

Swavesey Parish Council

7.30pm

Notes from Public Open Forum

No comments raised.

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

7.31pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 26 November 2007

PRESENT

Mr M Johnston (Chairman)

Councillors : Mr S Boylan, Mr J Dodson, Mr J Pook, Mrs S Rogers, Mr J Tait, Mr D Whiter,
Mr K Wilderspin, Mr W Wright

Clerk : Mrs L Miller

Parishioners : 1

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Quality Parish Status Presentation

District Councillor Mrs Susan Ellington was pleased to present the Quality Parish Status Certificate to the Parish Council.

Item	Power Action
<p>1 TO RECEIVE APOLOGIES FOR ABSENCE Councillors: Mr P Marriott, Mr T Parish PCSO John Mason</p>	
<p>2 MEMBERS' DECLARATIONS OF INTEREST Mr Pook declared prejudicial interest in item 4.3(i) Northstowe Rights of Way Project, in relation to the upgrading of Lairstall Drove to Bridleway status and wished to invoke 12(2) in order to address the meeting prior to discussion of the item. Mr Wilderspin declared prejudicial interest in item 4.3(i) Northstowe Rights of Way Project, in relation to the upgrading of Lairstall Drove to Bridleway status and wished to invoke 12(2) in order to address the meeting prior to discussion of the item. Mrs Rogers declared prejudicial interest in item 4.3(i) Northstowe Rights of Way Project, in relation to the upgrading of Lairstall Drove to Bridleway status and wished to invoke 12(2) in order to address the meeting prior to discussion of the item.</p>	
<p>3 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 22 October 2007 It was proposed, seconded and unanimously approved that the Chairman sign the Minutes with no amendments.</p>	
<p>3.1 Matters to report from previous minutes (for information) (i) No items reported</p>	

4 COUNTY COUNCIL BUSINESS

4.1 Highway Matters

To report on Highway maintenance items. County Cllr Ms Smith, the Clerk and Councillors met with the Area Highways Engineer to discuss various issues:

- (i) Ramper Road – culvert at IDB drain. Possible collapsing of the brick culvert is being investigated.
- (ii) Boxworth End Footpath – gullies have now been cleared out to help water to clear from the footway. However major work to raise sunken kerbstones and repair sunken parts of the footway will not be able to take place until the next financial year. This work is to be put into a bid for 2008/09 maintenance works.
- (iii) Boxworth End roadside drain (at entrance to the village) – Recent flooding was mainly due to the excessive amount of rainfall in a short space of time, however parts of the piped drain may also be partially blocked. Flood warning signs will be provided, to be put out should the drain overflow onto the highway again. Work to investigate and clear or repair the piped drain will be extremely lengthy and costly and at present there is no funding to carry out such work.
- (iv) School Lane, overgrown vegetation – the County will cut back the hedge to clear the roadside and signs, however the landowner has been written to, to confirm that it is landowners' responsibility to keep boundary hedges cut back.
- (v) Gibraltar Lane – Highways Dept have been asked to confirm the exact line of the Highway and property boundaries along the northern side of the Lane, following the recent moving of some boundary fences further across the verge.

4.2 Guided Bus

Next Liaison Meeting will be 28th November – Mrs Rogers to attend for the Parish Council. The Clerk reported that Swavesey Village College has now been invited to send a representative to these meetings, specifically with regard to safety concerns over the use of the cycleway and Lairstall drove crossings for students travelling to/from the College. The draft plan for the Over Road crossing does not show light controls for the cycleway and the Parish Council has specifically requested this. This to be raised at the Liaison meeting. Also to be raised are concerns over the drove crossings and potential risk if livestock stray from the droves onto the busway.

With regard to cycleway safety – the College is now implementing a cycle permit scheme for students to increase safety awareness. An article from the Parish Council will also be published in Over News about safe use of the cycleway.

4.3 Correspondence for information and items for County Councillor

- (i) Northstowe public rights of way project.

Declarations:

Mr Wilderspin declared prejudicial interest as a landowner along Lairstall Drove who would be directly affected by any change of status to the drove. Mr Wilderspin expressed concerns over the maintenance of the surface of the byway if upgraded to bridleway status, as at present it is only maintained to a minimum standard which may not be suitable for horses. This could increase the costs of future maintenance work. Concern was also expressed about access from the drove to the CGB maintenance track and potentially increased access into the drove by all modes of transport, thereby increasing the use and wear and tear of the drove.

