

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 26th September 2016

PRESENT

Mr W Wright (Chairman)

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

Clerk : Mrs L Miller

In attendance

Parishioners : 2

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Item**Power Action****2016/****09-1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Mr M Johnston (personal)

2016/**09-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS****2.1 Declarations of interest from councillors on items on the agenda**

Mr Wright and Mr Wilderspin declared prejudicial interest in Agenda item 12.3, Grant request from the Memorial Hall Trustees, as both are Trustees of the Hall Charity.

Ms S Smith declared an interest in Agenda item 12.4 Request for support for a SAY Drama Project, as the Parish Council representative on the SAY Committee.

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/****09-3 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

Items raised by members of the public present:

- Mr Harvey – has a planning application on the agenda for comment. Following comments from the Case Officer at SCDC for the original application, which was subsequently withdrawn, this is an amended application. Mr Harvey has requested that this application be determined through the SCDC Planning Committee and would like to ask for the Parish Council's support of this request. The Chairman replied that Council would take this into consideration when discussing their comments.
- Mrs Wilderspin – the footpath between the entrance to the Grange and No.30 Market St is very narrow and slippery due to overgrowing grass and moss. Please could the path be cleared to ensure pedestrian safety. The Clerk would report this to CCC.

Public forum closed in order for the Parish Council meeting to commence.*(County Cllr Ms M Smith joined the meeting)***2016/****09-4 TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 22nd August and 8th September 2016**

It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes of both meetings as an accurate record, with no amendments.

4.1 Matters to report from previous minutes (for information)

- (i) The Environment Agency has cut back vegetation along Turnbridge Drain but will not be carrying out de-silting work. They will investigate levels of silt for possible work next year.

4.2 Clerk's Report

2016/

09-5 COUNTY COUNCIL BUSINESS**5.1 Highways**

- (i) Whitegate Close drainage ditch – the Clerk had met with an Officer from the Flood & Water Team to review the various works extending individual gardens which had taken place across the ditch. Concern had been raised by the Council over future maintenance of the ditch and resident awareness of riparian ownership and that works had taken place potentially without permission. The CCC Officer agreed with the concerns and would be writing to the property owners along the whole stretch of the drainage ditch. Since that visit, on 1st Sept, a further property has built a section of decking over the ditch, this has also been reported to CCC.
- (ii) The surface water drain works proposed for Gibraltar Lane and Black Horse Lane are now being organised. Dates to be confirmed. Noted that some investigation work has recently taken place regarding the ditches along Gibraltar Lane.

5.2 Flood Awareness and Preparedness Questionnaire

Completed and to be returned to CCC.

5.3 Correspondence for information and items for County Councillor

- (i) Electoral Review of Ward Boundaries. Final report published, Swavesey to remain within the Papworth & Swavesey Ward.
- (ii) Community Highways Volunteering scheme noted.
- (iii) Contact from a Primary School parent, concerned over safety of crossing the road at the Primary School and enquiring if a zebra or light controlled crossing could be installed. The Council had looked into this before but the cost was prohibitive. A new crossing has been proposed as part of a current planning application, should it be approved. The project could be considered for LHI funding. To be discussed in Oct.
- (iv) The Chairman asked if there was any confirmation yet on gritting routes for this winter. Cllr Ms M Smith replied that no roads had been removed from the routes yet. The Chairman asked if Cllr Ms M Smith could suggest to CCC that consultation on this should be carried out during the summer, as it was getting closer to winter and very late to start any consultation on gritting routes.
- (v) Support Cambridgeshire Partnership – notice of new initiative noted.

Oct
Agda

Cllr
MS

2016/

09-6 DISTRICT COUNCIL BUSINESS**6.1 BT Phone Kiosk Consultation**

Notice of consultation to remove the two kiosks in Swavesey, along with 71 in total throughout South Cambs. Data showed only 2 calls made from the Boxworth End kiosk in 12 months and none from the High St kiosk. No objections raised to the telephones being removed.

The Chairman proposed the Parish Council adopts the kiosks, at a cost of £1 per box, with future use to be discussed. Unanimously agreed. The Clerk to enquire if they could be adopted and to look at future maintenance costs.

