

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 25th January 2016

PRESENT

Mr M Johnston (Chairman)

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

Clerk : Mrs L Miller

In attendance

Parishioners : 1

District Councillor: Mrs S Ellington

Item

Power Action

15-16/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

01-1 County Cllr Ms M Smith

15-16/

01-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

2.1 Declarations of interest from councillors on items on the agenda

Mr Pook declared a registered interest in Agenda item 12.2 – his daughters own land south of the Bloor Homes site but not directly adjacent to it.

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 01-3 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 14th December 2015 and 14th 01-4 January 2016

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

4.1 Matters to report from previous minutes (for information)

- (i) County Council have withdrawn the proposal to cut school crossing patrol funding, following many objections from residents, schools and parish councils.
- (ii) SCDC Housing, Fen Drayton Road
 - clearing of the ditches along School Lane has been delayed this month, due to the amount of water in them.
 - SCDC Housing Officers will attend the February 22nd Parish Council meeting to discuss with Councillors how potential tenants can register for the new housing.
- (iii) Primary School – discussions continue between the School and CCC with regard to the parking by the coach and taxis on the zig zag lines in front of the school. CCC are reviewing their contract re the transport to see if they can arrange a smaller vehicle, which could drop off and collect within the school car park area.
- (iv) Moat Way play area equipment – the Scouts have kindly offered to do a clean-up of the area on 7th February.

4.2 Clerk's Report - Noted

15-16/ VACANCY – CO-OPTION FROM APPLICATIONS RECEIVED

- 01-5** One application received from Mr D Hunt. **Proposed**, seconded and **carried unanimously** to co-opt Mr Hunt to the Parish Council. The Clerk to meet Mr Hunt following the meeting to sign the Code of Conduct and other go through other paperwork.

15-16/**01-6 COUNTY COUNCIL BUSINESS****6.1 Highways Maintenance Updates**

- (i) Ramper Road – confirmation of pot holes and road edge repairs.
Mr Dodson reported that a culvert near the cottages has a header wall collapsing into the bank – to be reported.
Suggested that a log of issues and accidents along Ramper Rd be kept, as the road will become busier and more damaged as Northstowe works progress. **Clerk**
- (ii) Roadside gullies cleaned out during January around the whole of the village.
- (iii) Mr Wright had attended the LHI Panel, to support the bid for funding for a new footpath to the bus shelter by Pine Grove Park. Mr Wright reported that in principle the panel agreed it would be a good project but were surprised at the high cost quoted and suggested perhaps moving the bus shelter would be less expensive. The Clerk replied that CCC Passenger Transport Officers had originally not agreed to move the bus shelter, hence the Council pursuing the footpath bid! The Clerk to contact the LHI panel and Cllr Ms Smith to review this decision.
Councillors then discussed the high cost of maintenance quotes from the County Council and whether Parish Councils would be able to organise maintenance work themselves for much reduced cost. The Clerk to discuss with CCC Officers. **Clerk**
- (iv) Station Road, south of busway stop, still flooding right across the road in heavy rain. This was highlighted in July last year and CCC informed, however no action has been taken yet. The Clerk to ask County Cllr Ms Smith to help find out what action can be taken, as the amount of water is likely to cause a serious accident. **Clerk Cllr MS**
- (v) Mr Pook asked about progress on Market St parking bays as parking is becoming worse. The highway surface is also crumbling in lots of places. The Dairy Crest driver is going to write to the Council to complain about the situation re delivering. The Clerk replied that CCC Highways have been chased on a number of occasions, the response being that CCC staff are currently working through significant volumes of work and with limited staff resource, requests from Parishes are taking longer to deliver.
Council agreed to sponsor a petition to register residents support for the scheme and their request that be implemented soon. **Clerk**
- 6.2 Correspondence for information and items for County Councillor**
- (i) News for Parishes bulletin – Ms Smith pointed out that each year the Warm Homes grant is always underspent, so if anyone knows of any vulnerable resident who might be eligible, to encourage them to find out more about the grant..

15-16/ DISTRICT COUNCIL BUSINESS**01-7**

District Cllr Mrs Ellington reported:

A14 Improvement Scheme – at a recent update meeting the following was noted:

- Work should start June/July 2016
- A contractors' village, including accommodation of 100 caravans, will be established on land west of Boxworth Road (opp Cambridge Services).
- Another will be at Buckden but will only be offices.
- The Non-motorised User bridge at Swavesey will not be for horserider's use. The bridge at Lolworth will include bridleway access.

- At times the Swavesey junction may be closed, therefore diversions will use Ramper Rd, Rose & Crown Rd and possibly Swavesey byeways.
- Mr G Dodgson in Fen Drayton, will be the Highways England local liaison with Parish Councils.
- The project will take three years to complete.

