

# *Swavesey Parish Council*

7.30pm

**Minutes**

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street  
Monday 24<sup>th</sup> March 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 K Wilderspin, Mr W Wright

Clerk : Mrs L Miller

In attendance

Parishioners : 5 (inc NHW Co-ordinator)

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Cambridgeshire County Council: Mr S Rushby, Cycling Projects Officer

**Item****Power Action**

- 1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**  
Mr S Boylan (resigned), Mr J Pook (holiday), Mr Dodson (late arrival)

The Clerk informed Council that Mr Boylan had tendered his resignation just prior to the start of the meeting. Due to increased work commitments, he has been and will continue to be unable to attend many meetings. The Chairman and Council passed on their thanks to Mr Boylan for his commitment over the past 8 years as a Cllr.

As full Council elections are due in May, no action will be taken to co-opt to fill the vacancy.

- 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 5.1 – Buckingham Road footpath/Cyclepath proposals, as a landowner adjacent to the proposed route.

Mr Wright declared Disclosable non-pecuniary interests in Agenda items 10.4 – The White Horse Inn, Community Asset – as current landlord and resident of the Inn; Agenda item 10.5 – Planning application for 10 Market St, as a resident of Market St.

- 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:

- Resident of No.3 Black Horse Lane – informed Council of her correspondence with Balfour Beatty with regard to proposals to remove the streetlight currently on a wooden telegraph pole and replace it with a new steel post. However the new pole would be located on her garden land and as this is a Conservation Area and the site would be between two Grade II listed properties, she did not agree to siting the new steel lamppost on her land. It was also noted that other residents in Black Horse Lane were also unhappy with Balfour Beatty's current proposals with regard to this light. The Chairman noted the concerns and the subject would be discussed later on in the Agenda

*(Mr Dodson joined the meeting)*

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

- 4 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 24<sup>th</sup> February 2014**  
It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes with no amendments.  
Agenda correction – the Planning meeting on 13<sup>th</sup> March had been cancelled, therefore there were no Minutes to approve.

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

- (i) Section 150(5) (Cheque Signing) Repealed. Legislative Reform (Payments by parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect 12<sup>th</sup> March. Clerk to confirm Audit and Accounts Regulations and bring to future meeting for review.
- (ii) Dog fouling – Officers from SCDC are unable to patrol, but if in the area will look out for dog fouling. Street cleaning machine visited to clean footpaths shortly after last Council meeting.

**5 COUNTY COUNCIL BUSINESS****5.1 Buckingham Road Footpath/Cycleway Project**

Mr Wilderspin left the meeting, having declared a disclosable pecuniary interest as a landowner adjacent to the proposed route.

The Chairman welcomed Mr Stuart Rushby, Cycling Projects Officer, to update Council on the progress of the project. Mr Rushby circulated an updated plan covering:

- The drainage ditch will not now be piped, due to concerns over loss of capacity for holding excess water.
- Footpath/cycleway will be 2M wide, kerbed at carriageway edge.
- Two sections of the ditch within one landowner's field will be re-cut back from the cycleway, to enable a 2M wide pathway.
- Potential start date is 28<sup>th</sup> April (TBC) and will take approx 12 weeks to construct.
- Still need to speak with one landowner to finalise details re hedge and ditch maintenance.
- Aware of drainage issues at culvert at Gas Governor and junction of Tipplers Drove, remedial works are required.
- All existing field accesses will be retained and strengthened for farm vehicle crossing.
- Liasing with Balfour Beatty re streetlight positions around Buckingham Business Park.
- Business Park junction will be improved, with white lining to indicate cycleway crossing.
- After Business Park and over flyover, 2M path will still be maintained for pedestrians, however cycleway will not be maintained as parapets along flyover would need to be raised. Due to pending A14 improvements including rebuilding of the flyover, do not wish to spend money on improving flyover now, if it is to be demolished very soon.
- Whole of route will have double line of solar inset lights, as per other cycleways.

During construction there will be traffic light controlled access along Buckingham Road.

