



Swavesey Parish Council - Clerk's Report

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

Purpose: Monday 23rd April 2018. To highlight matters on agenda and update on issues and actions since last meeting.

ACTIONS:

Council and Administrative Matters	Actioned	Due Date
SLCC Membership News Bulletin – circulated and actioned as required	Clerk	Completed
Letter to County Archives to request loan of Inclosure Award and map to the Parish Council for exhibition during Swavesey Festival	Clerk	Completed
GDPR training attended by Clerk 15/03/18 Policies, processes etc now to be set up place by 25 th May – compliance date. Update from CAPALC re option to participate in a County-wide DPO service, more info will be distributed with CAPALC Annual subscription	Circulated to Cllrs Circulated to Cllrs	Completed By 25 th May 2018 To be considered with subscription
SCDC Weekly Bulletins	Fwd to Cllrs	Completed
PC Annual Report – to draft for approval in May. Annual Report Summary for Meridian Magazine	Clerk Clerk	May AGM Completed
Projects		
BT Phone Kiosks – Grant application submitted to A14 Community Fund. Panel deadline 1 st May. EOI declined 06/04/18 – following discussion EOI will be re-written and resubmitted w/c 09/04/18 EOI accepted, full application to be submitted	EOI submitted 15/03/18 Re-submitted	May 2018 By 30 th April

Highways & Footpaths Matters inc A14 Improvement Project	Actioned	Due Date
Oakington-Longstanton road – temporary closure notice	04/04/18 Clerk submitted objections	Completed
Speed sign – Clerk to meet with A14 Team and other Clerks re future use of the speed sign	Request made 12/03/18; chased 19/03/18 Awaiting mtg date	23 rd April 2018
CCC Roadworks and Events Bulletin 1-15 April	Posted to website and facebook	Completed
w/c 09/04/18 – County Cllr to meet with Highways Engineer re Market St potholes and water damage – date TBA	Cllr MS	
A14 works road closure notices - weekly	Posted to website and facebook	Completed
Guided Busway car park – request to CCC (via County Cllr) as to whether CCC would asset transfer the car park to the PC. Clerk to investigate potential grant funding, should the PC take ownership of this land. Also to contact Over Parish Council re future maintenance. Clerk to contact CCC re cost of improving the car park surface CCC to provided budget costs. Potential grants and funding to be investigate	01/03/18 10/04/18	26 th March 2018

Police, Crime & NHW Matters	Actioned	Due Date
Speedwatch – Group to confirm their co-ordinator. Knapwell/Boxworth equipment available for Swavesey to use from 20 April to end of month.	Passed on to Group to action	End April

Public Open Space & Community Buildings Matters	Actioned	Due Date
Dog fouling – increasing amounts on recreation green, High St and other areas.	Investigate Dog Control Orders,	End April

	designated dog areas perimeter of recreation green. More signs Cllrs to hand out leaflets	
Grass verge protection – Policy statement to be drawn up for residents where building work means contractor vehicles damaging verges and grass areas.	Clerk	End April
Spartans Football Club – comment to the Clerk about the poor Astro turf facilities at SVC compared to others within a 10 mile radius. Would there be S106 money available to fund/build a full adult size 4G facility in Swavesey?	To be put to Council to consider as part of playing field land	When land negotiations complete
3/4/18 - Spartans Football Club contacted PC re allowing Bar Hill adults team to use the recreation green on Thurs eve 5 April and Mon eve 9 April, as their pitch is waterlogged. Thurs 5 April went ahead. Mon 9 th April postponed. Request made for Weds 11 th April. 09/04/18 – Clerk asked Football Club to review Weds game due to amount of rainfall. Tel call 11/04/18 and agreement made to postpone Bar Hill game 17/04/18 New request received for postponed game to be played this weekend	Emailed out to Cllrs for comments	By end 3/4/18 Completed
18/04/19 – Clerk to meet with Community Pavilion Trustees to discuss improvements to the building and potential grant funding	Meeting arranged for 18/04/18	

Drainage & Flood Risk Matters	Actioned	Due Date
31/03/18 – Flood Alert warning issues on River Gt Ouse from Beds to Cambs, incl warning for Swavesey Drain. 11/04/18 – Flood Alert warning issued as above.	Circulated to Cllrs	ongoing
16/04/18 – EA correspondence to arrange a meeting with Cllrs to discuss flood modelling data	Circulated to relevant Cllrs	1 st May 2018

