

Swavesey Parish Council

7.30pm

Notes from Public Open Forum

- Concern expressed over Beat Officer visibility in the village, with petty crime increasing and villages becoming larger there should be more opportunity to see and contact the local Beat Officer. The Chairman replied that this issue was on the Agenda and would be discussed during the meeting.
- One of the wooden bollards on the 'gateway' traffic-calming feature in Over Road has been knocked out – it is in the ditch. CCC would be informed.
- The Taylor's Lane road sign has finally been replaced, after nearly a year missing.

The public forum session was then 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 26 February 2007

PRESENT

Mr M Johnston (Chairman)

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

Clerk : Mrs L Miller

Parishioners : 4

County Councillor: Ms M Smith

Police: Sgt C Burns, Histon Sector

RSPB: Mr G Elliott, RSPB Fens Area Manager

Item

Power Action

- | | | |
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| 1 | TO RECEIVE APOLOGIES FOR ABSENCE
Mr T Parish | |
| 2 | TO SIGN & APPROVE MINUTES OF THE MEETING DATED 22 January 2007
It was proposed, seconded and unanimously approved that the Chairman sign the Minutes with no amendments. | |
| 2.1 | Matters to report from previous minutes (for information) – no items reported | |
| 3 | MEMBERS' DECLARATIONS OF INTEREST
Cllr Mrs Ellington declared a personal interest, as a District Councillor, in Item 8.2 – Milton Country Park.
Mr Marriott declared a personal interest in item 12 – Proposed Post Office Closures. | |
| 4 | FEN DRAYTON NATURE RESERVE – UPDATE FROM RSPB
The Chairman welcomed and introduced Mr Graham Elliott, RSPB Fens Area Manger, to give an update to Council on the recent purchase by the RSPB of the Fen Drayton Lakes Nature Reserve, together with the RSPB's initial plans for the site's development as an RSPB Reserve. Points discussed included: <ul style="list-style-type: none"> ▪ Purchase by RSPB was completed on 31 January 2007, including all of the Fen Drayton and Swavesey lakes area and the concrete access road from Fen Drayton Rd. This together with the bridge over Covell's Drain will be improved and will be the main access road to the Reserve. ▪ Initial works will include new signage and new kissing gates. ▪ Two new footpaths will be created: 1) along east bank of Covell's Drain, from the concrete road to Mow Fen Drove, to link with existing footpath along the drain bank north of Mow Fen Drove, 2) across the Hanson Office site. ▪ A new car park will be created in the centre of the reserve, on the site of the former site offices and weighbridge. ▪ A local user group will be established to consult with regards to future development of the reserve. ▪ Various events will be held to promote awareness of the change in ownership. ▪ Full-time Site Warden will be appointed hopefully within 2-3 months. | |

Questions were raised and responded to on the following items:

- Bridleway route improvements – RSPB will investigate extending existing bridleway routes to help form links between villages.
- Mr Elliott to be included within the Parish Plan project contacts list.

The Chairman thanked Mr Elliott for attending the meeting.
7.50pm – Mr Elliott left the meeting.

5 POLICE/CRIME REPORT

The Chairman welcomed Sgt Burns to the meeting.

- (i) Sgt Chris Burns reported recent crime figures.
- (ii) Neighbourhood Policing Forum. Cambourne Neighbourhood Forums will start from 1st April 2007. In this area there will be two Panels: Swavesey and Comberton. The Swavesey Panel will hold its first meeting on Tuesday 22 May in Swavesey. Sgt Burns asked if the Parish Council would be able to hire a meeting room for the Forum on behalf of the Village. As the Memorial Hall is not available on 22 May, the Clerk circulated details for hiring the Primary School Hall (£32.80) or St Cecelia's Hall at the Village College (£58.28). **Proposed**, sec. carried unanimously that the Parish Council would pay for the hall hire at the Primary School for the Forum meeting on 22 May. Clerk to confirm the booking. 1
Clerk
- (iii) Swavesey Beat. Sgt Burns announced that as part of the launch of the Neighbourhood Panel, additional officers would be joining the Cambourne Neighbourhood. For PC Alison Jones' beat area this will mean an additional PCSO, which will enable the area to be covered by one Beat Officer, with one PCSO covering Swavesey and Longstanton, and a second PCSO covering Willingham and Over. There will be increased work by the PCSO's with the schools and it is hoped to introduce regular surgeries within each village.
- (iv) Buckingham Business Park. Problems still occurring with regard to overnight HGV parking and litter. The Clerk, District Councillor and employers on the Business Park have all contacted SCDC Environment Health Dept to request urgent and regular litter clearing from the adopted roads. Sgt Burns replied that the Police will continue to monitor the situation and will investigate what action can be taken.
- (v) Correspondence received from a resident with regard to aggressive dogs and owners not controlling dogs when off their leads. The incident in question had been reported to the Police and a notice will be put into the Meridian Magazine about this.
- (vi) Graffiti removal service. Sgt Burns spoke about a new FOC service now available through SCDC. The Probation Service will be working to remove graffiti from any areas within villages. Clerk to register with the service so that it can be provided as required. Clerk

