

Swavesey Parish Council

7.30pm

Notes from Public Open Forum

Question raised as to whether all past Parish Council paperwork had been removed from the home/office of the previous Clerk, as a contractor's van had been seen at the address and concern was raised with regard to the clearing of the house. Council replied that as far as they were aware all paperwork had been passed on to the current Clerk, however this would be noted.

Disabled parking bays in the front of the Hall car park were still being used by cars which are thought to be owned by local residents, rather than someone attending the Hall. The Clerk to investigate and if disabled bays are required on the highway for any residents, then the Parish Council would discuss if it could assist.

The public forum session was then closed in order for the Parish Council meeting to commence.

7.35pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 24 April 2006

PRESENT

Mr M Johnson (Chairman)

Councillors : Mr A Day, Mr J Dodson, Mrs S Ellington, Mr P Marriott, Mr J Pook, Mrs S Rogers,
Mr J Shepperson, Mr J Tait

Clerk : Mrs L Miller

Parishioners : 4

County Councillor: Ms M Smith

Police: Community Beat Officer PC A Jones

Item	Power Action
1 TO RECEIVE APOLOGIES FOR ABSENCE Mr J Foster, Mr J Tait (to leave meeting early), Mr W Wright	
2 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 27 March 2006 Minutes approved and signed with no amendments.	
2.1 Matters to report from previous minutes (for information)	
(i) A site meeting with a County Council Highways Officer will take place on Weds 26 th April, 2.30pm in Taylors Lane, to discuss the parking problems around the junction.	
(ii) Mr Marriott wished to comment on Agenda Item 15, but as it had been discussed 'in camera' will do so at the end of the meeting 'in camera'.	
3 MEMBERS' DECLARATIONS OF INTEREST Mr Tait declared a pre-judicial interest in Agenda item 11.	
4 PARISH COUNCIL ELECTION RESULTS SCDC received 9 nominations for the 11 seats, therefore there will not be an election on 4 May. The Parish Council has been instructed to co-opt to fill the remaining 2 vacancies by 22 June 2006. The Clerk to post the required notices and the Council to consider co-option at the May meeting.	Clerk
5 COUNTY COUNCIL BUSINESS Community Event Advertising The Parish Council had been informed that advertising boards from a village organisation had recently been removed by the County Council from highway verges. Further investigation highlighted the regulations with regard to community event advertising on highway verges and private land and copies of this information were circulated to Councillors and posted to the village website. All village organisations need to take note of these restrictions. The parish council will continue to investigate as to whether the larger event signs will be permitted on private land or if permission to display them on Highway land would be obtainable.	Clerk

5.2 Concessionary Bus Fares

The newly introduced concessionary bus fares for residents of Cambridgeshire were discussed. The Parish Council supported the view that the new arrangements leave residents in S Cambs worse off than before. It was proposed and agreed that a letter would be sent to the County Council, copied to SCDC and Mr A Lansley MP, supporting this view and requesting a review of the scheme.

Clerk

5.3 Correspondence for information and items for County Councillor

- (i) This year's village maintenance grant has been reduced to reflect four cuts rather than five for the highway verges. The Clerk reported that the Parish Council would still be contracting to cut the verges five times between April and October.

6 DISTRICT COUNCIL BUSINESS**6.1 Community Recycling Payments**

Over Parish Council offered the sum of £100 towards the maintenance costs of the site for this year. It was reported that the Recycling Officer at the District Council visited the site on 11 April and discussed the situation with members of the PCC. A request for £250/year has been made to the District Council.

6.2 Correspondence for information and items for District Councillor

- (i) The Clerk reported that Mrs Sue Ellington has been elected, unopposed, as the new District Councillor for Swavesey. The Chairman congratulated Mrs Ellington.

