

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 23rd October 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 C Parsons, Mr J Pook, Ms S Smith, Mr K Wilderspin

Clerk : Mrs L Miller

In attendance

Parishioners : 2

District Councillor: Mrs S Ellington (from 9pm, Agenda item 12.3)

Item

Power Action

2017/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

10-1 Colin Parsons (personal)

County Councillor Ms M Smith, District Councillor Mrs S Ellington – late arrival

2017/

10-2 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
10-3 declaring prejudicial interest relating to the business to be transacted, to address the
meeting.

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

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

Mr Dodson asked if Agenda item 6 – District Council Business, could be deferred until the District Cllr arrived later in the meeting? Chairman and all Cllrs approved the request. Item 6 deferred.

2017/ TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 25th SEPTEMBER AND 12TH 10-4 OCTOBER 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)

- LHI bid submitted, now awaiting further discussion on detail of project with CCC Officer.
- Play area repairs partially completed, awaiting a second visit.
- CCC Highways believe the fence alongside the Sub-Station at Turnbridge does belong to UK Power Networks and has requested on the Parish Council's behalf that UKPN repair the fence. Temporary repairs now completed although post still needs to be replaced.
- Land Sale/Transfers all now approved and going through completion with Solicitors and Land Registry.
- FOI request to the Environment Agency submitted. Should receive information by 8th November.
- Mr Johnston had contacted BBC Inside Out programme to ask about coverage of the Environment Agency issues around the village.

4.2 Clerk's Report – noted as published

2017/**10-5 COUNTY COUNCIL BUSINESS****5.1 Highways Maintenance updates**

- (i)
 - Black Horse Lane – new surface water gully and link to drainage system installed outside No.14.
 - Priory Ave surface water gullies had been jetted through to clear them.
 - Ramper Road still needed additional repair work to fill the sunken sections along the centre line of some sections of the road.
 - Ramper Road – white lining is still needed around the patched corners. The Clerk to remind Highways Dept.
- (ii) Chairman attended the Highways Open Day on Mon 16th and gave a verbal report. Highways Officers will arrange to visit Swavesey for an update ‘walkabout’.
- (iii) Market St – currently awaiting a quote from CCC Highways for installation of 4 or 5 bollards outside of the Newsagents shop, to protect against future ram-raids and provide additional safety for pedestrians along the footpath section. Item deferred as quote not received.

Clerk

5.2 Correspondence for information and items for County Councillor

No items to report

2017/**10-6 DISTRICT COUNCIL BUSINESS** - Item deferred until arrival of District Cllr**2017/ A14 IMPROVEMENT PROJECT**

- 10-7** Meeting held with Stakeholder Manager – see Minutes as approved earlier in Agenda. Suggestion that if the A14 project has community funding available, perhaps it could assist with the cost of improvements to Ramper Road as the road is being used by an increasing level of traffic trying to avoid the A14 roadworks.
- A14 One Year Anniversary event – Chairman and Mr Johnston to attend.

WW
MJ**2017/****10-8 NHW and POLICE BUSINESS**

- (i) Neighbourhood Panel meeting held on 19th October. No Cllrs had attended, so no report available.
- (ii) Former Village NHW Co-ordinator has written to say someone has now come forward to take on this role although no further information is available at present.
- (iii) Comment noted that in Norfolk PCSOs are being reduced in order to employ more Police Officers.
- (iv) Noted that the new Commander will also be the Southern Area Commander, in charge of South Cambs, East Cambs and City, whereas the previous role had just been for South Cambs.

2017/**10-9 VILLAGE MATTERS****9.1 To receive the monthly report from the Village Handyman**

- (i) Request for Council to purchase a petrol strimmer for the Handyman to use to keep areas of the village clear of overgrown vegetation. Council agreed for the Clerk to investigate cost and type of suitable strimmers. To be brought to the next meeting.

Nov
Mtg**9.2 Recreation Green**

- (i) Bark has now been provided for the play area.
- (ii) The sand in front of the bench has also been removed and the area now needs clearing and re-turfing. The Clerk to make the arrangements.
- (iii) Verti-draining of the football pitches will be carried out on 26th Oct.
- (iv) Suggestion made to consider doubling the width of the tarmac path between the road and pavilion to would allow better vehicle access to the play area and to provide a second vehicle access to the green for deliveries to the Pavilion and for Festival events if required. The Clerk to investigate costs and bring options to a future meeting.

