

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 23rd April 2018

PRESENT

Mr W Wright (Chairman)

Councillors : Ms L Boyes, Mr J Dodson, Mr S Faben, Mr D Hunt, Ms H Parish, Mr C Parsons
Mr J Pook, Ms S Smith, Mr K Wilderspin

Clerk : Mrs L Miller

In attendance

Parishioners : 1

Sworders Surveyors: Mr M Hudson

Item	Power Action
2018/	TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE
04-1	Mr M Johnston (personal), District Councillor: Mrs S Ellington (another meeting)
2018/	MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS
2.1	Declarations of interest from councillors on items on the agenda None
2.2	Requests to Speak No requests received to speak on any items as declared above.
2.3	To receive requests for dispensations No requests received.
2.4	To grant requests received The granting of dispensations to be made by Full Council.
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2018/	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.
04-3	<p>No addresses regarding prejudicial interests were made. Items were raised by members of the public present:</p> <ul style="list-style-type: none"> • Had any progress been made re the dog fouling items raised at the last meeting? The Clerk replied that due to other items this month, no further progress had been made re investigating enforcement or dog control orders. To follow up over the next month. <p>Public forum closed in order for the Parish Council meeting to commence.</p>
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2018/	TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 26th March, 22nd March and 12th April 2018
04-4	<p>It was proposed, seconded and unanimously approved that the Chairman sign all three sets of Minutes with no amendments.</p> <p>The draft Minutes of the Annual Parish Meeting held on 11th April 2018 were noted with regard to any actions required from the Parish Council.</p> <p>4.1 Matters to report from previous minutes (for information)</p> <p>4.2 Clerk's Report – noted as published, together with issues and actions list.</p>
2018/	COUNTY COUNCIL BUSINESS
04-5	Highways Maintenance updates
(i)	<p>Potholes – County Cllr Mandy Smith and the Clerk met with the Area Highways Engineer earlier on Monday 23rd April to review work required. Holes in Market St and Taylors Lane were marked up and will be filled within 21 days. Larger potholes near the entrance to The Grange, Market St and in Taylors Lane nr to the Cemetery gates, will be cut out and patched within 12 weeks. The junction ramp at Gibraltar Lane/Middle Watch has also been marked up for repair within 21 days.</p> <p>Poor drainage under the car park area in Market St was noted and would be considered for an additional gully at some time when budget allows.</p>

Bollards in front of the Newsagents have been ordered but no date for installation yet.

New vehicle gates in a fence along Taylors Lane are to be check by Highways for permission requirements.

Extension to no parking on single yellow lines outside of the Primary School at lunchtimes – restriction now in force but the signs have not been changed. CCC Officer to chase installation of the new signs.

Cycle racks for Market St parking area no longer available via CCC. The Clerk to investigate others.

- (ii) Grass verge protection, CCC Officer raised no objections to missing posts being replaced by the Parish Council. New posts would be permitted if locations passed on to CCC Highways first. **Clerk**

5.2 Boxworth End

Correspondence re numbers of HGVs travelling through Boxworth End noted. A resident has written to three Hauliers to request their drivers do not cut through Swavesey village to avoid the A14 and the County Council has also written. Response received from one company to say they will speak to drivers. The Parish Council agreed to also write. **Clerk**

Possibility of a weight limit through the village discussed. CCC Policy circulated, together with advisory freight route map. CCC will only consider a weight limit order in exceptional circumstances to reduce movement for structural or environmental restrictions and due to budget constraints funding is not currently available.

- 5.3 Fen Drayton Road** - speed limit reduction along Fen Drayton Road between the College coach road and the village boundary, from 60mph to 40mph. This was further to the discussion in March with Bloor Homes, who are developing a site alongside this section for 99 new homes with access onto Fen Drayton Road. It was agreed to write to the County's Highways Development Manager to request further discussions and whether CCC Highways could approach Bloor Homes as well. **Clerk**

- 5.4 Rose & Crown Road** – speed limit reduction from 60mph to 40mph. Suggested that this should be an LHI bid for autumn in the same way the 40mph zone was for Ramper Road. To be noted for later this year when considering the LHI bid. **Aug-Sept**

5.5 Correspondence for information and items for County Councillor

- (i) Notice of A14 overnight closures between Dry Drayton and Girton, in order to install a Bailey Bridge across the A14 for works traffic.

