

Swavesey Parish Council

7.30pm

Notes from Public Open Forum

Question asked about the size of the trees to be felled in the application from 7 Station Road, as many can be seen from gardens in Taylors Lane and it would be a shame to lose large, healthy trees. Comment noted and would be considered during discussion of the application.

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 23 March 2009

PRESENT

Mr M Johnston (Chairman)

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

Clerk : Mrs L Miller

Parishioners : 3

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Item

Power Action

1 TO RECEIVE APOLOGIES FOR ABSENCE

None received

2 MEMBERS' DECLARATIONS OF INTEREST

Mr Marriott, Mr Pook and Mr Wright declared personal interests in Agenda Item 10, as residents of Market Street.

Mr Wright declared prejudicial interest in Agenda Items 13, (ii) and (iii)

The Clerk asked Councillors if they would add to the Agenda a Planning Application received after issue of the Agenda, for Mill Farmhouse, Middlewatch, Swavesey. Return date for comments is before the April meeting and would require a lengthy extension date which is not generally given by the Planning Authority. Request approved and to be added to the Agenda at item 14.3

3 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 23 February 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 date for the speedwatch training is being arranged in association with neighbouring villages.

4 CO-OPTION TO FILL VACANCY

One application had been received from Mr N Dennis. **Proposed** and seconded to co-opt Mr Dennis to the Parish Council, voted unanimously in favour.

5 COUNTY COUNCIL BUSINESS

5.1 Guided Bus Updates

Notes from the liaison meeting held on 5th March had been circulated for information.

Main points were:

- Concerns still expressed about Middle Fen Drove crossing. A trial with a farm vehicle and trailer is still required.

- Rose & Crown Road – letter received from Imtech Aqua Ltd regarding the deteriorating state of the road. Guided Bus team and CCC Highways Division are discussing joint funding to resurface sections of the road, however construction traffic will continue to use the road for another two months or so.
- Stagecoach representatives attended the meeting to update on bus routes, timetables and services to be provided. Timetable and ticket information will be provided after May/June. Existing bus passes and tickets will all be valid on the guided bus routes.
- Whippet was not present at the meeting but would be providing buses for the route.
- Parish Council expressed continued dissatisfaction with the existing No.15 route to/from Cambridge but Stagecoach were not prepared to consider any changes to this service.

Next liaison meeting date to be confirmed. Comments to be made at the next meeting on:

- Landscaping plans for the route
- Grasscutting arrangements and maintenance
- Future flood concerns

5.2 Highway Maintenance

- Rose & Crown Road – Letter received from Imtech Aqua Ltd as mentioned above. Letter also enquired about a foot/cyclepath along Rose & Crown Road. Enquiry passed on to the County Council. Parish Council supported the request and asked Cllr Ms Smith to make enquiries.

District Cllr Mrs Ellington added that if the caravan site further along Rose & Crown Road were to be approved permanently, then one of the guidelines for such sites is that it must have safe pedestrian access, therefore a footpath may have to be included.

- Highway Verges – complaints received regarding parking on and damage to the verges along Middlewatch. Passed on to the County Highways Division who will contact vehicle owners who are parking on the verges.
- Footpath, Boxworth End – Reported that funding is not available to carry out major works to repair and resurface the section between Ramper Road and Rose & Crown Road. Complaints still received about flooding across sections of the path, making pedestrians have to walk on the road to get passed. Cllr Ms Smith to contact County Highways Division regarding this.
- Fen Drayton Road – some permanent repair work has been ordered for the sinking sections of the road. Road Planings will be put into the damaged verge areas, where the road edges are now crumbling. There is no funding available for any further work at present. It was suggested that County Education Transport Dept be contacted with regard to joint funding, as the school buses have lead to a lot of the problems along that section of the road.
- Boxworth End – County Highways are liaising with the cycleway team re the blocked culvert, as work will have to be carried out on the ditch and culvert as part of the cycleway works.

Cllr
MS

Clerk

Reported that the white lines at the junction of the A14 flyover with Buckingham Road are extremely feint and should be repainted for safety at the junction. To report to CCC.

Clerk

5.3 Correspondence for information and items for County Councillor

- CCC Call Centre telephone number is changing from an 0845 to an 0345 number, which will only be charged at local rate charges.
- Cllr Ms Smith was asked if any response had been received regarding the question raised last month as to why snow ploughs had not been used during the bad weather. Cllr Ms Smith replied that she had not received a reply to her question.

