

Swavesey Parish Council

7.30pm

Notes from Public Open Forum

- Question raised as to whether the new PCSO has been given a full 'tour' of the village and if not then an offer was made to do this.
- A complaint was made with regard to land at the corner of Chantry Close and Blackhorse Lane, in that recently bonfires had been burning on the section of land behind the fence. Was this land Parish Council land? The Chairman replied that at present the land was all within the ownership of G Wimpey UK Ltd. The area in front of the fence would eventually become Parish land. The Parish Council currently understood that the area behind the fence would be transferred to the resident alongside, in Blackhorse Lane.

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

7.40pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 27 March 2006

PRESENT

Mr M Johnson (Chairman)

Councillors : A Day, J Dodson, J Pook, S Rogers, J Shepperson, W Wright

Clerk : Mrs L Miller

Parishioners : 7

County Councillor: Ms M Smith

County Council Guided Bus Project: Mr R Menzies

Item

Power Action

- 1 TO RECEIVE APOLOGIES FOR ABSENCE**
S Ellington, J Foster, P Marriott, J Tait, S Rogers (to leave meeting by 8.10pm)
Community Beat Officer PC A Jones, PSCO J Mason
- 2 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 27 February 2006**
Minutes approved and signed with no amendments.
- 2.1 Matters to report from previous minutes** (for information)
 - (i) The County adopted highway of Taylors Lane ends just past the Cemetery gates, beyond this the road is maintained by the Byways Committee (SCDC). Over the past month a local resident, to help level the surface, has put down road planings at the junction with Mow Fen Drove.
- 3 MEMBERS' DECLARATIONS OF INTEREST**
S Rogers – as a member of the Swavesey & District Bridleway Association Mrs Rogers declared a personal interest in Agenda item 4.1, Guided Busway.
J Shepperson - As a member of the St Andrew's PCC, Mr Shepperson declared a personal interest in Agenda item 5.1, Community Recycling Payments to the PCC.
- 4 COUNTY COUNCIL BUSINESS**
 - 4.1 Guided Bus Project**
The Chairman welcomed Mr Bob Menzies, from the County Council's Guided Bus Project Team. Information packs were handed out and Mr Menzies explained the proposed construction programme and gave details on how the completed busway would operate. A further meeting would be arranged once the project funding was confirmed and construction work could be started.
Points discussed included:
 - A consent order from Government was granted for the project in December 2005.
 - Final funding approval is now being sought, anticipated within the next 2-3 months.
 - Site clearance will take place during Autumn 2006

- Construction is anticipated to take two years.
- Completion is anticipated in the autumn of 2008.
- A new access road for landowners with land off of Middle Fen Drove on the Over side of the busway route, will be constructed alongside the route.
- No vehicle crossing will be constructed on Middle Fen Drove.
- Pre-cast concrete beams will be used to construct the guideway. These will be brought in along the guideway track from designated construction sites at Longstanton and St Ives. No construction traffic will use the Swavesey byways.
- The existing railway track will be removed in the same way, along the track.
- Rights of way crossing the guideway during construction will only be closed off as work takes place.
- The Over Road crossing will be controlled by traffic lights, with priority to the busway. Buses will cross the road every 3 minutes, with a 20 second red light for traffic on the road. Concern was expressed over the safety of cyclists on the Over Road cycleway and controls with regard to the cycle crossing at this point, particularly as this section is used primarily by village college children. Mr Menzies noted the concern raised.
- There will be no lights on the byway crossings.
- Feeder buses to/from the guideway are a future plan for the system, but it will be up to the bus company to provide these and they may not be available immediately.
- Although constructed of concrete, it was not anticipated that the guideway would be noisy, as the surface will not be a rough surface (as with former concrete roads).
- The road between Over and Longstanton will be closed for approx 6 months whilst the Over bridge is rebuilt.
- It was confirmed that no funding for the project would come from the Council Tax, all funding will be provided by Government grants.

The Chairman thanked Mr Menzies for his time in attending the meeting.

