

Swavesey Parish Council

7.15pm

Notes from Public Open Forum

Representatives from Green Energy Options (GEO) and Swavesey Village College were present to exhibit and discuss the Community Energy Project. Mr Howard from the College briefly explained the 'cut your carbon' project and how they would like, through the Parish Council and other village organisations, to widen the project out into the Community. Residents are able to trial the in-home energy monitors for six months.

The Chairman thanked those present for attending the meeting and apologised that due to a large agenda this month, it had not been possible to give more time to this, however Mr Pook would explain more at the Agenda item later in the meeting.

Concern expressed over the proposed cycleway crossing at Boxworth End. Access to/from the cycleway at this point seems to be at a very dangerous point where the sharp bends at the edge of the built-up area already cause traffic dangers. Why could the proposed cycleway not be on the west side of Buckinghamway Road, where it would link to the existing footpath already in the village?

The Chairman noted the comments made and replied that these would be discussed during the Agenda item.

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 26 January 2009

PRESENT

Mr M Johnston (Chairman)

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

Clerk : Mrs L Miller

Parishioners : 5

District Councillor: Mrs S Ellington

County Councillor: Ms M Smith

County Council: Mr A Alexander, Cycleway Project Manager

Parish Plan Group: Mr N Dennis

Item

Power Action

- 1 TO RECEIVE APOLOGIES FOR ABSENCE**
Mr T Parish, Mrs S Rogers (late arrival)

Item brought forward in the Agenda – unanimously approved

4 Parish Plan – A Presentation to the Parish Council

Mr N Dennis, Chairman of the Parish Plan Committee, informed the Council that the Parish Plan had now been completed and published. The Plan had been formally presented to South Cambridgeshire District Council on Friday 25th January. The Plan was now formally presented to the Parish Council for adoption.

It was **proposed**, seconded and unanimously approved that the Parish Council adopt the Parish Plan and establish a working party to take the actions and recommendations of the plan forward in partnership with other organisations as necessary.

2 MEMBERS' DECLARATIONS OF INTEREST

Item 5.1 – Cycleway/footpath, Buckinghamway Road. Mr Wilderspin declared prejudicial interest, as a landowner along the proposed cycleway route.

Item 8.4 – Market Street parking. Mr Wright declared a personal interest as a resident of Market Street.

Item 12.6 – Appeals. Mr Pook, Mr Whiter, Mr Wright, Mr Marriott, Mr Wilderspin, all declared personal interests as residents of Market Street.

3 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 15 December 2009

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) A second meeting with the Environment Agency has been arranged for Tuesday 27th January. Mr Wilderspin, Mr Dodson and Mr Pook to attend for the Parish Council, together with Mr Smith of the Swavesey IDB. Apologies received from Cllr Mrs Ellington.
- (ii) Winter gritting – the Clerk confirmed that Rose & Crown Road was on the County's gritting route together with Ramper Road, Fen Drayton Road, School Lane and the main road through the village.

5 COUNTY COUNCIL BUSINESS**5.1 Cycleway/footpath alongside Buckingham Road**

Mr Wilderspin declared prejudicial interest and left the room during this agenda item.

The Chairman welcomed Mr Alex Alexander, CCC Project Manger. Mr Alexander gave background details on the proposals and copies of the plans where circulated to show the proposed route. The main points discussed included:

- Funding – from the Government's Housing Growth Fund.
- South Cambs Traffic Management Area Joint Committee had met and given unanimous approval to finance the proposed cycle/footway.
- Being provided within the east verge rather than the west, as there is less land take, less trees and hedges to remove/replace.
- A cross over from the west side into Buckinghamway Business Park would be too dangerous, as this is within the 60mph zone and the road is much wider at that point.
- Drainage concerns addressed by way of providing a larger ditch but keeping the same size pipes under the field and drove accesses, thereby balancing and regulating the flow of water.
- A cross over of the main road will be required at Boxworth End for those travelling from the cycleway into the village.
- Traffic calming is being investigated at Boxworth End to slow traffic down on its approach to the village and the end of the cycleway.
The Parish Council expressed concern over the type and location of traffic calming at this point, particularly close to the double-bends. Visibility is blind on entering the bends. The Parish Council requested more detail and discussion on any proposed traffic calming.
- Design will be to Cycling England's National Standards, 1.5m verge, 2.5m joint use cycle/footway, 1m buffer zone.
- The route will not be a designated Bridleway however Mr Alexander was not aware of any reason why horses and riders would not be able to use it.
- Cycle/footway will end at Anderson Road as the current flyover is not of a safe standard suitable to take a foot/cycleway over it.
- Also the proposed A14 upgrades will include foot/cycleway provision from Buckinghamway Business Park around and over the new Swavesey junction.
- A consultation leaflet had been distributed to all households and businesses in the village during the previous week.

