

# *Swavesey Parish Council*

**7.30pm**

**Notes from Public Open Forum**

- With the government supporting reducing the use of plastic carrier bags, is the District Council going to change its instructions regarding using plastic bags to separate glass and cans in the green-box doorstep collection? District Cllr Mrs Ellington replied that she would raise the question to the District Council.

**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 31 March 2008

**PRESENT**

Mr M Johnston (Chairman)

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

Clerk : Mrs L Miller

Parishioners : 2

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

South Cambridgeshire District Council: Ms H Weight  
Community Engagement and Communication Officer

<b>Item</b>	<b>Power Action</b>
<p><b>1 TO RECEIVE APOLOGIES FOR ABSENCE</b> Mr P Marriott, Mr J Dodson (late arrival)</p>	
<p><b>2 MEMBERS' DECLARATIONS OF INTEREST</b> Mrs Rogers declared a prejudicial interest in item 12.2(vi) Mill Farm Stables – Mrs Rogers has been a customer of the stables.</p>	
<p><b>3 TO SIGN &amp; APPROVE MINUTES OF THE MEETING DATED 25 February 2008</b> It was <b>proposed</b>, seconded and unanimously approved that the Chairman sign the Minutes with no amendments.</p> <p><b>TO SIGN &amp; APPROVE MINUTES OF THE MEETING DATED 17 March 2008</b> It was <b>proposed</b>, seconded and unanimously approved that the Chairman sign the Minutes with no amendments.</p>	
<p><b>3.1 Matters to report from previous minutes</b> (for information)</p> <p>(i) The County Council has patched the pothole in the A14 flyover.</p> <p>(ii) Correspondence received from a resident pointing out the apparent conflicting views on Willow Trees; South Cambs District Council is awarding grants to help retain old Willow Trees, whilst the RSPB has recently felled many old Willows.</p>	
<p><b>4 DISTRICT COUNCIL BUSINESS</b></p> <p><b>4.1 Community Engagement and Communication Officer</b> The Chairman welcomed and introduced Heidi Weight, the District Council's Community Engagement and Communication Officer to the meeting to talk about this new role. Ms Weight explained the reasons for the new role and how she would act as a link into and between SCDC and other organisations with regard to the growth agenda. One of the main topics at present is the Northstowe planning application.</p>	

The Chairman thanked Ms Weight for attending. Ms Weight then left the meeting.

**4.2 Correspondence for information and items for District Councillor**

- (i) Copy letters received to/from the Environment Agency regarding Covell's Drain. The District Council position remains unchanged from that expressed in November 2006.
- (ii) Copy of letter sent to all Parish Tree Wardens regarding their role and a re-launch of the scheme later this year.
- (iii) Nominations being sought for a Parish Council representative on the Standard's Committee. Nominations to be submitted by 6<sup>th</sup> June. None put forward.
- (iv) Housing Futures newsletter.
- (v) Cllr Mrs Ellington reported that the recent CGI report on the District Council was very satisfactory. Planning response times are also improving.

**5 COUNTY COUNCIL BUSINESS****5.1 Guided Busway**

- (i) Middle Fen Drove Junction. Proposals for the design and external appearance of the junction with the guided busway were reviewed. No objections were raised, the following comments to be returned:
  - 1. The plan shows that on both approaches along the drove to the junction, the surface of the drove is to be changed to bituminous. The GCB Team to be made aware that the maintenance of the drove is the responsibility of the Swavesey Byways Committee and that it is only maintained to agricultural status. The Byways Committee will not maintain any areas that are hard-surfaced. If the area is to be resurfaced then the County Council must take over the future responsibility for the maintenance of those areas and the Byways Committee will need to be consulted with regard to these proposals.
  - 2. The Parish Council would like to see new signage kept to the absolute minimum both in size and number, as this is a rural crossing.
- (ii) Covell's Drain. Concerns were raised that during clearance work along the railway line at Covell's Bridge during the high water levels in January, water overflowed from the drain across the east bank (Swavesey side). Clerk to enquire with the Guided Bus Team as to the proposed height of the maintenance track and busway at this point, to ensure it is not lower than the bank height at the bridge.
- (iii) Closure of FP6 & FP9. Reported that the culvert reconstruction plans have not been finally approved yet, therefore work has not started. The footpaths have not yet been closed and all signage has now been removed. The Clerk is waiting for further information from the Guided Bus Team as to proposed closure details.
- (iv) General correspondence: amended plans for the Over Road crossing awaited following safety audit review.

