

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 22nd February 2016

PRESENT

Mr M Johnston (Chairman)

Councillors : Miss L Boyes, Mr J Dodson, Mr S Faben, Mr D Hunt, Mr J Pook, Ms S Smith,
Mr K Wilderspin, Mr W Wright

Clerk : Mrs L Miller

In attendance

Parishioners : 10

South Cambridgeshire District Council: Mr C Clay, Housing Options & Allocations Manager

Community First Responders: Mr W Rogers

Spartans Football Club: Mr J Tait

Item

Power Action

15-16/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

- 02-1** Miss H Parish (holiday), Mr C Parsons (holiday)
County Councillor Ms M Smith; District Cllr Mrs S Ellington (late arrival)

15-16/

02-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

- 2.1 Declarations of interest from councillors on items on the agenda**
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 02-3 declaring prejudicial interest relating to the business to be transacted, to address the meeting.

No addresses regarding prejudicial interests were made.

The Chairman noted that most of the public were present to hear the presentation about the new SCDC Housing, therefore he suggested public questions/comments be deferred until after the presentation. All present were in agreement.

No other 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 MEETING DATED 25th January 2016

- 02-4** It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes with no amendments.

4.1 Matters to report from previous minutes (for information)

- (i) Confirmation that the County Council has withdrawn the proposal to cut school crossing patrol funding, following many objections from residents, schools and parish councils.

4.2 Clerk's Report- published and noted.

15-16/

02-5 SCDC AFFORDABLE HOUSING DEVELOPMENT, FEN DRAYTON ROAD

The Chairman welcomed Mr Clay from SCDC to the meeting to explain the Home-Link housing allocation system and eligibility criteria for tenants wishing to bid for the new rented homes being built on Fen Drayton Road.

(7.40pm – Mr Dodson arrived – apologies accepted for late arrival)

Leaflets and eligibility criteria were handed out and left with the Clerk giving further information. Mr Clay explained the eligibility criteria.

Home-Link is a web-based allocation system for those registered on the District Council's Housing List. When the properties are handed over to the District Council, bids will open on the Home-Link site. This will be a short approx. 5-day window and there will be only the one opportunity to bid. Mr Clay will let the Parish Council know when the bid will be open to allow the Council to advertise this on its village website.

Meeting suspended to allow 10 minutes for the public to ask questions.

Q - concerns raised that the bidding system might not be a fair system. An example was given as a recent property in Whitton Close was advertised, however when the bids closed the website information looked as though the property had been allocated 10 days prior to the bid opening. Mr Clay replied that he did not understand how this could have been the case and would investigate and send a full reply.

Q – will allocation of all of the properties happen at the one time? Mr Clay confirmed this would be the case.

Q – clarification requested between family connection eligibility over local work eligibility in that someone working within the village for the past 12 months might qualify over a family connection bid with greater years' ties to the village? Mr Clay replied that it could be the case, depending on the band they were in on the housing list and that the qualification was correct.

The Chairman thanked Mr Clay for his time. Mr Clay left at 8pm.

15-16/

02-6 PUBLIC DEFIBRILLATOR FOR THE VILLAGE

The Chairman welcomed Mr Will Rogers to the meeting, a Community First Responder (CFR), who explained the offer from the CFR group to purchase an IPAD Defibrillator costing £777, to be located centrally in the village for community use. A report had been circulated to Cllrs, covering cost and potential sites. Once installed the CFR group would hold a local CPR training event and for the future would manage the maintenance of the unit.

Mr James Tait from Swavesey Spartans Football Club then offered an additional donation of up to £300, which would be raised through the Club's Barn Dance at the Festival in June, towards the steel cabinet and installation costs for the unit.

Costs would be:	IPAD defibrillator	£777.00 – CFR Group
	Dedicated steel cabinet	£450.00 – £300 from Spartans
	Installation/electric supply	£200.00

It was **proposed**, seconded and unanimously approved that the Parish Council would contribute the remaining £350 towards the total cost. 1

RESOLVED: that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure: Up to £350 towards the provision of a community defibrillator.

Two options for its location were discussed:

1. Parish Council to purchase the BT Kiosk by the recreation green and convert it to house the defibrillator.
2. Approach the Memorial Hall Trustees to ask if the unit could be fixed to the outside of the hall.

Following discussion it was agreed to approach the Hall Trustees at their 8th March meeting.

