

Swavesey Parish Council

7.30pm

Notes from Public Open Forum

- Footpath in Taylors Lane – cracking around metal stop-cock cover and the lid is now protruding – needs to be reported to CCC Highways.
- Over Road – the grass verge near to the bridge over the Swavesey Main Drain is collapsing. It looks as though Badgers are undermining the verge and could cause a problem to the road. Clerk to inform CCC Highways.

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 26 March 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 : 3

Item

Power Action

- 1 TO RECEIVE APOLOGIES FOR ABSENCE**
Mrs S Ellington, Mr P Marriott, Mr J Tait, County Cllr Ms M Smith
- Before discussing the first business, the Chairman wished to announce to the Council that the Meridian Magazine Committee had won the Village and Community Magazine Awards 2006 - Large Community Award category. The Parish Council wished to congratulate everyone involved with the magazine on winning the award.
- The Council agreed that the Winners' Shield could be displayed in the main hall of the Memorial Hall for the forthcoming year.
- 2 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 26 FEBRUARY 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) SCDC contractors have carried out litter clearing on Buckingham Business Park.
 - (ii) Recycling site - £100 received from Over Parish Council. Order has been placed with SCDC for new waste bin for the site.
 - (iii) Following a final meeting with the Clerk, Herald Contract Services have been awarded the grass and verge cutting contract to start in April.
- 3 MEMBERS' DECLARATIONS OF INTEREST**
Mr Parish declared prejudicial interest in Agenda item 11.3(i).

Item brought forward on Agenda

10 CONSTABLE'S ROOD COMMITTEE REPORT

Mr Glyn Jones reported that volunteers planted wildflower plugs in the central mound on 25 March. Councillors from SCDC will be visiting the site on 27 March as part of the judging of the Natural Heritage Awards Scheme. Plans are being drawn up for the entrance to the site which will cost approx £350. Mr Jones wished to thank the Bethel Baptist Church for their very kind donation of £400, which will be used to pay for the entrance. An Interpretation Board is also being planned for the site. The Council wished the project luck for the judging on 27 March.

4 COUNTY COUNCIL BUSINESS

4.1 Temporary Event Notices

Following discussion on the size of these notice boards and where they are positioned, the following was agreed:

- Boards for outside of the village boundary should include minimal information, eg event, date, time and venue only.
- The board at the junction of Blackhorse Lane/High Street can be used to give more information as this can be read easily by pedestrians.
- The Clerk to inform village groups of this decision and the reasons why – in the interests of highway safety when driving past the signs.

Clerk

4.2 Correspondence for information and items for County Councillor

- (i) Emergency Planning for Pandemic Flu: Burials. Request from Civil Protection Officer for CCC for information on burial sites, plots and other details. To be passed on to the Churches who are responsible for the burial sites within Swavesey.

Clerk

5 DISTRICT COUNCIL BUSINESS

5.1 Gypsy and Traveller Development Plan – Consultation

Update on GTDP progress and further consultation to take place on 27th March, Histon Baptist Church Hall.

5.2 Consultation on Draft Housing Strategy for period 2007-2010

Report noted - No comments to return.

5.3 Correspondence for information and items for District Councillor

- (i) Environment Agency – Covell's Drain. Copy of letter sent to SCDC from the Environment Agency stating their position with regard to Covell's Drain. Parish Council to reply stating that its position remains as originally stated, that the eastern bank of Covell's drain should not be lowered and supports the District Council's position.
- (ii) Notice and copy of letter re a Housing Market Assessment survey to be carried out in the District shortly.
- (iii) Grounds Maintenance. Notice of new contractors for SCDC owned areas within villages.

Clerk

6 POLICE/CRIME REPORT

Newsletters and updated emailed to Councillors during the month.

7 VILLAGE AND PLAY AREA MAINTENANCE

7.1 Handyman – no problems reported by the Handyman.

7.2 To investigate drainage solutions for the play area

This winter has again brought flooding and drainage problems to the bark area of the children's play area on the recreation green. Following discussions it was agreed that the Clerk investigate costs with contractors to provide a gravel drainage trench under the length of the play area, to allow water to drain across to the pond. To be discussed again once costs and plans obtained.