**5.2 Northstowe Rights of Way Project**

- (i) CCC confirm that there will be a follow-on Northstowe project that is now able to cover the cost of the gates on Lairstall Drove, as reported at the last meeting. Therefore the Parish Council no longer need to hold the funds and place the order.
- (ii) Bridleway Upgrades. These are almost completed, however the compensation amounts from CCC to landowners cannot be paid out until all signed agreements have been returned and this had not happened by 31 March, the cut-off date for the Northstowe Project funding. The Project Manager has therefore asked for Parish Council help, asking that the Parish Council take the total fund for compensation payments and hold this on behalf of the County until the funding is able to be released. The Parish Council will be given full details of landowners and payment amounts and when authorised will be able to pay the amounts on behalf of the County. The total amount to be held by the Parish Council is £6,432.00. The Clerk confirmed that this would not cause any accounting problems as the money can be held in an earmarked Agency Services reserve. No objections were raised.
- (iii) Correspondence re the completion of the Rights of Way Improvement Plan around the Northstowe area and an invitation to attend the Project Reception on 15<sup>th</sup> April.

**5.3 Correspondence for information and items for County Councillor**

- (i) List of Frequently Asked Questions on the Cambridgeshire Highways partnership.
- (ii) Tackling Congestion in Cambridgeshire – Workshop for Parish Councillors.
- (iii) Post Office Closures in Cambridgeshire – Update on decision process. Post Office Ltd's public announcement of proposed post office closures will be made on 8<sup>th</sup> July, followed by a six-week consultation period.

- 6 POLICE BUSINESS**  
Crime figures circulated to Councillors, no further items raised.
- 7 VILLAGE AND PLAY AREA MAINTENANCE**  
**7.1** To receive the monthly report from the Village Handyman
- (i) Plant thefts have taken place recently from the tubs outside of the Memorial Hall. These have been reported to the Police and notes delivered to neighbouring houses asking if anyone saw or heard anything suspicious, to contact the Police or Clerk.
- (ii) The Clerk informed Council that as from April 2008 Mr Trevor Wake will have been employed as the Village Handyman for 10 years. A note of thanks to be sent to Mr Wake, in recognition for all of work he carries out on behalf of the Village.
- 8 CHRISTMAS LIGHTS**  
To install an electricity supply to a Parish Council metered, secure site on Market St green, EDF has quoted £1,503.00 + VAT. The Clerk had met with an electrician who would be interested in quoting to provide the necessary sockets for such a supply, plus install/remove Christmas lights on the green. However more details of where an electric supply would be positioned and what type of lights are required are needed before a quotation can be provided. It was agreed to pursue the idea, the Clerk to arrange a site meeting with Councillors to discuss it further. Mr Wright to contact another local electrician for comparative proposals. **Clerk**  
**WW**
- 9 SWAVESEY VILLAGE COLLAGE – TRUST PROPOSALS**  
Statutory notice of the proposal to move to Trust Status had been published for further consultation. The Council welcomed the commitment to community education included within the document, however it wished to comment that a further commitment to working with the youth sector should also be included. **Clerk**
- 10 A14 JOINT VILLAGES INITIATIVE TO HIGHWAYS AGENCY**  
A further letter from Joint Parish Councils to the Highways Agency, requesting a meeting to discuss the joint concerns of parishes has been sent. Swavesey Parish Council remains a member of the Joint Group, with the Chairman as representative. No date confirmed yet.
- 11 NATS – TERMINAL CONTROL NORTH AIRSPACE CHANGE PROPOSALS**  
Consultation on proposed changes to the aircraft stacking areas for Luton and Stansted Airports is now open until 22 May. NATS proposes a new dedicated holding stack for Luton airport which will be just south of the A14 to Swavesey, between Godmanchester and the junction of the A603/A1198. Following discussion the following comments are to be returned: **Clerk**
- The proposed area is presently above rural settlements, however there is a major growth agenda in this area and future developments will be very close to the proposed new stacking area. South Cambridgeshire is having to accommodate enormous residential development, together with major changes to the A14, all within and close to the proposed new stacking area. The Council considers that the NATS proposal for the new Luton stack site is not appropriate for this area.

