

Swavesey Parish Council

7.30pm

Notes from Public Open Forum

Comments from a resident with regard to his planning application for an extension to his house. The plans had been discussed with all neighbours and no objections had been raised.

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

7.34pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 23 July 2007

PRESENT

Mr M Johnston (Chairman)

Councillors : Mr S Boylan, Mr J Dodson, Mr T Parish, Mr J Pook, Mrs S Rogers, Mr K Wilderspin,
Mr W Wright

Clerk : Mrs L Miller

Parishioners : 8

County Councillor: Ms M Smith District Councillor: Mrs S Ellington

Police: Insp P Ormerod (Histon Sector), Pc T George (Operational Planning)

Item

Power Action

1 TO RECEIVE APOLOGIES FOR ABSENCE

J Tait, P Marriott

District Councillor Mrs Ellington gave apologies to leave early (at 8pm)

2 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 25 June 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)

- (i) Mobile library changes – correction from CCC: Thistle Green service would remain monthly. Also assurance that the Library Access Point would be serviced by weekly deliveries/collections by van, rather than use the mobile service.
- (ii) Covel's Drain Bridge has now been strengthened and replaced. Mrs Rogers had kept in contact with Nuttalls and CCC to ensure the new surface would be safe and suitable for all users.
- (iii) A14/Buckingway Road, following further correspondence CCC Highways has replied that there would be a review of major resurfacing work around this junction.

3 MEMBERS' DECLARATIONS OF INTEREST

No interests declared.

4 POLICE/CRIME REPORT

The Chairman welcomed Inspector Ormerod from Histon Sector Station and Pc George from the Operational Planning Dept to the meeting. Inspector Ormerod gave apologies that Sgt Burns was unable to attend, due to other commitments. Pc George wished to record that he was on annual leave at present.

- (i) Policing of the annual fair. A number of issues surrounding the visit of the Fair to Market St were discussed including:
 - Underage drinking
 - Increased police presence on the Friday evening, however the problem still persisted and a large quantity of alcohol had been confiscated from youths. The Chairman thanked the Police for their increased presence on the Friday night.
 - Pc George stated that at other events such as Strawberry Fair and Midsummer Fair in Cambridge, as well as Over Carnival the organisers paid for dedicated Police Officers to attend the events.
 - The Police Officers also stated that with current budget levels, they are unable to commit larger numbers of officers to attend events such as the Swavesey Fair, therefore the Council should consider paying for dedicated presence.

- Pc George suggested that a working party of Councillors, himself and possibly the Fair owner should meet separately to discuss all options – Clerk to arrange. Clerk
 - The Cambridge Safety Advisory Group holds workshops to assist organisers of large and community events. They can advice with regard to road closures and trained stewards.
 - The Clerk confirmed that the Fair is a Charter Fair and as such cannot be stopped other than by an Act of Parliament.
- (ii) Neighbourhood Forum Meetings. Next meeting 21 August in the Octagon Hall, Bar Hill at 7.30pm. Council queried the Minutes of the last meeting, as to why Flytipping was listed as the first priority from the meeting. Councillors who had attended were under the impression that anti-social behaviour and drug issues were the most important as voiced by those attending. Insp Ormerod replied that the listed items were in no particular order of priority just the four agreed however he would speak to Sgt Burns and clarify this. Other issues were to be raised at the next Forum meeting.
- (iii) Crime figures and newsletters were available via the Police website, no particular items were raised.

Pc George added that he had already met with the Swavesey Festival Organisers with regard to policing and safety aspects of the planned events.

The Chairman thanked Insp Ormerod and Pc George for attending and confirmed that a working party meeting would be arranged with Pc George.

5 SWAVESEY FESTIVAL 2008

The Chairman welcomed Mrs Fuller and Mrs Milne to the meeting.

A presentation on the Festival programme ideas to-date was given. The Festival will run from Sat 21 June to Sat 28 June, with events being held on the recreation green on both Saturdays (permission granted by the Parish Council) and in various venues throughout the village during the week. The organising committee will be set up as a Charity and funding for the Festival will be found by way of sponsorship, grant applications, donations and village fundraising. The organisers envisage a budget cost of £15,000. £1,500 has been received to-date. The next public meeting will take place on 3 October, to inform residents of progress and programme. Initial funding is required to cover PR activities. Some large grant applications are being investigated and local businesses will be approached for sponsorship. The Steering Committee wished to approach the Parish Council to ask if they would consider supporting the Festival and providing some of the funding required.

