

Swavesey Parish Council

7.30pm

Notes from Public Open Forum

No comments were made.

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 27 April 2009

PRESENT

Mr M Johnston (Chairman)

Councillors : Mr S Boylan, Mr N Dennis, Mr J Dodson, Mr J Jullien, Mr T Parish, Mr J Pook,
Mr D Whiter, Mr K Wilderspin,

Clerk : Mrs L Miller

Parishioners : 4

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Item**Power Action**

- | Item | Power Action |
|--|---------------------|
| <p>1 TO RECEIVE APOLOGIES FOR ABSENCE
Mr W Wright; Mr P Marriott, Mr J Dodson (late arrival)</p> | |
| <p>2 MEMBERS' DECLARATIONS OF INTEREST
Item 4.1 – Mr Wilderspin declared prejudicial interest
Item 9 – Personal interests declared, as residents of Market Street, by Mr Pook & Mr Whiter</p> | |
| <p>3 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 27 March 2009
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) Mr Pook reported that no group or individual has offered to organise a village entry into the Village of Year competition. There has been interest but no offer to organise.</p> | |
| <p>4 COUNTY COUNCIL BUSINESS
4.1 Buckingway Road Dual Use Cycle/Footway
Mr Wilderspin, having declared a prejudicial interest as a landowner alongside the proposed cycle/footway, left the room during this discussion.</p> <p><i>(7.35pm – Mr Dodson joined the meeting)</i></p> <p>A site meeting had been held on 16th April, with a project officer from the CCC cycleway team, County & District Councillors and Parish Councillors, to discuss the proposed layout and position of a traffic calming/cycleway crossover feature at Boxworth End. The following informal comments, sent to the County Council, were agreed:</p> <ol style="list-style-type: none"> 1. Could a 'mock-up' with signs and cones be carried out at all to try to see how much notice drivers will need on approaching the village and giveway point, as visibility around the bend into the village is a major concern? 2. The reduced highway width at the crossover point needs to be a minimum of 4M, otherwise large agricultural vehicles will not be able to get through. The plans show the width as 3.4M. 3. Will there be any hard-surface run-over areas either side of the raised section of highway, to allow for any larger vehicles to get through? 4. There is a traffic island shown in the middle of the highway on the approach to the raised crossover section. This will be right opposite the entrance to Mr Burgess' field and will restrict/stop access into the field, it has been requested that the island be removed please. | |

5. What lighting will there be around the feature?
6. Could the 30mph speed limit be taken further out of the village, towards the junction with Tipplers Drove? To slow the traffic down well before it reaches the bends approaching the traffic-calming feature. Could rumble strips as well as signs be installed?
7. Concerns were still raised over visibility at the proposed point for the crossover, both for traffic approaching and leaving the village.

No response received yet from the County Council regarding the comments made.

Mr Wilderspin rejoined the meeting.

4.2 Guided Bus Updates

- (i) The next liaison forum meeting will be held on Tues 5th May, 7pm, St Ives Town Hall. Mr Whiter will attend for the Parish Council.
- (ii) Design and external appearance of Permanent and Acoustic Fencing to Mr R Smart's Retained Land. Copy of letter approving the design and appearance received from Mr Smart. Parish Council raised no comments regarding the design.

4.3 Highways

- A14 Flyover. CCC report that major resurfacing is not possible due to budget constraints. Minor patching work is all that can be carried out at present. White lining has been requested and will be carried out as soon as possible. Council expressed serious concern over the safety of vehicles, particularly motorbikes, travelling down the flyover towards Buckingham Road junction, due to the very poor state of the carriageway, this to be reiterated to CCC Highways, saying that to quote lack of funding is not acceptable with such a deteriorating and dangerous section of road.
- Boxworth End Footpath. Site meeting held with County Cllr and Highways Engineer re flooded areas of footpath. Sections have now been marked up to raise the dropped kerbs, to stop road water flowing into the lower footpath. Drain gullies will also be cleared to help drainage. Unfortunately due to budget constraints any further work is not possible this financial year. Council expressed the same comments as above, that it is not acceptable to keep quoting lack of funding that major work to ensure safe use of a footway does not take place. Residents have to walk in the road in order to pass some areas on the footpath that becomes totally flooded in heavy rainfall.
- CCC reports that work was completed to clear the blocked drain under the footpath. Arrangements to be made for the recreation ditch clearing to now be completed

4.4 Cambs & Peterborough Minerals and Waste Development Plan

Further additional sites for consultation. None within Swavesey Parish or close to it. No comments to be returned.

