

# *Swavesey Parish Council*

**7.30pm**

**Notes from Public Open Forum**

- Re planning application for 19 Chantry Close. There is a covenant on the garden land at the rear of the property that does not permit it to be fenced; the landowner has fenced the land. There are two rights of way for residents' across/alongside this land that have now been fenced off. Request for the Parish Council to investigate the covenant and bring this to the District Council's attention.

**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 21 May 2007

**PRESENT**

Mr M Johnston (Chairman)

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

Clerk : Mrs L Miller

Parishioners : 2

County Councillor: Ms M Smith

<b>Item</b>	<b>Power Action</b>
<p><b>1 ELECTION OF CHAIRMAN FOR THE FORTHCOMING YEAR</b> Mr Johnston was nominated, seconded and unanimously voted in as Chairman. The Declaration of Office for Chairman was duly signed.</p>	
<p><b>2 ELECTION OF VICE-CHAIRMAN FOR THE FORTHCOMING YEAR</b> Mr Pook was nominated, seconded and unanimously voted in as Vice-Chairman.</p>	
<p><b>3 TO RECEIVE APOLOGIES FOR ABSENCE</b> Mr P Marriott, Mr J Dodson (late arrival)</p>	
<p><b>4 CODE OF CONDUCT</b></p>	
<p><b>4.1</b> The Clerk reminded Councillors that Registers of Interests are to be completed and returned to the Clerk within 28 days.</p>	
<p><b>4.2 New Model Code of Conduct for Parish Councils</b> On 3<sup>rd</sup> May 2007 the new Code of Conduct for Parish Councillors came into force. Councils have until 1 October to adopt the revised code. The Clerk to attend a CALC workshop on the detail of the amended code on 25 May and report back at the next meeting.</p>	<b>Clerk</b>
<p><b>5 MEMBERS' DECLARATIONS OF INTEREST</b></p> <p>Mrs Ellington Personal and prejudicial, item 19.2(ii) – planning application Mr Wilderspin Personal, item 19.2(i) Prejudicial, item 19.2(vi) Mr Pook Personal, items 10.2(ii) &amp; 19.2(i) Mr Wright Personal, item 10.2(ii)</p>	
<p><b>6 TO SIGN &amp; APPROVE MINUTES OF THE MEETING DATED 23 April 2007</b> It was proposed, seconded and unanimously approved that the Chairman sign the Minutes with no amendments.</p>	
<p><b>6.1 Matters to report from previous minutes</b> (for information) No items reported</p>	

## **7 REVIEW AND ADOPTION OF STATUTORY DOCUMENTS, APPOINTMENTS AND POLICIES**

### **7.1 Financial Regulations**

The following items were reviewed:

- (i) RFO – the Clerk was re-appointed.
- (ii) Internal Auditor – Mr M Williamson, Mijan Ltd was re-appointed.
- (iii) Direct Debits – confirmed to continue D/D payments for the following utilities: Virgin Media (was NTL), Virgin Mobile, Powergen, Cambridge Water and S Cambs District Council.

No further amendments were made.

### **7.2 Asset Register – review of street furniture**

Following recommendation from Internal Audit, a written register of all street furniture owned by Swavesey Parish Council has been drawn up, checked against insurance valuations and signed by the Clerk. This to be an annual audit check.

### **7.3 Risk Management Policy**

Reviewed and adopted with no amendments.

### **7.4 Memorial Hall Risk Management Policy**

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

## **8 REVIEW & ELECTION OF REPRESENTATIVES ON VILLAGE COMMITTEES AND CHARITIES**

Frere Cottages Trust – 2 Trustees for 4 years: Mr Austin Day and Mr James Dodson.

Galon Charity – 1 Trustee for 4 years: Mr Austin Day.

Swavesey Byways – 2 representatives for 4 years: Mrs Sue Rogers and Mr Tim Parish.

Meridian Magazine – 1 representative for 4 years: Mrs Sue Rogers.