7.1 Changes to Planning Scheme of Delegation

No further comments.

7.2 Consultation on Strategic Policies identified for Neighbourhood Planning

No comments made on the consultation.

Agreed to ask the Neighbourhood Plan Officer to meet with Cllrs to discuss how to start a Neighbourhood Plan, time involved, results for the Parish, cost, etc, in order to consider whether it would be project worth completing for Swavesey.

Clerk

7.3 Correspondence for information and items for District Councillor

- Swavesey Byeways meeting will be held tomorrow evening. Mr Faben asked if members were aware of flytipping along Mow Fen Drove – numerous piles of hedge and tree cuttings plus rubbish. The Clerk to report it to SCDC.

Clerk

15-16/

01-8 NHW and POLICE BUSINESS

Next Neighbourhood Forum Meeting Weds 24th February, 7.30pm, Cottenham Village College.

Noted that in and around Ely/Soham area PCSOs have been putting notices onto cars parked illegally and fixed penalty notices issued during January.

15-16/

01-9 VILLAGE MATTERS

9.1 To receive the monthly report from the Village Handyman – no issues highlighted

9.2 Recreation Green

- Willow Tree, corner of School Pond, Middlewatch. Approved to pollard tree to 15ft, to remove dead wood and large limbs which are overhanging the road and pond, to ensure tree and area is safe. 1
- Resuming Football matches. Institute Team have 5 home games to play over the next 3 months and are having pitch use issues due to over use of the Elsworth pitch and ask if they could start to use Swavesey pitch again. The Clerk had spoken with the drainage contractors who confirmed that if the pitch is verti-drained and rolled, it should now be suitable for playing on. Three contractor's quotes obtained for verti-draining. The Cambs FA/ECB grounds team providing the least expensive. Cllrs asked if the Institute would offer to help fund the verti-draining? The Clerk to enquire.
Following discussion Cllrs still thought it was too early to resume matches, due to wet weather and possible frost and wished to review again at the February meeting. Council also considered the ground too wet/soft to allow a tractor on to verti-drain, although verti-draining before resuming football matches was agreed. If conditions permitted verti-draining could take place late Feb/early March. The Clerk to inform the Institute Team. 2

15-16/

01-10 DRAINAGE

Further to the meeting with the Environment Agency (EA) and Heidi Allen MP, no progress has been made.

The IDB are still awaiting the legal document from SCDC re work to Mare Fen drain bank. Specification and costs to enable the IDB and SCDC to provide comparable quotes for the work to the riverbank have not been provided. Despite attempts by the Parish Council to confirm a following up meeting date, re the riverbank work, this meeting keeps being delayed by the EA.

Parish Council to write to Heidi Allen MP, to express their dissatisfaction with the EA.

Clerk

Mr Faben reported that large cracks are appearing in the bank at Covell's Drain and asked if the bank would slip, this is in the newly repaired sections. Mr Wilderspin replied that SCDC's Land Drainage Manager was aware and would be investigating.

15-16/

01-11 ANNUAL PARISH MEETING 13th April 2016

To agree discussion items. Following discussion it was agreed to use the meeting to consult with residents on the following topics:

- CCC Budget cuts and whether the Parish Council should increase its Precept to provide additional services to residents, where cuts are made, eg school crossing patrol funding.
- Planning – SCDC new Local Plan, speculative planning proposals, Neighbourhood Plan – what is happening, why are proposals for development outside of the village framework coming forward, should the Parish Council spend funding on a Neighbourhood Plan?
- A14 Improvement Works – to update on start of work and how the village will be affected.

15-16/

01-12 PLANNING

12.1 To consider correspondence received None

12.2 Bloor Homes residential development, land off Fen Drayton Road, 95 dwellings.

Objections and concerns raised Council along similar lines to those raised against the 18 Boxworth End and Scambler Trust land proposals. In summary these being: Outside of development boundary, drainage, education provision, highway and traffic issues, village infrastructure, precedent setting on development outside of the framework. Particular concerns raised over surface water management, as it all appears to be directed into Anglian Water drains under Moat Way, which at the time of construction would not have expected another large development to use them. Council decided not to put any formal comments back to Bloor Homes at present but to wait for pre-application consultation or formal planning application in order to comment.

Mr Pook added that he had asked a representative at the exhibition if they would send copies of the comments received to the Parish Council, which they agreed to do.

12.3 To consider planning applications received

- (i) Ref: S/3068/15/F – 41 Gibraltar Lane, Mr D Saxby. Single storey rear extension, front porch and summerhouse. No objections.

12.4 Permissions, Refusals, Appeals, Enforcement

Ref: S/2641/15/FL – 121 Middlewatch and Ref: S/2638/15/FL – 123 Middlewatch both withdrawn for various reasons as raised by Planning Officer.