6 DISTRICT COUNCIL BUSINESS

6.1 Housing Futures

Further consultation now open until 8th April on proposals to transfer SCDC housing to South Cambs Village Homes. John Pook to review the consultation book. No comments to be put forward at this time.

JP

6.2 Local Development Framework – Biodiversity and Listed Buildings Supplementary Planning Documents

Consultation open until 14th April on draft documents. No comments to put forward.

6.3 NW Cambridge Area Action Plan – Larger Site Option

Consultation open until 20th April on a larger site option identified by the independent inspectors. To include a combination of the Area Action Plan site and the University of Cambridge site which would extend further west down the slope towards the M11 and the large central open space would be reduced in width.

Parish Council has commented in earlier consultations and the comments made are to be reiterated. **Proposed** and seconded to object and make additional comments :

- It is wrong to lose public open space, as much as possible should be created within developments and should not be reduced.
- It is wrong to build even closer to the M11. Open space is lost and noise will be a major factor.
- This area of Cambridge is being over-developed leading to problems with increased traffic, congestion and pollution.
- Also increased flood risk from even more development including pressure on foul water drainage systems.

6.4 Correspondence for information and items for District Councillor

- (i) Northstowe pre-boundary consultation meetings 21st and 28th March – noted.
- (ii) Northstowe general planning matters update letter – noted.
- (iii) JAG meeting, Thurs 26th March, Swavesey Village College. Chairman to attend.

7 POLICE BUSINESS

- (i) Crime figures for the past month, taken from the website, were circulated for information. With regard to uncontrolled dogs still causing problems in Brick Kiln and Cow Fen Drove, the Clerk had spoken with the County Council's Enforcement Officer with regard to laws on public rights of way. The Officer would visit the site and contact the local Police to see how he might be able to help.
- (ii)

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

- (i) The Handyman has now been booked to attend a PA1 Pesticides Foundation course on 2nd April. The follow up PA6 course is yet to be confirmed.
- (ii) Reports received from the Handyman and a volunteer litterpicker of increasing numbers of bags of dog waste being left in the hedges alongside Brick Kiln Drove. This has been reported to SCDC Environmental Health and a request to site a dog waste bin along Brick Kiln Drove will be made to SCDC.
- (iii) Requested that the concrete-pipe bin in Market Street be replaced with a more secure and more appropriate litterbin, as children have been seen playing in and around the bin. Agreed to request this from SCDC.

8.2 To notify of Environment Agency works to Cow Fen Bridge in May

Maintenance work to the bridge over the drain at the end of Cow Fen Drove will take place during May, for approximately a week to ten days. The public right of way should not be closed. Notices warning of the work will be put up along the route.

8.3 Herald Contract Services merge with CGM Ltd

Notice received that Herald, the Parish Council's grass cutting contractors, have merged with CGM Ltd. This will not adversely affect the existing 3-year contract and direct contact will remain with the Cambridge Office (formerly Herald Contract Services).

8.4 Ditch clearing, Recreation Green

Work has started to clear the ditch, however there appears to be a blockage in the main CCC highway drain, which is now emptying into the recreation green ditch. A request has been made to CCC to have the drain jetted/cleared and until this is carried out, work has had to stop on the recreation ditch.

