

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 24th April 2017

PRESENT

Mr W Wright (Chairman)

Councillors : Miss L Boyes, Mr J Dodson, Mr S Faben, Mr D Hunt, Mr M Johnston, Mr J Pook,
Ms S Smith, Mr K Wilderspin

Clerk : Mrs L Miller

In attendance

Parishioners : 1

County Councillor: Ms M Smith

Item**Power Action****2017/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE****04-1** Mr C Parsons (away), Miss H Parish (away), District Cllr Mrs S Ellington (another meeting)**2017/****04-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS****2.1 Declarations of interest from councillors on items on the agenda** None**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.

**2017/ Meeting suspended to allow 10 minutes for the public participation forum and for persons
04-3 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:

- Comment passed on from Histon Police Sgt: increased traffic through Swavesey is likely to be far beyond expectations once the A14 works really get underway, together with Northstowe works along the B1050. Rat-run traffic is likely to enormously increase. If the village could set up a Speedwatch group it would help to combat the speeding issues which will increase as well. Potential for funding towards Speedwatch equipment from the A14 fund.

Also that hardly any reports are being received about poor and dangerous parking in Swavesey on the new online reporting system, despite recent discussions between the Parish Council and local Police Officers. Other villages have taken to the reporting page and Police are able to target areas in those villages.

The Clerk replied that the Council has been advertising Speedwatch since March on facebook and websites but to-date only 2 residents have volunteered! Will keep advertising it.

The Chairman replied that he had met with the PCSO and Primary School re parking issues around the school and the school had advertised the new online reporting page to parents and encouraged them to report poor parking. Not sure what else can be done! Agreed to put additional posters up.

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

(7.37pm Mr Dodson arrived – apologies given for late arrival)

2017/ TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 27th March and 13th April 2017

- 04-4** It was **proposed**, seconded and unanimously approved that the Chairman sign both sets of Minutes with no amendments.

(7.38pm County Cllr Ms M Smith arrived – apologies given for late arrival)

4.1 Matters to report from previous minutes (for information)

- (i) Market St parking bays and yellow line markings – provisionally scheduled for w/c 29th May. Work will take two days to fill pot holes and mark out parking bays and additional yellow lines. The car park area will be closed off half on one day and the other half the next day. Agreed to deliver leaflets to local residents warning of work and to put on cars parked in Market St in the two weeks leading up to the work.
- (ii) Primary School crossing – a new patrol person has been recruited.
- (iii) Speeding – request via facebook, website and posters for volunteers to help with a Speedwatch scheme has only received two responses! A minimum of 5 are required to hold a training session. Will keep putting adverts out to encourage volunteers.
- (iv) 37 Market St – amended plans received for a re-design of plot 3. To be on the Agenda for the Planning meeting on 11th May.

4.2 Clerk's Report – noted as published

2017/

04-5 COUNTY COUNCIL BUSINESS**5.1 Correspondence for information and items for County Councillor**

- (i) Annual Parish Meeting raised issue of large holes in the guided busway parking area, since last July. County Cllr Ms M Smith has chased this up today.
- (ii) Letter re consultation on the proposed Greenways project, part of the City Deal – noted in SCDC Agenda item for comment.
- (iii) Cones to help cordon off areas of Market St for the lining works might be available via the Police – the Clerk to contact.
- (iv) Utility works notified for Wallman's Lane, which would close off one end of the lane at the end of May. Cllr Ms M Smith to send information to the Clerk for publication.
- (v) Parking around Primary School area – Cllr Ms M Smith suggested provision of double yellow lines around Greenside Close junction and driveway protection markings for residents in Greenside Close, as parking problems there are increasing. This could be an LHI fund application, together with the proposal to widen the footpath between the school entrance and recreation green as previously discussed. Cllrs suggested there should be joint funding available from CCC Education as well as CCC Highways and Parish Council. There is also potentially S106 money from development permissions if they proceed. To be reviewed in September/October when the LHI fund will open again.

2017/

04-6 DISTRICT COUNCIL BUSINESS

- 6.1 Greenways Project** – comments made that the greenway proposed for this area of S Cambs already exists – the Guided Busway cycleway/footpath therefore why is it being proposed as part of the new funding/provision initiative? Meaning this area of S Cambs does not then receive any further cycleway provision. Agreed to return these comments for the initial consultation response.

Clerk

6.2 Correspondence for information and items for District Councillor

- (i) Village of the Year – A nationwide event/TV programme to find Britain's best village 2017. Martin Johnston to look in detail at the criteria.

MJ

2017/

04-7 A14 IMPROVEMENT PROJECT

No reply received yet re request for community support for pond work.

