

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 28th April 2014

PRESENT

Mr J Pook (Vice-Chairman) – Chairman for the Meeting

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

Clerk : Mrs L Miller

In attendance

Parishioners : 4 (inc NHW Co-ordinator)

County Councillor: Ms M Smith

Item	Power Action
1	TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE
	Mr M Johnston – Chairman (unwell), Mr C Parsons (holiday), Mr W Wright (attending another meeting) District Cllr Mrs S Ellington (SCDC meeting)
2	MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS
2.1	Declarations of interest from councillors on items on the agenda
	Mr Wilderspin declared a Disclosable Pecuniary Interest in Agenda item 5.2 Buckingham Road foot/cycle path update – as a landowner adjacent to the pathway.
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.
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: <ul style="list-style-type: none"> • Taylor's Lane – residents concerned over activity to the rear of 22 Taylor's Lane, where a large hole has been dug in the field and building materials appear to be being buried, following recent building works to the adjacent barns. This is Conservation Area and Ancient Monument registered land and no applications or permissions have been seen. South Cambs District Council (SCDC) Enforcement has been informed and two officers visited the site today. English Heritage is also aware. Is the Parish Council aware of what is happening? The Clerk replied that she was and had contacted SCDC Enforcement last Friday, who were going to inform English Heritage and Environmental Health, as concern was raised that the building materials may include asbestos roofing materials. Council asked the Clerk to write to SCDC to express the Council's concerns and ask to be kept informed.
	Public forum closed in order for the Parish Council meeting to commence.

4 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 24th March 2014

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

TO SIGN & APPROVE MINUTES OF THE MEETING DATED 10TH April 2014

The following amendments were approved:

Item 3 bullet point 2, sub point 4 – No 34 to be added to the list of properties in School Lane who were not notified.

Item 5.1 bullet point 1 – the following to be added “(Noted that 2012 approved designs show a height difference of 0.2m, which is less than 2ft).”

Item 5.1 bullet point 4 – 5m to be amended to read 0.5m

Item 5.1 at end of fourth paragraph - the following was added “Cllr Mr N Wright agreed that the approved plans should be adhered to.”

It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes with the above amendments.

4.1 Matters to report from previous minutes (for information)

- (i) Updated from Cllr Mrs S Ellington to correct and clarify the information given at the last meeting about installation of solar panels on SCDC properties.
- (ii) Black Horse Lane – agreement reached between residents and Balfour Beatty over streetlight replacement. A new lamp will be fitted to the existing wooden pole.
- (iii) No response yet from Primary School re Cllr visits re parking issues.
- (iv) Awaiting possible meeting dates for Andrew Lansley MP to discuss Environment Agency concerns.
- (v) Turnbridge piped drain – the Drainage Manager at SCDC has offered to help clear overgrown vegetation along here, particularly trees as they could eventually damage the underground pipe.

5 COUNTY COUNCIL BUSINESS**5.1 Highways**

(i) Maintenance:

- Ramper Rd: potholes will be filled very soon. Noted that the barriers still need to be repaired at the bridge, following a recent accident there, plus the chevron.
- Fen Drayton Rd: will be reviewed this year for the gritting routes, Cllr Mandy Smith has requested an update.
- General: all gully drains will be jetted this year.

(ii) Weight limit through the village. Correspondence received re concerns over increase in vehicle traffic, particularly large lorries. Would the Parish Council consider investigating a weight limit through the village, as in place through Boxworth?

Following discussion the Chairman agreed to contact the County Council to discuss how to take this forward.

Clerk

(iii) Parking. Correspondence received re concerns over ongoing problems of parking in various places throughout the village. Market St, the car park is often full of long-term parking, restricting access for those wishing to use the shops and Post Office, etc. Could the Council re-visit marking out parking bays and providing a disabled person's bay? Short-term parking issues around the start/finish of the Primary School in Middlewatch, School Lane, High St. Similarly on Saturdays for the football games.

Agreed to put discussion about marking out parking bays in Market Street onto the next Agenda.

June

With regard to the Primary School parking issues, a 20mph limit and additional yellow lines were investigated this past year but cost would fall entirely on the Parish Council and would be quite significant. The 20mph limit is now being discussed by the School as part of its forthcoming extension project.

The Parish Council in the long-term would like to see proposals to move the Primary School to a different site, away from the main road but there are no current proposals.