Clerk

Clerk

2017/**10-10 DRAINAGE**

- (i) Chairman and Mr Dodson had attended the Northstowe Forum and gave a verbal report. They had asked about the Mare Fen Drain work and the HCA had replied that they were awaiting EA approval for the work. Council did not understand this reply as the EA and SCDC had approved the geotechnical surveys for the work which had taken place in Sept 2016. The Clerk to look for copies of the Northstowe Forum Minutes online if they are available. **Clerk**
- (ii) Update from Environment Agency re riverbank maintenance received. Still no progress, the EA are to complete further modelling and obtain ground level data from around Mare Fen/Over Rd area and anticipate results from this in early 2018. The Council asked that this information be forwarded to Heidi Allen MP's office with a request for further intervention as this is yet more delay from the EA. **Clerk**

2017/**10-11 NEIGHBOURHOOD PLANNING**

Mr Hunt reported on the progress of the Plan Team and that working with Cambridgeshire ACRE a grant application to Locality will shortly be submitted. The Steering Group will next meet on Mon 6th Nov.

2017/**10-12 PLANNING****12.1 To consider correspondence received**

- (i) The Clerk gave an update on the major planning applications situation: Laragh Homes application S/0525/17/FL – this is expected at SCDC Planning Committee on 6th December. The Clerk has requested a copy of the responses from the EA and the Highways Authority. Gladman/Dairy Farm application S/3391/16/OL – Appeal Hearing date awaited. The Parish Council to meet with the SCDC Planning Consultant to discuss the refusal defence at Appeal. Council added that there are still concerns over the safety of pedestrians and cyclists using the proposed access point at Ramper Rd – to be looked at again prior to the Hearing.

12.2 To consider planning applications received

- (i) Ref: S/3583/17/FL – **5 Market St**, Mr M Griggs. Prior approval for a change of use from shops (class A1) to restaurants and cafes (class A3). Meeting suspended to allow the applicant to answer questions from the Parish Council. Further details on the proposed use of the premises for light refreshments, tea/coffee were discussed. The Parish Council meeting resumed after 5 minutes. The Parish Council supports this application as it would allow the future use of the former Post Office premises in Market St. As an application to take the premises back into the curtilage of the adjoining Listed Building was recently refused, the Council would like to see the premises used and not left empty.
- (ii) Ref: S/3614/17/FL – **93 Middlewatch**, Mr & Mrs Day. Annexe. Comments made that this was a separate dwelling, not an annexe and that if the existing dwelling on the site has a residential tie to the business adjacent to the dwelling then this new dwelling should also be included in that tie as it is on the same site. No objections raised but the following comments to be returned.
- Council believes the current dwelling within this site has a restriction on the residential use that ties it to the stables business adjoining the site. As this proposed dwelling is to be on the same site, should it also have a residential tie to the adjoining business?
 - The Parish Council has commented on a number of other applications for new development that additional bungalows are needed in the village and so welcomes this proposal. Is it possible to ensure that the dwelling remains as a bungalow into the future?

(9pm – District Cllr Mrs Ellington joined the meeting)

12.3 Permissions, Refusals, Appeals

Ref: S/2776/17/FL – 22 Taylors Lane. Permission granted for temporary placement of a static caravan over a four year period.

Update requested on decision for 37 Market St. SCDC replied that they are in the process of finalising the S106 agreement to ensure the works to the listed building are prioritised over the new dwellings and a decision should be available within a few weeks.

Cllrs commented that the public right of way behind No.37 Market St has still not been repaired and the Clerk was asked to contact CCC again. Also that Gas Main warning tape had been tied all around and across the footbridge. This should be removed, as there is not a gas main under the bridge!