The Committee would also like a Councillor representative on the Steering Group if possible. August
Agenda

It was **proposed** and seconded that a grant of £2,500 being awarded.

A second **proposal** was tabled and seconded that a grant of £1,000 be awarded, which would be reviewed at the end of 2007 in order to consider a further grant during 2008.

The first proposal voted 3 in favour, 5 against.

The second proposal voted 5 in favour, 3 against – Carried.

The Chairman thanked Mrs Fuller and Mrs Milne for attending and giving the presentation. Mrs Fuller and Mrs Milne thanked the Council for their kind grant.

6 COUNTY COUNCIL BUSINESS

6.1 Guided Bus

- (i) Copies of the 1984 Swavesey Byways Act and 1838 Inclosure Act received from Mr Lansley MP. Mr Lansley had written to CCC to ask why the Swavesey Byways were not included on the county's Definitive Map. Letter in support of Mr Lansley's letter to be sent. Clerk to investigate whether legal help can be obtained from NALC to help interpret the Acts. Clerk
Clerk
- (ii) Notice of Entry for Temporary Possession on land on Mow Fen Drove received.
- (iii) Correspondence received informing of road closures in Oakington, Histon and Cambridge whilst guideway tracks are laid across road junctions.

6.2 Correspondence for information and items for County Councillor

- (i) Corporate Plan 2007-08 received.
- (ii) Cambridgeshire Design Guide – streets and the public realm, consultation. No comments returned.

7 DISTRICT COUNCIL BUSINESS**7.1 Abolition of EERA and its effect with regard to Planning Policy and the GTDP**

Following the announcement of the abolition of the East of England Regional Assembly, a letter is to be sent to S Cambs District Council and Cambs County Council to ask where it now stands with regard to instructions which have come from EERA, particularly with regard to local planning issues. CALC to be contacted to find out other Parish Council's comments.

Clerk

7.2 Correspondence for information and items for District Councillor

- (i) Village Services and Amenities booklet – Clerk returned updated information.
- (ii) LDF Independent Examination, Site Specific Policies, pre-examination meeting to be held at 2pm, Tues 31st July.
- (iii) Standards Committee – Parish Council sub-committee consultation – no comments returned.

8 PARISH COUNCIL VACANCY

One application had been received, from Mr D Whiter.

Proposed and seconded to co-opt Mr Whiter to the Parish Council, voted unanimously in favour.

9 NEW CODE OF CONDUCT

- (i) Review of Standing Orders. Following advice taken from CALC the following proposal was unanimously approved: "that with regard to the Resolution passed at the last meeting, Standing Orders will not be formally amended until six months time from the date of this meeting. In order to gauge the effect of the new Code on meeting procedure."
- (ii) Approved that the Clerk and Chairman attend the CALC/SCDC training session on Weds 26 Sept. Cost will be £20 per attendee.

Standing
Orders to
be
reviewed
Jan 2008

1

10 VILLAGE AND PLAY AREA MAINTENANCE**10.1 To receive the monthly report from the Village Handyman**

A fire in one of the concrete waste bins on the front of the recreation green reported. Plants in hall plant tubs damaged (together with neighbouring window baskets). Down-pipes from roof guttering at Memorial Hall ripped from the walls twice in two weeks. All items reported to Police.

10.2 Market Street Green

- (i) Two signs were erected asking people not to park on the edges as they were being repaired – one sign at Cow Fen end of the green has twice been vandalised so has now been removed.
- (ii) Cambs County Council Highways have confirmed that they would fill the potholes along the side of the green, to enable further grass seeding to then take place.
- (iii) Allgood Services Ltd, working on the house extension opposite the north edge of the green, has confirmed it will reinstate the grass that has been damaged when the building work is completed.

Mr Pook declared a personal interest in the next item, as a resident of Market Street.

- (iv) Bollards. Measurements for the green and bollard spacing had been taken and details of various suppliers circulated to Council. Support for the plans had been received from local residents and businesses. Conservation Dept has confirmed that planning permission is not required however they would prefer to see timber or cast iron bollards, sympathetic to the Conservation Area. Clerk to arrange a working party meeting with Councillors to compile quotation options for consideration.

