

# *Swavesey Parish Council*

In the absence of the Chairman and Vice-Chairman, from whom apologies had been received, Mr Wright called the meeting to order and asked for nominations for Chairman for this meeting. Mr Wright was nominated and seconded. There were no further nominations. Mr Wright accepted the nomination and was elected Chairman.

## 7.30pm

### Notes from Public Open Forum

The Parish Council was thanked for repairing the notice board lettering, outside of the Memorial Hall.

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

## 7.32pm

### Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street  
Monday 24 September 2007

### PRESENT

Mr W Wright (Acting Chairman)

Councillors : Mr S Boylan, Mr J Dodson, Mr P Marriott, Mr T Parish, Mrs S Rogers, Mr J Tait,  
Mr K Wilderspin

Clerk : Mrs L Miller

Parishioners : 1

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

### Item

### Power Action

#### 1 TO RECEIVE APOLOGIES FOR ABSENCE

Mr M Johnston (Chairman), Mr J Pook (Vice-Chairman), Mr D Whiter  
Mrs Rogers – late arrival

The Chairman welcomed Mr Mark Baker - Director of Governance at Cambs County Council and Mr Lawrence Green - Emergency Planning Liaison Officer at South Cambs District Council to the meeting to discuss Emergency Planning with particular emphasis on Flood Risk Planning.

#### 2 MEMBERS' DECLARATIONS OF INTEREST

None declared.

#### 3 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 20 August 2007

It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes with no amendments.

#### 3.1 Matters to report from previous minutes (for information)

- (i) RSPB, Ferry Lagoon. The route around the lagoon is an informal one only. A new viewpoint has been created on the western bank and the new fencing has been installed to prevent grazing cattle from leaving the lakeside via the new access from the car park to the viewpoint. The RSPB would like to open a permissive lakeside path in the future around this lagoon but this is unlikely to happen until after completion of the guided busway.
- (ii) Road planings for use in the gateway from the recreation green to Brick Kiln Drove will be supplied by CCC Highways free of charge.

#### 4 EMERGENCY PLANNING PROCEDURES

The Chairman introduced Mr Baker from Cambridgeshire County Council and Mr Green from South Cambridgeshire District Council.  
Mr Baker gave a presentation on emergency management in Cambridgeshire, including the role of each local authority, partnership agency working, emergency response plans and flood risk planning.

*(8.05pm – Mrs Rogers joined the meeting)*

Questions were raised with regard to the provision of sand and sandbags should a flood event occur. SCDC is responsible for providing these to protect awarded drain courses. Individual households are responsible for their own flood defences. Parish Council to discuss with SCDC whether Swavesey could hold a store of sand and bags for this area in partnership with SCDC.

Clerk

Parish Council to produce an Emergency Procedures notice, informing local residents of responsibilities, action and contacts in the event of an emergency situation.

Clerk

Parish Council to consider planning for storing sand and bags and use of such in a flood situation.

The Chairman thanked Mr Baker and Mr Green for attending and for their very helpful and interesting presentation.

*(8.25pm – Mr Baker and Mr Green left the meeting)*

## 5 QUALITY COUNCIL STATUS

Swavesey Parish has been awarded Quality Parish Council status with effect from October 2007. The status is granted for four years and is awarded to Councils who have demonstrated that they have reached required standards in: Electoral Mandate; Clerk's Qualifications; Meetings; Communications; Annual Report; Accounts and Code of Conduct. The Council congratulated the Clerk and thanked her for the amount of work put in to making the bid successful. The Quality logo will be reproduced on all Council documentation and a press release will be issued to the local press.

## 6 COUNTY COUNCIL BUSINESS

### 6.1 Guided Bus

Next Liaison Forum meeting will be Tues 25<sup>th</sup> September, Mrs Rogers to attend for the Parish Council.

Further correspondence circulated between CCC and Mr Lansley MP with regard to byway closures and crossings of the guided busway.

No reply received yet from NALC re legal advice – Clerk to chase.

CCC to be asked to copy the recent traffic count results to the Parish Council – to request via the Forum meeting.

Cycleway Safety – concerns raised over what crossing controls will be installed at the Over Road crossing of the busway – to request via Forum meeting.

Concerns were also raised over whether there will be any crossing controls on the three byway crossings – Clerk to write to CCC.

Clerk

SR

SR

Clerk

### 6.2 Correspondence for information and items for County Councillor

- (i) Reply received regarding East of England Regional Assembly changes – too early for CCC to comment on proposed changes.

## 7 DISTRICT COUNCIL BUSINESS

### 7.1 Correspondence for information and items for District Councillor

- (i) Homelessness Review, rough sleepers. No persons known to the Parish Council within the Parish.

## 8 POLICE BUSINESS

- (i) Minutes of the Neighbourhood Panel Forum held on 21 August were received with no amendments requested. Next Forum meetings will be on 20 November, 19 February and 20 May, venues to be confirmed.