A letter had been received from a resident of Tipplers Drove, who had not received the consultation leaflet and was concerned over the proposals and the effect they may have on the use of Tipplers Drove. Mr Alexander would investigate why he had not received the leaflet and would contact the writer regarding his concerns.

With the agreement of the Parish Council, the meeting was suspended temporarily to allow comments from members of the public present, these included:

- Concern over urbanisation of the entrance to the village
- Lack of consultation with local landowners
- Concern over increased surface water runoff on existing drainage problems at Boxworth End

Mr Alexander offered to speak directly to any landowners after the meeting. This was the first public consultation on the proposals, following prior discussions with landowners. There were no further comments from the public, therefore the meeting resumed.

The Parish Council gave unanimous support for the provision of a safe cycle/footway route along Buckingway Road, however it still had concerns over the traffic calming feature proposed for the entrance to the village and requested further details and discussion. The Chairman thanked Mr Alexander for his time in attending the meeting.

8.09pm - Mr Wilderspin returned to the meeting. Mrs Rogers gave apologies for her late arrival.

5.2 Guided Bus Updates

Mrs Rogers reported on the Liaison Forum meeting held on 15th Jan, written notes had been circulated to Councillors. The next meeting will be 5th March. The width of the burst-through crossings on the droves were still a concern and needed to be tested with relevant agricultural vehicles to ensure they were wide enough. Temporary repairs have been carried out on Rose & Crown Road. Information on bus routes to/from Cambridge, including new stops, has been published by CCC.

22nd January – news released that the busway opening has now been delayed until ‘late summer’.

5.3 No.15 Bus Service

No further progress made. Complaints about the service from residents are still being received and forwarded to CCC and Stagecoach. An update from the Parish Council went into the Feb/ar'09 Meridian Magazine. The Clerk had contacted the Duxford County Councillor who has been receiving complaints from residents about the Citi7 service, with a view to putting joint Parish Council pressure on Stagecoach.

5.4 Parish Paths Partnership

Approved to apply for continued membership of the scheme, however no grant application to be made this year. A small carry forward of £31.04 remains from previous grants.

5.5 Correspondence for information and items for County Councillor

- (i) Minerals and Waste Management Plan consultation – further consultation open until 9th March, on new proposals. To be discussed at the next Council meeting. Mr Wilderspin to review the documents before the next meeting. KW
- (ii) CCC6 & 7 streetlights, Middlewatch are both out. Also lights in Market Street. To be reported to CCC. Clerk

6 DISTRICT COUNCIL BUSINESS

6.1 To report on Parish Forum Meeting held on 19th January

The Chairman and Mr Pook had both attended the meeting, which had focussed on Planning: the delegation system, biodiversity issues and Tree Warden Scheme. Mr Pook gave a verbal report on the main items discussed, in particular that 90% of planning application decisions are now made by officers rather than elected councillors. It had been the meeting's opinion that government targets regarding this were wrong.

6.2 Affordable Housing

Following a further approach from Cambs ACRE for assistance in identifying potential land adjacent to the village development boundary for affordable housing development, it was agreed that an open article would be placed in the next Meridian Magazine, asking if there were any landowners with suitable sites.

Also the Clerk to find out if there is an Officer from the District Council's Housing Development Dept who could come out to discuss the whole process in more detail with the Parish Council. Clerk

6.3 Correspondence for information and items for District Councillor

- (i) South Cambridgeshire Community Chest, small grant scheme. Information to be kept for future reference.
District Cllr Mrs Ellington apologised for not having attended the last meeting, which she had intended to attend.