Reported that Mr Cuff is currently living in a van parked in the gateway of his field in Cow Fen. SCDC are not enforcing removal at present. CCC Enforcement Officer is investigating with regard to illegal use of the drove and public rights of way.

15-16/

01-13 FINANCE

13.1 To approve payment of outstanding accounts

RESOLVED: to approve the invoices and payments as listed in appendix 1, to the sum of £2,492.68.

Bank Reconciliations:	Business Account	£57,209.04	at 10/01/16
	Current Account	£7,854.25	at 20/01/16
	Unity Account	£4,301.30	at 20/01/16
	ALTO Card Account	£188.52	at 19/01/16

13.2 Notice of receipts received

Receipts to note:

VAT Refund (July-Sept)	£1,047.61
Spartans Football Club – Donation	£3,000.00
Interest	£0.49

13.3 To consider cost for Binding Council Minutes

The Clerk advised at Minutes should be bound into volumes for safe access and archiving. Costs obtained from three Cambridge bookbinders. It was **proposed** and **carried unanimously** to put aside £340 in the 2016-17 budget, to bind Minutes from 2000-2015. Older Minutes to be sorted and prepared, budget to then be provided next financial year for these. 2

J S Wilson & Son, Cambridge to carry out the work.

13.4 Budget 2016-17

Final figures circulated and discussed.

Request from St Andrew's PCC - would the Council consider an increase in the churchyard maintenance grant, as this coming year the cost to maintain the churchyard is increasing by £240, to the total of £1,440. Following discussion, it was **proposed** and **carried unanimously** to keep the grant at 50% of the total cost, therefore a new grant of £720 was approved. 3

Total expenditure budgeted at £65,581, with £8,406 taken from reserves and general fund and adding £425 into reserves. Leaving a Precept request of £55,600.

It was **proposed**, seconded and **carried unanimously** to approve the Budget as detailed in appendix 2.

13.5 Precept 2016-17

It was **proposed**, seconded and **carried unanimously** to request a Precept of £55,600. This would allow Band D property payments to remain at the same level as 2015-16.

13.6 To consider opening a CCLA Public Sector Deposit Fund account to replace Lloyds Business Deposit Account

Report circulated for discussion. Main reasons for proposal from the Clerk is that interest is higher on the CCLA account and the account operates specifically for Local Authority deposits, thereby ensuing regulations regarding savings and protection of funds are in place.

Proposed, seconded and carried unanimously to change the deposit account from Lloyds to CCLA.

15-16/**01-14 GENERAL CORRESPONDENCE**

- (i) Newsletters and magazines
- (ii) CAPALC – Referendums relating to Council Tax setting will not affect Parish Councils
NALC Newsletter
- (iii) Connecting Cambridgeshire – update on roll out of Superfast Broadband
- (iv) Pathfinder March will take place on 18th June, route will go through Swavesey from Cow Fen to Middle Fen.

15-16/**01-15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Rose & Crown Road, brambles are overhanging the road at the S-bend, causing a danger as cyclists are swerving into the centre of the road to miss them. **Clerk**
- (ii) Hedge alongside the cycleway along Over Road needs cutting back.
Clerk to report both to CCC Highways.

Next meeting dates:

Planning – 8.00pm Thursday 11TH February 2016

Full Council – 7.30pm Monday 22nd February 2016

There being no further business, the meeting was declared closed at 9.30pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Highways Act 1980. S96
- 2 Open Spaces Act 1906, s10
- 3 Local Government Act 1972 Part VII, s111
- 4 Local Government Act 1972, s214(6)

**MINUTES APPROVED BY FULL COUNCIL AND SIGNED BY THE CHAIRMAN ON MONDAY 22ND
FEBRUARY 2016**

25 January 2016 (2015-2016)

Swavesey Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
153	Telephone/Broadband	12/01/2016	15-16/01-13.1	Direct Debit	Telephone & Broadband	Virgin Media	68.61	13.72	82.33
154	Site running costs	21/01/2016	15-16/01-13.1	Direct Debit	Allotment - water rates	Cambridge Water	166.93	0.00	166.93
155	Stationery	25/01/2016	15-16/01-13.1	002287	Stationery	ESPO	23.25	4.65	27.90
156	Handyman's/Gardening	25/01/2016	15-16/01-13.1	002288	Plants	N J & C L Gill	30.06	6.01	36.07
157	Website	25/01/2016	15-16/01-13.1	002289	Website pages & logins	Cambridge Web Solutions	30.00	6.00	36.00
158	Christmas Lights	10/01/2016	15-16/01-13.1	ALTO	Christmas Lights	Festive Lights Ltd	22.48	4.50	26.98
159	Christmas Lights	30/12/2015	15-16/01-13.1	ALTO	Storage boxes	Tesco Direct	10.50	0.00	10.50
163	Postage	28/01/2016	15-16/01-13.1	BACS	Postage	Linda Miller	2.81	0.00	2.81
160	Staff Costs	01/02/2016	15-16/01-13.1	BACS	Staff Costs	Staff Costs	2,103.16	0.00	2,103.16
161									
162									
164									
Total							2,457.80	34.88	2,492.68

