

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 18th December 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 : None

District Councillor: Mrs S Ellington

Item

Power Action

2017/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

12-1 County Councillor: Ms M Smith

2017/

12-2 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
12-3 declaring prejudicial interest relating to the business to be transacted, to address the
meeting.

No addresses regarding prejudicial interests. No members of the public were present.

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

2017/ TO SIGN & APPROVE MINUTES OF THE MEETING DATED 27th November 2017

12-4 It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes of
27th November 2017 as a correct record with no amendments.

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

Gtr Cambridge Partnership – the only consultation open was the Cambourne-Cambridge bus
route, therefore comments put forward at recent workshops represent the Parish Council.

4.2 Clerk's Report – noted as published

2017/

12-5 COUNTY COUNCIL BUSINESS

5.1 Highways Maintenance updates

(i) Large and dangerous potholes on Buckingway Road and Ramper Road have been
reported for urgent repairs.

(ii) To consider costs from CCC Highways for installation of bollards outside of the
Newsagents, Market Street. Agreed to defer this item until later in the Agenda, when
the owners of the Newsagent's shop arrive.

5.2 Correspondence for information and items for County Councillor

(i) No items to report.

2017/

12-6 DISTRICT COUNCIL BUSINESS

6.1 **Parish Liaison Forum 29th Nov** – Chairman and Cllr Martin Johnston had attended and
gave a verbal report.

New grant scheme for Renewable Energy projects to be launched. Village halls may be
eligible for projects such as solar energy panels. To be investigated.

Hall
Trust

Tackling loneliness and social isolation presentation from District Cllr Sue Ellington. Update given on Local Plan news and future transport proposals.

Chairman reported that he raised the issue of County Council S106 requests for the current major planning applications, as having realised at the recent Gladman Appeal Hearing that CCC were requesting huge amounts of S106 money for Real Time Passenger Information (RTPI) displays for village bus stops. A total amount of £189,000 has been requested for 7x RTPI displays from 4 current applications. No consultation on this has been made with the Parish Council. Also that Libraries and Education S106 requests are being made, again without consultation with the Parish Council as to how this money is to benefit residents of the village. In fact one of the Library requests had just been withdrawn by CCC and on realising this, SCDC had assisted the Parish Council in getting this decision changed and the money re-directed to the village Library Access Point. The main issue here is the lack of consultation and engagement on S106 and planning matters from CCC.

Council agreed to write to the CEO of Cambridgeshire County Council re the lack of liaison from CCC with Parish Councils in general and to request that ways to change this be discussed. Letter to be copied to the SCDC Director of Planning, the Mayor and local MPs.

Clerk

2017/ 12-5.1 Item deferred from earlier in the Agenda now discussed, as the Newsagent's owner had joined the meeting – apologies given for late arrival.

- (ii) To consider costs from CCC Highways for installation of bollards outside of the Newsagents, Market Street. Following completion of the provision of parking bays and additional double yellow lines, to help make the area safer for all, plus the shop having been ram-raided twice recently, a suggestion had been made to install bollards along the edge of the designated footpath area outside of the shop. This would help to stop vehicles parking on the footpath area, even though there are now double yellow lines, make access to the shop safer and provide a barrier against any possible further ram-raid attempts. As the land is CCC highway, CCC confirmed that only they can carry out the work on the highway, however the Parish, not CCC, would have to pay. A quote was circulated for 5 x bollards (black with fluorescent band and in a traditional style to compliment the Conservation Area). Total cost of £1,593.10 ex VAT. It was **proposed** and seconded that the total amount be funded by the Parish Council from the Village Improvements and Parish Plan Actions reserve funds. **Carried unanimously**. The Clerk was asked to check who would be responsible for future insurance of the bollards, CCC as they are on their land or the Parish Council as they purchased them.

Clerk

The Newsagent's owner thanked the Parish Council for its support of the safety measures.

2017/

12-6 DISTRICT COUNCIL BUSINESS Resumed

6.2 SCDC Community Awards – to confirm nominations (closing on 19th January)

Agreed to nominate:

Spartans Football Club - Outstanding Youth Initiative - for excellent work by youth groups and local businesses to support young people in South Cambridgeshire
Mr John Shepperson - Village Hero – for an outstanding individual's contributions to community life.

6.3 Cleaner Communities Initiative – Pilot Scheme – To consider

Two initiatives being piloted between Jan-June: Street sweeping using equipment provided by SCDC for trained operatives from the Parish to use; support of Community Spring clean-up events. Council agreed these were good ideas and that locally parishes would be able to provide a better service to residents. Councillors did not think Swavesey would be in a position to take up a pilot scheme offer but would

Clerk

be interested, possibly jointly with neighbouring parishes, taking part in the scheme later in the year. Clerk to reply to SCDC.

Clerk

6.4 Correspondence for information and items for District Councillor

- (i) Query from other Parish Clerks as to whether Parish Traffic Wardens had been employed by any Parishes. The Clerk asked if the District Council would be able to assist with such an initiative? The Clerk would ask other Clerk's for comments.
- (ii) Cllrs then commented on Dog Wardens, as again strong concerns have been voiced by residents about increasing incidents of dog fouling, particularly on the recreation green/football pitches. The Clerk added that this was a concern voiced recently by lots of other Parish Clerks.