2018/

04-6 DISTRICT COUNCIL BUSINESS

- 6.1 Correspondence for information and items for District Councillor** - No items noted

2018/

04-7 A14 IMPROVEMENT PROJECT

Road closures as mentioned in item 5.5

2018/

- 04-8 NHW and POLICE BUSINESS** - Increase in break-ins notified via the Alert emails noted in local villages.

2018/

04-9 VILLAGE MATTERS

- 9.1 Handyman's Report and issues reported** during the month noted on the Clerk's report.

The Clerk had arranged the availability of hiring a strimmer on an as-and-when basis with a local supplier, as agreed for the Handyman's use during this year.

9.2 Parking around the Recreation Green

To reconsider whether parking spaces could be provided on the Recreation Green and to discuss whether the School pond could be filled in to provide a parking area.

The Clerk had circulated the reports on the legal restrictions re construction work and providing parking on a registered village green, as drawn up at the last discussion in 2015. No regulations had changed since. The Clerk reiterated that any parking, if permitted, on the recreation green would have to be for the benefit of those using the facilities on the green, it is not permitted to use registered village green land to provide residents or school parking.

Clerk

Comments made included:

- There is an 'important countryside frontage' designation along the edge of the green, to protect the open countryside view, which a car park along the front could infringe.
- Perhaps a reinforced green road along the Greenside Close side of the green could be provided to allow 'green' car parking at the north-east end of the green, behind Greenside Close.
- How many cars would be provided for?
- This discussion should be a part of the Neighbourhood Plan, to be included in consultation and as part of the character assessment for the Plan. Cllr Mr Hunt agreed to take this to the NH Plan Steering Group.
- Why do the football clubs not ask if Saturday parking could be accommodated at the Primary School next to the Green, to help with the High St situation?
- Parish Council should meet with the Football Clubs to discuss the parking issues.
- Concerns voiced over safety of children in particular, on Saturdays when crossing the High St for access to the green for football practice and games, due to the amount of parked vehicles.
- Parking problems due to the football on the Green are only an issue for one day a week and for a few hours.
- Filling in the pond to provide parking would cause other dangers across the footpath leading to the Primary School.
- Highways may also have safety concerns as access would be at the entrance to the recreation green and right next to a mini-roundabout junction.

DH

SLCC Workshop on Common Land and Village Greens on 24th May, Bluntisham Village Hall. Agreed that the Clerk and Cllr Mr Faben, plus one other should attend. Cost would be £95 per Cllr, £75 for the Clerk.

Football Club Request – at short notice this was agreed to be added to the Agenda as it could not wait until the next meeting.

Request from The Institute Football Club to hold a 5-aside tournament to raise funds for the Club and the Pavilion, on the recreation green on Saturday 23rd June between 11am-5pm. To include music and an alcohol licence at the Pavilion.

Proposed to approve, provided full insurance details provided, all neighbouring properties informed and a scheme for parking to be agreed. Suggested that the Club liaise with the Primary School, Village College and Memorial Hall for directed car parking for the event. Agreed unanimously.

Cllrs asked that Spartans Football Club be contacted to ask about their parking arrangements for Spartans Day this year on 17th June.

Correspondence from Spartans FC to say that the Recreation Green was third in the Cambs FA's Groundsman of the Year Award. Thanks were passed on to the Parish Council for their support of the improvements to the Green and for the work of the Council's contractor in maintaining the Green.

9.3 Swavesey Village College Experience Week

Ideas requested for students for the week 9-12 July. The Clerk to assess whether the Meridian Line marker posts could be cleaned up and painted as a project.

9.4 Scouts Litter Clearing

Swavesey 1st Scout Group would like to organise a litterclear in the village and asked for suggested areas. The Council thanked the Scouts and the Clerk would contact them to agree suitable areas of the village.