SWAVESEY PARISH COUNCIL

Code	2016-17 Budget				Total	
	Income	Reserves	Gen Fund	Precept		
Precept						
1 Precept	55,600.00					
Investment Income						
2 Current account						
3 Deposit account	25.00					Possibly more if change bank accounts
4 Savings/fixed term accounts						
Agency Services					2,365.50	Budget 5 cuts
5 Verge Cutting (CCC)	1,200.00		1,500.00	15.00		Do not expect a rise in CCC grant for 15/16
92 Sheltered Housing grass (SCDC)	320.00		320.00	530.50		
Grants					4,670.00	
7 Memorial Hall				2,500.00		
8 Cemetery/Churchyard				900.00		
9 Festival				1,270.00		
10 SAY Youth Projects						
11 NHW						
12 Community Car Share Scheme						
13 Community Sports Pavilion						For any requests during the year, Reserve funds are available
65 Library						
83 Community Arts Development						
84 Children's projects						
96 RBL						
Rents and Donations Received						
14 Wayleaves	70.00					
73 Donations	?					WISER S137 I think the WISER donations are about to stop
Loans					4,885.46	
18 PWLB - Pavilion Loan				4,885.46		5yrs still to pay to March 2021
Sale of Assets						
S106 Community Funds						
21 Outdoor public open space	20,075.83					
22 Indoor community facilities	1,729.92					
General Administration					2,725.00	
23 Audit Fees				475.00		
24 Bank charges						
25 Election Costs						
26 Legal Fees						
27 Meeting Room Fees				450.00		
28 Publicity & Annual Report				50.00		
29 Insurance - Parish Council Policy				1,700.00		
67 Miscellaneous				50.00		
Office Administration					1,715.00	
30 Mileage Claims				100.00		
31 Photocopying				100.00		
32 Postage				50.00		
33 Stationery				200.00		
34 Telephone/Broadband				850.00		
NEW Minute Binding				340.00		
68 Miscellaneous				75.00		
Subscriptions/Licences					1,215.85	
35 CPALC				458.85		
36 Quality Council Award Scheme		65.00				
37 SLCC				167.00		
39 Norton (anti-virus)				70.00		
41 Website hosting + domain				150.00		
42 Scribe 2000				255.00		
70 Parish Online (Mapping)				50.00		
89 Adobe						
Staff Costs				30,000.00		30,000.00
43 Salary - Clerk						
87 Pension contributions (empee)						
44 Salary - Handyman						
45 PAYE & NI Payments						
46 Office Allowance						
82 Pension contributions (emplr)						
Training					650.00	
47 Staff Training				300.00		
48 Councillor Training		350.00				
Capital Expenditure						
49 Bus Shelter						
74 Computer Equipment						
75 Digital Projector						
79 Video Camera						
Grounds Maintenance					5,844.50	
50 Grasscutting		463.00		2,887.14		Based on 16 cuts + 9 additional on rec/grm
51 Trees/hedges/ditches				636.24		
95 Improvement works		1,858.12				Weed treat and fertilize + 2 x verti-drain
Village Maintenance					2,910.00	
54 Byeways contribution				400.00		
55 Constable's Rood				200.00		
56 Plants/Gardening Expenses				325.00		
57 Noticeboards				100.00		
58 Ponds				100.00		
59 Street Furniture				35.00		Streetlighting energy charge
60 Waste Bins/Signs						
61 Christmas lights						
66 Recreation Green						
86 Highways		1,200.00		300.00		Market St parking bays , LHI bid 10% towards project
71 Equipment (Gazebos)				250.00		Lead weights for gazebos
90 General Repairs						
Recreation Areas					2,950.00	
62 Moat Way Play Area				200.00		RoSPA insp, repairs
63 Recreation Green Play Area				750.00		Bark, repairs, RoSPA
64 Carters Way/Priory Ave POS Area	2,000.00					All funding to come from S106 resene
Allotment Site					650.00	Allotments self-financing
76 Land lease	400.00		400.00			Water
78 Site running costs	250.00		250.00			S137 expenditure
Community Warden Scheme					3,000.00	
85 Grant towards running costs				3,000.00		
Budget set Jan 2015	5,521.12	2,885.00	55,175.19	63,581.31		

Precept Request as Budget 55,175.00
to reserves 425.00
55,600.00

The Precept request of £55,600, equates to a Band D Council Tax contribution of £59.39 per year which is the same contribution as for the 2015/16 year, meaning no increase in Parish rate to residents