

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 14th December 2015

PRESENT

Mr M Johnston (Chairman)

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

Clerk : Mrs L Miller

In attendance

Parishioners : None

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Spartans Football Club: Mr D Rudderham

Institute Football Club: Mr G Peet, Mr H Pollitt

Cambridge Water: Mr K Watkins, Mr A Farthing

Item

Power Action

15-16/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

12-1 Mr W Wright (personal)

15-16/

12-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

2.1 Declarations of interest from councillors on items on the agenda

The Clerk reminded Cllrs who were Trustees of any of the Village Charities where grants were to be approved as part of the 2016-17 budget, that they would have a Registered Interest.

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 12-3 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 MEETINGS DATED 23rd November and 3rd December 12-4 2015

Ms Smith noted that she had been omitted from the list of apologies for the meeting of 3rd December. It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes of both meetings with no further amendments.

4.1 **Matters to report from previous minutes** (for information)

(i) Nothing that is not being covered within Agenda items.

4.2 **Clerk's Report** – published and noted.

Mr Dodson stated that he thought the Parish Council should make a definitive statement over future development in the village, which would link with the District Council's view, particularly in the light of recent unplanned proposals for large housing development in the village. As the Local Plan is still under investigation a general view of the Parish Council to this kind of proposal should be published. Thoughts included investigating a Neighbourhood Plan, however this is a large and costly procedure. Chairman agreed that this discussion would be scheduled for a Planning Agenda item early next year.

15-16/ CAMBRIDGE WATER – MAINS REPLACEMENT

12-5 Chairman welcomed two representatives from Cambridge Water, to explain the forthcoming mains replacement work. Mr Watkins thanked the Council.

- Old cast iron main along Boxworth End, part of Middlewatch and part of Ramper Rd is to be replaced including the services to each property.
- Work will start 4th Jan for approx. 10 weeks.
- It will be non-trenching and the water will 'follow the work' so residents will not be without water for any length of time.
- Traffic management will include lights, 24/7, moving along as work progresses.
- An information centre will be outside of Bethel Church 16 & 17 Dec for residents to obtain information.

Main is being replaced due to age and bursts. The Hale Rd-Cow Fen main is also due for replacement within next 5 years (has unfortunately been delayed).

15-16/ *Brought forward as Cllr Mrs Ellington had to leave the meeting early*

12-8 DISTRICT COUNCIL BUSINESS**8.1 Cabinet/Parish Liaison Meeting**

Mr Wright had attended and the Clerk gave a report from Mr Wright. Minutes of the meeting would be circulated.

8.2 Electoral Review

Consultation open until 1st February. Agreed unanimously that previous comments be submitted in support of the joint view of Over and Swavesey that their two parishes be joined as a new Ward.

8.3 Community Awards

Nominations invited until 15th January. Mr Pook encouraged Council to put forward nominations in all categories to highlight the many individual and community group services provided for the village.

8.4 Correspondence for information and items for District Councillor

Cllr Mrs Ellington reported:

- (i) Many residents are keen to register for the new homes being built along Fen Drayton Rd. These will all be rental properties from the District Council. Allocation is likely around end February 2016 and applicants must be registered on the Home Link housing list. The Clerk to update the information on the village website to ensure clear instructions on how to register. The Chairman asked if it was worthwhile holding a meeting here with Housing Officers, so that local residents can find out more and ensure they are able to register. Cllr Mrs Ellington to find out.
- (ii) St Andrew's Church –the Diocese has proposed that the Swavesey/Lolworth/Fen Drayton/Connington area previously served by Rev Yule be split and Lolworth & Swavesey churches join with Willingham/Over/Longstanton.
- (iii) Mr Matthews, Land Drainage Manager is to stay on at SCDC in a part time role.

General:

- (iv) Local Plan – consultation now open from 2 Dec to 25 Jan.
- (v) Wheelie collection days across the holiday period published
- (vi) Parish e-bulletin to Cllrs circulated

(8.06pm - Cllr Mrs Ellington gave her apologies and left the meeting)

Clerk

15-16/

12-6 RECREATION GREEN

The Chairman welcomed representatives from the Football Clubs who joined in this discussion item, he thanked them for waiting as the agenda had been re-arranged.