Comments made:

- Could an alternative route be signed from Middlewatch along Ramper Road to the Longstanton bypass, so traffic is not turning around in Boxworth End?
- From the A14, could a sign state no access for HGVs during construction work?
- Noted if construction work extends beyond expected time, it will impact on Harvest time and large farm vehicles will need access through Buckingham Road. Could an alternative route be signed from Middlewatch along Ramper Road to the Longstanton bypass, so traffic is not turning around in Boxworth End?
- From the A14, could a sign state no access for HGVs during construction work?
- Noted if construction work extends beyond expected time, it will impact on Harvest time and large farm vehicles will need access along Buckingham Road.

Other comments:

- Concerns raised over cyclists/pedestrians crossing the road, heading north, at the entrance to the village, as this is on a bend and safety is important. A crossing is not being provided here as part of the project.
- Suggested that signs warning of blind bend for those crossing at this point.
- Suggestion for staggered cycle barriers on path near Gas Governor point, to slow cyclists down before reaching house driveways and narrower footpath.
- Speed limit along Buckingham Road – can this be reduced to 40mph? SR to investigate
- Route will be available to all users on foot, cycle and horseback.
- Daffodils – if volunteers found from village, construction will allow for volunteers to retrieve daffodil bulbs when the verge is dug up.

The Chairman thanked Mr Rushby for attending. Mr Rushby left the meeting. Mr Wilderspin returned to the meeting.

## 5.2 Highways Maintenance

- (i) Double yellow lines have now been painted along Taylor's Lane, together with white access protection markings. Yellow lines have been repainted in Market St and white junction markings have been painted at Chantry Close/Black Horse Lane and Black Horse Lane/Taylor's Lane junctions.
- (ii) Continuing damage to grass verges discussed. Agreed to write an article for the next Meridian magazine asking drivers not to park on verges. Clerk to ask if the Primary School would also put an article into their next school newsletter. Parish Cllrs to arrange to attend in Middlewatch one afternoon around school leaving off time, to speak to drivers about not parking on the verges and parking safely. Clerk  
Cllrs
- (iii) County Cllr Ms Smith had met in Fen Drayton Rd with a Highways Officer and the owner of a school bus company to review the condition of the highway. Serious concerns are held over the poor condition of the road as it used by many school buses and the road requires considerable maintenance. CCC Highways have agreed to carry out some additional repair work and also to review the gritting route for next winter, as currently the road is not a priority gritting route.
- (iv) Drainage ditch behind Whitegate Close. CCC has written to all house owners where the ditch runs through their property asking them to ensure it is kept clear for water flow and where some have extended gardens over the ditch, to ensure it has not been blocked.
- (v) Council asked about repair work to the damaged barriers at the bend along Ramper Rd – repair work is scheduled for the new financial year.

## 5.3 Guided Busway – Security at Cycle Racks

County Cllr Ms Smith is due to meet local Police Officers to discuss cycle security in the next week. Further discussion deferred until after this meeting.

## 5.4 Street lighting Replacement

Balfour Beatty responses to questions raised at the February meeting noted:

- A double-headed light to help light the passage from School Lane to Carters Way turned down – double-headed lamps not within works contract.
- Streetlight addition or relocation of existing light, to the front of the play area in Moat Way turned down – no services to permit relocation.
- Additional streetlight at end of Market St to light start of Cow Fen Drove turned down – not able to provide new column to somewhere do not already have an existing column.
- Whitton Close – three columns will be provided along the footpath behind houses.
- CCC13 in Thistle Green Sheltered Housing area will be replaced rather than removed.
- High St works will try to take place during school holiday.
- Lighting along Black Horse Lane being reviewed.

Cllrs were disappointed with the lack of flexibility with requests for relocation and new locations of streetlights, particularly with regard to the lighting of Moat Way POS.

New issues noted:

- Black Horse Lane – CCC2 between Nos.1 & 3, Cllrs supported resident's request for a site meeting with Balfour Beatty and the retention of the wooden pole for the lamp. Resident would keep the Council informed re discussions with Balfour Beatty.
- Priory Ave – three residents had written to Balfour Beatty, copied to the Parish Council, to complain about the removal of CCC7, citing security of property and leaving a dark section in the road. Complaints noted and Council would contact Balfour Beatty to find out their response.