Mr Pook declared prejudicial interest as a landowner along Lairstall Drove who would be directly affected by any change of status to the drove. Mr Pook commented that landowners along the drove could gain by any upgrade to the status of the drove.

Mrs Rogers declared prejudicial interest as a member of the Swavesey & District Bridleways Association, which is campaigning for the upgrade of the drove. Mrs Rogers added that if upgraded to bridleway, then the access onto the CGB maintenance track would be safer than if the drove remained as a footpath. A chicane barrier would be installed to prevent horses gaining straight-line access to the CGB track. With its present status there would only be a gap in the fencing onto the CGB track.

No members of the public wished to speak on this subject.

Mr Wilderspin, Mr Pook and Mrs Rogers all left the room whilst the item was discussed.

Parish Council supported the request to upgrade Lairstall Drove to bridleway status (similarly with Mow Fen Drove). Council supported in general, the improved access that BR status would bring and also improved safety for access to the maintenance track ie chicane barrier to help stop horses (and other livestock) having a straight access onto the busway. Council also supported providing an off-road bridleway link to Over.

Concerns expressed re surface maintenance of the drove were noted and CCC and SCDC Byways Committee would be contacted about future surface materials and a request made that CCC should contribute towards the surface maintenance costs if they expect the surfacing to be suitable for bridleway use. Clerk

Council was also concerned about increased access to/from the maintenance track. Will the Track be open to motorbikes/trials-type bikes? If not how will CCC stop these bikes accessing the track and then accessing the droves and causing other problems? Clerk to write to ask CGB Team about this. Clerk

Mr Wilderspin, Mr Pook and Mrs Rogers returned to the meeting.

- (ii) Review of contracted bus services. Proposal to include a stop in Bar Hill for the last bus out of Cambridge to St Ives, via Swavesey. No comments to return.
- (iii) Report from Cllr Ms Smith:
 - Cllr Mrs Johnstone had stepped down as Leader of the County Council this month.
 - There will be a public consultation with regard to the proposed congestion charge for Cambridge.

5 DISTRICT COUNCIL BUSINESS

5.1 National Standard Planning Application Form - consultation

From 6th April 2008 there will be a legal obligation for all planning applications to be submitted on a National Form (1APP).

Part A - the 'local validation lists'. No comments to return.

Part B – electronic submission of planning applications. For ease of use and distribution to Councillors, the Clerk replied that electronic copies of planning applications would be preferable. However it was noted that all parishioners should have a right to view full scale plans, therefore Council agreed that a full paper copy should still be sent to the Parish Council for that purpose.

5.2 Correspondence for information and items for District Councillor

- (i) Public Consultations – position at October 2007 – for information.
District Cllr Mrs Ellington added that the Eastern Regional Assembly has rejected the Gypsy and Traveller policy proposed at National level. SCDC is now reviewing its proposed policy and indications at present are that the new sites proposed may well be considerably less than previously requested for this district.
- (ii) Notice of resolution regarding the naming or re-naming of streets within the District – for information.
- (iii) Offer of a Community grant of £7,300 received from the District Council towards the costs of replacement windows at the hall. Parish Council thanked the District Council for their help with this project. The Clerk reported that with the grant funding, there was now sufficient funding to replace all of the windows as previously approved. The upvc-framed windows will be installed on 10th December. The timber-framed windows will be ordered, with a projected installation date of approximately March 2008.

6 POLICE BUSINESS

- (i) Crime figures circulated to 14 November 2007. The Chairman reported that a general article on anti-social behaviour (ASB) problems in the village would be published in the Dec/Jan issue of the Meridian Magazine.
- (ii) A verbal report was given on the Neighbourhood Panel Meeting held on 20 November. Concern was expressed over the increase in ASB and the Chairman to liaise with the Chairman of Fen Drayton Parish Council about ASB problems in both villages. HGV overnight parking was also a major problem, with Buckingham Business Park having approx 50+ HGVs parking there every night. Copy correspondence received between Mr Lansley MP and Bar Hill Parish Council regarding HGV parking problems. The Parish Council agreed to support the businesses on Buckingham Business Park as much as it could to try to help resolve problems caused by overnight parking.
- (iii) Rural Policing – correspondence received from Kimbolton Parish Council regarding the decreasing level of rural policing in the county and asking for comments from other Parish Councils. In general the Council agreed with Kimbolton Parish Council and agreed to write to Mr Lansley MP expressing concerns over rural policing.
- (iv) Concerns expressed over the increase in large vehicles using roads through Swavesey whilst the Over Rd/Windmill Bridge road is closed.

