

# *Swavesey Parish Council*

7.30pm

**Minutes**

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street  
Monday 28<sup>th</sup> November 2016

**PRESENT**

Mr W Wright (Chairman)

Councillors : Miss L Boyes, Mr J Dodson, Mr S Faben, Mr D Hunt, Mr M Johnston, Miss H Parish,  
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/****11-1 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Ms S Smith (unwell)

**2016/****11-2 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 10.3(iii) Planning application for White Willows, Hale Rd, as this is alongside the field owned by Mr Pook.

**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/****11-3 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

No items raised by the public present.

**Public forum closed in order for the Parish Council meeting to commence.***(Mr Faben joined the meeting)***2016/****11-4 TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 24<sup>th</sup> October and 10<sup>th</sup> November****2016**

It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes of 24<sup>th</sup> October and 10<sup>th</sup> November with no amendments.

**4.1 Matters to report from previous minutes** (for information)

- (i) SCDC Drainage – will consider hiring in machinery for future work at Covell's Drain
- (ii) BT are registering request to adopt both red kiosks in the village

**4.2 Clerk's Report** Noted as published**2016/****11-5 COUNTY COUNCIL BUSINESS****5.1 Highways Maintenance Items**

- (i) Black Horse Lane surface water drainage improvements postponed from Nov to a date to be confirmed, due to compliance requirements re linking through to Anglian Water system under Chantry Close.
- (ii) Gibraltar Lane surface water drainage improvements now postponed to summer 2017, as work will require 3 weeks and has to be carried out during school holidays.

**5.2 Winter Gritting 2016-17 – removal of Ramper Rd from gritting schedule**

Complaint submitted last month, supported by Longstanton PC. Response from CCC is that due to budget constraints the percentage of road network gritted this winter has been reduced from 45% to 30%, therefore some roads are not being gritted this year. Routes removed will now form part of the secondary gritting route, when road temperatures fall below and remain below zero for a number of days or when there is snowfall forecast.

**5.3 Parish & Town Conference, 18<sup>th</sup> Nov**

Chair, Mr Hunt and Clerk attended, together with representatives from OWLS Community Car Scheme and Hale Rd Allotment Association. Chair reported on a well-attended conference, held to share ideas between Parish Councils on community facilities and services. CCC launched its Innovation Fund for Parish Councils, to provide funding to set up community services which will reduce the level of expenditure by the County Council by providing local, more focussed support for a community. Agreed to consider a grant application if a suitable project is feasible. Agreed to investigate a Community Transport Scheme and look at how Community Land Trusts work, for future Agenda discussions.

**5.4 LHI Bid for 2017-18 – Speed Reduction buffer zone, Ramper Road**

To approve the application to the LHI Fund for 2017-18, to install a 40mph zone, for approx. 200 metres between the bend in the road and entrance to the village (30mph zone). To reduce traffic speed on entering the residential area and to improve safety on this stretch of road.

Estimated cost of scheme £2,500-£3,000 to include 3-2-1 rumble strips, countdown signs and white lining. Parish Council to provide a minimum of 10% of the scheme cost. Approved to budget for £400 contribution. 1

**5.5 Correspondence for information and items for County Councillor**

- (i) Cllr Ms M Smith reported that the Crossing Patrol is now back at the Primary School. The crossing point has been moved slightly further north, to move it away from directly outside of the school gates. Comments on how this is working are welcomed. Cllr Ms M Smith added that if a zebra crossing was provided at the school, then funding for the crossing patrol person is highly likely to be withdrawn.
- (ii) Concern raised over erosion of white centre and road edge lines along the road between Boxworth and A14, in particular around the double bends, due to the amount of HGVs using the road as access to the A14 construction compound site. In the dark it is now very, very dangerous along this road. Could CCC request that Highways England repaint the white lines and put our more warning signs and lights? Cllr Ms M Smith to contact Highways England re this. Cllr MS

**2016/****11-6 DISTRICT COUNCIL BUSINESS****6.1 Community Awards**

Agreed to nominate:

Compass Café – Outstanding Local Service/Amenity category Clerk

SVC Student Enrichment week – Environment Award JP

Bethel Church community rooms – Outstanding Local Service/Amenity Category

Hale Road Allotment Site – Outstanding Local Service/Amenity Category

**6.2 Correspondence for information and items for District Councillor**

- (i) Byways – no planings have been provided this year, even though landowners along the byways have paid for them within their Byway rate. Some of the byways are in desperate need of planings. Cllr Mrs Ellington agreed to speak to the Byways Manager about obtaining some as soon as possible. Cllr SE
- (ii) Parish/Cabinet Liaison meeting, Weds 30<sup>th</sup> Nov – Chair and Cllr Ms S Smith to attend
- (iii) Parish Patch next meeting – to be arranged early next year, suggested topic is community transport schemes. Council agreed with the proposed topic.