7 POLICE BUSINESS

Crime figures for the past month, from the Neighbourhood crime information website, circulated for information.

Sgt Paul Rogerson had given apologies for not being able to attend the meeting. The Clerk gave a brief report, on behalf of Sgt Rogerson who had been working with other officers on the Neighbourhood priorities within the village. With regard to continued complaints and incidents relating to dogs being loose and causing concerns around Cow Fen/Recreation Green/Market Street areas, the Police are investigating different ways to try to bring this under control. A Control Order could be put in place, which would cover all dogs not on a lead. Local byelaws and signs are also being looked into.

The Parish Council will continue to work with the local Police regarding this. It was also agreed that a letter would be sent to the local MP, to see what support and advice could be offered.

Notes from the neighbourhood panel meeting held on 18 November were circulated for information.

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

(i) No items to report from the Handyman.

8.2 To consider repairs to the bench on the recreation green

Quotation received to repair the metal bench on the front of the recreation green. £45.50 + VAT. It was **proposed**, seconded and unanimously approved to accept this. 1

8.3 Highway Verges

(i) Complaints received about mud left on the highway from the Mill Farm (Cygnet Court) development. The Police and CCC Highways have contacted the contractors to make sure the road is regularly swept. The Enforcement Officer has requested that 'footpath closed' signs be erected and the verges opposite the site entrance be raked over and kept presentable. The verges are also to be reinstated at the completion of the project.

(ii) A letter received regarding vehicles parking on the verge at the corner of Gibraltar Lane/Middlewatch. The verge has been damaged and vehicles parked on it block visibility at the junction. CCC Highways suggests that bollards be installed around the edge of the verge. The Police also to be informed regarding parking too close to a junction. Parish Council raised no objections to installing bollards but care needed in placing them, to ensure vehicles do not drive around them onto the verge.

8.4 Market Street Parking

Posters received from Cambridge Fire & Rescue about leaving enough room when parking to allow a fire engine to drive through. These to be sent to local businesses and residents and left on cars. A survey of how many vehicles are parked and where in Market Street over a designated period to be carried out, for further information.

9 PARISH NOTICEBOARD

Mrs Ellington informed the Council of the design for the new noticeboard which is being donated to the village by the Swavesey Women's Institute. It will have four doors, rather than three, all the same size as the existing doors. One for the Parish Council, one for the Memorial Hall, one for the WI and one general use. The Clerk to liaise with the carpenter regarding exact sizing and installation details.

Clerk

10 CHRISTMAS LIGHTS

(i) A notice asking for volunteers to join a working party to look at how the Christmas lights in Market Street can be improved has been published on the website and Meridian magazine. A first meeting to be arranged around the end of February.

(ii) Cambridgeshire County Council will allow lights to be affixed to streetlight poles, however they advised a copy of an ILE publication, cost £45, be purchased which will include details of the procedures. Mrs Rogers added that her husband, an electrician, considered using the streetlights might not be such a good idea. Mr Rogers to be invited to attend the first working party meeting to discuss this further. It was decided not to purchase the ILE publication at this time.

Mtg
TBA

11 COMMUNITY ENERGY PROJECT

Mr Pook gave a verbal report on the community project that GEO and Swavesey Village College are running. GEO are to submit a grant application to EEDA for £17K, to include the purchase of further energy monitors, which the College will loan out to local residents. This grant will also help to expand the project into the wider community through support from the Parish Council and other local clubs and groups. There will be no cost involved to the Parish Council, however GEO would like a letter of support for the project to include within their grant application.

Mr Pook **proposed** that the Parish Council supports the project and nominates a Councillor to join the Steering Group. This was seconded and unanimously agreed. Mr Pook was nominated to join the steering group, which he accepted.

12 PLANNING**12.1 To consider correspondence received**

- (i) Correspondence from the RSPB regarding a new planning application for work to the banks of Swavesey Lake, which will include using materials from on-site, rather than bringing materials in via Taylors Lane & Mow Fen Drove. Informal comments to the RSPB are welcomed.

