

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 26th March 2018

PRESENT

Mr W Wright (Chairman)

Councillors : Ms L Boyes, Mr J Dodson, Mr S Faben, Mr D Hunt, Mr M Johnston, Ms H Parish,
Mr J Pook, Ms S Smith, Mr K Wilderspin

Clerk : Mrs L Miller

In attendance

Parishioners : 3

County Councillor: Ms M Smith

District Councillor: Mrs S Ellington

Item

Power Action

2018/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

03-1 L Boyes (late arrival), Mr C Parsons (personal)

2018/

03-2 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.

2018/ **Meeting suspended to allow 10 minutes for the public participation forum and for persons**
03-3 **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 MEETING DATED 26th February and 8th March 2018

03-4 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)

(i) Noted that the Police had visited Market St and issued a parking ticket for parking alongside a double yellow line.

4.2 Clerk's Report – noted as published, together with issues and actions list.

2018/

03-5 COUNTY COUNCIL BUSINESS

5.1 **Highways Maintenance updates**

(i) Noted that potholes around the village and county are increasing and often deep and dangerous. County Cllr Ms M Smith confirmed that CCC Highways do now have the dragonpatcher machine which is helping, however concerns were raised that potholes do reoccur and that roads will soon need completely resurfacing.

County Cllr Ms M Smith will ask for an update on pothole fixing.

Parish Cllr Ms S Smith asked if CCC has a strategy for heavy traffic/lorries as this is causing increased damage to the roads. County Cllr Ms M Smith will ask.

Cllr
MS

(7.40pm – Cllr L Boyes arrived)

- (ii) Cllr Mr Wilderspin reported that he believes a burst water main alongside the southern edge of Market Street green is causing the continual standing water in this area. Cambridge Water has been notified but they do not believe a main has cracked here. Request made that CCC Highways investigate as the water is causing long-term damage to the highway in this area.
- (iii) TTRO – notice of temporary closure of the footpath between Gibraltar Lane and Priory Avenue, in order to lay new surface water drainage system. Will take place during w/c 28th May (school half-term). No objections raised.

Cllr
MS**5.2 Guided Bus Car Park**

Should the Parish Council seek an Asset Transfer of this land to the Parish, in order for the Parish Council to apply for grant funding to improve the area? Council agreed to investigate this further and seek support from Over Parish Council, before progressing an asset transfer request.

Clerk

5.3 Temporary closure of Longstanton Rd (Oakington airfield road) from 21st May 2018 to 20th December 2019. Parish Council raised strong objections. Although the road is not a general use public road, lots of traffic does use it to access local villages and in particular slow moving agricultural vehicles. The closure will push slow moving vehicles onto the A14, or via other less suitable village roads. Council also understands that an application will follow to permanently close the road, which the Parish Council also objects to. Objection to be sent to CCC Streetworks.

Clerk

5.4 Correspondence for information and items for County Councillor

- (i) LHI Scheme – not successful in CCC Funding. County Cllr Ms M Smith reported that she understood the A14 Community Fund would be assisting villages alongside the A14 works with LHI funding, so the project might still go ahead. The Clerk should hear very soon from CCC Highways.

2018/

03-6 DISTRICT COUNCIL BUSINESS**6.1 Correspondence for information and items for District Councillor**

- (i) Your Place, Our Plan – brochures received and circulated.
- (ii) Notice of Election – posted online and on parish noticeboard
- (iii) Thank you from Swavesey Spartans Football Club for the support from the Parish Council towards the improvements to the football pitches on the green

2018/

03-7 A14 IMPROVEMENT PROJECT

The Bar Hill flyover will be closed from 3rd to 10th April.

