

# *Swavesey Parish Council*

7.30pm

**Minutes**

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street  
Monday 22<sup>nd</sup> January 2018

**PRESENT**

Mr W Wright (Chairman)

Councillors : Mr J Dodson, 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 : 1

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

**Item****Power Action****2018/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

**01-1** Miss L Boyes (personal), Mr D Hunt (holiday)

**2018/****01-2 MEMBERS' DECLARATIONS OF INTEREST & DISPENSATIONS****2.1 Declarations of interest from councillors on items on the agenda**

Agenda item 13(ii) Review of Park Homes Legislation – Chairman declared a registered interest in this item, as his home address is on a Park Home site.

Agenda item 14.3 Grant request from Memorial Hall Trustees – Chairman, Cllr Johnston and Cllr Wilderspin all declared registered interests as Trustees of the Memorial Hall Charity.

**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.

**2018/ Meeting suspended to allow 10 minutes for the public participation forum and for persons  
01-3 declaring prejudicial interest relating to the business to be transacted, to address the meeting.**

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

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

**2018/ TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 18<sup>th</sup> December 2017 and 11<sup>th</sup>  
01-4 January 2018**

It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes of 18<sup>th</sup> December 2017 and 11<sup>th</sup> January 2018, with no amendments.

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

(i) Fri 5<sup>th</sup> January – Clerk interviewed on BBC Radio Cambs re overnight closures on A14 and to update on issues from Aug-Sept 2017 on lorries avoiding the diversions, through village roads. Cllr Mr Johnston also interviewed on BBC Radio Cambs re daily commuting through the A14 roadworks.

(ii) Clerk met with Planning Officers at SCDC 12<sup>th</sup> January to review the draft Lease for the playing field site (Re development at 18 Boxworth End). A meeting is being arranged with the Agents to discuss this further.

(iii) Speed sign trial has been taking place in the village this month in Boxworth End. Data collected should be sent to the Parish Council shortly after the sign is removed – Agenda item Feb to review.

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

**2018/****01-5 COUNTY COUNCIL BUSINESS****5.1 Highways Maintenance updates**

- (i) Ramper Road will be closed from 24<sup>th</sup> January to end of Friday 26<sup>th</sup> January to complete the patching works in the centre of the carriageway that have been an ongoing issue for motorists. Diversion will be sign posted as via Over-Gravel Bridge Rd-Longstanton. Road will be closed from approx. 9am – 5pm each day.

- 5.2 Bus stop Over Road** To review plans for proposed drop kerb for disability access Proposal to provide a dropped kerb at the bus stop on southbound Over Rd near the Guided Busway junction, to enable disabled passengers to use the stop more easily. County Cllr Ms M Smith confirmed that funding is available to provide dropped kerbs and tactile pavement both sides of the road. Cllrs queried as to whether it was necessary on the northbound side. Cllr Ms M Smith stated that disability access regulations require full crossing facilities. The Clerk to liaise with CCC Highways to confirm the proposals. Clerk

- 5.3 LHI bid** To review updated application and costs for submitted bid Bid is to widen the footpath along Middle Watch between Primary School gate and Recreation Green. Clerk met with Highways Officer and the feasibility report and final cost quotation circulated to Cllrs for info. Total cost £9,941 of which the Parish Council will pay £1,000 if the bid is approved. Chairman to attend bid panel in Feb. WW

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

- (i) Notice received to cover future temporary closure to through traffic of Boxworth End at required times during A14 construction works between 2018-2020.
- (ii) County Cllr Ms M Smith reported:
- Innovate & Cultivate Fund – there will be an Advice Session for potential applicants on 8<sup>th</sup> Feb in Ely. Two grants schemes: £2-10K, or up to £50K.
  - The proposal for full closure of Middle Watch at the end of February for utility connection work will not now take place, the work has been completed during the recent partial closure works.
  - The next Full Council meeting will be on 6<sup>th</sup> February.
  - Guided Bus car park has very large potholes again, greatly reducing the available parking space in wet weather and potentially causing damage to vehicles. Cllrs asked if the A14 fund could help the County with the cost of providing an improved surface? Cllr Ms M Smith will speak to the Guided Bus Team at CCC about this.