The Chairman thanked Sgt Burns for attending the meeting.
8.15pm Sgt Burns left the meeting.

6 VISIT OF THE FAIR TO MARKET STREET IN MAY

Discussion held with regard to the problems encountered with youths, nuisance and under-age drinking surrounding the visit of the Fair. Actions:

- After considering cost, cleaning and possible problems, it was decided not to hire in temporary toilet facilities.
- Fair currently shuts at 10pm – discuss with Mr Dean possible 9.30pm closure.
- Sgt Burns to try to provide PCSO and CBM cover for all three evenings.
- With regard to under-age drinking, the Parish Council stressed to Sgt Burns that alcohol must be confiscated from anyone under the age of 18, this is the main problem associated with the anti-social behaviour in Market St during the open evenings of the fair.

7 COUNTY COUNCIL BUSINESS**7.1 Guided Bus**

Councillors had attended the recent Forum meeting, which had been on drainage. Invitation received to the formal opening of the Guided Busway Construction Project on Monday 5th March. Comments made on the escalating costs of the project.

7.2 Correspondence for information and items for County Councillor

(i) Cambridge Core Traffic Scheme – Stage 4 newsletter.

(ii) Countryside Access information received.

10.1 Item brought forward for discussion with County Councillor under Agenda 7**HIGHWAYS MARKET STREET**

Correspondence received and circulated regarding the increasing problem of parking in Market Street. Car park area is constantly full, vehicles are often parked along the edge of Market St green and the verge along the southern side of Market Street, both now badly eroded. Lorries are unable to safely pass by Market Street green due to parking along the side. Pot holes becoming worse. Vehicles also parking over the white line marking a footpath area along northern side of Market Street, which is a danger to pedestrians. Cllr Smith has arranged to meet with CCC Highways Engineer at 9am on Thurs 1 March, Councillors and Clerk also to attend to discuss the situation.

8 DISTRICT COUNCIL BUSINESS**8.1 Recycling Site**

(i) On 23 January District Cllr Mrs Ellington, the Clerk (Parish Council), Mr Stevens and Mr Lofts (for St Andrew's PCC) attended a meeting with the Environmental Health Portfolio Holder and Environmental Health Officers at SCDC. Notes circulated to Councillors.

The following issues and suggested solutions were discussed:

- SCDC to remove the existing two plastics banks and replace with one larger 'skip type' bank for easier emptier and better storage. PCC agreed to this.
- An 1100ltr trade waste bin to be purchased by Over/Swavesey Parish Council – cost £300 from SCDC – to take plastic bags currently left to blow around car park. SCDC to empty this bin FOC. Parish Councils to consider.
- SCDC do not have funding available to pay a rent for use of the private site, suggestion was to approach Over/Swavesey Parish Councils for annual grant. Parish Councils to consider.

SCDC could provide gravel/stone for repairs to car park surface and supply and lay FOC, however it could not reimburse the PCC for any supplies or work they might order from a third party. PCC to consider the offer.

