

# Swavesey Parish Council - Clerk's Report

To : All Councillors From : Linda Miller (Clerk) Date : May 2018

**Purpose:** Monday 21<sup>st</sup> May 2018. To highlight matters on agenda and update on issues and actions since last meeting.

## ACTIONS:

Council and Administrative Matters	Actioned	Due Date
SLCC Membership News Bulletin – circulated and actioned as required	Clerk	<b>Completed</b>
SCDC Weekly Bulletins	Fwd to Cllrs	<b>Completed</b>
NALC and CAPALC Weekly Bulletins	Fwd to Cllrs	<b>Completed</b>
Letter to County Archives to request loan of Inclosure Award and map to the Parish Council for exhibition during Swavesey Festival Reminder to be sent beginning of June to confirm collection dates	Clerk	<b>Completed</b> Clerk 04/06/18
GDPR training attended by Clerk 15/03/18 Policies, processes etc now to be set up place by 25 <sup>th</sup> May – compliance date. Update from CAPALC re option to participate in a County-wide DPO service, more info will be distributed with CAPALC Annual subscription Update from SLCC to confirm that a Government amendment to the Data Protection Bill will now exempt Parish Councils from the requirement to appoint a DPO	Circulated to Cllrs  Circulated to Cllrs  Circulated to Cllrs	<b>Completed</b> <b>ONGOING</b>  <b>Completed</b>
PC Annual Report – to draft for approval in May. Annual Report Summary for Meridian Magazine	Clerk Clerk	May AGM <b>Completed</b>
Playing field Lease to be signed – Final lease received and being checked by Clerk.	Clerk	18/05/18
Grazing Licence – Costs for drawing up Licence obtained and to be approved by PC at May Council meeting.	Clerk	21/05/18
<b>Projects</b>		
BT Phone Kiosks – Grant application submitted to A14 Community Fund. Interviewed by CCF re grant 09/05/18	23/04/18	<b>Completed</b> Awaiting panel decision – July?

Highways & Footpaths Matters inc A14 Improvement Project	Actioned	Due Date
LHI Applications for 2019/20 funding opened. June PC Meeting Agenda To discuss: Traffic calming for Boxworth End, Speed limit reduction in Rose & Crown Road, footpath for Rose & Crown Road		Tues 31/07/18 25/06/18
Fen Drayton Road – speed limit reduction – discussions with CCC Highways and Bloor Homes	Ongoing	
Speed sign – Clerk to meet with A14 Team and other Clerks re future use of the speed sign	Request made 12/03/18; chased 19/03/18 Awaiting mtg date	
Potholes – meeting with CCC Officer completed, areas marked up for repair	County Cllr	<b>12 week order</b>
Market St footpath – to clear moss – request submitted, awaiting date	County Cllr	
CCC Roadworks and Events Bulletin 1-15 May	Website- Facebook	<b>Completed</b>
A14 works road closure notices - weekly	Website- Facebook	<b>Completed</b>
Guided Busway car park – request to CCC (via County Cllr) as to whether CCC would asset transfer the car park to the PC. Clerk to investigate potential grant funding, should the PC take ownership of this land. Also to contact Over Parish Council re future maintenance. Clerk to contact CCC re cost of improving the car park surface CCC to provided budget costs. Potential grants and funding to be investigated County Cllr now taking up costs of improvements with Officers. Planings should have been supplied during May (to check)	01/03/18  10/04/18  23/05/19	On hold awaiting further investigation on costs
Request for comment on A14 on BBC Radio Cambs Breakfast Show 10/05/18	Clerk interviewed	<b>Completed</b>

<b>Police, Crime &amp; NHW Matters</b>	<b>Actioned</b>	<b>Due Date</b>
Update on new Policing structure	Circulated to Cllrs	

<b>Public Open Space &amp; Community Buildings Matters</b>	<b>Actioned</b>	<b>Due Date</b>
Dog fouling – increasing amounts on recreation green, High St and other areas.  Notice to be posted on website and Facebook	Investigate Dog Control Orders, designated dog areas perimeter of recreation green. More signs Cllrs to hand out leaflets 24/04/18	End April  <b>Completed</b>
Grass verge protection – Policy statement to be drawn up for residents where building work means contractor vehicles damaging verges and grass areas.	Clerk	End April
Spartans Football Club – comment to the Clerk about the poor Astro turf facilities at SVC compared to others within a 10 mile radius. Would there be S106 money available to fund/build a full adult size 4G facility in Swavesey?	To be put to Council to consider as part of playing field land	When land negotiations complete
Clerk to draw up list of potential S106 funded projects for Council to consider re improvements to the Community Pavilion	For discussion at May Council Mtg	<b>21/05/18</b>