*(8pm – Mr James Dodson joined the meeting)*

Community Football Committee – 1 representative for 1 year: Mr John Pook.

Parish Plan Group – Mr John Pook and Mr Steve Boylan.

Youth Group – Mr James Tait.

## **9 REVIEW & ELECTION OF COUNCILLORS TO COUNCIL COMMITTEES AND WORKING PARTIES**

Hall Committee – 4 Councillors for 1 year: Mr Steve Boylan, Mr Martin Johnston, Mr Keith Wilderspin and Mr Warren Wright.

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.

Ponds working party – Mrs Sue Rogers & Mr Tim Parish.

Finance and Personnel working parties - at least two Councillors required for each working party. Finance: Mr James Dodson & Mr James Tait. Personnel: Mr Martin Johnston & Mr Warren Wright.

## **10 COUNTY COUNCIL BUSINESS**

### **10.1 Guided Busway Liaison Forum**

Meeting held on 25 April, attended by Mrs Rogers, Mr Wilderspin, District Cllr Mrs Ellington and County Cllr Ms Smith. Councillors still dissatisfied with responses from CCC with regard to the closing of the crossing points along Mow Fen and Lairstall Drove – Swavesey byways. Request made to write to Mr Andrew Lansley MP to ask for support with the Parish Council's request to keep the byway crossings open to vehicles and for help in investigating the legality of the County's Transport and Works Act with regard to closing the crossings to vehicles. Also to contact CALC/NALC regarding possible legal help. Concerns also arose over disability access over these crossings. Parish Council's view to be put forward in the next Meridian Magazine together with a request for residents' views to be sent to the Parish Council. To report further at next meeting.

Clerk

SR

**10.2 Highway Items**

- (i) Traffic Calming Chicane, Middlewatch. Site meeting held with County Council Highways Officers, Parish Councillors and residents to discuss the problems and complaints received about the chicane. County's response is that there is no funding available within the Highways budget for any remedial works or removal of the chicane this year, or within the foreseeable future. The County suggested that the Parish Council could provide the funding, however the contractors would have to be appointed by the County and all site plan and consultation costs would also have to be provided by the Parish Council. Parish Councillors were not in agreement with this. No further action to be taken at present.

**(ii) Market Street, parking**

The white lines have been repainted to denote footpath areas. With regard to marking up parking bays in the central area, County Council Highways have replied that this would require a Traffic Regulation Order (TRO) and as there is no discretionary highways budget available this year, the only possibility would be for the Parish Council to pay. Estimate for the TRO and works quoted at £2,000. Parish Councillors were not in agreement to pay for this work. County Councillor will speak with the companies in Century House, Market Street, and with the Memorial Hall Administrator, with regard to training days and parking arrangements with a view to the Memorial Hall car park taking overflow parking if available.

Cllr MS

Further to the above two items, it was agreed that the Parish Plan questionnaire should include questions about parking and traffic calming issues in Market Street and Middlewatch.

Parish  
Plan Grp**10.3 Correspondence for information and items for County Councillor**

- (i) Buckingham Road - Reply from County Highways regarding safety at Buckingham Rd/A14 flyover and request for County to consider installing a roundabout. Due to lack of funding and low priority as junction is not identified as an accident site, no consideration is being given to the provision of a roundabout at the site at this time.
- (ii) P3 Scheme. Grant of £150 received for this financial year. New kissing gate has now been installed on FP11 at the end of the recreation green.

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

- (i) First Liaison Meeting between CALC/SCDC/Parish Councils. To be held on 7 June, 7.30pm at SCDC offices, Cambourne. Chairman and Clerk to attend.
- (ii) Notes from Travellers liaison meeting held on 27 March circulated for information.
- (iii) New 'Report it' information booklet received.
- (iv) Recycling site. Churchwardens are still reporting problems with SCDC in that the recycling banks are not being emptied often enough. Complaints to SCDC regarding this are also not being dealt with soon enough by SCDC.

