

# Swavesey Parish Council

7.30pm

## Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street  
Monday 22<sup>nd</sup> May 2017

### PRESENT

Mr W Wright (Chairman)

Councillors : Mr J Dodson, Mr S Faben, Mr D Hunt, Mr M Johnston, Miss H Parish, Mr C Parsons,  
Mr J Pook, Ms S Smith

Clerk : Mrs L Miller

### In attendance

Parishioners : 1

District Councillor: Mrs S Ellington

### Item

### Power Action

#### 2017/ Election of Chairman for the forthcoming year

- 05-1** Mr Wright (Chairman) opened the meeting and asked for nominations for Chairman for the forthcoming year. Mr Johnston nominated Mr Wright. Mr Wright accepted the nomination. Seconded by Mr Pook. No other nominations, elected unanimously. Mr Wright signed a Declaration of Acceptance of Office as Chairman for the forthcoming year.

#### 2017/ Election of Vice-Chairman

- 05-2** Chairman asked for nominations for Vice-Chairman for the forthcoming year. Ms S Smith nominated Mr Pook. Mr Pook accepted the nomination. Mr Johnston seconded. No other nominations received, Mr Pook was elected unanimously.

#### 2017/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

- 05-3** Miss L Boyes (personal), Mr K Wilderspin (holiday),  
County Councillor Ms M Smith, District Cllr Mrs S Ellington (late arrival)

#### 2017/

#### 05-4 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

- 4.1 Declarations of interest from councillors on items on the agenda** None  
**4.2 Requests to Speak** No requests received to speak on any items as declared above.  
**4.3 To receive requests for dispensations** No requests received.  
**4.4 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 declaring prejudicial interest relating to the business to be transacted, to address the meeting.

**05-5** No addresses regarding prejudicial interests were made

Items raised by members of the public present:

- **Resident** – Is the bin by Costcutter store able to be emptied more often please and can the dog waste bin be moved further away from the litter bin? District Cllr Mrs Ellington replied that she had put a request through to SCDC but no reply received to-date, will chase this up. Will also ask when the bin/dog waste bin collections will take place after bank holidays, as the rule of the day after wheelie bin collection, would mean it would be a Saturday.
- **Resident** – when will the holes in the guided busway car park be filled. The Clerk replied that CCC have given us a date of Sat 3<sup>rd</sup> June for plantings to be delivered and spread.
- **Resident** – could driveway protection markings be provided for properties close to the Costcutter shop? The Clerk replied that individual residents would need to apply to CCC for such markings themselves and there is a cost involved. Application is online.

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

**2017/ TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 22<sup>nd</sup> April and 11<sup>th</sup> May 2017**

**05-6** It was **proposed**, seconded and unanimously approved that the Chairman sign both sets of Minutes with no amendments.

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

(i) Greenways Project GCD – Officers will be visiting Parish Council meetings later this year/early next to give opportunity to comment on the proposals.

**6.2** Clerk's Report – noted as published

**2017/****05-7 REVIEW AND ADOPTION OF STATUTORY DOCUMENTS, APPOINTMENTS AND POLICIES**

**7.1 To approve and adopt Standing Orders - Proposed, seconded and unanimously approved** to adopt updated Standing Orders as circulated the following updates:

Para 17 p16 – Accounts and Accounting Statements updated paragraph.

**7.2 To review and adopt Financial Regulations – Updated by NALC May 2016**

Latest copy of the Governance and Accountability for Smaller Authorities in England 2017 circulated to all Cllrs.

2016 Financial Regulations circulated with a report outlining the updates from the last adopted Regulations. It was **proposed and approved unanimously** to make the following amendments and adopt the new Financial Regulations:

Para 5.5 p8 – authorisation given to increase the amount of fund transfers between the Councils bank accounts from £10,000 to £15,000.

Para 11.1 p14 – amendment to include the use of Contracts Finder website as per Public Contracts Regulations 2015.

- (i) **Resolved** to re-appoint the Clerk as the Responsible Financial Officer (FR1.8).
- (ii) **Resolved:** the use of variable direct debit for payment of utility bills (FR6.7). Approved for: From the Lloyds Current account: Virgin Media (telephone & broadband), Cambridge Water (allotment site), PWLB (loan repayments), Data Protection registration
- (iii) **Resolved:** Cllrs authorised as cheque signatories for bank accounts (FR6.4).  
Lloyds Current account – cheque signatures: Will Wright, John Pook, Martin Johnston, James Dodson. Any two for each cheque. Linda Miller administrator only.  
CCLA Deposit account – Colin Parsons, Will Wright, Martin Johnston, John Pook  
Any two to authorise any deposits or transfers. Linda Miller administrator only.
- (iv) **Resolved:** Cllrs appointed to authorise BACS payments from Council online bank account (FR6.9).  
Unity Bank – Will Wright, Colin Parsons, John Pook, Martin Johnston. Any two for each authorisation. Linda Miller administrator only.
- (v) **Resolved** to confirm the appointment of the Internal Auditor (FR2.5), Dr Michael Williamson, MiJan Ltd, Waterbeach.