Clerk

9 HIGHWAYS

8.1 Market Street – Footpaths, Safety Issues and Parking

Report given on the site meeting held on 1 March with CCC Highways Officer. Agreed that the following items would be requested or discussed further with CCC:

- White lines to be re-painted for increased awareness
- A proposal for marking up parking bays in the central parking area be requested
- Request if footpath area could be re-surfaced in coloured tarmac, ie red/pink as used in traffic calming instances
- Pot holes alongside the green have not been filled yet

Clerk

- 8.2 Market Street Green – Maintenance Work**
Quote reviewed for repair work to reinstate grass edges. Decided that no work should take place until after the visit of the Fair. Also to investigate cost of providing bollards along the southern edge to prevent vehicles damaging the green. **Clerk**
- 8.3 Middlewatch – Grass Verge**
Following site meeting with CCC Highways Officer on 1 March, initially bollards were to be installed in the verge outside of nos. 36 & 38 Middlewatch. However, following further discussions with residents, the bollards are not to be installed. Complaints are still being made with regard to the safety and access to driveways around the traffic calming chicane in Middlewatch. Parish Council still considers this chicane to be dangerous and would like it to be removed. Letter to be sent to CCC requesting this. **Clerk**
- 8.4 Road surface concerns**
- (i) Buckingham Road/A14 junction – letter being sent to Mr Kemp, Director of Highways & Access at CCC regarding deteriorating road surface, increasing traffic and safety concerns at the junction. **Clerk**
 - (ii) Pothole outside of 20A Station Road is sinking again – report to CCC. **Clerk**
 - (iii) Rose & Crown Road. Near the double bends the road surface is badly rutted – report to CCC. **Clerk**
- 9 POND CLEARING**
Mrs Rogers reported on two successful afternoons by volunteers clearing the reeds that had been pulled from Swan and School Ponds, the Council thanked all the volunteers for their help. Depth measurements have been taken and warning signs and depth gauges are to be positioned in both ponds. A grant application for just over £1,000 has been made to SCDC to help fund the restoration project. Other grants are also being investigated.
- 10 Item discussed earlier in the Agenda**
- 11 PLANNING**
- 11.1 To consider correspondence received**
- (i) Copy of response to proposed changes to the East of England Plan, from Mr A Lansley MP. Letter noted.
 - (ii) Letter from The Marshall Group of Companies confirming that the immediate requirements for relocation of the Specialist Vehicles Division from Cambridge will be met at a site in Mildenhall. Therefore they will not be moving to proposed land on the edge of Swavesey for the immediate future.
- 11.2 G Wimpey UK Ltd**
- Work to reduce the height of the Poplar Trees around Moat Way Pond has started. Clerk to find out if this has been completed to the requested level. **Clerk**
 - Clerk to find out situation with regard to the felling of the Leylandii at the corner of Chanry Close. **Clerk**
- With regard to the entire POS transfer situation, whole file to be reviewed and strong action taken to try to finalise the transfer. Clerk to report back at next meeting. **Clerk**
- 11.3 To consider planning applications received**
Mr T Parish declared prejudicial interest and left the meeting for this item (9pm)
- (i) Ref: S/0375/07/RM – Land between 57 & 63 Middlewatch. Dwelling. No objections. *Mr T Parish returned to the meeting*
 - (ii) Ref: S/0404/07/F – 60 Moat Way. Extension. No objections.
- 11.4 Permissions**
Ref: S/0151/06/F – Windmill Kennels & Cattery Ltd. Revised internal layout, windows and doors to staff accommodation approved.
Ref: S/0036/07/F – 9 Thistle Green. Extension approved.