Chairman  
Clerk**12 POLICE/CRIME REPORT****(i) Recent visit of the Fair**

A large Police presence in the village on the Friday evening, 11<sup>th</sup> May, including a CCTV van, still did not appear to deter the underage drinking and minor vandalism occurring during the Friday evening. Police actively searched teenagers for alcohol, confiscated a large number of bottles of alcohol and questioned many teenagers. Two house windows were broken, one notice board door, two 999 calls made and one ambulance attended an incident in Market St. Clerk to invite Sgt Burns to attend the next Council meeting on 25<sup>th</sup> June to discuss the problems and how to resolve them before next year.

Clerk

- (ii) The First Swavesey Area Neighbourhood Forum Panel meeting will be held at Swavesey Primary School on Tues 22 May, 7.30pm.

**13 RECREATION/PLAY AREA**

RoSPA Annual report received. No problems identified. A delivery of bark will be required again before July.

Clerk

Drainage for the play area. The Clerk reported that Herald Contract Services do not carry out this type of work. Clerk to investigate other contractors.

Clerk

- 14 VILLAGE AND PLAY AREA MAINTENANCE**
- 14.1 To receive the monthly report from the Village Handyman**
- (i) Request made for advance to purchase weed killer for use around play area and Memorial Hall car park. Clerk informed that under H&S regulations, the Handyman should not be spraying weed killer in public areas. Clerk to arrange for the grass cutting contractors to carry out weed killing requirements in the future. **Clerk**
- (ii) The green wheelie bin for the Memorial Hall has gone missing. A replacement has been ordered from SCDC.
- (iii) A window in the meeting room has been smashed again – the same window as has just been replaced. Hall Administrator to arrange for a new double-glazed unit. **HA**
- 14.2 Market Street Green**
- (i) Repairs to eroded edges along the south and west of the green, as quoted by Herald Contract Services will be £340. Work can be carried out immediately. **Proposed**, sec. and unanimously agreed to proceed. **1**
- (ii) Large ruts have appeared in the centre of the green following recent events. Herald quoted an additional £40 on the above quote for ruts to be filled and re-seeded at the same time as the edge repairs. **Proposed**, sec. and unanimously agreed to carry out this work at the same time. **2**
- (iii) Installation of bollards around edge of green. Councillors had met with Mr Dean (Fair) to discuss any problems that might arise for future visits of the fair. Mr Dean confirmed that all of the fair vehicles could pull on and off from the west side of the green, therefore bollards around most of the north, east and south sides would not cause any problems. Clerk to work out post spacing, heights, etc and provide quotations for further consideration. **Clerk**
- 14.3 Carters Way/Priory Avenue**
- Question from a resident as to who is responsible for the play area in the middle of Carters Way and Priory Avenue and how can it be cleaned up. Parish Council is responsible, as it is an area of public open space. Village Handyman to clear existing rubbish – broken glass, bricks, litter, etc. Article to be put into the Meridian Magazine asking local residents for their ideas on this area and to see if a residents' group could be formed to help maintain the area. **Clerk**
- 15 PARISH PLAN**
- The Parish Plan Steering Group would like to hear from the Parish Council as to what topics they would like the Questionnaire and Plan to put to village residents. Councillors to consider this over the next month and send suggestions to the Clerk. **Cllrs**
- 16 QUALITY STATUS APPLICATION**
- (i) Clerk to meet with Quality Councils officer at CALC on 22 May to assess the application portfolio. Final folder of evidence to be submitted to CALC by mid June, for end July assessment. An application fee of £58.75 is to be paid on submission, **proposed**, sec., unanimously agreed. **3**
- (ii) Annual Report. **Proposed**, sec., unanimously agreed to print 300 copies, colour, on paper as sample supplied at cost of £197.00. **4**
- 17 PONDS RESTORATION**
- Recent work has been to plant some native pond plants into Swan Pond. No further work planned by working party until the autumn. Scouts to start pond dipping to audit wildlife over next few months. Investigations still taking place re information interpretation boards.
- 18 CONSTABLE'S ROOD COMMITTEE REPORT**
- The first grass cut has taken place. The central wildflower mound is doing very well.

