

Swavesey Parish Council

7.30pm

Notes from Public Open Forum

Mrs Pook, resident of Market Street – with regard to her letter sent to the Parish Council following the visit of the Fair earlier in May, Mrs Pook wished to comment with regard to restoring the 'spirit of the fair'. Problems in recent years regarding underage drinking and anti-social behaviour around the fair have escalated. Could Market St be made an alcohol free zone during the visit of the fair, could temporary toilets be provided and could the Council discuss what other measures could be taken to combat the problems currently experienced? The Chairman replied that these issues would be discussed at the meeting under Agenda item 13.

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

7.32pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 22 May 2006

PRESENT

Mr M Johnson (Chairman)

Councillors : J Dodson, Mrs S Ellington, Mr P Marriott, Mr J Pook, Mrs S Rogers, J Tait, K Wilderspin,
W Wright

Clerk : Mrs L Miller

Parishioners : 5

- | Item | Power for Expenditure : Action |
|--|---------------------------------------|
| <p>1 ELECTION OF CHAIRMAN FOR THE FORTHCOMING YEAR
Mr Johnston was nominated, seconded and unanimously voted in as Chairman.
The Declaration of Office for Chairman was duly signed.</p> | |
| <p>2 ELECTION OF VICE-CHAIRMAN FOR THE FORTHCOMING YEAR
Mr Marriott was nominated but did not wish to continue as vice-chairman.
Mr Wright was then nominated, seconded and unanimously voted in as Vice-Chairman.</p> | |
| <p>3 TO RECEIVE APOLOGIES FOR ABSENCE
Community Beat Officer PC A Jones, County Councillor Ms M Smith (late arrival)</p> | |
| <p>4 CO-OPTION TO FILL 2 VACANCIES OF THE COUNCIL
Three applications had been received for the two vacancies. It was proposed and seconded that a ballot be held to vote on the co-options, which was unanimously agreed.
Vacancy 1: Mr S Boylan was co-opted onto the Council with 7 votes to 2.
Vacancy 2: Mr T Parish was co-opted onto the Council with 6 votes to 3.</p> | |
| <p>5 CODE OF CONDUCT
The Clerk confirmed that all elected Councillors had signed their declarations of acceptance of office. The Clerk would arrange to meet with the two co-opted Councillors after the meeting. The Clerk reminded Councillors that Registers of Interests are to be completed and returned to the Clerk within 28 days.</p> | Clerk |
| <p>6 MEMBERS' DECLARATIONS OF INTEREST
K Wilderspin, personal interest in item 18.1(i) draft parish planning pack
J Pook, P Marriott and W Wright all declared a personal interest in item 18(ii) 37 Market St.
S Ellington, personal interest in item 16(ii) barriers alongside Wallmans Lane.</p> | |

7 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 24 April 2006

Minutes approved and signed with no amendments.

7.1 Matters to report from previous minutes (for information)

- (i) A site meeting had been held with a County Highways Officer with regard to the parking problems around Station Road/Taylor's Lane. The County Council would proceed with a Traffic Regulation Order to put double-yellow lines around the junction area. Other measures would be investigated with regard to parking problems further down Taylor's Lane.
- (ii) No further progress to report with regard to community event advertising boards, the regulations remain as circulated last month. It was agreed to investigate whether a private landowner near to the A14 flyover junction would give permission for a permanent signboard to be sited on their land, as large boards are not permitted on the highway verge.

Clerk

8 REVIEW AND ADOPTION OF STATUTORY DOCUMENTS, APPOINTMENTS AND POLICIES**8.1 Standing Orders**

A draft was circulated to all Councillors. No amendments were requested. The draft as seen was proposed, seconded and unanimously adopted.

8.2 Financial Regulations

A draft was circulated to all Councillors. The following items were reviewed:

- (i) RFO – the Clerk was re-appointed.
 - (ii) Internal Auditor – Mr N Sloman, Money Matters (St Ives) Ltd was re-appointed.
 - (iii) Direct Debits – confirmed to continue D/D payments for the following utilities: NTL, Powergen, Cambridge Water and S Cambs District Council.
- The remainder of the document was then reviewed and adopted with no amendments.

8.3 Risk Management Policy

Reviewed and adopted with no amendments.

8.4 Memorial Hall Risk Management Policy

The draft as reviewed and amended by the Hall Committee was adopted with no further amendments.

9 Review & Election of Representatives on Village Committees and Charities

- (i) Frere Cottages Trust – It was agreed that Mr A Day would continue as Parish Council appointed Trustee until the end of his current term in May 2007. Mr Tait offered his resignation from the Board of Trustees, therefore a new appointment is to be made.
- (ii) Galon Charity – agreed that Mr A Day would continue as Parish Council appointed Trustee until the end of May 2007.
- (iii) Community Football Committee – one Councillor representative required.

It was proposed and unanimously approved to defer electing new representatives until the June meeting, when the Council would have its full number of Councillors.

