

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 26th June 2017

PRESENT

Mr W Wright (Chairman)

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

Clerk : Mrs L Miller

In attendance

Parishioners : 1

District Councillor: Mrs S Ellington

Item**Power Action****2017/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE****06-1** Mr J Dodson, Mr C Parsons, County Councillor Ms M Smith**2017/****06-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS****2.1 Declarations of interest from councillors on items on the agenda**

Cllrs W Wright, M Johnston & K Wilderspin all declared registered disclosable pecuniary interests in Agenda item 16.3 Grant request from Swavesey Memorial Hall Trustees, as Trustees of the Memorial Hall Management Charity.

Cllr S Faben declared a registered disclosable pecuniary interest in Agenda item 16.3, as the contractor appointed by the Charity for part of the works involving the grant request.

Cllr J Pook and K Wilderspin declared registered interests in Agenda item 15.1(i) Planning – No.37 Market Street, as residents of Market Street and Cow Fen Drove.

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
06-3 declaring prejudicial interest relating to the business to be transacted, to address the
meeting.**

No addresses regarding prejudicial interests were made and no items were raised by members of the public present

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

2017/ TO SIGN & APPROVE MINUTES OF THE ANNUAL GENERAL MEETING DATED 22nd May 2017**06-4** It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes with no amendments.**4.1 Matters to report from previous minutes** (for information)

(i) All highway maintenance issues reported – not all repairs completed yet.

(ii) CCTV and Mobile Speed Reduction signs still to be investigated.

(iii) Bus Shelter Boxworth End – further correspondence received re insurance claim – noted and forwarded to insurance company.

4.2 Clerk's Report – noted as published

2017/**06-5 COUNTY COUNCIL BUSINESS****5.1 Highways Maintenance updates**

- (i) Market St – parking bays and double yellow lines now marked out. Comments received that the new arrangements are working well however some vehicles are parking on the double yellow lines. The Police have been informed of the new parking restrictions and will patrol to warn drivers. Noted that bicycle racks are still to be provided. Following heavy rainfall recently a large flooded area was left in the middle of the parking area, CCC will jet the drains out and monitor the area.
- (ii) Black Horse Lane – issues with surface water ponding in a different area following recent repair works, County Cllr Mandy Smith liaising with Highways Dept to resolve. Also noted that replacement tree on the open space is drying out, to be monitored.
- (iii) LHI Project – options received for new 40mph limit on Ramper Rd prior to 30mph limit. Options reviewed and agreed to proceed with option C.
- (iv) Additional grass verge cutting on behalf of the County Council in Whitton Close to be taken on by the Parish Council (was SCDC). County has offered a small amount of additional funding. Parish Council is awaiting contractor cost however the work is to be taken on by the Parish. Clerk to liaise with County re suitable additional funding.

5.2 Correspondence for information and items for County Councillor

- (i) Review of local Nature Reserves – CCC Transformation Team Officer to visit the July Council meeting to discuss the future possibilities and opportunities for Mare Fen. **July**
- (ii) Right of way footpath No.8, Cow Fen Drove to Church Green, overhanging vegetation and collapsing of the revetment boards and footpath edges into the ditch. Report to CCC for maintenance work.
Noted that the two bridges over the Swavesey Drain on Right of Way No.9 have now been resurfaced.
- (iii) A14, since the 40mph limit near Swavesey, an increasing number of very large HGVs are driving through Swavesey, possibly trying to avoid slow moving traffic on the A14. Could a weight limit restriction, even if only temporary during the duration of the A14 works, be provided for the village? To contact A14 Team and CCC to find out. **Clerk**

2017/**06-6 DISTRICT COUNCIL BUSINESS****6.1 Cabinet and Parish Councils Liaison Meeting**

Next meeting is 27th June. Chairman and Ms S Smith to attend. Following email discussion earlier in the month, a question had been submitted in advance:

“Please could the Director of Planning give us his comments on a recent UK Supreme Court Judgement made on 10th May this year, concerning the 5 year housing land supply and how the Court Judgement affects the presumption of development guidelines within the NPPF in connection with applications in rural areas outside of the development framework?”