**19 PLANNING****19.1 To consider correspondence received**

- (i) Ref: S0543/07/F Amended – 46 Carters Way. Amendment to fenestration - info only.
- (ii) Copy letter, for information, from local resident regarding application for two dwellings at 37 Market Street. Original letter sent to SCDC Planning Services.
- (iii) Ref: S/0375/07/F Amended – land between 57 & 63 Middlewatch. Amendment to site boundaries for info only.

**19.2 To consider planning applications received**

- (i) Ref: S/0645/07/CAC – 37 Market Street. Total demolition of dwelling. Copy of letter, for information, from local resident objecting to demolition of this historic cottage and stating the case for renovation. Original letter sent to SCDC Planning Services.  
Following discussion it was agreed to contest the basis for demolition by the applicant. Demolition of the cottage and rebuilding is not necessarily the answer to the problem of the present state of the site. Concern raised that the property has never been listed, also that demolition would be detrimental to the character and vista of Market Street within the Conservation Area. Decision agreed to recommend refusal.

*Cllr Mrs Ellington declared prejudicial interest and left the room during this item.*

- (ii) Ref: C/11/40/88 – 19 Wallmans Lane, Mrs S Ellington. Application to carry out tree works in the Conservation Area. Removal of Silver Poplar in rear garden of 19 Wallmans Lane. No objections raised.

*Cllr Mrs Ellington rejoined the meeting.*

- (iii) Ref: S/0488/07/F Amended – 33 Thistle Green, Mr N Jordison. Change of location of first floor window. No objections.
- (iv) Ref: S/0707/07/F– 2 Carters Way, Mr & Mrs Miller. Two-storey rear extension. No objections.
- (v) Ref: S/0731/07/F– 19 Chantry Close, Mr & Mrs Meacham. Extensions. Comments raised with regard to adjoining land owned by the applicant, which is laid out as rear garden and that this land has covenants associated with it specifically stating that fencing of the land is not permitted. The land has been fenced. Also pointed out that there are two rights of way across the land for residents of the properties in the High Street to the rear of the land. A query over notification of the application by SCDC was also raised as residents in High Street, backing on to the property had not been formally notified by SCDC.  
Council's response to the application raised no objections, however comment to be returned that the scale of the proposed extension, in relation to the existing dwelling is very large and the proportions should be considered.  
With regard to the covenant on the adjoining land, this is not a part of this application, however comment to be returned pointing out that the covenant exists and should be investigated.

*Mr Wilderspin declared prejudicial interest and left the room during this item.*

- (vi) Ref: S/0718/07/F – Fen Willow Farm, Cow Fen Drove, J F Wilderspin & Son. Change of use of agricultural building to carpentry workshop. No objections.

*Mr Wilderspin rejoined the meeting.*

**19.3 Permissions**

Ref: S/0404/07/F – 60 Moat Way. Permission granted for extension.

**19.4 Refusals** - None received

**19.5 Appeals** - None received

**20 FINANCE****20.1 To approve payment of outstanding accounts**

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

	<b>Gross</b>	<b>VAT</b>	<b>Net</b>
Administration and salaries	1,946.86	2.51	1,944.35
Memorial Hall – Running costs	1,320.65	37.17	1,283.48
Village maintenance	44.98	0.00	44.98
Agency Services - Verge cutting	176.25	26.25	150.00
Recreation Costs	204.45	30.45	174.00
<b>Total:</b>	<b>3,693.19</b>	<b>96.38</b>	<b>3,596.81</b>

Accounts reconciled at 16/05/07: Current a/c £27,136.45. Treasurer's a/c £53,556.