Clerk

7 VILLAGE AND PLAY AREA MAINTENANCE**7.1 To receive the monthly report from the Village Handyman**

Conifer plants in tubs outside of the Memorial Hall had been stolen for a second time. No other items to report.

(8.50pm – County Cllr Ms Smith left the meeting)

7.2 Market Street Green

Plans received from all utility companies, showing where any pipe work is likely to be located under the green. Request from the contractor for the Parish Council to consider covering the excess payment of £500 for any insurance claim should a utility pipe be damaged, as the total cost for the contract is only just over £500? Following consideration and having received up to date plans from the utilities, it was proposed and seconded that a payment of £500 could be made should a claim have to be put through. Decision carried all in favour.

1

8 Grass and Verge Cutting, 2008 Season

Quotation for three-year fixed price contract received from Herald Contract Services (2007 contractors). Costs reviewed, accepted that they are higher than the existing one-year contract. The Clerk reported that the grass cutting has been split into two costs as two different machines are required: one for the recreation green and one for Swan Pond/Market Street green. The Maintenance Grant awarded by the County Council would still cover verge cutting costs. Grass cutting costs will increase, however it was accepted that the previous year's costs were extremely low compared to other contractors. Council was satisfied with the work carried out by Herald during 2007 and the 2008 quotation was still competitive compared to other quotes received earlier this year.

2

3

Proposed and seconded to take out a three-year fixed price contract with Herald Contract Services. Decision carried all in favour.

9 Ponds and Constable's Rood Projects

The Clerk had attended the Cambridge Village Life Awards and received, on behalf of the Parish Council, a cheque for £250 towards information boards for Constable's Rood and Swan Pond. The boards are now to be designed.

The entrance feature for the Rood has now been installed, thanks to the volunteers who helped to install it and to the carpenter, Mr Bogle. An opening ceremony is now being planned.

10 Swavesey Village College – proposed change to Trust School

Following a letter from the College, Councillors were still unsure on exactly how the proposed change would affect the College and in particular the make-up of the Governing Body and the community use of the College premises. A presentation by the Principle and Chair of Governors will be held at the College on Thurs 29 November – Councillors to attend where possible. Further discussion to take place at the December meeting. Clerk to request an extension on the return of comments until after 17 December.

Clerk

11 PLANNING**11.1 To consider correspondence received**

- (i) Schedule of Documents for Northstowe Applications. Request CD's only.
- (ii) Northstowe Stakeholders' Meeting, Weds 5 December, 7.30pm, Longstanton
- (iii) Taylor Wimpey Ltd – land transfer of public open space, Cherry Trees. Further correspondence between Solicitor and Mills & Reeve to finalise Transfer Deed. Clerk has written to Taylor Wimpey regarding repairs required to play area in Moat Way and also to chase felling work to Leylandii Trees in Chantry Close. Land transfer of extension to recreation green – no further correspondence received from Mills & Reeve. Swavesey Spartans Football Club had contacted the Clerk to ask about ownership of the land, as they are still investigating improving pavilion facilities and future use of this area. Mr Pook asked that they contact the Parish Plan Group as they would like to include the Club's input with regard to this land.
- (iv) Ref: S/1931/07/F for info only – Swavesey Primary School. Supporting statement and amended plans for car park layout.

Clerk

11.2 To consider planning applications received

- (i) Ref: S/2095/07/F – Simon & Carol Miller, Dry Drayton. Units 7/8/9 Buckingham Business Park. Change of use from warehouse B8/B1c/B2 to wall and floor tile distribution with associated products and trade/retail showroom. No objections. Comment returned expressing concern over increasing number of applications for change of use to units, particularly those involving distribution and retail use, which increases the volume of traffic to/from each unit and around the junction with Buckingham Road and A14.
- (ii) Ref: C11/40/88 – Tree works in Conservation Area: 1 Chequers Court, Mr Squires. Reduction in height of Leyland Cyprus hedge and pruning back of mixed hedge. No comments.
- (iii) Ref: S/2162/07/F – 13 High Street, Mr & Mrs Kilby. Flue. No objections.

11.3 Permissions

Ref: S/1711/07/F – 19 Over Road, Mr Foster. Permission granted for extensions and carport.

11.4 Refusals

Ref: S/1765/07/F – Thorpes Farm, Tipplers Road. Refusal for extensions.