## 5.5 Cambs Future Transport

Report circulated from the Clerk following attendance at a meeting with CCC Passenger Transport Manager to discuss possible community transport around Swavesey and neighbouring village. Positive discussion held and CCC would now draft possible routes and timetables. A further meeting will be arranged.

## 5.6 Correspondence for information and items for County Councillor

- (i) Public consultation on Older People's Healthcare and Adult Community Services open from 17<sup>th</sup> March to late June. Information and online link circulated, Cllrs to review and discuss at the April Council Meeting. April  
Agda
- A 'No Cold Calling' Zone for Thistle Green Sheltered Housing by Trading Standards will be installed on 8<sup>th</sup> April. Council fully supported the zone.

**6 DISTRICT COUNCIL BUSINESS****6.1 Correspondence for information and items for District Councillor**

- (i) Parish and Cabinet Liaison Meeting Thursday 27<sup>th</sup> March, two Cllrs invited to attend. Cllrs wishing to attend to notify the Clerk.
- (ii) Cllr Mrs Ellington reported on the Government City Deal for Camb City, South Cambs District and Cambs County Councils, plus the University and Business Forum. £500M grant over 5 years, towards infrastructure to support new housing and encourage business. SCDC, CC and CCC Leaders will form a joint governance arrangement to manage the funds.
- (iii) The Local Plan is now at the Inspectorate stage.
- (iv) Mr Wright asked how SCDC allocates which of its properties will have solar panel installation and what reduction in bills those households receive. Also why tenants already on benefits then receive the further benefit of reduced bills, when others are not eligible or cannot afford solar panel installations. Cllr Mrs Ellington replied that Council tenants are invited to have solar panels installed and they receive the lower bill benefits. Also that installing solar panels on Council properties brings efficiency savings in running costs for the properties and future tenants.
- (v) Chairman reported that at the SCDC Community Awards, OWLS Car Scheme was recognised in joint third place in its category, with other local car schemes. OWLS wished to thank the Parish Council for nominating the scheme, and was very pleased to have been recognised for the work of the volunteers and the service provided.

**7 NHW and POLICE BUSINESS**

- (i) Crime & NHW report circulated to all Cllrs for information.
- (ii) NHW Co-ordinator raised concerns over security for residents of the sheltered housing scheme and door entry systems were being investigated. Potentially to purchase 2 or 3 to loan out to those who needed them temporarily. Local funding and initial support from community organisations such as the Parish Council and Thomas Galon Charity was being sought. The Parish Council asked to be kept informed and would discuss this once a proposal had been formulated.
- (iii) NHW still had concerns over communication from the Police to NHW and public and continue to discuss this with the Police.
- (v) Reply received from Insp Sutherland answering concerns raised over local policing and communications. NHW to take up communications as mentioned earlier. District Cllr Mrs Ellington would also feedback Council and NHW concerns to
- (vi) The Chairman raised continued strong concerns over lack of Police action to information on local crimes and would be meeting with the new Neighbourhood Sergeant.

Chairman thanked NHW Co-ordinator for her continued work on behalf of the village.

**8 VILLAGE MATTERS****8.1 To receive the monthly report from the Village Handyman**

General duties completed, no items to report.

**8.2 Land between Moat Way/Chantry Close & Thistle Green (Turnbridge Drain)**

Issue raised by a Moat Way resident with regard to overgrowing Elder on land between Moat Way and Thistle Green, over the piped Turnbridge Drain. The Clerk is currently trying to confirm who owns the land and request that the trees are cut back or removed. Confirmed that Taylor Wimpey do not own that section, although they do own another section of the piped drain land.

Taylor Wimpey expressed an interest in transferring the land they own to the Parish Council, who would be able to maintain it more easily. The Clerk is investigating. The Clerk to liase with the Drainage Manger at SCDC with regard to maintenance work, as the piped drain beneath the area is an SCDC Award Drain.

