

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 24th November 2014

PRESENT

Mr J Pook (Chairman)

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

Clerk : Mrs L Miller

In attendance

Parishioners : 0

NHW Scheme: Mrs P Wilderspin, Village Co-ordinator

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Item

Power Action

1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Mr M Johnston, Chairman (unwell)

2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

2.1 **Declarations of interest from councillors on items on the agenda** None

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

No items raised by members of the public present:

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

4 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 27th October 2014

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

Minutes of 13th November 2014 were deferred to the December meeting, due to late publication.

4.1 Matters to report from previous minutes (for information)

(i) The Clerk reported that the Particular Baptist Chapel had gained temporary permission from South Cambs District Council Planners, to allow their car park to be used by the Primary School staff during construction of the school extension, as the school car park will be taken over by construction vehicles. The Parish Council wished to thank the Chapel Trustees.

(ii) The Clerk reported that there were no conditions relating to car parking for visitors, on the permission granted for The Venue at the Village College.
It was noted that College staff were now using the staff car park at the rear of the College and not the front car park and staff were monitoring and directing vehicles to the rear car park during other College events. Some visitors were still parking along Gibraltar Lane occasionally as there were no restrictions in place.

5 COUNTY COUNCIL BUSINESS

5.1 Highways Issues

(i) Surface water flooding.

- Correspondence from resident at No.3 Black Horse Lane about a blocked gully and flooding of driveway.
- Resident reported blocked grill across culvert under footpath at 179 Boxworth End. Query as to who is responsible for keeping this clear, as since the cycleway has been installed there is more water running into the ditch. Clerk to ask CCC Highways.

Clerk

- Priory Avenue outside of No.11, road floods in heavy rain.
- Carters Way, gardens at 45 and 44 flooding, CCC to check drain running under back gardens.
- Open ditch between Gibraltar Lane and Priory Ave – some clearing work has been carried out by residents, but brambles and rubbish in the ditch still restrict the water flow. Concern still expressed by residents at No.47 re water flow into this ditch, as their garden still badly floods in heavy rain.
- Gardens flooding in Whitton Close, residents claim has been worse since two bungalows were built on garage land.

The Clerk has arranged to meet the Area Highways Manager in the village on 9th December to review all of the above, hopefully with a jetting crew present to check and clear the drains.

The following item was brought forward for discussion from Agenda 8.3: Priory Ave/Carters Way POS Area. Following investigation by a drainage company called out on Thurs 20th November:

- The open space area drainage pipe no longer works – it is not connected to any surface water system. It is thought it used to take water to a soakaway, which no longer works.
- The gully at the north end of the area drains water into the Priory Ave surface water drains and is clear.
- None of the water from the POS area drains into the garden of No.45 Carters Way.
- It could not be determined why that garden flooded, however it was noted that it was very much lower than the surrounding area.
- A manhole in the garden of No.44 was for a drain linking through to Carters Way and towards Priory Ave, flowing downwards towards Priory Ave. The County Council to be asked to check the pipe into Priory Ave to ensure the water is flowing away. The resident called out Anglian Water, who attended but stated the drain was not on their plans and therefore not their responsibility.

Council agreed to obtain a quote to connect the central pipe in the POS area to the gully and surface water drains at the north end. The existing 'holes' into the drainage pipe to be covered to make them safe.

- (ii) Parking issues, Gibraltar Lane. Site meeting arranged for Tues 9th December with Area Highways Manager to review parking issues and request for Yellow Line restrictions. Also to review overgrown vegetation along Priory Ave side of the Lane.
- (iii) Grass verge, Middlewatch. Correspondence from resident at No.54 Middlewatch re vehicles parking between the protection bollards on the grass verge. CCC Highways have replied that they do not consider the damage to the verge constitutes a maintenance defect or safety issue, therefore they are unable to justify funding further bollards in this location. Cost to provide and install a bollard will be approx. £200. The Clerk to ask if the resident would be prepared to help towards the cost, if the Parish Council was able to put some funding in. Clerk
- (iv) Streetlighting – no further update from Balfour Beatty. Still various issues re lights not working, dark sections along the High Street and overgrown vegetation obscuring lights.

5.2 Cycleway, Buckingway Road

Safety Audit team will make a final recommendation in early December re white lining and giveaway priority for Tipplers Drove junction and Buckingway Business Park. Agenda item for next meeting to discuss Audit findings.