No plans re new junction layouts received yet either. County Cllr Ms M Smith offered to help chase up responses, including ongoing issues with mud on the Boxworth Road.

**Cllr
MS**

2017/ NHW and POLICE BUSINESS

- 04-8** Village NHW Co-ordinator role still not formally advertised, although position is vacant. Lots of break-ins noted via the NH Alert emails in villages around this area, although some have not been circulated meaning true picture is not shown. Police & Crime Commissioner Parish & Town Conference in August for Cllrs. Chairman will attend. In advance of this contact will be made with neighbouring Parish Councils to voice a joint opinion on local policing and crime reporting.

(8.12pm – Mr Wilderspin apologised for having to leave the meeting for a short time)

2017/**04-9 VILLAGE MATTERS****9.1 To receive the monthly report from the Village Handyman**

Noted that the fireman's pole on the equipment in the recreation green play area requires attention to tighten a connector.

9.2 Recreation Green

To review and decide on basketball hoop/games wall equipment and table tennis table for location on the recreation green. Report circulated and discussed, together with comparison quotes from 4 manufacturers. Locations discussed and agreed to site basketball hoop/games panels between the football pitch and school boundary and the table tennis table in front of the pavilion. Clerk to speak to Pavilion Trustees.

Proposed and seconded to place an order with Caloo for both pieces of equipment. Total cost £9,777.50. **1**

Quotes for provision of hard surface area in front of basketball wall to be obtained for consideration at the next meeting. **Clerk**

Funding to come from S106 Outdoor Facilities monies already received.

(8.33pm – Mr Wilderspin returned to the meeting)

9.3 Community Gazebos

Report circulated – of four gazebos being used, one is now broken and other have ripped canopies. Gazebos are very well used by community groups and an excellent asset. Proposed to purchase two new gazebos from same supplier as current ones, cost of £458.00. SCDC Community Chest Grant to be applied for. **Clerk**

9.4 Bus Shelter Boxworth End

To review further correspondence re damage resulting from strong winds in February. Report circulated updating Cllrs on correspondence received from a resident and response from Aviva insurance that the incident was due to freak weather and they did not accept liability on behalf of the Council. Advice from the Council's insurance company and CAPALC is that this is an insurance matter between the resident and the insurance company.

2017/**04-10 DRAINAGE**

- (i) Riverbank maintenance - Mr Wilderspin had not been able to contact the EA Officer so far, for an update this month, however is expecting a return call tomorrow.
- (ii) Mr Wilderspin will attend the Northstowe Forum and will raise that the drain bank work to Mare Fen has still not yet been started and ask when it is scheduled to start.

(8.48pm – County Cllr Ms M Smith left the meeting)

2017/**04-11 NEIGHBOURHOOD PLANNING – To report on progress of project**

- (i) Mr Hunt gave a verbal report on the progress of the NH Plan Group, who were currently working on obtaining contact data on all stakeholder groups in the village for the main consultation, as well as sourcing existing evidence documents for the Plan, ie Local Plan policies, design guides, flood risk information, traffic data, etc.

- (ii) Clerk Hours – Report circulated on proposal that the Clerk to the Parish Council continues to carry out the admin work for the NH Plan project, with the cost covered through the Parish Council’s funding of the plan. Anticipated hours are 8-10/mth. **Proposed**, seconded and unanimously approved.

2017/**04-12 PLANNING****12.1 To consider correspondence received**

- (i) SCDC Planning Policy Update – noted.
- (ii) Local Plan – Hearings Programme Update - noted that omission site hearings for Swavesey will be taking place on 8th June.
- (iii) Consultation on SCDC Local Validation Checklist for planning applications – no comments

12.2 To consider planning applications received - None**12.3 Permissions, Refusals , Appeals - None****2017/****04-13 FINANCE****13.1 To approve payment of outstanding accounts**

RESOLVED: to approve the invoices and payments as listed in appendix 1, to the total sum of £12,646.11.

PWLB 6-mthly loan repayment of 28th March 2017 £2,442.73, not notified in March.

Bank Reconciliations: Business Account	£226.19	at 06/04/17
Current Account	£7,797.86	at 06/04/17
Unity Account	£2,596.45	at 18/04/17
Optimum Card	£243.23	at 18/04/17
CCLA Account	£103,675.91	at 18/04/17

13.2 Notice of receipts received

SCDC 50% of Precept £30,375.00

13.3 Notice of External Audit

- (i) Annual Return received, to be presented to Council with end of year figures at the AGM on 22nd May. Internal audit check will be carried out during May.
- (ii) Review of the Effectiveness of the system of internal control.
Prior to the Annual Return being approved Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority’s preparation of its annual governance statement. Council confirmed it has Standing Orders, Financial Regulations in place and an RFO and Internal Auditor appointed. Accounts are presented to Council regularly and opportunity for questions given.