**2018/****01-6 DISTRICT COUNCIL BUSINESS**

- 6.1 Expiry of Asset of Community Value Listing** – The White Horse Inn, Market St. To consider renewal. Unanimous agreement to relist The White Horse Inn on the ACV list at SCDC.

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

- (i) Rural Travel Hubs feasibility study published – noted.

**2018/****01-7 A14 IMPROVEMENT PROJECT** – to notify of progress and raise issues

Cllrs requested a meeting on the Construction site compound at the Swavesey junction, to continue the drainage concern discussions. Clerk

**2018/****01-8 NHW and POLICE BUSINESS**

Following the recent Neighbourhood Policing review in Cambridgeshire, confirmation received that PCSO Baugh will still be covering Swavesey, as well as a large number of other neighbouring villages.

**2018/****01-9 VILLAGE MATTERS**

- 9.1 To receive the monthly report from the Village Handyman** - noted no actions

## 9.2 Market St parking issues

Complaints received from residents and businesses that the car park is continually full with parking along the grass verges, in Cow Fen Drove and on the end of the Green causing obstructions and damage. An increasing number of employees from The Grange site seem to be parking in Market St rather than within The Grange. The Clerk had spoken to someone at Whitfield Group who owns The Grange site, who confirmed that there are not enough parking spaces on their site for all employees. It was noted that a large company is about to move out, however the office space will be re-let, so it may not make very much difference. The Clerk had asked if a note could be circulated to all employees on the site, asking them to use their car parking space and not park on the grass verges, Green or Cow Fen Drove.

Noted that Cllr Wilderspin had recently repaired some of the verges, however within a day they had been driven over again. Concerns also raised with regard to when construction work starts on the site at No.37, as large vehicles will find it extremely difficult to access, park and turn in the area. The Clerk to write to SCDC Planning Dept to request that the Parish Council be involved in the drawing up of the conditioned Construction Plan for the development.

Clerk

The Clerk to produce notices about inconsiderate and illegal parking, which Cllrs could put on vehicle windscreens in the area to inform drivers.

Clerk

The Clerk also to arrange to meet the County Highways Officer in Market St to discuss the parking issues and forthcoming work at No.37.

Clerk

## 9.3 Recreation Green – new ‘no parking’ sign required for the vehicle gate. Quote received for £55. Approved. 1

2018/

### 01-10 ANNUAL PARISH MEETING 11<sup>th</sup> April 2018

To consider topic and speaker for this year’s meeting. Suggestion that the main topic be a general update on major issues the Parish Council has been working on this year, what goes on ‘behind the scenes’ with these and perhaps a Question Time style forum. Noted that by 11<sup>th</sup> April Council should know if there will be a Parish Poll for the elections this year. Clerk and Cllrs to consider over the next month the best way to promote this format for the meeting. Notice & Agenda to be published early March Other thoughts on engaging further with residents included Parish Cllr visits to the Village College to speak to Swavesey students. Visits also to the Primary School. Idea of producing a Village Residents’ Guide.

All

2018/

### 01-11 DRAINAGE

- (i) Mare Fen – Chairman and Cllrs Wilderspin and Dodson had attended the Northstowe Forum on 17<sup>th</sup> January and asked about the District Council’s improvement works planned for Mare Fen and when they would start. This will be on the Agenda for the SCDC Cabinet meeting on 7<sup>th</sup> February. Cllr Wilderspin added that the Swavesey IDB will be writing to SCDC with regard to this and also to the Environment Agency (EA) about the riverbank maintenance.
- (ii) No further progress, still awaiting the latest EA flood data. Agreed to go back to Heidi Allen MP to help chase the EA for results and the next meeting which was supposed to be in January.
- (iii) Turnbridge Drain – the EA will carry out vegetation clearing from High St through to Cow Fen Drove within the next month. Request made to include desilting of the drain, but current reply is that there are no plans to desilt. Cllr Wilderspin added that the drain through Church Green also requires attention – the Clerk to add this to the request. Also two planks in the Church Drain doors have broken and require replacing – to be added to the request. The Clerk will meet with the EA Officer.

