

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 26th October 2015

PRESENT

Mr J Pook (Vice-Chair) – Chairing the meeting

Councillors : Mr J Dodson, Mr S Faben, Mr J Jullien, Miss H Parish, Ms S Smith, Mr K Wilderspin,
Mr W Wright

Clerk : Mrs L Miller

In attendance

Parishioners : 3

NHW Scheme: Mr A Jennings, Village Co-ordinator

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Item**Power Action****15-16/****10-1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Mr M Johnston (Chairman) (personal), Miss L Boyes (personal), Mr C Parsons (personal)
District Cllr Mrs S Ellington (late arrival – travelling back to Swavesey)

15-16/**10-2 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.**15-16/****10-3 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.**

No addresses regarding prejudicial interests were made

Items raised by members of the public present:

- Mrs Drake thanked the Parish Council for giving her the opportunity at the last meeting to explain to Council the reasons why the Newsagents shop was unable to take on the Post Office Counter.
- Mr Hilton-Jackson thanked the Parish Council for its persistence with the Environment Agency (EA) with regard to ensuring that the Turnbridge Drain was cleared of overgrown vegetation. Cllr Mr Dodson replied that although the vegetation has been cleared, the critical part of keeping the drains working is the dredging/de-silting work, which hasn't taken place in the Turnbridge Drain, or many other drains. The Parish Council should hold the EA responsible if dwellings flood when drain capacity has not been properly maintained. The Chairman acknowledged the comments and these would be discussed under the Drainage agenda item.

Public forum closed in order for the Parish Council meeting to commence.**15-16/****0x-4 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 28th September 2015**

It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes with no amendments.

4.1 Matters to report from previous minutes (for information)

- (i) No decision received yet regarding the Post Office move, which is expected imminently.
- (ii) Buckingham Cycleway – re white lines for Tiplers Drove, no reply received yet.
- (iii) Village Sign – to be taken down from Market St and taken to the Art Dept at the College for repainting.
- (iv) Market St Green – reinstatement of the ground following the water leak has been carried out by Cambridge Water.
- (v) Website – the new website should be up and running by end October.

4.2 Clerk's Report – noted.

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10-5 COUNTY COUNCIL BUSINESS**5.1 Highway Maintenance – issues and updates**

- (i) Outstanding maintenance – Mr Wright had attended the Open Day at CCC Highways and reported on discussions with Officers. The day had been very useful. Mr Wright and the Clerk had met in the village with CCC Highways Flood Manager to discuss various areas of surface water flooding and blocked drains, including Gibraltar Lane, Fen Drayton Rd, Black Horse Lane and Station Rd. Action re all of these will be chased up by the Flood Manager and Cllr Ms Smith would also follow up. CCC
- (ii) Access Protection Markings – re Primary School parking issues, CCC has now delivered letters to local residents confirming they will provide white line access protection markings for driveways along Middlewatch, High St and School Lane close to the School. Following a request from a resident in Turnbridge Court, the Clerk has asked CCC if the Turnbridge Court access could also have the protection markings – TBA. CCC

5.2 Correspondence for information and items for County Councillor

- (i) Community Gritting Scheme – agreed not to participate.
- (ii) CCC Budget 2016-17 consultation. Concerns raised by Cllrs that CCC cuts could lead to Parishes having to consider whether Parish Precepts should be increased to enable Parish Councils to provide increased services in response to cuts. Agreed that this should be discussed and the Annual Parish Meeting would be a good forum to discuss this with residents. Review at Feb PC meeting. Feb
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- (iii) Winter Health packs information – no additional packs required for distribution by Parish Council.
Reported by County Cllr
- (v) Was surface water runoff from Over Road into driveway of No.25 reviewed during the site meeting? No, this to be added to the list for the Flood Manager to investigate. Clerk
- (vi) If the Parish has any grit bins to be filled by CCC, to ensure they are notified to the relevant Highways Officer. The Clerk confirmed that Market St is the only location for a CCC grit bin. Clerk
- (vii) A briefing note will be issued by CCC on new roles for flood management between the EA, CCC and Parishes.
- (viii) County Cllr asked for examples of cost/quote comparisons to be sent to her, where parishes consider that highway maintenance could be carried out for less if organised within/by parishes.
- (ix) Boundary Commission Review – no decision on new CCC boundaries yet.
- (x) CCC is now sharing a Chief Executive Officer role with Peterborough Council, as part of its cost-sharing programme, for a 12mth trial. Division of time will be 50/50. Parish Cllrs questioned whether that was a fair split as the CCC area is a bigger responsibility than the Peterborough area, should it be more of a 70/30 split? Cllr Smith noted this and would ask the question. Cllr MS

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10-6 DISTRICT COUNCIL BUSINESS

Due to District Cllr Mrs Ellington's late arrival, this item was deferred until later.