7 POLICE/CRIME REPORT

- (i) PC Alison Jones reported on the vandalism through the village on Saturday night/Sunday morning. Some of which was witnessed however at present no charges were able to be brought. This to be reported in the village magazine and residents urged to please report all incidents to the Police
- (ii) Following last month's discussion re a gate across Cow Fen Drove, the Clerk reported that having consulted with S Cambs District Council an objection would be raised if such permission were sought. The question of the Police using CCTV surveillance cameras was raised. PC Jones was not able to comment on this at the meeting, therefore it was agreed to send a letter to Inspector Ormerod asking if he would attend a meeting with the Council to discuss this further.
- (iii) Sector newsletters and crime figures were circulated.

Clerk

8 HIGHWAYS

County Cllr Mandy Smith had received a query as to whether wooden bollards could be installed along the verge opposite the Surgery, Boxworth End. A request had not been received by the Parish Council and following further discussion it was decided not to pursue the matter.

9 RECREATION / PLAYGROUNDS

- (i) The Clerk reported that the Explorer toddler unit in the play area had been vandalised. The unit can still be used and is safe, the Clerk is arranging for repairs. The incident will be reported to the Police. The idea of installing lighting was discussed, however it was considered this might encourage youths to gather more often if the area was lit. The situation to be monitored for the remainder of this year.
- (ii) Letter from Swavesey Spartans giving notice that the annual Gala day would be held on the recreation green on Sat 20th May from 10am to 4pm. No objections raised.

10 VILLAGE MAINTENANCE

Monthly report from the Village Handyman – no items to report.

11 MEMORIAL HALL**To consider the renewal of the cleaning contract**

Mr Tait declared a prejudicial interest and left the room during this discussion.

The Clerk reported that the Hall Committee Chairman wished to proposed that the Parish Council grant an extension to the existing annual contract, until the next Hall Committee meeting on 6th June, when the contract for the forthcoming year would be reviewed. This was unanimously approved.

Hall
C'tee

12 ROYAL MAIL POSTCODE CHANGES

One additional comment had been received from a parishioner, objecting to the proposed changes. Following discussion it was unanimously agreed to object to the proposed changes and ask why couldn't the new postcodes be given to the new developments, rather than have to change the existing. The changes involved in business address data, security post-coding, etc are enormous.

Clerk

13 CONSTABLE'S ROOD COMMITTEE REPORT

The Committee Chairman reported that the central mound area has now been sown with wild flower meadow seed, other areas will be sown in the Autumn. An offer of assistance has been received from Nottcutts Garden Centre, Horningsea. A working party of volunteers is required to install the benches donated by Waitrose. Mountain bike/motorcycle damage has occurred over the area recently, the committee will investigate restricting access to the site.

(8.15pm – County Cllr Mandy Smith gave apologies for having to leave the meeting early)

14 PLANNING**14.1 To consider correspondence received**

- (i) Reply from SCDC regarding planning application notification.
- (ii) Notification that Refs: S/1429/04/RM (duplicate) & S/0845/06/RM – 103 dwellings and ancillary works on land west of Longstanton (Home Farm – phase 3) have been withdrawn.
- (iii) Copy letter from Mrs Whiter, 35 Market St to Mr J Henry, landowner of 37 Market Street, regarding the state of the property and surrounding land at 37 Market St. Parish Council supports the views and concerns of the letter.

14.2 To consider planning applications received

- (i) Ref: S/1257/05/CW – Dawson Plant Hire, Middle Fen Drove – retrospective planning application for extension of site for storage and recycling of inert building and construction waste and extension of existing workshop/storage building. No objections, comment to reinforce previous comment re controlled management of waste.
Ref: S/0688/06/O – H Parish, Land adj. 63 Middlewatch. Outline application for a new house and garage. No objections.
Ref: S/0565/06/F – B Maloney, 41 Moat Way. Rear extension and addition of pitched roof to flat roof section of garage. No objections
Ref: S/0639/06/F – Mr & Mrs Newman, 118 Middlewatch. Extension. No objections.

14.3 Permissions

Ref: S/0333/06/F – Mr & Mrs D Evans, 12 Blackhorse Lane. Permission granted for extension.

14.4 Refusals

Ref: S/0305/05/F – Mrs D Thwaites, land adj 24 Taylors Lane. Permission refused.