**9 DRAINAGE**

Reply from the Environment Agency (EA) Area Manager (Central) to the Parish Council's letter re the Riverbank maintenance, received and discussed. Strong concern still voiced that the grant funding being applied for by the EA for riverbank work in 2015/16 was originally to be match funded with SCDC money, which has now been spent on drain bank works around Fen Drayton and Covell's Drain. Therefore reducing the possibility of being granted government funding. As Mr Andrew Lansley MP has responded asking to be kept informed with this issue, the Clerk to invite Mr Lansley to speak to Council re these issues and concerns.

Clerk

Noted that the situation around Swan Pond has been much improved this year, with the low road flooding greatly reduced, since the pond has been cleared of overgrown vegetation the drainage pipes jetted.

**10 PLANNING****10.1 To consider correspondence received**

- (i) Northstowe Parish Forum – no Cllr attendance at recent forum. Reported that Cllrs who had attended the recent Longstanton and Willingham drop-ins, which advertised Environment Agency(EA) staff attending, had no EA staff in attendance. Phase 1 permission proposed a condition that only 500 homes may be built before the pump at Webb's Hole has to be provided, Mr Wilderspin expressed concern that this condition may be moved. Cllr Mrs Ellington confirmed that the permission has now been signed off with the condition, so it cannot be moved.
- (ii) Ref: S/1329/13/FL – Cygnus Business Park, Middlewatch – nine residential dwellings. Mr Parsons had attended SCDC Planning Committee and spoke to reiterate the Parish Council's objections. Committee deferred the application and instructed officers to enter into negotiations with regard to design, layout, size of scheme and affordable housing provision.
- (iii) SCDC Planning Committee 2<sup>nd</sup> April – notice received that three applications on agenda: Refs: S/2312/13/FL – 20 Affordable Dwellings on land to the North, Fen Drayton Road – Laragh House Developments Ltd; S/2329/13/FL – Retrospective application for 4 Scotland Drove, Mr J Calladine – retention of existing shed; S/0111/14/FL – 19 Wallman's Lane, Mrs S Ellington – new dwelling. Proposed and agreed, as per Council Meeting of 27<sup>th</sup> January, that District Cllr Mrs Ellington would attend and speak on behalf of the Parish Council with regard to application S/2312/13/FL – Affordable Housing. Cllr Mrs Ellington was also asked to speak re application S/2329/13/FL – 4 Scotland Drove to voice the Parish Council's objections that the shed is contrary to the original planning permission for the site.
- (iv) Notice of intention to fell Cherry Plum tree in front garden of 16 Black Horse Lane, within Conservation Area, as a large branch fell into the highway a few days previously. Tree Officer has visited and confirmed tree is diseased and agrees it should be felled. Application is to be submitted but work is required urgently for safety. No objections raised.

**10.2 Enforcement Action Updates**

Taylor's Lane trees – still awaiting report from SCDC Trees Officer on potential action.

**10.3 RESOLUTION – S106 Indemnity Agreement**

The Clerk had circulated a full report on S106 Community payments from new dwellings, previously received payments and how the monies had been spent, plus expected receipts and possible expenditure.

The S106 monies relating to the Scotland Drove development would be paid to SCDC in 8 3-monthly instalments commencing April 2014. SCDC would transfer the payments on receipt to the Parish Council. The Parish Council therefore had to approve and sign an Indemnity Agreement agreeing to use the funds paid according to the S106 Agreement and within 10 years.

**RESOLUTION: Proposed** and carried unanimously: "To approve and sign the S106 Indemnity Agreement with South Cambridgeshire District Council, for Public Open Space and Community Indoor Space provision, in relation to planning permission Ref: S/1631/10 for residential plots in Scotland Drove, Rose & Crown Road."

**10.4 The White Horse Inn – Community Asset**

Mr Wright spoke with regard to Article 4 Direction, which can be used to remove permitted development rights for change of use from Class A4 (drinking establishments) to other uses within Class A of The Town and Country Planning (Use Classes) Order 1987 (as amended), including retail (class A1), financial and professional services (Class A2) and food and drink establishments such as restaurants and cafes (Class A3). This would stop an owner from changing a use without having to apply for planning permission.

