

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 21st August 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,
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

08-1 Miss L Boyes (personal), Mr J Pook (personal)

2017/

08-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

2.1 **Declarations of interest from councillors on items on the agenda** None

Mr Dodson declared a registered non-pecuniary interest in Agenda item 13.3 (i) – applicant is a family member.

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 08-3 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 MEETINGS DATED 24th July and 10th August 2017

08-4 It was **proposed**, seconded and unanimously approved that the Chairman sign both sets of Minutes with no amendments.

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

(i) Speedwatch – unfortunately residents could not attend the August training, so hopefully a Sept date will be announced, as at least 2 more residents are required before the group can start. Longstanton Group has offered to assist Swavesey initially, once sites as been risk assessed by the Police, if there are still insufficient volunteers from Swavesey.

(ii) BT has completed the decommissioning of the telephone kiosks and transferred ownership to the PC. The kiosks will be added to the Council's insurance. Consultation is currently open until 15th Sept for residents to comment on future use. Will be on Sept Agenda.

4.2 Clerk's Report – noted as published

2017/

08-5 COUNTY COUNCIL BUSINESS

5.1 **Mare Fen Nature Reserve**

Comments agreed to return to CCC on community use of Mare Fen Nature Reserve.

5.2 Highways Maintenance updates

- Surface water gullies cleared along Boxworth End. Buried footway gullies and pipes have been cleared and a lot of tree roots removed, hopefully providing improved drainage.
- Priors Ave/Carters Way and Over Rd surface water – jetting tanker ordered to clear blocked gullies.
- Market St – clearing of gullies taking place this week by contractors.
- Ramper Road – to be closed between 8.30am-3.30pm for three days 5th, 6th, 7th September for patching works along the road. School buses will have access. LHI 40mph works should also take place during this closure.
- County Cllr still discussing with contractors/CCC Highways remedial works to Black Horse Lane re water not draining away outside of 14 Black Horse Lane.

5.3 LHI Bid for 2018-19

Deadline for bid submission is 15th Oct, so final decision to be taken at Sept Council meeting. Report circulated on initial idea for widening the footpath between the Primary School entrance and recreation green. Possibly also removing the crossing point just south of the mini-roundabout to ensure everyone crosses at the Crossing Patrol point. Much discussion linked in with the next Agenda item re a second entrance gate off of the recreation green.

Proposed that a bid be drafted to remove part of the grass verge alongside School pond to widen the footpath between the school entrance and recreation green. To be discussed further in Sept. **Carried unanimously.**

Clerk

Sept

5.4 Primary School – new entrance gate proposal

Report circulated on discussion with Primary School Head Teacher and Business Manager about the feasibility of having a second entrance gate in the hedge between the recreation green and school's rear play area. Following enquiries re use of the green (Fields in Trust and Open Spaces Society) initially there appears to be no restrictions although further investigation is required re Village Green Status restrictions. Concerns were raised over potential maintenance issues with increased footfall across the green and football pitch areas, however if a suitable pathway was provided these might be overcome. Other ideas around filling in part of the pond, or providing a walkway over the pond were suggested. Further investigation is required and discussion with County Council Education Dept and School. Clerk to continue to arrange discussions and meetings to investigate all options and costs.

Clerk

5.5 Bus Services

Notice of Whippet services to be deregistered from 3rd September, including the Over-St Ives Mon-Fri service through Swavesey, which is now the only service along Boxworth End. County Cllr Ms M Smith confirmed that the County Council has agreed to support these services for the next 9-12 months whilst consultation takes place on how to replace them into the future. The services will be continued by other operators, to be notified shortly.

5.6 Correspondence for information and items for County Councillor

- (i) Speed sign presentation arranged for 12th Sept in Cottenham, 9 neighbouring Parish Councils all interested in attending. Cllrs Stuart Faben and Colin Parsons plus the Clerk will attend. To report back at Sept Council meeting.
- (ii) HGV restriction through the village – to be taken up with A14 representative attending the Speed Sign meeting in September and to follow up with A14 Stakeholder Manager at meeting to be arranged later in Sept.
- (iii) Consultation on the future of the Library Service in Cambridgeshire taking place. Mr Hunt added that as the Swavesey Library is only a Local Access Point, if any cuts are made the only effect it might have is on the ordering-delivery service for library users. The LAP volunteers are aware of the consultation.