- (ii) The Chairman reported on the meeting held with PC George to discuss future policing of the annual fair. A further meeting has been arranged for 15<sup>th</sup> October. Consultation with the village, via the Meridian Magazine and website, and with Mr Dean (Fair owner) to take place to find out all comments and feelings with regard to the Fair visits, anti-social behaviour and policing requirements.

Clerk

- (iii) Correspondence received:
- Newsletter circulated for information
  - Request from Histon Sector as to whether Beat Officers and PCSO's could use Parish Council Offices and IT facilities to log on to Police information whilst in the relevant parishes, to allow more efficient and closer working partnerships. As Swavesey does not have a public office this is not possible. The PCSO already uses a room at the Hall for paperwork and Surgery meetings.
- 9 VILLAGE AND PLAY AREA MAINTENANCE**
- 9.1 To receive the monthly report from the Village Handyman**  
No problems to report this month.
- 9.2 Hedge and ditch alongside the Recreation Green**  
Quotation from Herald Contractors (grass cutting contractors) to top hedge to 6ft in height alongside Greenside Close, trim side along entire length of hedge and cut and clear the ditch. No work has been carried out on the hedge for at least two years, therefore cost is more than original contract price, Total cost of £350 + VAT. Top of hedge alongside end paddock is too high to cut with machines and would need separate work during the winter.  
**Proposed**, seconded to place order with Herald Contractors. Carried unanimously. **1**
- Question raised with regard to cutting of the hedge at the back of the recreation green. G Wimpey UK is still responsible for maintenance on the recreation green side. Technically SCDC as Byways Authority are responsible for the Brick Kiln Drove side. Mr Wilderspin offered to arrange to cut the Brick Kiln Drove side, Clerk to contact Wimpey's regarding the recreation green side. **Clerk**
- Further query raised with regard to hedge and grass cutting along Turnbridge Drove. Clerk to contact Environment Agency. **Clerk**
- 9.3 To consider bollards for Market St Green**  
Costs and types were reviewed, however further costs were requested on round posts and installation costs. **Clerk**
- Clerk had discussed damage to the corner of the green, opposite the entrance to The Grange, with the Whitfield Group. Due to lack of space large vehicles will override the grass, therefore Whitfield Group have offered to help with providing a hard surface turning area along the corner of the green to prevent further erosion.
- 10 MEMORIAL HALL**
- 10.1 Hire Charges 2008**  
Recommendation from the Hall Committee that the following proposal be approved: **Proposed** that the hire charges for the year Jan-Dec2008 are amended and increased to the new rates as detailed in the circulated report, in order to bring income for the hall closer to break-even with expenditure. Seconded, carried unanimously.
- 10.2 Car Park**  
**Proposed**, seconded and approved unanimously to purchase spray paint and stencil to ensure the disabled parking bays in the Hall car park are kept clearly marked. Purchase from ESPO at total cost of £77.06. **2**

**10.3 Replacement Windows**

Quotations circulated for replacement windows in both PVCu and timber frames, in accordance with planning permission granted. Hall Committee had reviewed the quotations at their meeting on 11 September and wished to recommend the following **proposal**: Old Manor Cottages be awarded the order for all of the replacement timber framed window units; Polar Glaze be awarded the order for all of the replacement PVCu window units. Both orders as per quotations received.

Proposed, seconded and unanimously approved.

Order for PVCu windows to be placed immediately using reserves earmarked for hall refurbishment. Order for timber units to be held back until grant-funding decisions received.

3

**11 ALLOTMENT PLOTS**

Reported that it is a duty of a Parish Council to provide allotment garden plots within a reasonable time frame should they be requested, according to the Small Holdings and Allotments Act 1908 s23. The Parish Council at present does not own any land that would be suitable to turn over to allotment plots. Clerk to contact neighbouring parishes to enquire about any spare capacity within their allotments. General article re possible land within Swavesey already published in the Meridian, no responses received to-date. The forthcoming Parish Plan will also cover consultation on allotment use and requirements.

Clerk

**12 PLANNING****12.1 To consider correspondence received**

- (i) **Proposed**, seconded and unanimously approved to defer discussion on this item until the end of the meeting
- (ii) Northstowe Environmental Scoping Study and Transport Assessment Scoping Report – no comments returned.
- (iii) LDF Site Specific Policies, independent examinations. Notice of programme for hearings.

**12.2 Parish Councils Joint Action Group – Major Developments in South Cambs**

**Proposed**, seconded and unanimously approved that Swavesey Parish Council joins the Joint Action Group with immediate effect. Mr Johnston, having notified Council that he would be prepared to be the Council's representative on this group, was **nominated**, seconded and elected as the representative.

It was noted that a second/deputy representative would be a good idea, Clerk to contact absent Councillors with regard to this.