6.2 Correspondence for information and items for District Councillor

- (i) Cllr Mrs S Ellington reported:
Has been given the Portfolio of Health & Wellbeing for the forthcoming year. As part of this will be looking at the community sports provision for Northstowe, also is part of the task & finish group for Social Isolation. Many ideas can be included within this remit. District Council is also looking at future potential funding for community improvement projects, to include ways in which Parishes might be able to take on some village maintenance work in partnership with SCDC.
- (ii) Chairman and Cllr Mrs Ellington had attended the Local Plan Hearing recently, re omission sites for villages, which had appeared to be another opportunity for developers to lobby the Inspector for additional development sites.

- (iii) Mr Wilderspin asked if SCDC had appointed a new Land Drainage Manager yet. Cllr Mrs Ellington replied no but an existing Officer was temporarily covering the drainage and byways work.

2017/**06-7 A14 IMPROVEMENT PROJECT**

Follow up meeting still to be arranged with Team Leader re surface water drainage issues from the works compound site.

Clerk

When is the 40mph limit to be imposed along Buckingham Road, as this had been proposed back in November 2016?

2017/**06-8 NHW and POLICE BUSINESS**

- (i) Neighbourhood Panel Meeting, 13th June, no Cllrs had been able to attend.
- (ii) Police & Crime Commissioner's first Parish Conference arranged for 11th August, Chairman to attend.
- (iii) Speedwatch – progress is being made with a few additional volunteers. Six residents have now volunteered and once they have been trained, Speedwatch sessions will be arranged. Hopefully by the end of August.

2017/**06-9 VILLAGE MATTERS**

9.1 To receive the monthly report from the Village Handyman – received, no actions

9.2 Recreation Green

- (i) Basketball and table tennis equipment now installed on the recreation green. New signs required to ensure no football or stud boots are worn on the surrounding surfacing.
- (ii) Agreed to purchase an additional litter bin to site next to the bench near the new basketball equipment.
- (iii) Strawberry 50 community cycle event, Sun 3rd Sept. Request for lunch stop on Market St Green Swavesey, approved.

Clerk**9.3 Play Area Maintenance**

- (i) Two gates on recreation green play area require repairs. Quote obtained from FLP Play Solutions, however comparison quotes were requested for next meeting. New litter bin quoted for Moat Way play area, installation costs together with gate repairs considered high, comparison quotes to be obtained.
- (ii) Clerk to arrange a date for volunteers to help spread bark around the play area.

Clerk**Clerk****9.4 Moat Way Pond – Student Experience Week**

- (i) Conservation project with SVC students for Experience week – two days 11th & 12th July, two groups of students to help build a newt hibernaculum and two large bug hotels. Hannah and Helen Parish will attend both days to supervise. Clerk to leaflet overlooking houses to inform residents.
- (ii) Mr Pook added that students could also help with maintenance at Constable's Rood that week if projects were still being accepted – the Clerk to contact SVC.
- (iii) The Clerk added that on 10th July, students would be repainting the white posts at the back of the Hall car park. Cllr Mrs Ellington added that with the end section of the fence between Wallman's Lane gardens and the hall car park gone, there is a dangerous step and gap from the car park gravel to the concrete parking area, could a ramp be provided? The Clerk to speak to Hall Trustees about this.

Clerk**Clerk****9.5 Carters Way-Priory Ave Open Space Area**

Basic investigation has shown the pipes under the area are full of water, there appears to be a blockage stopping it draining into the Priory Ave system. The Clerk has asked CCC to visit to jet through the Priory Avenue drains. Quote received from drainage company to thoroughly investigate under the open space area to see what condition the pipework is in and whether there is an old soak-away and if so will it still work. Comparative quote to be obtained and wait until CCC work has completed.

2017/**06-10 DRAINAGE**

Mr Wilderspin and the Clerk met with Environment Agency Officers on 1st June to review the progress on the riverbank maintenance project, since the last meeting in November 2016. EA update report and notes from the meeting circulated to Cllrs. Unfortunately due to personnel changes between Dec-Feb, the project has made no progress and the new project manager wishes to revisit previous surveys and reports and run new flood risk models for the area to assess potential benefits before moving forward with this! Which Parish Cllrs find very frustrating as no progress is being made.

