

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 15th December 2014

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 W Wright

Clerk : Mrs L Miller

In attendance

Parishioners : 2

District Councillor: Mrs S Ellington

Over Parish Council: Mr G Twiss

Police: Sgt M Rabel

Item

Power Action

1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Mr K Wilderspin (away)

County Cllr Ms M Smith, NHW Co-ordinator Mrs P Wilderspin

2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

2.1 Declarations of interest from councillors on items on the agenda

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:

- Speeding concerns from residents in Ramper Road. The Chairman replied thanked residents for attending the meeting and the comments would be noted for the agenda item discussion later.

Public forum closed in order for the Parish Council meeting to commence.

4 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 13th November and 24th November 2014

It was **proposed**, seconded and unanimously approved that the Chairman signs both sets of Minutes with no amendments.

4.1 Matters to report from previous minutes (for information)

(i) The results of the Safety Audit of the new cycleway had not been received yet.

(ii) The poor state of Mow Fen Drove had been reported to the Byeways Officer but not response had been received yet. The issue would be raised by Parish Cllr members at the forthcoming annual Byeways meeting.

5 COUNTY COUNCIL BUSINESS

With agreement of the Council, the Chairman brought item 5.2 forward for discussion, as Mr Twiss, Parish Cllr from Over Parish Council was attending as part of the consideration of this item

5.2 (Brought forward) **Electoral Review of County Council Division Boundaries**

The Local Government Boundary Commission for England had formally commenced a review of the Division boundaries for Cambridgeshire County Council (CCC). Consultation is open until 19th January 2015. The review aims to correct imbalances between divisions with a proposal to reduce the number of County Cllrs from 69 to 63.

The Chairman welcomed Mr Twiss, Over Parish Cllr, who spoke to Cllrs on a proposal to re-group villages in this area. At present the Willingham division includes Willingham, Over and Longstanton. Swavesey is included within the Papworth division of Conington (S), Croxton, Elsworth, Eltisley, Fen Drayton, Graveley, Knapwell, Papworth Everard, Papworth St Agnes and Swavesey.

Mr Twiss, supported by Over Parish Council, proposed that the villages north of the A14 be re-grouped into one division of Willingham, Over, Swavesey & Fen Drayton, with Longstanton being included within a new Longstanton, Northstowe, Oakington and Rampton division. A full report giving the reasoning for this was discussed.

It was noted that at the last Electoral Review in 2004, Swavesey had been a part of the Willingham Division and had objected to being re-grouped with villages south of the A14, however the re-grouping had taken place.

Swavesey Cllrs all agreed that the parish had far more in common with its neighbours north of the A14 and it would be far better administratively to re-group with these villages than remain with villages south of the A14. The electorate data also indicated that a Willingham/Over/Swavesey/Fen Drayton division would meet the Boundary Commissions requirements. Mr Twiss was also approaching Willingham and Fen Drayton Parish Councils for their comments and support.

RESOLVED: To support the proposal for re-grouping in a new division of Willingham, Over, Swavesey and Fen Drayton. Mr Wright would review Mr Twiss's report and put forward Swavesey comments for discussion at the Planning Meeting on 8th January. Agreed to include this item on the Planning Agenda, as the consultation closed before the next Full Council meeting. District Cllr Mrs Ellington to be copied the reports, as SCDC were also discussion the review implications.

**8 Jan
Agenda**

Mr Twiss thanked the Council for considering the proposal and he would draft a final submission response, which Swavesey could then add its specific comments to. Mr Twiss then left the meeting.

With agreement of the Council and due to time constraints for Sgt Rabel, the Chairman brought item 7 forward for discussion following item 5.1.

5.1 (Brought forward) **Highways Issues**

- (ii) Speeding in Ramper Road. The Chairman, in agreement with the Council, invited comments from residents in attendance. Comments made:
Speed of traffic from Middlewatch junction heading out of the village was a big concern as well as traffic not slowing down when entering the village. Recently due to diversions from the A14 (night-time roadworks) the number of HGV vehicles along the road has increased enormously and are not travelling slowly!

Sgt Rabel noted the concerns and would review speed monitoring in the road. He also suggested setting up a Speedwatch group, to provide vital evidence for further action such as traffic calming or speed monitoring. The Clerk to liaise with the Speedwatch officer and local residents. Advert to be put into the next Meridian Magazine.

Clerk

Five letters had also been received from residents around High St/Black Horse Lane/Market St very concerned over speed of traffic along the High Street and increasing parking chaos in Market Street. The issues were discussed and Speedwatch was again suggested as a starting point to help resolve the issues. The parking problems would be discussed later in the agenda.