Dec
Agenda

5.3 Electoral Review of Cambridgeshire County Council

County Cllr Ms Smith explained that the Boundary Commission for England are formally consulting, until 19th January, on proposed changes to divisions for the County Council, including a reduction in Cllrs from 69 to 63. No specific options are available yet but general comments on existing division boundaries and relationships between villages within existing and potential new divisions are invited. New electoral arrangements will come into effect at the 2017 County elections. The Chairman asked Cllrs to consider comments for discussion at the next meeting on 15th December.

Dec
Agenda**5.4 Correspondence for information and items for County Councillor**

No further items discussed

6 DISTRICT COUNCIL BUSINESS**6.1 Flood Review Meeting**

Mr Wilderspin, Mr Wright, Miss Boyes and Mr Dodson had attended the meeting, to review the responses and actions arising from the surface water flooding event in August.

Comments reported included:

- CCC could enforce Riparian responsibility of ditch maintenance to ensure ditches are kept clear and free flowing
- Cost of drain, gully maintenance is an issue
- Drains around Ramper Rd and Boxworth End are being investigated
- Much of the awareness and immediate response in future events is likely to come down to local residents and Parish Councils
- Sandie Smith to take the lead on a review of the Parish Emergency Plan, to ensure a strong chain of contacts is available locally for residents, to ensure immediate action in any future event

SS

6.2 Correspondence for information and items for District Councillor

- (i) Mon 8th December, Parish Planning Forum – no specific questions to put forward. Mr Pook to attend.
- (ii) No further updates re No.37 Market St.

7 NHW and POLICE BUSINESS

- (i) Crime & NHW report had not been circulated prior to the meeting, so Mrs Wilderspin gave a verbal update (report to be circulated following the meeting).
- (ii) The Clerk reported that a meeting had been held the previous week at South Cambs District Council, to discuss activities and actions relating to Cow Fen. A report would be sent to the Parish Council to update Cllrs.
Following the recent al- night party on the site, civil and legal action is being taken.
- (iii) Horses reported loose on the guided busway earlier today. Nine horses, escaping from a field in Cow Fen at around 7am. The situation had been very dangerous. Police, local farmers and RSPCA had attended and rounded up the horses and returned them to the field. This was the fourth incident in recent weeks regarding these horses, which were reported as being owned by someone from Willingham.
- (iv) SCDC out-of-hours emergency service is being reviewed, following the recent lack of correct contact numbers and passing on of emergency calls.
- (v) Mrs Wilderspin praised the commitment and actions of local Police Officers to recent events.

Clerk

8 VILLAGE MATTERS**8.1 To receive the monthly report from the Village Handyman - No items to note.****8.2 Christmas Lights**

Outside socket being installed on the Newsagents building, to provide power for the north side of Market St. The Council thanked Mr & Mrs Drake and Mr Martin, for organising this. The Clerk had confirmed use of the electric connection in Century House for the south side. Lights to be installed on Sunday 14th December.

8.45pm – Miss H Parish gave apologies for leaving the meeting early

8.3 Carters Way/Priory Avenue public open space – drainage issues

Discussed earlier under Agenda item 5.1

8.4 Turnbridge Drain

Taylor Wimpey had been in contact to progress the transfer of the land above Turnbridge Drain to the Parish Council at no cost, however land registry admin charges would be applicable. The Clerk to find out how much these would be and see if Taylor Wimpey would cover the cost.

Clerk

The Clerk had also asked Taylor Wimpey to include transfer of the small patch of land alongside No.2 Moat Way, along School Lane, which caused constant issues with overgrowing vegetation which no-one cuts back. The Parish Council could then cut back the shrubs and seed the area to stop the problems for future years.

8.5 Parish Tree Survey

Report circulated to all Cllrs. One urgent action identified, that of felling the dead Alder tree at Turnbridge, which is currently being organised. Minor work to a few other trees to include removing dead wood and lower branches. The Clerk to obtain a quote from Atlas Tree Surgery.

Clerk

9 DRAINAGE

- (i) IDB Precept – Parish Council support for the proposals from the Swavesey IDB had been confirmed to the Environment Agency (EA). The EA has now confirmed that the items identified will form part of the 2015/16 maintenance programme proposals to the Anglian (Central) Regional Flood & Coastal Committee for consent in January 2016.
- (ii) Mr Wilderspin reported his concern re the commitment of South Cambs District Council (SCDC) to complete the agreed work to raise the banks of Covell's Drain to their design height, between the busway crossing at Mow Fen and the River. District Cllr Mrs Ellington to seek reassurance that this work will be completed in Spring 2015, as scheduled.