11.5 Appeals - None received

It was queried as to whether the recent applications for Cow Fen Drove are listed on the District Council's planning agenda for 5 December. The Clerk replied that there were not. It was stated that they are scheduled for the 9th January meeting. It was requested that the Clerk register the Parish Council's intention to be represented at the meeting on 9th January to speak with regard to the applications. This subject to be an Agenda item for the December meeting.

Clerk

12 FINANCE**12.1 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	1,558.85	15.49	1,543.36
Memorial Hall – Running costs	768.01	12.53	755.48
Recreation & Village Maintenance	179.93	26.43	153.50
Agency Services – verge cutting	176.25	26.25	150.00
Bank Transfer to new account	55,690.46	0.00	55,690.46
Total:	58,373.50	80.70	58,292.80

Accounts reconciled at 20/11/07: Current a/c £28,736.95. Treasurer's a/c £53,556.00

12.2 Notice of receipts received

Hall Booking Receipts	708.31	0.00	708.31
Interest	2,216.49	0.00	2,216.49
Bank Transfer to new account	55,690.46	0.00	55,690.46
Capital Grants (Ponds/Constable's Rood)	250.00	0.00	250.00
Website receipt	20.00	0.00	20.00
Total:	58,885.26	0.00	58,885.26

12.3 Transfer of Funds to new Deposit Account

Alliance & Leicester 30-Day Community Account now opened and balance plus interest has been transferred from the NS&I Treasurer's Account to the A&L account. Total transfer of £55,690.46. NS&I Treasurer's account has now been closed.

12.4 Training Workshops

Joint SCDC/CALC Planning Workshops – Swavesey Weds 23 January, 6.45pm. **4**
 Approved for 5 persons to attend, at £20.00 each. **5**

12.5 Budget Planning 2008/09

Accounts for 2007/08 to-date and draft budget for 2008/09 circulated for comment. Festival 2008 projected costs also circulated for consideration for additional grant funding during 2008/09. Following discussion, Mr Tait, Mr Dodson and the Clerk to review draft budget figures. The Chairman to meet with the Festival 2008 organisers to review festival projected costs and funding requirements. Budget to be discussed at the December meeting.

13 GENERAL CORRESPONDENCE

- (i) Shooting safety/public rights of way. Notification that CCC had this month contacted a local landowner regarding a complaint from a parishioner about shooting near a public right of way, made in October 2006. The Clerk confirmed that the Parish Council had raised no particular concerns in 2006 but had passed the complaint on to CCC Countryside Access for their general information with regard to RoW safety.
- (ii) Cambs Association of Local Councils – Training dates
- (iii) Highways Agency – A14. Notice of preferred route Fen Drayton to Ellington. Correspondence sent to Cambs Local Access Forum with regard to concerns over RoWs and safe crossings of the upgraded A14 for non-motorised traffic.
- (iv) Cambs ACRE – rural services questionnaire, Clerk to complete and return. **Clerk**
- (v) Parish Council Toolkit document and Standards Committee Newsletter - SCDC
- (vi) Newsletters and magazines

14 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Parish Plan update item for December Agenda
- (ii) Question as to whether we should, by law, have no smoking signs inside the bus shelters – Clerk to find out.
- (iii) Volunteers are needed to help put up the Christmas Lights in Market Street – volunteers to contact Mr Wright.

Next meeting date: 17 December 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.

15 SALARY REVIEWS 2007

To consider the National Joint Council for Local Government Services pay settlement recommendation 1st April 2007, published November 2007.

Secretary's Newsletter November 2007 copied to all Councillors. At the March 2007 review, percentage increases were approved for all three employees, with a review of the scale point increases to take place once the national pay settlement scales had been published. It was proposed and seconded that the decision made in March 2007 remain and the Clerk and Handyman salaries be moved to SCP29 and SCP10 respectively. Vote recorded 8 in favour, 1 against. Mr Wright wished to record his objection in principle to scale point and percentage increases in salary.

There being no further business, the meeting was declared closed at 10.24pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Open Spaces Act 1906, s10(b)
- 2 Open Spaces Act 1906, s10 (Village greens grass cutting)
- 3 Highways Act 1980, s96 (verge cutting on behalf of CCC)
- 4 Local Government Act 1972 Part VII, s111 (Councillors)
- 5 Local Government (Miscellaneous Provisions) Act 1982, s45 (Clerk)

Minutes approved & signed as a correct record by the Parish Council on 17 December 2007

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