

# *Swavesey Parish Council*

7.30pm

**Minutes**

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street  
Monday 26 April 2010

**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, Mr W Wright

Clerk : Mrs L Miller

In attendance

Parishioners : 5 (inc NHW Co-ordinator)

<b>Item</b>		<b>Power Action</b>
<b>1</b>	<b>TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</b> Mr P Marriott, County Councillor Ms M Smith; District Councillor Mrs S Ellington	
<b>2</b>	<b>MEMBERS' DECLARATIONS OF INTEREST</b> Mr Whiter – personal interests declared in: Item 8.3 – Festival 2010. As Trustee of the Festival Charity Item 8.4 – Village Handyman – request for work by Frere Cottages Trustees. As a Trustee of the Charity Item 11.1 – Planning - 37 Market Street. As a neighbour of the property. Mr Pook – personal interest declared in: Item 8.4 – Village Handyman –request for work. As a Trustee of the Frere Cottages Charity. Item 11.1 – Planning – 37 Market Street. As a resident of Market Street. Mr Wright – personal interest declared in: Item 8.5 – Flower Tubs, which are situated directly outside of his Business premises/home. Item 11.1 – Planning – 37 Market Street. As a resident of Market Street.	
<b>3</b>	<b>Meeting suspended to allow 10 minutes for the public participation forum and for persons declaring prejudicial interest relating to the business to be transacted, to address the meeting.</b> No addresses regarding prejudicial interests were made. No Items raised by members of the public present <b>Public forum closed in order for the Parish Council meeting to commence.</b>	

**Parish Elections** - The Chairman reported that 11 nominations had been received for the 11 seats on the Council, therefore there will not be a Parish Poll this May. The nominees will formally take their seats on 10<sup>th</sup> May and the first meeting for the new Council will be the Planning meeting (if confirmed) on 13<sup>th</sup> May. The AGM will take place on 24<sup>th</sup> May.

The chairman wished to thank Mr Tim Parish and Mr Peter Marriott, who have both stood down from the Council, for their time and commitment to the Council over many years. The Chairman also welcomed Hannah Parish and Lisa Boyes to the Council in May.

- 4 TO SIGN & APPROVE MINUTES OF MEETINGS :**  
Full Council Meeting held on 22 March 2010. It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes with no amendments.
- Annual Parish Meeting held on 7 April 2010. It was **proposed**, seconded and unanimously approved that the Minutes be confirmed as a true record of the meeting.
- The Chairman thanked Mr Pook for chairing the Annual Parish Meeting, in his absence.

- 4.1 Matters to report from previous minutes** (for information)  
No items reported

**5 COUNTY COUNCIL BUSINESS****5.1 Guided Bus**

- (i) No updates received. County Cllr to be asked to help with obtaining replies from earlier correspondence re the Kiss & Ride site which have not been replied to yet.
- (ii) Concerns received from a resident about recent changes to the No.15 bus service, now the Citi 5. There are reduced buses out of Cambridge at afternoon rush-hour times. These changes should have coincided with the opening of the guided bus but have not. Situation to be monitored should any further complaints be received.

**5.2 Introduction of Electronic Consultation for Planning Applications**

To be introduced from 1<sup>st</sup> June. No objections raised, however assurance to be sought that large applications would still be able to be supplied as printed copies if requested.

Clerk

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

- (i) S Cambs Traffic Management Area Joint Committee – Agenda for 19<sup>th</sup> April – noted.
- (ii) Copy letter received from Primary School to CCC Road Safety, raising concerns over the speed of traffic and safety around the School entrance area in Middlewatch. Information forwarded to the County Cllr and Police.
- (iii) Mr Wright wished to pass on concerns made to him about County Cllr Mandy Smith's recent Meridian articles, in that they appeared to be promoting specific businesses, which could be seen to be biased against other businesses. This may not have been the intention but Mr Wright wished to pass on the concerns expressed to him.

**6 DISTRICT COUNCIL BUSINESS****6.1 Strategic Flood Risk Assessment**

Questionnaire to be returned indicating that Swavesey is largely within flood risk zones and identifying specific flood events and areas.

KW/  
Clerk**6.2 Correspondence for information and items for District Councillor**

- (i) Wheelie bin speed reduction stickers have been received and will be distributed shortly.
- (ii) Notes from the SCDC Liaison meeting held on 10<sup>th</sup> March received and noted.