Cllr
SE**10 YESTERYEAR ROAD RUN – APRIL 2015**

Request from the organisers of the event, to use the Recreation Green and Market St and Green, for the lunch stopover for the vehicles on 19th April, as the Village College grounds would not be available due to the building work.

Council's reply was that use of the greens could not be guaranteed if the weather and ground was wet leading up to the date.

Use of the College was queried, as it would be a Sunday when building work would not be taking place also the use of the bus park was queried, as if it is available for student buses, could it also be for the Road Run? The Clerk to speak to the College.

Clerk

11 LOCAL COUNCIL AWARD SCHEME

Information on the new scheme, to replace the former Quality Council Award, circulated for discussion. The Clerk noted if the Council wished to apply, then the second level – Quality Award – would be closest to that of the existing Quality Council Award, however some of the criteria would require additional work and cost, including a new website (previously mentioned and to be included in the draft budget). Other additional work would be Clerk's time rather than direct item cost.

The Clerk to obtain more information on exact benefits of obtaining the Award against the additional cost and work involved

Clerk

The Clerk suggested a working party to discuss all of this, to report back to Council in the early part of the New Year, with budget allocated as part of the draft budget discussions.

Wkg
Party**12 PLANNING****12.1 To consider correspondence received**

- (i) Northstowe November Forum had been cancelled. Next Forum will be 10th December. Community Drop-in event in Longstanton on Sat 22nd November from 10am.

12.2 Enforcement - No report or updates received

12.3 To consider planning applications received - No applications to consider

12.4 Permissions

Ref: S/2259/14/FL – Gallagher Estates. Revised scheme for pumping station at Webb's Hole Sluice.

12.5 Refusals

Ref: S/2038/14/FL – 10 Boxworth End – refusal of permission for formation of access and laying of driveway and parking /turning area.

12.6 Appeals

Ref: S/2097/14/VC – Gallagher Longstanton Ltd. Appeal against non-determination of planning permission by SCDC for removal of condition 14 (housing-room sizes) of outline permission S/0388/12/OL)

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 £6,057.57.

Account reconciled at 18/11/14, Current a/c £4,712.65.

Account reconciled at 13/11/14, Deposit a/c £67,273.07

13.2 Notice of receipts received

SCDC S106 Re 24 Taylors Lane	£5,608.12
SCDC S106 Re Scotland Drove	£4,326.36
Hale Rd Allotment Site - lease	£400.00
HMRC - VAT Refund April-Sept 2014	£1,276.33
Bank interest	£2.14

13.3 Grant request

Army Cadet Force, No2 (Cromwell) Company based at Swavesey Village College. Correspondence enquiring about grant funding for the group to help fund weekend camps and Battlefield Tour trips for local members. The Clerk noted that if a grant were to be awarded it would need to be a S137 expenditure, therefore the number of Swavesey residents directly benefiting would need to be considered. This information was not available in the request, therefore the decision was deferred pending receipt of such information from the Cadet Force.

13.4 Parish Precept and Estimated Tax Base

Notice of tax base for 2015/15 of 922.7 band D properties, for Precept calculation. Noted that the current year's was 923.7. No comment to return.

13.5 Community Funding Fair – October

The Clerk reported on attendance at the Funding Fair, with notes circulated for Cllrs. It had been a useful visit, with information on Living Sport grants available from Spring 2015 towards playing field improvements, if the Council and Football Clubs wished to consider a project application.

The Clerk had also met with Simon Russell, Director of Sport at the Village College, and discussed the plans for sports development and community facilities at the College. It was hoped that a meeting with College catchment Parish Councils could be arranged to update all Councils on new facilities and discuss co-operative work to help with grant funding and facility equipment.

Enquiries had been made re the use of S106 indoor facility money towards community facilities on College land and this is to be further investigated.

13.6 Unity Bank

Further to the decision at the 27th Oct meeting to open a bank account with Unity Bank for electronic payments, the following **Resolution** to confirm account users and authorisations was approved:

Administration of the account by Linda Miller, Clerk. Status: View and Submit

Signatories and authorisation of payments, status View and Authorise: Mr Martin

Johnston, Mr John Pook, Mr James Dodson, Mr Warren Wright.