**7.3 Review of street furniture and assets** Full list circulated, no changes since May last year.

**7.4 Review of Policies and Procedures**

- (i) Risk Management Policy (FR17) **Resolved** to adopt with no amendments.
- (ii) Insurance Policy (noted as insurance renewal is due 30<sup>th</sup> September 2017)  
Latest Insurance Co update noted and confirmed that all risk assessments are in place
- (iii) Policies & Procedures as required and published on Parish Website were noted as reviewed, no amendments made.

**2017/****05-8 REVIEW & ELECTION OF COUNCILLORS TO COUNCIL COMMITTEES AND WORKING PARTIES**

- (i) Constable's Rood maintenance working party. Mr Hunt & Mr Pook to co-ordinate maintenance work.
- (ii) Finance/budget review working party. Ms S Smith and Mr Dodson.
- (iii) Neighbourhood Plan working party. Mr Hunt Parish Council liaison. Mr Johnston, Mr Wright and Ms S Smith also on the Steering Group.
- (iv) Personnel working party. Mr Pook, Mr Johnston and Ms S Smith.

- (v) Ponds maintenance working party. Ms H Parish and the Clerk to co-ordinate work.
- (vi) Carters Way-Priory Ave Open Space improvement project working party. Ms H Parish, Mr Pook.

**2017****05-9 REVIEW & ELECTION OF COUNCILLORS TO VILLAGE COMMITTEES & CHARITIES**

- (i) Frere Cottages Charity – PC appointed Trustees – Mr Faben and Mr Pook elected as Trustees for four year to 2021.
- (ii) Meridian Magazine – to write PC News – Mr Pook appointed for one year.
- (iii) Community Pavilion Trust - Mr Faben appointed to represent the Parish Council for one year.
- (iv) Community Warden Scheme – Steering Group – Mr Parsons appointed for one year.
- (v) Byways Committee; Thomas Galon Charity; Memorial Hall Charity; SAY; Festival – No changes required, all appointments remain in place.

**2017/****05-10 COUNTY COUNCIL BUSINESS****10.1 Market Street parking improvement project**

Work expected w/c 29<sup>th</sup> May, dates to be confirmed. Local residents and cars parked in the area to be leafleted with final details.

**10.2 Highways Maintenance updates**

- (i) Black Horse Lane drainage works now complete, however complaint received that water is ponding in a new place and blocking pedestrian access to/from a driveway. CCC Highways have been made aware and County Cllr Ms M Smith is arranging a site meeting to discuss what can be done. **Cllr MS**
- (ii) Ramper Road – centre of the road is sinking close to the Uttons Drove junction, to report to CCC Highways. **Clerk**
- (iii) Buckingway Road, carriageway breaking up in various places around flyover junction area, to be reported to CCC Highways. **Clerk**  
Boxworth End footpath, junction of Rose & Crown Rd, manhole cover in footpath broken and sinking creating a very deep hole. To be reported to CCC Highways. **Clerk**

**10.3 Correspondence for information and items for County Councillor** No items**2017/****05-11 DISTRICT COUNCIL BUSINESS****11.1 Correspondence for information and items for District Councillor**

SCDC AGM will be held on Thursday. Cllr Mrs Ellington has now reached the end of her two-year Chairmanship so stands down as Chair of the SCDC. Mrs Ellington was pleased to report that she had reached her goal of raising £5,000 for the Dogs for Good Charity.

**2017/****05-12 NHW and POLICE BUSINESS**

- (i) Next Histon Sector Neighbourhood Panel, 13<sup>th</sup> June, The Village Institute, Longstanton
- (ii) Article (in The Clerk) on CCTV in towns in Cornwall, to help combat crime, circulated and discussed. The Clerk to investigate whether any other parishes in this area have considered CCTV in public areas of the village. **Clerk**
- (iii) Email received advertising mobile speed reduction/limit signs – the Clerk to investigate costs, might be additional to or instead of Speedwatch. **Clerk**

**2017/****05-13 VILLAGE MATTERS****13.1 To receive the monthly report from the Village Handyman**

Plants tubs will be replanted with summer bedding during June.

**13.2 Transfer of land from Taylor Wimpey**

Offer from Taylor Wimpey to transfer the land between Chantry Close/Moat Way and Thistle Green over the SCDC Award Drain to the parish for no cost other than own legal fees. Proposed and carried unanimously in favour of accepting.