4.5 Correspondence for information and items for County Councillor

- (i) No response received regarding request for a speed limit review along the High Street. A further request has been submitted.
- (ii) New advice website launched, www.weatherthestorm.org.uk
- (iii) EERA review of the Regional Spatial Strategy consultation ran until 23rd April. A second consultation will take place later this year.

5 DISTRICT COUNCIL BUSINESS

5.1 Correspondence for information and items for District Councillor

- (i) A second parish forum meeting will be held on 23rd July in Cambourne. Clerk to register three Councillor attendees: Mr Pook, Mr Jullien, and Mr Wilderspin.
- (ii) Northstowe Forum Meeting to be held on 28th May at Swavesey Village College. Chairman to attend. This new Forum takes over from the former JAG meetings.

6 POLICE BUSINESS

- (i) Crime report for last month (from website) circulated for information.
- (ii) Next Neighbourhood Panel Meeting will be on Tues 19th May at Swavesey Village College.

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

Handyman's report. The Handyman has attended the PA1 theory Sprayer training course. Equipment has now been purchased in order to attend the practical course, a date for which is still awaited.

No problems or items to report.

7.2 To report on dog waste bin and litter bin requests for Cow Fen and Market Street

South Cambs District Council has agreed to replace the concrete pipe bin on Market Street Green with a more appropriate litterbin.

The dog waste bin currently at the start of Cow Fen Drove will be moved to the junction of Cow Fen/Brick Kiln Drove and emptied by the District Council. It is hoped this will stop bags of dog waste being left in the hedges along the drives and the back of the recreation green.

A request was made for a waste bin outside of the Costcutters shop. District Cllr Mrs Ellington replied that the shop owner had a legal duty to provide a waste bin within 50yds of the shop, therefore it is unlikely that SCDC would provide one.

7.3 To report on request to clear graffiti at Priory Avenue/Carters Way Play Area

A request made to South Cambs District Council for removal of graffiti on the walls around the play area by The National Probation Service has resulted in a quote of £1,000 for the chemicals required, with labour provided free of charge. Councillors did not agree to paying this sum therefore would not proceed with the request. If residents wish to remove the faded graffiti then the Parish Council would offer to provide assistance by either hiring suitable jet-washers or other equipment.

7.4 To consider grass cutting contract amendments, ditch clearing and work to recreation green extension

- (i) Following the completion of transfer of public open space land from Taylor Wimpey UK Ltd, the Clerk and Councillors to meet with the grass cutting contractor on Weds 29th April to discuss additional requirements and request a quotation.
- (ii) The Handyman to be asked to provide general maintenance to shrubs planted on the public areas along the passageway between High Street and Chantry Close and the corner of Blackhorse Lane and Chantry Close.
- (iii) With regard to the extension land to the recreation green, advice to be sought on suitability for sports use and if any additional work will be required for levelling or drainage. Clerk to liaise with football clubs.
- (iv) With regard to the ditch clearing. County Council Highways report that investigation work has taken place and the drain under the footpath should be clear. Clerk to arrange for the ditch clearing to be completed. Situation to be monitored when it next rains to ensure the County drain is not blocked and flowing into the recreation green ditch.

7.5 15 Blackhorse Lane – request for drainage ditch alongside property

The owner of 15 Blackhorse Lane has reported a damp problem with the house wall and a request has been made to dig out a trench alongside the property, within the POS land, and fill with gravel to improve drainage. Also to fence a 1M section off from the POS land, with maintenance access only by the property owner.

In principle Councillors agreed to the digging of a drain on the POS land to help the drainage problem. Agreement was not reached regarding fencing of a 1M section and further discussion was required on right of access and maintenance for the drain. The Chairman to visit the property owner to discuss the requirements further.

