

Swavesey Parish Council

7.30pm

Minutes

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

PRESENT

Mr W Wright (Chairman)

Councillors : Mr J Dodson, Mr S Faben, Mr D Hunt, Mr M Johnston, 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

Item

Power Action

2016/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

07-1 Miss L Boyes(holiday), Miss H Parish(work), Ms S Smith(holiday), Mr J Dodson (late arrival)

2016/

07-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

2.1 Declarations of interest from councillors on items on the agenda

Mr Pook declared a registered interest in item 11.1(i) as a resident of Market St.

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 07-3 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

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

2016/ TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 27th June and 14th July 2016

07-4 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) Turnbridge Drain land – reply from Taylor Wimpey that they are not willing to transfer the land to the Parish Council at no cost in order for the Council to take on the maintenance, citing potential value if sold to extend neighbouring gardens. The amount they would expect the Parish Council to offer for the land was considered far too high, therefore Council would not pursue this. Council to reply asking Taylor Wimpey to ensure the land is maintained to a higher standard than currently to stop weed growth affecting neighbouring properties. Council to also write to South Cambs District Council who is responsible for the maintenance of the Award Drain under this land, informing them of the Taylor Wimpey reply in that Wimpey's would consider sale of sections of the land to local residents. Council is concerned about this with regard to future maintenance of and access to the drain.

Meeting re education provision for proposed housing developments arranged for Weds 27th

- (ii) July, with CCC Education Officer and County Cllr Mrs Harford.

4.2 Clerk's Report – published and noted

(7.47pm – County Cllr Ms M Smith arrived; Parish Cllr Mr J Dodson arrived)

2016/

07-5 COUNTY COUNCIL BUSINESS

5.1 Highways

Large hole in gravel surface of guided busway has been reported to CCC requesting urgent maintenance as it is deep and dangerous.

Station Rd gullies have been jetted through, near guided busway, the road does not appear to flood now in heavy rainfall. Cllr Ms M Smith confirmed the gullies would be jetted 2 or 3 times a year.

Request for additional road drain in Thistle Green to be reported.

5.2 Primary School drainage into School Pond

Correspondence re blocked outflow from surface water drain from school site into the pond. CCC wish to undertake a feasibility study to look at option appraisals for improving the surface water drainage from the school site. CCC will pay for the study but ask for a contribution from the Parish towards the actual work following on from the study, as the Parish is responsible for the pond maintenance. Council did not consider it was responsible for maintaining an outflow for school surface water, however Council agreed to CCC conducting their feasibility study and would comment further once the results and options were available.

5.3 Correspondence for information and items for County Councillor

- (i) Rights of Way Improvement Plan updated and published on CCC website.

Cllr Ms M Smith reported:

Market St – The TROs are ready for advertising next week however is the Parish Council happy to link the advertising in with the TRO advertising for the waiting time restriction amendments along Middlewatch? It may mean a short delay to the Market St advertising but could save the Parish on the cost. Yes provided the delay is no more than a week or so. Cllr Ms M Smith to confirm.

Cllr MS

2016/

07-6 DISTRICT COUNCIL BUSINESS

6.1 To report on SCDC/Parish Liaison Meeting

Chairman and Mr Johnston had attended and gave a verbal report. The meeting had covered Devolution and City Deal issues and consultations.

Discussion moved on to cover the next two Agenda items on Devolution questions and City Deal peak time congestion consultation and bus hub proposals for South Cambs villages.

District Cllr Mrs Ellington reported, following discussion raised at the last meeting, that the £100M of Devolution funding not being for S Cambs was not entirely correct. It is correct that the funding is not for expenditure in S Cambs but it is to be spent on projects that will help relieve transport issues for residents of S Cambs, as well as those in the City.

Agreed that the consultation responses on these major issues needs further consideration and will be Agenda items for the September planning meeting

Sept

6.2 Correspondence for information and items for District Councillor

- (i) Devolution consultation – as mentioned above.

2016/

07-7 CITY DEAL: Tackling peak-time congestion in Cambridge

Agenda discussion at September Planning Meeting.

Sept

Bus hubs – guided busway is already a bus hub, however feeder buses into this are required, serving the length of Swavesey and linking in neighbouring villages.

2016/

07-8 NHW and POLICE BUSINESS

- (i) Continuing notices of break-ins to properties and vehicles around the Waterbeach and Milton areas noted.

- (ii) Someone is camping on private land along the river, near the end of River Drove. To be reported to the landowner.

