

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 23rd November 2015

PRESENT

Mr M Johnston (Chairman)

Councillors : Miss L Boyes, Mr J Dodson, Mr S Faben, Miss H Parish, Mr K Wilderspin, Mr W Wright

Clerk : Mrs L Miller

In attendance

Parishioners : 4

NHW Scheme: Mr A Jennings, Village Co-ordinator

District Councillor: Mrs S Ellington

Police: PC1365 G Tanner

Item**Power Action****15-16/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE****11-1** Mr J Jullien (personal), Mr C Parsons (away), Ms S Smith (unwell)

County Cllr Ms M Smith

Mr G Armstrong, Area Highways Officer, Cambs County Council

15-16/**11-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS****2.1 Declarations of interest from councillors on items on the agenda**

Mr Wilderspin declared a registered interest in item 6 – Police Business as a resident of Cow Fen Drove and would leave the room during the discussion.

Miss Parish declared a registered interest in item 9 – Post Office relocation, as resident of Middlewatch and would leave the room if a discussion takes place. Item is to report Post Office decision.

District Cllr Mrs Ellington declared a personal interest in item 12.2(ii) as owner of 19 Wallman's Lane.

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/ Meeting suspended to allow 10 minutes for the public participation forum and for persons****11-3 declaring prejudicial interest relating to the business to be transacted, to address the meeting.**

No addresses regarding prejudicial interests were made

No items were raised by members of the public present.

Public forum closed in order for the Parish Council meeting to commence.**15-16/ TO SIGN & APPROVE MINUTES OF THE MEETING DATED 26th October 2015****11-4** 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) The Environment Agency will investigate what work they might be able to do to clear vegetation from Church Green drain and the other side of Station Road around the church.

(ii) Reeds removed from Swan Pond have kindly been taken away for composting free of charge, by South Cambs District Council. SCDC will be able to remove reeds again following future clearance work if prior notice is given however there will be a charge in the future.

4.2 Clerk's Report – published and items noted.

Due to apologies from the County Council Officer, the Chairman asked that the Police item be brought forward for discussion, as PC Tanner was attending. Request approved.

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.

The public and Parish Cllr Mr Wilderspin left the meeting.

At the request of PC Tanner and with agreement of the Council Mr Jennings, NHW Co-ordinator and District Cllr Mrs Ellington remained in the meeting.

15-16/

11-6 POLICE BUSINESS

(b/fwd)(i) The Chairman welcomed PC Tanner to the meeting.

Confidential Minute

PC Tanner thanked Cllrs for their time in discussing this subject and left the meeting.

Meeting re-opened to the public and press 8.10pm

The Chairman thanked those who had left the meeting for their patience whilst the closed session took place.

15-16/

11-5 COUNTY COUNCIL BUSINESS

5.1 Highways Maintenance

- (i) Mr Armstrong, who had intended to be at the meeting, had sent his apologies and would attend a future meeting. The Clerk updated Council on outstanding issues.
- (ii) Gibraltar Lane and Black Horse Lane surface water issues continue to be investigated. A bid has been submitted for a drainage scheme for Black Horse Lane.
- (iii) Over Parish Council has asked CCC if they would repair the surface of the bridge across the Swavesey Drain, FP9 – as it is slippery and dangerous. If funding is not available Over PC asked is Swavesey PC would consider sharing repair costs with Over. To be considered once CCC reply received.

5.2 Buckingway Road Cycleway

Reply from CCC that they are minded not to ask cyclists to give way at the Tiplers Drove crossing. Cllrs replied that they did not agree and that road users would not expect cyclists not to slow down or give way when crossing the Drove junction, therefore this could lead to accidents. Council continued to request that white lines or appropriate signs be installed, so that cyclists would give way to traffic entering or leaving Tiplers Drove.