- (i) Drainage work, ground recovery and remedial work.
The drainage work was now complete and a walk-over by Cllrs and football reps had taken place last Weds to assess the recovery. Grass was growing well in the trenches, but less firmly in the sand slits, which was to be expected. The Clerk is organising a walk-over with the Project Manager and contractor as soon as possible (football reps to be invited to attend) to discuss topping up of some of the sand slits. It was suggested that this could be done with topsoil to aid the grass growth. **Clerk**
- (ii) Resuming matches on the green.
Discussion over issues of continued re-scheduling of matches, particularly Institute adult matches, as other pitches are starting to be restricted due to over-playing. Spartans have re-scheduled games until Feb at present. Institute also have a cost issue in using other village's pitches, for which they have to pay a match fee. Council raised concerns over damage to the sand slits if matches are resumed too early, also at present contractors are liable for topping up and re-seeding if grass is not growing, if football games damage the re-growth this is a Parish cost. Concerns also raised over potential injury risk if the slits and trenches are not completely level. Advice to be taken with the Project Manager.
Suggestion made that no matches should take place on the main pitch this season, however following discussion it was **Proposed**: No matches on the main pitch until the end of February, a review to take place mid-Feb. Seconded and unanimously agreed. Also suggested that the Spartans Juniors play a match on the eastern end to see how the ground is there, as there are no slit trenches on that area.
- (iii) Levelling and top soil
Top soil stored to level sunken section in south east area, however consideration is that this would be an expensive project for the benefit gained and there is probably not sufficient soil available. Advice given that the soil should be just be spread on the area and seeded. Agreed to look at this in detail end March. **March**
- (iv) Future Maintenance Programme
The Clerk detailed budget proposals to increase grass cutting next year to weekly intervals between Apr-Jun and Aug-Sept, the additional cost to be taken from S106 funds, rather than increase grounds maintenance precept budget – approved. Verti-draining is expensive and needs to be carried out regularly. Following discussion it was agreed not to include verti-draining but to work with the football clubs on providing voluntary maintenance work for the most worn areas of the pitches.
- (v) Policy on use of the green by sports clubs and management of maintenance
Agreed to draw up a more detailed Policy to cover pitches, grounds maintenance, cost and improvements. A working party of Council and Football Club members to be formed to improve the management of the green. **Clerk**

Football Club reps left the meeting

15-16/

12-7 COUNTY COUNCIL BUSINESS

7.1 Future of School Crossing Patrol

Proposal from the County Council that funding for crossing patrols is withdrawn, in order to save £171,000 from County budget. Schools and community groups to be given opportunity to retain the crossing patrol by either

- (i) funding it locally, to the cost of £3,500 to £5,000 per year, with CCC providing the service but reclaiming the whole cost, or
- (ii) crossing patrol to be employed by the school, with CCC providing legally required training, uniform and supervision at an additional cost of £800/yr.

CCC to consider responses and decision in February.

Mr Pook reported that the Primary School and its Governing Body are not in agreement with funding this service, they do not have the budget and consider it is a CCC responsibility. Also Middlewatch is very busy and would be dangerous for pupils and parents without the crossing patrol and have responded as such. Following discussion Council's response is that the cost should not be passed down to the community and CCC should continue to provide the service, which in many instances is vital for safety at school entrances.

Clerk

The Clerk reported that the situation with the coach and taxis currently parking on the yellow zigzag lines at the school entrance is still causing serious concern with parents and the Head Teacher. The Head Teacher has called out CCC Officers, however Officers have found no other suitable place for the vehicles to drop off and collect pupils so have not been able to stop the parking on the zigzag lines.

7.2 Highways issues and updates

Concerns received from a resident in High St over the number and speed of large vehicles travelling through the High St the past weekend. This was thought to be due to the diversions on the B1050 for road works. However in general it was thought that traffic levels through the village were increasing and speed on the High St was still a big problem. Speedwatch would help to quantify and provide evidence for CCC and Police action, however the Speedwatch project in the village is not gaining sufficient volunteers to enable it to take place. Residents to be asked to write directly to CCC in support of Parish Council concerns raised.

Parish Council to raise again the possibility of a 20mph limit along High St.

To be noted to residents via the website and Meridian magazine.

7.3 County Farms Estates

Strategic review of Farms Estates to be returned by 20th December. Following discussion Council agreed that CCC should retain the Farms Estates for long-term investment. JP to complete survey on behalf of PC.