2018/

03-8 TRAFFIC SPEED THROUGH THE VILLAGE

- (i) Speed camera trial. Data from the camera installed along Boxworth End for the first three weeks in January reviewed. Cllrs shocked by high speeds recorded over 50mph and as high as 72mph. Council would like to have use of the sign again in other areas of the village. The Clerk to follow this up with the A14 Team (who own the sign) and the other villages who took part in the trial.
- (ii) Speedwatch. Locations through the village now approved by Cambs Constabulary and loan of the equipment arranged. Speedwatch sessions to commence during April.

Clerk

2018/

03-9 NHW and POLICE BUSINESS - No items to report

2018/

03-10 VILLAGE MATTERS

- 10.1** Issues reported during the month noted on the Clerk's report.
Cedar Tree, Station Rd - broken branch removed and tree checked for safety.
Cost for tree surgeon's work approved, £48.00

1

10.2 Grass verges

Concerns raised over vehicles parking on and damaging grassed areas, particularly where property extensions are taking place and builder's vehicles are parking. Swan Pond and Market St identified in particular. The Clerk had corresponded with a property owner at Swan Pond who has confirmed they will reinstate the damaged grass areas when the building work is completed. Council agreed that a general policy/statement should be drawn up which can be given to property owners in such circumstances to ensure that reinstatement work is completed.

Clerk

Market Street – it was requested if more wooden posts could be installed along the verge into Cow Fen (north side) before any building work to No.37 Market Street commenced to ensure the verges are not damaged. The Clerk to speak to the Planning Officer with regard to the Construction Plan, of which a draft has not yet been seen.

Clerk

Also suggested that the eastern end of Market Street might be used as a construction vehicle/delivery site, if adequately protected and if the contractors made-good at the end of the construction. This would help to protect other areas and reduce the congestion and issues that will arise with delivery and construction vehicles having to access the site. To be discussed with Planning Officers and site owners.

Clerk

10.3 Dog Fouling

Concerns raised over amount of dog fouling on the recreation green, High St and other areas. Discussion over whether dogs could be banned from the recreation green, or if a designated area around the edge only could be enforced, or if a Dog Control Order could be placed on the recreation green. The Clerk to investigate further and to put a notice on the facebook page to say that the Parish Council is looking into this.

Clerk

Cllrs also volunteers to hand out leaflets to dog walkers on the recreation green.

10.4 Festival 2018

Cllr Lisa Boyes declared a registered interest as Chairman of the Festival Committee. There will be a village history exhibition at St Andrew's church over the first week of the Festival and the organiser has asked if the Parish Council would write to the County Archives to obtain a loan of the Swavesey Inclosure Award and map for the exhibition. Approved.

Clerk

2018/

03-11 DRAINAGE

No update from the Environment Agency (EA) this month.

District Cllr Mrs Ellington reported that she understood funding for the Mare Fen Drainbank work has been approved by the Joint Authority, this to be confirmed.

The EA's contractor has cleared the fallen tree from Turnbridge Drain and carried out minor vegetation clearing but no drain clearing.

No report received on the repairs to Church Drain doors.

The Clerk to write to the EA to ask about progress on the Swavesey flood modelling.

Clerk

(County Cllr Ms M Smith left the meeting)

2018/

03-12 NEIGHBOURHOOD PLANNING – To report on progress of project

Cllr Doug Hunt gave an update on NH Plan progress and that the Group is working to draw up a Character Assessment for the village.

South Cambs District Council, as part of their support towards NH Plans, has produced a Memorandum of Understanding for NH Plan Groups to sign up to. The Steering Group recommends the Parish Council signs the document. Proposed and approved.

2018/

03-13 GDPR

Report circulated from the Clerk to update on GDPR requirements, following a CAPALC training working on 15th March and receipt of the NALC Toolkit.

SLCC Toolkit is due out this week. One of the main outstanding items is how Parish Councils are to comply with the requirements to employ a Data Processing Officer, as the Clerk believes she is unable to take on this role due to the conflict of interest in being the main Data Processor for the Council. CAPALC are investigating a County-wide DPO service which Councils can buy into. Further details will be circulated from CAPALC over the next month. The Clerk now to prepare the Privacy Statement and other policies required for compliance by 25th May and the plan showing what documents are required and when they will be provided.

