

Swavesey Parish Council

7.30pm

Minutes of the Annual General Meeting

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 23rd May 2016

PRESENT

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

Clerk : Mrs L Miller

In attendance

Parishioners : 1

County Councillor: Mrs L Harford

District Councillor: Mrs S Ellington

As the Chairman and Vice-Chairman were both unable to attend, the Clerk asked for nominations for a Cllr to Chair the meeting. Mr Parsons nominated Mr Wright, seconded by Mr Dodson. Mr Wright accepted and was elected unanimously as Chairman for the meeting.

| Item | Power Action |
|---|---------------------|
| <p>2016/ Election of Chairman for the forthcoming year</p> <p>05-1 The Clerk noted that Mr Johnson had said he would be prepared to continue as Chairman if there were no other nominations. Mr Wilderspin asked Mr Wright if he would accept a nomination as Chairman for the year, Mr Wright accepted the nomination. Seconded by Mr Parsons. No other nominations, elected unanimously. Mr Wright signed a Declaration of Acceptance of Office as Chairman for the forthcoming year.</p> | |
| <p>2016/ Election of Vice-Chairman</p> <p>05-2 The Clerk noted that Mr Pook had said he would continue as Vice-Chair if there were no other nominations. Mr Parsons nominated Mr Pook, seconded by Ms S Smith, carried unanimously.</p> | |
| <p>2016/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE</p> <p>05-3 Mr M Johnston (unwell), Mr D Hunt (holiday), Mr J Pook (holiday) County Cllr Ms M Smith</p> | |
| <p>2016/ MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS</p> <p>05-4</p> <p>2.1 Declarations of interest from councillors on items on the agenda None</p> <p>2.2 Requests to Speak No requests received to speak on any items as declared above.</p> <p>2.3 To receive requests for dispensations No requests received.</p> <p>2.4 To grant requests received The granting of dispensations to be made by Full Council.</p> | |

With the agreement of Council, Agenda item 10 was brought forward for discussion

2016/**05-10 COUNTY COUNCIL BUSINESS****10.1 Planning Appeal Decision – land at 18 Boxworth End, 30 new dwellings**

The Chairman welcomed County Cllr Lynda Harford who would be representing the Parish on County Council issues relating to planning applications, as Swavesey County Cllr Mandy Smith was unable to due to a conflict of interest.

Cllr Harford thanked the Council for inviting her to attend and having read through the appeal decision notice, discussed the following issues with Council:

Education

- Had spoken to Education Officers at CCC about the current lack of primary and secondary school places for village children and the impact this development would have. The tool used by CCC to calculate pupil place requirement, particularly for Primary Schools, does not take account of out-of-catchment children taking up places. So, looking at the existing primary situation in Swavesey, the tool states that there are sufficient places for in-catchment pupils. However in reality due to out-of-catchment pupils taking up places, there are existing village residents who cannot get their children into the primary school.
- Education provision has been made within the proposed S106 Agreement for planned expansion of the primary school, however Cllr Harford realises that on its present site this is extremely constricted. Cllr Harford had made this point repeatedly to Education Officers and will continue to do so.
- Cllrs questioned the planned expansion mentioned, as expansion has just been completed, which was planned at the time of the original planning application for the 30 dwellings and asked if the expansion referred to was this and therefore this statement is now out of date. Cllr Harford will speak again to Education officers.
- Cllr Harford will also speak to Heidi Allen MP about this.

Cllr
LHHighways

- Council expressed concern over increased traffic around Ramper Rd junction and in relation to the wider transport network, particularly with A14 works and Northstowe Phase 1 development about to commence, Swavesey is likely to see a lot of additional traffic trying to avoid these areas.

Healthcare

- Concern expressed over the impact the development (and others also being proposed) will have on the small village doctor's surgery.

Recreation, outdoor open space provision

- The decision notice states that an offer could be made to the Parish Council of a field to be used as a playing field, in lieu of off-site outdoor sports and children's playspace contributions. The Clerk and Ms Boyes had visited the site, which is currently grazing land and is still laid out as an original Ridge and Furrow field. Concerns were raised as to whether this type of field would be permitted change of use, if it was how much it might cost to remove the ridge and furrows and how that might affect the drainage of the land. This work could cost a lot of money and if the developers were only offering the land on a 999 year lease, who would pay for the work to change its use?
- If the Council did not accept the land, then for the S106 contributions towards open space and children's playspace to be paid, the Council would have to identify how it would spend the contributions before they would be provided.
- Council asked the Clerk to find out more on whether the field would be granted permission for change of use, if an Environmental Impact Assessment would be required, what the cost would be and what the cost of making the field suitable for sports use would be.

