

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 27th January 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, Mr K Wilderspin, Mr W Wright

Clerk : Mrs L Miller

In attendance

Parishioners : 13 (inc NHW Co-ordinator)

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Primary School Head Teacher Ms V Godbold

Item**Power Action****1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Mr S Boylan

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 Agenda item 9 NHW Business, as his wife is the village NHW Co-ordinator.

Mr Wright declared a registered interest in Agenda item 9 NHW Business, as he lives on the corner of Market Street and High Street

Miss Parish declared a registered interest in Agenda item 13.4(ii) as owner of land bordering Ryders Farm.

Mr Johnson, Mr Wilderspin and Mr Wright all declared registered interests in Agenda item 14.3 2014/15 Budget discussions, as they were all Trustees of the Memorial Hall.

Mr Pook declared a registered interest in Agenda item 14.3 2014/15 Budget discussions, as his wife is a Trustee of the Memorial Hall

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:

- Mr Ladell, on behalf of the Football Clubs, confirmed that the clubs would jointly be able to provide financial assistance towards the cost of improvement work to the pitches on the recreation green, to the sum of £500, during next Season, ie August 2014-May 2015.
- Mr Barclay, resident of Moat Way, re Code of Conduct. Asked for confirmation that those Cllrs who could vote at the 9th January meeting, only had a Parish interest and not a family member direct interest. The Chairman replied that this would be addressed under Agenda item 6.

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

4 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 16th December 2013

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

TO SIGN & APPROVE MINUTES OF THE MEETING DATED 9th January 2014

Proposed, seconded and carried **unanimously**, that the following amendment be made:

The following bullet point:

- Comment that in Parish Plan responses, a high percentage of residents did not wish the village to grow outside of the existing development framework boundary.

Be replaced with:

- Comment that in Parish Plan responses published in the 2008 document, it quotes “99% of respondents want to retain the rural character of the village, the country views, trees and open spaces, rather than to expand the village,...”.

It was **proposed**, seconded and **carried unanimously** that the Chairman sign the amended Minutes for 9th January 2014.

4.1 Matters to report from previous minutes (for information)

- (i) Nomination submitted to SCDC Community Awards for OWLS Car Scheme, for which OWLS would like to thank the Parish Council.
- (ii) CCC LHI panel meeting held 20/21st January. Further detailed information on the proposed Village College parking sign for Gibraltar Lane had been requested. Now awaiting panel decision.
- (iii) No date for when BT phone box in High St will be repaired, BT are aware of the damage.

5 SWAVESEY PRIMARY SCHOOL

Ms Godbold, Head Teacher thanked the Council for the opportunity to update on the walking bus scheme, funded by the Parish Council. Last term the scheme started on a Weds, collecting children from Chantry Close-Moat Way-School Lane to school. 6-8 children morning only. Will now be starting a second scheme in February, Weds only, starting in St Andrew's Church car park and travelling down Station Rd-High St to school. Hopefully a third scheme will start later on collecting children along Boxworth End-Middlewatch. However some local children will still be driven to school. Results from a questionnaire sent to Longstanton parents were discussed, the school is pursuing a possible car-share scheme.

The Chairman thanked Ms Godbold, who then left the meeting.

6 CODE OF CONDUCT

Agenda item requested by a Parish Cllr and within resident's correspondence received following the meeting held on 9th January. Discussion covered:

- Mr Wilderspin – following contact from Cllrs and residents concerned over conduct, agenda item had been requested. Mr Wilderspin explained that he had abstained at the Planning Meeting vote, as he was not satisfied with answers to questions he had raised. Also that the way Ms Boyes had been treated during the meeting had been badly handled.
- Mr Pook apologised to Ms Boyes if he had appeared abrupt when questioning her declared interest during the meeting but not repentant for the reason in raising his question, which the Clerk had confirmed as an interest barring Ms Boyes from voting.
- Mr Parsons queried advice from the Monitoring Officer, as circulated to all Cllrs, with regard to perceived bias and that if a Cllr has perceived bias they should not take part in a vote. Which then questioned Mr Pook's interest, which Mr Parsons considered, would amount to perceived bias. Mr Pook replied that he considered it a non-pecuniary interest, as confirmed in the advice received from the Monitoring Officer. The Clerk read out the advice received.
- Other Cllrs expressed continued concerned over conflict of interests and how and when interests became bias and pecuniary.
- The Chairman reiterated that all procedures at the Planning Meeting had been confirmed as correct. Also although the Parish Council vote had been recorded in favour, Council concerns were still raised in the response to SCDC, with regard to surface water drainage and tenancy eligibility and the Case Officer would review all comments made.

- Resonances to correspondence from residents:

Mr Barclay:

- Question over conflict of interest in relation to a child possibly applying for affordable housing if the development were built. Chairman referred this to the advice received, which stated it was a non-pecuniary interest.
- Public perception of perceived bias questioned. The Chairman replied he did not believe that was the case.
- Discussion over exception sites. The Parish Council had stated to SCDC that it wished to keep the village boundary the same, however exception sites were permitted, as part of Policy. They were small, restricted and tied to local occupancy.

(County Cllr Ms Smith left the meeting at this point)

Dorette & Arild:

- Points relating to interest and village boundary referred to above.
- Concern over finished height of houses, due to raised floor levels as requested by the Environment Agency(EA), which would be higher than existing Moat Way houses. Chairman replied that would be an EA condition, therefore would be for the Planning Authority to discuss and decide.

Mrs Looper

- Cllrs missing from the meeting. Chairman replied that valid apologies had been received and the meeting was legally quorate.
- Concerns over Ms Boyes not voting had been answered above.
- Statement that the vote had been rushed through. Chairman replied this was not the case. The application had been received 8 weeks before the Planning meeting, having also been on two full Council meeting agendas, a public exhibition of plans and been given an extension of date in which to reply to SCDC.

Mr & Mrs Hopper

Questioned why the SCDC response had not mentioned 99% of Parish Plan respondents wishing to retain the rural character of the village, as it had mentioned 69% in support of exception site housing. Also that looking at the data report of the Parish Plan Review, no evidence could be found to substantiate the 69% figure or its relation to exception site housing. The Clerk explained that the 69% statement had been taken directly from the Report to the Parish Council. However in the Minutes the 99% statement had not been recorded and this had now been rectified by the amendment as approved earlier.

Request made that the Parish Council's response to the planning application Ref: S/2312/13/FL be amended to include the quote from the 2008 Parish Plan: "99% of respondents want to retain the rural character of the village, the country views, trees and open spaces, rather than to expand the village,...", in order to balance the statistic. **Approved unanimously.**

Response to be amended and send to the Case Officer at SCDC.

(County Cllr Ms Smith had returned to the meeting)

7 COUNTY COUNCIL BUSINESS

7.1 Highways Maintenance Updates

- (i) Pothole repairs are ongoing. Additional request for sections in Buckingway Road between the Business Park and Flyover junctions, also Over Road near MG Owners Club access.
- (ii) Grass verges. Request received from a resident in Middlewatch asking if the verge on which she parks her car could be hard-surfaced as it is always very muddy and the section close by, near the Tool Hire shop has just been hard-surfaced. The Clerk noted that there is still one section of verge from the original three requests made last year, still to be hard-surfaced. Following discussion it was proposed, seconded and carried unanimously that no further grass verges should be hard-surfaced. The verges should be re-seeded and protected from damage rather than removing them all. The Highways Dept to be asked if maintenance work could take place this spring.
- (iii) Winter Gritting – reply from Highways Dept that Fen Drayton Road would not be upgraded to a Primary Gritting Route. Strong disappointment voiced from Cllrs and received from the Village College, as this is the school bus route.

