

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 24th October 2016

PRESENT

Mr W Wright (Chairman)

Councillors : Mr J Dodson, Mr D Hunt, Mr M Johnston, Ms H Parish, Mr J Pook, Ms S Smith,
Mr K Wilderspin

Clerk : Mrs L Miller

In attendance

Parishioners : None

County Councillor: Ms M Smith

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

10-1 Miss L Boyes (unwell), Mr S Faben (working),

2016/**10-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS**2.1 **Declarations of interest from councillors on items on the agenda**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/**

10-3 **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.

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

2016/

10-4 TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 26TH SEPTEMBER AND 13TH OCTOBER 2016

It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes of both 26th September and 13th October with no amendments.

4.1 Matters to report from previous minutes (for information)

- No comments from residents re closing the BT phone kiosks or the Parish Council adopting them. Initial request now made to BT to find out if the kiosks can be adopted.
- Chairman attended SCDC Planning Committee – see Planning Meeting Minutes 13th Oct.
- Solicitors contacted re legal advice on lease for playing field site. Solicitors happy to act for the Council once draft lease received. A quote for the work will be issued once the content of the lease has been seen.
- Repair work to the recreation green (drop in level by footpath and holes alongside play area footpath) will take place in next couple of weeks.
- Standard letter re vegetation overhanging public footpath/highway received from CCC, which Parish Council can use.
- TROs for Market St line marking and parking restriction changes opp Primary School due to be advertised w/c 31st Oct.

4.2 Clerk's Report - noted

2016/**10-5 COUNTY COUNCIL BUSINESS****5.1 Highways**

Black Horse Lane and Gibraltar Lane surface water improvement works scheduled for this financial year, Gibraltar Lane probably February half-term, Black Horse Lane yet to be finalised.

5.2 Local Highways Initiative Scheme**1**

Bids now open for 2017-18 highway improvement projects. Following discussion over potential projects it was agreed to put in for a Priority Give-way Traffic Island to stop/slow down traffic entering the village along Ramper Road. Having received concerns from residents about speed of traffic along Ramper Rd, which has no form of traffic calming, plus the increase in traffic using the road, due to Northstowe and A14 works. The CCC cost for this feature is £5,000, with potential additional cost if lighting, a speed cushion and a running lane required. The Clerk to meet with CCC Officers to confirm the detail. CCC can provide up to £10,000 towards the project if successful, with the Parish Council providing a minimum of 10% of total project cost.

Clerk**5.3 Correspondence for information and items for County Councillor**

- (i) Winter Gritting routes. Notice of gritting routes and that Ramper Road has not been included in this winter's schedule. Strong objections and concerns raised by Cllrs and a strong letter of complaint to be sent to CCC Highways with a request for the road to be reviewed and included in the gritting route. With increased traffic along Ramper Rd due to Northstowe and A14 roadworks, a public transport route, school bus route and cycleway and with history of numerous accidents, the road should be gritted. Mr Dodson declared a registered interest as a resident of Utton's Drove, off Ramper Rd. County Cllr Ms Smith supported the Parish Council's concerns.
- (ii) Parish & Town Council's Conference 18th November. The Clerk, Chairman, Mr Pook and Mr Hunt attending. Swavesey projects featured as examples of Parish/Community joint facilities: Allotment Site, OWLS Community Car Scheme.

Clerk**2016/****10-6 DISTRICT COUNCIL BUSINESS****6.1 Community Awards 2016-17**

Nominations open until 20th January. Cllrs to consider nominations to be agreed at the December meeting.

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

- (i) Parish e-bulletin circulated and noted for information. Local Government Boundary Commission, final recommendations for new District Council Wards published. Swavesey Ward will now include Fen Drayton and Lolworth parishes, continuing with one Cllr to represent the Ward.

2016/**10-7 NHW and POLICE BUSINESS**

Police Neighbourhood Panel held on 20th October, the Chairman reported on items raised.

Councillors suggested that a future agenda should invite the Police along to discuss use of CCTV in villages.

Concerns have been expressed to some Cllrs about the village NHW Scheme and links between co-ordinators not as strong as they had been – to be discussed with the Village Co-ordinator.

2016/**10-8 VILLAGE MATTERS****8.1 To receive the Village Handyman's report and report on general maintenance items**

- (i) Plant tubs replanted with winter bedding plants.
- (ii) Quote approved for removal of deadwood from trees around Market St green **2**

8.2 Recreation Green

Since the last meeting more sand has been applied to the sand slits, plus the surface 'brushed'. The green is now much safer and level, recent rainfall is also helping. Institute Football Club is inspecting the ground this week with a view to playing on 22nd Oct. Spartans are still using other grounds and will return to the main pitch once they have inspected the ground and teams have resumed playing.