Clerk

10.2 Highways maintenance – updates and new issues

- (i) Duck warning signs for Middlewatch. Cost would be ££428.33 for two signs provided and installed by CCC. Council considered this too much and did not have budget available for it, therefore decided not to proceed.
- (ii) Potholes in Taylors Lane, near to the Cemetery entrance to be reported.

Clerk

10.3 Electoral Boundary Review

Ward boundaries being re-reviewed as County Council had not agreed to all recommendations. Swavesey could resubmit its original proposals if it wished to. Council agreed to do this.

Clerk

10.4 Correspondence for information and items for County Councillor

- (i) Highways Dept Open Days – Whittlesford Depot open on Mon 27th June. Mr Wright would attend re outstanding items in the village.
- (ii) Cllrs continued to comment that the County Cllr was still not attending Parish Council meetings to represent them on items other than planning which Cllrs acknowledged County Cllr Ms M Smith could not do due to conflict of interest.

The Chairman thanked County Cllr Mrs Harford for being able to attend the meeting and for acting on Swavesey's behalf with regard to the education and highways issues related to recent planning applications. Cllr Mrs Harford confirmed she would also attend the meeting on 26th May with regard to the Bloor Homes planning application.

The meeting reverted to the Agenda order for discussion items

2016/ 05-5 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 – thanked and supported the Parish Council with regard to current village issues.

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

2016/ 05-6 TO SIGN & APPROVE MINUTES OF THE MEETING DATED 25th April 2016

Amendments approved:

Mr Dodson – To remove from attendance list as he had not attended the meeting.

Drainage – page3, item 04-09(ii) – to change “...it is *likely* that work will be undertaken...” to ...it is possible that work will be undertaken....”

CCC item 5.2 – to ensure that Cllr Ms Smith clearly shows which Cllr is being referred to, either County Cllr Ms M Smith or Parish Cllr Ms S Smith.

It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes with the amendments approved as above.

6.1 Matters to report from previous minutes (for information)

- (i) Sand topdressing of football pitch on the recreation green has been arranged for 26th May. Agreements for the future use of the green by both football clubs have now been sent out, awaiting both AGMs for agreement to be returned to the Parish Council. The Clerk and Cllr Ms S Smith will arrange a date for a joint presentation to local parishes on HealthWatch and current Health related items.

6.2 Clerk's Report

2016/

05-7 REVIEW AND ADOPTION OF STATUTORY DOCUMENTS, APPOINTMENTS AND POLICIES

7.1 To approve and adopt Standing Orders - Proposed Mr Dodson, seconded Mr Parsons, to adopt with no amendments – carried unanimously

7.2 To approve and adopt Financial Regulations

- (i) To re-appoint the Responsible Financial Officer (FR1.8) – Ms Boyes proposed, seconded by Mr Dodson and carried unanimously to re-appoint the Clerk as RFO.
- (ii) To confirm the use of variable direct debit for payment of utility bills (FR6.7). Approved.
- (iii) To confirm Cllrs authorised as cheque signatories for bank accounts (FR6.4). No changes.

Current a/c: MJ, JP, WW, JD

CCLA Deposit: MJ, JP, WW, CP

Clerk is administrator only for above accounts.

- (iv) To confirm Cllrs appointed to authorise BACS payments from Council online bank account (FR6.9). Unity BACS: MJ, JP, WW, CP
- (v) To confirm the appointment of the Internal Auditor (FR2.5). Mr Dodson proposed and seconded by Mr Wilderspin to re-appoint Dr M Williamson as internal auditor for 2016/17.

7.3 Review of street furniture and assets

No changes made to street furniture – noted that RBL bench in Market St green has collapsed due to rotting wood. RBL to decide if they wish to replace it.

7.4 Review of Policies and Procedures

- (i) Risk Management Policy (FR17) – no changes, approved.
- (ii) Insurance Policy (to note only, as insurance renewal is due 30th September 2016)
- (iii) Policies & Procedures as required and published on Parish Website – approved.

