

# *Swavesey Parish Council*

**7.30pm**

**Notes from Public Open Forum**

It was reported that the Blackhorse Lane nameplate, on the corner of High St, is obscured by overgrown nettles and should be cleared.

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

**7.40pm**

**Minutes**

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street  
Monday 22 September 2008

**PRESENT**

Mr M Johnston (Chairman)  
Councillors : Mr Jullien, Mr K Wilderspin, Mr W Wright  
Clerk : Mrs L Miller  
Parishioners : 1  
County Councillor: Ms M Smith  
District Councillor: Mrs S Ellington

<b>Item</b>	<b>Power Action</b>
<p><b>1 TO RECEIVE APOLOGIES FOR ABSENCE</b> Mr Boylan, Mr Dodson, Mr Marriott, Mr Parish, Mr Pook, Mrs Rogers, Mr Whiter,</p>	
<p><b>2 MEMBERS' DECLARATIONS OF INTEREST</b> None declared.</p>	
<p><b>3 TO SIGN &amp; APPROVE MINUTES OF THE MEETING DATED 18 August 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) Reported that the wrecked car has now been removed from the hall car park.</p> <p>(ii) A copy of the arboricultural consultant's report on the Cedar trees in St Andrew's Churchyard received, which confirms that a phased removal of the trees combined with phased planting of replacement trees is necessary.</p> <p>(iii) Formal complaint sent to the County Council about the amount of time it is taking to resolve the hedge cutting responsibilities along the Over Rd cycleway.</p>	
<p><b>4 COUNTY COUNCIL BUSINESS</b></p> <p><b>4.1 Guided Bus</b></p> <p>(i) Mr Whiter had attended the Local Liaison Forum meeting held on 9<sup>th</sup> September and the Clerk reported on the discussions, on behalf of Mr Whiter.</p> <ul style="list-style-type: none"> <li>• Public art themes were discussed.</li> <li>• Representatives from Stagecoach and Whippet to be asked to attend the next meeting to discuss services proposed for the guideway. Cllr Mrs Johnstone had added that complaints had been received from Swavesey residents about the changes to the No.15 bus service.</li> <li>• Mr Whiter had reported that results from the parish plan were highlighting concerns about possible increased parking near to the Station Rd guideway stop. This would need to be monitored closely once the guideway opens.</li> </ul> <p>(ii) County Council confirmed that the Japanese Knotweed had been removed from site in accordance with the Environment Agency's Code of Practice.</p> <p>(iii) Copy of correspondence from a resident to the Guided Bus Team, expressing the opinion that the buses that will use the guideway should allow bicycles to be taken on and off.</p> <p>(iv) Questions on the guided busway, as posed by residents as part of the Parish Plan Questionnaire, have been answered by the Guided Bus Team. A copy circulated to all Councillors for information.</p>	