8.3 Land over Turnbridge Drain and along School Lane – Taylor Wimpey land transfer

Review of offer received from Taylor Wimpey that if the Parish Council pay the legal fees for the two area transfers, then no other costs will be charged. Taylor Wimpey legal fees estimated at £500 per title, ie £1,000. Council did not agree and suggested that TW should pay their costs and the Council pay theirs. Clerk to respond.

2016/**10-9 DRAINAGE**

- (i) No updates regarding work to Mare Fen Drain bank.
- (ii) No updates regarding work to the Riverbank maintenance.
- (iii) Covell's Drain maintenance – response from SCDC following visit with the Chairman to view erosion on the Fen Drayton bank.

County Cllr Ms M Smith declared a registered interest in this item, as resident of Fen Drayton and interest in land alongside Covell's Drain.

SCDC machine reach is not large enough to carry out full channel widening, therefore no further widening work will be undertaken. Bank slippage will be monitored this winter and any areas requiring stabilising will be carried out with wooden revetments. Council to reply to ask if SCDC would hire in a machine with longer reach as SCDC had a responsibility to maintain the Covell's Drain.

Clerk

(County Cllr Ms M Smith left the meeting at this point)

2016/**10-10 PLANNING****10.1 To consider correspondence received**

- (i) Carter Jonas re Planning application Ref: S/1605/16/OL, land at 130 Middlewatch (70 homes) – revised surface water attenuation design sent to Swavesey IDB. Mr Wilderspin explained the proposal for using a sluice gate and telemetry link to the Webb's Hole doors to ensure when the river doors are closed, then the attenuation pond on the development site also closes. This proposal answers the objection raised by Swavesey IDB. Parish Council raised questions as to who would manage and maintain the system if provided? Who/where would the funds for this maintenance come from? These questions to be raised when the application is considered by SCDC in November. Following the agreement, at the Sept meeting, that the Chairman would attend the SCDC Planning Committee to speak to reiterate the Parish objections to the 130 Middlewatch proposals, a draft statement was reviewed and approved.
- (ii) Mr Wilderspin reported that the drainage consultants for the Bloor proposal (99 homes) were also now looking at putting in a similar telemetry system for attenuating the surface water from their proposed development.
- (iii) A14 – notice of 40mph limit to be applied to Buckingham Road & A14 flyover from Nov 2016 through to Dec 2020 (duration of A14 improvement scheme works).

10.2 S106 Community Facilities Contribution

RESOLVED: Development of land to the rear of 18 Gibraltar Lane S/1354/11 & S/1775/14/RM. To approve and sign S106 Indemnity Agreement with South Cambridgeshire District Council, for contribution in lieu of Public Open Space.

An update to the S106 Receipts received to-date, amounts put-aside for projects and remainder unallocated was circulated for information.

10.3 Neighbourhood Plan

Plan area designation of the whole Parish, approved for submission to South Cambs District Council. Confirmed that public consultation no longer required for applications where the entire parish was designated.

Clerk

10.4 Proposed changes to planning documentation and procedures – consultation

- (i) Validation Requirements – changes to information to be submitted with planning applications noted. Questionnaire to return to SCDC by 28th Oct – no comments.
- (ii) Electronic notification of applications – feedback questionnaire. Agreed to act as a pilot parish for the trial of the new procedure. Comments to return to ensure that for major applications, paper plans would be provided. Also that if requested paper plans could be provided for any other application if required – in particular should a resident not be able to access the plans online or if the proposal is detailed it could be more easily viewed as a paper plan.