JP

7.4 Correspondence for information and items for County Councillor

From Cllr Ms M Smith

- (i) The Area Highways Officers are changing again, a new Officer contact will be notified to the Clerk shortly.

15-16/

12-8 DISTRICT COUNCIL BUSINESS – dealt with earlier in the Agenda

15-16/

12-9 NHW and POLICE BUSINESS

- (i) *(Apologies from NHW co-ordinator – sent prior to but noted after the meeting)*
- (ii) Request from the Office of the Police & Crime Commissioner for comments on rural crime. Draft response circulated for discussion and approved.

Clerk

15-16/

12-10 FINANCE

10.1 To approve payment of outstanding accounts

RESOLVED: to approve the invoices and payments as listed in appendix 1, to the sum of £5,130.65.

Accounts reconciled:	Business Account	£57,206.63	at 08/12/15
	Current Account	£8,421.19	at 08/12/15
	Unity Account	£1,076.97	at 10/12/15
	ALTO Card Account	£226.00	at 10/12/15

The Clerk noted that from 1 Jan 2016 the level of protection of funds in bank accounts is reducing from £85K to £75K (Financial Services Compensation Scheme). Therefore Council should review its accounts as at certain times in the year, funds could exceed the £75K protection limit in a single account.

10.2 Notice of receipts received

SCDC, S106 payment	£3,773.46
Interest	£3.07

10.3 To consider draft budget for 2016-17

Circulated and the Clerk explained figures and where Cllrs were requested to consider project costs and any other additional items. Comments to be sent to the Clerk during January with final budget approved at the January meeting, together with the Precept amount.

Council thanked the Clerk for her work in producing the draft figures.

15-16/

12-11 VILLAGE MATTERS

11.1 Village Handyman's report received – no issues raised.

11.2 Willow by School Pond needs some maintenance, a branch has broken off and others need attention to ensure they do not fall into the road.

Work to the trees in Moat Way Play Area approved, cost of £220, within project budget. 1

15-16/

12-12 DRAINAGE

Chairman, KW, WW and the Clerk had attended at meeting at SCDC with Heidi Allen MP, Environment Agency officers and SCDC Cllrs, together with other local Parish Cllrs, to discuss EA drainage work around Parishes in this area. Swavesey discussion included outstanding maintenance to the riverbank, Mare Fen drainage channel and general lack of maintenance of drainage ditches, in particular Church Green. On the morning of the meeting and email from the EA to the Clerk had stated that work to Church Green ditch would start the following week (commencing 29 Nov). Currently work has not yet started.

The SCDC/EA meeting had not resolved any of the issues, mostly updated and that the EA were working on the projects.

Mare Fen – SCDC are to correct the specifications for the agreed work and a legal document re completing the work is to be drawn up and approved. SCDC

Riverbank maintenance – cost of the work was the EA's issue, however both SCDC and Parish Cllrs did not agree that the project should be costing as much as the EA were proposing. The EA to send the Parish Council and IDB their project costs and the IDB and SCDC would provide their estimates. The Parish Council to meet again with EA Officers to continue this discussion. EA
SCDC
PC
IDB

15-16/

12-13 PLANNING**13.1 To consider correspondence received**

(i) LDF Planning Policy monthly updated, noted.

13.2 To consider planning applications received

(i) Ref: S/2638/15/FL – 123 Middlewatch, Mr M Harvey. Extension to dwellinghouse, erection of domestic garage and reinstatement of access. No objections. Comment made in support of reinstatement of access and provision of plenty of off-street parking, as parking on Middlewatch at the front of this property is often an issue and creates poor visibility at the Ramper Rd junction.

(ii) Ref: S/2641/15/FL – 121 Middlewatch, Mr M Harvey. Demolition of existing tool hire business accommodation and erection of dwellinghouse & garage with altered vehicle and pedestrian access. No objections. Comment made that the building of a house instead of the existing garages and buildings on this site would generally improve the street scene.

- (iii) Ref: S/2886/15/FL – Swavesey Village College. Single storey extension to the existing kitchen which is used to prepare school dinners. No objections. Comment made that Swavesey IDB will need to be consulted re additional surface water run-off.
- (iv) Tree works in the Conservation Area – Priory House, Station Rd. A number of trees to be felled or pruned – woodland management. No objections.
- (v) Tree works in the Conservation Area, Tree Preservation Order – 18 Black Horse Lane. Copper Beech reduction of approx. 30% of lower and middle crowns. No objections.
For information only:
Ref: S/2683/15/PA – 23 Thistle Green, Mr C Saunders. Demolish existing conservatory and build new single storey extension on same site.