**7 POLICE BUSINESS**

- (i) Crime & NHW Report received and discussed. Concerns still expressed that many incidents are not reported on in the Cambridge News and it was felt that where there are significant crimes, reports in the News would help make residents more aware of them. NHW Co-ordinator has again asked the Neighbourhood Police Team why there is a delay in appointing a PC to cover the village, as this post has been vacant for some time now. Reply received that an appointment is expected within the week. Also that the PCSO is still having to cover four villages, when she should only be responsible for two. Reply received that an additional PCSO is being recruited. On the evening of this year's School Prom on 26<sup>th</sup> June, which coincides with the final night of the Festival, two PC's will be dedicated to the village.

Next Neighbourhood Panel Meeting will be on Tues 18<sup>th</sup> May at Fen Drayton Village Hall.

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

- (i) A lot of litter clearing carried out this month.
- (ii) Middlewatch – request for additional wooden posts (the same as those in the opposite verge) to be put in the grass verge between the Costcutters Store and Gibraltar Lane junction, to stop vehicles parking and damaging the verge. Cost of posts will be £4.25 + VAT each. **RESOLVED:** to purchase 10 posts.
- (iii) Dog waste bin/litter bin, Cow Fen Drove. SCDC replied that they are not willing to add a further dog waste bin to their collection route, unless the Parish Council pays £7 for each collection. This was not agreeable. Options therefore were to 1) remove the existing bin completely, 2) provide a new litter bin that would be more hygienic if dog waste is deposited in it. A freestanding bin in the same style as currently supplied by SCDC, including ground fixing would cost £236.42.

1 Clerk

**RESOLVED:** To purchase a new bin, as per option 2.

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- (iv) POS Areas, Moat Way. Tree prunings had been dumped in the far corner of the green on Moat Way, NHW co-ordinators have been asked to watch out in case this should happen again.  
Chantry Close. Cyclists are cycling through the shrubs on the POS area at Chantry Close/Blackhorse Lane junction to avoid the cycle barriers on the footpath. A clear route through the shrubs is now visible.  
**RESOLVED:** that new shrubs would be planted to fill the space later this season, however in the meantime measures will be taken to try to block up the gap.
- (v) A local resident has offered to clear the dead wood in the shrubs and hedges around the footbridge over the drain on the RoW at the back of the recreation green. The Council thanked him for this.
- 8.2 Highways**  
No updates received regarding outstanding maintenance requests.  
Requested that the Clerk report the sinking culvert in Ramper Road, as this is a large dip in the road now and could be a danger to road users, particularly motorbikes. **Clerk**
- 8.3 Festival 2010**  
Notice and route details received of the request to CCC for a Temporary Traffic Order for Swavesey Festival Parade on Sat 19<sup>th</sup> June. No objections raised by the Parish Council.  
  
Clerk to find out when the Pathfinder March date is in June, as it may be on the same Saturday. **Clerk**
- 8.4 Village Handyman – request to carryout work for other village organisations**  
The Trustees of the Frere Cottages had asked if the Handyman could carryout weed spraying around the Cottages' car park.  
**RESOLVED:** As the Handyman was now qualified to carryout this work, it was agreed that he could carryout work for other organisations, at a cost of his hourly rate plus 10% and any costs for weedkiller if purchased by the Parish Council. Clerk to confirm the details. **Clerk**
- 8.5 Flower Tubs, Market Street**  
The two tubs will need to be replaced this year, before being planted up with summer bedding plants.  
**RESOLVED:** to replace both tubs with the same half-barrel planters. The Handyman to organise replacements. **3 TW**
- 9 DRAINAGE**  
Letter from Swavesey IDB commenting on the Great Ouse Tidal River Strategy consultation and the Parish Council's comments. Mr Wilderspin added that if the Earith drawmark is lowered during the winter, this will greatly impact on the guided busway, in that it will keep water in the Swavesey fens for much longer during the year, meaning the guided busway maintenance track is likely to be flooded all winter and water will take longer to drain away. Letter to be sent to the EA commenting on this. **Clerk**  
  
Notice received of public consultation for the Great Ouse Catchment Flood Management Plan. Public consultation open from 29 March to 18 June 2010. Open day at EA offices, Brampton on Friday 14<sup>th</sup> May. Clerk will attend. **Clerk**
- 10 REQUEST FOR GRANT FUNDING – South Cambs Mental Health Project**  
A project run in the village during 2009 by Centre 33 was looking to run again this year, but organised by an individual therapist. Maximum places would be approx 10, of which some places would be offered to disadvantaged young people from Swavesey. Having taken advice on what powers of expenditure could be used, only S137 was possible, however with so few residents likely to benefit the Parish Council would not be able to provide the funding required. Therefore it was agreed that under the circumstances a grant could not be provided.

**11 PLANNING****11.1 To consider correspondence received**

- (i) 37 Market Street. Conservation Officer informed that discussions with the owners about repairs, renovations and options are taking place. Parish Council will keep writing to request that action is taken to renovate the cottage.

