959.31	12,408.01	87,367.32
Receipts			
Hall Booking receipts	209.88	0.00	209.88
VAT recovered	12,408.01	0.00	12,408.01
Total:	12,617.89	0.00	12,617.89

Bank accounts reconciled at 22 November 2005: Current a/c £9,836.19; Treasurer's a/c £39,721.52.

The Clerk informed Council of the next training programme by CALC for Clerks wishing to complete the Certificate in Local Council Administration. A series of five workshops between 7 January and 6 May 2006, costing £250. The Clerk asked if the Council would approve the cost of registering on this course. This was unanimously approved.

9.2 Draft Budget 2006/07

First draft of the budget and precept planning for 2006/07 was circulated to Councillors. Following discussion some amendments to be made and additional information provided for review again at the December meeting.

AGENDA 10*General Correspondence*

- (i) CALC - S Cambs District Assoc Mtg, 21 Nov.
- (ii) CALC - Consultation on the Clean Neighbourhood and Environment Act 2005 – bring to future meeting for review.
- (iii) CALC - Grant information for newsletter software.
- (iv) Carillion-URS – A14 Trunk Road improvement works – Spittals Interchange/Brampton.
- (v) Cambridgeshire Horizons public meeting, Bar Hill, 29th November.
- (vi) Macmillan Cancer Relief general information and request for support.
- (vii) Newsletters and magazines

At this point the meeting was closed to the public and press.

The following item was discussed 'in camera'**AGENDA 7.4 (iii)***Resignation of Hall Administrator and Appointment of New Administrator*

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

AGENDA 11

Items for Information and Next Meeting Agenda

- The Clerk reported that on Friday 25th November, between 6.30-80pm, Swavesey Youth Club was opened up for a Youth Open Evening for 13+ year olds. This was a success and it is hoped that a regular club will be able to open up in the very near future.

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

Signed & dated

Chairman

**Minutes approved & signed as a correct record by the Parish Council on
19 December 2005**