15-16/**10-7 NHW and POLICE BUSINESS**

- (i) The Chairman welcomed Mr Jennings to the meeting. Mr Jennings reported on attending the NHW Cambridgeshire AGM. The new Chief Constable acknowledged problems with the 101 service, nationwide the NHW is updating online and reviewing its whole system and demographics. Sir Graham Bright is retiring as Police & Crime Commissioner when his term ends next year. Locally there have been daytime garage break-ins recently.

Mr Jennings is working through updating local database information.

- (ii) Neighbourhood Panel Meeting report – not so many attendees at this meeting, the twitter feed did not work and hence the online streaming of the meeting. Cllrs who had attended praised Mrs Wilderspin's speech/comments at the meeting. Comments had also been raised re the anti-slavery summit and was it such a priority for this area and on the PCSO overtime suggestion re Parishes paying for additional time.

The Chairman thanked all who had attended the Panel meeting.

The Clerk reported that the village representative to the anti-slavery summit had been

- (iii) unable to attend due to illness. No report on the meeting had yet been published by the Police.

15-16/**10-8 VILLAGE MATTERS****8.1 To receive the monthly report from the Village Handyman**

Litter clearing and replanting of plant tubs.

8.2 Recreation Green

- (i) The drainage project is now complete and grant funding claimed – final reports on work completed circulated to Cllrs. Council to review ground conditions Feb-Mar to ensure there are no outstanding issues prior to final retention amount paid. Cllrs also to monitor the mound of top soil at the rear of the green for any damage as boys on BMX bikes have been seen to be riding over it.
- (ii) Request from Primary School to hold the Fireworks display on the green on Fri evening 6th Nov and also potentially school playtimes for a while after half-term. This was due to drainage and building work at the school currently preventing access to the school field. The Clerk had discussed this with the Head Teacher and Chairman & Vice-Chairman and replied that it would not be possible, as the ground was recovering from the drainage work and as the football clubs had been stopped from using the green, this extended to all other uses. The Head Teacher was continuing discussion with the site contractors. Council agreed that the recreation green could not used.

8.3 John Thurston Fairs

Request received to visit Swavesey in October 2016. Following discussion the request was turned down for the same reasons as Mr Dean's fair stopped visiting the village. Reasons include: potential disturbance/nuisance as suffered in the past, Market St is no longer a suitable venue to hold a fun-fair, the recreation green would not be available across a weekend in October as it is during football season, Oct ground conditions are generally wet and the recreation green could not take large, heavy vehicles on it at that time.

8.4 Public Open Space Areas

- (i) Moat Way – Ground maintenance works are now taking place to clear the mound and replant with wildlife friendly shrubs. The area covers 100sqm so cost will be up to £1,000 for shrubs and labour, which is within the previously approved budget. Other general maintenance work will also be completed during Autumn.
- (ii) Carters Way- Priory Ave – CAD plans from Imtech received and further consultation with residents on specific design ideas will take place during November.

8.5 Pond Maintenance

Volunteers were thanked for their help with clearing out reeds and tidying up Swan Pond on 10th Oct. The painting of the white railings could not be completed so will be re-scheduled. Unfortunately Dawsons would be unable to dispose of the piles of reeds this year therefore the Clerk was looking at alternatives, which may include removal costs. To be discussed further at the next meeting.

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10-9 DRAINAGE

- (i) Mr Wilderspin, Mr Wright the Clerk and Mr Smith Clerk of Swavesey Internal Drainage Board (IDB) had met with Environment Agency (EA) Officers on 23rd October to discuss options and funding for maintenance work to the riverbank between Covell's Drain and Webb's Hole. The EA reported that their data and flood modelling had significantly changed, therefore the scenarios discussed for Swavesey if the riverbank was restored and the effect on flooding around the village were very different to those previously reviewed. A number of questions had been raised which the EA Officers were to consider and a further meeting will be scheduled. EA
- (ii) The District Council had been chased re the draft legal agreement for the Mare Fen works but a draft document has still not yet been provided.
- (iii) Heidi Allen MP had met with the Area Manager for the EA to discuss flood concerns around Swavesey and other neighbouring villages. Mr Wilderspin and taken Ms Allen's Parliamentary Secretary around the relevant areas of Swavesey prior to the meeting. Ms Allen will be arranging a local meeting between Parish Cllrs and the EA Area Manager, plus the County Cllr for flood matters during November.
- (iv) Turnbridge Drain has been cleared of vegetation but concerns were raised that it should be dredged/de-silted. Contractors had found that large Willow roots were blocking water flow at the Cow Fen Drove end of the drain and the EA would be asked to arrange for these to be cut out. Parish Council also requested that further drain clearance work should now take place along the remaining stretch of this drain, through Church Green and from Church Doors to Mare Fen. The Clerk to contact the EA re this. Clerk