- 9 DRAINAGE**
Copies of Swavesey Internal Drainage Board Minutes of meeting held on 12 February and of letter sent to the Environment Agency (EA) received for information. Clerk to write to the EA to request an update on actions identified at the meetings held in September and January. **Clerk**
- District Cllr Mrs Ellington reported that the Government has introduced a grant scheme of £5M, which would give funding towards household flood protection measures. The District Council would be putting an application forward and would be pleased to received suggestions on possible schemes for the funding from Parish Councils.
- 10 MARKET STREET**
Letter and copy of Fire Service parking leaflet had been delivered to all households and businesses in Market Street. Mr Pook and Mr Whiter reported on the parking survey carried out over the two weeks 22 Feb & 7 March, results were circulated to Councillors and discussed. The following recommendations and actions were put forward:
1. Continue the bollards all round the green. Agreed, Clerk to arrange after the visit of the Fair. **Clerk**
 2. Put bollards in the verges in front of the offices. Clerk to contact CCC Highways regarding this. **Clerk**
 3. Have yellow lines at the corners outside of the White Horse Inn and Hairdressers, sufficient to allow reasonably sized vehicles to turn into Market Street clear of the junction. Clerk to contact CCC Highways regarding this. **Clerk**
 4. Provide cards to shops and offices to give to visitors indicating alternative parking at the Memorial Hall. This suggestion to be put to the Trustees of the Memorial Hall for consideration. **Clerk**
 5. Mark out parking bays in the central parking area. Clerk to contact CCC Highways to obtain an updated cost on this and to find out if temporary markings could be put down to find out what effect parking bays would have. **Clerk**
 6. Define more clearly the walkway area in front of the pub/shop/PO/cottages along the north side. Also provide a parking bay for the Post Office van and room for the post cycles. To be considered together with item 5.
 7. Consult with those affected.
- Letter and leaflet on parking to be delivered to houses/businesses along High Street and Station Road as well. **Clerk**
- 11 FOOTBALL PAVILION PROJECT**
Mr Pook reported on progress of the Community Football Club's plans to replace the pavilion on the green. The Club wish to approach an architect for a preliminary enquiry and proposal for a new building in order to submit a funding application to the Football Association.
The Clerk confirmed that the Parish Council has previously supported in principle the Football Club's proposals to replace the pavilion and would consider it further once new building designs had been produced and a budget with funding proposals put together.
- 12 CHRISTMAS LIGHTS**
The working party had met during March and a survey of Market Street would be carried out to draw up plans to show where lighting could go and where an electricity supply to the green could be located and sourced. An updated quotation from EDF would then be obtained for consideration.
- 13 VILLAGE EVENTS**
(i) **Cambridgeshire Steam Rally and Country Fair, 25/26 July 2009**
This event had been seen advertised on the web and following investigation contact has been made with the organisers. An initial meeting is to be held on 25th March to find out more information on what the event is and how it will be organised. At present neither the Police, District or County Council have any information on the event. Details to be discussed at the April meeting. **April Agda**

- (ii) **MAGPAS Yesteryear Road Run, Sun 19 April 2009**
The organisers have confirmed that they will stop for lunch in Swavesey and various sites for the vehicles to park are being investigated. It is anticipated there will be approximately 350 vehicles. Mr Wright to arrange to meet with the organisers regarding parking sites. **WW**
- (iii) **Barrel Rolling, Market Street Green, Sun 3 May 2009**
Confirmed the event will take place on Market Street Green on Sunday 3 May.

14 PLANNING

14.1 To consider correspondence received

- (i) 37 Market Street – Letter from SCDC Conservation Officer informing that a site meeting had been held and plans for renovation work and a small rear extension are awaited. Clerk to report that a roof tile is still missing and should be urgently replaced. Confirmation received from SCDC Planning Conservation, that planning permission is not required to replace the noticeboard outside of the Memorial Hall. **Clerk**
- (ii) Cow Fen Drove Enforcement Action – a request had been made for Enforcement Officers to visit the site. It is believed the site meeting has taken place however no information has been received from SCDC Planning. With regard to injunctive action, an application cannot be made until three months following the date of the appeal decision.
- (iii)

14.2 Taylor Wimpey Ltd – Land Transfer Update

Freehold subject to contract transfer documents received from the Treasury Solicitor for the land at the rear of the recreation green. Having consulted with the Solicitor, this has been signed and returned together with the administration costs, as previously approved, of £460.00. We still await the same documents for the Barwell land within Cherry Trees. **1**

14.3 To consider planning applications received

- (i) Ref: S/0072/09/F Amended – 78-80 Middlewatch, Cost Cutters Store. Addition of security roller shutter. No objections.
Ref: C/11/40/088 – Tree works in the Conservation Area at 7 Station Road. Removal of 9 trees in the rear garden. No objections raised, however the Parish Council does not wish to see trees felled unnecessarily.
Ref: S/0241/09/LB – 87 Middlewatch, Mill Farm House. Internal and external alterations as detailed in application. No objections.

14.4 Permissions

Ref: S/0064/09/F – Whippet Coaches Ltd, 2 Rowles Way, Buckingham Business Park. Permission granted for change of use from B2/B8 to Bus Depot.

14.5 Refusals - None received

14.6 Appeals - None received

15 FINANCE

15.1 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	4,869.86	14.25	4,855.61
Loan repayment	3,073.84	0.00	3,073.84
Memorial Hall – Running costs	572.20	24.01	548.19
On behalf of Events Committee (donation to Pre-school)	685.00	0.00	685.00
Village Maintenance	224.25	29.25	195.00
Total:	9,425.15	67.51	9,357.64

Accounts reconciled at 23/03/09: Current a/c £12,669.38. Deposit a/c £57,326.08

15.2 Notice of receipts received

Hall Booking Receipts	1,885.51	0.00	1,885.51
Total:	1,885.51	0.00	1,885.51

15.3 To approve balance transfers to reserves at year end

Agreed to defer to April Meeting as end of year figures are not complete yet.