ALTO pre-payment card to be loaded with £100 on set up. Authorised user: Linda Miller. 1

13.7 Correspondence

Notice of increase in charges for internal auditor for 2015. The Clerk reported that having looked at the rates proposed and audit visit time, the increase would be minimal so wished to recommend that the charges be accepted. Unanimously agreed. 2

13.8 Draft Budget 2015-16

First draft figures circulated for Cllrs to consider over the next three weeks, with detailed discussion at the December meeting. In the meantime the Clerk would meet with Mr Dodson and Mr Jullien to review the figures prior to the December meeting. All Cllrs asked to consider if there are any major projects or other items which need to be included in the figures.

**Dec
Agenda****14 GENERAL CORRESPONDENCE**

None listed

15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Mow Fen Drove, north of guided busway crossing, very deep potholes and puddles. To report this to SCDC Byeways Committee and request maintenance work. **Clerk**
- (ii) Ramper Road – large pothole near the Cottages at the bends, to be reported to CCC.
- (iii) Carters Way/Priory Ave public open space area requires quite a bit of maintenance work to clear overgrown vegetation, repair the drains and ensure walls remain safe. **Agenda**
Future agenda item discussion. **Agenda**
- (iv) Market Street parking – future agenda discussion.

Next meeting dates:**Full Council – 7.30pm Monday 15th December 2014**

There being no further business, the meeting was declared closed at 9.50pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Local Government Act 1972 Part VII, S111
- 2 The Accounts and Audit Regulations 2003, Statutory Instrument No 533

Minutes approved & signed as a correct record by the Parish Council on 15th December 2014

**Swavesey Parish Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
129 Constable's Rood	24/11/2014	11-14/13.1	002196	Grounds maintenance	Edwin Parish	175.00	0.00	175.00
130 Stationery	24/11/2014	11-14/13.1	002197	Stationery	ESPO	33.10	6.62	39.72
131 Trees/Hedges/ditches	24/11/2014	11-14/13.1	002198	Tree Survey	Haydens Arboricultural Consultants Ltd	815.00	163.00	978.00
132 Grasscutting	24/11/2014	11-14/13.1	002199	Grasscutting	Buchans Grounds Maintenance	105.61	21.12	126.73
133 Trees/Hedges/ditches	24/11/2014	11-14/13.1	002199	Hedge cutting & ditch clearing	Buchans Grounds Maintenance	377.95	75.59	453.54
134 Grasscutting (S106 areas)	24/11/2014	11-14/13.1	002199	Grasscutting (106 areas)	Buchans Grounds Maintenance	153.57	30.71	184.28
135 Trees/shrubs/hedges (S106 areas)	24/11/2014	11-14/13.1	002199	Shrub maintenance	Buchans Grounds Maintenance	255.10	51.02	306.12
136 Recreation Green	24/11/2014	11-14/13.1	002199	Fertilising	Buchans Grounds Maintenance	493.60	98.72	592.32
137 Verge Cutting	24/11/2014	11-14/13.1	002199	Grasscutting (verges)	Buchans Grounds Maintenance	301.38	60.28	361.66
138 Photocopying	24/11/2014	11-14/13.1	002200	Photocopying	Swavesey Village College	62.50	12.50	75.00
139 Meeting Room Fees	24/11/2014	11-14/13.1	002201	Meeting room hire	Swavesey Memorial Hall	242.25	0.00	242.25
140 Telephone/Broadband	03/11/2014	11-14/13.1	Direct Debit	Telephone & Broadband	Virgin Media	62.20	12.44	74.64
141 & 146 Staff	24/11/2014	11-14/13.1	002202 & 002204	Salaries	Staff	1,741.06	0.00	1,741.06
144 & 145 Pension Contributions	18/11/2014	11-14/13.1	002203,	Pension Contributions	CCC - Pensions Income Account	630.03	0.00	630.03
142 Mileage Claims	17/11/2014	11-14/13.1	002202	Mileage	Clerk	27.00	0.00	27.00
143 Postage	17/11/2014	11-14/13.1	002202	Postage	Clerk	6.14	0.00	6.14
147 Handyman's/Gardening Expenses	24/11/2014	11-14/13.1	002205	Plants	N J & C L Gill	36.74	7.34	44.08
						5,518.23	539.34	6,057.57