- (v) The Parish Council was pleased to hear that potholes in Middle Fen Drove had recently been filled by the guided busway contractors, using the planings provided, however, it was reported that the larger holes towards the busway end of the drove, appeared to have been filled with another type of material which was not suitable. The Clerk to request that the Byways Officer from the District Council inspect the condition of the drove. **Clerk**
- 4.2 No.15 Bus Service**  
Further complaints have been received from residents regarding the long journey time to/from Cambridge, particularly during the rush-hour times. Stagecoach has responded that it is due to the amount of roadworks they have to travel through on this journey. County Cllr Ms Smith is working with the County's Education Transport Dept to help review the problems. The problem has also been publicised in the Cambridge News. Concerns were raised that when the Over Rd junction closes from 6<sup>th</sup> October the bus journey will only get longer. Cllr Ms Smith has arranged a meeting with Education Transport Officers for Friday 27<sup>th</sup> September, the Chairman will also attend the meeting. The Clerk to continue to pass on complaints received to both the County Council and Stagecoach.
- 4.3 Minor Highways Improvement Scheme – Bids for 2009/10**  
The Clerk detailed the scheme. Two bids had been submitted the previous year, neither of which had been able to be carried out, due to number of bids submitted against available budget. The Clerk confirmed that any scheme accepted, would be subject to the Parish contributing towards the costs, at a rate of £1 per elector, which would therefore need to be budgeted for. It was **proposed** and unanimously agreed that a bid should be submitted again this year, for safety barriers at the end of the cycleway at Middle Fen Drove junction. **1 Clerk**
- 4.4 Correspondence for information and items for County Councillor**
- (i) Plastic warning bollards along the edge of the footpath at the High St/Middlewatch mini-roundabout have been broken off. Clerk to report this to CCC Highways. **Clerk**
- (ii) Concerns received that the kerbstones for the footpath along the High St, between Market Street and the Memorial Hall, are the same level as the highway and there is no distinction between them. Clerk to report this as a highway safety issue, to CCC Highways. **Clerk**
- (iii) Countryside Access Team Annual Report 2007-08
- (iv) Notice of public roadshows to start consultation on spending priorities for the County Council budget for 2009/10.
- 5 DISTRICT COUNCIL BUSINESS**
- 5.1 Correspondence for information and items for District Councillor**
- (i) Reply received from SCDC regarding Uttons Drove sewage Treatment works – to be discussed further under Agenda item 6.
- (ii) BT Payphone consultation, adoption or sponsorship of K6 Kiosks. Having considered the information circulated from South Cambs District Council it was not proposed to apply for either adoption or sponsorship of either phone kiosk. Usage figures for both payphones for the previous financial year had been received and figures for the High Street phone were high compared to other villages. The District Council had confirmed that it would be supporting all objections to closures from Parish Councils.
- (iii) Northstowe Community Update meeting being held on 23<sup>rd</sup> September, Oakington.
- (iv) The Chairman gave a verbal report on the latest JAG meeting.
- (v) Newsletter on the future of Council Housing in South Cambs.
- 6 DRAINAGE**
- (i) Letter from South Cambridgeshire District Council, confirming that it is likely to sign up to the proposed Horizon's Memorandum of Understanding to enable the Northstowe development to connect to the Utton's Drove Sewage Treatment works. The Parish Council continues to express strong concerns with regard to the proposals. This to be discussed further with South Cambs District Council and the Environment Agency, specifically at the meeting arranged for 30<sup>th</sup> September. **30/09**
- (ii) EA meeting to take place on 30<sup>th</sup> September, Mr Wilderspin, Mr Parish and Mr Dodson to attend on behalf of the Parish Council. Mr Smith, Clerk to Swavesey Internal Drainage Board and Cllr Mrs Ellington for South Cambs District Council also to attend.

**7 POLICE BUSINESS**

- (i) It was reported that youths were causing noise and anti-social behaviour problems during the evenings on the front of the recreation green, High St. Complaints have been made to the Police, which are being followed up.
- (ii) Complaints also made to the Police of mopeds being driven along the construction site of the Guided Busway and cars speeding along Over Rd. Following this up the Police have issued Section 59 Warnings to moped and car drivers. This action to be publicised in the Meridian magazine.
- (iii) No other correspondence received.

**8 VILLAGE AND PLAY AREA MAINTENANCE****8.1 To receive the monthly report from the Village Handyman**

- (i) No items to report this month.

**8.2 Tree works, Market Street**

- (i) Quote received from Atlas Tree Surgery for work to clear deadwood from trees on the green to ensure safety. Cost of £120 + VAT, **proposed** and unanimously accepted. **2**  
Approval given retrospectively as per agreement at the last Meeting.
- (ii) Full survey of all of the trees under the responsibility of the Parish Council received and circulated. No immediate action required. It was noted that the Poplars surrounding the Moat Way Pond, currently still the responsibility of Taylor Wimpey UK Ltd, were recommended to be reduced to 20ft from their current 60ft height. Council to review when ownership transfers. Noted also that removal of deadwood in some of the other trees was recommended, this to be costed and reviewed. **Clerk**

**8.3 Parish Noticeboard**

It had been reported that one of the posts supporting the noticeboard appeared to be loose, possibly rotting just below ground level and repair work may be required. From the public, Mrs Ellington added that the Swavesey WI would like to discuss with the Parish Council the provision of a new noticeboard. The Clerk to contact the WI regarding this.