(8.30pm – Cllr L Harford left the meeting)

2016/

05-8 REVIEW & ELECTION OF COUNCILLORS TO COUNCIL COMMITTEES AND WORKING PARTIES

- (i) Constable's Rood maintenance working party – Mr J Pook
- (ii) Finance/budget review working party – Mr J Dodson, Ms S Smith
- (iii) Neighbourhood Plan working party – Mr D Hunt, Mr W Wright, Mr M Johnston, Ms S Smith
- (iv) Personnel working party – Mr M Johnston, Ms S Smith, M J Pook
- (v) Ponds maintenance working party – Ms H Parish
- (vi) Carters Way-Priory Ave Open Space improvement working party – Ms H Parish, Mr J Pook

2016/

05-9 REVIEW & ELECTION OF COUNCILLORS TO COUNCIL COMMITTEES AND WORKING PARTIES

- (i) Thomas Galon Charity – PC appointed Trustee – 4 years. Proposed, seconded and carried unanimously to elect Mr J Dodson to the board of trustees.
- (ii) Meridian Magazine – to write PC News – 1 year. Mr Pook had volunteered to continue.
- (iii) Community Pavilion Trust – PC representative committee member - 1 year. Proposed, seconded and carried unanimously to elect Mr S Faben to the committee.
- (iv) Community Warden Scheme – Steering Group – 1 year. Mr Parsons volunteered to continue.
- (v) Byways Committee (Ms Parish); Frere Cottages Charity (Mr Faben & Mr Pook); Memorial Hall Charity (Mr Wilderspin); SAY (Ms Smith); Festival (Ms Boyes) – No changes required to any of these, appointments to remain as they are.

2016/ COUNTY COUNCIL BUSINESS – Discussed earlier in the agenda

05-10

2016/ DISTRICT COUNCIL BUSINESS

05-11

11.1 Electoral Review

Draft recommendations propose a new ward for one District Cllr covering Swavesey, Fen Drayton and Lolworth parishes. Currently Swavesey Ward is just Swavesey Parish. No comments to return from the Parish Council.

11.2 Planning & New Communities Service Update

- (i) Electronic communication for planning notifications – noted, to return one comment that if a scanned document online is difficult to read, that SCDC will send out large format copies on request.
- (ii) Pre-application engagement – now open to Parish Cllrs. Noted that this is a good addition to the process.
- (iii) Confirmation of new scheme of delegation and parish comment forms – noted.
- (iv) Parish Training – questionnaire to be returned. All topics to be included plus to add in training on Declaration of Interests and Cllr submission of comments if there is an interest.

Clerk

11.3 Correspondence for information and items for District Councillor

- (i) Controlled Waste Transfer Notice – for recycling bin at St Andrew’s church car park. Approved for the Clerk to sign and return the notice to SCDC.
- (ii) Devolution – Cllr Mrs Ellington reported that there has been no agreement for devolution with Norfolk and Suffolk Councils. The new proposal is for Norfolk/Suffolk as one authority and Cambs/Peterborough as a second authority, with a Mayor for each who would also be the Police & Crime Commissioner. There is still much concern over the detail of how this would work and Cllr Mrs Ellington has called an ExtraOrdinary Meeting at SCDC on 28th June to review proposals. A big concern is the speed at which Central Government is expecting local councils to make a decision.
- (iii) Home Close, Fen Drayton Rd – SCDC tenants are now all moving in to these new homes.

2016/**05-12 NHW and POLICE BUSINESS**

Item to report to be held ‘in camera’ at the end of the meeting.

2016/**05-13 VILLAGE MATTERS****13.1 To receive the monthly report from the Village Handyman**

No items to report

13.2 Play Area, Recreation Green**Clerk**

- (i) The Clerk to find out cost of changing one fence section into a gate to enable the bark to be delivered directly into the play area
- (ii) Quotes still awaited for maintenance work identified within the RoSPA report. Kompan quote is extremely expensive, comparative quotes being sourced.

2016/**05-14 DRAINAGE**

- (i) Riverbank - Mr Wilderspin, Mr Wright and the Clerk had met with Environment Agency (EA) officers to discuss the maintenance work required to the riverbank and EA flood risk data. EA officers now accept that the work would not cause increased flood risk and will now be confirming their modelling data with physical surveys.
- (ii) Covell’s Drain - Mr Wilderspin to contact SCDC with regard to the additional work required on Covell’s Drain bank, to find out when it will take place. Concern was raised that the Land Drainage Manager’s role has now been split out between SCDC and CC officers, rather than a direct replacement being employed.

KW**2016/****05-15 PLANNING****15.1 To consider correspondence received**

- (i) Home Close, Fen Drayton Rd:
SCDC Planning Officer has forwarded the Council’s query re surface water discharge flowcontrol rate onto Anglian Water and is awaiting the reply. Council raised concern that is taking a long time for Planning Officers to respond to questions and that this query would probably have been taken up the Land Drainage Manager.
Ditch alongside Fen Drayton Road and Home Close – SCDC’s agent responded to say it would not be SCDC maintenance responsibility. Parish Council to query, as the ditch is a Riparian ditch and therefore the adjoining landowner’s responsibility.
- (ii) 37 Market Street – update received from Planning Officers who will be meeting with the owners and agents on 25th May to find out what progress they are making with regard to submitting a planning application. Local residents are sending in complaints to SCDC that this site is taking so long to renovate. Parish Council to contact SCDC following meeting on 25th May.