Clerk

15-16/**02-7 COUNTY COUNCIL BUSINESS****7.1 Highway Projects Updates**

- (i) Station Road surface water flooding – CCC have investigated and found no route for water flooding on the highway to be removed. They will now consult the plans for the guided busway construction to find out why provision was not made and how they can now provide the appropriate drainage solution. Strong concerns raised re potential accidents if the road is flooded and the temperature freezes overnight. This has now been raised with both the Busway Team and Highways Flood Manager.
- (ii) Market Street – admin work to progress the marking up of parking bays and provision of additional double yellow lines should start in April. The potholes in and around the car park area will all be filled prior to the lining work. The project will take approx. 3-4 months, as formal Traffic Regulation Order consultation is required.
- (iii) Primary School parking – the new flashing warning signs for the primary school entrance are to be provided shortly, together with an advisory 20mph zone. Residents' white access protection markings will also be provided. A new contract has been provided now to replace the large coach with a smaller taxi vehicle, transporting children to/from school. This vehicle should be able to use the school car park, rather than parking on the yellow zig zag lines.
- (iv) Boxworth End bus stop footpath – further discussions have been held re moving the bus shelter nearer to the Pine Grove Park junction, to enable a shorter footpath to be provided. Final decision will be during March.

7.2 Balfour Beatty – Streetlighting questionnaire

Parish survey following installation of new lights received. Chairman has returned the survey with strong words about the length of time the project took, disruption during the works, holes left open for lengths of time, lights removed and unlit areas left in residential areas and the Parish Council's total dissatisfaction with the entire project.

7.3 Correspondence for information and items for County Councillor - None**15-16/****02-8 DISTRICT COUNCIL BUSINESS****8.1 Correspondence for information and items for District Councillor**

- (i) Community Awards event 10 March. Various representatives from Swavesey will be attending from the 4 organisations nominated.

15-16/**02-9 NHW and POLICE BUSINESS**

- (i) Neighbourhood Panel meeting 24th February, Cottenham.
- (ii) Reports received that a horsebox is often parked in Whitton Court, with someone sleeping overnight, this box is also often in Fen Drayton Nature Reserve and along Cow Fen Drove. To be reported to the Police and Council Enforcement. To also ask if puppies being offered for sale are in breach of previous enforcement notices.

Clerk

15-16/**02-10 VILLAGE MATTERS****10.1 To receive the monthly report from the Village Handyman**

Minor play area maintenance items being completed. RoSPA inspections will take place during April.

10.2 Recreation Green

- (i & ii) Cllrs had met to assess the ground conditions and discuss future maintenance, charging the football clubs for pitch use to help towards maintenance costs and when games could re-start on the green. Report circulated.
Working party proposed that annual fees be introduced: £250 for the Institute, £125 for Spartans, the money to go into reserves towards ground maintenance costs.

The Institute confirmed their match for Sat 5th March had now been deferred until 16th April. Spartans asked if they would be able to use the pitch Sun 6th, 13th and 20th March.

The following was agreed:

- Annual charges to be introduced – Institute from Sept 2016 £250/yr; Spartans from Sept 2017 £125. Spartans deferred for one year as they had already paid over £3,000 towards the drainage work.
- A formal agreement to be signed between the Parish Council and the Clubs with regard to the use of the pitches, charges made and passing on fixtures lists to the Parish Council, to help with management of the use of the green. **Clerk**
- Verti-draining to be arranged before 5th March on the main pitch and under the Chestnut trees, to ensure the ground is ready for re-use. **2**
- Weather and ground conditions permitting, Spartans given permission to use the pitches on 6th, 13th and 20th March. **3**

(iii) Bark for play area – approved to order 6m³.

10.3 Moat Way Open Space

Agreed not to fell the Pear Tree. Fallen fruit to be collected in future years to ensure it is not thrown about the play equipment.

10.4 Noticeboard Repairs

Mr Faben declared a disclosable registered interest, as he would be carrying out the repair work.

In the recent strong winds, two doors were blown open and damaged the noticeboard frame. Approval given for repairs. **4**

15-16/

02-11 DRAINAGE

- (i) Mr Wilderspin reported on a meeting with SCDC and the EA and had seriously chased up the outstanding issues regarding the work to Mare Fen Drain.
- (ii) The EA are now clearing vegetation and trees along Church Green Drain – however they initially had not asked the contractors to clear the whole length through to the busway. It is understood they have now arranged this following requests from landowners and the Parish Council. However the ditch is not being dredged of built-up silt.
- (iii) Heidi Allen MP's office has been contacted to ask for further help in lobbying the EA to move forward with the Riverbank maintenance work, as no progress has been made since meeting with the EA last Oct and Nov.