Clerk

6.2 Correspondence for information and items for District Councillor

- (i) Devolution for Cambridgeshire. The Chairman reported on attending the Devolution Seminar on 22nd Sept. Cllr Mrs Ellington confirmed that if taken on, there would be a Political Mayor's office for the new Devolution Cabinet. Cllr Ms S Smith asked if Health and Social Care issues would be included in funding for the new Cabinet remit. Cllr Mrs Ellington replied that these would be included in the second round of funding, after housing and growth.

2016/**09-7 CITY DEAL – Tackling Peak-time Congestion in Cambridge Consultation**

Cllrs had attended the recent exhibition in the village and commented that they did not believe many residents had attended. The main issues commented on were: Public transport – to encourage residents from S Cambs not to drive into or around Cambridge, then public transport options must be increased, made cheaper to use and be more accessible.

New housing should be provided nearer or within Cambridge, not out in the villages, where residents would still need to drive to get into work or leisure in the City.

2016/**09-8 NHW and POLICE BUSINESS**

No items to report.

2016/**09-9 VILLAGE MATTERS****9.1 To receive the monthly report from the Village Handyman**

No items to report.

9.2 Recreation Green

- (ii) Signed agreement for the use of the green by Spartans FC during 2016/17 season returned.
- (iii) Vehicle maintenance access to play area discussed. Anglian Gates could turn a fixed side panel into a removable panel at much less than the cost of a maintenance gate. Clerk to obtain a firm quote and details for consideration.

Clerk

2016/**09-10 DRAINAGE**

- 10.1** Riverbank maintenance. Chairman, Mr Wilderspin, Mr Smith (IDB Clerk) and the Clerk had met with EA Officers today re riverbank maintenance between Covel's Drain and Webb's Hole. The EA agreed that the bank height was below design standard and needed raising and a project had been costed. Funds could be found from Local Levy funding and IDB Precept plus Grant in Aid government funding would be sought for the remainder. However the EA were now questioning the ability to maintain (grasscut) the bank as under new guidelines the bank top width would not be wide enough to allow machinery and funding to make the top wide enough could not be obtained. Also trees at the Webb's Hole end restricted access. Cllrs pointed out that the bank is currently maintained, albeit infrequently, therefore there would be no change in the situation. However the EA felt it would be difficult to pursue a grant funded project without being able to demonstrate suitable future maintenance. Discussions to continue as the bank needs to be raised back to design height. District Cllr Mrs Ellington would raise this issue with Heidi Allen MP.

Cllr
SE

- 10.2** Mare Fen drain maintenance. Mr Wilderspin and the Clerk had been interviewed for Radio Cambridgeshire breakfast show, together with Heidi Allen MP. Ecology work was currently taking place in Mare Fen, prior to bank works planned for Spring 2017. Parish Council was very disappointed that yet another year has passed now with the bank work not taking place.

It was agreed that information for residents on the above two items and others relating to the flood risk around the village should be published on the website.

(County Cllr Ms M Smith left the meeting)

2016/**09-11 PLANNING****11.1 To consider correspondence received and items for information**

- (i) Ref: S/1048/16/FL – 19 Wallman’s Lane, erection of two new dwellings. Notice of application on the agenda of the Planning Committee for 5th October. Parish Council had raised objections. Agreed that the Chairman would attend the Committee to reiterate the Council’s concerns over the cumulative impact further house building in the village is having on village infrastructure. Clerk to draw up a statement to be presented to the Committee. **WW**
- (ii) Noted advert for the sale of 18 Boxworth End development land has been published.
- (iii) Feasibility report on the ground conditions of the land behind 18 Boxworth End (S106 sports & recreation land). Copied to all Cllrs for information. Once the formal lease offer is received re this land, the Council will need to take legal advice on its content, therefore the Clerk was instructed to contact Solicitors for a quote and advice. **Clerk**
- (iv) Bloor Homes application will not be on the October Planning Committee agenda. Swavesey IDB has now formally objected to the proposals.

11.2 S106 Community Facilities Contribution

Updated report on contributions received and expenditure committed circulated.

