

Swavesey Parish Council

7.30pm

Minutes

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

PRESENT

Mr M Johnston (Chairman)

Councillors : Miss L Boyes, Mr S Faben, Mr D Hunt, Mr C Parsons, Ms S Smith,
Mr K Wilderspin, Mr W Wright

Clerk : Mrs L Miller

In attendance

Parishioners : 1

Item**Power Action****2016/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE****04-1** Miss H Parish (holiday), Mr J Pook (holiday)

County Councillor: Ms M Smith, District Councillor: Mrs S Ellington

2016/**04-2 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.

**2016/ Meeting suspended to allow 10 minutes for the public participation forum and for persons
04-3 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.

2016/ TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 21st March and 7th April 2016**04-4** 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) Bloor Homes – initial feedback from visitors to the exhibition of proposals in January received and noted, detailed information will be sent within the Statement of Community Engagement, as part of the forthcoming planning application. Email correspondence on 21st April, from Bloor's Marketing Agency confirmed the application has now been submitted to SCDC for registration.

(ii) Fen Drayton Rd house building works – ditches alongside School Lane to be cleaned out Fri 29th April.

(iii) Camb Water mains replacement works – the Clerk reported that Cambridge Water expects to complete the works by 15th May.

4.2 Clerk's Report – noted**2016/****04-5 COUNTY COUNCIL BUSINESS****5.1 Highways Updates**

Station Road – CCC are still investigating the situation.

5.2 Correspondence for information and items for County Councillor

- (i) Cllrs commented on the absence of the County Cllr from Parish Council meetings recently. Cllrs understood the conflict of interest re a forthcoming planning item, however Cllrs felt that County Cllr Ms M Smith could still attend for CCC Agenda items only. The Clerk added that she keeps in touch with County Cllr Ms M Smith via email and copies her in to CCC correspondence, however Cllrs felt they are not being represented sufficiently and do not have the opportunity to ask questions about CCC business if the County Cllr is not present. The Chairman to speak to County Cllr Ms M Smith. The Clerk would take advice from the Monitoring Officer and/or CAPALC.
- (ii) The Clerk reported that the Boundary Commission are now reviewing their decisions over the recent Ward boundary review.
- (iii) Question over road closure signs at Taylors Lane/Station Rd/Hale Rd. The Clerk replied that this would be for the Wings For Life road run taking place on 8th May.

Chair

Clerk

2016/

04-6 DISTRICT COUNCIL BUSINESS**6.1 Correspondence for information and items for District Councillor**

- (i) Notice of changes to SCDC Legal Services and sharing of services with Hunts District Council and Cambridge City Council.
- (ii) 18 Station Road – overgrown garden. Neighbours complain over vegetation from this empty property's garden, the issue has been passed on to SCDC Enforcement to contact the property owners to ask them to cut back the vegetation.

2016/

04-7 NHW and POLICE BUSINESS

Lead had been stolen from St Andrew's church roof last week, the third recent theft. Other churches in S Cambs had also had lead thefts recently. The Chairman spoke about CCTV, which a resident had asked about and whether CCTV could be installed around the village. Following discussion it was not thought this would be possible. The issue to be raised with the Police and Crime Commissioner.

15-16/

04-8 VILLAGE MATTERS**8.1 To receive the monthly report from the Village Handyman**

Litter clearing and play area inspections as usual.

8.2 Play Areas RoSPA Inspections

Recreation Green and Moat Way Play Areas both inspected during April. Various items required attention on the Recreation Green area, for which the Clerk was obtaining quotes. Bark order has been received and will be taken to the play area when ground conditions allow.

Clerk

8.3 Recreation Green Maintenance

Report circulated for discussion re ground conditions, football and top-dressing of the main pitch. Costs for top-dressing discussed, the quantity and cost of the sand being the main proportion of the cost, as 40 tonnes of sand required at a cost of £800. The cost for the machinery/work was at a reduced cost by using the FA/ECB machinery. Total cost would be £1,100, to be taken from S106 community outside space receipts (for improvements to sports pitches). Discussion over when to carry out the work, dependant on use of the pitch and working around grasscutting and Festival events. Either by end May or during July. The Clerk to liaise with grass cutter and contractor. Comments from the Football Clubs have been very good re pitch conditions, since resuming matches in April. There are still a couple of wet areas where the drainage could not be carried out, which will need additional work. The Clerk to investigate possibilities and costs.

1

Clerk

Use of the recreation green for the Football Clubs Agreements to be sent to the clubs together with final grounds maintenance programme for this year.