7 NHW and POLICE BUSINESS

The Chairman welcomed Sgt Mark Ravel to the meeting.

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 current policing matters.

Sgt Rabel updated Council on ongoing Police work in relation to criminal activities around certain areas of the village. A brief report was also given on actions from Cambridgeshire Constabulary and South Cambs District Council (SCDC) following antisocial behaviour (ASB) issues in Cow Fen Drove and a recent 'party/rave', leading to the issue of a warning notice to persons responsible under Community Protection Notice Powers. The site in question in Cow Fen Drove will be monitored and if the situation does not improve Fixed Penal Notices could be issued, followed by court action if necessary.

A Community Protection Notice had also been issued in relation to ASB issues in School Lane and SCDC would be taking action regarding its tenants.

In general there has been a spate of shed and garage burglaries in South Cambs.

A general update on the above would be put into the next Meridian PC News.

The meeting was re-opened to the public and press.

The increasing problem of flygrazing of Traveller horses and these horses getting out of fields and onto the guided busway was discussed. Sgt Rabel replied that the Police were working with the County Council and Trading Standards regarding horse passports and if action relating to that could assist. The Clerk added that many other neighbouring parishes were experiencing the same problem with such horses.

Mr Pook noted that building work will start in January at the Primary School and the school will lose its car park during the construction period. A request for PCSOs to visit as regularly as possible at school start and finish times, to monitor parking around the school was made.

The Chairman thanked Sgt Rabel for his time in attending, Sgt Rabel then left the meeting

5.1 Highway Issues

(ii) Surface Water Drainage. The Clerk, Nr Wright and Miss Parish had met with County Council Area Highways Manager and drainage operatives on 9th December and walked around the blocked drain issues around the village. Following this SDS Drainage returned to jet through and clear blocked drains as identified and investigate problem areas. A report is awaited. The main problem areas are:

1. Gibraltar Lane, at Priory Ave passageway access. Gully/drain appears to have been blocked off from Gibraltar Lane as it enters the garden of No.24 Priory Ave. This is resulting in ponding on the road in Gibraltar Lane. Some investigation work has commenced but further work is required.

2. Gibraltar Lane/School Lane junction. The open ditch between Gibraltar Lane and Priory Avenue needs further maintenance to clear debris and silt. Residents have cut some of the trees/shrubs back but not cleared the ditch. This is a riparian responsibility of adjoining properties, however CCC will need to pursue the additional work to ensure water can flow away. Residents of No.47 Gibraltar Lane are still very concerned over flooding of their rear garden, due to water flowing from the highway ditches. Drains to be jetted and water flow to be monitored.
3. Black Horse Lane. Gully outside of No.3 Black Horse Lane requires cleaning out and investigation to find out if it links through to the drainage system in Chantry Close. The driveway of No.3 floods in heavy rain as the gully cannot cope.

(iii) Market Street parking. Five letters had been received from local residents concerned over speeding in High Street and also increasing parking chaos in Market Street.

- Speeding issues: Previously a 20mph limit between Taylors Lane/High St junction and Gibraltar Lane/Middlewatch junction had been investigated, however potential cost of approx. £3,000 had been prohibitive. CCC would not fund the scheme and the Parish Council did not have budget available. An attempt had been made to include the scheme within the Primary School expansion project, as part of a safer route to school but had not been successful.

Traffic calming on the High Street would also have to be Parish funded, however speed cushions and humps could cause other problems for older properties situated very close to the highway.

A Speedwatch group could carry out speed monitoring and gather data to help future discussions. The owners of speeding vehicles identified during Speedwatch sessions will be written to by the Police and problem areas then targeted by Police action.

- Parking issues: Mr Pook declared a prejudicial interest in this item, in that he owned property in Market Street and made a request to speak. Mr Pook stated that he believed it is important to define parking bays in the central parking area, as at present best use of the space is not achieved. Vehicles parked outside of the pub and on the diagonal white lined area near High Street cause a danger when turning into Market Street. Yellow lines outside of the pub would make it safer. Space for delivery vehicles, disabled drivers and cyclists should be considered. A clear pedestrian route from the pub corner along in front of the Post Office should be provided as there is no footpath and currently vehicles park across the white line, causing a danger to pedestrians. Mr Pook then took no further part in the discussion. The Clerk confirmed that the central parking area was adopted highway and therefore any work would require County Council approval. A request for advice and assistance regarding re-designing the area had been made but no reply received yet. It was **proposed**, seconded and **agreed** that a budget of £1,000 be put into the 2015-16 budget for improvement works to the parking area.