Clerk
SF CP

Clerk

- (iv) Community Gritting Scheme. County Council scheme for volunteers in villages to be trained to help grit footpaths, identified within each village by its residents, which the County Council does not grit. Parish Council agreed to put a note out on the website and facebook page to see if any residents might be interested in helping with the scheme.

Clerk

2017/

08-6 DISTRICT COUNCIL BUSINESS**6.1 Rural Travel Hubs**

SCDC is working on a project as part of the Greater Cambridge Partnership, to look at improvements and access to public transport in S Cambs. Swavesey has been identified as a possible location for a Hub due to its proximity to the Guided Busway. The Clerk, Chairman and District Cllr had met with the Project Officer to discuss ideas and issues around this, report circulated to Council. Although a local car park is available on Over Rd which is well used, initial thoughts were that if this was expanded it would lead to more cars travelling through the village, which is something that should be reduced not increased. More secure cycle parking would be better. Regular feeder buses through neighbouring villages to-from the stop would help towards less cars being used. A workshop at SCDC is taking place on 6th Sept, which Cllr Mr Hunt and Ms S Smith would attend, to report back to Sept Council meeting.

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

- (i) Parish Planning Forum, 12th September – Chairman and Cllr Mr M Johnston to attend.
(ii) July Parish e-bulletin circulated for information. Local Plan update noted.

WW
MJ

2017/

08-7 A14 IMPROVEMENT PROJECT

Meeting with Stakeholder Manager to be arranged during Sept to follow up on unanswered questions re surface water drainage from the compounds being built on the south side of the A14 at Swavesey Junction and the request for an HGV limit through the village.

Clerk

2017/

08-8 NHW and POLICE BUSINESS

Chairman had attended the first P&CC Parish conference on 11th August and gave a verbal report. Consideration was that it had been more worthwhile than attending the quarterly Neighbourhood Panel meetings.

2017/

08-9 VILLAGE MATTERS**9.1 To receive the monthly report from the Village Handyman**

- (i) Item of play equipment in Moat Way play area has been broken, the Clerk has taped-off the broken section and arranged for repairs to be completed as soon as possible – cost of £90.50. 1
- (ii) Turnbridge Drain – Taylor Wimpey have arranged for overgrown vegetation to be cut back along entire length of drain. Transfer of the land is still proceeding through the legal land transfer process.
- (iii) Gate repairs and new litter bin for play areas. Comparative quote on gate repairs obtained from Anglian Gates, the cost would be almost the same as that from FLP however Anglian declined to carry out the work as the gates would need to reach RoSPA closing spec and this is not the type of work which Anglian normally carries out. Council therefore approved the order to FLP for the work as quoted. 2
- (iv) Overhanging vegetation from 1 Whitton Close onto footpath along Middlewatch has been cut back, more work is scheduled to reduce the height of the hedge. Contact still to be made to request cutting back of vegetation on boundary of 32 Boxworth End.

9.2 Bus Shelter Boxworth End

Further correspondence received regarding insurance claim, copied to all Cllrs and to insurance company. The Clerk reported that the Insurance company is responding direct with claimants and instructing the Council not to reply but to forward everything to the Insurers for response. Due to the amount of correspondence being received and its content, Cllrs raised concerns over harassment and the Chairman was asked to speak to the Police for advice.

9.3 Tree Safety

Report circulated following Clerk's attendance at tree safety seminar. Agreed to advertise for a volunteer Tree Warden to help with tree inspections and risk assessments.