**11.2 Enforcement Action Update**

With regard to land at Cow Fen Drove, a High Court Injunction Hearing will take place on 28<sup>th</sup> April, to decide on action regarding breach of conditions of the Injunction granted in November 2009.

**11.3 To consider planning applications received**

- (i) Ref: S/00389/10/F – Swavesey Village College. Change of use from D1 (School admin office) to B1 (children & young people's services locality team office). No objections.
- (ii) Ref: S/0222/09/F Amended – 11 Whitegate Close. Amended plans to show correct roof angles on front elevation. For information only.

**11.4 Permissions**

Ref: S/1840/09/F – 87 Mill Farmhouse, Middlewatch. Fence & Gates.  
 Ref: S/0163/10/F – Swavesey Village College. Temporary Marquee.  
 Ref: S/0222/10/F – 11 Whitegate Close. Extension following demolition of garage.

**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.

Administration and salaries	1,415.72	10.49	1,426.21
Village maintenance	11.00	0.00	11.00
Churchyard & Cemetery grants	730.00	0.00	730.00
<b>Total:</b>	<b>2,156.72</b>	<b>10.49</b>	<b>2,167.21</b>

Accounts reconciled for 31/03/10: Current a/c £14,081.30. Deposit a/c £51,670.91

**12.2 Notice of receipts received**

April - South Cambridgeshire District Council, 50% of Precept £24,500.00

**12.3 Review of the System of Internal Audit 2009-10**

Audit Plan amended to remove responsibility for checking the Memorial Hall accounts.  
**Proposed**, seconded and carried to approve the Audit Plan as presented.

**12.4 To approve balance transfers to reserves at year end**

**RESOLVED:** To approve the following transfers:

Play Areas - £211.96 from 09/10 budget to Earmarked Reserve.

Village Maintenance - £560.46 from 09/10 budget to Earmarked Reserve.

Grasscutting – to note that an underspend of £1,245 transfers to the General Fund and should additional grasscutting be required this year, funds can be vired from this transfer, to the grasscutting budget.

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

Final accounts circulated, balance sheet and I&E report approved and signed.

**RESOLUTION:** That this Council approves the Statement of Accounts and Annual Governance Statement for the year ended 31/03/10.

**12.6 CPALC Membership 2010/11**

Notice received that membership fee for 2010/11 will be £622.43 (including 5% saving if paid by 30<sup>th</sup> June). **RESOLVED:** to continue membership.

**12.7 To approve Parish Council Insurance Policy**

Policy renewal reviewed, no amendments required. Second year of a three-year fixed term agreement. Allowing for no claims discount, index linking and fixed term agreement, the premium is £1,378.40. **RESOLVED:** to approve and renew policy.

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**13 GENERAL CORRESPONDENCE**

- (i) Highways Agency – notice that public inquiry into A14 improvements will commence in July 2010.
- (ii) St Andrew's PCC – the two remaining Cedar Trees in Churchyard with permission to be felled, will not be felled in the near future.
- (iii) A resident reported speeding vehicles in Station Road/Swan Pond area, also reported to the Police. The writer asked if speed humps/traffic calming measures could be installed. It was noted that there is already a pinch-point at the southern end of the 'old' road.
- (iv) Swavesey & Cottenham Locality Newsletter Spring 2010 (Youth activities)
- (v) Cambs Cricket Board – training courses for ground staff. Not relevant to Swavesey.
- (vi) Newsletters and magazines

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

- (i) From the Annual Parish Meeting:
  - Emergency Plan information and request for help will be published in the June/July Meridian. The Clerk will review the Plan template provided at the Meeting and bring a draft Plan to a future meeting for discussion.
  - Right of Way map to be updated. Clerk to contact local RSPB office to discuss this in conjunction with rights of way and permissive rights around the Nature Reserve.
- (ii) Mr Pook requested a review of the Market Street parking discussions at the June Meeting.
- (iii) Steam Rally dates confirmed as 24/25<sup>th</sup> July.
- (iv) Mr Dodson gave his apologies for not being able to attend the Planning Meeting on 13<sup>th</sup> May.

**Next meeting dates:****Planning – 8.00pm Thursday 13<sup>th</sup> May 2010****Full Council – 7.30pm Monday 24<sup>th</sup> May 2010**

There being no further business, the meeting was declared closed at 9.05pm

Signed & dated  
Chairman

**Powers of Expenditure**

- 1 Highways Act 1980, s96
- 2 Litter Act 1983, s5 & 6
- 3 Open Spaces Act 1906, s10
- 4 Local Government Act 1972 part VII, s111, s114

**Minutes approved & signed as a correct record by the Parish Council on 24 May 2010**

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