Clerk

(9pm – County Cllr Ms M Smith left the meeting)

**2018/ NEIGHBOURHOOD PLANNING** – To report on progress of project

- 01-12** The report on the findings of the consultation survey carried out across last summer has been published. The Parish Council thanked Mrs V Bidwell and Steering Group members for their work on the report. Cambridgeshire ACRE will be leading a Steering Group workshop on 19<sup>th</sup> February, to provide focus areas and support with consultation to help the group move forward during 2018.

(9.05pm – District Cllr Mrs Ellington left the meeting)

**2018****01-13 PLANNING****13.1 To consider correspondence received**

- (i) Northstowe Parish Forum, 17<sup>th</sup> January. Chairman, Cllrs Dodson and Wright attended and gave a verbal report. SCDC are expected to discuss the outstanding drain bank works in Mare Fen in early February.
- (ii) NALC Consultation on Review of Park Homes legislation. Report circulated. Chairman declared a registered interest as his home address in on a Park Home site. Council supported NALC's response and commented that enforcement powers of local planning authorities need to be strongly used.

**13.2 Permissions, Refusals , Appeals**

Ref: S/0168/17/FL – 37 Market St. Permission granted for renovations and alterations to listed building. Construction of two new dwellings and associated access. Clerk to write to SCDC to ask for the Parish Council to be involved in the discussions re the construction management plan, tree protection Scheme and surface water drainage.

Clerk

**2018/****01-14 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 £2,217.70.

Bank Reconciliations:

Lloyds Current a/c	08-01-18	30,965.81
Unity a/c	11-01-18	6,898.76
CCLA - Public Sector Deposit Fund	11-01-18	78,826.40
OPTIMUM card	12-12-17	194.28

**14.2 Notice of receipts received**

CCLA Interest	18.76
Groundworks - Neighbourhood Plan Grant	2,660.00
Allotment Association – Water rates reimbursed	75.39
Allotment Association – Annual lease rent	400.00

**14.3 Grant request from The Trustees of the Memorial Hall** – S106 funding towards the purchase of two new chair trolleys at a cost of £489.60.

Hall Trustees: Cllrs Wright, Wilderspin and Johnston left the room during the discussion and vote.

Cllr Mr Pook took the Chair. Grant application report circulated. **Proposed, seconded and approved unanimously to provide the grant funding in full.**

2

**14.4 Police & Crime Commissioner – consultation on 2018-19 Policing Precept**

Comment to be returned: The Parish Council commented that it understands the need to raise additional Precept in order to increase front line policing and would definitely like to see more Police Officers about, but the Council is not convinced that increasing our residents' Council Tax by £1 per week would actually provide rural residents with additional benefits. If the Policing Precept is to be raised could you guarantee that those residents in rural areas will see the benefit?

**14.5 To approve 2018-19 Budget and to approve Precept amount for 2018-19**

Final draft spreadsheet circulated, together with I&E and budget update for 2017-18 to-date, Earmarked Reserves and S106 I&E report.

Cllr Mr Pook asked that a budget amount be provided for the refurbishment of the two BT Kiosks now adopted by the Parish Council. It was agreed to allocate £1,000 from General Funds. The Clerk to investigate what the cost would be to move the Boxworth End kiosk into the centre of the village.

Clerk

No other amendments were made to the draft figures as presented.

The budget therefore proposed a Precept £63,400, which equated to a Band D rate of £66.88/yr, which is an increase over the 17/18 Band D rate of £3.27/yr (or 5.14%).

There was discussion over the percentage increase this proposed, albeit at an amount of £3.27 per year and whether any precept budget items could be transferred to Reserve or General Fund items. The Clerk noted that a number of items were already being taken from Reserves and General Fund, to help reduce the Precept. Also noted that the tax base for 2018/19 has decreased from 955.1 to 947.9 resulting in an increase to the band D equivalent cost.

