

# *Swavesey Parish Council*

7.30pm

**Minutes**

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street  
Monday 22<sup>nd</sup> September 2014

**PRESENT**

Mr M Johnston (Chairman)

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

Clerk : Mrs L Miller

In attendance

Parishioners : 1

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

NHW Scheme: Mrs P Wilderspin, Village Co-ordinator

Primary School: Mrs A Norden, Head Teacher; Mrs W Whistler, Business Manager

**Item****Power Action**

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- 1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**  
Mr J Jullien (unwell), Ms S Smith (away), Mr W Wright (working)
- 2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**
- 2.1 Declarations of interest from councillors on items on the agenda**  
Mr J Pook – item 5 – Planning, Primary School extension application. Non-Pecuniary interest as an LEA Governor at the Primary School.
- 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.
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- 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.**
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- 4 TO SIGN & APPROVE MINUTES OF MEETINGS DATED 28<sup>TH</sup> JULY AND 22<sup>ND</sup> AUGUST 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)  
Care Network wished to thank the Parish Council for the grant towards the Swavesey Social Circle Group and offer to attend a future meeting to update Cllrs on the activities of the group.
- 5 PLANNING**  
Ref: S1780/14/CC – Swavesey Primary School. Replace existing mobile classrooms with new 3 classroom extension, extensions to pre-school and hall.  
The Chairman welcomed and introduced Mrs Anna Norden, Head Teacher from the Primary School, and Mrs Wendy Whistler, Business Manager.  
Mrs Norden explained the reasons for the application – to provide permanent accommodation for existing pupil numbers currently using mobiles on the site. The total number of pupils at the school will not increase with the new buildings. The Foundation proposals will provide a permanent and more suitable space for the Pre-School and Kids Club (Breakfast and after-school) activities.  
Questions raised and answered:  
Proposals will take up playground space. Noted but space will be gained when mobiles are removed.  
Existing concerns over parking and road safety discussed. Noted that no additional pupils are expected as a result of the building works, however the school is working with parents to try to limit numbers driving to/from school. The PC will continue discussions with the County Council regarding road safety and parking restrictions. Also long-term planning for possible relocation of the primary school.

*(7.42pm - Mr Wilderspin joined the meeting)*

**Response to Planning Application:**

No objections however concerns raised over increasing pupil numbers and its impact on traffic and parking around the entrance. Also space pressure on the school due on what is a limited site.

The Parish Council to continue discussions with the County Council and School about traffic and parking issues, encouraging local parents not to drive to/from school, to make use of walking bus schemes and be more aware of where and how they park.

The Parish Council would be in favour of additional restrictions around the school, eg increasing single yellow line parking restrictions to cover mid-day times when Pre-School starts/finishes. Protection of residents' driveway accesses. Improved approach warning signs either side of the school entrance.

With regard to the site and space, the Parish Council wished to enter discussions with the County Council about a long-term future plan for the school, possibly looking at moving the school to a new site, away from the main road through the village.

The Chairman thanked Mrs Norden and Mrs Whistler who then left the meeting.

## **6 COUNTY COUNCIL BUSINESS**

### **6.1 Buckingham Road Footpath/Cycleway Project**

- (i) Formally opened on 2<sup>nd</sup> September. Final details to be completed: clearing rubbish from ditch, cutting back vegetation, trimming drainage pipes, installing solar studs, painting give-way and cycleway markings, installing cycleway signs.
- (ii) LHI bid submitted for speed reduction along Buckingham Rd. Panel will meet in November to consider all bids received.
- (iii) Daffodils – 2,250 bulbs delivered to the Parish Council. A date in Oct to be arranged for volunteers to meet to help replant them.