15.4 To formally cease the Memorial Hall Committee as of 31 March 2009 and to confirm payment of running costs grant and transfer of reserves for refurbishment work to the new Charity

- (i) It was formally resolved that the Parish Council Memorial Hall Committee and its associated budget is dissolved as of 31st March 2009.
- (ii) It was formally approved that the budgeted grant towards the running costs of the Memorial Hall, of £5,285.00 be paid to the Trustees of the Swavesey Memorial Hall Charity at 1st April 2009. 2
- (iii) It was formally approved that the following reserve funds be transferred to the Trustees of the Swavesey Memorial Hall Charity as soon as appropriate: 3
 - Refurbishment earmarked fund carryover from 08/09: £8,940.16
 - Additional earmarked funding from 09/10 Precept: £4,000.00
 - Hall car park earmarked fund carryover from 08/09: £910.49 less invoice for resurfacing work currently awaited.

15.5 To approve costs to transfer hosting of the Swavesey Village Website

- Following the switching off/closure of the existing hosting server for the village website, with DCM Internet, with no prior notice, the Clerk authorised the transfer of the website to a new hosting server in order to keep the website running. Costs to-date have been: 4
- To re-establish domain name identity (paid by Clerk): £11.50
 - To register a new tag for the domain name £11.50
 - Annual fee to new hosting company, anticipated to be approx £60.00

On behalf of the Parish Council the Clerk wished to thank Mr Alan Morris for his time in sorting out the transfer of the hosting server, at short notice and for uploading all of the existing web content to the new server, which took many hours.

16 GENERAL CORRESPONDENCE

- (i) RSPB Leaflets, for information
- (ii) Cambs Association of Local Councils:
 - Cambridgeshire Allotments Survey – passed to The Trustees for completion, Clerk to return questionnaires
 - Notification of CPALC Affiliation Fees for 2009-10
 - Insurance information. The Clerk reported that comparative insurance quotes for this year's renewal would be sourced.
- (iii) RoSPA Play Area inspection – to take place during April
- (iv) Cambs ACRE – Calor village of the year application information. Mr Pook to review information and contact local organisations to see if there is interest to take part. JP
- (v) Newsletters and magazines

17 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Reminder of Annual Parish Meeting on 8th April, 7.30pm in the Memorial Hall. Speakers from Cambridgeshire Police on Crime Prevention, NHW and Speedwatch. The Clerk wished to thank Mrs Wilderspin, NHW Co-ordinator for her help in arranging the meeting.
- (ii) Next meeting to include an assessment of the Market Street green prior to the Fair arriving on Sunday 3rd May.
- (iii) A soccer school will take place on the recreation green again on Tues 14th and Weds 15th April.
- (iv) Swavesey's Meridian Magazine has won a Highly Commended award in the small village category of the 2009 Community Magazine Awards. The Meridian also was the winner of the Judges' Special Award for the use of images on the front cover, in the small village category. The Parish Council passed on its congratulations to the magazine editorial team.

Next meeting date: 27 April 2009

Public meeting closed at 9.48pm

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

18 ANNUAL ALLOWANCE AND SALARY REVIEW 2009/10

Salary Review

The Clerk offered to leave the room during this discussion, however the Council unanimously asked if the Clerk would remain. The Clerk agreed not to leave the meeting.

It was proposed, seconded and unanimously agreed that the Council should approve the NJC Local Government Services salary scales for 2008/09 for both the Handyman and Clerk.

Salary scales for 2009/10 had not been agreed yet. It was proposed, seconded and unanimously approved that the salaries for both the Clerk and Handyman be increased by 2.5% with effect from 1st April 2009. This increase to be reviewed when the NJC scales are published later in the year.

Annual Working From Home Allowance Review

It was proposed, seconded and unanimously approved to increase the allowance paid to the Clerk by 2.5%.

There being no further business, the meeting was declared closed at 10.00pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Local Government Act 1972 Part VII, s111
- 2 Local Government (Miscellaneous Provisions) Act 1976, s19
- 3 Local Government (Miscellaneous Provisions) Act 1976, s19
- 4 Local Government Act 1972 Part VII, s111

**Minutes approved & signed as a correct record by the Parish Council on
27 April 2009**

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