Clerk

- 10.3 Dog Fouling**
A request received for a dog waste bin to be installed in Taylors Lane to help combat the amount of dog waste being left along the verges. Cost for standard bin, the same as located elsewhere in the village would be £75.25 + VAT. **Proposed**, seconded and unanimously agreed to purchase one bin. **2**
- 10.4 Cedar Tree, Swan Pond**
Proposed, sec. and agreed to place order with Atlas Tree Surgery to tidy up broken branches and clear fallen branch, at cost of £40 + VAT. **3**
- 10.5 Grass cutting, Recreation Green**
Mr Boylan declared a personal interest, as a member of the Spartans Committee.

Correspondence from Swavesey Spartans Football Club with regard to the state of the recreation green following recent grass cuts. Amount of loose cuttings left on the green has left it unsuitable for sporting events until the cuttings are cleared, which has taken the club some time. Council responded that unfortunately the weather conditions have caused the grass to grow fast and long. The contract does not include clearing cuttings and never has in the past. Also one scheduled cut in early July was unable to take place due to the ground being waterlogged, which meant the following cut was on even longer grass. Reply to be sent to this effect.
- 11 PLAY AREA DRAINAGE**
Two quotations and advice were considered for drainage work to the junior area of the play area on the recreation green. A third request for quotation had not been received. **Proposed**, sec. and agreed to place order with Arthur Peacock & Son, at cost of £2,218.71 + VAT. Request to obtain additional quote to repair concrete outfall cover from drain into Greenside Close ditch, at the same time. **4 Clerk**
- 12 MEMORIAL HALL – REPLACEMENT WINDOWS**
Planning consent is still awaited. Grant applications are being completed to South Cambs District Council – Community Facilities Grant, which could provide up to 40% of the cost, and COMMA – The Community Aggregates Fund, for the remainder of the project cost, with the Parish Council providing at least 10% of the cost. Grants will be in the name of the Parish Council. Budget cost at present is approx £21K. Final quotes are being obtained. Council gave approval for both grant applications. **5**
- 13 CONSTABLE’S ROOD AND POND RESTORATION PROJECTS**
(i) Entrance feature for Constable’s Rood built and awaiting installation.
(ii) Information boards for both projects are being compiled and costed. The RSPB has supplied details of the printing company used for their new Nature Reserve Signs.
- 14 OVER CRICKET CLUB**
A letter sent to the Parish Plan project group has been forwarded to the Parish Council for information. The Cricket Club has a majority membership from Swavesey and would like to see Cricket pitch facilities in Swavesey again. For future consideration by the Parish Council.
- 15 SWAVESEY ACTION FOR YOUTH**
Verbal report given on progress to-date for two Youth Club nights from September in the Youth Building at the College site, plus visits by the Connections Youth Bus to Swavesey on alternate Thursday evenings from Sept to July.
The initial grant from the Parish Council had been used for the leaflets, which have brought some new people to the Committee. The project now requires additional funding towards the cost of the Connections Bus visits, Young Lives registration and insurance for the youth club sessions. Fen Drayton Parish Council has also been approached for funding assistance.
Proposed, seconded and unanimously agreed to award a further grant of £360 towards the bus costs and Young Lives Registration fee. **6**
Cambs County Council’s Youth Team will be running a summer programme of activities for 11-19yr olds on both Cottenham and Swavesey Recreation Greens during the school holiday - Swavesey Green every Thursday from 2 Aug, 3-6pm.

16 PARISH PLAN

Agreed for the Parish Council to hold a Contractor Licence for the use of Ordnance Survey Data from Cambridgeshire County Council. This data to be used by the Parish Plan Steering Group. No cost involved in holding the Licence, which will expire in March 2009.

17 PLANNING**17.1 To consider correspondence received**

- (i) Carillion-URS – consultation on closures of lay-bys on A14 between junctions 15 & 28. Reply to be sent raising concerns over HGV overnight parking provision if lay-bys are closed, as this could increase HGV parking in local villages. **Clerk**
- (ii) From the summary of decisions at Planning Committee on 4 July - Ref: S/0601/07/F – Development of land as gypsy caravan site, junction of Rose & Crown Rd and Scotland Drove. Recommendation that temporary permission for 3 years, subject to conditions regarding safe access and proper landscaping and drainage, be granted.
- (iii) SCDC Legal Office, letter regarding Enforcement Action, Land at Cow Fen Drove. Reply to be sent to SCDC to request an urgent meeting with District Officers, District and County Councillors and Police to discuss a strategy for enforcement action. **Clerk**
- (iv) Copy letter from local resident, regarding above, circulated to Councillors.
- (iv) New public speaking protocol for SCDC Planning Committee meetings with effect from 1 August 2007.