**Clerk**

### **6.2 Correspondence for information and items for County Councillor**

- (i) Highway gullies. CCC confirmed that Middlewatch and Priory Ave have both had additional visits since the August rainfall. Boxworth End still has three blocked gullies.
- (ii) Streetlights. No date from Balfour Beatty as to when they will return to complete the light installations. Residents are contacting the Clerk daily to ask about this. With the evenings now getting darker earlier, lack of lighting is a major concern. CCC to be contacted re this.
- (iii) Parish Paths Partnership Forum – Thurs 6<sup>th</sup> November, Whittlesford – noted
- (iv) Meridian Magazine 25 years celebration – considering a project to provide a village information board at the guided busway stop, to encourage people using the busway to visit the village.
- (v) Ramper Road – the chevron signs have been damaged.
- (vi) Cllr Ms Smith reported: Highways Officer for this area has left, Cllr Ms Smith will find out who will take up the outstanding actions until a new officer has been employed.
- (vii) Regarding drain clearing, will try to obtain a list of which drains have been cleared and when.

**Clerk**

## **7 DISTRICT COUNCIL BUSINESS**

### **7.1 Exception Site Affordable Housing Development, Fen Drayton Road**

Initial reply received from Cllr Mr Howell re question over SCDC tenants' Right to Buy. Enquiries being made to clarify legal situation. Cllr Howell to meet with the Parish Council on 27<sup>th</sup> October.

- 7.2 Correspondence for information and items for District Councillor**
- (i) Expression of Interest for Community Right to Challenge, re sheltered housing grounds maintenance. Acknowledgement received, decision expected December.
- (ii) Parish & Cabinet Liaison Meeting, 8<sup>th</sup> Oct. Chairman, Mr Parsons and Mr Wilderspin to attend. 27<sup>th</sup>  
Oct
- (iii) Neighbourhood Planning – Service Level Agreement Consultation. To read and confirm comments at the October Council meeting. Cllr  
SE  
37 Market Street. Continued concern over the deterioration of the listed property. The Clerk had written again to SCDC Planning but no response at all received. Mr Pook had also written with no satisfactory reply received. District Cllr Mrs Ellington to speak to Planning Officers and request a site meeting and action plan.
- 8 NHW and POLICE BUSINESS**  
Crime & NHW report circulated to all Cllrs for information.  
Discussion deferred to the end of the Agenda, to be held 'in camera'
- 9 VILLAGE MATTERS**
- 9.1 To receive the monthly report from the Village Handyman**  
General duties completed. New bracket for a roof section required on one of the play area items.  
Noted to speak to the Handyman re cutting back brambles from the hedge inside of the play area re tools to be used. Noted that care has to be taken not to leave thorns and cuttings in the bark of the play area.
- 9.2 Meridian Magazine – 25 years celebration**  
Confirmation from the Committee that they will provide and install a commemorative bench alongside Swan Pond. Exact location yet to be decided but probably towards the north end of the pond. Clerk to liaise with Magazine Committee. Clerk
- 9.3 Trees**
- (i) Recommendation from the Clerk to commission a detailed tree survey for all parish trees, to include a full H&S report, mapped plan and future management report. This type of survey is recommended by Insurance companies as good practice and for risk assessment. Quotes received from Hayden's Consultants and Gardenworks Tree Surgery Ltd of £815 and approx. £800 respectively. However Gardenworks could not take on the work this autumn. The survey would help inform discussion on how to manage the Poplars around Moat Way Pond.  
**Proposed and approved unanimously** to commission a detailed survey. The quote 1  
from Hayden's was approved. If a further quote could be obtained to ensure cost is acceptable this to be sought.
- (ii) Fence repair. Willow along Tunbridge footpath has been felled. However the split trunk has damaged the fence alongside the electricity sub-station. Quote obtained to repair a 3M section of fence including new cant rails, gravel board and feather-boarding, £200. Work can be carried out within next two weeks. **Proposed and approved unanimously** to arrange repairs as soon as possible, on safety grounds re access to the sub-station compound. 2
- 9.4 Pond Maintenance**  
Swan Pond – working party arranged for Sat 18<sup>th</sup> Oct to cut back and remove overgrown reeds, generally tidy up bank areas. Work to be overseen by local Ecology Officer.  
School Pond – 5yr plan drawn up last year identified mechanical dredging work and reed clearing for this year, ideally November. Survey conducted in May/June this year, identified a low number of Great Crested Newts in the pond. Ecology advice received confirmed that work could be carried out with care. Clerk to investigate cost of machinery.  
Bethel Pond – no work required.  
Moat Way Pond – no work required to the pond. Advice on management of the Poplar Trees will be received as part of the Tree Survey previously approved.  
Ecology Officer at SCDC to be kept informed of proposed work.

