

# Swavesey Parish Council

7.30pm

## Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street  
Monday 25<sup>th</sup> September 2017

### PRESENT

Mr W Wright (Chairman)

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

Clerk : Mrs L Miller

### In attendance

Parishioners : None

County Councillor: Ms M Smith

### Item

### Power Action

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

09-1 Cllrs Ms S Smith (holiday), Mr C Parsons (holiday), District Councillor: Mrs S Ellington (holiday)

#### 2017/

#### 09-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS

##### 2.1 Declarations of interest from councillors on items on the agenda

Ms L Boyes declared a registered interest in Agenda item 13.1 – Planning re Bloor Homes

##### 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 09-3 declaring prejudicial interest relating to the business to be transacted, to address the meeting.

No addresses regarding prejudicial interests were made. No members of the public present.  
**Public forum closed in order for the Parish Council meeting to commence.**

#### 2017/ TO SIGN & APPROVE MINUTES OF THE MEETING DATED 21<sup>st</sup> August and 14<sup>th</sup> September 09-4 2017

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) None not already to be covered within the Agenda item

##### 4.2 Clerk's Report – noted as published

#### 2017/

#### 09-5 COUNTY COUNCIL BUSINESS

##### 5.1 Highways Maintenance updates

(i) Priory Avenue jetting of drains. Reported that this has now been carried out, Clerk to check open space area drains to ensure they have emptied, in order to allow maintenance work to start.

(ii) Black Horse Lane – still large amount of water ponding at entrance to No.14, awaiting CCC response.

Clerk

*(Mr Dodson and Ms Parish arrived – apologies for late arrival)*

*(CCC Cllr Ms M Smith arrived – apologies for late arrival)*

##### 5.2 LHI Bid for 2018-19

Clerk awaiting further discussion with CCC before submitting bid as guidance required on potential cost. Bid to be submitted by 15<sup>th</sup> Oct. CCC Cllr Ms M Smith also talking to A14 Team re support for local highway schemes and additional funding. Suggested to put bid in for up to £20K, final cost to be discussed with project officer later.

##### 5.3 Community Gritting Scheme - No volunteers have come forward

**5.4 Correspondence for information and items for County Councillor**

- (i) CCC Cllr Ms M Smith reported that the Bailey Bridge at the new Swavesey flyover location will be moved at the end of November to the Bar Hill works area, which will necessitate a further series of overnight road closures. The A14 Team would like to hear the Parish Council's input on how this might be managed with least impact on village roads. Options suggested and to be further discussed: enforced whole section closure, meaning no access for local traffic as well as through traffic; diversions as currently implemented; width restrictions at closure point to stop lorries but allowing smaller vehicle access; daytime closure on a Sunday instead, as there would be fewer lorries to divert. **A14 Mtg Oct**
- To be included in discussion with the A14 Stakeholder Area Manager in Oct.
- (ii) CCC Highways Depot open days, Mon 16 Oct Whittlesford Depot. Chairman to attend. **WW**
- (iii) Cambs Matters, CCC Parish Update newsletter – noted
- (iv) Fence alongside Turnbridge footpath and UKPN electricity sub-station is falling down. Reported to CCC but awaiting response. Quote received from local contractor to replace the fence post and carry out repairs, £100. Clerk to chase CCC and request urgent repair, or arrange to carry out repair and bill CCC. **Clerk**
- (v) New deal for Counties – briefing note.
- (vi) Ramper Road 40mph scheme – formal public notice published re Traffic Regulation Order. Consultation open until 20<sup>th</sup> October.

**2017/****09-6 DISTRICT COUNCIL BUSINESS****6.1 Rural Travel Hubs**

Cllrs D Hunt and S Smith had attended the workshop on Rural Travel Hubs. Verbal report given and SCDC notes circulated. Survey conducted at Swavesey Guided busway stop will be repeated as original was during summer holidays. SCDC report to Greater Cambridge Partnership (GCP) will be published early next year on options for improving access to rural public transport.

GCP consultation on better transport links taking place between 25 Sept to end Nov.

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

- (i) Guidance for Parish Councils on Traveller encampments on private land – noted.