15-16/

02-12 PLANNING

12.1 To consider correspondence received

- (i) SCDC Planning Policy February update – circulated and noted.

12.2 A Neighbourhood Plan

Report given on the discussion with SCDC Neighbourhood Plan Officer on 4th February. General agreement that a Neighbourhood Plan should be investigated. Arrangements made for Cllrs to visit Cottenham Parish Council on 29th Feb, to gain their experiences having recently started on their Neighbourhood Plan.

Agreed that the Annual Parish Meeting Agenda will promote initial consultation on a Neighbourhood Plan for Swavesey. **MJ, WW, DH, SS, Clerk**

12.3 To approve draft statement re residential development within the Parish

Statement as drafted approved unanimously.

12.4 To consider planning applications received

No applications

12.5 Permissions, Refusals, Appeals

Ref: S/1888/14/OL – Hackers Fruit Farm, Huntingdon Road, Dry Drayton. Appeal dismissed.

15-16/**02-13 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 £3,205.34.

Bank Reconciliations:	Business Account	£57,211.63	at 15/02/16
	Current Account	£7,671.95	at 15/02/16
	Unity Account	£2,195.33	at 15/02/16
	ALTO Card Account	£93.72	at 15/02/16

13.2 Notice of receipts received

Hale Rd Allotment Assoc – Water rates reimbursed	£166.93
Interest	£2.27
SCDC S106 receipts	7,995.83

13.3 CCLA Deposit Account – to confirm authorised signatories for new account

Resolved to use Chairman, Vice-Chairman, Mr Parsons and Mr Wright, as per the online banking authorisations. The Clerk, Mrs L Miller, to be the authorised administrator for the account.

15-16/**02-14 GENERAL CORRESPONDENCE**

- (i) St Andrew's PCC – thanking the Council for the increase in churchyard maintenance grant for this year.

15-16/**02-15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) The Chairman welcomed Mr Doug Hunt to his first formal meeting to of the Council.
- (ii) Request to chase-up SCDC and ask for District Cllr's assistant to get the flytipping in Mow Fen Drove and in the drainage ditch cleared.
- (iii) Have we received any updates on proposals for No.37 Market St? Could the Clerk contact the Conservation and Planning Officers to find out what the situation is?
- (iv) Very deep pothole in Market St where it joins Cow Fen Drove, with a manhole now proud of the hole, which could cause damage to a vehicle tyre.
- (v) Comments that the Boxworth End water main replacement traffic lights are using a very long section of road and queues are forming.
- (vi) The Chairman informed Council that he has been asked by Cambridge TV for an interview about the relocation of the Post Office, which will take place on Weds 25th Feb.

Next meeting dates:

Planning – 8.00pm Thursday 10th March 2016

Full Council – 7.30pm Monday 21st March 2016

There being no further business, the meeting was declared closed at 9.10pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Local Government Act 1972, s137 & s139
- 2 Open Spaces Act 1906, s10
- 3 Local Government (Miscellaneous Provisions) Act 1976, s19
- 4 Local Government Act 1972 PART VII,s111

MINUTES APPROVED AT THE FULL COUNCIL MEETING HELD ON 21ST MARCH 2016 AND SIGNED BY THE CHAIRMAN

PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
165	Telephone/Broadband	02/02/2016	15-16/02-13.1	Direct Debit	Telephone & Broadband	Virgin Media	68.61	13.72	82.33
166	Miscellaneous Expenses (office)	10/02/2016	15-16/02-13.1	ALTO	Office furniture	LOF New & Used Office Furniture	79.00	15.80	94.80
167	Recreation Green	29/01/2016	15-16/02-13.1	002290	Barrier fencing & Metal stakes	Trinity Engineering & Component Supplies Ltd	32.00	6.40	38.40
168		25/02/2016	15-16/02-13.1						
169		25/02/2016	15-16/02-13.1						
170	Staff Costs	25/02/2016	15-16/02-13.1	BACS	Staff Costs	Staff Costs	2,986.71	0.00	2,986.71
171		25/02/2016	15-16/02-13.1						
172		25/02/2016	15-16/02-13.1						
173	Postage	25/02/2016	15-16/02-13.1	BACS	Postage	Linda Miller	3.10	0.00	3.10
Total							3,169.42	35.92	3,205.34