2018/

04-10 DRAINAGE

Correspondence from the Environment Agency requesting a meeting to discuss flood modelling results for Swavesey. Meeting arranged for 1st May, Cllr Mr Wilderspin, the Parish Council Clerk and the Clerk to the Swavesey IDB will attend.

2018/

04-11 NEIGHBOURHOOD PLANNING – To report on progress of project

Cllr Doug Hunt gave an update on NH Plan progress and the next consultation will take place during the MayFest weekend at The White Horse Inn on Sun 6th May. The parking on the recreation green discussion earlier was noted and the Steering Group will be asked to include this within their discussions.

2018/

04-12 PLANNING

12.1 To consider correspondence received

- (i) Northstowe Community Forum – date moved from 18 April to 16 May. Cllrs Mr Dodson, Ms Boyes and Ms Smith would try to attend this meeting, in particular to find out more on the closure of the Oakington-Longstanton airbase road.
- (ii) Practical Ecology Ltd would be carrying out Gt Crested Newt surveys in various parish and private ponds over the next few weeks, in relation to a housing development. Permission was requested to survey Moat Way and School ponds – approved.

12.2 Revised Lease offer - playing field land re development, 18 Boxworth End

Recent amendments to the Lease following the meeting on 17th April 2018 were discussed and accepted. The Chairman noted that since the first draft Lease was offered in December, considerable amendments have been made in favour of the Parish Council's tenancy. It was noted that leasehold is not the ideal situation but as freehold has never been on offer and despite repeated requests, is not being offered a decision has to be made on what is being made available. Council also considered the other S106 funding to come from two other housing developments, which have been linked to the project to provide sports facilities on this land.

Resolution: That this Council accepts the Lease offer on land to the rear of 18 Boxworth End, for use as formal sports and recreation land, as part of the S106 contributions arising from the permission for housing development on adjacent land, Ref: S/0875/15/OL.

Resolution Proposed by Mr Parsons, seconded by Mr Pook. Vote recorded 7 in favour, 3 against. **Resolution Carried.**

12.3 Permissions, Refusals , Appeals

S/0862/17/OL – Bloor Homes Eastern and Mr A Johnson, land south of Fen Drayton Road. Withdrawn.

S/0531/18/FL – Stoneglen Ltd. Land adj Cygnus Business Park. Pair of semi-detached dwellings with associated access and landscaping. Refused.

2018/

04-13 FINANCE

13.1 To approve payment of outstanding accounts

RESOLVED: to approve the invoices and payments as listed in appendix 1, to the total sum of £7,565.47.

Bank Reconciliations:

Lloyds Current a/c	10-04-18	8,207.85
Unity a/c	31-03-18	13,913.77
CCLA - Public Sector Deposit Fund	31-03-18	78,900.56
OPTIMUM card	19-03-18	194.28

13.2 Notice of receipts received

CCLA Interest 24.78

13.3 To note report on draft accounts for end of year against budget

Circulated to all Cllrs, no questions raised.

13.4 To note receipt of Annual Governance & Accountability Return (AGAR) for 2017/18

Noted and that final accounts will be presented for approval at the May AGM, 21st May.

13.5 To review the effectiveness of the system of internal control for accounting procedures (in advance of the approval of the Annual Return)

Report circulated to Cllrs to explain the procedure with regard to the review and signing of the AGAR. The Clerk outlined the procedures during the year when interim accounts were presented to Council for approval and what Standing Orders and procedures were in place throughout the year. No questions were raised and Council confirmed it was satisfied with the internal control procedures in place.

13.6 National Pay Award Update Noted that an offer for local government employees has now been accepted by the Unions. Further details on pay scales will be issued by the National Joint Council during May. Agenda item for May to review employees pay scales and rates.