5.3 Correspondence for information and items for County Councillor

- (i) Local Government Boundary Commission – review of Cambridgeshire. Further consultation open re City wards. Final recommendations to be published on 9th February 2016.
- (ii) Busway drop-off site. Queries raised by residents over use of this drop-off/car park site. The land is owned by CCC and vehicles are now permitted to park there. The Parish Council has no jurisdiction over who can park there. Signs will be changed in due course.
- (iii) Copied in to correspondence re new 'respect' signs along the busway cycle/foot/bridleway, which are not clear enough to show horserider presence. CCC is looking at how to improve them.
- (iv) Director of Community Transport Schemes – for information – posted to website.
- (v) LHI applications for 2016-17 – invitation for Cllr to address the panel. Mr Wight would attend re the application for a footpath to the bus stop, Boxworth End.

15-16/

11-6 NHW BUSINESS

Mr Jennings gave a brief update on NHW business, noting recent crime reports including: Parking in Market St is an increasing issue.

The NHW Scheme is working well, a Facebook group is to be set up to encourage residents to communicate. Anonymity is a sticking point in reporting things and this needs to be looked at to see if it could be overcome.

The parking of a large coach every day on the yellow zig zag lines at the Primary School is a cause of concern as it is dangerous for the school crossing, although where else it could park, as it is dropping off/picking up pupils, is not easily answered. The Clerk to speak to the Head Teacher.

Clerk

15-16/

11-7 DISTRICT COUNCIL BUSINESS**7.1 Correspondence for information and items for District Councillor**

Cllr Mrs Ellington reported:

- (i) The local plan will open again for consultation following a Council meeting next week. Ward and Cllr boundary review – Full Council has approved a reduction in Cllrs from
- (ii) 57 to 45. Swavesey is likely to become a new ward of Swavesey/Fen Drayton/Lolworth. Consultation will open shortly.
- (iii) School Lane housing development. Government's changes to benefits and rent will seriously affect the income for social housing, however SCDC has committed to borrow funds to enable the District Council to continue to build new housing for social rent.

(8.35pm – Mr Jennings (NHW) left the meeting)

General Correspondence:

- (iv) Parish/Cabinet Liaison meeting – Tues 8th December. Chairman and Mr Wright to attend.
- (v) Proposed new regulations for delegation of planning decisions – following representations by many parishes, the proposals will be amended to allow direct requests by Parish Councils for applications to go to Committee for decision.
- (vi) Community Awards 2016, now open for nominations until 15th January

15-16/

11-8 VILLAGE MATTERS**8.1 To receive the monthly report from the Village Handyman**

No items to report.

8.2 Moat Way Play Area

Fallen fruit has been thrown at the play equipment, during half term week. It has badly stained and is proving impossible to remove. The Clerk to see if there is a commercial company who could remove it, as regular cleaning materials are not working. It is not known who caused the damage so no action can be taken. The Chairman asked if he could visit the Primary School to speak about this and to talk in general about the Parish Council and how it works in the village.

Clerk

15-16/

11-9 POST OFFICE MOVE

Decision published on 2nd November that the Post Office Counter in Market St will be moving to inside of the CostCutter Store on Middlewatch. The move will take place 25th February 2016. The Parish Council expressed its disappointment at the decision, particularly following the large village response and number of meetings and discussions held with Post Office Managers. The Chairman asked that an article be written for the next Meridian Magazine to explain to residents all that the Parish Council did to try to persuade the Post Office to reconsider and try to adapt its proposals to allow the Post Office Counter to remain in Market St.

Chair/
Clerk

15-16/**11-10 DRAINAGE**

- (i) Heidi Allen MP has arranged a meeting at SCDC between Environment Agency Officers. County and District Cllrs and Parish Cllrs from Swavesey, Oakington, Girton, Cottenham and Longstanton to discuss drainage maintenance issues. Meeting will be on Friday 27th November, Chairman, Keith Wilderspin & Will Wright to attend.
- (ii) Mare Fen – Mr Wilderspin reported that the latest correspondence from SCDC on plans for the bank work at Mare Fen was incorrect. It was using the original EA proposals which had been updated by agreement of the NJDCC in July and he was concerned that SCDC may not now be intending to do the work as last discussed. At that point Cllr Mrs Ellington received an email from District Cllr Tim Wotherspoon to apologise for the incorrect documents sent in the previous email and to confirm that the work would be as agreed in July. Mr Wilderspin also reported that the NJDCC is about to be wound-up, which is concerning as there are still outstanding issues relating to Northstowe permissions. The Clerk reported that outstanding items should be taken up directly with the Portfolio Holder Cllr Wotherspoon instead.