5.3 Felling of Dead Alder Tree, Turnbridge, High Street

County Council Highways now state that two footpaths have to be formally closed in order to fell the tree, at a cost of £750 for statutory notices and £200 for barriers and notices. UK Power Networks will need to cut the power to the overhead cables. Plus the cost of using SP Landscapes, CCC approved contractors, at £625, the project cost will now be £1,575, split between the three authorities.

Parish Council objected to having to pay to close the footpaths, adding surely it could be managed without the additional £950 cost and were prepared to just fell the tree.

The Clerk to liaise with CCC Highways and SCDC to try to reduce the cost and arrange the work as soon as possible.

Clerk

5.4 Correspondence for information and items for County Councillor

- (i) Guided Busway drop off site – change of use to all day parking. Request for the Parish Council to consult with residents in Over Road – the Clerk had sent a letter asking for comments by 31st December.
- (ii) Notice of plans for a programme of events to mark the 70th Anniversary of the end of WWII and request for information on village events. Noted to forward to other village groups for information.
- (iii) Winter Health Pack – notice of distribution and availability to older residents. Noted and that Doctors and Community Warden are distributing the packs.
- (iv) Connecting Cambridgeshire – Notice of progress of superfast broadband installations.

Clerk

6 DISTRICT COUNCIL BUSINESS**6.1 Parish Planning Forum**

Mr Pook reported on items discussed. It was noted that the Government announcement to change the S106 payment threshold would greatly affect Parishes. No affordable housing provision would be sought on developments of 10 properties or less, neither will contributions be required for open space or community facilities. An effective date for these changes is not yet known. Cllr Mrs Ellington reported that SCDC would be investigating this further due to its impact on parishes.

Northstowe – Central Government announced it is taking over the development of Northstowe, which neither SCDC nor the City Council had been consulted on. Both authorities are reviewing this announcement.

Parish Planning training has been arranged for dates in Feb and Mar, the Clerk will circulate information.

6.2 Correspondence for information and items for District Councillor

- (i) Christmas waste and recycling collection dates
- (ii) Parish e-bulletin circulated.
- (iii) South Cambs Community Awards 2014-15 open for nominations until 16th January.
- (iv) Cllr Mrs Ellington reported:
Enforcement action is being pursued regarding 24 Taylors Lane
Complaints received re dormer window installation at 94 Moat Way – being investigated.
Enforcement notice issued to Sun Fun Buses re parking at the Business Park.

7 POLICE & NHW BUSINESS Discussed earlier in the Agenda**8 VILLAGE MATTERS****8.1 To receive the monthly report from the Village Handyman** No items to report**8.2 Recreation Green**

Reported that moles are tunnelling under the green and near the football pitch. DRE Pest Control is investigating.

The Clerk had been in discussion with the Football Clubs about not playing on the green recently, as it is water-logged.

9 DRAINAGE No items to update**10 YESTERYEAR ROAD RUN**

Further to discussions, agreement remains that the Recreation Green and Market St green could only be used to park vehicles if the ground was assessed by the Council as dry enough prior to the date. Other potential sites to be contacted direct by the organisers. The Clerk to find out if the Memorial Hall car park would be available to relocate residents' cars from Market St and High St.

Clerk

11 PLANNING**11.1 To consider correspondence received**

- (i) Northstowe forum cancelled. Dates for 2015 meetings noted.

11.2 Enforcement Action

- (i) Stables, Cow Fen Drove. SCDC action in progress re breach of high court injunction. Other action already discussed earlier.
- (ii) 7 Carters Way – Wooden structure in rear garden erected without planning permission. SCDC asks if the Council wishes it to pursue enforcement action. Parish Council responded that if SCDC believes the structure is not permitted development then the relevant action should be pursued.
- (iii) 37 Market Street – Mr Pook reported that there will be a site meeting tomorrow. The owner has already agreed to erect a scaffold cover to protect the cottage roof this winter and is discussing with SCDC what development could be permitted to cover renovation costs to the listed cottage. Council agreed that Mr Pook should put the following points to the owners and SCDC:
- Some development to the rear of the cottage would be agreeable
 - Any new building fronting Market Street should be behind landscaping, to keep the landscaped look of the existing plot
 - The owner should not be permitted excess development, to cover refurbishment costs, which would have been less if the cottage had not been left to deteriorate this long
 - Any new access from Market Street will require a Deed of Easement, as Parish land (the hard surfaced section of the green) abuts the site

11.3 To consider planning applications received

- (i) Ref: S/1888/14/OL – Hackers Fruit Farm and Garden Centre, Dry Drayton. No objections.
- (ii) Tree works in the Conservation Area: 25 Black Horse Lane. Golden Leylandii, fell to ground level. No objections.