17.2 To consider planning applications received

- (i) Ref: S/1220/07/F – Swavesey Memorial Hall, replacement windows. No objections.
- (ii) Ref: S/1183/07/F and Amended – Land adj 24 Taylors Lane, Mrs D Thwaites. Dwelling and Garage. Three letters of objection received from neighbours.

Parish Council objects to the application and supports the reasons made by SCDC in refusing the original application for a dwelling and garage on this site in April 2006. The Parish Council does not consider that any material changes have been made with this new application.

- Application site lies outside of the defined village framework boundary.
- Development would be contrary to policies aimed at protecting the countryside and village frameworks.
- Development is proposed in the Conservation Area at the very edge of the built up area of the village and would result in loss of views across the Scheduled Ancient Monument. The positive vista across the proposed site, as detailed in the Conservation Area Appraisal would be adversely affected.

Ref: S/1226/07/F – 77 Boxworth End, Mr & Mrs Middleditch. Extensions. No objections.

(iii)

17.3 Permissions

Ref: S/0984/07/PNA – Highfield Farm, E G Dodson & Son. Prior approval granted for grain silo.

17.4 Refusals - None received**17.5 Appeals**

Ref: S/2062/06/F – Land at Driftwood, Hale Road. Mr & Mrs R Smart. Removal of Agricultural and personal occupancy condition.

18 FINANCE**18.1 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	1,941.90	84.83	1,857.07
Memorial Hall – Running costs	1,025.82	51.16	974.66
Village & recreation maintenance	1,025.73	87.77	937.96
Total:	3,993.45	223.76	3,769.69

Accounts reconciled at 18/07/07: Current a/c £1,9621.69. Treasurer's a/c £53,556.00

18.2 Notice of receipts received

Hall Booking Receipts	1,456.27	0.00	1,456.27
Total:	1,456.27	0.00	1,456.27

18.3 Treasurers'/Deposit Account

Approved that the following Councillors and Officers would be signatories to the new deposit account: Mr M Johnston, Mr J Pook and Mrs L Miller.

18.4 Current Account

Notification from Lloyds TSB that as the account now runs at an annual turnover of over £50K, it has to be operated as a 'Business Extra' product with charges for day-to-day bank transactions. Interest will also be charged on credit balances. In an example of the past year, Lloyds stated that the account would have received more interest than charges. Agreed that the Clerk is to monitor the account for the next six months, to see if opening the new deposit account and transfer of balances affects this new situation. Review to be carried out in January.

Clerk

18.5 Annual Return

Has been signed-off by the external auditors with no queries. A qualification had been noted that the internal audit function had not been reviewed but will be in subsequent years.

19 GENERAL CORRESPONDENCE

- (i) CALC – Training Courses; Policy Development
- (ii) GO East – Consultation meeting, 26th July, Cambridge
- (iii) Mr A Lansley MP – copy letters regarding Alconbury Night Owl Truck Stop
- (iv) Newsletters and magazines

20 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Flood Plan. Clerk reported that SCDC and CCC both have emergency plans in place in the event of a flood event in Swavesey. Council wished to see the written flood plans and suggested that the Emergency Planning Officer at SCDC be asked to attend a Parish Council meeting to discuss this.
- (ii) Quality Status Panel postponed from 26 July to a date to be set mid-August.
- (iii) Items for the next Agenda:
 - Representative Trustee for Frere Cottages, as Mrs Rogers wished to stand-down as a Trustee due to other commitments.
 - State of Boxworth End Footpath.
 - Allotment provision in the village.
- (iv) Mrs Rogers had scanned through the two Byways and Inclosure Acts, however a Transport and Works Act for the Railways would be very useful together with the maps and plans referred to in the Inclosure Act.

Clerk

Next meeting date: 20 August 2007

There being no further business, the meeting was declared closed at 10.25pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Councillor: Local Government Act 1972 Part VII, s111
Clerk: Local Government (Miscellaneous Provisions) Act 1982, s45
- 2 Litter Act 1983, s5&6
- 3 Highways Act 1980, s96
- 4 Open Spaces Act 1906, s10(b)
- 5 Local Government (Miscellaneous Provisions) Act 1976, s19
- 6 Local Government (Miscellaneous Provisions) Act 1976, s1

**Minutes approved & signed as a correct record by the Parish Council on
23 July 2007**

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