



Swavesey Parish Council - Clerk's Report

To : All Councillors From : Linda Miller (Clerk) Date : March 2018

Purpose: Monday 26th March 2018. To highlight matters on agenda and update on issues and actions since last meeting.

Council and Administrative Matters	Actioned	Due Date
SLCC Membership News Bulletin	Clerk to raise items for info at PC meeting	26 th March
HMRC – what's new in Payroll for 2018	Clerk	31 st March
GDPR training attended by Clerk 15/03/18 Policies, processes etc now to be set up place by 25 th May – compliance date.	To report to PC Meeting 26/03/18	25 th May 2018
SCDC Weekly Bulletin	Fwd to Cllrs	14 th March
Notice of Parish Elections	To be displayed on 26 th March	26 th March
LGPS – Notice of year end return	Clerk to complete	29 th April 2018
Parish Council Minutes bound into books and returned PC Meeting Minutes 1989-1999 Parish Meeting Minutes 1981-2016		Completed
SCDC Weekly Bulletin	Circulated to Cllrs 7/3/18	Completed
SCDC – Information on Shire Homes, new private sector leasing scheme	1/3/18 – circulated to Cllrs	Completed
Projects		
BT Phone Kiosks – Grant application submitted to A14 Community Fund. Panel deadline 1 st May.	EOI submitted 15/03/18	May 2018
Festival History Exhibition – request for PC to write to Cambridge Archives to ask for the Inclosure Book and Map for Swavesey to be loaned to the PC for display at the exhibition weekend of 30/6 - 1/7	Meeting agenda 26 th March	

Highways & Footpaths Matters inc A14 Improvement Project	Actioned	Due Date
A14 NMU Bridge – Confirmation received that the bridge will be open to equestrian use, horseriders to dismount before crossing bridge		Completed
CCC publish LHI Bid Awards – Swavesey bid to widen footpath on Middle Watch nr Primary School unsuccessful		Completed
CCC Roadworks and Events Bulletin 16-31 st March	Posted to website and facebook	Completed
CCC Highways – road closures and events on highways during March	Posted to website and facebook	Completed
A14 works road closure notices	Posted to website and facebook	5th March Completed
Guided Busway car park – request to CCC (via County Cllr) as to whether CCC would asset transfer the car park to the PC.	01/03/18	26 th March 2018
Reference: 00280276 Date reported: 16/01/2018 Fault type: Pothole Location: Buckingham Road, southbound carriageway Description of fault: Previous large pothole, filled in in December is now opening up again. Very dangerous as the road surface is breaking up in other places here as well.	27/02/18 CCC email to confirm report actioned.	Completed
Reference: 280131 Date reported: Monday 15th January 2018 Location: Black Horse Lane, Swavesey Description of fault: Road pothole – road surface breaking up. Also ponding water is icing over and as no footpath, is treacherous walking	27/02/18 CCC email Issues being investigated.	

Reference: 00287825 Date reported: 20/03/2018 Fault type: Manholes and gratings Location: Approx opposite No 126 Boxworth End Description of fault: Blocked drain gullies, need clearing to stop highway flooding in rain.		
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Police, Crime & NHW Matters	Actioned	Due Date
Speed signs data	Received for review – PC meeting 26/03/18	March PC Mtg
Speedwatch – chased Cambs Police re authorisation for speedwatch locations around the village. 16/03/18 – Speedwatch Group to now arrange a co-ordinator, loan of equipment and set up first sessions.	Re-visited locations 13/03/18. Authorisations received 16/03/18.	End March

Public Open Space Matters	Actioned	Due Date
Confirmation that RoSPA play area inspections will take place during April/May	Handyman to be notified	End May
Visit to Recreation Green by FA Groundsman of the Year judges w/c 5 th March – re football pitches	7 th March	Completed
Moat Way – shrub areas cleared of brambles. Mound on play area to be cleaned up and re-planted.	March	End March

Drainage & Flood Risk Matters	Actioned	Due Date

Planning Matters inc Neighbourhood Plan Project	Actioned	Due Date
Notice on behalf of National Grid Gas plc, intention to register for legal title of two Gas Sites on land adj Swan Pond, which is currently land registered to the Parish Council	To PC meeting 26/03/18	2 nd Aril 2018
Mead Development on High St – Deed of Covenant to be signed by the Parish Council with regard to parking space land	To PC meeting 26 th March	26 th March
Bloor Homes – request for pre-app meeting with PC to update on status of development proposals prior to Reserved Matters application and information going out to local residents	1/3/18 – meeting arranged for 22 nd March	22 nd March
Notification from SCDC of £130K grant award to SCDC, to be used to support parishes wishing to produce a Character Assessment.	Passed on to NH Plan Group. Further info requested from SCDC.	
Tues 6 th March – Clerk meeting with Solicitor re Lease offer for playing field land, re development at 18 Boxworth End. Solicitor has written to landowner's Solicitor with comments and requests from the Parish Council re points in the lease.	To report to PC meeting 8 th Mar. Awaiting Solicitor response.	
NH Plan Steering Group meeting Mon 5 th March SCDC Memorandum of Understanding re closer links and support from SCDC with NH Plans	To PC meeting 26/03/18 for signature	Cllrs to report at 22 nd March PC Mtg

Finance Matters	Actioned	Due Date
Groundwork UK Community – to file completion of grant for NH Plan support from Cambs ACRE	Clerk to submit form	Completed 14/04/18