Clerk

2017/

10-6 DISTRICT COUNCIL BUSINESS - Item deferred until arrival of District Cllr

6.2 Correspondence for information and items for District Councillor

- (i) Cllr Mrs Ellington confirmed that it was hoped a letter from the Planning Inspector with regard to the SCDC Local Plan Inspection might be received very shortly, which may reinstate the Village Framework Boundaries.
- (ii) Cllr Mrs Ellington asked if the NH Plan Group were considering a separate Youth questionnaire. The reply was that at present no, and following discussion with Cambs ACRE a main questionnaire may not be carried out, instead more focussed consultation might be arranged. This is still up for detailed discussion.
- (iii) Cllr Mrs Ellington heads a Task and Finish Group looking at improving Parish Council support from the District Council and an advice Toolkit is being produced.
- (iv) Community Awards 2018 now open for nominations until 19th January, Cllrs to consider nominations.

2017/

10-13 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 £5,963.84.

Bank Reconciliations:

| | | |
|-----------------------------------|----------|-----------------|
| Lloyds Current a/c | 16-10-17 | 29,709.55 |
| Lloyds Business a/c | 09-10-17 | account cleared |
| Unity a/c | 10-10-17 | 7,640.71 |
| CCLA - Public Sector Deposit Fund | 09-10-17 | 78,783.41 |
| OPTIMUM card | 16-10-17 | 221.68 |

13.2 Notice of receipts received

| | |
|---|----------|
| CCLA Bank interest | 12.60 |
| Handyman work at Memorial Hall | 15.98 |
| Swavesey Spartans Football Club | 125.00 |
| Thomson Corfield & Webb (Meads Homes Ltd) | 4,916.00 |

2017/

10-14 GENERAL CORRESPONDENCE

- (i) Bethel and St Andrew's churches have confirmed that they will be organising the Village Christmas Carols event this year and it will move from Market St to the Recreation Green on Sat 23rd Dec.
- (ii) Correspondence received re lack of disabled persons parking bay in Market St. Chairman and Clerk had replied that this had been investigated when the parking bay project was being drawn up but due to various reasons providing such bays was not possible.

- (iii) Support Cambridgeshire, Town & Parish Councils Development Plan draft available for comment. The Clerk confirmed that the SLCC would be making comments on the plan but in general were very supportive of it.
- (iv) Town & Parish Councils Conference, 17th November. Chairman, Sandie Smith and the Clerk attending.
- (v) Over Day Centre – request for consideration of grant assistance in 2018-19. To be considered within Budget discussions.

2017/**10-15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Request from a developer to discuss with the Parish Council the potential of development on land off of Cow Fen Drove. Clerk to arrange a suitable date and confirm to Cllrs.
- (ii) Mr Dodson gave apologies for the Planning Meeting on 9th November.
- (iii) The grass around the balancing pond at Home Close is very long and untidy – SCDC Housing Dept to be asked to cut it back.
- (iv) The 1st Swavesey Scout Group will be organising a delivery of village Christmas cards for residents this year, as a fund-raising activity. Collection boxes will be left around the village.
- (v) Village Sign obscured by overgrowing vegetation – report to CCC.
- (vi) Have the A14 Team replied yet re community help to clear overgrown reeds out of School Pond? The Clerk replied no and will chase this up.
- (vii) Frere Cottages, a new tenant is now in the vacant cottage. Trustees had a very large response to the vacant tenancy and so will be looking at the potential for any additional properties for the Trust.
- (viii) Concerns raised over the safety of the property Turnbridge House, as the amount of ivy growing into it is raising concerns over the safety of the roof tiles, can anyone speak to the owner? SCDC Environmental Health will be contacted to ask for advice.
- (ix) Noted concerns over the tankers parking along Station Rd recently whilst delivering silage to the field. The vehicle drivers had been contacted re the parking issues.
- (x) Mr Pook noted that his term of office as a Parish Council nominated Governor at the Primary School would end in March 2018 and would Cllrs consider if there was another Cllr who might like to take on this role. The Clerk would circulate information about Governor responsibilities and time commitments to all Cllrs.