Clerk

**12.3 To consider planning applications received**

- (i) Ref: S/1183/07F Amended, for **information only** – land adj 24 Taylor's Lane, Mrs D Thwaties. Dwelling and garage. Reduction in ridge height, reduction in height of garage and other elevations changes.
- (ii) Ref: S/1578/07/O – land r/o 20 Moat Way, Mr J Saunders. Approval of layout and access for erection of dwelling. No objections.
- (iii) Ref: S/1711/07/F – 19 Over Road, Mr J Foster. Extensions and carport. No objections.
- (iv) Ref: S/1765/07/F – Thorpes Farm, Tipplers Drove, Mr & Mrs Kerley. Extensions. Mr Wilderspin declared a personal interest as an adjoining landowner. No objections.

**12.4 Permissions**

Ref: S/0383/07/F – 4 Ramper Road. Amendments to front and rear openings and replacement chimney.

**12.5 Refusals** - None received

**12.6 Appeals** - None received

**13 FINANCE****13.1 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	2,761.59	12.41	2,749.18
Memorial Hall – Running costs	824.78	49.13	775.65
Grass and verge cutting	282.00	42.00	240.00
Loan repayment	3,073.85	0.00	3,073.85
<b>Total:</b>	<b>6,942.22</b>	<b>103.54</b>	<b>6,838.68</b>

Accounts reconciled at 19/09/07: Current a/c £12,940.35. Treasurer's a/c £53,556.00

**13.2 Notice of receipts received**

Hall Booking Receipts	405.58	0.00	405.58
Interest	41.56	0.00	41.56
Precept	23,175.00	0.00	23,175.00
<b>Total:</b>	<b>596.23</b>	<b>0.00</b>	<b>596.23</b>

**13.3 Second quarter budget review**

Half-year budget figures circulated. No queries were raised.

**13.4 War Memorial repairs**

Royal British Legion, Swavesey Branch had reviewed quotations received and wished to recommend that the order be placed with Ivett & Reed at a total cost of £268 + VAT. This being within the Parish Council's previously approved budget, the recommendation was **proposed** and accepted. The Secretary of the RBL Branch would co-ordinate the order and repair work. The Clerk to apply for grant funding.

4

Clerk

**14 GENERAL CORRESPONDENCE**

- (i) Carillion-URS – A14/M11 resurfacing works
- (ii) Mr Lansley MP – copy letter to Highways Agency re closure of The Night Owl Lorry Services; copy of replies from Ministers re housing growth and housing revenue account spending
- (iii) Carillion-URS – reply to letter regarding proposed A14 lay-by closures
- (iv) Virgin Media – changes to call charges
- (v) Folk Museum – information on 'Our Collections for Our Communities' project – for notice board
- (vi) Newsletters and magazines

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

- (i) Clerk reported that the hedge, which has been removed from the boundary of the field along Rose & Crown Road, has been removed as a requirement of the temporary three-year permission granted to the Travellers residing on the land, as part of the visibility splay improvements for the junction with Scotland Drive.
- (ii) The first visit of the Connections Youth Bus on 13<sup>th</sup> September went well.
- (iii) Request to add an item for Drainage onto future Agendas – agreed
- (iv) Mr Parish has sprayed the Knotweed and reeds in Swan Pond again.
- (vii) Reported that Mr Graham Dawson has offered to help dig out reeds from Swan Pond if required later this year.
- (viii) Chairman reported that he had received a complaint about the increasing instances of vehicles parking on the pavements around the village. This should be reported to the Police, however it is understood it is not an offence to park on the pavement but it is an offence to block the pavement.

**Next meeting date: 22 October 2007**

10.10pm

**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.**

District Councillor Mrs Ellington remained in the meeting in order to report on District Council action with regard to this item.

## **12 PLANNING**

### **12.1 To consider correspondence received**

(i) Enforcement Action, land at Cow Fen Drove.

Cllr Mrs Ellington reported on the action resulting from the Court hearing on 13<sup>th</sup> September and that a Pre Trial Review hearing is now scheduled for 11<sup>th</sup> October. It is understood that a further planning application from the defendants is in the process of being registered at South Cambs District Council and should be circulated for consultation during October. SCDC is continuing its investigation into a possible High Court injunction relating to the enforcement notice regarding living on site. Council now awaits the planning consultation and the results of the October hearing.

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

Signed & dated  
Chairman

### **Powers of Expenditure**

- 1 Open Spaces Act 1906, s10
- 2 Local Government (Miscellaneous Provisions) Act 1976, s19(f)
- 3 Local Government (Miscellaneous Provisions) Act 1976, s19
- 4 War Memorials (Local Authorities' Powers) Act 1923, s1 as extended by LGA 1948, s33

**Minutes approved & signed as a correct record by the Parish Council on  
22 October 2007**

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