Clerk

10.5 To consider planning applications received

- (i) Ref: S/2623/16/FL- **Trinity House, Utton's Drove**, Mr J Blake. Two storey side and rear extension (resubmission of planning approval S/2226/13/FL).
Mr Dodson declared a registered interest as a resident in Utton's Drove. No objections.
- (ii) Ref: S/2643/16/FL – **31 Thistle Green**, Mrs S Jennings. Single storey side and rear extension, garage conversion and first floor side extension. Objection raised:
 - Loss of garage (off road parking).
- (iii) Ref: S/2625/16/FL – **11 School Lane**, S Patel. Demolition of existing garage, single storey side building and extension. New two storey side extension and open plan double height back extension. Objections raised as follows:
 - The existing building is part of the village vernacular, with other similar building styles elsewhere in the village. The proposals to change the style of the windows and look to the front of the house completely changes the aspect of the property.
 - The site is large enough to provide for the extensions proposed, however more consideration should be given to the finished design, to reflect the historical style of the property.
 - The rear extension is not in keeping with the architectural style of the existing property and is considered in appropriate.
 - The driveway to the side is currently un gated. School Lane is a busy road and it is suggested that gates should be set further back to allow a car to pull completely off of the road and footpath if the gates are closed and need to be opened.
 - There is no turning area provided to allow for vehicles to enter and leave in forward gear.
- (iv) Ref: S/2675/16/FL – **100 Boxworth End**, Mr & Mrs M Taylor. Single storey front and rear extension and rear alterations. No objections.

10.6 Permissions, Refusals , Appeals None notified

2016/

10-11 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 £3,472.99. Accounts reconciled at 17/10/16:

Lloyds Current a/c	29,740.20
Lloyds Business a/c	2,225.70
Unity a/c	2,404.31
CCLA - Public Sector Deposit Fund	80,056.58
OPTIMUM card	200.00

11.2 Notice of receipts received

UK Power Networks - Wayleave 51.24

11.3 Government Proposal to extend council referendum principles to town and parish councils

Report circulated and discussed. Unanimous decision to respond raising objections to this proposal. Clerk

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 was considered to be confidential due to the content of the discussion.

2016/ 10-12 Parish Council and Clerk's job evaluation, profiling and salary scale – A review and recommendation for change

The Clerk left the meeting during this discussion

Report circulated and Mr Pook explained the recent Job Profile review and salary point recommendations.

It was **proposed** and **agreed** that the job profile be moved from LC2 Below Substantive, to LC2 Substantive which would include salary points from 30-34. A change to the salary scale point for the Clerk was also approved. 3

The Clerk returned to the meeting and the meeting was re-opened to the public
2016/

10-13 GENERAL CORRESPONDENCE

- (i) Older Persons Partnership Board – Sandie Smith explained how this Board works with the County Council and local health and community organisations. The Clerk to maintain contact with the group and pass information on the Community Warden Scheme.
- (ii) Healthwatch presentation booked at the Hall for Thurs 3rd Nov, with other Parish Councils.
- (iii) Yesteryear Road Run will take place on Sun 23rd April 2017, no stopover this year in Swavesey.

2016/

10-14 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Resident in Scotland Drove has asked about a footpath along the road, to enable people to safely walk to the bus stop by Rose & Crown Rd junction.
- (ii) Market St footpath alongside The Grange wall is still very slippery. The Clerk confirmed it has been reported to SCDC for cleaning.

Next meeting dates:

Planning – 7.30pm Thursday 10th November 2016

Full Council – 7.30pm Monday 28th November 2016

There being no further business, the meeting was declared closed at 10.30pm

Signed & dated
Chairman

Powers of Expenditure

- 1 Highways Act 1980, s274A
- 2 Highways Act 1980, s96
- 3 Local Government Act 1972 Part VII, s112

Swavesey Parish Council

PAYMENTS LIST

Voucher	Code	Minute	Cheque No	Description	Supplier	Net	VAT	Total
114	Bank Charges	2016/10-11.1	BACS	Service Charge	Unity Trust Bank	18.00	0.00	18.00
115	Telephone/Broadband	2016/10-11.1	Direct Debit	Telephone & Broadband	Virgin Media	84.93	16.99	101.92
116	Stationery	2016/10-11.1	002332	Stationery	Viking Direct	29.27	5.85	35.12
117	Improvement Works	2016/10-11.1	002333	Grounds maintenance	Bury Turfcare Ltd	675.00	135.00	810.00
118	Staff Training	2016/10-11.1	002334	Training	CAPALC	30.00	0.00	30.00
119	Grasscutting	2016/10-11.1	BACS	Grasscutting	Buchansrounds Maintenance	338.60	67.72	406.32
120	Sheltered Housing SCDC	2016/10-11.1		Grasscutting	Buchansrounds Maintenance	98.50	19.70	118.20
121	Staff Costs	2016/10-11.1	BACS	Staff Costs		1,938.23	0.00	1,938.23
122								
123								
126								
124	Mileage Claims	2016/10-11.1	BACS	Mileage	Linda Miller	8.10	0.00	8.10
125	Postage	2016/10-11.1	BACS	Postage	Linda Miller	7.10	0.00	7.10
Total						3,227.73	245.26	3,472.99