8 DRAINAGE

- (i) Mr Wilderspin reported on the latest correspondence received from the Environment Agency and the Central Regional Flood Defence Committee (RFDC). Clarification of items within the letter from the Chairman of the RFDC to be sought and a response from the Parish Council to be sent – The Clerk and Mr Wilderspin to draft the letter. **Clerk KW**
- (ii) County Cllr Ms Smith is arranging a site meeting regarding the recent correspondence from both Fen Drayton and Swavesey Parish Councils. A Councillor from each Parish will be invited together with the Chairman of the RFDC and the Area Flood Risk Manager.
- (iii) No reply received yet from the Environment Agency with regard to the actions identified from the two meetings held in September and January. Clerk to chase. **Clerk**

9 MARKET STREET

A site meeting to be held on Thurs 30th April, to discuss with a County Highways Officer possible options regarding safety and parking arrangements within Market Street. Clerk, Mr Whiter and Mr Wilderspin to attend, also County Cllr Ms Smith. To be discussed further at the next Parish Council meeting. **May Agenda**

10 STEAM RALLY, 25/26 JULY 2009

A Meeting with the organisers of this proposed event was held on 25th March, notes were circulated to Councillors. A Licensing Officer from South Cambridgeshire District Council attended and requested information from the organisers on Risk Assessments and Health & Safety Regulations. The event will be discussed at the Safety Advisory Group (local authorities and police). The Parish Council will be invited to attend the meeting and kept informed.

Posters have now been received advertising the event and have been displayed around the village.

It was not known if the organisers had contacted residents neighbouring the event site.

The Parish Council to discuss with the organisers a donation to the village from the event.

11 Memorial Hall

Retrospective Trustees' Annual Report for the Memorial Hall for the year ended 31st March 2007 presented and approved for return to the Charity Commission.

12 PLANNING**12.1 To consider correspondence received**

- (i) Cow Fen Enforcement Action Update. The Clerk had not received a reply from a request to the Enforcement Officer for an update for the meeting. However, Cllr Mrs Ellington had received an update, which was read out to the meeting. This included that the position of the muck heaps complied with the planning condition however the surface water drainage remained outstanding. A reply to be sent to the Enforcement Officer stating that enforcement action should continue to be pursued. **Clerk**
- Cllr Mrs Ellington had received a further response from the Legal Officer with regard to injunctive action. This would be pursued however was held up at the present time awaiting feedback on a housing application before proceeding. A letter to be sent from the Parish Council reiterating that enforcement action should be urgently pursued. **Clerk**
- The Clerk reported that the dogs from the site were still causing problems in the area. The Police were informed. The Chairman to contact the Neighbourhood Sgt regarding this.
- (ii) Ref: S/1854/08/LB Amendment – The Old Windmill. Reworking of internal stair, removal and blocking up of one window within the modern part of the building. For information.

12.2 Taylor Wimpey UK Ltd

Land transfer of the public open space within Moat Way and Chantry Close was completed on 8th April. Registration details with the Land Registry are now being dealt with. The S106 commuted sum money from this land transfer has been received by the Solicitor to be forwarded on to the Parish Council. This will be as follows:

Committed sum due:	£24,310.27
Less legal and administration costs:	£1,820.00
Transfer to the Parish Council:	£22,496.27

Taylor Wimpey UK will pay £4,312.50 towards the legal costs.

Maintenance items identified in the RoSPA inspection of the play area in Moat Way have been carried out and a letter from the contractor has been received confirming this.

With regard to the extension land to the recreation green, completion was due on 10th April and land registry confirmation is still awaited.

12.3 To consider planning applications received

- (i) Ref: S/0363/09/LB – 87 Mill Farmhouse, Middlewatch, Mr & Mrs S Hall. Alterations – Provision of three-bay car lodge attached by post & rail fence & gate.
 Ref: S/0362/09/F – 87 Mill Farmhouse, Middlewatch, Mr & Mrs S Hall. Alterations – Provision of three-bay car lodge attached by post & rail fence & gate.
 No objections raised to either of the above applications.

12.4 Permissions

Ref: C/11/40/088 – Tree works in the Conservation Area, 7 Station Road. Request that replacement trees be planted within the property for trees that are felled.

Ref: S/0072/09/F – 78-80 Middlewatch, Costcutters Shop. Permission for replacement of existing shop front.

12.5 Refusals

Ref: 0222/09/F – 25 Gibraltar Lane. Refusal of permission for extension.

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.