Clerk

2017/

08-10 FLOOD EMERGENCY PLAN

Chairman and Clerk had met with EA and CCC Flood Officers to discuss improvements to the village emergency plan and EA provision of items for an Emergency Kit Box for use in flood situations. Agreed to re-write the existing village Emergency Plan to incorporate more information on potential flood risk and emergency contact information in such situations in order to qualify for the flood kit and help improve co-ordinated responses in the village in instances of flooding. Clerk to co-ordinate.

Clerk

(County Cllr Ms M Smith left the meeting)

2017/

08-11 DRAINAGE

- (i) No updates on Riverbank maintenance proposals as still awaiting re-modelling data from the Environment Agency (EA). Heidi Allen MP's office has arranged a meeting with the Eastern Region Area Manager at the EA for Mon 18th September, which Mr Wilderspin and the Clerk will attend.
- (ii) Request made by Council to ask the EA if they will be clearing the silt from the Turnbridge-Church Drain this winter.

Clerk
KW

Clerk

2017/

08-12 NEIGHBOURHOOD PLANNING – To report on progress of project

Minutes of the last meeting and discussion with Cambridgeshire ACRE about support to help progress the Plan consultation and apply for Locality grant funding circulated to all Cllrs.

Mr Hunt reported on latest consultation at the Compass Café and that the pre-consultation survey was now available for responses online until end September.

Proposal from the NH Plan Steering Group to spend £400 on an initial support package from Cambridgeshire ACRE to assist with consultation and grant application.

Proposal approved unanimously.

2017/

08-13 PLANNING

13.1 To consider correspondence received

- (i) Update reported on situation of major planning applications and appeals in progress.
 - Bloor Homes Eastern second application S/0862/17/OL for land to south of Fen Drayton Homes is expected to be on the 6th Sept SCDC Planning Committee. Cllr Mr M Johnston will attend to speak in objection for the Parish Council. Council considered the additional comments and reiteration of previous objections. The Clerk to circulate a final statement for Mr Johnston to read out.
 - The appeal against the refusal of Bloor Homes' first application S/1027/16/OL is to be heard on 19th September. Chairman to attend to speak in objection for the Parish Council.

Clerk

13.2 To consider requirement and cost of consultancy advice on objections to major planning applications

The Chairman asked Council to consider whether it should pay for a Planning Lawyer to represent the Parish Council in its arguments to District Council Planning Committee and any future Appeal Hearings, in objection to major development proposals. A Cambridge based solicitor had been recommended. Council asked the Clerk and Chairman to make initial contact to find out what the costs would be and if this would actually help with the objections being raised.

Clerk

13.3 To consider planning applications received

- (i) Ref: S/2801/17/LB & S/2802/17/FL – Conversion of a barn from agricultural to residential use, rear of 126 Boxworth End. Standard objections to new dwellings to be returned.
- Outside of development framework
 - New dwellings are adding pressure to existing infrastructure including level of traffic and congestion throughout the village, school places, doctor's surgery places, loss of green space leading to additional surface water management, continuing development in the village is considered to be unsustainable.
 - Council acknowledges that this application is for conversion of an existing agricultural building to residential use, however this continues to add to the increasing number of new properties being granted in the village.
- (ii) Ref: S/2819/17/TC – 8 Taylors Lane. Reduce crown on Eucalyptus and Hawthorn. Fell to ground level Silver Birch. Trees located in Conservation Area. No comments or objections raised.

1233 Permissions, Refusals , Appeals

- (i) Ref: S/2194/17/FL – 24 Black Horse Lane. Permission granted to demolish garage and replace with new garage.
- (ii) Ref: S/2219/17/FL – 44 Whitton Close. Permission for single storey extension.
- (iii) Ref: S/1771/17/FL - 59 Whitton Close. Permission for single storey extension.
- (iv) Ref: S/1468/17/FL – Swavesey Post Office, 5 Market St. Permission refused for change of use from shop to dwellinghouse.
- (v) Ref: S/1027/16/OL – Bloor Homes Eastern & Mr A Johnson. Land south of Fen Drayton Road, up to 99 dwellings. Notice of Appeal Hearing to comment on 19th September 2017.