Conclusions and actions:

- Parish Council to write to CCC/Guided Bus Team to find out if the stone chippings, etc which will be removed from the railway line during the busway construction, could be re-used by the Parish Council/PCC. If so these could be stored within the village for future use. Clerk
- 1100ltr waste bin. **Proposed**, sec, carried unanimously to spend £200, together with the £100 donated by Over Parish Council, to purchase an 1100ltr trade waste bin from SCDC to assist with the litter maintenance of the car park. 2
- Comment was made that as there is now a very good doorstep collection of glass, tins/cans and newspapers, should the village recycling site be providing collection points for these items. If these bins were to be removed from the site, this would reduce the amount of vehicles (cars and collection lorries) using the car park. This to be put to the PCC.
- Could grants from other organisations, such as the landfill tax credits grants from the landfill companies, be used to help provide the village recycling facilities?
- Surface maintenance. Over Parish Council had replied stating that it felt it was unable to provide an annual grant for the Swavesey recycling site, as it was now tasked with investigating provision of a recycling site in Over village and its funds would be required for that project. **Proposed**, sec, carried unanimously, that the PCC should accept the District Council's offer to resurface the car park FOC now. This to be reviewed annually with SCDC with regard to future maintenance work. The Parish Council to continue to discuss with Over Parish Council the future of the recycling site, which is used by residents in both villages. Clerk

- 8.2 Milton Country Park**
Resolution to Council: Swavesey Parish Council supports the campaign to save Milton Country Park from closure.
Proposed, sec. 9 in favour, (Cllr Mrs Ellington did not vote due to interest declared). Letter to be sent to the Save Milton Country Park campaign. **Clerk**
 Also agreed to send a letter to SCDC stating that the park should be kept open as a quality amenity for the residents of South Cambridgeshire. **Clerk**
- 8.3 Correspondence for information and items for District Councillor**
 (i) Graffiti – discussed under Agenda item 5(vi).
 (ii) Draft protocol for consultation on housing issues – noted, no comments.
 (iii) Lettings policy – noted, no comments.
- 9 VILLAGE AND PLAY AREA MAINTENANCE**
- 9.1 To receive the monthly report from the Village Handyman**
 (i) No problems to report.
 (ii) Mr Marriott requested that next month's agenda include an item to discuss how to resolve the ongoing flooding problems in the children's play area. **Agenda - March**
- 9.2 To consider grass and verge cutting contract for 2007**
 Seven requests for quotation had been sent out. City Services, contractor for the past seven years, had declined to quote this year due to a change in working areas. One other had also declined to due full order book and two others did not reply. Three quotations had been received of varying amounts. Excellent recommendations had been received from three Parish Councils who have used Herald Contract Services for many years. **Proposed**, sec. carried unanimously to appoint Herald Contract Services for one year, to cut both the highway verges and village greens, subject to final meeting with the Clerk to confirm quoted prices and areas to be cut. **3 Clerk**
- County Council funding for verge cutting by Parish Council this season will be £1,416.99. Due to budget constraints there is no increase over last year's figure.
- 10 HIGHWAYS**
- 10.1 Market Street** - Item already discussed under Agenda item 7 County Council.
- 10.2 Middlewatch**
 Correspondence received regarding erosion of verge outside No.36 Middlewatch. Request by writer to install bollards, as installed on the opposite side of the road. No objections from Parish Council. To be discussed with CCC Highways.
- 10.3 A14 Flyover/Buckingway Road Junction**
 Road surface in very poor state of repair. Clerk confirmed that Buckingway Road and the A14 flyover are both CCC responsibility and a request has been put through to CCC to fill the potholes and repair other damage on the flyover.
 With regard to the dangerous junction, a letter to be sent to CCC expressing serious concern over this junction, that signage at the Cambridge Services roundabout needs to be improved to stop large vehicles u-turning at the Buckingway Road junction because they have taken the wrong exit at the roundabout and that due to increasing traffic levels at the junction, a roundabout should be installed. **Clerk**
- 10.4 Overgrown Trees and Shrubs**
 Letter sent to residents alongside passageway between Priory Ave and Gibraltar Lane to cut back overgrowing shrubs.
 Request to write to owner of property at Middlewatch cul-de-sac/corner of Middlewatch regarding overhanging trees. **Clerk**
- 11 A14 IMPROVEMENT PROPOSALS**
 (i) The Chairman reported on the meeting attended at Hilton on 25 January. A joint letter from the Parish Councils involved is to be sent to the Highways Agency, expressing the environmental concerns raised with regard to the improvement proposals.
 (ii) Consultation on Ellington to Fen Drayton improvements. No comment made.