**10 COMMUNITY PAVILION**

- (i) Grant Request. Cllrs Martin Johnston, Lisa Boyes, Stuart Faben, Hannah Parish and John Jullien had met with Pavilion Trustees to discuss the accounts for the Trust and proposed maintenance work, following the grant request last month. Cllrs still considered a builder's report should be obtained to ensure the ceiling cracks are not a more serious structural problem. If that is the case then building insurance could be used.

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In the meantime it was **proposed, seconded and carried unanimously** that a grant, using S106 funds, could be provided up to the £384 requested, to help with repair costs.

- (ii) Barbeques. Further to the request to consider a relaxation of the rule that no bbqs are permitted as part of a Pavilion Hire, it was agreed that the rule would be upheld. The only times bbqs would be permitted on the recreation green would be as part of the Festival Gala Day or Swavesey Spartans Day. A letter confirming this to be sent to the Pavilion Trustees.

Clerk

- (iii) Temporary Bar at the Pavilion. Due to the closure of The White Horse Inn during October for the change of tenancy, the Pavilion has been granted temporary licences to open a bar on Fri/Sat/Sun evenings for three weekends. Notices will be delivered to local residents. The stock will be removed each night for security reasons.

**11 DRAINAGE**

No further response from the Environment Agency (EA) yet re work to the drain across Mare Fen.

Copy letters to/from the District Council (SCDC) from Mr Wilderspin re the Land Drainage Solution works. Mr Wilderspin reported that SCDC had replied that if he and the Internal Drainage Board wished to take their concerns further they should write to the Ombudsman. Parish Cllrs suggested that the Parish Council should also do this, however Mr Wilderspin advised that the Parish Council waits until the end of October, having chased up the EA who were due to report back to the Parish Council after the end of September.

Oct  
Agenda**12 PLANNING****12.1 To consider correspondence received**

- (i) Northstowe Parish Forum 17<sup>th</sup> September. No report given, no one had attended. Next Forum 22<sup>nd</sup> October.

**12.2 Enforcement Action Update**

No reports received.

**12.3 To consider planning applications received**

- (i) Ref: S/2011/14/OL – Northstowe Phase 2. Deferred to Planning Meeting of 9<sup>th</sup> October.  
Ref: S/1861/14/LD – Ryders Farm, 35 Middlewatch. For information only. Lawful Development certificate for the existing use of land as residential garden land.  
Ref: S/---/14/F –

**12.4 Permissions**

Ref: S/1308/14/RM – Reserved matters for foul water pumping stations pertaining to outline permission for phase 1 of Northstowe.

**12.5 Refusals**

Ref: S/0065/14/FL – Sunfun Luxury Travel. Use of land for parking of double decker buses/coaches and the laying of surfacing, erection of metal fencing and a gate.

**12.6 Appeals**

Ref: S/2008/13/OL – Hackers Fruit Farm, Huntingdon Rd, Dry Drayton. Farm and Garden Centre and National Centre for the Great War.

**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 to the sum of £12,104.88.

Vchr 93,94,100,104-110,112,114 Administration & Staff	3,761.61
Vchr 95-98 Grounds Maintenance	1,095.45
Vchr 99 Thomas Galon Charity, Allotment Lease	400.00
Vchr 101 Cambs County Council, LHI Project	255.60
Vchr 102 Moat Way Play Area, Third Party Contribution	2,689.17
Vchr 103 PWLB loan repayment	2,442.73
Vchr 111 Care Network, Swavesey Social Circle grant	100.00
Vchr 115 Insurance premium	1,360.32

Accounts reconciled at 15/09/14: Current a/c £3,801.73. Deposit a/c £55,623.34

**13.2 Notice of receipts received**

SCDC - Second 50% of Precept £26,645.00

**13.3 Annual Audit**

Completion of audit for 2013-14 received, with no comments from the Auditor. Completion statement displayed and posted to website for general information.