Planning Matters inc Neighbourhood Plan Project	Actioned	Due Date
NH Plan – to sign and return the MoU with SCDC. 12/04/18 – request to Steering Group to complete the timeline before the MoU can be returned.	Clerk	As soon as
37 Market St – to speak to Planning Officer re progress on permitted work at this site, in particular construction management plan. To discuss potential of using east end of Market Street green as a site delivery/turning area, if protected and reinstated by contractor.	11/04/18 - Clerk contacted SCDC Awaiting contact from Agent	23 rd April 2018
<u>S106 Playing Field Land</u> 21 st March – response received from landowner's solicitor re amendments to the Lease for the playing field site Following meeting on 26 th March – further comments sent back to landowner's solicitor. 09/04/18 – responses to comments from Solicitor – to be discussed at Planning Meeting 12 th April. Circulated to Cllrs.	To report to PC meeting 26 th Mar. 27/03/18 Discussion at Planning Mtg 12 th Apr	Completed Completed Completed
17/04/18 – To arrange meeting between Cllrs, Solicitors and SCDC 23/04/17 – Full Council – Resolution tabled to accept or decline Lease	Clerk Clerk	Completed 23 rd April 2018
Planning Application comments to be returned to SCDC – no applications received at time of publication 17/04/18	Clerk	Completed

Finance Matters	Actioned	Due Date
Year End: HMRC final payment submission made and P60 forms issued PC Accounts: Draft I&E and Balance sheet figures produced for Annual Parish Meeting 11/04/18 Pension: Year end pension report to be sent to CCC.	Clerk	Completed Completed
New Financial Year: Accounting s/w, HMRC and pension forms to be set up for new year	Clerk	Completed By mid-April

General Correspondence	Actioned	Due Date
CAPALC and NALC News Bulletins	To meeting	23-04-18
CPRE Newsletters	To meeting	23-04-18
Heidi Allen MP Newsletter	To meeting and publish online	23-04-18

Facebook Statistics this month

Posts from Swavesey Parish Council reached 826 people and had 189 engagements this week.

Highest post reach: Speed sign data published 06/04/18 reached 2,100, Engagement of 1,800

Second highest: Parish Council statement of persons nominated 06/04/18, reached 1,100, Engagement of 181

Issues Log

9 issues were reported to SPC by residents during April 2018

Date	Issue	Additional Information	Follow up and/or complete	Outstanding
	Grass verge damage		Clerk to report contractor vehicles to SCDC re building works. Posts to be discussed by PC on 23/04/18	
13/04/18	Damage to grass verge in Middle Watch	Request from another resident for wooden posts to protect a different area of grass verge from damage by parking	13/04/18 Clerk replied that a request will be put through to CCC Highways	
12/04/18	Damage to grass verge in Whitton Close	CLlr contacted about damage by contractor vehicles parking on grass verge	Reported to Clerk, to follow up with other grass verge requests.	
11/04/18	Resident complained about deep pothole in Gibraltar Lane	Clerk reported to CCC Highways for urgent repair	16/04/18 – CCC confirm pothole temporarily repaired on 13 th April	Completed
27/03/18	Damage to grass verge in Middle Watch	Request from resident for wooden post to replace missing post, to protect grass verge from damage from parking	11/04/18 Clerk met with resident. Request put through to CCC Highways	
5-Apr-18 10-Apr-18	Further email correspondence re lorry traffic in Boxworth End	Clerk corresponding with resident in more detail on CCC Highways procedure and traffic calming	Circulated to Cllrs and for discussion	
4-Apr-18	Resident emailed re lorry traffic in Boxworth End	Increase in lorry traffic through Boxworth End. Would PC write to haulage companies – three in particular?	Email circulated to Cllrs and reply sent to resident. To be discussed further at Annual Parish Meeting and Parish Council meeting	Completed 23/04/18
2-Apr-18	Flooding of rear garden 47 Gibraltar Lane	Due to overflowing drainage ditch following prolonged rainfall	Reported to CCC Highways 3/4/18 – to jet culvert under Gibraltar Lane to ensure water can flow	
26-Mar-18	Apple tree by Swan pond	Broken branch, requires pruning	Clerk contacted local contractor to prune tree	
From March 2018				
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). Clerk forwarded info on SVC Experience Week, to Laragh	Awaiting response from Laragh Homes 16/04/18 – Laragh meeting with SCDC on 19 th to discuss.