Next meeting dates:**Planning – 7.30pm Thursday 9th November 2017****Full Council – 7.30pm Monday 27th November 2017**

There being no further business, the meeting was declared closed at 9.50pm

Signed & dated
Chairman

Powers of Expenditure

MINUTES APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN AT THE PARISH COUNCIL MEETING ON 27th November 2017

PAYMENTS LIST

| Voucher | Code | Date | Minute | Cheque No | Description | Supplier | Net | VAT | Total |
|--------------|------------------------|------------|--------------|-----------|-----------------------|------------------------------|-----------------|---------------|-----------------|
| 106 | Bank Charges | 07/10/2017 | 2017/10-13.1 | Bank | Service Charge | Unity Trust Bank | 18.00 | 0.00 | 18.00 |
| 107 | Telephone/Broadband | 02/10/2017 | 2017/10-13.1 | D/D | Telephone & Broadband | Virgin Media | 34.29 | 6.86 | 41.15 |
| 108 | Salary - Handyman | 04/10/2017 | 2017/10-13.1 | BACS | Handyman's work at | Swavesey Memorial Hall | -15.98 | 0.00 | -15.98 |
| 109 | Recreation Green Play | 27/10/2017 | 2017/10-13.1 | BACS | Play Area maintenance | Fenland Leisure Products Ltd | 642.21 | 128.44 | 770.65 |
| 110 | Moat Way Play Area | 27/10/2017 | 2017/10-13.1 | BACS | Play Area maintenance | Fenland Leisure Products Ltd | 277.40 | 55.48 | 332.88 |
| 111 | Constable's Rood | 23/10/2017 | 2017/10-13.1 | 002364 | Grounds maintenance | Edwin Parish | 200.00 | 0.00 | 200.00 |
| 112 | Audit Fees | 27/10/2017 | 2017/10-13.1 | BACS | Internal Audit Visit | MiJan Ltd | 75.00 | 0.00 | 75.00 |
| 113 | Insurance | 27/10/2017 | 2017/10-13.1 | BACS | Insurance Premium | Zurich Municipal | 1,181.96 | 0.00 | 1,181.96 |
| 115 | Postage | 27/10/2017 | 2017/10-13.1 | BACS | Postage | Linda Miller | 5.27 | 0.00 | 5.27 |
| 116 | Mileage Claims | 27/10/2017 | 2017/10-13.1 | BACS | Mileage | Linda Miller | 25.20 | 0.00 | 25.20 |
| 114 | | 27/10/2017 | 2017/10-13.1 | BACS | | | | 0.00 | |
| 117 | Staff Costs | 27/10/2017 | 2017/10-13.1 | BACS | Staff Costs | Staff Costs | 2,325.67 | 0.00 | 2,325.67 |
| 118 | | 31/10/2017 | 2017/10-13.1 | BACS | | | | 0.00 | |
| 119 | | 31/10/2017 | 2017/10-13.1 | BACS | | | | 0.00 | |
| 120 | Stationery | 11/09/2017 | 2017/10-13.1 | BACS | Wall calendar | Amazon Marketplace | 9.98 | 0.00 | 9.98 |
| 121 | Staff Training | 27/10/2017 | 2017/10-13.1 | BACS | Training | CAPALC | 25.00 | 0.00 | 25.00 |
| 122 | Plants & Gardening | 27/10/2017 | 2017/10-13.1 | BACS | Refuse Sacks | ESPO | 22.56 | 4.51 | 27.07 |
| 123 | Grasscutting | 27/10/2017 | 2017/10-13.1 | BACS | Grasscutting | Buchans Grounds Maintenance | 342.64 | 68.53 | 411.17 |
| 124 | Verge Cutting | 27/10/2017 | 2017/10-13.1 | BACS | Grasscutting (verges) | Buchans Grounds Maintenance | 306.52 | 61.30 | 367.82 |
| 125 | Sheltered Housing SCDC | 27/10/2017 | 2017/10-13.1 | BACS | Grasscutting | Buchans Grounds Maintenance | 99.68 | 19.94 | 119.62 |
| 126 | Equipment | 20/10/2017 | 2017/10-13.1 | BACS | Gazebo accessories | Amazon EU SarL | 24.76 | 2.64 | 27.40 |
| Total | | | | | | | 5,616.14 | 347.70 | 5,963.84 |