(8.130pm – Mr Tait gave apologies for having to leave the meeting early)

15 FINANCE**15.1 To approve payment of outstanding accounts**

(i) All payments approved:	Gross	VAT	Net
Administration and salaries	1,295.96	8.58	1,304.54
Memorial Hall – Running costs	536.10	12.91	523.19
Memorial Hall – Insurance Premium	1,664.58	0.00	1,664.58
Capital – Desktop PC	881.25	131.25	750.00
Village maintenance	39.68	2.18	37.50
Total:	4,417.57	154.92	4,262.65

- (ii) Accounts reconciled at 31/03/06: Current a/c £6,658.61. Treasurer's a/c £41,233.39
- (iii) Notification from Powergen of a 15% increase in electricity charges (Memorial Hall) effective from 28th April. To be passed to the Hall Committee for consideration with regard to future hire charges.

Hall
C'tee**15.2 Notice of receipts received**

	Gross	VAT	Net
Hall Booking receipts	323.22	0.00	323.22
Precept – 50%	22,500.00	0.00	22,500.00
Total:	22,823.22	0.00	22,823.22

15.3 Notice of External Audit

Annual Return to be approved by the Council and sent to the External Auditors by 1 August 2006. Statutory notice and time for inspection of accounts will take place June/July.

As the income & expenditure has exceeded the Basic audit (under £100,000) this year, due to the play area project, notice that an Intermediate audit will be required has been returned. Noted that this will incur a higher fee than in previous years.

1

15.4 Parish Council Insurance Policy Renewal

Local Councils Policy due for renewal 1 June 2006. The Clerk had reviewed the existing policy and added on the new PC and other office equipment located at her home. The new play equipment was also included. The fidelity guarantee level to remain the same. No other changes were identified with regard to risk assessments. The May meeting will review the Management Risk Assessment and unless any changes are identified then, the policy is to be renewed for 2006/07 at the quoted rate of £1,287.03.

2

16 GENERAL CORRESPONDENCE

- (i) DEFRA – Clean neighbourhoods and Environment Act 2005 – Parish Council guide
- (ii) Cambs Association of Local Councils – District Association Agenda 31 May; Draft Charter model for S Cambs District Council; Training Courses
- (iii) SCDC & Cambs CVS – Finance training courses for community groups
- (iv) Newsletters and magazines
- (v) Hilton Parish Council – further update on A14 improvements lobbying
- (vi) Environment Agency – Leaflets regarding rights and responsibilities of landowners alongside river and drainage banks.

17 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) The Chairman thanked Mr Austin Day for his services over the past few years on the Parish Council and was sorry to see him standing down from the Council.
- (ii) The Chairman, on behalf of the Council wished to thank Mr John Shepperson for the many years he has served the village on both the District (since 1978) and the Parish (since 1969) Councils now that he had decided to stand down from both positions. The Chairman added that his knowledge and experience will be greatly missed at the meetings.
Mr Shepperson thanked everyone for all of their support over the years as a Parish and District Councillor and added that he had always worked to put the views and concerns of the village first.
This was seconded by Mr Marriott and Councillors wished Mr Shepperson all the best for his retirement.
- (iii) Mrs Ellington requested an Agenda item to discuss the barriers alongside Wallmans Lane at the rear of the hall car park; use of the car park as overflow for football games on the recreation green and also the gravel area behind the bus stop.
- (iv) The Clerk reminded Councillors that the next meeting on 22 May will be the annual meeting and that continuing Councillors must sign their declarations of office at or before this meeting.

Next meeting date: 22 May 2006

MOTION APPROVED TO EXCLUDE PUBLIC AND PRESS

The meeting was closed to the public and press in order to discuss the following items, which are considered to be confidential personnel items.

18 Terms & Conditions of Employment – Village Handyman 2006/07 3

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

There being no further business, the meeting was declared closed at 9.05pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Accounts and Audit Regulations 2003 – Statutory Instrument No 533
- 2 Local Government Act 1972 Part VII, s111 and s114
- 3 Local Government Act 1972, s112 appointment of staff