**2016/ NHW and POLICE BUSINESS**

- 11-7** Query raised as to why the recent house burglaries in Swavesey had not been circulated via the Alert system. No answer available at time of meeting.

**2016/****11-8 VILLAGE MATTERS****8.1 To receive the monthly report from the Village Handyman**

Regular tasks, no issues raised.

**8.2 Parking complaint re primary school collection time**

Complaint received re inconsiderate parking, particularly in Greenside Close, by parents/carers collecting children from Primary School: driveways blocked, double-parking blocking road access. Police are unable to provide officers on a regular basis to patrol villages. Cllrs decided to attend the area one afternoon in the next week to hand out notices to drivers asking them to park safely and considerately and if possible walk rather than drive to/from school. The Primary School has also sent out a message to parents.

**8.3 Transfer of Land from Taylor Wimpey Ltd**

Further to previous discussions, Taylor Wimpey Ltd offer a reduced legal cost fee for the two parcels of land which the Parish Council has requested a transfer of, of £500, stating that Taylor Wimpey Ltd still require their legal fees to be paid by the Parish Council. Cllrs still did not consider they should pay the costs, as the future maintenance of the land would be taken on by the Parish Council. Clerk to reply to that effect. If Taylor Wimpey Ltd were not then prepared to transfer the land, they are to be asked to provide a future maintenance schedule to ensure weed growth does not continue to cause the problems it has been.

**8.4 School Pond**

Feasibility report received from CCC with regard to surface water drainage into School Pond from the front of the Primary School site. Consultant's recommendation is that no action is required as Parish Council pond maintenance is adequate. The outflow to be monitored, to ensure weed growth and silt build-up do not block the flow.

**8.5 Moat Way Pond and Trees**

Request from a resident about ownership and protection for the pond and surrounding green space. Council confirmed that this area is owned by the Parish Council and designated as Public Open Space. No change can be made to any part of it without permission from the Parish Council. The trees along the south-west boundary, on the open space land belong to the open space/Parish Council. Following discussion over the height of the Poplar trees, a quote to be obtained to reduce their height (last height reduction was in 2010), also the trees to the west of the pond to be reduced slightly to allow more light through, quote to be obtained.

**2016/****11-9 DRAINAGE**

- (i) Riverbank maintenance – Mr Wilderspin and the Clerk had met with Environment Agency (EA) Officers, Middle Level Engineer and Mr Dawson on 4<sup>th</sup> Nov to discuss the work to raise/strengthen the riverbank between Covel's Drain and Webb's Hole. It had been agreed that the Middle Level could take on the contract for the work from the EA, with Mr Dawson supplying earth and the funding coming from the previously agreed EA budget. The work should be able to commence in early spring, dependant on weather conditions. In the meantime the EA will put in place the contract arrangements and complete bank core stability testing.
- (ii) EA flood map for planning - data error on national website noted, resulting in an incorrect flood risk map coming up for Swavesey. Apologies received from the EA and the data will be corrected as soon as possible.

- (iii) A14 construction compound. Concerns raised by the Parish Council and Swavesey IDB about surface water discharge from the site, likely to flow into the Swavesey drain system and IDB catchment. Given previous and current issues with discharges to the Swavesey Drain and unresolved capacity issues, the question had been put as to what action the EA will be taking to safeguard the Board's District and the local community. The EA's reply had been that the drainage matters for the A14 are being led by Cambs County Council and re-directed the query to the County Council. No reply received yet.

**2016/**

**11-10 PLANNING**

- 10.1 Review of Public Meeting 23<sup>rd</sup> Nov** A packed hall (approx. 175 people attending) heard an update on the applications and proposals currently consulting on housing development outside of the village framework boundary for over 300 new homes. Notes from the meeting published on the village website. Council also thanked the Meridian Magazine for producing a report on the meeting the following day for inclusion in the magazine delivered the following week.

The Clerk informed Council that the Bloor Homes application for 99 new homes would not be on the Dec SCDC Planning Committee Agenda due to continued objection from County Highways regarding safe access for pedestrians from the site into the village. Further discussions with the applicants and Planning Officers to take place with the application now expected to be on the 11<sup>th</sup> Jan Committee Agenda.

Cllr Mrs Ellington informed Council that the Swavesey Surgery was not raising any objections to the current applications as they believed they could cope with increased patient numbers.