Clerk

Clerk

8.4 Pond, nr Bethel Church, Middlewatch

Request received for the Council to consider providing duck warning signs, due to the large number of ducks around the pond and often in the road. The Clerk had enquired of CCC Highways re signs but no reply yet. Temporary signs discussed, which could be provided if suitable locations could be found.

2016/

04-9 DRAINAGE

- (i) Mr Wilderspin reported on a meeting re Northstowe:
 - with regard to Mare Fen bank work, the HCA confirmed the work is still to be completed
 - Covell's Drain banks – more material is to be put onto the bank this summer -SCDC
 - The new pump at Webb's Hole is working well
- (ii) With regard to the riverbank maintenance by the EA, Mr Wilderspin, Mr Wright and the Clerk will be meeting with the EA on 28th April to look at revised flood risk modelling. Mr Wilderspin had met with the EA last week where the EA had agreed that their first modelling results were incorrect and Mr Wilderspin had been correct in his data and the EA agreed that they needed to do more work on the riverbank. The Parish Council thanked Mr Wilderspin for his time and work in pursuing this with the EA. A date for the riverbank work will be requested at the meeting on 26th and it is possible that the work will be undertaken jointly with the IDB.
- (iii) Church End drain had been cleared of vegetation but it was noted that it had not been de-silted.

2016/

04-10 PLANNING

10.1 To consider correspondence received

- (i) Meeting Place Communications (for Bloor Homes). Attendance information for open evening held in January re prospective plans. Notification that the planning application for the land off Fen Drayton Road has been submitted to South Cambs District Council and is awaiting verification prior to consultation.

10.2 Neighbourhood Plan

Discussion on how to progress the consultation on whether to draw up a Neighbourhood Plan, following the initial presentation at the Annual Parish Meeting. The Primary School has invited the Council to have a stand at the School Fayre on Sat 21st May, in order to publicise the plan and speak to parents. The Clerk to confirm the details and which Cllrs can attend. This opportunity has brought forward the time-line for producing the consultation leaflet – the working group to draft a suitable leaflet.

Clerk

10.3 S106 Public Open Space Contribution

Resolved: Development of land to the north of Fen Drayton Rd, Swavesey. S/2312/13/FL. To approve and sign the S106 Indemnity Agreement with South Cambridgeshire District Council, for Public Open Space contribution towards the provision and/or improvements to public open space within the Parish of Swavesey.

The Clerk reported that she had been asked by a young resident about provision of other leisure equipment on the Recreation Green, such as a basketball hoop. Possible types of hoop and related play equipment were discussed. It was agreed to investigate ideas and costs.

Clerk

10.4 To consider planning applications received

- (i) Ref: S/0714/16/FL – 100 Middlewatch, Mr A Loades. New three bedroom detached house and car port. No objections but comments as follows:
Concern raised over the location of the new access to the proposed development, as this will be located on Middlewatch close to existing traffic calming chicane. The height of the house was queried as measurements could not be found on the plans. It appears to be quite high, in relation to the surrounding properties which are bungalows to the south and west and a lower, older property to the north.

10.5 Permissions, Refusals , Appeals, Enforcement

Ref: S/0055/16/FL – 42 School Lane. Permission granted to rear extension.

2016/

04-11 FINANCE**11.1 To approve payment of outstanding accounts**

RESOLVED: to approve the invoices and payments as listed in appendix 1, to the sum of £9,760.15

Bank Reconciliations:	Business Account	£67,216.17	at 14/03/16
	Current Account	£7,017.49	at 07/04/16
	Unity Account	£1,634.86	at 31/03/16
	ALTO Card Account	£343.22	at 31/03/16

Year-end Income and Expenditure draft figures circulated for information, including Balance Sheet, Bank Reconciliations and Earmarked Reserve totals. No questions. Final Accounts and Annual Return to be approved at May AGM.

Annual Report Summary 2015-2016 for Meridian Magazine circulated for information, will be published in June/July issue. No questions.

11.2 Notice of receipts received

Interest	2.98
Precept 50% - SCDC	27,800.00

11.3 To approve annual maintenance grants to St Andrew's Churchyard and Non-Conformist Cemetery 2

St Andrew's Churchyard – grant already approved, January 2016.

Non-conformist Cemetery – proposed, seconded and carried unanimously to provide a grant of £180.