	Gross	VAT	Net
<u>Final Payments</u> – March (08/09 FY)			
Administration	93.33	6.30	87.03
Memorial Hall	41.24	5.38	35.86
Village Maintenance	906.73	118.28	788.45
Total:	1,041.30	129.96	911.34
<u>April</u>			
Administration and salaries	1,421.52	12.37	1,409.15
Memorial Hall – Electricity	630.18	0.00	630.18
Memorial Hall – Running costs grant	5,285.00	0.00	5,285.00
Village Maintenance	386.39	0.00	386.39
Total:	7,723.09	12.37	7,710.72

13.2 Notice of receipts received

SCDC – 50% Precept	24,150.00	0.00	24,150.00
S106 commuted sum payment	22,496.27	0.00	22,496.27
Total:	46,646.27	0.00	46,646.27

Bank reconcilliation for 31/03/09: Current a/c £19,748.64 Deposit a/c: £42,368.08

13.3 To approve annual cemetery and churchyard maintenance grants

St Andrew's Churchyard – confirmation received from St Andrew's PCC that the churchyard grass cutting costs will be as submitted in November 2008 when the Parish Council approved an increase in the grant for 2009/10.

It was therefore **proposed**, seconded and unanimously approved to give a grant of £560.00.

Swavesey Cemetery – It was **proposed**, seconded and unanimously approved to give an increase this year of 5% to £162.00.

13.4 To approve the appointment of the internal auditor for 2009/10

It was **proposed**, seconded and unanimously approved to re-appoint Dr M Williamson, MiJan Ltd as the internal auditor for the year 2009/10.

13.5 To approve balance transfers to reserves at year end

&

13.6 To approve end of year accounts and Annual Return for external audit

Due to lack of time to produce the final reports, both of the above items were deferred to the May meeting.

14 GENERAL CORRESPONDENCE

- (i) Swavesey Pre-School – thank you letter for the grant given towards the outside play area.
- (ii) SCDC – notice of forthcoming European and County Council elections on 4th June.
- (iii) Cambs Association of Local Councils – outreach Councillor training information.
- (iv) Cambs ACRE – Cambs Playing Field Association newsletter
- (v) Equality & Human Rights Commission – Public Sector Equality Duties
- (vi) East Anglia's Children's Hospices – request for donation
- (vii) Speculative correspondence regarding possible purchase of the Trinity Foot Public House site, with a view to re-opening as a restaurant and overnight truck parking area.
- (viii) Connections Bus project January to April attendance report for visits to Swavesey.
- (ix) Newsletters and magazines

16 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Moat Way Pond is now the responsibility of the Parish Council. A leaflet will be delivered to neighbouring houses to try to establish a volunteer working party to help clear out and tidy up the pond, as currently exists with two other village ponds. A notice will also be in the Meridian magazine and on the website.
- (ii) Two working parties for Swan Pond have been arranged for Fri 1st and Sat 2nd May. If anyone would like to help please let either Sue Rogers or Linda Miller know.
- (iii) Agenda item requested for the May meeting – Parish Plan Monitoring report.
- (iv) Another Christmas lights working party meeting to be arranged.
- (v) Mr Pook reported on the current situation regarding the green energy project.

May
Agenda
Clerk

Next meeting date: 18 May 2009

The meeting was closed to the public at 9.40pm

Motion approved to exclude Public and Press: The meeting was closed to the public and press in order to discuss the following item in camera.

18 REPORTING ITEMS AT PARISH COUNCIL MEETINGS

The Chairman wished to clarify to all Councillors that if residents wished to complain about something within the parish, they should put it in writing to the Parish Council so that the Council can investigate and respond accordingly. Names of members of the public need not be mentioned at meetings but are required in order to reply to.

Councillors replied that they felt, however, that it is a role of a councillor to listen to parishioners and be able to bring items to meetings for discussion that are not necessarily complaints but concerns of parishioners. The Chairman accepted this but reiterated that detailed discussion should only be carried out on a subject if there is something in writing and it is an agenda item. He asked that in future Councillors should inform him prior to a meeting of items they wish to bring to a meeting, to ensure that the subject is discussed in the correct way.

There being no further business, the meeting was declared closed at 9.56pm

Signed & dated
Chairman

Powers of Expenditure

1 Local Government Act 1972, s214(6)

Minutes approved & signed as a correct record by the Parish Council on 18 May 2009

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