10 Council Committees and Working Parties

- (i) Hall Committee – It was agreed that the Hall Committee should remain in place. Four Councillors are required to be elected to the Committee. Mr Wright and Mr Johnston were nominated and unanimously elected. Two vacancies remained, to be elected at the June meeting.
- (ii) Constable's Rood Committee – The refurbishment project was still ongoing, therefore it was agreed that the Committee remain in place. Two Councillors to be elected. Mr Pook and Mrs Rogers were nominated and elected.
- (iii) Finance and Personnel working parties - at least two Councillors required for each working party. It was proposed and agreed to defer appointments until the June meeting.

11 COUNTY COUNCIL BUSINESS**11.1 Correspondence for information and items for District Councillor**

- (i) P3 Scheme application confirmed and grant of £50 received.
- (ii) Corporate Plan 2006-2009 received.

12 DISTRICT COUNCIL BUSINESS**12.1 Standards Committee**

Appointment of an additional Parish Council member. No nominations returned.

12.2 Correspondence for information and items for District Councillor

- (i) S Cambs Strategic Partnership – response to roadside verge management questionnaire.

13 POLICE/CRIME REPORT

- (i) Apologies had been received from Beat Officer PC Alison Jones. No report given.
- (ii) To discuss anti-social problems related to the visit of the Fair. Letter received from a resident of Market Street asking if the Parish Council could consider how to restore the spirit of the Fair and overcome the increasing problems of underage drinking and anti-social behaviour currently experienced during the open evenings of the fair. Councillors discussed this and similar problems experienced during the evenings of the Year 11 leavers day at the College in May and the College Prom Night in June each year. It was agreed that the Clerk investigate the use of a byelaw or similar to try to combat the underage drinking, as has recently been introduced in Bar Hill. To also contact the Police to discuss this or similar initiatives. Also to investigate the provision of temporary toilets for use in Market Street during the Fair visit, cost and insurance implications. All of these to be future agenda items. It was also agreed to reiterate in the Meridian Magazine, the importance of residents reporting to the Police and obtaining crime numbers for all incidents.

1 Clerk

14 RECREATION / PLAYGROUNDS

Annual RoSPA report received, action to top-up bark level. Clerk to obtain quotes for next meeting.

Clerk

15 VILLAGE MAINTENANCE

- (i) To receive the monthly report from the Village Handyman. Much litter clearing time spent this month again, in particular after the Yr 11 leavers' day on Friday 12 May. Suggested that information on the amount of time spent clearing litter is put into the Meridian magazine for resident's consideration.
- (ii) Following the mention last month of responsibility for clearing litter in Turnbridge Drain, Mr Wilderspin reported that it is in fact the Environment Agency's responsibility to clear Turnbridge Drain east of the High St and not residents' as the EA indicated.
- (iii) Following earlier discussion on anti-social behaviour, it was suggested that properties around the recreation green area be leafleted with information on how and where to report anti-social behaviour and nuisance instances to the Police.

Clerk

16 MEMORIAL HALL

- (i) To consider latest request from the Charity Commission re draft trust scheme. To be deferred to Hall Committee for detailed discussion and recommendations.
- (ii) Barriers alongside Wallman's Lane. As the posts were still being removed and vehicles driving between them, causing a danger to those using Wallman's Lane, it was agreed to investigate the cost of replacement barriers.
- (iii) Gravel area to the side of the Hall, behind the bus shelter. It was put to the Council that this area was currently 'wasted space' and was there any suggestions as to how it could possibly be used. It was decided that user groups of the Hall would be consulted and the subject discussed at a future meeting.

2 Clerk

17 CONSTABLE'S ROOD COMMITTEE REPORT

Activities planned this weekend (27/28 May) – installation of concrete bases for the benches, weed clearing and tree planting – volunteers are requested. The Village College science club are using the Rood site as a project and proposing planting schemes of their own to enter into an award scheme called 'The John Muir Award'.

18 PLANNING**18.1 To consider correspondence received**

- (i) SCDC are updating the Parish Planning Pack, published in May 2003. Draft copy received for comment. Pack to be circulated around Councillors for comment. **Cllrs**
- (ii) Reply letter from John Henry, Longstanton, re 37 Market Street. They are still discussing proposals with SCDC and will progress the site as quickly as possible. Letter to be sent saying that we would like to hear their proposals as soon as possible. **Clerk**
- (iii) Notice of adoption of Cambs & Peterborough Supplementary Planning Document.
- (iv) The Clerk had copied, for info, to Councillors the most recent copy of the LDF map for Swavesey, detailing the village development boundary. It was noted that part of the village was missing from the map, as it only showed up to Swan Pond. The Clerk to report this to SCDC Planning Dept. **Clerk**

18.2 To consider planning applications received

- (i) Ref: S/0639/06/F Amended – 118 Middlewatch, Mr & Mrs Newman. Revision to delete full length balconnette window on first floor and replace with high level window. No objections or comments.
- (ii) Ref: S/0793/06/F – 33 Moat Way, E Ekkebus & S Herring. Re-alignment of boundary wall. No objections raised, however concern raised with regard to ownership of the verge area on the corner and the height of the proposed new wall.
- (iii) Ref: S/0939/06/F – 8 Blackhorse Lane, W Clements. Extension. No objections.
- (iv) Ref: S/0625/06/RM – Land West of Longstanton (Phase 3A – Home Farm). 87 dwellings and ancillary works. Concerns expressed over surface and foul water drainage from the new development. A balancing pond is supposed to be in place and operating prior to the first residents moving in to the Home Farm development. The balancing pond is still not in place. Objections raised with regard to drainage facilities.