Chair
KW
WW

15-16/**11-11 HALE ROAD ALLOTMENT SITE**

Correspondence from the Chairman asking if the Council, as land leaseholder, had any objections if a composting toilet was situated on the land for plot holders use. The Thomas Galon Charity Trustees had already raised no objections, as landowners. Cllrs raised no objections in principle but asked that once a proposal had been put together on the exact type of toilet, that they be consulted again.

15-16/**11-12 PLANNING****12.1 To consider correspondence received**

- (i) Request from Carter Jonas (agents) on behalf of The Scambler Trust, to meet the Parish Council to discuss proposals for residential development on land south of Whitton Close/West of Middlewatch. An Extra-Ordinary Full Council meeting approved for Thursday 3rd December, 7.30pm in the Memorial Hall. Further to this meeting Carter Jonas wish to arrange a public exhibition of the proposals in the village, prior to submitting a planning application. Date arranged for Tues 12th January, 7pm-8pm, The Meridian Rooms, Bethel Church.
- (ii) LDF updates – further consultation to take place 2nd Dec-25th Jan.
- (iii) Northstowe – meeting held on 18th November, no Cllrs had attended. District Cllr Mrs Ellington reported that Gallaghers are in the process of being sold and the school development could be deferred.

12.2 Legal Documents for Signature

- (i) Affordable Housing Development – documents confirmed as incorrect and not applicable to the Parish Council.
- (ii) **S106 Indemnity Agreement**
Agreement received for payments relating to 19 Wallman's Lane.
RESOLUTION: To approve and sign the S106 Indemnity Agreement with South Cambridgeshire District Council, for Public Open Space and Community Indoor Space provision, in relation to planning permission for development at 19 Wallman's Lane, Swavesey.
Unanimously agreed to sign the Indemnity Agreement, dated 23rd November 2015

12.3 To consider planning applications received

- (i) Ref: S/2527/15/F – 37 High Street, Mrs M Sutcliffe & Dr A Robinson. Removal of conservatory and erection of part single and part two storey extension to rear. No objections raised.
- (ii) Ref: S/2672/15/F – 5 School Lane, M & J Innes. Single storey rear extension. No objections raised.
- (iii) Ref: S/2468/15/F – The Farm, Boxworth End. J W Burgess & Son Ltd. Erection of new farm building with concrete apron. No objections raised.

12.3 Permissions, Refusals , Appeals

Refused: Ref: S/0875/15/F – 18 Boxworth End. Mr & Mrs Mallindine. Outline permission for 30 new dwellings plus open space provision.

15-16/**11-13 FINANCE****13.1 To approve payment of outstanding accounts**

RESOLVED: to approve the invoices and payments as listed in appendix 1, to the total of £7,400.08.

- Bank Reconciliations:

Business Account	£63,203.56	at 11/11/15
Current Account	£8,847.94	at 17/11/15
Unity Account	£987.78	at 11/11/15
ALTO Card Account	£56.48	at 17/11/15

13.2 Notice of receipts received

AmeyCespa Grant funding (Recreation Green)	£39,996.00
Interest – Business a/c	£2.92
WISER Recycling donation (April 2015 collection)	£139.68

13.3 CAPALC Notice of increase in membership fee for 2016-17 of 3%. Noted.**13.4 BUDGET 2016-17** The Clerk read through first draft figures. Precept figure was at present roughly the same as the current year. The Clerk asked for any further new projects or items to include in the budget. A draft report would be circulated for discussion at the December meeting. Precept to be approved at the January meeting.**15-16/****11-14 GENERAL CORRESPONDENCE**

- (i) Newsletters and magazines – for information.
- (ii) Cambridge Water – notice of water main replacement, Boxworth End. Request to attend Council meeting on 14th December to discuss arrangements. Approved, the Clerk to confirm meeting details to Cambridge Water.
- (iii) Highways England – A14 roadworks notification. Noted.
- (iv) Wings of Life World Run – Notice of event on 8th May 2016, map of route and notice of resident meetings in January. Noted that map shows route through Swavesey along Hale Rd, Tiplers and Uttons Drovers, which are all private byways with restricted vehicular access. Clerk had contacted organisers who replied that although the route is shown, it is highly unlikely that any runners will still be running by Swavesey (or much before) however they will note the designations of the Drove routes.
- (v) Planning Inspectorate – A14 Improvement scheme. DCO non-material changes. Noted
- (vii) Village College Student Experience Week, 11-14 July 2016 – local volunteering projects. Cllrs to let the Clerk know of any potential projects.