(8.10pm) – Mrs Rogers left the meeting; Mr Menzies left the meeting

4.2 Correspondence for information and items for County Councillor

- (i) Public path order applications – alteration to policy on applications from landowners for diversion, extinguishment and creation orders for public footpaths and bridleways.
- (ii) Minerals & waste development plan – further consultation to 13 April on proposals for additional locations.
- (iii) Rights of Way Improvement Plan – setting out agenda for change over next 10 years.

5 DISTRICT COUNCIL BUSINESS

5.1 Community Recycling Payments

To consider the future of the village recycling site at St Andrew's Church car park. The Clerk had written to Over Parish Council following the last meeting, Over PC meets next on 28th March. Mr Shepperson reported that the Recycling Officer at SCDC has agreed to visit the site and meet with representatives from the PCC. This item to be discussed further at the next meeting – **Agenda item**.

5.2 Correspondence for information and items for District Councillor

- (i) Streetlighting – Letter informing Parish Councils that following a review of the budget arrangements SCDC will now be able to retain responsibility for carrying out priority-based renewals and replacements of the streetlights which Parish Councils will take over responsibility for lighting costs. Therefore under this partnership it would not be necessary for Parish Councils to insure the lights against impact damage or provide for replacements and renewals.
- (ii) Consultation on draft of SCDC Biodiversity Strategy – comments by 14 April'06.
- (iii) Consultation on proposed changes local elections systems – comments by 28/04/06. Following consultation with CALC, SCDC Cabinet has recommended that the District Council cease to provide legal advice and support to Parish Councils. As from 23 Feb requests for legal advice or support from parish councils should in the first instance be submitted to CALC. Except for S106 planning advice, which SCDC will still continue to provide FOC.
- (iv) Council cease to provide legal advice and support to Parish Councils. As from 23 Feb requests for legal advice or support from parish councils should in the first instance be submitted to CALC. Except for S106 planning advice, which SCDC will still continue to provide FOC.

6 POLICE/CRIME REPORT

- (i) Apologies received from PC A Jones, no report given.
- (ii) Sector newsletters and crime information circulated to Councillors.
- (iii) Request from Histon Police to consider the possibility of installing a gate across Cow Fen Drove. This suggestion has been put forward as a possible means of helping to control a condition placed upon a recent ASBO order, to control the amount of traffic, noise and speed along Cow Fen Drove between the hours of 11pm and 7am. The following questions and comments were raised by the Parish Council:
 - Concern raised as to whether it would actually be effective.
 - Who would have overall control over the use of the gate?
 - Would a CCTV camera not be more effective?
 - Would the gate be open between 7am-11pm and then closed and locked between 11pm-7am?
 - Exactly where would the gate be positioned?
 - Who would have keys to the gate?
 - What about public access to the footpath right of way which runs along Cow Fen Drove – at all hours of the day and night?
 - All landowners and users of the drove and right of way would need to be consulted, including the County Countryside Access Team.
 - Who writes to landowners, etc regarding this? The Police or the Parish Council?
 - Who has the overall authority to put a gate on the drove?
 - What about the implications relating to other droves in the village and requests that may then come through for a gate on these droves, if one is permitted on Cow Fen?
 - Would it actually solve any of problems relating to Cow Fen Drove, or would it push these problems onto other droves?

As so many concerns and questions were raised with regard to this suggestion, it was agreed that this should be an **Agenda item** again for the April meeting and the Police should be invited to attend to discuss the suggestion further.

7 HIGHWAYS

Taylor's Lane. Following recent incidents of traffic congestion in Taylor's Lane and parked vehicles obstructing the dropped kerb access at the junction of Station Road, complaints from local residents have been received with a request for the Parish Council to consider applying for double yellow lines around the junction. It was agreed to discuss this further with the County Council Highways Dept and also to write to local businesses asking them to make their staff and visitors aware of the problems around this junction.

Clerk

Clerk

8 VILLAGE MAINTENANCE

- (i) **To receive the monthly report from the Village Handyman**
Regular tasks completed, no items to report.

9 MEMORIAL HALL**(i) Charity Commission**

Following the last Parish Council meeting, the Memorial Hall Committee discussed the Charity Commission's latest letter. The Committee Chairman and Clerk had both attended an SCDC/Council for Voluntary Services (CVS) workshop on 7th March. The CVS are able to provide advice and support to local organisations free of charge. Therefore the Hall Committee recommends to the Parish Council that they apply to the Charity Commission for a draft scheme for the Hall. Once received that the Hall Committee then work with the CVS to ensure that the scheme is suitable for both the Parish Council and Hall Committee and that it is set up to protect Trustee liability.