**13.3 Play Areas**

- (i) To review RoSPA Inspection reports and maintenance. Items noted:

Moat Way Play Area:

- New waste bin required for Moat Way area, existing one broken
- Weeds encroaching under fence, to be sprayed and cleared

Recreation Green Area:

- Weeds encroaching around back against hedge, to spray and clear
- Top up of bark required – approved order 6-8 bags (check last year amount)
- Two gates require attention – one closing too fast the other stuck open
- Minor repairs to roof section of one item of equipment.

Clerk

Mr Faben and Mr Parsons agreed to remove fixings in one section of fencing and amend hinge/lock to act as vehicle gate for bark delivery.

**13.4 Recreation Green**

To consider cost for hard-surface area in front of basketball net/games wall.

Updated quote from equipment supplier for a SUDS-bond porous surface.

Following requests for quotes for tarmac/concrete, no offers had been received due to the small scale and request for tarmac. Cllrs also considered a porous surface would be far better and it would be easier to co-ordinate the works if one contractor provided everything. It was **proposed, seconded and carried unanimously** to accept the SUDS-based quote (£5,400), however the Clerk needed to confirm the exact sqm areas (which should be less than that quoted) plus remove the grass matting from the original order for the table tennis table. A skip to remove spoil would now also be required. Delivery and installation is expected around mid-end June. Also confirmed that the location of the basketball wall item would be between the Primary School boundary & football pitch and the table tennis table would be in front of the Pavilion.

Clerk

The total cost is to be taken from S106 Outdoor Community Equipment receipts. 2

2017/

**05-14 DRAINAGE**

Meeting scheduled with the Environment Agency for 1<sup>st</sup> June, to discuss progress on the Riverbank maintenance project, however this might now have to be deferred to early July, to be confirmed next week.

2017/

**05-15 A14 IMPROVEMENT SCHEME UPDATE**

- (i) Mobile visitor centre attended Primary School Fayre on 20<sup>th</sup> May, very successful with lots of visitors. Centre has been booked again for Festival Gala Day on Sat 7<sup>th</sup> July 2018.
- (ii) A3 Colour plans of the four junctions between Swavesey and Cambridge received. Swavesey junction plan will be displayed in the Library and on the Parish Noticeboard.
- (iii) County Cllr Mandy Smith is to arrange a follow up meeting with the A14 Team to discuss the questions raised re surface water drainage from the compound site. Cllr Mandy Smith met with the A14 Team to confirm that maintenance work will be carried out to Boxworth Rd to repair the road edges and reduce issues of mud on the road. Also Boxworth Rd will be closed for one day in the near future to complete the final work to the access road to the accommodation centre.

MS

2017/

**05-16 NEIGHBOURHOOD PLANNING**

Mr Hunt gave a progress update on the work of the Steering Group. Existing evidence data is being gathered to use as the background and base for policy writing.

Stakeholder contact details are being confirmed. Consultation is now starting, the first event being Primary School Fayre on 20<sup>th</sup> May and consultations will be held at other events and locations over the rest of the year.

**2017/****05-17 PLANNING****17.1 To consider correspondence received**

- (i) Update on expected dates for major application decisions. Swavesey Ventures appeal decision now expected during June. No start date received yet for the Bloor Homes appeal on land south of Fen Drayton Rd. Revised Bloor Homes application expected at SCDC Planning Committee in July. Laragh Homes application expected at SCDC Planning Committee in August or September.
- (ii) Copy received of email sent to District Cllr Roberts, SCDC from Gladman Developments Ltd, following the SCDC Planning Committee meeting of 10<sup>th</sup> May. Noted.

**17.2 To consider planning applications received** No applications to consider**17.3 Permissions, Refusals , Appeals**

- (i) Ref: S/3391/16/OL – Gladman Developments Ltd & Burgess. Up to 90 homes on land at Boxworth End. Refused.

Chairman noted that a recent Supreme Court decision on a case submitted by a District Council against a housing developer who had been granted permission for housing outside of the development boundary by an Appeal Inspector seemed to rule against the presumption in favour of permission as laid out in the National Planning Policy Framework. This could lead to Planning Inspectorate decisions being reviewed. Cllr Mrs Ellington added that the District Council would be looking into this ruling.

Mr Johnston noted circulation of a recent note on the Housing White Paper 'Fixing our Broken Housing Market'.

Cllr Mrs Ellington noted that there will be a General Election Hustings in Cottenham in the next day or so if Cllrs wished to attend to ask potential candidates about the 5 year housing land supply and planning issues.