Clerk

15.2 Neighbourhood Planning

- (i) Stall at the Primary School Fayre attracted parents enquiring about the planning applications around the village and for more information on Neighbourhood Planning. The event was worth attending and could be repeated in future years.
- (ii) SCDC Neighbourhood Planning event on 20th July. The Chairman will attend, other Cllrs to let the Clerk know if they wish to attend.
- (iii) Festival Gala Day. Stall, as at Primary School Fayre, to promote Neighbourhood Planning and update residents on planning proposals, as well as general Parish Council information.
Banners provided by SCDC have been very useful.

Cllrs

15.3 To consider planning applications received

- (i) Ref: S/1158/16/PA – 4 Ramper Road Mr P Sycamore. Erection of a summer house. For information only.
- (ii) Ref: S/1048/16/F – 19 Wallman's Lane, Mrs S Ellington. Erection of two 3-bed dwellings and vehicular access.

Objections raised against a further two dwellings putting additional pressure on village infrastructure which is already under pressure from development over the amount anticipated within the Local Plan for the village.

No issues raised with the house design or location but on top of existing permissions for new dwellings currently under construction and now permitted, objections raised on the following grounds:

- Education provision – Primary school is full in many classes, Village College is also full. Pressure also on pre-school places. 20 new homes have just been completed, other individual family homes are under construction in infill sites and 30 new dwellings have just been granted permission. There is enormous pressure on lack of school places for families moving into the village.
- Traffic – parking and traffic volume through the village is a major issue. Two more 3 bed dwellings on top of the above mentioned new dwellings, add further vehicles into the village.
- Doctors Surgery – a small surgery with one doctor, health provision in the village may soon be unable to cope with additional development.
- Surface water – there is no indication in the plans of where the surface water is to go. This is a major issue within the village and local surface water drains are working at close to capacity and having to take all of the additional development already permitted.
- In the emerging Local Plan, Swavesey is to become a Minor Rural Centre with up to 30 dwellings permitted inside the development boundary. More than that are currently close to completion, under construction or with permission granted, the village infrastructure is unable to cope with this continuous development.

For the above reasons the Parish Council requests that this application go to Planning Committee for further discussion and to ensure the impact on the village is fully recognised and addressed if permission should be granted.

- (iii) Tree works in the Conservation Area – 19 Wallman's Lane. Fell to ground 6 x Leylandii. No objections.

15.4 Permissions, Refusals, Appeals, Enforcement

Ref: S/0666/16/FL – 51 Middlewatch – Permission granted

Ref: S/0476/16/VC – land next to 24 Taylors Lane – permission granted

Ref: S/0687/16/FL – 106 Boxworth End – permission granted

2016/**05-16 FINANCE****16.1 To approve payment of outstanding accounts**

RESOLVED: to approve the invoices and payments as listed in appendix 1 for £3,917.47

Reconciliations:

| | | |
|------------------|------------|-------------|
| Business Account | £82,219.15 | at 17/05/16 |
| Current Account | £9,340.78 | at 17/05/16 |
| Unity Account | £2,442.23 | at 17/05/16 |
| ALTO Card | £343.22 | at 17/05/16 |

Affiliation fee for CAPALC for 2016-17 Approved.

16.2 Notice of receipts received

| | |
|---------------------------|-----------|
| HMRC VAT refund (Jan-Mar) | 372.78 |
| Bank interest | 2.89 |
| S106 Receipts | 20,678.47 |

16.3 End of Year 2015-16

(i) **Review of Effectiveness of System of Internal Audit** – for approval. Approved.

(ii) **To present and approve accounts for audit:**

Section 1 – Annual governance statement

RESOLUTION: That this Council has considered the findings of the review of the system of internal audit and approves the Annual Governance Statement for the year ended 31/03/2016. **Resolved to approve**, all boxes ticked yes, trust funds n/a. Signed by the Chairman and Clerk/RFO.

Section 2 – Accounting Statements

RESOLUTION: That this Council has considered the accounting statements shown in Section 2 of the Annual Return and approves said statements for year ended 31/03/2016. **Resolved to approve**. Signed by the Chairman and Clerk/RFO.