Clerk

Resolution: This Council hereby authorises its appointed representatives (Councillors Mr M Johnston and Mr W Wright) to apply to the Charity Commissioners on the Council's behalf for a Scheme for the Charity for the Memorial Hall, Swavesey. The resolution was proposed, seconded and unanimously approved.

(ii) Replacement Windows

The Hall Committee had discussed the comments received from the Conservation Officer and quotes had been obtained for both upvc and wood double-glazed windows. Question raised as to whether quotations for repairs to the existing windows had been obtained. The Clerk replied that the upstairs (snooker room) windows were in a very bad state of repair and most of the opening windows had been secured so that they no longer opened. New frames would be required. Repair quotes had not been obtained for other windows, of which the majority only needed basic rubbing down and redecorating. The Hall Committee had recommended that the Parish Council apply for planning permission to replace all of the old windows with upvc frames. Planning application fee would be £67.50. The application was proposed and seconded and the vote recorded 5 in favour, 1 abstention.

1 Clerk

10 CONSTABLE'S ROOD COMMITTEE REPORT

The Committee Chairman reported on progress to-date. The next work will be to sow the wild flower seed. Thanks were given to the Swavesey Over 50's Club for a donation of £50, following a presentation to the club on the project. The Clerk added that grant funding to cover the expenses to-date had been received from S Cambs District Council.

11 PLANNING**11.1 To consider correspondence received**

- (i) G Wimpey UK Ltd – further consultation with solicitors at SCDC still ongoing with regard to the land transfer. This item to be an **Agenda item** at the next meeting. With regard to the recreation green extension land, letter to be sent to the Receivers requesting a land transfer at their cost, to the Parish Council.
- (ii) Copy of letter from the residents of 14 Blackhorse Lane, to S Cambs District Council, raising objections to the planning application for 12 Blackhorse Lane. For info only.

Clerk

Clerk

11.2 To consider planning applications received

- (i) Ref: S/0397/06/F – 2 Greenside Close. Mr & Mrs Jones. Conservatory. No objections
- (ii) Ref: S/0383/06/F – 4 Ramper Road. Mr & Mrs Sycamore. Replacement of flat roof with pitch roof and dormer window. No objections.
- (iii) Ref: S/1846/04/F – Land west of Longstanton – Persimmon Homes Ltd. Resubmission: balancing pond & scheme of ditch widening to serve approved residential & commercial development. No objections. Comment to say that according to the permission, the drainage is supposed to be in place before residents move into the dwellings. However building work is continuing fast and the drainage arrangements have not yet been completed.
- (iv) Ref: S/0508/06/LB – The Old House 7 Blackhorse Lane. Mr & Mrs Hewlings. Replacement of small 4-pane casement window in bathroom (rear) with 3 over 3-sash window, brick roussoir and stone cill. No objections.
- (v) Ref: S/1507/97/F Amended – for info only – Wallwork Heat Treatment Ltd, Buckingham Business Park. Amended application for erection of industrial building.

11.3 Permissions None received**11.4 Refusals**

Ref: S/2205/05/O – 20 Middlewatch, C& V Cars. Permission refused for 5 dwellings.

11.5 Appeals - None received**12 FINANCE****12.1 To approve payment of outstanding accounts**

(i) All payments approved:	Gross	VAT	Net
Administration and salaries	2,117.42	16.29	2,101.13
Memorial Hall – Running costs	735.60	54.56	681.04
Loan instalment	3,073.85	0.00	3,073.85
Village maintenance	8.00	0.00	8.00
Total:	5,934.87	70.85	5,864.02

- (ii) Also approved, three invoices for payment by 1 April, for 06/07 financial year:
- | | |
|--|-----------|
| Suffolk ACRE Hall insurance renewal
(Includes £25 annual ACRE membership fee) | £1,664.58 |
| SCDC first instalment of rates for Memorial Hall | £64.17 |
| Impact accounts software – annual s/w support and upgrades | £55.00 |
- (iii) Transitional relief and a 50% small business rate relief had been granted against the 06/07 non-domestic rates for the Memorial Hall.
- (iv) Accounts reconciled at 21/03/06: Current a/c £10,111.98. Treasurer's a/c £41,233.39