- 5.2 Cycle/foot path, Buckingway Road**
 Work has now started with traffic light control between 9.30am – 3.30pm. The speed limit along the road will not be reduced as part of this scheme, therefore Parish Council needs to pursue this separately with CCC Traffic Management. CCC contractors will sift through removed verge soil to recover the daffodil bulbs and return them to the Parish Council, for re-planting. Clerk to liaise with WI. Solar lights will be provided along the entire route when construction is complete. Safety barriers to slow cyclists down as they enter the village from the cycleway will be considered. **Future Meeting Agenda**
- 5.3 Correspondence for information and items for County Councillor**
- (i) Cambridge Future Transport project, next meeting 24th June in Cambourne.
 - (ii) Cambridge Park & Ride – charges to be introduced for parking from mid-May. 1 hour free, followed by £1 for up to 18 hours. Further charges for more than 18 hours. Details on how to purchase tickets not given yet.
 - (iii) Guided Busway – cycle/footpath. Comments received about dangers of very fast cyclists along the cycleway and no segregation of cyclists and pedestrians. Suggestion that a white line is painted to denote separate cycle- to foot-path sides. Request to be made to CCC Guided Bus Team. **Clerk**
 - (iv) Village maintenance grant for the cutting of the grass verges on behalf of the County Council confirmed as no change from 2013, £1,200.96. As indicated in the budget, the Parish Council will add £305 from Precept to cover the cost of the 5 verge cuts contracted for this year.
- 6 DISTRICT COUNCIL BUSINESS**
- 6.1 Correspondence for information and items for District Councillor**
- (i) Minutes of the recent Parish/SCDC Cabinet liaison meeting circulated for information. Community Infrastructure Levy (CIL) Draft charging Schedule consultation. Responses required by 7th July. Agreed to invite the S106 Officer to the Planning Meeting to further explain the changes from S106 Agreements to CIL. **Clerk**
- 7 NHW and POLICE BUSINESS**
 Crime & NHW report circulated to all Cllrs for information. Concerns noted over recent increase in burglaries and that this is throughout South Cambs. The Clerk reported that Sgt Rogerson is following up complaints re recent all-night parties at the Cuff's site in Cow Fen Drove and a report will be provided to the Parish Council very shortly and a Police Officer could attend a Council meeting if required.
- 8 VILLAGE MATTERS**
- 8.1 To receive the monthly report from the Village Handyman**
 General duties completed. Bark urgently required for Recreation Green play area, Clerk to organise. **Clerk**
- 8.2 RoSPA Play Area Inspection Reports**
 Inspections carried out during April. Both areas are satisfactory. Minor repair work to two pieces of equipment in the Recreation Green Play Area noted and spare parts have been organised. Bark levels also noted (see above). **1**
- 9 DRAINAGE**
 No dates for possible meeting with Mr Lansley MP, yet received. Clerk to chase this up. **Clerk**
- Mr Wilderspin reiterated concerns over the Environment Agency not carrying out all of the work to the Mare Fen bank as originally stated in the planning permission conditions for Northstowe and why South Cambs District Council were not insisting the original requirements are carried out. The Council to write to SCDC to ask for their comments on this. The original Atkins report had quoted that the bank should be moved back, as per the planning permission conditions.
- 10 OLDER PEOPLE'S HEALTHCARE AND ADULT COMMUNITY SERVICES CONSULTATION**
 Booklets and information previously circulated. No response put forward yet. Closing date of 16th June. Defer to next meeting agenda.

11 A14 CAMBRIDGE TO HUNTINGDON IMPROVEMENT SCHEME CONSULTATION

Updated proposals and correspondence discussed. Public exhibition dates on going through June.

12 PLANNING**12.1 To consider correspondence received**

- (i) LDF monthly update – noted for information.
- (ii) Correspondence from Swavesey Bridleways Assoc regarding non-motorised provision within Northstowe. Noted for information.
- (iii) The White Horse Inn – response from the Development Control Team Leader at SCDC on the request for an Article 4 Directive on the building. The reply stated that further details on which permitted development rights to remove was required and further discussion should take place. The Clerk to arrange a meeting during May-June.

Clerk

12.2 Enforcement Update

- (i) SCDC still pursuing response and action over works around No.22 Taylors Lane. Comments heard in public forum at the start of the meeting were noted and the Parish Council to write to SCDC re these concerns.
- (ii) 37 Market Street – Mr Pook informed Council that he has written again to SCDC re the lack of action on this property and asked about compulsory purchase again.

12.2 To consider planning applications received

- (i) Ref: S/0065/14/F – Sunfun Luxury Travel. Land north of Anderson Rd, Buckingham Business Park. Use of land for parking of double decker buses/coaches and the laying of surfacing, erection of metal fencing and a gate (part retention).

Objections and comments:

- Location of parked buses creates visual intrusion into the landscape
- There are no employee services provided – toilet facilities, washroom, etc
- No provision for waste/rubbish collection or removal
- The site is an agricultural use roadway, not a vehicle parking area
- Concerns were raised over vehicle movements to/from the site and Anderson Way, the main business park road. Comments were made about buses potentially reversing into the road.
- There is an SCDC drain alongside the proposed car parking area, further hard-surfacing and additional vehicle movements could have an effect on this drain. Is the SCDC Drainage Manager aware of the proposals?
- Although another bus depot/parking facility already exists in the Business Park, the facilities are very different to that proposed in this application.
- The Council understands the reasons for wishing to locate the buses in this area, however if that is the case, the correct space, facilities and services must be provided.