11.5 Refusals

Ref: S/0106/07/F – Swavesey Memorial Hall. Replacement upvc windows refused. Clerk and District Councillor to arrange to meet with Conservation Manager at SCDC to discuss this refusal and how an agreement can be reached on replacing the windows at the Hall with either upvc, timber or a combination of both. Mr Pook added that he felt if timber framed replacement windows could be provided at the front of the building, then upvc could be used at the side, where upvc replacement windows already exist in the newer part of the building.

Clerk &
District
Cllr

11.6 Appeals - None received**12 FINANCE****12.1 To approve payment of outstanding accounts****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	3,363.26	0.00	3,363.26
Memorial Hall – Running costs	594.11	16.49	577.62
Village maintenance	272.26	28.99	243.27
Swavesey Youth Group Grant	505.20	0.00	505.20
PWLB Loan, 2 nd annual repayment	3,073.85	0.00	3,073.85
Over Day Centre Grant	200.00	0.00	200.00
Total:	8,008.68	45.48	7,963.20

Accounts reconciled at 20/03/07: Current a/c £7,552.25. Treasurer's a/c £58,556.00

12.2 Notice of receipts received

Hall Booking Receipts	890.49	0.00	890.49
Grant – recycling site maintenance	100.00	0.00	100.00
Total:	990.49	0.00	990.49

12.3 CALC Training

Approval granted for Clerk and Hall Administrator to attend a CALC VAT Workshop on 27th June. Cost is £30 for the two places.

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12.4 Grant Requests

- (i) Over Day Centre. **Proposed**, sec, all in favour that Swavesey Parish Council in accordance with its powers under **sections 137 and 139 of the Local Government Act 1972**, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:- “to donate £200 to the Over Day Centre towards the purchase of new dining tables and chairs.”
- (ii) & (iii) Annual maintenance grants to St Andrew’s Churchyard and Non-Conformist Cemetery. **Proposed**, sec and all in favour to award grants at the same level as 2006. The Churchyard to receive £379, the Cemetery to receive £147.

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13 GENERAL CORRESPONDENCE

- (i) Thank you from Swavesey Action for Youth Group for grant received
- (ii) Highways Agency – Announcement of the preferred option for the improvement of the A14 between Fen Drayton and Fen Ditton. Reply from Highways Agency to Hilton Parish Council, following joint Parish Councils letter.
- (iii) Information notice re 1 July 2007 smoking ban
Copy of letter from Mr A Lansley MP to the Minister for Local Government re provision of affordable housing in S Cambs.
- (iv) CALC – Training workshops; S Cambs Assoc Agenda 1 March; Fol & DP updates
- (v) Cambs Local Access Forum – information leaflet
- (vi) Wildlife Trust – training workshops throughout 2007
- (vii) Cambridgeshire Green Vision – information leaflet
- (viii) Newsletters and magazines

14 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Annual Parish Meeting, Tues 3rd April, 7.30pm, Memorial Hall
- (ii) Village College: Yr11 Leavers Day Friday 18 May; Yr11 Prom Night Sat 30 June
- (iii) 2007 Pathfinder March, Sat 16 June
- (iv) The Clerk reported that Mr Dean is happy to close the Fair on the Friday and Saturday nights at 9.30pm if it is considered this would help to resolve the anti-social behaviour in the area at the time.
- (v) Mr Pook thanked Mr Alan Morris for his work on the Parish Plan website.

Next meeting date: 23 April 2007

MOTION APPROVED TO EXCLUDE PUBLIC AND PRESS

The following items were discussed 'in camera'

15 PERSONNEL ITEMS**15.1 Revisions to Contracts of Employment****15.2 Contract of Employment for Village Handyman****15.3 Review of Salaries and Annual Allowances for 2007/08**

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There being no further business, the meeting was declared closed at 9.40pm.

Signed & dated

Chairman

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

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

Powers of Expenditure

- 1 Local Government (Miscellaneous Provisions) Act 1982, s45
- 2 Local Government Act 1972, sections 137 and 139
- 3 Local Government Act 1972, s214(6)
- 4 Local Government Act 1972, s112 appointment of staff