12.2 Notice of receipts received

	Gross	VAT	Net
Hall Booking receipts	1,208.19	0.00	1,208.19
SCDC – village green spaces grant for Constable's Rood project	2,288.75	0.00	2,288.75
Donation to Constable's Rood project	50.00	0.00	50.00
Total:	3,546.94	0.00	3,546.94

12.3 I&E and Budget report to end March 2006

Budget committee headings and draft receipts and payments accounts to-date were circulated. No questions raised.

12.4 Purchase of Computer Equipment

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The Clerk had circulated a request for the Council to consider the purchase of a desktop computer for the Clerk's use. Quotations from a local supplier, PC Home-Call, plus comparative quotes from Dell Direct and PC World had been obtained and circulated to Councillors. £1,000 was still available within the current year's Capital Budget. The Clerk also added that if the Council did purchase a computer system, then the Clerk's annual allowance for using her office equipment for Council business would also be reduced (this to be discussed in detail under Agenda item 15). It was proposed, seconded and unanimously approved to place an order with PC Home-Call for a desktop PC system, as per quotation specification received, for a total sum, supplied and installed, of £750.00. This price includes all data transfer and configuration of existing and updated software.

13 GENERAL CORRESPONDENCE – for information

- (i) Hilton Parish Council – letter regarding A14 upgrade correspondence with Highways Agency. Joint parish meeting to be arranged by Hilton PC in due course.
- (ii) Copy of letter from Fen Drayton Parish Council to Huntingdon & District Bus Service with regard to service provision for Fen Drayton village and Boxworth End, Swavesey
- (iii) Letter from Mr A Lansley MP, re A14 Ellington to Fen Ditton improvements. Copy letter from Minister of State for Transport stating that work is expected to commence on the A14 improvements at some time during 2009.
- (iv) Letter from Mr A Lansley MP, with copy of letter to Env Agency re forthcoming study.
- (v) Cambs Association of Local Councils – training information, S Cambs District Assoc. Agenda, NALC financial update.
- (vi) Cambs ACRE – Community Action magazine
- (vii) Concessionary bus fare information & bus fare increases – in hall dispenser
- (viii) Newsletters and magazines: S Cambs magazine; SLCC The Clerk; Clerks & Councils Direct
- (ix) Information on a new website to help guide rural communities to develop facilities and activities within their village: www.naturallyactive.org information posted to website.
- (x) Two more offers from residents to collect litter close to where they live. The Parish Council now has 8 volunteer litter collectors. Thank you to everyone who helps to keep the village tidy.
- (xi) Planning Inspectorate – a pre-inquiry meeting to prepare for the actual inquiry into the appeal against refusal of planning permission by SCDC to Cambridge Wind Farm Ltd for wind turbines on land alongside the A14. Meeting to take place on 5 June at SCDC, Cambourne, interested parties are invited to attend.
- (xii) Copy of Longstanton Parish Plan.

14 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) To consider the installation of wooden bollards in the verge near the entrance to Pinegrove Park, Boxworth End – a request from a local resident.
- (ii) Request for the Memorial Hall Committee to purchase a wall mounted screen for use in the large hall – pass to Hall Administrator for the next Hall Committee meeting.

Annual Parish Meeting: Tuesday 4 April 2006, 7.30pm, Memorial Hall

Next Parish Council meeting date: 24 April 2006

MOTION APPROVED TO EXCLUDE PUBLIC AND PRESS

The following item was discussed 'in camera'

15 Review of Salaries and Annual Allowances for 2006/07

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

3

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

Signed & dated
Chairman

Powers of Expenditure

- 1 *Local Government (Miscellaneous Provisions) Act 1976 s19*
- 2 *Local Government Act 1972, s111 Subsidiary powers of local authorities*
- 3 *Local Government Act 1972, s112 appointment of staff*

**Minutes approved & signed as a correct record by the Parish Council on
27 March 2006**

**Accounts are published here in summary, full details can be obtained from the
original Minutes**