- (ii) Ref: S/2922/16/FL – 39 Station Road, chalet style bungalow. Refused.
- (iii) Clerk was asked to chase SCDC re how the decision on 37 Market St is to be made, if it is to go to Planning Committee.

Clerk

**2017/****05-18 FINANCE****18.1 To approve payment of outstanding accounts**

**RESOLVED:** to approve the invoices and payments as listed in appendix 1, to the total sum of £4,927.01.

Bank Reconciliations:

Lloyds Current a/c	10-05-17	21,212.78
Lloyds Business a/c	10-04-17	226.20
Unity a/c	28-04-17	6,248.43
CCLA - Public Sector Deposit Fund	30-04-17	103,698.10
OPTIMUM card		243.23

**18.2 Notice of receipts received**

VAT Refund (Jan-Mar)	384.93
CCLA Interest	22.19

**18.3 End of Year 2016-17. To present and approve accounts for audit:**

- (i) **Section 1 – Annual governance statement**

**RESOLUTION:** That this Council has considered the findings of the review of the system of internal audit and approves the Annual Governance Statement for the year ended 31/03/2017. **Resolved to approve**, all boxes ticked yes, trust funds n/a. Signed by the Chairman and Clerk/RFO.

- (ii) **Section 2 – Accounting Statements**

**RESOLUTION:** That this Council has considered the accounting statements shown in Section 2 of the Annual Return and approves said statements for year ended 31/03/2017. **Resolved to approve**. Signed by the Chairman and Clerk/RFO.

**2017/****05-19 GENERAL CORRESPONDENCE**

- (i) Bethel Church, request for Parish Council support for an SCDC Community Chest Grant application for funding towards refurbishment of the kitchen for community use. Approved.
- (ii) Letter of thanks from the Trustees of the Swavesey Cemetery for the recent grant .
- (iii) Thank you from St Andrew's Church PCCC for the recent grant for churchyard maintenance.
- (iv) MAGPAS information – noted.
- (v) Newsletters and magazines

**2017/****05-20 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Speedwatch – training session taking place at Cambourne Police Station on Sat 3<sup>rd</sup> June, hopefully a few volunteers from the village can attend.

**Next meeting dates:**

**Planning – Cancelled due to General Election Polling Station use of room**

**Full Council – 7.30pm Monday 26<sup>th</sup> June 2017**

There being no further business, the meeting was declared closed at 9.25pm

Signed & dated  
Chairman

**Powers of Expenditure**

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

**MINUTES APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN AT THE PARISH COUNCIL MEETING ON 26<sup>TH</sup> JUNE 2017**

## PAYMENTS LIST

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
15	Improvement Works	22/05/2017	2017/05/18.1	BACS	Verti-draining recreation	Cambridgeshire Cricket	375.00	0.00	375.00
16	Moat Way Play Area	22/05/2017	2017/05-18.1	BACS	RoSPA site inspections	Playsafety Ltd	77.00	15.40	92.40
17	Recreation Green Play	22/05/2017	2017/05-18.1	BACS	RoSPA site inspections	Playsafety Ltd	98.00	19.60	117.60
18	Grasscutting	22/05/2017	2017/05/18.1	BACS	Grasscutting	Buchans Landscaping &	169.30	33.85	203.15
19	Sheltered Housing SCDC	22/05/2017	2017/05/18.1	BACS	Grasscutting	Buchans Landscaping &	49.25	9.85	59.10
20	Improvement Works	22/05/2017	2017/05/18.1	BACS	Weed and Fertilise	Buchans Landscaping &	655.00	131.00	786.00
21	Grasscutting	22/05/2017	2017/05/18.1	BACS	Grasscutting	Buchans Landscaping &	486.86	97.38	584.24
22	Sheltered Housing SCDC	22/05/2017	2017/05/18.1	BACS	Grasscutting	Buchans Landscaping &	99.68	19.94	119.62
23	Verge Cutting	22/05/2017	2017/05/18.1	BACS	Grasscutting	Buchans Landscaping &	306.52	61.30	367.82
24		26/05/2017	2017/05/18.1	BACS					
25		26/05/2017	2017/05/18.1	BACS					
26	Staff Costs	26/05/2017	2017/05/18.1	BACS	Staff Costs		2,176.03	0.00	2,176.03
27		26/05/2017	2017/05/18.1	BACS					
28		26/05/2017	2017/05/18.1	BACS					
29	Telephone/Broadband	10/05/2017	2017/05/18.1	Direct Debit	Telephone & Broadband	Virgin Media	28.33	5.67	34.00
30	Plants & Gardening	22/05/2017	2017/05/18.1	BACS	Weedkiller	Trevor Wake	12.05	0.00	12.05
<b>Total</b>							<b>4,533.02</b>	<b>393.99</b>	<b>4,927.01</b>