15-16/**11-15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Enquiries received about locating a public access defibrillator in Swavesey. Enquirers will look into the details and costs and bring a proposal to the Parish Council at a future meeting

- (ii) The Clerk reported on attending the training course of Commons and Village Greens. Laws surrounding and protecting Village Greens are numerous and stringent and would appear to be almost impossible to overcome to be able to site a car park on the recreation green, or allow a school access across the green.
- (iii) Walk-over of the recreation green to be arranged within the next couple of weeks, to assess the re-growth following drainage work and to start discussions on when football might commence again. Football Club reps to be invited to attend.
Mr Dodson asked about the recent cutting of the green, which the Clerk had arranged. Concern was raised that it had not been cut diagonally across the trenches, this to be inspected during the walk-over.
- (vi) Enquiry about the possibility of siting a public ice-rink on Market Street Green next December on the Saturday of the Carols in Market St event. The Clerk had asked the enquirer to provide full details of cost, siting, size, safety, management, etc if Council were to consider this.

Next meeting dates:

Extra-Ordinary Full Council – 7.30pm Thursday 3rd December 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

Swavesey Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
116	Grasscutting	03/11/2015	15-16/11-13.1	BACS	Grasscutting	Buchans Grounds Maintenance	459.42	91.89	551.31
134	Grasscutting	03/11/2015	15-16/11-13.1	BACS	Grasscutting	Buchans Grounds Maintenance	302.89	60.58	363.47
117	Telephone/Broadband	02/11/2015	15-16/11-13.1	BACS	Telephone & Broadband	Virgin Media	68.61	13.72	82.33
118	Miscellaneous Expenses (office)	10/11/2015	15-16/11-13.1	ALTO Card	PC repair	Cambridge Laptop Repair	50.00	10.00	60.00
119	Improvement Works	23/11/2015	15-16/11-13.1	002275	Project Management	Agrostis Sports Surface	2,025.00	405.00	2,430.00
120	Staff Training	23/11/2015	15-16/11-13.1	002276	Training	SLCC Enterprises Ltd	95.00	19.00	114.00
121	Website	23/11/2015	15-16/11-13.1	002277	Website and email hosting	Cambridge Web Solutions	111.00	22.20	133.20
122	Website	23/11/2015	15-16/11-13.1	002277	Website design	Cambridge Web Solutions	400.00	80.00	480.00
123	Legal Fees	23/11/2015	15-16/11-13.1	002278	Legal Fees - Deed of	Thomson Webb & Corfield	350.00	70.00	420.00
132	Stationery	23/11/2015	15-16/11-13.1	002279	Stationery	Viking Direct	80.75	16.15	96.90
124		27/11/2015	15-16/11-13.1						
127	Staff Costs	30/11/2015	15-16/11-13.1	BACS	Staff Costs		1,988.36	0.00	1,988.36
128		30/11/2015	15-16/11-13.1						
131		27/11/2015	15-16/11-13.1						
125	Postage	27/11/2015	15-16/11-13.1	BACS	Postage	Linda Miller	3.55	0.00	3.55
126	Mileage Claims	27/11/2015	15-16/11-13.1	BACS	Mileage	Linda Miller	37.85	0.00	37.85
129	Grasscutting	27/11/2015	15-16/11-13.1	BACS	Grasscutting	Buchans Grounds Maintenance	229.71	45.93	275.64
130	Verge Cutting	27/11/2015	15-16/11-13.1	BACS	Grasscutting (verges)	Buchans Grounds Maintenance	302.89	60.58	363.47
Total							6,505.03	895.05	7,400.08