2017/

08-14 FINANCE

14.1 To approve payment of outstanding accounts

RESOLVED: to approve the invoices and payments as listed in appendix 1, to the total sum of £4,290.96 .

Bank Reconciliations:

Lloyds Current a/c	15-08-17	11,456.32
Lloyds Business a/c	14-08-17	226.23
Unity a/c	14-08-17	7,898.23
CCLA - Public Sector Deposit Fund	14-08-17	78,755.62
OPTIMUM card	15-08-17	239.93

14.2 Notice of receipts received

Hale Rd Allotment Site – reimbursement of water bill	106.32
Bank interest Lloyds	0.01
CCLA Interest	17.14

14.3 Quarterly Budget-Expenditure report to 21-08-17 circulated, no questions raised.

14.4 External Audit Completion notice received and published.

2017/**08-14 GENERAL CORRESPONDENCE**

- (i) CPRE newsletters
- (ii) NALC notice of award of Quality Council status to Swavesey Parish Council.
Completion from BT of the purchase of the two BT Telephone Kiosks for community use.

2017/**08-15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Forthcoming meetings dates list circulated to all Cllrs
- (ii) Two new gazebos received – to arrange to put them up and check they are complete
- (iii) To note – a family have been living in caravans on a horse paddock **in Cow Fen** since July. They have said they will move off of the site by next weekend. To monitor the situation in case they do not move and to report to the Planning Authority if not as there is no permission for residential use of this site.

Next meeting dates:**Planning – 7.30pm Thursday 14th September 2017****Full Council – 7.30pm Monday 25th September 2017**

There being no further business, the meeting was declared closed at 10.02pm

Signed & dated
Chairman

Powers of Expenditure

1 & 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 25TH SEPTEMBER 2017

Voucher	Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
72	Telephone/Broadban	02/08/2017	2017/08-14.1	Direct Debit	Telephone &	Virgin Media	28.33	5.67	34.00
73	Trees/Hedges/ditche	30/08/2017	2017/08-14.1	BACS	Shrub maintenance	Buchans Landscaping &	287.65	57.53	345.18
74	Sheltered Housing	30/08/2017	2017/08-14.1	BACS	Grasscutting	Buchans Landscaping &	99.68	19.94	119.62
75	Grasscutting	30/08/2017	2017/08-14.1	BACS	Grasscutting	Buchans Landscaping &	342.64	68.53	411.17
76	Staff Training	30/08/2017	2017/08-14.1	002359	SLCC Regional	SLCC Enterprises Ltd	69.00	13.80	82.80
77	Photocopying	30/08/2017	2017/08-14.1	BACS	Photocopying	Swavesey Village	251.41	0.00	251.41
78	Recreation Green	30/08/2017	2017/08-14.1	BACS	Signs	Algar Signcraft	110.50	22.10	132.60
79	Stationery	30/08/2017	2017/08-14.1	BACS	Stationery	Viking Direct	80.96	16.19	97.15
80		30/08/2017	2017/08-14.1						
81	Staff Costs	30/08/2017	2017/08-14.1	BACS	Staff Costs	Staff Costs	2,170.07	0.00	2,170.07
82		25/08/2017	2017/08-14.1						
86		30/08/2017	2017/08-14.1						
83	Postage	25/08/2017	2017/08-14.1	BACS	Postage	Linda Miller	3.86	0.00	3.86
84	Mileage Claims	25/08/2017	2017/08-14.1	BACS	Mileage	Linda Miller	19.10	0.00	19.10
85	Carters Way/Priory	21/08/2017	2017/08-14.1	002360	Grounds maintenance	Edwin Parish	140.00	0.00	140.00
87	Audit Fees	30/08/2017	2017/08-14.1	BACS	External Audit	PKF Littlejohn LLP	400.00	80.00	480.00
88	Plants & Gardening	25/08/2017	2017/08-14.1	BACS	Gardening items	Trevor Wake	4.00	0.00	4.00
Total							4,007.20	283.76	4,290.96