Decision made to write to Heidi Allen MP to ask her to visit the Parish Council to discuss how the project can be taken forward.

Clerk**2017/****06-11 BT PAYPHONE KIOSKS**

Confirmation from BT that they are willing to sell the two kiosks to the Parish Council for £1 each, contract received for signature – approved and signed. Ideas for future use to be canvassed – initial idea being to turn them into village history/art galleries, in particular the kiosk by the recreation green relating to the Meridian Line through the village, as it is very close to the location.

1**2017/****06-12 NEIGHBOURHOOD PLANNING – To report on progress of project**

Mr Hunt gave a verbal report on the progress of the NH Plan. Last week a networking meeting with other Plan Groups had been held in Swavesey which had proven very helpful. A pre-consultation survey is about to be launched with visits to various village events to establish the issues and questions for the main village survey which will take place in early 2018. Advice is to be taken from the NH Plan Officer at Cambs ACRE to help with the next stages including drawing up the questionnaire, how results will be analysed and applying to Locality for grant funding.

2017/**06-13 POLICIES**

Two new policies drafted, circulated and adopted: Use of Community Gazebos; Use of Electricity Pillar on Market St Green.

Suggested that the gazebos and accessories are all marked up with waterproof markers to ensure each set remains together, which is not happening at present.

2017/**06-14 ANNUAL REPORT 2017**

Draft circulated, no amendments made – approved for publication.

2017/**06-15 PLANNING****15.1 To consider correspondence received**

- (i) No.37 Market St. Further correspondence from SCDC Planning on decision for cottage renovation and construction of two new dwellings. The application will not be going to the SCDC Planning Committee, despite a request from the Parish Council, a decision is to be made under Officer delegated powers. Parish Council expressed its dissatisfaction with this and will make a formal complaint to SCDC, as the site has been of major concern to many in the village and objections have been raised by residents and the Parish Council, therefore it should be a Committee decision. Council wishes to stress the parking implications of the amount of development on the site and request that bollards be installed on the County verge alongside Cow Fen Drove before any works start because if vehicles park along the verge Cow Fen Drove will become blocked.

15.2 To consider planning applications received

- (i) Ref: S/1868/17/FL – land to rear of 11 School Lane, Mr Frost. Proposed 2no. dwellings. Objections and comments raised as follows:
Objections and comments raised against a further two dwellings putting additional pressure on village infrastructure which is already under pressure from development over the amount anticipated within the Local Plan for the village.
On top of existing permissions for new dwellings currently under construction and also permitted, objections raised on the following grounds:
- Education provision – Primary school and Village College capacity to take additional pupils. A 20 home development completed in 2016, a 12 home development currently under construction, many other individual family homes are under construction in infill sites and 30 new dwellings have recently been granted permission, adding to the pressure on village facilities.
 - Traffic – parking and traffic volume through the village is a major issue. Two more 3/4 bed dwellings on top of the above mentioned new dwellings, add further vehicles into the village. In particular along School Lane which is a main route to the Primary School and also used by Village College students.
 - School Lane – concerns raised over the proximity of a vehicle entrance close to a footpath through to the Carters Way-Priory Avenue area, which is used by many pedestrians and cyclists, in particular those with young children attending the primary school. School Lane is a very busy road in the village, a route into and out of the village as well as to/from the Primary School. It is often congested with parked vehicles throughout the day. The proposed vehicle access is also close to the existing Thistle Green junction, where many residents also cross the road.
 - Doctors Surgery – a small surgery with one doctor, health provision in the village may soon be unable to cope with additional development.
 - Surface water – This is a major issue within the village and local surface water drains are working at close to capacity and having to take all of the additional development already permitted. This proposal will cause additional run off from what is currently a greenfield site. Comment raised to ensure that the open ditch along the west boundary is adequately maintained and that a main piped surface water drain runs under the proposed access road.
 - In the emerging Local Plan, Swavesey is to become a Minor Rural Centre with up to 30 dwellings permitted inside the development boundary. More than that are currently close to completion, under construction or with permission granted, the village infrastructure is unable to cope with this continuous development.
- For the above reasons the Parish Council requests that this application go to Planning Committee for further discussion and to ensure the impact on the village is fully recognised and addressed if permission should be granted.
- (ii) Ref: S/1771/17/FL – 59 Whitton Close, Mr & Mrs Przybylski. Single storey rear extension. No objections raised.
- (iii) Ref: S/1685/17/FL – BP2015 (Cambridge) LLP, Buckingham Business Park. Variation of Condition 2 of approved planning consent. No objections.
- (iv) Ref: S/1345/17/PA – 68 Boxworth End, Mrs G Leach. Prior approval for a proposed change of use of a building from office to dwelling house. For information only.