Agenda Notes

- Matters to Report 2018/04-5** See actions listed above
- CCC Business
 Grass Verges – three requests from residents for three sections of grass verge along Middle Watch where vehicles park on the grass and cause damage, for wooden posts to be installed to protect the grass. This is CCC land and posts cannot be installed without CCC permission. A request has been put through to CCC Highways but no reply yet. However in two instances it will just be replacing missing posts. In one area it is new posts.
- Boxworth End – noting increase in HGVs travelling through the village this past month. May be partly due to the closure of the Bar Hill A14 flyover for a week. Three contractors identified: Mick George, G Webb and Cardinalis. Resident has written to the companies, would PC also write?
 Speeding along Boxworth End is another issue raised, with a request for the PC to consider discussions with CCC Highways to provide traffic calming. Particularly in the light of the speed data recently collected.
- Fen Drayton Rd – Further to meeting with Bloor Homes and replies from CCC Highways re speed limit changes along Fen Drayton Road, Council to consider a formal approach to CCC Highways and Bloor Homes re a reduction in the speed limit near the Bloor Homes development site.
- Rose & Crown Road – Request to consider a reduction in the speed limit along R&C Rd.
- 2018/04-9** Village Matters & Maintenance
 Request to reconsider whether parking could be provided on the front of the Recreation Green
 Request to consider if the pond could be filled in to provide parking
 Village College Experience Week – to consider potential projects which students could be involved with.
 Scouts Litter Clearing – to consider areas of the village which Scouts could litter clear.
- 2018/04-10** Drainage – Request from the EA for meeting to discuss modelling results. Confirmed for Tues 1st May.
- 2018/04-11** Neighbourhood Plan - DH to report on progress and actions
- 2018/04-12** Planning
 General review of final draft of Lease, discussions of 17th April, followed by vote on Resolution to accept the offer of the lease on the land
- 2018/04-13** Finance
 Accounts published separately
 Draft end of year accounts/budget circulated to Cllrs for review
 Annual Governance & Accountability Return received. To be approved and returned to external auditors by Mon 11th June.
 Effectiveness of system of internal audit to be approved by Council
 National Pay Award update – Agreement reached by unions for two-year pay award. Final details due out next week.

April Accounts Report

Swavesey Parish Council DRAFT PAYMENTS LIST: (Cheque order) Vouchers 1 to 19

Vchr	Payment Cd	Name	Description	Amount
1	D/D	34 Virgin Media	Telephone & Broadband	36.00
2	BACS	42 Scribe 2000 Ltd	Annual s/w Licence	416.40
3	BACS	50 Buchans Grounds Maintenance	Grasscutting	218.46
4	BACS	5 Buchans Grounds Maintenance	Grasscutting (verges)	373.97
5	BACS	92 Buchans Grounds Maintenance	Grasscutting	39.78
6	BACS	59 Cambridgeshire County Council	Streetlighting	39.17
13	BACS	56 Elliotts	Tape	2.99
12	BACS	44		
7	BACS	87 Staff Costs	Staff Costs	2,078.00
8	BACS	82		
9	BACS	43		
10	BACS	32 Linda Miller	Postage	1.32
11	BACS	30 Linda Miller	Mileage	9.00
15	BACS	7 Swavesey Memorial Hall	Running costs Grant	2,000.00
16	BACS	107 Over Day Centre	Grant	500.00
19	BACS	9 Swavesey Festival Ltd	Grant	1,375.00
14	002368	102 Swavesey Festival Ltd	Festival pitch	20.00
17	002369	8 St Andrew's PCC	Churchyard Maintenance Grant	190.00
18	002370	8 Non-Conformist Cemetery	Cemetery Maintenance Grant	190.00
TOTAL				7,490.09

RECEIPTS

CCLA Interest	24.78
Parish Precept 50% (due in by end April)	31,700.00

Bank Balances - reconciled against statements	£
Lloyds Current a/c	10-04-18 8,207.85
Unity a/c	31-03-18 13,913.77
CCLA - Public Sector Deposit Fu	31-03-18 78,900.56
OPTIMUM card	19-03-18 194.28