Question raised as to whether the Parish Council should consider taking on its own Transport Consultant to advise on the transport and highways infrastructure objections and represent the Council at the Planning (and potentially Appeal) hearings. Following discussion it was suggested the costs involved in this be investigated for further consideration.

**Clerk**

**10.2 To consider correspondence received**

- (i) Applications for tree works will now be part of the main planning application process at SCDC, with all applications available to view on the planning website.
- (ii) Planning training at SCDC – dates circulated. Chairman had already attended two courses.
- (iii) Letter from owner of 1 Black Horse Lane re application for tree works from owner of 7 Chantry Close, informing SCDC that four of the trees in question were within the boundary of 1 Black Horse Lane and permission was not given by that owner for any trees to be felled and concern raised over proposals to cut back other trees within the same ownership. Awaiting further response from SCDC.

**10.3 To consider planning applications received**

- (i) Ref: S/2625/16/FL – **11 School Lane**, Suresh Patel. Amended plans. No objections. Comment that this was an improvement on the previous design.
- Ref: S/2967/16/FL – **Fen Drayton Farm**, Amber REI Holdings Ltd. Proposed upgrade of existing poultry unit including the demolition of 12 existing poultry sheds and the erection of 4 poultry sheds. No objections or comments.
- Ref: S/3005/16/PN – **White Willows, Hale Rd**, DJ & B Ratcliffe. Change of use of agricultural building to dwelling. Objections raised:
- Outside of the development area.
  - Not adjoining the village development boundary, the site is in open countryside. This would set a precedent opening up applications from any site in the rural area of the parish for a new residential building.

- Policy HG9 only allows for new dwellings in the countryside when they are to support a rural based enterprise, which this application is not.
  - Hale Road is a Swavesey byway, with other dwellings already on land off of the byway having been built with agricultural ties.
  - Access to the site is along a byway/footpath with no lighting, no separate pedestrian footpath and the byway surface maintained to agricultural standards only.
- (ii) Ref: S/2121/16/FL – **24 Taylors Lane**, Mr & Mrs M Hastead. Ground floor and first floor rear extension and porch. New windows throughout. Unclear as to whether there are further amendments as plans are the same as the previous ones. Query raised with SCDC but no reply to-date. Defer to next meeting.
- (iii) Ref: S/2011/14/OL – Amendments. Land to the East of B1050 and West of Guided Busway (**Northstowe Phase 2**). Revised proposal of 40% starter homes and 10% affordable rent to replace original 20% affordable housing. No objections. Comment that changes to the affordable housing provision should not compromise other S106 agreement provisions.

#### 10.4 Permissions, Refusals, Appeals, Enforcement

- (i) 39 Station Rd, Certificate of Lawful Development granted, existing use of land as residential garden.
- (ii) Ref: S/2500/16/FL – 7 Station Rd. Permission granted for extension.
- (iii) Ref: S/2336/16/FL – Adj Hale Rd. Permission granted for new single storey 2-bed dwelling.
- (iv) Ref: S/1605/16/OL – Swavesey Ventures Ltd, land rear of 130 Middlewatch. Refusal of permission for up to 70 dwellings and associated access and landscaping.

(10pm - Cllr Mrs S Ellington left the meeting)

2016/

#### 11-11 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 £3,660.38

##### Bank Balances - reconciled against statements

Lloyds Current a/c	23,361.02	17-11-16
Lloyds Business a/c	2,225.79	15-11-16
Unity a/c	2,676.36	17-11-16
CCLA - Public Sector Deposit Fund	92,076.64	15-11-16
OPTIMUM card	188.16	21-11-16

**Budget Report** – Summary of budget against income and expenditure to 24<sup>th</sup> November (to inc Q1 & Q2) circulated with no questions raised.

##### 11.2 Notice of receipts received

SCDC - S106 from 18 Gibraltar Lane (outdoor facilities)	12,512.97
SCDC - S106 from Home Close (Indoor facilities)	8,974.63
Hale Rd Allotment Assoc - annual lease fee	400.00

##### 11.3 To consider grant request from Memorial Hall Trustees

Cllrs Mr Wright (Chairman), Mr Johnston and Mr Wilderspin all declared prejudicial interests as Trustees of the Hall Charity and left the room during this item. Mr Pook took the Chair for this item.

The Clerk also declared an interest as a Trustee of the Charity. The Clerk explained the request to the Council and then left the room during the discussion.

Request was for a grant from S106 indoor community facilities funds towards the purchase of a numatic floor cleaner to provide improvements in the use of the hall and cost efficiency with the floor cleaning. Report circulated.