15.3 Permissions, Refusals , Appeals

- (i) Ref: S/0918/17/FL – 10 Boxworth End. Permission granted.
- (ii) Ref: S/1308/17/FL – 22 Carters Way. Permission granted.
- (iii) Ref: S/1395/17/FL – Fenwillow Farm. Permission granted.
- (iv) Ref: S/1197/14/OL – Trinity Foot Public House. Permission Refused.
- (v) Ref: S/1027/16/OL – Land to south of Fen Drayton Road, Bloor Homes (Eastern) and Mr A Johnson. Notice of Appeal against the refusal of permission by South Cambs District Council. Appeal Ref: 3172405. Appeal will be determined on the basis of a

hearing. Correspondence to be sent to the Planning Inspectorate by 7th July 2017. Council to write to reiterate original objections and comments and reinforce strong concerns over increase in traffic from additional development particularly around School Lane/Middlewatch/High St and the entrance to the Primary School. No date yet for the Appeal Hearing. Planning Consultant representing SCDC at the Hearing has been in contact with the Parish Council and wishes to discuss objections and concerns. A Parish Cllr will attend the Hearing to speak on behalf of the Parish objections.

- (vi) Ref: ENF/0193/17 – 48 Middlewatch. Confirmation that the new dwelling is positioned correctly on the plot according to the permitted drawings.

2017/

06-16 FINANCE

16.1 To approve payment of outstanding accounts

- (i) **RESOLVED:** to approve the invoices and payments as listed in appendix 1, to the total sum of £6,763.95.
- (ii) Noted increased charges from Unity Trust Bank for individual credit and debit transactions, effective from 5th September 2017. Clerk anticipates this to amount to approx. £1.50 per month.
- (iii) Noted – Transcash service at the Post Office is being withdrawn from Dec 2017, which is currently used to pay HMRC bills. Will need to change to BACS payment.
- (iv) Approved – The Clerk to attend SCDC/HDC Tree Safety Seminar on 27th July, £52
- (v) Bank Reconciliations:

Business Account	£226.21	at 13/06/17	
Current Account	£18,078.78	at 19/06/17	2
Unity Account	£4,105.42	at 07/06/17	
CCLA Deposit Account	£103,717.61	at 13/06/17	
OPTIMUM Card Account	£143.90	at 19/06/17	

- (vi) Transfer of land from Taylor Wimpey to Parish Council, over Turnbridge Drain. Confirmation of plans received from Solicitor with indication of costs: £800 plus VAT, £6 Land Registry search fee, Land Registry registration fee to be confirmed. **Approved unanimously** to proceed. Complaint received from neighbour to this land of overgrown vegetation. Clerk had contacted Taylor Wimpey today who had confirmed they would organise clearance.

16.2 Notice of receipts received

Bank Interest Lloyds	£0.01
Bank Interest CCLA	£19.51
SCDC Community Chest Grant	£425.00
UK Power Networks, wayleave	£16.68

16.3 To consider grant request from the Memorial Hall Trustees

Interests declared as above, item 2.1. Cllrs Wright, Johnston, Wilderspin and Faben all left the meeting during this item. Noted that the Clerk is also a Trustee of the Hall but not involved in decision making on this item so remained in the room.

Application form and accounts information circulated to all. Noted that the grant could be provided via S106 Indoor Community Facility funds received, of which the Council currently holds a balance of £13,220. Grant applied for is £1,092.50 towards refurbishment work including redecorating and replacement of fire door. Proposed and carried unanimously to award the grant, noting that this is currently possible due to S106 receipts.