**13.4 Insurance Policy Renewal**

**Proposed and approved unanimously** to renew with Came & Co (Aviva) for a further 3-yr agreement at a premium of £1,360.32. **4**

**13.5 Grant requests**

The Venue, Swavesey Village College. Request from Arts Development Manager for a community grant of £500 towards the cost of installing an HD projector at The Venue, to enable Live National Theatre screenings.

The Parish Council had £500 put aside in reserve funds, for community projects at The Venue.

Following discussion, although funding had already been approved from South Cambs District Council and the Village College, the Parish Council asked if other Parish Councils within The Venue's catchment area could be approached for grants, not just Swavesey, as attendees would come from all local parishes. It was **proposed, seconded and unanimously approved that a grant would be reconsidered** once responses from other Parish Councils had been received.

**13.6 Community Warden Scheme – Funding Update**

End of year report for 2013-14 funding of the scheme copied to all Cllrs. Scheme is working well with lots of complimentary comments received and numbers increasing. From the initial 6 clients, there are now 14 with further enquiries being taken.

**14 GENERAL CORRESPONDENCE**

- (i) S Cambs Parish Council Conference and Community Funding Fair Tues 28<sup>th</sup> October, Cambourne. The Clerk would be attending. Also open to other community group members. Market Street Parking – comments from a resident regarding parking arrangements and proposals. Noted for future discussions.

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

- (i) The Clerk reported on the recent SLCC Clerk's Branch meeting at Gamlingay and would investigate the potential of a website update, having heard a presentation on website design.
- (ii) An article in the latest 'Fisherman' on possible reduction of grasscutting in St Andrew's churchyard was noted and Cllrs were asked to read the article. Future discussion would be agenda'd as the Parish Council pays for 50% of the cost, therefore any proposed changes needed to be considered in relation to the grant given.

**9.40pm 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 hear a report from the NHW Co-ordinator on items which were considered to be confidential in relation to Police matters.**

- 8 NHW and POLICE BUSINESS** Deferred from earlier in the Agenda  
The Village NHW Co-ordinator reported on a recent incident of a suspicious substance found in a sachet in a street gutter, which is being investigated by the Police.

Forthcoming Panel Meeting, 15<sup>th</sup> October. Proposed priorities:  
Concern over issue of drug use in the village  
Ongoing issues with problem families in the village  
Speed checks in Over Road

A report was given on current Police investigation and activities relating to incidents in the village.

The Chairman thanked Mrs Wilderspin for her report and the meeting was re-opened to the public.

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## **15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

### **Cont'd**

- (iii) Hedges along Gibraltar Lane are overgrowing the highway – to be reported to CCC Highways.
- (iv) Vegetation along School Lane, opposite Gibraltar Lane junction also obstructing the footpath – report to CCC Highways.
- (v) Drainage ditch between Priory Avenue and Gibraltar Lane junctions on School Lane is still very overgrown with dead Elders and lots of brambles and is obstructing the water flow, particularly the middle section. CCC to be asked to help with contact with residents re Riparian ownership and maintenance.
- (vi) Concern over cattle escaping fields alongside the guided busway and getting onto the maintenance track and busway – which occurred last week. Could contact tel numbers be put onto signs by the drove crossings? Clerk to contact CCC.
- (vii) Mow Fen Drove – concern over recent ditch clearing and spoil still remaining on the verges. Clerk to contact Byways Manager at SCDC.

### **Next meeting dates:**

**Planning – 7.30pm Thursday 9<sup>th</sup> October 2014**

**Full Council – 7.30pm Monday 27<sup>th</sup> October 2014**

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

Signed & dated  
Chairman

### **Powers of Expenditure**

- 1 Highways Act 1980, s96
- 2 Open Spaces Act 1906, s10
- 3 Local Government (Miscellaneous Provisions) Act 1976, s19
- 4 Local Government Act 1972 Part VII, s114, s111; Local Government Act 1972, s140;  
War Memorials Act 1923,s1

**Minutes approved & signed as a correct record by the Parish Council on 27<sup>th</sup> October 2014**

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