<b>Drainage &amp; Flood Risk Matters</b>	<b>Actioned</b>	<b>Due Date</b>
16/04/18 – EA correspondence to arrange a meeting with Cllrs to discuss flood modelling data. Meeting completed, report to May AGM	Circulated to relevant Cllrs	1 <sup>st</sup> May 2018 21 <sup>st</sup> May 2018

<b>Planning Matters inc Neighbourhood Plan Project</b>	<b>Actioned</b>	<b>Due Date</b>
Bloor Homes development Fen Drayton Road. Request from Bloor Homes to meet with Cllrs for update on progress of project	Date TBA	
NH Plan – to sign and return the MoU with SCDC. 12/04/18 – request to Steering Group to complete the timeline before the MoU can be returned.	Clerk	As soon as
37 Market St – to speak to Planning Officer re progress on permitted work at this site, in particular construction management plan. To discuss potential of using east end of Market Street green as a site delivery/turning area, if protected and reinstated by contractor.	11/04/18 - Clerk contacted SCDC Awaiting contact from Agent	23 <sup>rd</sup> April 2018

<b>Finance Matters</b>	<b>Actioned</b>	<b>Due Date</b>
<b>Year End:</b> HMRC final payment submission made and P60 forms issued PC Accounts: Draft I&E and Balance sheet figures produced for Annual Parish Meeting 11/04/18 Pension: Year end pension report to be sent to CCC.	Clerk	<b>Completed</b> <b>Completed</b>
New Financial Year: Accounting s/w, HMRC and pension forms to be set up for new year	Clerk	<b>Completed</b>
Annual Return to be approved and signed at May Full Council AGM	Clerk	21 <sup>st</sup> May 2018

<b>General Correspondence</b>	<b>Actioned</b>	<b>Due Date</b>
CPRE Newsletters	To meeting	21/05/18
CAPALC new website launched	To meeting	21/05/18

### Facebook Statistics this month

Posts from Swavesey Parish Council reached 2,464 people

1,944 Post engagements this month (number of shares, Likes, comments, etc)

Highest post reach: Road closure Buckingham Road 1.5K

Second highest: Recreation Green work/Groundsman of the Year 613

### **Issues Log**

Issues reported to SPC by residents during May 2018

<b>Date</b>	<b>Issue</b>	<b>Additional Information</b>	<b>Follow up and/or complete</b>	<b>Outstanding</b>
15-May-18	Traffic monitor cables, Ramper Rd	Both cables broken	Resident made safe. Clerk reported to CCC Highways	
12-May-18	Information on Planning refusal	Request for information on recent Appeal decision for planning application	Clerk gave relevant information and links to planning website	
<b>Outstanding From March 2018</b>				
26-Feb-18	Newt habitat being dismantled Home Close	Resident reported concern re the pile of bricks newt habitat in 'wildlife' area between Home Close and Moat Way. Young children are dismantling it and piling bricks up elsewhere around the site.	Clerk contacted Laragh Homes who own this area. Laragh replied they believed Greenwillows the Conservation consultants should be managing the area and will liaise with SCDC (who own housing area). Clerk forwarded info on SVC Experience Week, to Laragh	Awaiting response from Laragh Homes  16/04/18 – Laragh meeting with SCDC on 19 <sup>th</sup> to discuss.  Awaiting response from SCDC meeting <b>Completed</b> Laragh arranging for habitat to be rebuilt and information put up about the area

## May Accounts Report

### DRAFT PAYMENTS LIST: (Cheque order) Vouchers 21 to 39

Vchr	Payment	Cd	Name	Description	Amount
22		50		Grasscutting	527.76
23	BACS	5	Buchans Grounds Maintenance	Grasscutting (verges)	373.97
24		92		Grasscutting	79.56
25		95		Weed and Fertilise	821.40
26	BACS	85	Age UK Cambridgeshire &	Grant	3,000.00
27	BACS	26	Taylor Vinters Solicitors	Legal Fees - Lease	1,449.00
28	BACS	48	SLCC Enterprises Ltd	Training	318.00
29	BACS	33	Viking Direct	Stationery	31.52
30	BACS	35	CAPALC	Subscription	458.11
31	D/D	34	Virgin Media	Telephone & Broadband	36.00
33	BACS	30	Linda Miller	Mileage	9.00
34	BACS	33	Linda Miller	Postage	0.79
32		43			
35	BACS	87	Staff Costs	Staff Costs	2,169.55
36		82			
37		44			
38	BACS	56	Shell Cambridge	Petrol for hired strimmer	6.88
39	BACS	56	Tesco Cambridge	Weedkiller	12.00
21	002371	51	Edwin Parish	Tree Works	60.00
				<b>TOTAL</b>	<b><u>9,353.54</u></b>