Resolution: Development of land to the north of Fen Drayton Rd, Swavesey (Home Close). S/2312/13/FL. To approve and sign the S106 Indemnity Agreement with South Cambridgeshire District Council, for contribution in lieu of on-site provision of community facilities. **Resolved** Document signed and to be returned to SCDC. **Clerk**

11.3 To consider planning applications received

- (i) Ref: S/2297/16/LD – **39 Station Road**, Mr M Parker. Lawful development certificate for an existing use of operation. No objections or comments.
- (ii) Ref: S/2218/16/LD – **12 Gibraltar Lane**, Mr & Mrs Murphy. Lawful development certificate for proposed single storey rear extension and loft conversion. No objections. Comment to query the boundary shown for site at southern end, which appears to include a turning head area. If this area was taken into the site of No.12 it could restrict turning in the cul-de-sac. This to be queried with SCDC Planning Officer.
- (iii) Ref: S/2126/16/FL – **35 Whitegate Close**, Mrs O Harcourt. Single storey rear extension to house and first floor side extension over new carport. No objections or comments.
- (iv) Ref: S/2362/16/FL – **121 Middlewatch**, M Harvey. Demolition of existing tool hire business accommodation & erection of dwelling house & garage with altered vehicle and pedestrian access. No objections raised.
- (v) Ref: S/2128/16/FL – **123 Middlewatch**, M Harvey. Extension to dwelling house and erection of domestic garage. No objections raised, however a comment made that this is yet another new dwelling in the village which impacts on all of the concerns being raised over the hundreds of other new dwellings being proposed. Council therefore requested that this be brought to the attention of the Planning Committee for decision.

11.4 Permissions, Refusals , Appeals None**2016/****09-12 FINANCE****12.1 To approve payment of outstanding accounts**

RESOLVED: to approve invoices & payments as listed in appendix 1 to the sum of £12,923.03

Bank Reconciliations:	Business Account	£2,225.61	at 19/09/16
	Current Account	£14,122.14	at 19/09/16
	Unity Account	£1,988.41	at 19/09/16
	CCLA Deposit Account	£80,030.83	at 19/09/16
	ALTO Card Account	£0.00	(£76.26 refunded. Card closed)
	OPTIMUM Card Account	£200.00	at 19/09/16

12.2 Notice of receipts received

Memorial Hall	38.85
Swavesey Spartans (towards Defibrillator)	300.00
Interest	28.88
SCDC second 50% Precept	27,800.00

12.3 To consider request for S106 community indoor facility funding towards the cost to supply and install 2 x conference WiFi units in the Memorial Hall

Chairman and Mr Wilderspin declared prejudicial interest as Trustees for the Memorial Hall and therefore left the room during this discussion.

Mr Pook took the Chair for this item.

Information and costs had been circulated. It was **Proposed**, seconded and **unanimously approved** to award a grant of £725.82 plus the VAT to the Hall Committee for the purchase and installation of the equipment. Funds to come from the S106 Indoor Facilities Fund.

1

Chairman and Mr Wilderspin returned to the meeting.

12.4 To consider request for support and funding towards Swavesey Action for Youth grant application to the A14 community fund, for a community music/dance project

Ms S Smith declared a registered interest in this item as the Parish Council representative on the SAY Committee.

A report on the proposal had been circulated and Ms Smith explained the project and the request for Parish Council support of the application, plus if successful 20% of the project cost will need to be found locally. Although this was mostly in-hand, a future request for top-up funding might be made to the Council and SAY wished to ask if Council might consider a request. It was **Proposed**, seconded and **unanimously approved** to support the project application and to consider potential top-up funding, if required, from the Council Youth Reserve.