Clerk

2017/

12-7 A14 IMPROVEMENT PROJECT

Meeting held on 18th December with Stakeholder Manager and Cllrs Wright, Wilderspin and Dodson re surface water drainage from the construction site. Cllrs requested further clarification on water directed to the Oxholme Drain, near Fen Drayton and that no additional water is to be diverted into Covel's Drain. Also further clarification required on who will maintain the balancing ponds along the length of the new A14, once it has been completed.

2017/

12-8 NHW and POLICE BUSINESS

Speedwatch and Speed Signs Updates. No confirmation yet from the Police on which locations can be used for Speedwatch. The trial speed sign will not be installed across Christmas-New Year. The first two-week trial has completed in Willingham and Cottenham. Swavesey and Oakington will have the sign in early January.

2017/

12-9 VILLAGE MATTERS

9.1 To receive the monthly report from the Village Handyman

No additional items reported.

9.2 Trees

- (i) Weight of snow snapped a large bough from the Cedar tree at the Moat Way-School Lane junction on Sunday 10th Dec. A local resident kindly cordoned off the area and a local tree surgeon removed the branch the following day.
- (ii) The Clerk reported that the Parish Tree Warden has now completed a full inspection of all Parish Trees and reports have been written up in detail together with photos, which give the Council a complete up to date overview. A fair amount of maintenance work on shrubs and trees around the Moat Way play area and open space area at the School Lane junction is required. Mostly clearing deadwood and cutting back brambles and overgrown shrubs. The planted-up area to the rear of the play area also to be tidied up and gap replanted. Quote considered of £550, within grounds maintenance budget. **Proposed and approved unanimously** to carry out the work before February.

1

2017/

12-10 DRAINAGE

A December update had been received and circulated from the Environment Agency (EA). Modelling is still ongoing and once completed the EA will arrange an update meeting, most probably mid-late January.

Cllr Mr Wilderspin reported on visiting the EA Barrier Drain banks works at Sutton Gault recently, where the drain is being repaired with only an approx. 3M crest width. This completely contradicts the EA advice given re the Swavesey River Gt Ouse maintenance, where they are stating that they cannot do the requested work to the drain as they would need a 7M crest width! The photos had been passed on to the EA Regional Director for his information.

2017/**12-11 FLOOD EMERGENCY PLAN AND FLOOD WARDENS**

Cllr Hannah Parish reported on Environment Agency workshop attended 1 Dec 2017, on producing a village Flood Plan and having Village Flood Wardens. The day had been very helpful.

The Village Emergency Plan was now being reviewed, to include a more detailed Flood Plan. The Clerk and Cllr Parish would continue to revise the draft and send it through to the EA Flood Officer during the early part of 2018.

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

Confirmation received that the grant application for £2,660 to cover further support from Cambridgeshire ACRE during January and February has been approved.

2017/**12-13 PLANNING****13.1 To consider correspondence received**

- (i) Ref: S/3391/17/OL Gladman Developments/Burgess - to report on Appeal Hearing. The Clerk had circulated a report on attendance at the Hearing and the Chairman gave a verbal report, much of it covered already under Agenda item 6.1. Appeal decision expected in around 8 weeks' time.
- (ii) Ref: S/0525/17/FL Laragh Homes. The Clerk, Chairman, Cllr Mr Wilderspin and District Cllr Mrs Ellington had met with Laragh Homes to hear an update on the progress of their planning application, report circulated for information, mainly covering S106 contributions and surface water drainage concerns. No objections had been submitted from either the County Council or Environment Agency and Laragh expected the application to be discussed by SCDC Planning Committee on 10th January (TBC).

13.2 To consider planning applications received

- (i) Ref: S/4312/17/FL – **The Farm, Boxworth End.** J W Burgess & Son Ltd. Erection of grain store. No objection.
- (ii) Ref: S/4267/17/FL – **25 Moat Way,** Mr & Mrs Ballard. Single storey extensions to front/rear and garage conversion. Objection raised due to loss of garage/parking space.
- (iii) Ref: S/4203/17/AD & S/4204/LB – **1 Market St, The White Horse Inn,** Enterprise Inns Plc. New signage. Comment made that Enterprise Inns Plc no longer exists therefore the application should be in the name of the new/correct applicant. Council raised objection that the signage looks too 'modern' for the Listed building and Conservation Area. Council considered it would be more appropriate to repaint the existing traditional signboards.
- (iv) Ref: S/4018/17/OL – **Rosegate Farm, Rose & Crown Rd.** Mr B J Baker. Outline permission for erection of a dwelling with all matters reserved. The Parish Council acknowledges the need for a new dwelling in support of a thriving local business. However the Council's general comments of yet another new dwelling in the village adding to the pressure on village infrastructure, services and facilities are also raised.
- (v) Ref: S/4329/17/TP – **16 Black Horse Lane.** Mr C Wright. Tree works in Conservation Area. To fell one and reduce height of second tree, Yew Trees in back garden. No objection.