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

- (i) Reply from Cambridge Magistrate's Court circulated to all Councillors. No reply received from South Cambs District Council yet. Agreed that Clerk to write again to SCDC, informing Enforcement Officers of: the stables building still does not have adequate drainage installed; large piles of manure are stored closed to land drainage systems, which may be contaminating the drainage ditches; derelict machinery is being stored on site, contrary to planning regulations; there is an additional person now living on site together with dogs which are considered to be dangerous. Request to be made that Enforcement Officers visit the site on a regular basis to monitor the activities relating to planning permission and breaches thereof. A request also to be made for an update on the present situation with regard to enforcement action. Clerk
- (ii) Taylor Wimpey UK Ltd.
1. Solicitor is still chasing Mills & Reeve to try to resolve the land transfer for the Cherry Trees areas. This is proving extremely slow to progress due to the lack of response from both Mills & Reeve and Taylor Wimpey UK Ltd.
  2. Report made on the progress with regard to the land that is the extension to the recreation. Recommendation made that the Parish Council take legal advice on registering the land in the Council's name, thereby serving intention to take over the land from the present registered owner.
- Following discussion it was **proposed (1)** that the recommendation regarding registering the recreation green land be taken and a registration be submitted. Proposal seconded. It was then **proposed (2)** to amend the proposal by deferring submission of the Council's land registration by three months, in the hope that progress on the Cherry Trees land transfer will have moved forward significantly. Proposal seconded. Proposal 1 received 3 votes in favour. Proposal 2 received 5 votes in favour. **Proposal 2 was carried.**

**12.2 To consider planning applications received**

- (i) Ref: S/0354/08/F – 19 Chantry Close, Mr & Mrs Meacham. Single storey rear extension. No objections raised.
- (ii) 116 Middlewatch – tree works to trees within a Tree Preservation Order. No objections.
- (iii) Ref: S/00335/08/CM – Freisland Farm, Hale Road, Mr J Johnson. Extraction of sand and gravel and restoration to lake as flood mitigation scheme, on land alongside Covell's Drain. No objections raised, however the following observations and comments to be returned:
1. The Parish Council considers that the proposal to lower a section of the land to the Swavesey side of Covell's Drain bank to lower than 5.4m will be detrimental to the flood protection of Swavesey Village. The Parish Council would like to see the plan and any permission refer that the land should be 'no lower than 5.4m'. Not 'lower than 5.4m'.
  2. The Parish Council would like to see full details of the proposed planting and landscaping for the area.
  3. The supporting statement mentions that the lake will be restored to nature conservation and private amenity afteruses. Will consideration be given to any future public or permissive access to the nature area created?
  4. The Parish Council welcomes the references to the extracted gravel and sand being used for the Guided Busway construction and the proposed Haul Road enabling this aggregate to be taken to the Busway without having to travel along village roads. The Council would like to request that this is strongly adhered to during the construction period and that no heavy earth moving lorries be permitted to travel to or from the site via village roads. In particular that no lorries access the site from either Taylors Lane, Hale Road or Mow Fen Drove

- (iv) Ref: S/0393/08/F – Cambridgeshire County Council. New field access, Over Road. Objections and comments raised as follows:  
The Parish Council does not agree with, and has already raised objections and comments to, the proposed location of the Guided Bus Kiss & Ride facility, considering it would be much safer for traffic and access and more sensible to locate the facility to the south of the busway and behind the bus stop platform. If this were to be relocated then the existing access could remain where it is.  
If the Kiss & Ride facility is to remain as proposed and the field access has to be relocated, then the Parish Council has the following comments:
- The proposed new location is directly opposite a residential driveway and could create additional problems with regard to this.
  - It may cause less problems if the new access was located further north, away from opposite residential driveways.
  - Any new access must have sufficient 'draw-in' space for vehicles and trailers, to allow them to drive completely off the highway before having to stop and open or close the field gate, in the interests of highway safety.
- (v) Ref: S/0303/08/F – Buckingham Business Park, 17 units plus associated car parking and landscaping.
1. Some concern was expressed over flood mitigation measures. There is already a balancing lake, which was commented about that it does not work correctly. Is any further flood mitigation planned for the area, following this additional development?
  2. Comments were also put forward re further B8 units (storage and distribution). The Parish Council has consistently objected to B8 units and is unhappy to see further now being provided.
  3. Funding towards providing a safe route for cyclists and pedestrians between the Business Park and the village is requested. One of the original aims of the Business Park was to be able to create work for local people, however with Buckingham Road becoming increasingly busy and dangerous a footpath and cycleway to/from the Business Park is urgently required. Sadly there has already been a fatality in the last two years of a resident of the village, employed on the Business Park who was walking home along the grass verge and was hit by a car.
  4. Could the Business Park Managers/Developers include any mitigation against the overnight HGV parking problems which are currently suffered by the Business Park? At present there can be up to 50 HGVs parked along the Business Park road each night, leaving much litter and other items behind when they depart each morning. Perhaps a security barrier at the entrance, or highway measures to deter overnight parking could be considered?
  5. With further increase in traffic levels to/from the Business Park, could improved access at the junction of Buckingham Road be considered? The Parish Council would like to see a traffic island provided.
- (vi) Ref: S/0454/08/F – Part retrospective – Mill Farm Stables, Mr & Mrs J Day. Erection of stables, ménage and barns.  
*Mrs Rogers declared prejudicial interest and left the room during this item.*  
No objections raised, one comment to be returned that the Council would prefer to comment on advance rather than retrospective applications.  
*Mrs Rogers returned to the meeting.*