Ref: S/0767/14/DC – Land adj 6 Market Street. Mr G Hodson. Application for approval of details reserved by conditions 1-10 of planning permission ref S/1285/11. For information only.

12.3 Permissions

Ref: S/1159/13/F – Windmill Boarding Kennels. Single storey rear extension to existing cattery and part change of use to wedding/function venue.

Ref: S/0279/14/F – 10 Market St. Alterations to existing annexe.

12.4 Refusals - None received

12.5 Appeals - None received

13 FINANCE**13.1 To approve payment of outstanding accounts**

It was **proposed**, seconded and carried unanimously to approve the invoices and cheques as listed in appendix 1 to the sum of £6,609.68.

Vchr 2-4,10-15 Administration & Staff	2,374.45
Vchr 1 Subscriptions	294.00
Vchr 5,6 Recreation areas	174.00
Vchr 7,8 Grants	3,750.00
Vchr 9 Streetlighting	17.23

Total: 6,609.68

Accounts reconciled at 04/04/14: Current a/c £11,868.95.
21/03/14: Deposit a/c £31,797.99

13.2 Notice of receipts received

South Cambs District Council	Precept 50%	26,645.00
South Cambs District Council	S106 Community payment	4,967.38
HMRC	VAT refund (Jan-Mar 2014)	317.27

13.3 Desktop PC

Existing PC purchased in 2006 and operating Windows XP which is now unsupported. The PC is also very slow and unsuitable for current work. Various replacement options and costs considered. Proposed, seconded and unanimously approved to purchase a new Desktop PC and Office software from PC Home-Call, who will also transfer data and set up the new PC at a cost of £500 for PC, £60 for email and PC set up. Office software to match existing version on laptop £132.

2

Agreement to build up a new budget for future office machinery replacement, to put aside £100 per year.

13.4 Cemetery and Churchyard Maintenance Grants

3

Proposed, seconded and unanimously approved to award grants of:
£180 to the Trustees of the Swavesey Cemetery
£560 to St Andrew's PCCC

14 GENERAL CORRESPONDENCE

- (i) CPALC – Membership Fees 2014/15 – for payment at June meeting
- (ii) Came & Co Parish Insurance – Spring newsletter
- (iii) Fields in Trust – 2013 report and newsletter
- (iv) Newsletters and magazines

15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Community Pubs Event, 10th July, The Plough & Fleece Community Pub, Horningsea, organised by SCDC with Mr Brandon Lewis MP, Minister for Community Pubs attending. Representatives from The White Horse Action Group will attend.
- (ii) Thurs 1st May, waste electrical door-step collection.
The White Horse MayFest weekend 2-5 May, including Barrel Rolling on Market St Green on Sunday 4th May.
- (iii) 1st Swavesey Guides will be carrying out some pond-dipping of the village ponds during June-July and will record findings for the Parish Council. The Clerk will ensure sufficient equipment is made available to them.
- (iv) SCDC Community Chest grant has been awarded for just over 50% of the costs of installing a mains water supply to the Cemetery Allotments. The Parish Council had supported the application.
- (v) Streetlighting replacement works – PC wishes to formally complain that no notice appears to have been taken of the Parish Council's views.
- (vi) Mr Dodson thanked other Cllrs for their work on the Council during this last PC term.
- (vii) Mr Wilderspin gave apologies for not being able to attend the 3rd June AGM.
- (viii) Mr Dodson gave apologies for the Planning meeting on 8th May.

Next meeting dates:

Planning – 7.30pm Thursday 8th May 2014

NO May Full Council meeting, due to election dates

Full Council AGM – 7.30pm Tuesday 3rd June 2014 – Note **Tuesday** not Monday

Motion to exclude Public and Press: Under Public Bodies (Admission to Meetings) Act 1960, the meeting was closed to the public and press in order to discuss the following agenda item, which was considered to be confidential in relation to personnel matters.

- 16 ANNUAL ALLOWANCE AND SALARY REVIEW 2014/15 2**
- 16.1 Salary Review – Clerk & Handyman**
- Annual Working From Home Allowance Review**

There being no further business, the meeting was declared closed at 9.44pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Local Government (Miscellaneous Provisions) Act 1976, s19
- 2 Local Government Act 1972 Part VII, s111
- 3 Local Government Act 1973, s216(6)

Minutes approved & signed as a correct record by the Parish Council on 3rd June 2014

Accounts are published in summary, full details can be obtained from the original Minutes