2016/

07-9 VILLAGE MATTERS

9.1 To receive the monthly report from the Village Handyman

- (i) Lid to the litter bin in Moat Way Play area broken, to be replaced. Clerk
- (ii) Recreation Green play area equipment repairs – comparative quotes obtained, details circulated on costs and items to be repaired. **Proposed** and approved unanimously to place an order with Fenland Leisure Products for equipment and wetpour repairs to the total of £1,166.11. To be taken from S106 reserves. 1

9.2 Recreation Green

- (i) To consider groundwork improvements to the vehicle entrance area to the green. Clerk to obtain options and quotations for discussion.
- (ii) Correspondence re person camping at the south eastern corner of the recreation green. Photographic evidence submitted to County Enforcement Officer who made contact with the person camping. Person has not returned since, however has been seen camping elsewhere locally. Enforcement Officer kept informed.

2016/

07-10 DRAINAGE

Covel's Drain embankment works – work now started to strengthen the drain banks. Update given on Mare Fen drain bank works – South Cambs District Council are moving forward with the project which they still intend to complete by late autumn. Geological survey work should be taking place very shortly, after which the groundworks will start.

Riverbank maintenance – funding appears to have been allocated via Local Levy and Grant In Aid funding. Now awaiting Environment Agency response with regard to who will carry out the work and when it will be started.

(9.51pm - Cllr Ms M Smith left the meeting)

2016/

07-11 PLANNING

11.1 To consider correspondence received

- (i) 37 Market St. Correspondence circulated from Planning Officer following meetings with site owner and agent. Site owner has been asked to submit a planning application by September. Clerk
Parish Council to write to Planning Officer reiterating its views that the cottage should be renovated with just one additional dwelling built on the site and covering the following points. Two additional dwellings would be overdevelopment. The funding and costs of the project should not be a consideration for the Parish in making comment on any proposal. The site is of historical importance in the Conservation Area therefore would an archaeological survey be required? Mature trees on the edge of the site need to be protected. Would the District Council consider compulsory purchase?
Noted that trees on the site are now very close to the BT Telephone cables above the site and may need cutting back. To notify BT. Clerk
- (ii) Home Close – SCDC confirm that under Riparian Rights they are responsible for maintenance of the open ditch between Home Close and Fen Drayton Rd. Noted that the balancing pond area requires maintenance due to overgrown vegetation.

11.2 S106 Obligation re development at 18 Boxworth End

Report circulated and discussed on provision of a field for potential new sports and recreation facilities within the village, being part of the S106 obligations for the development. Following a site visit it has been recommended that a full feasibility study be commissioned to determine the suitability and cost to turn the field into a formal sports facility. A Sport England approved consultant will be used to ensure that the findings could be used for any future Sport England, FA or ECB grant application. The District Council, New Communities Dept, has agreed to appoint the consultant however they ask for support funding from the Parish Council of £800. Following discussion it was **proposed**, seconded and unanimously agreed to provide the funding from existing S106 receipts. **2**

11.3 S106 Public Open Space Contribution – Indemnity Agreement

Resolution: Development of land r/o 58 Middlewatch, Swavesey. S/2349/13/FL. To approve and sign the S106 Indemnity Agreement with South Cambridgeshire District Council, for Public Open Space and Community Facilities contributions towards off-site public open space and community facility space within Swavesey. **Resolved** Document signed and to be returned to SCDC. **Clerk**

11.4 To consider planning applications received

- (i) Ref: S/1661/16/FL – Land adj. 11 Over Road. Mr & Mrs R Smart. Erection of dwelling. Council noted that the site is outside of the development boundary, however at the present time due to lack of 5-yr housing supply for South Cambs District Council, this does not constitute an objection on its own. No other objections were raised. Comment added that the house could support the business which is on the same site.

11.5 Permissions, Refusals , Appeals None

(District Cllr Mrs Ellington left the meeting)

2016/

07-12 FINANCE**12.1 To approve payment of outstanding accounts**

RESOLVED: to approve the invoices and payments as listed in appendix 1, to the sum of £4,512.56.

Accounts reconciled at 19/07/16:

Lloyds Current a/c	20,757.60
Lloyds Business a/c	2,225.42
Unity a/c	710.11
ALTO card	97.26
CCLA - Public Sector Deposit Fund	80,000.00

12.2 Notice of receipts received

UK Power Networks Wayleave	16.68
CCC Grass Verge maintenance grant	1,200.96

12.3 To review ALTO Pre-payment card withdrawal and consider replacement **3**

Report circulated on options to replace the card. **Proposed**, seconded and unanimously approved to apply for a MasterCard OPTIMUM pre-payment card.

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 discuss the following agenda item, which is considered to be confidential due to the content of the discussion.