### 12.3 Permissions

- Ref: S/1954/07/F – Amendments – 77 Boxworth End. Squaring off of rear elevation at ground floor level approved.  
Ref: S/0134/08/CC – Swavesey Village College. Temporary placement of two containers approved, expiring on 1 April 2011.  
Ref: S/0157/08/F – Land adj 50 Whitegate Close. Permission granted for dwelling.  
Ref: S/0097/08/F – 71 Boxworth End. Permission granted for fence to rear and wall and gates to front.

### 12.4 Refusals

- Ref: S/0269/08/F – 17 Chantry Close. Refusal of extension.

**12.5 Appeals**

- (i) Ref: S/1765/07/F – Land at Thorps Farm, Tipplers Drove. Appeal against refusal of permission for extensions. To be decided by way of a hearing, date yet to be set. It was unanimously agreed to support the appeal by the applicant and make the following representations:
- The Parish Council understands the proposed extension is for reasons of allowing a family member to move in with the family for care reasons.
  - The finished size will not be out of place with any other farmstead in the vicinity.
  - The farm is a local business run by a well-established local family with relatives and close ties within the village and community. Such businesses should be supported.
  - There is a shortage of sheltered housing within Swavesey and there is no care home. Allowing this development allows the family to care for an elderly relative within their home environment, which is better for all concerned.
  - The house when extended as proposed will still be comparatively modest in size compared with other farmhouses in the district and other developments locally.
  - The house is reasonably secluded and hardly visible from the main road into/out of the village.
  - To state that the proposed extension would 'materially change the impact of the dwelling on the countryside causing harm by the creation of a more imposing and dominant dwelling' is not consistent with other buildings and extensions permitted within the vicinity in recent years. Within sight of this site is a very large business park, in open countryside, with large storage unit type buildings. Also a former farm at Uttons Drove (Trinity College Farm) has over recent years been demolished and two new, very large residences built, without agricultural constraint. The application at Thorps Farm will still retain the farm, business and associated activities.
- (ii) Ref: S/2062/06/F – Land at Driftwood, Hale Road. Notice of appeal hearing for Wednesday 2 April at SCDC Offices. Cllr Mrs Ellington understood this appeal had now been withdrawn. **Clerk to confirm**

**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	3,739.46	8.22	3,731.24
Memorial Hall – Running costs	536.85	16.48	520.37
Recreation & Village Maintenance	381.71	52.50	329.21
Loan repayment	3,073.85	0.00	3,073.85
<b>Total:</b>	<b>7,731.87</b>	<b>77.20</b>	<b>7,654.67</b>

The Clerk reported that the bank transfer of £10,000 approved last month, between the current and deposit accounts, was not in the end transferred, due to a review of the balances and requirements of the current account.

Accounts reconciled at 25/02/08: Current a/c £16,909.12. Deposit a/c £55,690.46

**13.2 Notice of receipts received**

Hall Booking Receipts	773.50	0.00	773.50
Administration	74.26	0.00	74.26
<b>Total:</b>	<b>847.76</b>	<b>0.00</b>	<b>847.76</b>

**13.3 Cemetery and Churchyard Maintenance Grants**

Grants to the Trustees of the Swavesey Cemetery and St Andrew's PCC, to help towards annual maintenance costs were reviewed. It was **proposed** and seconded to increase the grants to both organisations by 5%. The Trustees for the Cemetery to receive £154, the PCC to receive £398. **1**

**13.4 Memorial Hall Insurance – Review**

Due for renewal on 1<sup>st</sup> April. The Clerk outlined the premium details, which presently give a premium due of £1,244.77. A new quotation has been requested, following minor amendments, however the Clerk anticipated the final premium would not be very different to that detailed. It was **proposed** and seconded to continue with the same insurer and renew the policy as discussed. All in favour. **2**

**13.5 P3 Expenditure**

To approve quotation for replacement kissing gate on FP8 (church green), use of P3 grant funds.