**It was Proposed and seconded to make no further amendments and to request a Precept of £63,400.** Vote recorded 7 in favour, 1 against. **Proposal carried.**

Approved Budget attached, Appendix 2

## 2018/

### 01-15 GENERAL CORRESPONDENCE

- (i) CAPALC – Buckingham Palace Garden Party, 15<sup>th</sup> May 2018 – nominations for past service Chairmen. Proposed with unanimous agreement to nominate Cllr Martin Johnston. Clerk
- (ii) Yesteryear Road Run cancelled for 2018. As per earlier discussion, the Clerk to write to confirm if there is any possibility of the airfield road being kept open and the Run being held this year. Clerk
- (iii) NALC Newsletter – To note briefing and Legal Note on GDPR re requirement to appoint a Data Protection Officer and who can/cannot hold that position. Confirm interest from Swavesey PC to CAPALC for a Countywide service to provide DPO services to Parishes. Clerk
- (iv) Cambs Launch of Orchards East, Sat 17<sup>th</sup> February, Girton College. Copy to Allotment Assoc for info. Has been passed on to Mr Jones re his interest in establishing a Community Orchard in Swavesey. Clerk
- (v) SCDC – Timetable for Parish Council Elections, 3<sup>rd</sup> May 2018 – noted. Article will be in the Feb-March Meridian Magazine.
- (vi) CCG Newsletter- circulated.
- (vii) Fire Authority annual report 2016/17 - Noted

## 2018/

### 01-16 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA

- (i) Pond clearing – to contact SCDC again to see if they can help with pond clearing before end February. Clerk
- (ii) Contact SCDC to find out when the Byways Committee meeting will be held. Clerk
- (iii) Ramper Rd – ask SCDC if a rubbish clear could take place along Ramper Road verges. Clerk
- (iv) Cllr Mr Wilderspin gave apologies the next meeting on 8<sup>th</sup> February.

#### **Next meeting dates:**

**Planning**                      **Thurs 8<sup>th</sup> February 2018 – 7.30pm**

**Full Council**                **Mon 26<sup>th</sup> February 2018 – 7.30pm**

There being no further business, the meeting was declared closed at 10pm.

Signed & dated  
Chairman

#### **Powers of Expenditure**

- 1 Highways Act 1980, s96(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 26<sup>th</sup> February 2018**

## PAYMENTS LIST

Voucher	Code	Date	Minute	Payment	Description	Supplier	Net	VAT	Total	
162	Telephone/Broadband	02/01/2018	2018/01-13.1	Direct Debit	Telephone & Broadband	Virgin Media	30.16	6.03	36.19	
164	Postage	26/01/2018	2018/01-13.1				0.76	0.00	0.76	
165	Mileage Claims	26/01/2018	2018/01-13.1				9.00	0.00	9.00	
163		26/01/2018	2018/01-13.1					0.00		
166	Staff Costs	31/01/2018	2018/01-13.1	BACS	Staff Costs		2,146.75	0.00	2,146.75	
167		26/01/2018	2018/01-13.1						0.00	
168		26/01/2018	2018/01-13.1						0.00	
169	Insurance	26/01/2018	2018/01-13.1				25.00	0.00	25.00	
<b>Total</b>							<b>2,211.67</b>	<b>6.03</b>	<b>2,217.70</b>	