**Decision:** In principle Council accepts the need for the purchase of the machine and agrees that a grant to cover the cost, estimated at around £1,000 could be made. However, queries were raised that it was the correct machine for the type of flooring and the Trustees were asked to speak to the flooring provider for his recommendation on the type of machine and frequency of cleaning, to ensure the flooring is not damaged. Council will then consider approval of the grant at a future meeting. 2

Cllrs and the Clerk returned to the meeting.

**2016/**

**11-12 GENERAL CORRESPONDENCE**

- (i) From a resident asking that if any of the major development applications gain approval and substantial S106 money is received for recreational facilities, would the Council consider building a new swimming pool in the village, as the previous one on the College grounds was closed many years ago. Council responded that the biggest issue would be where to locate a swimming pool, as the site at the College was now used as the bus/coach car park and with pressures on potential further classroom expansion, land at the College would be limited. Also ongoing maintenance for such a facility is likely to be enormous. However, Council thanked the resident for the suggestion and it would be included in future considerations.
- (ii) From a resident re the withdrawal on 25<sup>th</sup> Nov of the Tesco free bus service. Noted that this will affect a number of elderly residents. As mentioned under District Council business earlier, a meeting is being arranged in the new year with parishes to discuss community transport schemes and this will be raised within this discussion. Also in relation to the CCC Innovation Fund.
- (iii) From a resident concerned over safety of people crossing Boxworth End near the start of the cycleway/footpath at the southern end of the village. Also of traffic speeding on entering the village. If further housing development takes place, more traffic and more pedestrians and cyclists will be using Boxworth End, therefore could a crossing point be provided. Noted and will be included within any S106 highway discussions held relating to planning applications.
- (iv) CAPALC AGM Thurs 15<sup>th</sup> Dec – noted.

**2016/**

**11-13 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) 37 Market Street – updated requested on proposed planning application for renovation of the listed cottage and development of the site.
- (ii) Social Media Policy to be reviewed and adopted

**Next meeting dates:**

**Full Council – 7.30pm Monday 19<sup>th</sup> December 2016**

There being no further business, the meeting was declared closed at 10.25pm

Signed & dated  
Chairman

**Powers of Expenditure**

- 1 Highways Act 1980, s274A
- 2 Local Government (Miscellaneous Provisions) Act 1976, s19

**MINUTES APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN AT THE MEETING HELD ON 19<sup>TH</sup> DECEMBER 2016**

## PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
127	Website hosting + domain name	28/11/2016	2016/11-11.1	BACS	Website and email hosting	Cambridge Web Solutions	163.00	0.00	163.00
128	Trees/Hedges/ditches	28/11/2016	2016/11-11.1	002335	Trees/shrubs/hedges	Atlas Tree Surgery	120.00	24.00	144.00
129	Plants & Gardening	28/11/2016	2016/11-11.1	002336	Plants	NJ & C L Gill	44.00	0.00	44.00
130	Plants & Gardening	28/11/2016	2016/11-11.1	002337	Refuse Sacks	ESPO	17.23	3.45	20.68
143	Recreation Green Play Area	28/11/2016	2016/11-11.1	002338	Play Area maintenance	Fenland Leisure Products Ltd	107.50	21.50	129.00
131	Stationery	21/10/2016	2016/11-11.1	Optimum Card	Calendar	Amazon Marketplace	2.45	0.00	2.45
132	Stationery	25/10/2016	2016/11-11.1	Optimum Card	Diary	Amazon EU SarL	7.83	1.56	9.39
133	Telephone/Broadband	02/11/2016	2016/11-11.1	Direct Debit	Telephone & Broadband	Virgin Media	71.93	14.39	86.32
134	Grasscutting	30/11/2016	2016/11-11.1	BACS	Grasscutting	Buchans Grounds Maintenance	169.30	33.85	203.15
135	Verge Cutting	30/11/2016	2016/11-11.1	BACS	Grasscutting (verges)	Buchans Grounds Maintenance	302.89	60.58	363.47
136	Sheltered Housing SCDC	30/11/2016	2016/11-11.1	BACS	Grasscutting	Buchans Grounds Maintenance	49.25	9.85	59.10
138	Postage	25/11/2016	2016/11-11.1	BACS	Postage	Linda Miller	4.50	0.00	4.50
139	Mileage Claims	25/11/2016	2016/11-11.1	BACS	Mileage	Linda Miller	8.10	0.00	8.10
137		25/11/2016	2016/11-11.1						
140	Staff Costs	30/11/2016	2016/11-11.1	BACS	Staff Costs		2,423.22	0.00	2,423.22
141		30/11/2016	2016/11-11.1						
142		25/11/2016	2016/11-11.1						
<b>Total</b>							<b>3,491.20</b>	<b>169.18</b>	<b>3,660.38</b>