Mr Whiter declared a personal interest, as the gate is alongside his garden.

Cost for installation will be £197.00, as approved by County Council Countryside Access Team for P3 expenditure. **Proposed** to accept quotation, seconded and carried all in favour. **3**

**13.6 Review of internal audit procedures and control**

The Clerk explained the new requirement for Council to consider as part of the Annual Return for the external auditor. The Clerk to draw up a review report, in conjunction with the Finance Working Party members and bring to the next Council meeting for discussion and approval. **Clerk**

**14 GENERAL CORRESPONDENCE**

- (i) Bar Hill Parish Council – meeting with Highways Agency re HGV parking
- (ii) Cambs Association of Local Councils – Service Level Agreement; new email and website addresses; notice of CCC Liaison Meeting 17/04/08
- (iii) Swavesey Festival Parade – invitation received to join the parade
- (iv) Minutes from Northstowe Oakington Airfield ordnance clearance meeting
- (v) Cambs Registered Trader Scheme – notices and information
- (vi) Newsletters and magazines

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

- (i) Draft Income and Expenditure Accounts circulated for info, which will be available at the Annual Parish Meeting on 9<sup>th</sup> April. Final I&E accounts to be approved at April meeting for publication in the Annual Report. **April Mtg**
- (ii) Annual Parish Meeting, Weds 9<sup>th</sup> April – Agenda circulated.
- (iii) Football Clubs. The Clerk reported that Mr Pook and the Clerk had visited Mepal Pavilion with members of both Spartans and Institute FCs to look at their new facilities. A meeting has also been arranged with a planning officer at SCDC (on 10<sup>th</sup> April) with FC members, to find out views on a brick building of a similar size to Mepal's. Discussions are all very early investigations at present to find out what could be permitted and how much it might cost, before the Football Clubs then consult with the village and Parish Council as to potential proposals.
- (iv) War Memorial – War Memorials Trust has awarded a grant of £480, 50% of the cost of the repairs and cleaning. An order has now been placed with Ivett & Reed and work will be carried out at approximately the end of April. RBL and PCC have been informed and the Clerk will write a general article for the Meridian Magazine explaining what is happening, when and how it is being funded. The PCC is also considering major work to the Cedar Trees for churchyard safety and this was also a condition of the War Memorials Grant re future safety of the Memorial.
- (v) Mr Pook reported that the Parish Plan Questionnaires will be delivered during April, volunteers to contact him.
- (vi) Street nameplates at Hobbledodd's Close and Gibraltar Lane have gone missing – Clerk to report this to SCDC. **Clerk**
- (vii) Two large fencing panels have come down along Turnbridge/Chantry Close footpath, causing a danger to pedestrians. To be checked and reported as necessary. **Clerk**
- (viii) Streetlight 20F along the footpath between Thistle Green and High Street is out – Clerk to report to CCC.
- (ix) The patching work to the pothole on the A14 Flyover is very bad and still considered dangerous – to be reported to CCC Highways. **Clerk**

**Next meeting date: 28 April 2008**

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

**16 ANNUAL ALLOWANCES AND SALARY REVIEW 2008**

**16.1 Salaries**

The Clerk was asked to remain in the room during the discussion.

It was **proposed** and seconded to increase the Clerk's, Handyman's and Hall Administrator's salaries by 2.5% (current rate of inflation). No scale point increases were to be made this year as both the Clerk and Handyman had now reached the maximum scale point for their respective jobs. The Hall Administrator is not paid on a scale point basis. The proposal was carried 8 in favour, 1 abstention.

It was also **proposed** that the Hall Committee review the hourly rate paid to the Hall Administrator as it was considered to be relatively low compared to the level of work carried out. This was seconded and it was unanimously approved that the Hall Committee carry out a review and put forward a recommendation to full Council.

**16.2 Annual Allowances**

It was **proposed** and seconded to increase the annual working from home allowances for the Clerk and Hall Administrator by 5%. The proposal was carried 8 in favour, 1 abstention.

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

Signed & dated  
Chairman

**Powers of Expenditure**

- 1 Local Government Act 1972, s214(6)
- 2 Local Government (Miscellaneous Provisions) Act 1976, s19
- 3 Highways Act 1980, s43

**Minutes approved & signed as a correct record by the Parish Council on  
28 April 2008**

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