Clerk

7.2 Correspondence for information and items for County Councillor

Cllr Ms Smith reported:

- (i) Bus service questionnaires can still be returned to the Council.
- (ii) Streetlight replacement maps will be sent to the Parish Council very soon.
- (iii) Request for a regular Agenda item from now until completion, for the Buckingham Road cycle/footpath project, to ensure updates and questions can be discussed at every Parish Council meeting. Agreed.
- (iv) Cllr Ms Smith will ask for an update on progress of the Taylor's Lane parking restrictions. **Cllr MS**
- (vi) The Clerk had received information on the forthcoming streetlight renewals and will invite Balfour Beatty to the Planning Meeting on 13th February, to discuss specific details. **Clerk**

8 DISTRICT COUNCIL BUSINESS**8.2 Correspondence for information and items for District Councillor**

- (i) Village Services and Facilities Study – to be updated and returned during February. **Clerk**

Cllr Mrs Ellington reported:

- (ii) The Local Plan final acceptance in due in two weeks time. Swavesey will be upgraded from a Group village to a Minor Rural Centre.
- (iii) Northstowe is likely to receive Phase 1 planning consent this Wednesday. Details of the provision of the pump at Webb's Hole are being finalised.
- (iv) Question raised over WiFi installation at the White Horse Inn, the provider has replied that a telephone line cannot be connected to a listed building in a Conservation Area without Conservation planning consent, is this correct? Cllr Mrs Ellington to find out. **Cllr SE**

9 NHW and POLICE BUSINESS

- (i) Crime & NHW report circulated to all Cllrs for information.
- (ii) Village Co-ordinator reported on continued concern over poor contact with Police and lack of up-to-date information to NHW Scheme. A draft letter from the Parish Council to Inspector Sutherland circulated for comment and approval. Letter approved.
- (iii) Speeding in High Street highlighted as a concern from local resident. Situation to be reviewed and renewed call made for volunteers to start up a Speedwatch group.
- (iv) Mr Pook reported that Primary School Governors are having building expansion plans drawn up and the project will include provision for a 20mph limit along High St and Middlewatch and yellow line parking restriction extension near the school entrance. The School would like the Parish Council to continue to support further safety measures.
- (v) Operation Oakland has seen Police presence in the village recently, checking on house and car security. The Chairman asked if a report on this could be published in the Meridian Magazine. **NHW**
- (vi) Correspondence on the new format for Local Liaison Panel Meetings. Next meeting for the Swavesey and Histon areas will be February 12th, at Cottenham Village College.

10 VILLAGE MATTERS**10.1 To receive the monthly report from the Village Handyman**

No specific items to report, general duties maintained.

10.2 Swan Pond, outflow drain

Camera investigation identified no blockage, however it did show that the pipe had had a section removed to allow the AWA Sewer pipe to be laid across the road. A sump chamber had been installed to allow continued surface and pond water to drain through to Church End Green ditch. The chamber requires cleaning and CCC Highways have agreed to do this within the next month, as the chamber is located in the middle of the highway. Total cost for the camera investigation, DVD and drawings was £275.00.

With regard to Church End Green ditch, it was thought more silt could be removed but this could not happen until drier weather. The Clerk to liaise with landowner but Parish Council agreed to assist with cost, as work is a result of ensuring sufficient drainage from Swan Pond.

10.3 Recreation Green and Football Pitch Grounds Maintenance

Meeting held with football club representatives to discuss funding and work to help improve the football pitches – notes copied to all Cllrs.

Recommendations:

- Award 1-yr contract for 2014 to Buchan's Landscaping and Grounds Maintenance
- Parish Council contract to include fertilizing pitches and weedkilling whole of recreation green May 2014
- Football Clubs to provide funding support in one lump sum, jointly for the year, which could fund aeration of the ground. Parish Council to let Clubs know how much it would expect. Amount of £500 was suggested.
- Clubs to provide and sow grass seed for pitch repairs as necessary

The Football Clubs had confirmed that jointly they could provide £500 towards the cost of pitch improvement but would not be able to do this until next Season (Aug 2014-May2015). The Parish Council thanked the Clubs for their assistance.