13.4 Draft End of Year Accounts

Draft Income & Expenditure figures for year to 31st March 2017 circulated. Question raised re difference in ‘donations’ received. Reason due is that in 2015-16 £10,000 had been received in lieu of water pipes being laid under parish land next to Home Close.

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

13.5 To confirm pay scales 1st April 2017 to 31st March 2018 for Clerk and Handyman

NJC National Pay Scales for Local Government Services circulated for 2017-18. Clerk noted that these had been originally circulated with the 2016-17 award in May 2016 and no amendments had been made since then. Therefore the salary scales for 2017-18 were **Proposed** and accepted as per the Minutes of July 2016.

No changes were made to the SCP scale points for either the Clerk (SCP31) or Handyman (SCP9), as these had last been reviewed in October 2016.

13.6 To confirm Clerk's annual 'work from home' allowance for 2017-18

Proposed and unanimously approved to increase the allowance in line with the Consumer Prices Index currently at 2.3%.

The meeting was re-opened to the public

2017/

04-14 GENERAL CORRESPONDENCE

- (i) Visit to Paxton Pits Nature Reserve – Managing & Funding Green Spaces , a Support Cambridgeshire event
- (ii) NHS Cambs & Peterborough Stakeholder Newsletter Spring 2017
- (iii) CAPALC Cllr Training dates
- (iv) Newsletters and magazines

2017/

04-15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) June Planning Meeting has had to be cancelled as the meeting room will be used as the Polling Station for the General Election. If there are urgent planning items to discuss a new date will be arranged, otherwise items will be left to the June Full Council meeting.
- (ii) Sworders, agents for the development land at 18 Boxworth End, have asked to meet with the Clerk to discuss draft wording for the Lease for the land to the Parish Council. The Clerk would be meeting with them tomorrow, Tues 25th April together with the Chairman.
- (iii) Large amounts of rubbish have been flytipped on both Mow Fen and Middle Fen Drovers recently. The Clerk was aware and had notified SCDC.
- (iv) What is to happen with the soil heaped at the rear of the recreation green? Agenda next meeting to discuss.
- (v) A wooden bollard by the traffic calming chicane in Middlewatch has been missing for ages – should be reported to CCC for replacement.

Next meeting dates:

Planning – 7.30pm Thursday 11th May 2017

Full Council AGM – 7.30pm Monday 22nd May 2017

There being no further business, the meeting was declared closed at 9.30pm

Signed & dated
Chairman

Powers of Expenditure

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

MINUTES APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN AT THE PARISH COUNCIL MEETING ON 22nd May 2017

Swavesey Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
1	Telephone/Broadban	03/04/2017	2017/04-13.1	Direct Debit	Telephone & Broadband	Virgin Media	15.07	3.02	18.09
2	Trees/Hedges/ditche	25/04/2017	2017/04-13.1	BACS	Tree works	Atlas Tree Surgery	3,130.00	626.00	3,756.00
3	CAPALC	25/04/2017	2017/04-13.1	BACS	Affiliation Fees	CAPALC	448.20	0.00	448.20
4	Running costs	25/04/2017	2017/04-13.1	BACS	Grant	Age UK	3,000.00	0.00	3,000.00
5	Scribe 2000 Annual	25/04/2017	2017/04-13.1	BACS	Annual s/w Licence	Scribe 2000 Ltd	347.00	69.40	416.40
6		24/04/2017	2017/04-13.1					0.00	
7		24/04/2017	2017/04-13.1					0.00	
8	Staff Costs	27/04/2017	2017/04-13.1	BACS	Staff Costs	Staff Costs	2,475.10	0.00	2,475.10
9		27/04/2017	2017/04-13.1					0.00	
10		27/04/2017	2017/04-13.1					0.00	
11	Postage	27/04/2017	2017/04-13.1		Postage	Linda Miller	2.32	0.00	2.32
12	Memorial Hall Charity	24/04/2017	2017/04-13.1		Grant	Swavesey Memorial	2,000.00	0.00	2,000.00
13	Cemetery &	24/04/2017	2017/04-13.1	002353	Churchyard Maintenance	St Andrew's PCC	350.00	0.00	350.00
14	Cemetery &	24/04/2017	2017/04-13.1	002354	Cemetery Maintenance	Non-Conformist	180.00	0.00	180.00
Total							11,947.69	698.42	12,646.11