**Clerk****8.4 War Memorial**

Agreed to contact RS Memorials, Willingham with regard to establishing a regular maintenance plan for the war memorial.

**Clerk****8.5 Drain Clearing**

The drains under the Carters Way/Priory Avenue play area are completely blocked and require jetting out and three new drain covers provided. Comparison quotes had been obtained from County Council Highways Division and from private drain clearing companies, details of which had been circulated to Councillors. It was **proposed** to place an order to jet out the underground system and replace all broken drain covers, with the County Council Highways Division. Initially for a half-day at £60/hr plus cost of new drain covers. If any chambers require rebuilding or additional work is required, this to be notified and approved before any work takes place. **3**

**8.6 Hedge Cutting**

Quote received from Herald Contract Services, for work to cut the sides and top of the hedge alongside the recreation green and Greenside Close, prior to clearing out the ditch. Cost of £250 + VAT, **proposed** and unanimously accepted. Approval given retrospectively as per agreement at the last Meeting. **4**

**9 REGISTER OF INTERESTS**

Revised register circulated to all Councillors for completion and return to the Clerk by the next meeting date.

**10 MEMORIAL HALL****10.1 Charity Status**

Details on the present situation with regard to the transfer of status of the Hall Management to a registered Charity were circulated. Proposed timetable for the publication of the draft scheme, sealed scheme, AGM and call for Trustees was approved. Clerk to proceed with publication requirements.

Clerk

The Clerk also informed Council of the budget requirements for 2009/10 which will need to include provision for an annual grant to the Hall Charity as well as to consider how the hall refurbishment fund is to continue.

**10.2 Refurbishment Plans**

An initial budget quotation had been received from Tanner & Hall for the entire refurbishment of the main hall. Further quotations now to be obtained.

Hall  
refurbish't  
group**11 PLANNING****11.1 To consider correspondence received**

(i) Cambridgeshire and Peterborough Minerals and Waste Plan, Option 2 consultation documents received. No comments made.

(ii) NW Cambridge Area Action Plan – Objection sites consultation. Noted.

**11.2 Taylor Wimpey UK Ltd – Land Transfer**

Nothing further to report, still awaiting countersignature of Transfer Agreement and completion date from Taylor Wimpey UK Ltd.

**11.3 To consider planning applications received**

(i) Ref: S/1499/08/F – Trinity Barn, Uttons Drove. Dr A Stephens. Erection of two bay garage and log store. No objections or comments made.

(ii) Tree works in the Conservation Area. 30 High Street. Mr & Mrs Lewin. Removal of various trees in the back garden. No objections or comments made.

**11.4 Permissions**

Ref: S/1578/07/O – Land rear of 20 Moat Way, dwelling.

Ref: S/1246/08/F – 8 Blackhorse Lane, Extension.

Ref: S/1193/08/F – 17 Chantry Close, extension to dwelling and change of use of allotment land to garden land.

Ref: S/1135/08/F – Mill Farm Stables, dwelling.

**11.5 Refusals** - None received

**11.6 Appeals** - None received

**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.

	<b>Gross</b>	<b>VAT</b>	<b>Net</b>
Administration and salaries	3,395.70	78.57	3317.13
Agency Services (On behalf of CCC)	2,584.00	0.00	2,584.00
Recreation & Village Maintenance	3,309.69	492.93	2,816.76
Memorial Hall – Running costs	812.14	28.03	784.11
Loan & interest repayment	3,073.84	0.00	3,073.84
<b>Total:</b>	<b>13,175.37</b>	<b>599.53</b>	<b>22,575.84</b>

Accounts reconciled at 16/09/08: Current a/c £19,553.44 Deposit a/c £51,558.08

**12.2 To approve 'Agency Service' Payments regarding Lairstall Drove upgrade**

Amounts notified by the County Council for payment were approved.