2

Proposed, seconded and **carried unanimously** to award the 2014 contract to Buchan's Landscaping for one year and to include within the budget, fertilising and weedkilling.

A meeting with the contractor to be arranged as soon as possible, to confirm dates for proposed work and exact cost for weedkilling and fertilising.

10.4 Moat Way Play Area

Update given on working party progress with refurbishment plans. Consultations with residents and children now completed. Total project cost between £35-£40K for a new fenced in play equipment area. Grant applications will be made to WREN and Amy Cespa, with the Parish Council budgeting to provide the third party funding (11% of grants received) plus up to £5K from S106 open space funds. Working party will meet during February to finalise a recommendation to the Parish Council at the 24th February meeting.

3

11 DRAINAGE

- (i) Open ditch behind Whitegate Close. Correspondence re water levels and possible blockage of ditch by garden extension. Following discussion agreed to contact CCC Flood & Water Team for advice and investigation. **Clerk**
- (ii) Correspondence with Environment Agency (EA) – Mr Wilderspin reported on continued concerns over Cambourne development and Uttons Drove drain maintenance, plus updated EA flood risk maps. Agreed to contact the EA to ask them to visit the Parish Council to explain why the riverbank maintenance is not being carried out, and to express concern that the SCDC match-funding originally identified for this maintenance work has now gone. **Clerk**
- (iii) Earth bund between Moat Way and field to south-west. Residents concerned that the height of the bund is now less than the design height of 5.5M. Concern also noted of water flowing from the field across the bund towards Moat Way pond. Accurate survey required to ensure height is maintained. Clerk to write to SCDC for assistance and to liaise with field owner. **Clerk**

12 SWAVESEY BYEWAYS COMMITTEE

Vacancy, to replace Mr T Parish. Ms Hannah Parish was nominated and duly elected to represent the Parish Council on the Byeways Committee.

13 PLANNING**13.1 To consider correspondence received**

- (i) Northstowe – No report available from recent Local Forum. Next Forum will be on 19th February.

13.2 Enforcement Action Updates

- (i) On 16th January, Officers visited Taylor's Lane as contractors working Thwaites' property were cutting back trees on the County verge and within the property without having obtained Conservation Area Consent. SCDC has written to the landowner and the Legal Dept is considering action. **CCC**
- (ii) Sun Fun Buses – Buckingham Business Park, a retrospective planning application is being progressed.
- (iii) Cow Fen – Enforcement Officers visited a site in Cow Fen earlier this month but no action is required.

13.3 SCDC Planning Committee 5th February 2014

The Case Officer had informed the Clerk that currently the application would not be going to the February Planning Committee. A request was then **proposed** that the Parish Council write to the Planning Case Officer to request the application be taken to District Council Planning Committee. **All in favour.**

Clerk

Following discussion District Cllr Mrs Ellington was asked if she would attend the District Council Planning Committee and speak to represent the vote and decision of the Parish Council, but also to highlight the concerns raised.

Mrs Ellington confirmed the Clerk's report that currently the Case Officer was not taking the application to the February Planning Committee as he believed there was no planning issue to answer. However should the application be taken to Committee then Cllr Mrs Ellington would attend and represent the views expressed in tonight's meeting.

13.4 To consider planning applications received

- (i) Ref: S/2329/13/FL – 4 Scotland Drove, Rose & Crown Rd, Mr J Calladine. Retention of existing shed. Objections raised as per previous appeal against enforcement notice of November 2013. Same objections raised.
- (ii) Ref: S/0067/14/FL – Ryders Farm, 35 Middlewatch, Mr A Hartwig. Conversion of existing domestic storage barn into 2 dwellings with associated residential cartilages. Application is identical to Ref: S/0691/13/FL which the Council objected to in June 2013. Council raised same objections.
- Also – Ryders Farm, Ref: S/00691/13/FL , appeal against non-determination of planning permission by SCDC. Original objections have been passed to the Planning Inspectorate. No further comments to be put forward.