2016/**05-17 GENERAL CORRESPONDENCE**

- (i) Incident re parking and traffic along High Street, where a wheelie bin operator was nearly hit by a car which mounted the footpath on the inside of the lorry to try to pass it. Concern expressed over increasing dangers along High St due to the amount of parked vehicles. Noted but at present there is no easy or quick solution. Council will continue to monitor the situation.
Cambs Community Fair – 7th June, The Burgess Hall, St Ives
- (ii) Planning Inspectorate – to confirm Development Consent Order re A14 Cambridge-
- (iii) Huntingdon Improvement Scheme
- (iv) Historic England – Swavesey War Memorial Listed as Grade II Monument
- (v) Centenary Fields – opportunity to dedicate recreation space. Noted that village recreation space is already dedicated as Field in Trust.
- (vi) Letter from outgoing PCC Sir Graham Bright
- (vii) Newsletters and magazines

2016/**05-18 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Owner of Costcutter/PO Store, Middlewatch would like to discuss providing the Parish Council with funding for a Community Grant Scheme. The Clerk will find out more details and put the item on to the June Agenda for discussion.
- (iii) High Street footpath in front of the green, where the footpath surface has been repaired, there is now quite a significant drop onto the recreation green, perhaps some soil should be deposited on the edge of the green to ensure there are no accidents? To be looked at.

Item In-Camera

Motion to exclude Public and Press: Under Public Bodies (Admission to Meetings) Act 1960, the meeting will be closed to the public and press in order to discuss the following agenda item, which is considered to be confidential due to the content of the discussion.

The public left the meeting.

An update on a current police investigation – discussion confidential

In-Camera item completed

Next meeting dates:

Thurs 26th May – 3.30pm-7pm – Display of plans for Bloor Homes application

Thurs 26th May – 7.30pm – ExtraOrdinary Planning Meeting

Planning – 7.30pm – Thursday 9th June 2016

Full Council – 7.30pm Monday 27th June 2016

There being no further business, the meeting was declared closed at 10.32pm

Signed & dated

Chairman

Powers of Expenditure

MINUTES APPROVED AS A CORRECT RECORD AT THE MEETING HELD ON 27TH JUNE AND SIGNED BY THE CHAIRMAN

Swavesey Parish Council
PAYMENTS LIST

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | Net | VAT | Total |
|--------------|-----------------------|------------|--------------|-------------------|-----------|-----------------------|-------------------------|-----------------|---------------|-----------------|
| 17 | Telephone/Broadband | 03/05/2016 | 2016/05-16.1 | Lloyds Current | | Telephone & Broadband | Virgin Media | 71.93 | 14.39 | 86.32 |
| 18 | Cemetery & Churchyard | 23/05/2016 | 2016/05-16.1 | Lloyds Current | 002307 | Grant | St Andrew's PCC | 720.00 | 0.00 | 720.00 |
| 19 | Cemetery & Churchyard | 23/05/2016 | 2016/05-16.1 | Lloyds Current | 002308 | Grant | Non-Conformist Cemetery | 180.00 | 0.00 | 180.00 |
| 20 | | 23/05/2016 | 2016/05-16.1 | Unity Bank Online | | | | | | |
| 21 | Staff Costs | 23/05/2016 | 2016/05-16.1 | Unity Bank Online | | Staff Costs | Staff Costs | 2,001.10 | 0.00 | 2,001.10 |
| 22 | | 23/05/2016 | 2016/05-16.1 | Unity Bank Online | | | | | | |
| 24 | | 23/05/2016 | 2016/05-16.1 | Unity Bank Online | | | | | | |
| 23 | Postage | 23/05/2016 | 2016/05-16.1 | Unity Bank Online | | Postage | Linda Miller | 4.05 | 0.00 | 4.05 |
| 25 | Stationery | 23/05/2016 | 2016/05-16.1 | Lloyds Current | 002309 | Stationery | Viking Direct | 28.34 | 5.67 | 34.01 |
| 26 | Handyman's/Gardening | 23/05/2016 | 2016/05-16.1 | Unity Bank Online | | Weedkiller | Dobbies Garden Centres | 18.33 | 3.66 | 21.99 |
| 27 | Handyman's/Gardening | 23/05/2016 | 2016/05-16.1 | Unity Bank Online | | Salary - Handyman | Trevor Wake | 6.00 | 0.00 | 6.00 |
| 28 | Improvement Works | 23/05/2016 | 2016/05-16.1 | Unity Bank Online | | Sand | Hanson Aggregates | 720.00 | 144.00 | 864.00 |
| Total | | | | | | | | 3,749.75 | 167.72 | 3,917.47 |