13.3 Permissions, Refusals, Appeals None

15-16/

12-14 GENERAL CORRESPONDENCE

- (i) Newsletters and magazines
- (ii) CAPALC Bulletin Nov 2015
- (iii) Notice of completion of A14 Improvement scheme examination of Development Consent Order – findings and conclusion to be published Feb 2016
- (iv) Yesteryear Road Run 2016 – 24th April. Will not be stopping for lunch in the village this year.
- (v) City Deal – Histon and Milton Road consultation – noted.

15-16/

12-15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Mr Jullien announced that due to other commitments he would be tendering his resignation from the Parish Council with immediate effect. He thanked everyone on the Council and had enjoyed his time as a Cllr. The Chairman passed on the Council's thanks to Mr Jullien for his time and work on the Council over the past years.
The Clerk therefore declared a casual vacancy and will notify the District Council. A notice calling for a Bye-election will be posted, if after the required number of days an election is not called, then a notice requesting applications for co-option to the Council will be posted. The Clerk to keep Councillors informed regarding the situation.
- (ii) Noted that cars are parking on the grass around Swan Pond, if this continues, a notice to be placed on the cars asking them not to park on the grass.
- (iii) Noted that parents from Over regularly attend the play area on the recreation green as it is so good for young children!
- (iv) Mr Dodson reiterated his request for Council to discuss future development for Swavesey, as mentioned under item 4 earlier. Agreed to add agenda item on January Planning Meeting.

Next meeting dates:

Planning – 7.30pm Thursday 14th January 2016

Full Council – 7.30pm Monday 25th January 2016

There being no further business, the meeting was declared closed at 9.50pm

Signed & dated
Chairman

Powers of Expenditure

1 Highways Act 1980, s96

Minutes approved by the Council and signed as a correct record by the Chairman at the Council meeting on 25th January 2016

PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
135	Telephone/Broadband	02/12/2015	15-16/12-10.1	Direct Debit	Telephone & Broadband	Virgin Media	68.61	13.72	82.33
136	Miscellaneous Expenses	08/12/2015	15-16/12-10.1	ALTO card	Laptop PC repair	Cambridge Laptop Repair	60.00	12.00	72.00
137	Moat Way Play Area	14/12/2015	15-16/12-10.1	002280	Grounds maintenance	Edwin Parish	240.00	0.00	240.00
138	Constable's Rood	14/12/2015	15-16/12-10.1	002280	Grounds maintenance	Edwin Parish	175.00	0.00	175.00
139	SLCC	14/12/2015	15-16/12-10.1	002281	Subscription	The Society of Local	167.00	0.00	167.00
140	Byeways Contribution	14/12/2015	15-16/12-10.1	002282	Byways maintenance	South Cambridgeshire	605.44	0.00	605.44
141	Christmas Lights	14/12/2015	15-16/12-10.1	002283	Portable Appliance	D S Martin Electrical	40.00	8.00	48.00
142		14/12/2015	15-16/12-10.1	002284					
143		14/12/2015	15-16/12-10.1						
144	Staff Costs	14/12/2015	15-16/12-10.1	BACS	Staff Costs		3,269.75	0.00	3,269.75
147		14/12/2015	15-16/12-10.1						
148		14/12/2015	15-16/12-10.1						
145	Postage	14/12/2015	15-16/12-10.1	BACS	Postage	Linda Miller	4.95	0.00	4.95
146	Mileage Claims	14/12/2015	15-16/12-10.1	BACS	Mileage	Linda Miller	24.30	0.00	24.30
149	Bank Charges	27/11/2015	15-16/12-10.1	ALTO card	ALTO card fee	ALTO Mastercard	0.50	0.00	0.50
150	Stationery	25/11/2015	15-16/12-10.1	ALTO card	Calendar	Amazon Marketplace	7.98	0.00	7.98
151	Meeting Room Fees	14/12/2015	15-16/12-10.1	002285	Meeting room hire	Swavesey Memorial Hall	353.40	0.00	353.40
152	1st Swavesey Sea Scouts	14/12/2015	15-16/12-10.1	002286	Donation	1st Swavesey Sea Scouts	80.00	0.00	80.00
Total							5,096.93	33.72	5,130.65