2017/**06-17 GENERAL CORRESPONDENCE**

- (i) Market St Green – use of the green by Whitfield Group on 21st July from 3.30pm – staff event. Noted. Also noted that Council wishes to contact companies in The Grange about Parking in Market Street.
- (ii) NALC Newsletter
- (iii) Plunkett Foundation information
- (iv) Seafarers UK – Merchant Navy Day, 3rd September
- (v) Cambs ACRE – Rural Housing Tour – 5th July
- (vii) Newsletters and magazines

2017/**06-18 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Swan pond – there is a small wooden plaque fixed to one of the arms of the bench with Chinese style characters – does anyone know why it is there? No one knew.
- (ii) The Clerk had met with the Village College sports teacher and sports centre manager to discuss College proposals for a new 4G football pitch and sports pavilion on College grounds. Also to update the College on the potential for new community sports land as part of the S106 provision for the 18 Boxworth End housing development. The Clerk would keep in touch with the College re both projects.
- (iii) Turnbridge Drain – overgrown vegetation causing issues with neighbouring properties again. Taylor Wimpey have been informed and agreed to cut it back as soon as possible. Report from the Clerk on SLCC Branch meeting on 16th June, covering Emergency Planning, particularly in relation to Flood Risk planning. The Clerk to arrange a meeting with the EA's Flood Resilience Advisor to help improve the Village Emergency Plan.

Next meeting dates:**Planning – 7.30pm Thursday 13th July 2017****Full Council – 7.30pm Monday 24th July 2017**

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

Signed & dated
Chairman

Powers of Expenditure

- 1 Local Government Act 1972, Part VII, s111
- 2 Local Government Act 1972, Part VII, s111
- 3 Local Government Act 1972, s133

MINUTES APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN AT THE PARISH COUNCIL MEETING ON 24TH JULY 2017

PAYMENTS LIST

Voucher Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
31 Telephone/Broadban	02/06/2017	2017/06-16.1	D/D	Telephone &	Virgin Media	28.33	5.67	34.00
32 Miscellaneous	19/05/2017	2017/06-16.1	BACS	Projector Remote	Una Technology Ltd	16.94	3.39	20.33
33 Equipment	13/06/2017	2017/06-16.1	BACS	Gazebos	Easygazebos	526.66	105.32	631.98
34 Grasscutting	27/06/2017	2017/06-16.1	BACS	Grasscutting	Buchans Grounds Maintenance	658.18	131.63	789.81
35 Verge Cutting	27/06/2017	2017/06-16.1	BACS	Grasscutting (verges)	Buchans Grounds Maintenance	306.52	61.30	367.82
36 Sheltered Housing	27/06/2017	2017/06-16.1	BACS	Grasscutting	Buchans Grounds Maintenance	149.52	29.90	179.42
37 Recreation Green	27/06/2017	2017/06-16.1	BACS	Bark for play area	Bannold Supplies and Services	327.81	65.56	393.37
38 Stationery	27/06/2017	2017/06-16.1	BACS	Stationery	ESPO	6.99	1.40	8.39
39 Plants & Gardening	27/06/2017	2017/06-16.1	BACS	Refuse Sacks	ESPO	11.28	2.26	13.54
40 Dropbox	26/05/2017	2017/06-16.1	BACS	Dropbox Subscription	Dropbox	65.83	13.17	79.00
41 Plants & Gardening	26/06/2017	2017/06-16.1	002355	Compost	Oakington Garden Centre	41.67	8.33	50.00
42	26/06/2017	2017/06-16.1	BACS					
43	26/06/2017	2017/06-16.1	BACS					
44 Staff Costs	29/06/2017	2017/06-16.1	BACS	Staff Costs	Staff Costs	4,154.08	0.00	4,154.08
47	29/06/2017	2017/06-16.1	BACS					
48	29/06/2017	2017/06-16.1	002356					
45 Postage	29/06/2017	2017/06-16.1	BACS	Postage	Linda Miller	3.66	0.00	3.66
46 Mileage Claims	29/06/2017	2017/06-16.1	BACS	Mileage	Linda Miller	19.80	0.00	19.80
49 Plants & Gardening	29/06/2017	2017/06-16.1	BACS	Gardening items	Trevor Wake	18.75	0.00	18.75
Total						6,336.02	427.93	6,763.95