(District Cllr Mrs Ellington joined the meeting)

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10-6 DISTRICT COUNCIL BUSINESS - Deferred from earlier

6.1 Planning Delegation Mr Johnston, Mr Wright and Mr Wilderspin had attended the workshop to discuss the proposed new scheme of delegation for planning decisions. The proposal that Parish Councils would have to go through their District Cllr in order to request that application decisions go to Planning Committee had been largely objected to by parishes and by the meeting had been withdrawn from the proposal. Comments to return to the consultation:

1. Cllrs would prefer to see the Planning Committee retained to make final decisions on applications where local consultation has raised objections, rather than via officer delegation. Parish Cllrs feel it is a more democratic system for elected, accountable District Cllrs on the Planning Committee to make the final decisions.
2. Parish Councils should continue to be able to directly refer a decision to the Planning Committee and not have to go through a District Cllr.
3. It is often difficult for Parish Cllrs to attend Planning Committee meeting at short notice, due to full-time working of many Parish Cllrs. By the time the Planning Committee Agenda is published, there is often only a few days for a Parish Cllr to try to take time off work to attend.

4. Suggestion supported by Swavesey Parish Council to try to make Planning Committee decisions more efficient would be to split the Planning Committee into area committees, which covered the same geographic area as the Planning Officers. This could reduce the amount of agenda items/time at each committee, Planning Officers would only need to liaise with their area committee. These committees could work in parallel or meet at different times. It could help to reduce the time Parish Cllrs have to give to attend a planning committee. It could help to make District Cllr time more effective, with each committee have fewer District Cllrs on it and only ones relevant to the geographic area, which would give them more knowledge and understanding of the application and area.

6.2 Correspondence for information and items for District Councillor

- (i) Accounts Report for year ending 31st March 2015 - noted
- (ii) Duty of Care – Controlled Waste Transfer Note – Trade waste bin located at St Andrew’s Church car park provided by the Parish Council. Form signed.
- (iii) September e-Bulletin – noted.
- (iv) Gambling Act 2005 Review – consultation closes 12th November. No comments.
- (v) Northstowe Parish Forum workshop 18th November – noted.

Reported by District Cllr

SCDC agreed that the number of District Cllrs would reduce to 45 from 57. Decision yet to be made on how this will be split into wards. It is possible that Swavesey would become Swavesey/Fen Drayton/Lolworth/Childerley. Parish Cllrs did not feel this would be the obvious option for villages as no direct connection could be understood between Fen Drayton & Swavesey with Lolworth or Childerley, the other side of the A14. A more sensible grouping would be as previously discussed with Fen Drayton and Over. The consultation is awaited.

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10-10 PLANNING

10.1 To consider correspondence received

- (i) A14 Parish Update meeting – Ms Smith and Mr Johnston had attended. Decision due mid-May 2016. Community Fund for legacy projects being set up. £10K available for projects alongside the new route.
- (ii) Northstowe Community Forum – 7th October – no report available.
- (iii) Northstowe - Notice of B1050 closure/diversions during November.
- (iv) Ryders Farm, Middlewatch. Notice that planning application will be referred to SCDC Planning Committee on 4th November for decision. Correspondence from applicant re Parish Council response and objection to recent planning application to remove the S106 restrictions on existing stable block dwelling. Council clarified that the reason for the response was consistency of decision relating to applications for the dwellings in the stable/barn buildings, not specifically the potential for noise disturbance. Agreed that an additional comment would be returned to the Planning Officer to clarify this. No Cllrs were available to attend the planning committee.

10.2 Affordable Housing Development Fen Drayton Road

Deed of Covenant re ditch clearing works approved and signed.
S104 Anglian Water Agreement approved and signed.

10.3 To consider planning applications received

- (i) Tree works in the Conservation Area – The Grange. To prune lateral branches of two Sycamore trees to clear the building by 2m. For information only.

10.4 Permissions, Refusals , Appeals

- (i) Ref: S/1660/15/F – 32 Boxworth End. Permission granted for new dwelling.
- (ii) Ref: S/2154/15/FL – Mr & Mrs Tedstone. Retention of container for use as catering facility, Buckingham Business Park. Confirmed that permission is for a max of 3 years.
- (iii) Ref: S/1888/14/OL – Land South of Huntingdon Road – Hackers Fruit Farm & Garden Centre. Appeal following refusal by SCDC of planning application.

(County Cllr Ms Smith and District Cllr Mrs Ellington both left the meeting)

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10-11 FINANCE

11.1 To approve payment of outstanding accounts

RESOLVED: to approve the invoices and payments as listed in appendix 1 to the sum of £70,021.50. Noted that since publication of the Clerk's agenda report, the drainage project had completed and invoices became due for payment, hence the large difference in the invoices for payment total.