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**12.3 Notice of receipts received**

Hall Booking Receipts	743.50	0.00	743.50
Precept (second 50%)	23,650.00	0.00	23,650.00
VAT recovered	2,941.38	0.00	2,941.38
Bank interest	30.67	0.00	30.67
<b>Total:</b>	<b>27,365.55</b>	<b>0.00</b>	<b>27,365.55</b>

**12.4 Second Quarter Accounts**

Details of balances on receipts and payments for the end of the second quarter (half-year) were circulated. No queries or comments made.

**12.5 To approve application for Internet banking on Lloyds TSB account**

Approved. Application form signed by two Councillors

**12.6 Annual Audit Return**

The Annual Return had been approved by Moore Stephens auditors, with no comments or qualifications.

**12.7 Finance Working Party**

Due to the vacancy left by Mr Tait, Mr Jullien volunteered to join the Finance Working Party to assist with budget planning for 2009/10. Working Party consists of the Clerk plus Cllrs Mr Dodson and Mr Jullien. Clerk to arrange a date for the first draft budget review.

**13 GENERAL CORRESPONDENCE**

- (i) Cambs ACRE – affordable rural housing. Clerk to invite Housing Officer to the November Council meeting.
- (ii) Swavesey Action For Youth – verbal update on the group given by the Clerk.
- (iii) Post Office – reply regarding closure consultation.
- (iv) Mr A Lansley MP – copy of letter from Mr Lansley MP to the Post Office regarding closures in S Cambs.
- (v) Hilton A14 Action Group – copy of letter to Hilton Parish Council regarding proposed aggregate pits close to Hilton.
- (vi) Cambridgeshire Local Involvement Network (LINK) – general information.
- (vii) Swavesey Parish Plan Group – copy of analyses of questionnaire and Youth Survey.
- (viii) CPALC – Training programme 2008-09
- (ix) St Andrew's PCC – request to consider increasing the annual churchyard grant. Agenda item for consideration at the October meeting. Oct  
Agenda
- (x) Complaint regarding horse droppings left on the roads through Moat Way. Sue Rogers to be asked to contact local horseriders about clearing up after their horses. SR
- (xi) Newsletters and magazines

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

- (i) A14 Meeting with Costain Skanska and Highways Agency will take place on Monday 29<sup>th</sup> September, 7.30pm in the Memorial Hall. Any advance questions to be sent to the Clerk for forwarding to Costain Skanska.
- (ii) Christmas Lights, Market Street. Christmas Carols will take place in Market St on Saturday 20<sup>th</sup> December, lights to be in place by then. Clerk and Cllrs to meet as soon as possible to test existing lights and arrange for an electrician to install them. Lights will not be able to be put up on Market St green this year, this to be investigated for next year.
- (iii) Rubbish/litter is all over the verges around the A14 flyover and Buckingham Rd, request to be made to South Cambs District Council to clear the rubbish. Clerk
- (iv) The Chairman reported that the Festival Committee thanked the Parish Council for its support of this year's event and the Committee will be meeting again in February to start preparations for the next Festival in 2010.

**Next meeting date: 27 October 2007**

There being no further business, the meeting was declared closed at 9.25pm

Signed & dated  
Chairman

**Powers of Expenditure**

- 1 Highways Act 1980, S43(1)
- 2 Highways Act 1980, S96
- 3 Local Government (Miscellaneous Provisions) Act 1976, S19
- 4 Open Spaces Act 1906, s10
- 5 Highways Act 1980, s30

**Minutes approved & signed as a correct record by the Parish Council on  
27 October 2008**

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