12.4 2016-2018 National Salary Award

NJC agreement on national salary award circulated for 1st April 2016 and 1st April 2017. Following discussion Personnel Committee to meet to review Clerk's and Council's profile and bring recommendations to Full Council. **Clerk**

12.5 Local Government Pension Scheme – Employer Valuation Questionnaire

Circulated, discussed and completed. Form to be returned. **Clerk**

Meeting re-opened to the public**2016/****07-13 GENERAL CORRESPONDENCE**

- (i) Highways England: A14 Community Fund launch information; Improvement Scheme update newsletter
- (ii) Pensions Regulator – confirmation of declaration of compliance re automatic enrolment.
- (iii) Swavesey Festival Committee – Thank you from Committee for sponsorship and support of Festival 2016.
- (iv) Request from a resident who has been tending a flower border near Thistle Green Sheltered Housing, for a small grant from the Parish Council to buy weedkiller, compost and bulbs/plants to improve the border. Approved – Clerk to contact the resident and discuss what can be provided this autumn

2016/**07-14 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Mr Pook thanked whoever has recently cleaned the Historic Sign information board on Market St Green.
- (ii) The Clerk reported that the British Legion Swavesey Branch will be replacing their bench at the eastern end of Market St Green with a recycled material bench, which will be rededicated with a new plaque remembering all village residents who have died in recent conflicts.
- (iii) Two teenage residents currently completing their Gold Duke of Edinburgh Awards wish to volunteer for litterpicking as part of the community volunteering requirement. Agreed and the Clerk to confirm arrangements.
- (iv) Charity 5-a-side event took place on the Recreation Green on Sunday.
- (v) CCC Supporting parish councils webpages being put together – OWLS Car Scheme features. Information on other parish projects welcomed, as well as opportunity to host visits to show how projects have been set up and run.
- (vi) Clerk reported on recent CAPALC Information Day, in particular on Cambs County Council looking to create a Parish Charter for Cambs, based on the Peterborough Charter, to help improve relationships with Town & Parish Councils. Update also given on Local Council Award Scheme, which the Clerk reported she would be submitting for Swavesey later this year.
- (vii) Histon Recreation Ground Strawberry 50 Bike Rides, request for family ride to visit Market St Green as the lunch stopover on Sunday 4th September. Approved.
- (viii) Parish Council to pass on thanks to SVC students who volunteered for four community projects during their enrichment week during July: Constable's Rood, Swan Pond, Thistle Green Sheltered Housing and Allotment Site. All projects were thoroughly enjoyed and students work very much appreciated.

Next meeting dates:**Planning – 7.30pm Thursday 11th August 2016****Full Council – 7.30pm Monday 22nd August 2016**

There being no further business, the meeting was declared closed at 10.15pm

Signed & dated

Chairman

Powers of Expenditure

- 1 Local Government (Miscellaneous Provisions) Act 1976, s19
- 2 Local Government (Miscellaneous Provisions) Act 1976, s19
- 3 Local Government Act 1972, Part VII, s111

Swavesey Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
58	Telephone/Broadband	04/07/2016	2016/07-12.1	Direct Debit	Telephone & Broadband	Virgin Media	71.93	14.39	86.32
59	Site running costs	21/07/2016	2016/07-12.1	Direct Debit	Allotment - water rates	Cambridge Water	111.09	0.00	111.09
60	Ponds	12/07/2016	2016/07-12.1	ALTO	Paint & equipment	A R Aspinall & Sons Ltd	24.68	4.94	29.62
61	Norton (Anti-virus s/w)	16/07/2016	2016/07-12.1	ALTO	Annual s/w Licence	Symantec - Norton	74.99	0.00	74.99
62	Plants & Gardening	25/07/2016	2016/07-12.1	002320	Stationery	Viking Direct	11.49	2.30	13.79
63	Stationery	25/07/2016	2016/07-12.1	002320	Stationery	Viking Direct	64.87	12.97	77.84
64	Stationery	25/07/2016	2016/07-12.1	002320	Stationery	Viking Direct	12.87	2.57	15.44
65	Equipment	25/07/2016	2016/07-12.1	BACS	Defibrillator installation	D S Martin Building Services	115.00	23.00	138.00
66	Grasscutting	29/07/2016	2016/07-12.1	BACS	Grasscutting	Buchans Grounds Maintenance	541.84	108.37	650.21
67	Trees/Hedges/ditches	29/07/2016	2016/07-12.1	BACS	Shrub maintenance	Buchans Grounds Maintenance	256.40	51.28	307.68
68	Verge Cutting	29/07/2016	2016/07-12.1	BACS	Grasscutting (verges)	Buchans Grounds Maintenance	302.89	60.58	363.47
69	Postage	27/07/2016	2016/07-12.1	BACS	Postage	Linda Miller	4.60	0.00	4.60
70	Miscellaneous Expenses	27/07/2016	2016/07-12.1	BACS	Parking	Linda Miller	3.60	0.00	3.60
71	Mileage Claims	27/07/2016	2016/07-12.1	BACS	Mileage	Linda Miller	36.90	0.00	36.90
72	Staff Costs	27/07/2016	2016/07-12.1	BACS	Staff Costs		2,599.01	0.00	2,599.01
73		29/07/2016	2016/07-12.1	BACS					
74		29/07/2016	2016/07-12.1	BACS					
75		27/07/2016	2016/07-12.1	BACS					
Total							4,232.16	280.40	4,512.56