13.3 Permissions, Refusals , Appeals

- (i) Refusal: Ref: S/3583/17/PA – 5 Market St, Mr M Griggs. Notification for prior approval for change of use from shops (class A1) to restaurants and cafes (class A3).
- (ii) Approved: RefS/3614/17/FL – 93 Middlewatch, Mr & Mrs J Day. Annexe.
- (iii) Discharge of conditions 2 and 9 of planning permission Ref: S/1329/13/FL – 11 Swan Court, Middle Watch.

2017/**12-14 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 £6,304.26.

Bank Reconciliations:

Lloyds Current a/c	18/12/2017	32,785.22
Unity a/c	11/12/2017	3,438.62
CCLA - Public Sector Deposit Fund	11/12/2017	78,807.64
OPTIMUM card	12/12/2017	194.28

14.2 Notice of receipts received

CCLA Interest 12.83

SCDC Sheltered Housing grasscutting grant 360.00

HMRC VAT refund Apr-Sept 5,146.78

14.3 To consider first draft Budget 2018/19

Precept information received from SCDC. No comment made on Question 1 re frequency of payment. Precept request noted to be submitted by 2nd February 2018. Noted that the Parish Tax Base has reduced slightly for next year to 947.9 (from 955.1). Draft budget figures circulated and the Clerk highlighted particular areas for review. Draft figures currently provide for a Precept of £63,200, compared to this year of £60,750. The draft Precept would equate to a Band D increase of £3.06 per year. The increase relates to general uplift in various costs, a donation of £500 to the Over Day Centre and sponsorship of £1,375 to the Festival. Grants and support of the Neighbourhood Plan, Memorial Hall, Community Warden, church yard and cemetery maintenance to remain. Grounds maintenance quotes had been received for a new 3-year contract, with the working group having reviewed the quotes and recommending contract figures to the budget to remain with Buchan's Grounds Maintenance. No questions or concerns raised. Final figures to be presented to Full Council on 22nd January for final approval and Precept setting.

2017/**12-15 GENERAL CORRESPONDENCE**

(i) CPRE Newsletters – noted for information

(ii) Draft Lease received (15/12/17) for the new playing field land to the rear of the housing development site at 18 Boxworth End, as part of the S106 obligations. Circulated to all Cllrs for review. To be discussed in detail at the Planning meeting on 11th January 2018. Council has until 14th February to respond.

11th
Jan

2017/**12-16 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

(i) Clerk's report on GDPR Training and requirements following 25th May 2018 circulated for information

(ii) Council asked the Clerk to respond to the comments about the new 40mph limit along Ramper Road, to explain why the signs have been put up where they have.

Clerk

Next meeting dates:

Planning – 7.30pm Thursday 11th January 2018

Full Council – 7.30pm Monday 22nd January 2018

There being no further business, the meeting was declared closed at 9.55pm.

Signed & dated, Chairman

Powers of Expenditure:

1 Highways Act 1980, s96

MINUTES APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN AT THE PARISH COUNCIL MEETING ON 22nd January 2018

PAYMENTS LIST

Voucher	Code	Date	Minute	Payment	Description	Supplier	Net	VAT	Total
147	Telephone/Broadband	04/12/2017	2017/12-14.1	Direct Debit	Telephone & Broadband	Virgin Media	30.00	6.00	36.00
148	SLCC	21/12/2017	2017/12-14.1	BACS	SLCC Membership	SLCC	165.00	0.00	165.00
149	Meeting Room Fees	21/12/2017	2017/12-14.1	BACS	Meeting room hire	Swavesey Memorial Hall	376.30	0.00	376.30
150	Stationery	21/12/2017	2017/12-14.1	BACS	Stationery	Viking Direct	13.66	2.73	16.39
151	Trees/Hedges/ditches	21/12/2017	2017/12-14.1	BACS	Tree Felling	Atlas Tree Surgery	250.00	50.00	300.00
152	Trees/Hedges/ditches	21/12/2017	2017/12-14.1	BACS	Trees/shrubs/hedges	Buchans Landscaping &	668.48	133.69	802.17
153	Improvement Works	21/12/2017	2017/12-14.1	BACS	Weed and Fertilise	Buchans Landscaping &	748.36	149.67	898.03
154		22/12/2017	2017/12-14.1	BACS					
155		22/12/2017	2017/12-14.1	BACS					
159	Staff Costs	21/12/2017	2017/12-14.1	BACS	Staff Costs	Staff Costs	3,678.78	0.00	3,678.78
160		29/12/2017	2017/12-14.1	BACS					
156		21/12/2017	2017/12-14.1	BACS					
157	Postage	21/12/2017	2017/12-14.1	BACS	Postage	Linda Miller	2.34	0.00	2.34
158	Mileage Claims	21/12/2017	2017/12-14.1	BACS	Mileage	Linda Miller	29.25	0.00	29.25
Total							5,962.17	342.09	6,304.26