**2017/****09-7 A14 IMPROVEMENT SCHEME**

Meeting arranged with Stakeholder Manager, at start of Council meeting on 14<sup>th</sup> September. Questions to be submitted next week re surface water drainage so that answer can be brought to the meeting for discussion. **Cllrs Clerk**

**2017/****09-8 SPEED SIGNS**

Cllr C Parsons and the Clerk had attended the presentation on 12<sup>th</sup> Sept, along with Cllrs and Clerks from 6 other neighbouring Parish Councils, all of which are very interested in purchasing these signs. The A14 Team representative attending offered a free two-week trial for each village through autumn, to have a sign up in one location in order to assess the data which can be collected and the impact the sign has on speeding vehicles. All 8 parishes involved welcomed and would take up the offer. During the trial period the Clerks would liaise re submitting an A14 Community Grant application for early in 2018 for up to £10,000 to purchase 4 signs which could be used by all 8 villages.

Village assessments had been carried out during last week and Boxworth End was identified as a suitable location for the trial due to availability of where a sign could be located. The mobile signs can also be used on tripods for Community Speedwatch. Speedwatch – Clerk to contact Police to confirm those trained to-date on Speedwatch and where/when sessions might be able to start.

**2017/ NHW and POLICE BUSINESS**

**09-9** Noted that the Area Commander for S Cambs was moving on to a new role.

**2017/****09-10 VILLAGE MATTERS AND MAINTENANCE****10.1 To receive the monthly report from the Village Handyman**

- (i) Monthly play area checks completed, new sign bolts have been made safe. Noted that repairs in both areas and new bin still awaited, work is due within the next couple of weeks.
- (ii) Report circulated on purchase a new litter bin for near the basketball unit on the recreation green – to update on quotes received as per previous discussions as a much reduced cost now obtained. Quoted £206 for bin manufactured from recycled plastic (similar to the benches), compared to previous quote of £286. Fixing systems noted as different but still suitable for location. **Proposed and unanimously approved** to purchase bin at £206. Two of the half oak barrel planters on Market St green are rotting and need to be replaced this autumn. Replacement recyclable plastic moulded oak barrel lookalike tubs proposed with longer lifespan. £82 each. **Proposed and unanimously approved** to purchase two.
- (iii) Additional lighting and electrical work for lights on the Community Pavilion, additional £75 to that approved in July. Queried as to if the Parish Council was covering the entire cost of the work. The Clerk confirmed it would be as the work was requested by the Council to improve the use of the table tennis table and in replacing the existing light and moving it elsewhere it would improve the security for the Pavilion and be in support of the management of the Pavilion. **Proposed and unanimously approved.**

**10.2 Bus Shelter, Boxworth End** No change to situation since last meeting report.

**10.3 BT Phone Kiosks**

Confirmation of ownership transfer received. Insurance company notified. Consultation closed on 15<sup>th</sup> Sept re future use. Report circulated. 13 responses received. Working party to consider potential options and how kiosks could be refurbished.

**10.4 Land north of Turnbridge Court**

Sale of land to adjoining housing development area. Amended TP1 document received. Not agreed. Council wish to see stricter restrictive covenant to ensure transferred land will only ever be used for off-road parking and not garden land. Area to be provided as hard-standing. Clerk to liaise with Solicitor re further amended wording.

**10.5 Land over Turnbridge Drain (SCDC Award) and land alongside School Lane**

Transfer of land to the Parish Council from Taylor Wimpey. TP1 wording approved. Clerk to confirm to Solicitor. Final document to be signed by Cllrs when received.

**10.6 Swavesey Festival 2018**

Permission requested to hold an open air Theatre production on Market St green on Fri 6<sup>th</sup> July 2018 as part of the Festival event. Approval granted. Noted that in the event of bad weather the event will move to the marquee on the Recreation Green.

**2017/****09-11 DRAINAGE**

Report given by Mr Wilderspin and the Clerk on meeting held on 18<sup>th</sup> September with Environment Agency (EA) officers and Heidi Allen MP. Extremely disappointing result. The EA are now saying they would rather not do any work to raise the riverbank between Covell's Drain and Webb's Hole, instead they wish to review options for alternative flood defences closer to the residential boundary of the village.

EA modelling results originally promised for July, then August still not produced. EA stated that they would not be able to safely maintain the raised riverbank, also that the cost-benefit ratio would not be of a sufficient level to justify expenditure on raising the riverbank. KW and the Clerk had tried to reiterate the flood risk in the area to residential properties and that the riverbank was an important defence to stop river water from spilling into the Swavesey fens, which were vital to hold Swavesey surface water at times of high rainfall.