The newly formed White Horse Inn Action Group has been advised to look into this by the Plunkett Foundation, therefore Mr Wright **proposed** that the Parish Council write to South Cambs District Council (SCDC) requesting that they invoke Article 4 Direction for The White Horse Inn, which is already listed with SCDC as an Asset of Community Value. Carried unanimously .

Also that a Planning Officer be invited to the April Planning Meeting, to discuss how this direction can be applied to The White Horse Inn. Clerk

If a Cllr is able to attend the Parish Liaison Forum at SCDC, this item to be raised. Clerk

**10.5 To consider planning applications received**

- (i) Ref: S/0279/14/F – 10 Market St, Mr & Mrs Mayer. Alterations to existing annexe. No comments from neighbours. No objections raised and comment to be returned that the refurbishment of this building will greatly improve the aspect of this area of Market St once completed.

**10.6 Permissions**

Ref: S/2726/14/F & S/2726/LB – Rose Cottage, 3 Black Horse Lane. Garage.

**10.7 Refusals**

Ref: S/0093/14/FL – 131 Moat Way. Two storey side and single storey rear extension.

**10.8 Appeals - None received**

**11 FINANCE**

**11.1 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 total of £7,889.43.

Vchr 166-168,171-181,183 Administration & Staff	4,025.71	34.00	4,059.71
Vchr 182 Subscriptions	29.99	6.00	35.99
Vchr 169 Grounds Maintenance	360.00	72.00	432.00
Vchr 184 Village Maintenance	919.00	0.00	919.00
Vchr 170 Loan repayment – Pavilion	2,442.73	0.00	2,442.73
<b>Total:</b>	<b>7,777.43</b>	<b>112.00</b>	<b>7,889.43</b>

Plus two payments for 2014/15 financial year:

Scribe 2000 Ltd – accounts s/w licence £294.00

Swavesey Festival – Gala Day stall £5.00

Accounts reconciled at 14/03/14: Current a/c £8,805.63. Deposit a/c £41,796.39

**11.2 Notice of receipts received - None**

**11.3 Finance approval requests**

- (i) Approved to purchase 4 new gazebo wheeled storage bags £25 each. 1  
Approved to purchase wall storage bag or bags – Clerk to provide details of size of suitable bag.
- (ii) Approved for PC Home-Call to assess possible upgrade (from Windows XP) and speed up of desktop PC. Call out charge of £60/hr. 2

**11.4 Correspondence**

- (i) Byeways Rate Charge – explanation of how the Parish Rate is calculated.
- (ii) Notice of Annual Audit, to be returned to Auditors by 9<sup>th</sup> June.

**12 GENERAL CORRESPONDENCE**

- (i) Allotment Association – Approval given for planters to be positioned by Swan Pond, in Market St and on the Recreation Green during the Festival week.

**13 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Forthcoming meetings list
- (ii) Parish Election timetable – nomination papers available from the Clerk
- (iii) A larger capacity dog waste bin is needed by Moat Way play area, as the existing one is constantly overflowing. Other bins in the village also regularly overflow.
- (iv) Incident reported in Cow Fen recently, of a dog in the water of the drainage ditch, obviously in distress. RSPCA called out but no action taken. Dog has been reported in distress two or three times recently. SCDC and CCC Enforcement to be notified.
- (v) Incident of dangerous driving reported in Thistle Green.
- (vi) Suggestion that the Parish Council consider a Facebook page to aid communication with residents. The Clerk suggested Cllrs speak to Mr Boylan who had attended a workshop on Social Media for Parish Councils and Community Groups earlier this year.
- (vii) Reports given of Police attendance in Cow Fen and Market St over the weekend, following two ‘parties’ held on land in Cow Fen.

**Next meeting dates:****Planning – 7.30pm Thursday 10<sup>th</sup> April 2014****Full Council – 7.30pm Monday 28<sup>th</sup> April 2014**

There being no further business, the meeting was declared closed at 10.20pm

Signed & dated  
Chairman

**Powers of Expenditure**

- 1 Local Government Act 1972 Part VII, s111
- 2 Local Government Act 1972 Part VII, s111

**Minutes approved & signed as a correct record by the Parish Council on 28<sup>th</sup> April 2014**

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