SWAVESEY PARISH COUNCIL		2018-19				
		Budget - Approved 22nd January 2018				
Code		Income	Expenditure			
			Reserves	Gen Fund	Precept	Total
		66,271.00	6,593.00	5,056.00	63,396.59	75,045.59
<b>Precept</b>						
1	Precept	63,400.00				
<b>Investment Income</b>						
2	Current account					
3	Deposit account	200.00				
4	Savings/fixed term accounts					
<b>Agency Services</b>						2,088.60
5	Verge Cutting (CCC)	1,246.00		1,246.00	312.20	
92	Sheltered Housing grass (SCDC)	360.00		360.00	170.40	
<b>Grants</b>						4,255.00
7	Memorial Hall				2,000.00	
8	Cemetery/Churchyard				380.00	
9	Festival				1,375.00	
10	SAY Youth Projects				-	
11	NHW				-	
12	Community Car Share Scheme				-	
13	Community Sports Pavilion				-	
65	Library				-	
83	Community Arts Development				-	
84	Children's projects				-	
96	RBL				-	
98	First Responders/Defibrilator				-	
NEW	Over Day Centre				500.00	
<b>Rents and Donations Received</b>						
14	Wayleaves	70.00				
73	Donations					
<b>Loans</b>						4,885.46
18	PWLB - Pavilion Loan				4,885.46	
<b>Sale of Assets</b>						-
<b>S106 Community Funds</b>						-
21	Outdoor public open space					
22	Indoor community facilities					
<b>General Administration</b>						5,662.00
23	Audit Fees				390.00	
NEW	DPO				300.00	
24	Bank charges				72.00	
25	Election Costs		2,000.00			
26	Legal Fees		1,000.00			
27	Meeting Room Fees				600.00	
28	Publicity & Annual Report					
29	Insurance - Parish Council Policy				1,200.00	
67	Miscellaneous				100.00	
<b>Office Administration</b>						1,270.00
30	Mileage Claims				110.00	
31	Photocopying				100.00	
32	Postage				40.00	
33	Stationery				200.00	
34	Telephone/Broadband				370.00	
93	Minute Binding				350.00	
68	Miscellaneous				100.00	

<b>Subscriptions/Licences</b>					<b>1,383.50</b>
35 CPALC				463.50	
36 Quality Council Award Scheme				-	
37 SLCC				170.00	
39 Norton (anti-virus)				70.00	
41 Website hosting & domain				160.00	
42 Scribe 2000				350.00	
70 Parish Online (Mapping)				45.00	
79 Dropbox				70.00	
ICO-Data Protection				55.00	
<b>Staff Costs</b>			1,000.00	35,925.93	<b>35,925.93</b>
43 Salary - Clerk					
87 Pension contributions (empee)					
44 Salary - Handyman					
45 PAYE & NI Payments					
46 Clerk's Allowance					
82 Pension contributions (emplr)					
<b>Training</b>					<b>895.00</b>
47 Staff Training				650.00	
48 Councillor Training			245.00		
<b>Capital Expenditure</b>					<b>-</b>
49 Bus Shelter					
50 Grasscutting				3,594.10	
51 Trees/hedges/ditches				953.50	
Tree works and felling				500.00	
95 Improvement works	375.00		375.00	494.50	
<b>Village Maintenance</b>					<b>4,743.00</b>
54 Byeways contribution			350.00		
55 Constable's Rood				200.00	
56 Plants/Gardening Expenses				400.00	
57 Noticeboards				-	
58 Ponds		1,000.00		-	
59 Street Furniture					
60 Waste Bins/Signs					
61 Christmas lights					
66 Recreation Green		TBA			
86 Highways		2,593.00			
71 Equipment (Gazebos)					
90 General Repairs				200.00	
<b>Recreation Areas</b>					<b>1,660.00</b>
62 Moat Way Play Area				580.00	
63 Recreation Green Play Area				930.00	
64 Carters Way/Priory Ave POS Area				150.00	
<b>Allotment Site</b>					<b>620.00</b>
76 Land lease	400.00		400.00		
78 Site running costs	220.00		220.00		
<b>Community Warden Scheme</b>					<b>3,000.00</b>
85 Grant towards running costs				3,000.00	
<b>Neighbourhood Plan</b>					<b>1,740.00</b>
Admin Salary			860.00	880.00	
Admin costs (hall hire, stationery)					
Consultancy					
<b>Projects</b>					
NEW Telephone Kiosk Project			1,000.00		<b>1,000.00</b>

**Precept Request**      **63,400.00**

The Precept request of £63,400 equates to a Band D Council Tax contribution of £66.88 per year.

This is an increase of £3.27 per year for a Band D property.

This increase has been agreed to cover increased admin costs, sponsorship of the Festival Village Show and a grant to the Over Day Centre.