12.2 G Wimpey UK Ltd – Land Transfer Update

- (i) A RoSPA inspection of the play area in Moat Way has been carried out. Wimpey are arranging for maintenance items to be completed prior to the land transfer.
- (ii) Taylor Wimpey have accepted and agreed their legal costs for all of work. The Parish Council's costs remain at £1,500 + VAT as originally agreed.
- (iii) The POS land transfer document signed in June 2008, now has to be re-signed as the Land Registry now requires transfers in a different format. The Clerk had checked the document and it was presented to the Council for signature. The Chariman and Vice-Chairman signed the document.
- (iv) With regard to the land at the back of the recreation green, this has now defaulted to The Crown. This will require additional work, not originally included in the original costs, therefore additional Solicitors costs have been quoted at £750.00 + VAT. The Clerk recommended that an additional £750 be put into the Legal Costs Earmarked Fund to allow for this, from the 2009/10 Budget. Unanimously agreed. 2

12.2 To consider planning applications received

- (i) Ref: S/2103/08/F – Mill Farmhouse, 87 Middlewatch, Mr & Mrs S Hall. Dwelling. The Parish Council wished to point out that the application relates to a site that is shown as being outside of the village development framework, as defined in the SCDC Adopted Proposals Map for Swavesey of February 2008. For this reason, and that the Parish Council has already stated that it would wish the village development boundary to remain as it currently is, the Parish Council raises an objection to the proposal for a new dwelling on the site.
- (ii) Ref: S/2100/08/F – Swan House, 11 Taylors Lane, Mr & Mrs R Sprowson. Extension. No objections raised.

12.3 Permissions – None received**12.4 Refusals - None received****12.5 Appeals**

Ref: S/1823/07/F & S/1834/07/F – Mr & Mrs Cuff, Land at Cow Fen Drove. Appeal A – change of use of land to equestrian/stud farm, granted. Appeal B – provision of a static/mobile home for a temporary period of 3 years, refused.

Resolution proposed: That discussion on the future action and requests for action to be taken with regard to this item be deferred until the end of the meeting and taken 'in camera'. Agreed.

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
Administration and salaries	1,661.95	16.90	1,645.05
Christmas lights	297.31	38.78	258.53
Memorial Hall – Running costs	600.68	7.57	593.11
Parish Plan Printing	680.00	0.00	680.00
Total:	3,239.94	63.25	3,176.69

Accounts reconciled at 21/01/09: Current a/c £6,883.26. Deposit a/c £66,596.08

13.2 Notice of receipts received

Hall Booking Receipts	1,898.75	0.00	1,898.75
Administration	48.74	0.00	48.74
Total:	1,947.49	0.00	1,947.49

13.3 Budget and Precept 2009/10

Final budget figures circulated. No additional amendments made. Figures for the precept were circulated. It was **proposed** and seconded that a Precept for 2009/10 be requested of £48,300, which would equate to a 1.5% increase. The proposal was unanimously approved.

13.4 Review of the system of Internal Audit for 2008-09

Mr Whiter had met with the Clerk to review the system of internal audit controls. An Audit Plan and Audit Review checklist had been produced and circulated for approval. Council unanimously approved the plan and checklist with no amendments. The interim audit check will take place on Friday 30th January.