Parish Council stated that it has no confidence in the in-house modelling now being carried out by the EA, to confirm Swavesey flood risk concerns. The Parish Council to write to the EA asking for all of the recent modelling figures for the Swavesey area to show the numbers of properties at risk with the riverbank at its current level and predicted at the raised to design level.

Clerk

FOI request to be made asking how much money has now been spent by the EA on consultation, re-modelling and producing reports on the request to raise the riverbank to its design level.

Clerk

2017/

**09-12 NEIGHBOURHOOD PLANNING** – To report on progress of project

Mr Hunt reported on continued progress of the NH Plan Group. Now working with Cambs ACRE on the next stage, costs involved and Locality Grant application.

SCDC have produced a set of guidance notes to help communities consider and prepare NH Plans – consultation open 18 Sept – 30<sup>th</sup> Oct.

*(County Cllr Ms M Smith left the meeting)*

2017/

**09-13 PLANNING**

**13.1 To consider correspondence received**

(i) Major planning applications update:

- Bloor Homes Eastern S/1027/16/OL - Appeal Hearing held 19<sup>th</sup> Sept, application for up to 99 homes on land south of Fen Drayton Rd. Chairman, Clerk and one resident had attended to speak in objection for the Parish. CCC Highways Development had attended in objection to pedestrian access proposals. Decision not expected from the Inspector for approx. 6-8 weeks.
- Gladman Developments Ltd S/3391/16/OL – Appeal registered 18<sup>th</sup> Sept. Additional comments to the Inspector by 23<sup>rd</sup> Oct. Parish Council to consider comments at Planning Meeting 14<sup>th</sup> October. Appeal will be a Hearing, date yet to be published.
- Laragh Homes S/0525/17/FL – expected SCDC Planning Committee Nov.

Lack of County Council support on capacity of education places in the two schools and highway implications of such a large amount of development all at once for the village still considered a big issue.

**13.2 S106 Public Open Space and Community Facilities Payments**

Development at land adj. 6 Market St S/0767/14/DC. **RESOLVED:** To approve and sign S106 Indemnity Agreement with South Cambridgeshire District Council, for contribution in lieu of Public Open Space and Community Facilities.

**13.3 To consider planning applications received**

(i) Ref: S/3148/17/FL – 30A Thistle Green, Lesley Dellar. Ground floor side extension. No objections.

Ref: S/3112/17/FL – 68 Whitton Close, Mr & Ms Walsh & Yotova. Single storey side extension to existing bungalow. No objections.

**13.4 Permissions, Refusals , Appeals**

Ref: S/2549/17/FL – Rosegate Farm, Rose & Crown Rd. Application withdrawn.

Ref: S/1129/17/FL – 93 Middle Watch. Permission granted for change of use of land to residential curtilage.

Ref: S/0495/17/FL – Land adj to White Willows, Hale Rd. Permission granted for proposed new dwelling.

Ref: S/2548/17/FL – 6 Chantry Close. Permission granted for front porch.

Write to SCDC to ask what the current situation is re the application for 37 Market St. **Clerk**  
 Enquire as to why the Rosegate Farm application has been withdrawn. **Clerk**

**2017/**

**09-14 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 £8,420.00.

Bank Reconciliations:

Lloyds Current a/c	18-09-17	7,778.64
Lloyds Business a/c	14-09-17	226.24
Unity a/c	14-09-17	7,614.07
CCLA - Public Sector Deposit Fund	14-09-17	78,770.81
OPTIMUM card		239.93

**14.2 Notice of receipts received**

Bank Interest Lloyds (account now cleared)	0.01
CCLA Interest	15.19
Precept - final 50% due in by end Sept	30,375.00

**14.3 Insurance Renewal**

Due 30<sup>th</sup> September 2017. Comparison quotes obtained from four different providers, table of cover and premiums circulated to all Cllrs for consideration. **Proposal, seconded and carried unanimously** to change insurance provider to Zurich Municipal for a three-year long term agreement, first year premium £1,181.96, a significant saving on other quotes received.