- 12 POST OFFICE CLOSURES - CONSULTATION**
Response by 8th March. Strong response against closures and proposals: Clerk
- Stipulate how important the service is for the community
 - Public transport not always available and convenient to travel between villages
 - 3 mile radius criteria not appropriate in rural areas
 - Strong comments for keeping post offices and all of its services open
- 13 POND CLEARING**
Mrs Rogers gave an update on work carried out to-date. The reeds and roots from Swan and School Ponds had been pulled on 20th February. Two dates have been arranged for volunteers to help clear the debris which has been left to dry out at the edges of both ponds: Sat 17th March at Swan Pond; Sat 24th March at School Pond. The Scouts have agreed to take on an audit project of the ponds during this year. A good turnout of volunteers attended the first project meeting
- Proposed**, sec. carried unanimously to purchase: 2 pairs of chest waders and 2 life jackets for use by volunteers. Total cost of £240. 4 Clerk
- 14 CONSTABLE'S ROOD**
A working party is being arranged to weed and plant wildflower plugs in the central mound area as well as general tidying up of the site.
- 15 PARISH PLAN**
A very successful public meeting was held on 5th February to launch the project, with approx 90 residents attending. The first Steering Group meeting took place on 20th February, with the next meeting scheduled for 20th March.
- 16 MEMORIAL HALL**
- 16.1 To report on damp problems and maintenance**
The Clerk reported that major damp and condensation problems had been found in the ladies toilets at the beginning of January. Coulsons had been called out to investigate – report circulated to Councillors, the Hall Committee will discuss this at their meeting tomorrow. The Clerk was asked to contact the insurance company with regard to a claim for repair work. Hall Com'ttee
Clerk
- 16.2 Front door – emergency repairs**
On Friday evening 2 Feb the front door lock jammed and hirers that evening were unable to access the hall, despite efforts by Councillors to unlock the door. Locksmiths attended Saturday morning and a new lock had to be fitted and new front door keys issued at a total cost of £226.66. Hall Committee will now consider if a second external access lock should be installed onto another door in case of a similar problem in the future. 5
Hall Com'ttee
- 16.3 Charity Status**
Draft Scheme for the new charity has now been issued. Next stage is to advertise the notice, if no objections received by the Charity Commission then the Scheme is sealed and within 12 months the new Charity has to have elected its Trustees and the management of the Hall transferred from the Parish Council to the new Trust. To be discussed by Hall Committee tomorrow evening. Hall Com'ttee
- 17 ANNUAL PARISH MEETING**
The draft agenda for the meeting to be held on 3rd April was circulated and approved. It was suggested that the Constable's Rood Committee could give a presentation on the progress of the project. To be confirmed then Agenda to be advertised. Clerk

18 PLANNING**18.1 To consider correspondence received**

- (i) S/02297/06/CW & S/02296/06/CW – Dawson Plant Hire Ltd. Copy letter received from January's with regard to the removal of restrictive conditions on two planning permissions. CCC to negotiate new conditions to regulate the number of vehicles operating from the site, in line with the applicants HGV Licence. Parish Council had no further comments to make, wished to reiterate previous concerns over potential increase in traffic generation if current conditions are removed and will wait to hear what new conditions the County Council wishes to set.
- (ii) Notice of forthcoming Northstowe Briefing's at South Cambs District Council.

18.2 Regional Spatial Strategy – East of England Plan – Proposed Changes

In general the comments from SCDC regarding the proposed changes were supported.

Proposed, seconded with 6 in favour and 4 against, that the Parish Council disagrees with any dictate from an unelected body (Regional Assembly) to an elected body (local planning authority) dictating what guidelines to work to within the planning system.

Response to be made to the consultation by 9 March 2007.

Clerk

18.3 G Wimpey UK Ltd

Work to the Poplar Trees around the pond in Moat Way has now started. Further detail regarding land transfer document still to be confirmed.

18.4 To consider planning applications received

- (i) Ref: S/0106/07/F – Swavesey Memorial Hall, Swavesey Parish Council. Replacement windows. No objections
- (ii) Ref: S/0087/07/F – 36A School Lane, Mr & Mrs Carter. Extension. No objections.
- (iii) Ref: S/0036/07/F – 9 Thistle Green, Mr & Mrs Parsons. Extension. No objections.
- (iv) Ref: S/0256/07/F – 10 Moat Way, Mr & Mrs Barton. Extension, demolition of garage. Letter received from neighbours commenting on position of storm and sewer drains in garden of No.10 close to proposed extension and concern over increased parking arrangements in the front garden. Parish Council raised no objections but commented that the demolition and non-replacement of the garage and would put additional pressure on off-road parking for the property.