2016/**09-13 GENERAL CORRESPONDENCE**

- (i) Highways England A14 Update Newsletter – notice of project update exhibition in the Memorial Hall on Weds 19th Oct.
- (ii) Cambs ACRE AGM 18 Nov 2016

2016/**09-14 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- Meridian marker post in Cow Fen has been damaged and should be removed for safety reasons. Agreed to review all of the marker posts to ensure they are safe.
- Cars are parking along the front of the recreation green during football training.
- Repair work to the green is still required – drop in level near the footpath at the bus stop and holes alongside the play area.
- Overgrowing vegetation obstructing footpaths – obtain standard letter from CCC Highways for Parish Council to use to send to residents. Clerk to contact CCC.
- Clerk to contact contractors again re reinstating the grass area at the Moat Way-Fen Drayton Road junction.
- Tree branches have fallen from some of the trees on Market St green. The Clerk to contact tree surgeon to request they be removed and the trees checked for other potential falling branches.

Next meeting dates: Planning – 7.30pm Thursday 13th October 2016
Full Council – 7.30pm Monday 24th October 2016

There being no further business, the meeting was declared closed at 10.16pm

Signed & dated, Chairman

Powers of Expenditure

- 1 Local Government (Miscellaneous Provisions) Act 1976, s19

MINUTES SIGNED AS A CORRECT RECORD AT THE MEETING HELD ON 24TH OCTOBER 2016

PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
91	Telephone/Broadband	02/09/2016	2016/09-12.1	D/D	Telephone & Broadband	Virgin Media	71.93	14.39	86.32
92	Improvement Works	23/08/2016	2016/09-12.1	BACS	Sand	Hanson Aggregates	1,080.00	216.00	1,296.00
93	Moat Way Play Area	26/09/2016	2016/09-12.1	ALTO	Litterbin lid	AJ Products UK Ltd	22.50	4.50	27.00
94	Annual Lease Rent	26/09/2016	2016/09-12.1	002325	Allotment Annual Lease	The Thomas Galon Charity	400.00	0.00	400.00
95	Plants & Gardening	26/09/2016	2016/09-12.1	002326	Plants	Caroline Wilson	21.97	0.00	21.97
96	Audit Fees	26/09/2016	2016/09-12.1	002327	External Audit	PKF Littlejohn LLP	400.00	80.00	480.00
97	PWLB Loan 2 - Pavilion	28/09/2016	2016/09-12.1	D/D	Loan repayment (Pavilion)	PWLB	2,442.73	0.00	2,442.73
98	Parish Online	26/09/2016	2016/09-12.1	002328	Parish Online Annual Fee	Getmapping plc	42.00	8.40	50.40
99		30/09/2016	2016/09-12.1						
100		30/09/2016	2016/09-12.1						
101	Staff Costs	27/09/2016	2016/09-12.1	BACS	Staff Costs	Staff Costs	3,632.19	0.00	3,632.19
111		28/09/2016	2016/09-12.1						
112		26/09/2016	2016/09-12.1	002330					
102	Stationery	27/09/2016	2016/09-12.1	BACS	Postage	Linda Miller	6.01	0.00	6.01
103	Mileage Claims	27/09/2016	2016/09-12.1	BACS	Mileage	Linda Miller	9.90	0.00	9.90
104	Miscellaneous Expenses	27/09/2016	2016/09-12.1	BACS	Refreshments (Meeting)	Linda Miller	3.25	0.00	3.25
105	Grasscutting	30/09/2016	2016/09-12.1	BACS	Grasscutting	Buchans Grounds Maintenance	338.60	67.72	406.32
106	Verge Cutting	30/09/2016	2016/09-12.1	BACS	Grasscutting (verges)	Buchans Grounds Maintenance	191.29	38.26	229.55
107	Sheltered Housing SCDC	30/09/2016	2016/09-12.1	BACS	Grasscutting	Buchans Grounds Maintenance	98.50	19.70	118.20
108	Stationery	26/09/2016	2016/09-12.1	002329	Stationery	Viking Direct	7.56	1.51	9.07
109	Improvement Works	20/09/2016	2016/09-12.1	BACS	Sand	Hanson Aggregates	1,080.00	216.00	1,296.00
110	Insurance	26/09/2016	2016/09-12.1	BACS	Insurance Premium	Came & Company	1,608.12	0.00	1,608.12
113	Outdoor public open space	26/09/2016	2016/09-12.1	002331	TGMS Feasibility Study	South Cambridgeshire District Council	800.00	0.00	800.00
Total							12,256.55	666.48	12,923.03