11.4 Permissions - None received

11.5 Refusals - None received

11.6 Appeals - None received

12 FINANCE**12.1 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 £4,442.57.

Accounts reconciled at 15/12/14 Current a/c £9,483.00.

08/12/14 Deposit a/c £67,210.54

12.2 Notice of receipts received

Bank interest: £2.99 and £2.85

12.3 To review and discuss draft budget figures for 2015/16

The Clerk had reviewed first draft figures with Mr Dodson and Mr Jullien 01/12/14. Draft figures circulated to all Cllrs were reviewed. Agreed to add £1,000 into Village Maintenance-Highways budget line to allow for car park improvements in Market St. Final grounds maintenance costs to be confirmed. No other figures amended at this stage.

Clerk to circulate final draft for approval together with Precept proposal for January Meeting.

Clerk

13 Reports – for information

- (i) Community Warden Scheme – Steering group minutes of 4th December circulated. Parish Council confirmed that the grant funding towards the scheme would continue during 2015/16.
- (ii) Swavesey Action for Youth – update on Youth Café and proposals for a Youth Event Day in June 2015 circulated. Request from SAY Committee asking if the Parish Council would include continuing funding towards the group for 2015/16, particularly to help with the Youth Event proposals. Grant funding will be sought but community funding from the Parish Council may be required. Parish Council confirmed that Youth funding would be provided within the 2015/16 Council budget.
- (iii) Society of Local Council Clerks – Cambridgeshire Branch. Report circulated from the Clerk on discussions and issues raised at the December meeting.

14 GENERAL CORRESPONDENCE

- (i) CAPALC November bulletin, noted.
- (ii) National Salary increase award for Council employees – January Agenda.
- (iii) Correspondence re consultation on potential return of the Fair in 2015 – January Agenda
- (iv) Christmas Cards from Cambs Police and Crime Commissioner; Bannold Supplies

15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Dates of 2015 Meetings – May Planning meeting cancelled, as due to fall on Election Day and hall will not be available.
- (ii) Mr Pook reported that the Primary School Governing Body has reconstituted and one of the co-opted places will be reserved for a nomination from the Parish Council, to provide a community link governor.
- (iii) Fly-tipping of polystyrene packing materials in ditch on Fen Drayton Rd – to be reported.

Next meeting dates:**Planning – 7.30pm Thursday 8th January 2015****Full Council – 7.30pm Monday 26th January 2015**

There being no further business, the meeting was declared closed at 10.10pm

Signed & dated

Chairman

Powers of Expenditure

Minutes approved & signed as a correct record by the Parish Council on 26th January 2015

Swavesey Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
148	Telephone/Broadband	02/12/2014	12-14/12.1	Direct Debit	Telephone/Broadband	Virgin Media	62.20	12.44	74.64
149	Christmas Lights	15/12/2014	12-14/12.1	002206	Christmas Lights	D S Martin Building Services	111.00	22.20	133.20
150	SLCC	15/12/2014	12-14/12.1	002207	SLCC Membership	The Society of Local Council Clerks	167.00	0.00	167.00
151	Community Sports Pavilion Charity	15/12/2014	12-14/12.1	002208	Grant	Swavesey Community Pavilion Ltd	384.00	0.00	384.00
152	Recreation Green	15/12/2014	12-14/12.1	002209	Grounds maintenance	Buchans Landscapes	87.82	17.56	105.38
153	Recreation Green Play	15/12/2014	12-14/12.1	002210	Play equipment spares	Kompan Ltd	31.94	6.38	38.32
154	Carters Way/Priory	15/12/2014	12-14/12.1	002211	Drain inspection	Simply Drain Services Ltd	275.00	55.00	330.00
155,156, 158 & 159	Staff & Pensions	15/12/2014	12-14/12.1	002212, 002213 & 002214	Salaries & Pensions	Staff & CCC Pensions Income Account	2,000.69	0.00	2,000.69
157	Postage	15/12/2014	12-14/12.1	002213	Postage	Linda Miller	8.15	0.00	8.15
160	Councillor Training	15/12/2014	12-14/12.1	002215	Training	CAPALC	35.00	0.00	35.00
161	PAYE & NI	15/12/2014	12-14/12.1	002216	PAYE & NI quarterly	HM Revenue & Customs	1,166.19	0.00	1,166.19
Total							4,328.99	113.58	4,442.57