May

2018/

04-14 GENERAL CORRESPONDENCE

- (i) CPRE newsletters - noted

2018/

04-15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) The Clerk had met this week with Trustees from the Community Pavilion to follow up on funding issues highlighted at the Annual Parish Meeting. A report and request to consider S106 grant funding to be discussed at the next Full Council meeting.
- (ii) Next Agenda – to discuss if a footpath could be provided along Rose & Crown Road.
- (iii) Land behind Black Horse Lane and new fencing off Taylor Lane – appears the land is being split up by fencing to become garden land? If so this may require change of use planning permission from the agricultural use it may currently have. Could the owners be informed?
- (iv) Query raised as to whether puppies for sale are being bred on land on Cow Fen Drove. Enforcement action has previously been taken against this landowner. SCDC Enforcement to be informed.
- (v) Request to discuss County Cllr representation on village issues and discussions, further to recent conflict of interest on planning with Swavesey County Cllr.
- (vi) To ask CCC Highways if the request for an additional roadside gully can be provided outside of No.9 Thistle Green, when the drainage works in Gibraltar Lane are being carried out.
- (vii) Any further progress with the transfer request for the Guided Busway Carpark, or comment from Over Parish Council? The Clerk had received a budget cost from CCC for £25,000 to provide mesh support on the car park, filled with hardcore and topped with gravel, which seems a huge cost and beyond initial grant prospects, therefore Over PC has not yet been contacted. The Clerk to make more enquiries before taking this any further.

Next meeting dates:

Full Council – 7.30pm Monday 21st May 2018

There being no further business, the meeting was declared closed at 9.55pm

Signed & dated, Chairman

Powers of Expenditure: None noted

MINUTES APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN AT THE PARISH COUNCIL MEETING ON 21st May 2018

PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
1	Telephone/Broadband	03/04/2018	2018/04-13.1	D/D	Telephone & Broadband	Virgin Media	30.00	6.00	36.00
2	Scribe 2000 Annual	27/04/2018	2018/04-13.1	BACS	Annual s/w Licence	Scribe 2000 Ltd	347.00	69.40	416.40
3	Grasscutting	16/04/2018	2018/04-13.1	BACS	Grasscutting	Buchans Grounds Maintenance	182.05	36.41	218.46
4	Verge Cutting	16/04/2018	2018/04-13.1	BACS	Grasscutting (verges)	Buchans Grounds Maintenance	311.64	62.33	373.97
5	Sheltered Housing SCDC	16/04/2018	2018/04-13.1	BACS	Grasscutting	Buchans Grounds Maintenance	33.15	6.63	39.78
6	Street Furniture	27/04/2018	2018/04/13.1	BACS	Streetlighting	Cambridgeshire County Council	39.17	0.00	39.17
7		27/04/2018	2018/04-13.1						
8	Staff Costs	27/04/2018	2018/04-13.1	BACS	Staff Costs	Staff Costs	2,078.00	0.00	2,078.00
12		27/04/2018	2018/04-13.1						
9		27/04/2018	2018/04-13.1						
10	Postage	17/04/2018	2018/04-13.1	BACS	Postage	Linda Miller	3.86	0.00	3.86
13	Plants & Gardening	27/04/2018	2018/04-13.1	BACS	Tape	Elliotts	2.49	0.50	2.99
14	General Administration	18/04/2018	2018/04-13.1	002368	Festival pitch	Swavesey Festival Ltd	20.00	0.00	20.00
15	Memorial Hall Charity	18/04/2018	2018/04-13.1	BACS	Running costs Grant	Swavesey Memorial Hall	2,000.00	0.00	2,000.00
S137	16 Over Day Centre	18/04/2018	2018/04-13.1	BACS	Grant	Over Day Centre	500.00	0.00	500.00
17	Cemetery & Churchyard	18/04/2018	2018/04-13.1	002369	Churchyard Maintenance Grant	St Andrew's PCC	190.00	0.00	190.00
18	Cemetery & Churchyard	18/04/2018	2018/04-13.1	002370	Cemetery Maintenance Grant	Non-Conformist Cemetery	190.00	0.00	190.00
19	Festival	18/04/2018	2018/04-13.1	BACS	Grant	Swavesey Festival Ltd	1,375.00	0.00	1,375.00
20	Photocopying	23/04/2018	2018/04-13.1	BACS	Photocopying	Print Out	68.20	13.64	81.84
Total							7,370.56	194.91	7,565.47