11.4 Correspondence

- (i) Unity Trust Bank – notice of introduction of monthly account fee
- (ii) To note – Updates on End of Year and pension/NI changes for new tax year

2016/

04-12 GENERAL CORRESPONDENCE

- (i) Newsletters and magazines – for information

2016/

04-13 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Two pages taken from the latest SLCC magazine
 - (i) Finance updates for year end – to note that NI contributions will be increased this year due to pension scheme changes, which we were not aware of when setting the budget.
 - (ii) Admin changes to the Annual Return, order of approval of the various sections and that the unaudited Annual Return now has to be published online.
 - (iii) Planning Aid Charity – general information but also advice on neighbourhood planning.
- (ii) Enquiry received to hold a charity fundraiser 5-a-side football event on the Recreation Green on Sunday 3rd July. Further information being obtained.
- (iii) MayFest – Barrel Rolling will take place on Market St Green on Sun 1st May, organised via The White Horse Inn. Insurance details requested.
- (iv) WISER electrical recycling, although community donations are no longer available, would the Council like to arrange a village doorstep collection, to help recycling? Agreed.
- (v) Comment received from a resident nr the Bethel Church about driveways being blocked by parked vehicles at a recent event there. It is the responsibility of Bethel Church to deal with this, which the Clerk understood they were.

- (vi) Question - if any reply had been received regarding the changing the flashing speed warning signs, the Clerk replied not yet.
- (v) Flytipping of tree clippings in Mow Fen Drove had still not been cleared and other flytips were now appearing in other droves. The Clerk to notify SCDC.
- (vi) Ms Smith, following Cllr Mrs Ellington's comments about NHS services at the Annual Parish Meeting, offered to give a talk to the Parish Council on behalf of HealthWatch (where she worked). Council agreed it would be helpful and possibly to organise a joint talk with neighbouring Parishes, the Clerk to speak to other Clerks regarding this.
- (vii) Mr Hunt reported that CCC grant funding to the Over Day Centre is to be cut, from £52K to £12K, which is a huge loss of funding for the Centre. The Trustees are now considering how additional fundraising can be found.
- (viii) Market Street – pot holes still need repairing – Clerk to report to CCC Highways.

Next meeting dates:

Planning – 7.30pm Thursday 12th May 2016

Full Council AGM – 7.30pm Monday 23 May 2016

There being no further business, the meeting was declared closed at 9.45pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Open Spaces Act 1906, s10
- 2 Local Government Act 1972, s214(6)

MINUTES APPROVED AS A CORRECT RECORD (AMENDMENTS MADE AS DETAILED IN MINUTES OF 23RD MAY) AND SIGNED BY THE CHAIRMAN ON 23RD MAY 2016

**Swavesey Parish Council
PAYMENTS LIST**

Vcher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
1	Telephone/Broadband	04/04/2016	2016/04-11.1	Direct Debit	Telephone & Broadband	Virgin Media	71.93	14.39	86.32
2	Scribe 2000	04/04/2016	2016/04-11.1	002300	Annual s/w Licence	Scribe 2000 Ltd	245.00	49.00	294.00
3	Recreation Green Play Area	25/04/2016	2016/04-11.1	002301	RoSPA site inspections	Playsafety Ltd	98.00	19.60	117.60
4	Moat Way Play Area	25/04/2016	2016/04-11.1	002301	RoSPA site inspections	Playsafety Ltd	73.50	14.70	88.20
5	Moat Way Play Area	25/04/2016	2016/04-11.1	002302	Grounds maintenance	Edwin Parish	810.00	0.00	810.00
6	Stationery	25/04/2016	2016/04-11.1	002304	Stationery	Viking Direct	17.83	3.57	21.40
7	Memorial Hall Charity	25/04/2016	2016/04-11.1	BACS	Grant	Swavesey Memorial Hall	2,500.00	0.00	2,500.00
8		29/04/2016	2016/04-11.1						
14	Staff Costs	29/04/2016	2016/04-11.1	BACS	Staff Costs		1,884.84	0.00	1,884.84
9		27/04/2016	2016/04-11.1						
13		27/04/2016	2016/04-11.1						
10	Postage	27/04/2016	2016/04-11.1	BACS	Postage	Linda Miller	6.48	0.00	6.48
11	Grasscutting	29/04/2016	2016/04-11.1	BACS	Grasscutting	Buchans Grounds Maintenance	360.92	72.19	433.11
12	Sheltered Housing SCDC	29/04/2016	2016/04-11.1	BACS	Grasscutting	Buchans Grounds Maintenance	98.50	19.70	118.20
15	Over & Swavesey First Responders	25/04/2016	2016/04-11.1	002305	Community Defibrillator	Over & Swavesey First Responders	400.00	0.00	400.00
16	Running costs	25/04/2016	2016/04-11.1	002306	Grant - Community Warden	Age Concern Cambridgeshire	3,000.00	0.00	3,000.00
Total							9,567.00	193.15	9,760.15