DRAFT PAYMENTS LIST: Vouchers 185 to 202

Vchr.	Payment	Cd	Name	Description	Amount
185	D/D	34	Virgin Media	Telephone & Broadband	36.00
186	D/D	18	PWLB	Loan repayment (Pavilion)	2,442.73
187	BACS	51	Atlas Tree Surgery	Tree Works	48.00
188	BACS	66	Algar Signcraft Services	Signs	132.00
189	BACS	93	J S Wilson & Son (Bookbinders)	Minute binding	220.00
190	BACS	27	Swavesey Memorial Hall	Meeting room hire	138.70
191	BACS	103	Cambridgeshire ACRE	Neighbourhood Plan - Professional	2,880.00
192	BACS	102	Swavesey Memorial Hall	Meeting room hire	60.00
193	BACS	37	SLCC	SLCC Membership	45.83
194	BACS	30	Longstanton Parish Council	Mileage (50% share re SLCC Conf)	36.90
202	BACS	47	Cambs Assoc of Local Councils	GDPR Training	35.00
195		87			
196		82			
200		44	Staff Costs	Staff Costs	3,679.27
201	BACS	45			
197		43			
198		32	Clerk	Postage	1.32
199		30	Clerk	Mileage	51.30
TOTAL					9,807.05

General Correspondence	Actioned	Due Date
CAPALC and NALC News Bulletins	PC meeting 26/03	
Newsletter from Heidi Allen MP	16 March 2018 – posted to website and facebook	Completed
ElanCity – information radar speed sign	PC meeting 26/03/18	
Carbon Smart – information on funding to conduct renewable energy feasibility projects	PC meeting 26/03/18	
NHS Diabetes UK – Public Engagement Events poster	15/03/18	Completed
A14 Open Doors event Sat 24 th March	Posted to Website and Facebook	Completed 8/3/18
New children's badminton club to start up at SVC – asking for PC support of an SCDC Community Chest Grant application	Replied to say yes PC would support this	Completed 1/3/18
CAPALC – Reminder for EGM 22 nd March; NALC Chief Exec Bulletin;	Forwarded to Cllrs	22 nd March PC Mtg
ICO – latest news updated re GDPR		

Issues Log

13 issues were reported to SPC by residents during March 2018

Date	Issue	Additional Information	Follow up and/or complete	Outstanding
26-Feb-18	Litterbin lid broken/missing, Moat Way play area		Clerk requested quote for new lid	Awaiting quote Quote received – to go to 26 th March PC Meeting
26-Feb-18	Parked vehicles, High St	Resident reported dangers of vehicles parked alongside The White Horse Inn, along High St. Particularly when turning right out of Black Horse Lane, vehicles from Over are on the wrong side of the road.	Passed on to Parish Council meeting 26/02/18. Clerk explained that vehicles are legally parked, although may be considered in a dangerous area of the road. Council requested formal request to Police to visit to check and ticket illegally parked vehicles.	Clerk to write to Police 15/03/18 – Police replied will visit when possible and will deal with DYL parking accordingly.
26-Feb-18	Newt habitat being dismantled Home Close	Resident reported concern re the pile of bricks newt habitat in 'wildlife' area between Home Close and Moat Way. Young children are dismantling it and piling bricks up elsewhere around the site.	Clerk contacted Laragh Homes who own this area. Laragh replied they believed Greenwillows the Conservation consultants should be managing the area and will liaise with SCDC (who own housing area).	Awaiting response from Laragh Homes
26-Feb-18	Parking on grass at Swan Pond Station Rd	Resident emailed to say their builders vans have been parking on grass by Swan Pond. Building work almost complete and they will reinstate the damage – apologies given.	Passed info to Parish Council meeting 26/02/18. Clerk to check re neighbours to this property who are about to start more building work, so could be further damage to grass.	Awaiting response from homeowners.
2-Mar-18	Parked vehicles, High St	Another resident spoke to the Clerk about dangers of cars parked alongside The White Horse Inn along High St.	Passed on to Parish Council (as above issue)	
5-Mar-18	Lack of gritting of footpaths over 1 & 2 March.	Resident concerned over slippery footpaths due to compacted and icy snow.	Clerk replied to explain gritting responsibilities	Completed
5-Mar-18	Dog on dog attack	Resident informed PC of a dog attack on his dog on 26 th Feb.	Forwarded to Cllrs. SCDC informed.	SCDC confirm Enforcement Notice in place, dog owner to contact SCDC if wishes to pursue this.
12-Mar-18	Resident notified PC of work to Turnbridge Drain	Vegetation clearing work has not cleared drain, only overhanging vegetation	Clerk to contact EA to request drain banks are cleared	

12-Mar-18	Resident notified PC of torn limb in Cedar Tree at north end of Swan Pond	Large limb over the road high up in the tree has been torn in half.	Clerk carried out a visual inspection of the tree and called Tree Surgeon. Limb is not completely torn away. Tree Surgeon to visit late afternoon to make it safe.	Branch removed and tree made safe 14/03/18
13-Mar-18	Resident emailed to request agenda items	PC to consider future use of Longstanton-Oakington airbase road. Protection of grass verges around the village during building work Dog fouling on the Rec Green and High St	Agenda items for 26 th March meeting	
16-Mar-18	Email re personal harassment in the village	Resident asked to inform the Police		
19-Mar-18	Resident reported potholes in Whitton Close. Also Buckingway Rd cycleway needs clearing.	Directed resident to CCC online reporting website		
20-Mar-18	Resident notified of two blocked road gullies, nr entrance to The Farm, Boxworth End		Reported online to CCC	