18.3 Permissions – None received**18.4 Refusals** - None received**18.5 Appeals** - None received**19 FINANCE****19.1 To approve payment of outstanding accounts**

All payments approved:	Gross	VAT	Net
Administration and salaries	1,781.07	14.15	1,766.92
Memorial Hall – Running costs	1,503.70	85.04	1,418.66
Parish Council – Insurance Premium	1,287.08	0.00	1,287.08
Recreation/Play Area	98.70	14.70	84.00
Village maintenance	110.19	11.73	98.46
Bank Transfers	10,500.00	0.00	10,500.00
Total:	15280.74	125.62	15,155.12

Accounts reconciled at 05/05/06: Current a/c £24,110.91. Treasurer's a/c £47,765.00

19.2 Notice of receipts received

	Gross	VAT	Net
Hall Booking receipts	779.81	0.00	779.81
VAT Recovered (Jan-Mar)	739.81	0.00	739.81
Bank Transfers	10,500.00	0.00	10,500.00
P3 Grant	50.00	0.00	50.00
Visit of Fair	100.00	0.00	100.00
Total:	12,169.62	0.00	12,169.62

19.3 To review authorised signatories for Current and Treasurer's AccountsCurrent account

Approved to remove Mr J Shepperson from the list of authorised signatories.

Approved to add Mr J Dodson as an authorised signatory.

Treasurer's account

Approved to remove Mr R Owen from the list of authorised signatories.

Approved to add Mr J Tait as an authorised signatory.

19.4 To consider annual grants towards the maintenance of the Churchyard and Cemetery

It was proposed to raise the grants by 5% this year, seconded and unanimously approved. Grants to be awarded: £379 to St Andrew's PCC and £147 to the Trustees of the Swavesey Cemetery.

3

20 GENERAL CORRESPONDENCE

- (i) CALC – training information and Bulletin
- (ii) Royal Mail – acknowledgment of objection against postcode changes.
- (iii) Letter from Mr A Lansley MP re concessionary bus travel in Cambridgeshire. Mr Lansley supports the complaints from local constituents and has written to the Deputy Prime Minister to convey his views.
- (iv) Cambs ACRE – new funding for Parish Plans – questionnaire on current status of parish with regard to a Parish Plan
- (v) ODPM – Local Authority Byelaws in England: A discussion paper – Procedures for making, confirming & enforcing byelaws.
- (vi) Invitation from Swavesey Primary School Council for a member of the Parish Council to visit the School Council to talk about the Parish Council. The Chairman would arrange to visit the School.
- (vii) Newsletters and magazines
- (viii) Huntingdonshire District Council – planning consultation documents.
- (ix) CPRE – Local Development Frameworks – one day workshop in October.
- (x) Email from local resident regarding the deterioration of the road edges along Fen Drayton Road. Clerk to report this to CCC Highways Dept.
- (x) Information from Connections Bus Project re Youth facilities during August.
- (xi) Charter88 – campaign information re modern democracy and community decline.

Clerk

21 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Mrs Rogers reported on damage to the Covel's Drain bridge on the Nature Reserve Road. The land agents arranged for repairs to be carried out immediately by Mr J Johnson. CCC has been asked if a safety surface could be laid on the bridge. The Parish Council thanked Mr Johnson and Mrs Rogers for ensuring the repairs were carried out urgently and for warning regular users of the bridge.
- (ii) Stone would be laid on Middle Fen Drove this weekend, supplied by Swavesey Byways Committee.
- (iii) Mr Tait asked what the present situation is with regard to the Airey Houses redevelopment. The Clerk reported that the planning applications had all been approved, however the Guinness Trust had still not finalised the land ownership details. They anticipated work would commence later this year. The empty houses have now been boarded up following recent break-ins.
- (iv) Mr Marriott asked if a Youth Worker had been employed. The Clerk reported that the Youth Centre was currently open for a trial period of one night per week for 5 weeks. The Clerk to find out what progress was being made.

Clerk

Next meeting date: 26 June 2006

MOTION APPROVED TO EXCLUDE PUBLIC AND PRESS

The following item was discussed 'in camera'

Update regarding Enforcement Notices and Police Action relating to Cow Fen Drove

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 9.30pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Public Health Act 1936, s87
- 2 Local Government (Miscellaneous Provisions) Act 1976, s19(f)
- 3 Local Government Act 1972, s214(6)

**Minutes approved & signed as a correct record by the Parish Council on
26 June 2006**

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