Bank Reconciliations:	Business Account	£78,200.64	at 19/10/15
	Current Account	£23,781.53	at 19/10/15
	Unity Account	£1,753.86	at 19/10/15
	ALTO Card Account	£116.48	at 19/10/15

Quarter 2 summary of receipts and payments against budget copied to all Cllrs. No questions were raised.

11.2 Notice of receipts received

UK Power Networks – wayleave	£51.24
VE Parrott (Oakley) Ltd – Easement compensation	£10,000.00
Interest Unity and Lloyds Banks	£3.32

11.3 Parish Precept and Estimated Tax Base for 2016-17 Notice received of estimated tax base to be used in setting Parish Precept.

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11.4 Grant request from Scout Group

A Beaver Colony will be started by the Scout Group in January, meaning there will be 60+ children attending one of the three groups each week. The Group would like to repaint the inside of the Hut and wish to apply for grant support towards the cost. Paint will be purchased from the CCORRN recycled paint organisation at a cost of £96. There is also the possibility of free paint if they win a monthly draw. It was proposed and unanimously approved that if they are not successful with the application for free paint, the Council would provide a grant to cover the cost of purchasing paint.

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Motion to exclude Public and Press: Under Public Bodies (Admission to Meetings) Act 1960, the meeting will be closed to the public and press in order to discuss the following agenda item, which is considered to be confidential due to the content of the discussion.

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10-12 PERSONNEL

- (i) Clerk's Annual Appraisal and Review of Contract Working Hours
Confidential Minute
- (ii) Salary Review 2016-17: Clerk, Handyman
The salary review in January 2015 had reflected the national agreement awarded covering 2016-17, therefore no further review was due this year.

Meeting re-opened to the public and press

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10-13 GENERAL CORRESPONDENCE

- (i) Timebanking event, 27th October, Newnham College, Cambridge
- (ii) Ouse washes landscape partnership – DVD resource.

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10-14 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Christmas Lights in Market Street – date agreed to put up the lights on Sun 6th December. Clerk to organise admin, PAT testing and volunteers.

Clerk

- (ii) Christmas Meal Out – date arranged, those who can attend to let Stuart Faben know.
- (iii) The Clerk had attended the Digital Engagement Training course and would set up a Council Facebook site once the website had been launched. SS asked for a future discussion on the use of Twitter.

Jan

Next meeting dates:

Planning – 8.00pm Thursday 12th November 2015

Full Council – 7.30pm Monday 14th December 2015

There being no further business, the meeting was declared closed at 9.45pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Local Government (Miscellaneous Provisions) Act 1976, s19(3a)

SIGNED AS A CORRECT RECORD BY THE CHAIRMAN OF THE MEETING 23rd NOVEMBER 2015

Swavesey Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
101	Telephone/Broadband	02/10/2015	15-16/10-11.1	D/D	Telephone & Broadband	Virgin Media	68.61	13.72	82.33
102	Ponds	09/10/2015	15-16/10-11.1	Alto Card	Paint & equipment	Homebase	89.62	17.92	107.54
103	Stationery	06/10/2015	15-16/10-11.1	Alto Card	Diary	Amazon EU SarL	7.56	1.51	9.07
104	Improvement Works	16/10/2015	15-16/10-11.1	002270	Third Party Payment (grant	AmeyCespa (East) Ltd	4,399.56	0.00	4,399.56
105	Memorial Hall Charity	26/10/2015	15-16/10-11.1	002271	Grant	Swavesey Memorial Hall	500.00	0.00	500.00
106	Staff Training	26/10/2015	15-16/10-11.1	002272	Training	SLCC Enterprises Ltd	145.00	29.00	174.00
107	Grasscutting	28/10/2015	15-16/10-11.1	BACS	Grasscutting	Buchans Grounds	554.29	110.85	665.14
108		30/10/2015	15-16/10-11.1					0.00	
109	Staff Costs	30/10/2015	15-16/10-11.1	BACS	Staff Costs		1,923.09	0.00	1,923.09
110		28/10/2015	15-16/10-11.1				0.00		
113		28/10/2015	15-16/10-11.1				0.00		
111	Postage	28/10/2015	15-16/10-11.1	BACS	Postage	Linda Miller	3.17	0.00	3.17
112	Mileage Claims	28/10/2015	15-16/10-11.1	BACS	Mileage	Linda Miller	9.90	0.00	9.90
114	Improvement Works	26/10/2015	15-16/10-11.1	002274	Drainage work	Bury Turfcare Ltd	50,709.75	10,141.95	60,851.70
115	Improvement Works	26/10/2015	15-16/10-11.1	002273	Waste sub soil removal	Dawson Plant Hire Ltd	1,080.00	216.00	1,296.00
Total							59,490.55	10,530.95	70,021.50