**20.2 Notice of receipts received**

Hall Booking Receipts	644.49	0.00	644.49
Donation to Constable's Rood project	400.00	0.00	400.00
Donation from Fair	100.00	0.00	100.00
<b>Total:</b>	<b>1,144.49</b>	<b>0.00</b>	<b>1,144.49</b>

**20.3 Insurance Renewal**

Parish Council General Policy renewal due on 1<sup>st</sup> June 2007. The following amendments have been notified: Fidelity guarantee to increase from £65K to £90K; list of office equipment incorrect. Initial renewal premium quoted at £1,328.39 (2006/07 was £1,287.08).

Approval given for fidelity guarantee increase.

5

Approval in principle given for premium renewal, final premium after amendments to be notified at next meeting.

6

**20.4 To Approve End of Year Accounts and Annual Return for Audit**

Internal Audit completed on 8<sup>th</sup> May with no queries.

Audit return copied to all for approval together with the Annual Governance Statement.

Clerk informed Council of two changes to the Statement, in particular question 6 with regard to an annual review of the systems of internal control, which should be carried out and actions recorded prior to signing the Annual Return. As this has not been carried out yet the Council is required to answer No to this question.

**Resolution:** That this Council approve the Statement of Accounts and Annual Governance Statement for the year ended 31/03/07. An answer of No to be recorded for Question 6 of the Annual Governance Statement.

The above resolution was **proposed**, sec. and unanimously approved.

**20.5 NS&I Treasurer's Account**

Notice received from NS&I that the Treasurer's account is to be closed as from 10 August. Clerk to investigate new deposit/savings accounts for a suitable transfer.

Clerk

**21 GENERAL CORRESPONDENCE**

- (i) Letter from Mr A Lansley MP, plus copy letters regarding A14 Improvement Scheme.
- (ii) Thank you letters from Trustees of the Cemetery and St Andrew's PCC for the annual maintenance grants.
- (iii) Thank you letter from Over Day Centre.
- (iv) Newsletters and magazines

**22 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) A Councillor had received comments about the poor quality of grass cutting at the Churchyard. As this was not a Parish Council responsibility the comments should be passed on to the PCC.
- (ii) The Clerk reported that there are still problems with the recycling site and emptying of full bins.

**Next meeting date: 25 June 2007**

**Motion approved to exclude Public and Press: The meeting was closed to the public and press in order to discuss the following item, which was considered to be confidential.**

### **23 DISTRICT COUNCIL CABINET**

District Cllr Mrs Ellington informed Council that she had been invited to join the District Council Cabinet as Portfolio Holder for Customer Services and Consumer Affairs. The District Council's AGM will be held on 24<sup>th</sup> May, when the nomination will be made formal.

After much consideration Cllr Mrs Ellington said that she had decided to accept the Cabinet role. In taking on this role Cllr Mrs Ellington also considered that it may give rise to potential problems with conflict of interests in holding both a Parish Council position and Cabinet Member, particularly if she was directly involved in Parish Council decisions which might then lead to having to declare prejudicial interests at Cabinet and not then being able to fully represent her ward.

In light of this Cllr Mrs Ellington felt it would be best if she tendered her resignation from the Parish Council. She would however still attend every Parish Council meeting, where possible, and continue to report on District Council business.

The Chairman replied that her resignation would be a sad loss to the Parish Council, however the reasons leading to her decision were fully understood and the Council wished her every success in her new role on the District Council's Cabinet.

There being no further business, the meeting was declared closed at 10.15pm

Signed & dated  
Chairman

### **Powers of Expenditure**

- 1 Open Spaces Act 1906, s10
- 2 Open Spaces Act 1906, s10
- 3 Local Government Act 1972, s111(1)
- 4 Local Government Act 1972, s111(1)
- 5 Local Government Act 1972 part VII, s114
- 6 Local Government Act 1972 part VII, s11