**2017/**

**09-15 GENERAL CORRESPONDENCE**

- (i) CCVS – Trustees and fundraising guidance event at the Memorial Hall, 10<sup>th</sup> Oct. The Clerk would be attending and was aware of others from the community also attending.
- (ii) Parish & Town Councils Conference, 17<sup>th</sup> November, St Ives. Chairman, Cllr Ms S Smith and the Clerk would be attending.
- (iii) Cambs ACRE Annual Review and AGM – noted.
- (iv) Thank you from organisers of the Strawberry 14 cycle event for allowing access from the guided busway along Lairstall Drove to Market Street for the event.
- (v) Request from Heidi Allen MP's office if any complaints had been received re the impact of aircraft noise from planes approaching Luton airport. Council not aware of any issues.
- (iv) Newsletters and magazines

**2017/**

**09-16 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Planning meeting 12<sup>th</sup> October – County Council representation re planning applications – agenda item requested.
- (ii) Report from the Clerk on the SLCC Regional Conference attended on 6<sup>th</sup> September. In particular to note forthcoming changes to the General Data Protection Regulations as from 25<sup>th</sup> May 2018 and the additional responsibilities this will impose on Data Controllers and Processors.

Report from the Clerk on attendance at the CAPALC meeting on 22<sup>nd</sup> September – for info.

**Next meeting dates:**

**Planning – 7.30pm Thursday 12<sup>th</sup> October 2017**

**Full Council – 7.30pm Monday 23<sup>rd</sup> October 2017**

There being no further business, the meeting was declared closed at 10.15pm

Signed & dated, Chairman

**Powers of Expenditure**

1 Litter Act 1983, s5&6

2 & 3 Open Spaces Act 1906, s10

**MINUTES APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN AT THE PARISH COUNCIL MEETING ON 23<sup>rd</sup> OCTOBER 2017**

## PAYMENTS LIST

Voucher	Code	Date	Minute	Payment	Description	Supplier	Net	VAT	Total
89	Telephone/Broadband	04/09/2017	2017/09-14.1	D/D	Telephone & Broadband	Virgin Media	28.33	5.67	34.00
90	PWLB Loan 2 - Pavilion	28/09/2017	2017/09-14.1	D/D	Loan repayment (Pavilion)	PWLB	2,442.73	0.00	2,442.73
91	Parish Online	29/09/2017	2017/09-14.1	BACS	Parish Online Annual Fee	Getmapping plc	42.00	8.40	50.40
92	Grasscutting	29/09/2017	2017/09-14.1	BACS	Grasscutting	Buchans Grounds Maintenance	342.64	68.53	411.17
93	Verge Cutting	29/09/2017	2017/09-14.1	BACS	Grasscutting (verges)	Buchans Grounds Maintenance	306.52	61.30	367.82
94	Sheltered Housing SCDC	29/09/2017	2017/09-14.1	BACS	Grasscutting	Buchans Grounds Maintenance	99.68	19.94	119.62
95	Street Furniture	25/09/2017	2017/09-14.1	002361	Bus shelter repairs	Faben Joinery	345.00	0.00	345.00
96	Annual Lease Rent	25/09/2017	2017/09-14.1	002362	Allotment Annual Lease	The Thomas Galon Charity	400.00	0.00	400.00
97	Stationery	11/09/2017	2017/09-14.1	Card	Diary	Collins Debden Ltd	7.18	1.09	8.27
98	Staff Costs	29/09/2017	2017/09-14.1	BACS	Staff Costs	Staff Costs	2,715.38	0.00	2,715.38
99		29/09/2017	2017/09-14.1						
100		28/09/2017	2017/09-14.1						
103		28/09/2017	2017/09-14.1						
101	Postage	28/09/2017	2017/09-14.1	BACS	Postage	Linda Miller	1.22	0.00	1.22
102	Mileage Claims	28/09/2017	2017/09-14.1	BACS	Mileage	Linda Miller	20.25	0.00	20.25
105	Plants & Gardening	28/09/2017	2017/09-14.1	BACS	Weedkiller	Trevor Wake	19.50	0.00	19.50
104	PAYE & NI	25/09/2017	2017/09-14.1	002363	PAYE & NI quarterly payment	HM Revenue & Customs	1,484.64	0.00	1,484.64
<b>Total</b>							<b>8,255.07</b>	<b>164.93</b>	<b>8,420.00</b>