18.5 Permissions

Ref: S/2039/06/F – Buckingham Business Park. Erection of 26 units, ancillary offices, service yards, car parking and landscaping.

Ref: S/2342/06/F – 101 Boxworth End, Mr Parish. Conservatory.

18.6 Refusals - None received**18.7 Appeals**

Ref: S/0305/06/F – Land adj 24 Taylor's Lane, Mrs D Thwaites. Appeal withdrawn.

19 FINANCE**19.1 To approve payment of outstanding accounts**

It was proposed, seconded and carried unanimously to approve the invoices and cheques as listed.

	Gross	VAT	Net
Administration and salaries	1,333.95	0.00	1,333.95
Memorial Hall – Running costs	1,388.49	93.76	1,294.73
Village maintenance	215.50	0.00	215.50
Agency Services (P3)	9.93	0.00	9.93
Total:	2,947.87	93.76	2,854.11

Accounts reconciled at 20/02/07: Current a/c £8,855.51. Treasurer's a/c £58,556.00

19.2 Notice of receipts received

Hall Booking Receipts	1,015.00	0.00	1,015.00
Grant – Constable's Rood	327.74	0.00	327.74
Total:	1,342.74	0.00	1,342.74

The Memorial Hall has been awarded Small Business Rate Relief for the period 1 April 2007 to 31 March 2010.

19.3 Audit

Interim Internal Audit check completed with no major queries. Notice from the Audit Commission that Moore Stephens have been re-appointed as external auditors for Parish Councils in Cambridgeshire.

19.4 Application from Swavesey Action for Youth Committee for an Administration Grant

Request for a grant to help with administrative items and project work with the County's Detached Youth Worker Scheme to help establish the new Youth Club. **Proposed**, sec. carried unanimously to award a grant of £505.20 to cover costs as detailed in the application.

6

20 GENERAL CORRESPONDENCE

- (i) Aggressive dogs – correspondence from local resident – dealt with Agenda item 5 NALC – Review of Quality Council Scheme; Consultation on Commons Act 2006
- (ii) CALC – Training workshops; S Cambs Assoc Agenda 1 March; Fol & DP updates
- (iii) Communities and Local Government: Consultation on Amendments to the Model Code of Conduct for Local Authority Members.
Swavesey Nonconformist Cemetery – maintenance grant.
- (iv) Over Day Centre – fundraising.
- (v) Cambs ACRE – Rural Housing Enabler, affordable housing in rural villages.
- (vi) Cambs & Peterborough Community Life Awards 2007.
- (vii) Newsletters and magazines
- (viii)

March
Agenda**21 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Mrs Ellington spoke further on the problems being encountered in Buckingham Business Park due to the overnight HGV parking and associated litter. Discussions are still ongoing with SCDC Environmental Health Dept to try to resolve the litter problems. The Police and Enforcement Officer at SCDC are looking into the HGV parking problems.
- (ii) Mr Tait asked that there be an Agenda item at the next meeting to discuss the temporary event boards currently being sited on the verges. They are not large enough and there is concern they could cause a danger as drivers try to read them.
- (iii) Noted that there is an increasing amount of litter in the verges along Over Road.
- (iv) Noted that some windows of the terraced housing along High Street are dangerous when opened direct to the footpath, as they are at head level.

March
Agenda

Next meeting date: 26 March 2007

There being no further business, the meeting was declared closed at 10.40pm
Signed & dated, Chairman

Minutes approved & signed as a correct record by the Parish Council on 26 March 2007

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

Powers of Expenditure

- 1 Local Government & Rating Act 1997, s31
- 2 Litter Act 1983, s5&6
- 3 Highways Act 1980, s96; Open Spaces Act 1906, s10
- 4 Public Health Act 1936, s260
- 5 Local Government (Miscellaneous Provisions) Act 1976, s19
- 6 Local Government (Miscellaneous Provisions) Act 1976, s19(3a)