14 GENERAL CORRESPONDENCE

- (i) Resignation received from Mrs S Rogers from the position of Parish Councillor. The Chairman thanked Mrs Rogers for all of the time she has given over the past few years to the village and Parish Council. The Clerk formally notified the meeting of the vacancy and the required notifications will be made. The Clerk will inform Councillors of whether a by-election is called or whether an advert for co-option to fill the vacancy is required.
- (ii) Connections youth bus – termly report on attendance noted for information.
- (iii) James Dean Fun Fairs – confirmation of dates of the visit to Swavesey in May, noted. To be published in the Meridian magazine April/May issue. Clerk
- (iv) Swavesey Pre-School – letter thanking the Parish Council for the grant award.
- (v) A14 Improvement Scheme – copy letter from Dept of Transport to Mr A Lansley MP.
- (vi) Notification of a children's Soccer Camp being arranged in Swavesey on 16 & 17 February, to be held on the recreation green. Councillors raised concerns over the wet state of the green, particularly the football pitch area and questioned whether it would be suitable for the activity to go ahead. The Clerk to contact the organiser and football club to discuss the situation and state of the green. Clerk
- (vii) Further concerns were raised by Councillors about the current state of the green and that matches had been played the previous weekend, when it was extremely wet. The Clerk reported that she had spoken with the football clubs and although the Parish Council had not stopped matches going ahead, serious reservations about playing on the current wet ground had been made. The Chairman had also spoken with the Clubs and requested they liase more and that if they continued to play on wet ground, matches would be stopped.
- (viii) Request from a resident for the Council to consider the speed limit along the High Street between Market Street and Wallman's Lane. Currently 30mph but a 20mph limit would be much safer as the road and pavements along this section are very narrow. Council to contact the County Highways Dept and discuss this on a future agenda. Clerk
Agda
- (ix) CPALC – Draft AGM Minutes plus pay scale information.
- (x) Communities and Local Government – Consultation on a Code of recommended practice on local authority publicity
- (xi) National Probation Service, Cambridgeshire – Annual report 2007/08
- (xii) Newsletters & Magazines

15 ITEMS FOR INFORMTION AND NEXT MEETING AGENDA

- (i) The Clerk had met with Charlotte Lowry, Greenspaces Officer at the County Council, looking after the management of the County's Nature Reserves including Mare Fen on Over Road. Work is progressing on maintenance first discussed last July. Ms Lowry will also be contacting other groups in the village to help advertise planned events at the nature reserve, plus volunteer maintenance work and educational visits.
- (ii) The first AGM for the new Memorial Hall Charity takes place on Weds 28th January, 7.30pm in the Memorial Hall to elect the Trustees.

- (iii) The Clerk reported on the new Power of Wellbeing for Parish and Town Councils, which came into force on 31 December 2008. In order for Councils to use the power they must have a qualified Clerk who will need to take the new module on how to use the new power, plus have 80% of Councillors trained in the power. The first Clerk's training course is scheduled for a date in March and is expected to cost £20/hd. The Clerk to confirm the details at the next meeting.
- (iv) The Festival Committee AGM will be held on Weds 11th February, 8pm in the Memorial Hall, to elect a Steering Committee to start plans for the next Festival in June 2010.
- (v) Mr Pook asked about the progress of the information boards for the ponds and constable's rood. The Clerk replied that the finished boards had been delivered to her this afternoon. Arrangements now to be made to erect them.
- (vi) Mr Wright commented on the deteriorating state of the road edges and verges along Fen Drayton Road, between the Village College coach entrance and the Nature Reserve junction. The road edges have crumbled and there is a significant drop from the road into the verge now. The Clerk to write to CCC Highways regarding this.
- (vii) Mrs Rogers said that she would continue to help with the ponds maintenance work, for which the Chairman thanked her.

Next meeting date: 23 February 2009

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.

12.6 PLANNING

Appeals

Ref: S/1823/07/F & S/1834/07/F – Mr & Mrs Cuff, Land at Cow Fen Drove. Appeal A – change of use of land to equestrian/stud farm, granted. Appeal B – provision of a static/mobile home for a temporary period of 3 years, refused.

Notes on the appeal hearing held on 6th January were circulated for information.

Following discussion regarding the appeal hearing, the decision notice and outstanding enforcement action relating to the site in Cow Fen Drove the following action was approved:

1. A letter to be sent to South Cambridgeshire District Council, Corporate Manager for Planning, expressing the Parish Council's dissatisfaction with the District Council's representation at the appeal by its Appeals Manager and consultant, Acorus.
2. A second letter to be sent to the Corporate Manager for Planning, requesting immediate enforcement action with regard to outstanding breaches in planning regulations and to enforce the appeal decision (re Appeal B). The letter also to request that the District Council now proceed immediately with their earlier intent to apply for an injunction with regard to outstanding enforcement notice.

Both letters to be copied to all other relevant officers and Councillors within the District Council.

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

Signed & dated
Chairman

Powers of Expenditure

- 1 Parish Councils Act 1957, s1
- 2 Local Government Act 1972, s111

**Minutes approved & signed as a correct record by the Parish Council on
23 February 2009**

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