13.5 Permissions – None received**13.6 Refusals** - None received**13.7 Appeals** - None received**14 FINANCE****14.1 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 £4,265.33.

Vchr 143,151-156,158 Administration & Staff	1,967.25	11.52	1,978.77
Vchr 157 Subscriptions	6.98	1.40	8.38
Vchr 145-148 Grounds Maintenance	1,185.00	62.00	1,247.00
Vchr 150 Village Maintenance	275.00	55.00	330.00
Vchr 144 Highways	277.60	55.52	333.12
Vchr 149 Allotment Water bill (reimbursed)	368.06	0.00	368.06
Total:	4,079.89	185.44	4,265.33

Accounts reconciled at 20/01/14: Current a/c £3,621.27.

13/01/14 Deposit a/c £51,792.10

CCC – changes to street lighting energy billing from April 2014. With only 1 parish funded light, no significant impact on budget expected.

Virgin Media – increase in service charges from February 2014 of £5.50 per month.

12 month fixed term bond matured in December 2013. A further bond for the same amount, £20K, to be sought.

Clerk

14.2 Notice of receipts received

Vchr 31 Hale Road Allotment Assoc – water bill	£368.06
Vchr 30 HMRC VAT Refund Oct-Dec	£607.50
Vchr 29 Swavesey Spartans Football Club – verti-draining cost share	£80.00
Vchr 28 Swavesey Institute Football Club – verti-draining cost share	£80.00
Vchr 27 Swavesey Veterans Football Club – verti-draining cost share	£40.00
Vchr 26 Lloyds Bank Interest	£1.40
Vchr 25 Lloyds Bank Interest (bond maturity)	£230.00

14.3 2014/15 Budget – final figures for discussion and approval

Figures circulated for comment.

Donations approved for:

Swavesey Memorial Hall	£3,000.00
Swavesey Festival 2014	£750.00
- sponsorship of the Craft & Produce Marquee on Gala Day	
SAY Youth Projects (including a carryover of unspent grant)	£750.00

Cllrs with interests as noted above, as Trustees or Members of the above organisations, did not leave the room during this item as no queries were raised over donation amounts included within the circulated figures – no discussion took place.

Tree works:

Agreed that consultation to take place re maintenance work to the Poplar Trees around Moat Way pond.

Amount put aside for work this year £2,000.00

Grounds Maintenance Contract:

As discussed earlier, contract to be awarded to Buchan's Landscaping

14.4 To approve 2014/15 Precept

Proposed, seconded and **carried unanimously** to request a Precept of £53,291.00

15 GENERAL CORRESPONDENCE

- (i) CAPALC – Nominations invited for Cllr attendance at a Buckingham Palace Garden Party. Unanimous agreement to nominate Mr John Shepperson, in recognition of long service as a Parish Councillor.
- (ii) MAGPAS – request for consideration of donation.
- (iii) A14 Improvement Proposals Consultation report – passed to KW
- (iv) Newsletters and magazines

16 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Lime Tree, Market St Green – Christmas lights to be removed when a frost will allow machinery onto the green.
- (ii) Query as to when Moat Way Pond was last cleaned out. Clerk replied October 2012.
- (iii) Thoughts requested for a social evening towards the end of this Parish Council term.
- (iv) Reminder that elections for a new Parish Council term will be held on 22nd May. An article advertising this will be placed in the next Meridian Magazine.

Next meeting dates:

Planning – 8.00pm Thursday 13th February 2014

Full Council – 7.30pm Monday 24th February 2014

There being no further business, the meeting was declared closed at 10.15pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Public Health Act 1936, s260
- 2 Open Spaces Act 1906, s10; Highways Act 1980, s96
- 3 Local Government (Miscellaneous Provisions) Act 1976, s19

Minutes approved & signed as a correct record by the Parish Council on 24th February 2014

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