Clerk

2018/

03-13 PLANNING**13.1 To consider correspondence received**

- (i) Report given on meeting with CCC Education Officers, attended by the Chairman, Clerk, District Cllr Mrs Ellington and County Cllr Mrs Harford. Explanation of how CCC calculates future pupil numbers for schools and how it then plans for S106 requests from major housing developments.
- (ii) Ref: S/0819/18/DC – 136 Boxworth End – Discharge of conditions 3 (materials) and 4 (boundary treatment) of planning permission S/3871/17/FL – for info. Noted.
- (iii) 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. Response required by 2nd April 2018. No objections raised.
- (iv) Land north side of Turnbridge Court – To note Deed of Covenant signed by Parish Council re sale of property.

13.2 Revised Lease Offer - playing field land re development, 18 Boxworth End –review

Report on revised Lease circulated and discussed, queries to return:

1. Clause 17 – why a 5 year restriction on allowing grazing prior to commencement of development? Raising funding for the project could take longer than 5 years, due to trigger points of S106 receipts, therefore grazing of the land could be utilised for more than 5 years and if the restriction is in the Lease, then the Council could be in breach. Request to be made for no restriction time on grazing.
2. Peppercorn rent – to clarify if this is fixed and exactly what level is it fixed at?
3. Who would be liable if contamination is found when work starts on the field – the landowner or leaseholder?
4. Would EIA and archaeological reports be required prior to development?

Clerk

13.3 To consider planning applications received

- (i) Ref: S/0647/18/FL – **8 Ramper Road**, Mr Kwun, Lee. Rear and side extensions and add second storey following demolition of previous extension and garage. No objections
- (ii) Ref: S/0756/18/FL – **5 Buckingham Business Park, Wallwork Ltd**. Proposed external storage tanks and GRP housing for plant equipment. No objections
- (iii) Ref: S/0531/18/FL – **Land adj Cygnus Business Park. Stoneglan Ltd**. Two semi-detached dwellings with associated access and landscaping. Objections and comments as for previous application Ref: S/3022/17/FL 15th Sept 2017, apart from comment re potential through road to additional land as this is now not the case.
- (iv) **Tree works in Conservation Area** – 31 Black Horse Lane, to fell an Ash Tree to allow for room to install a gate to the property. No objections

13.4 Permissions, Refusals , Appeals None

2018/

03-14 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 £10,257.05.

Bank Reconciliations:

Lloyds Current a/c	16-03-18	24,921.58
Unity a/c	16-03-18	7,513.39
CCLA - Public Sector Deposit Fund	16-03-18	78,875.78
OPTIMUM card	19-03-18	194.28

14.2 Notice of receipts received

CCLA Interest	27.61
Grant refund from Memorial Hall	60.00

2018/**03-15 GENERAL CORRESPONDENCE**

- (i) CAPALC and NALC News Bulletins; Reminder for EGM 22nd March; NALC Chief Exec Bulletin – noted.
- (ii) ElanCity – information radar speed sign – noted.
- (iii) Carbon Smart information on funding to conduct renewable energy feasibility projects, noted.
- (iv) NHS Diabetes UK – Public Engagement Events poster - displayed
- (v) A14 Open Doors event Sat 24th March - advertised
- (vi) New children's badminton club to start up at SVC – asking for PC support of an SCDC Community Chest Grant application. Support given
- (vii) ICO – latest news updated re GDPR - Noted

2018/**03-15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) Taylors Lane – a new vehicle gate has been provided in the repaired fence alongside Taylors Lane behind 19 Taylors Lane – was this there before? Concern raised that it would be dangerous to have a vehicle access at this point and a vehicle access was refused for the new house opposite. To be queried with Planning Enforcement.
- (ii) Children playing sign on Market St Green has fallen off the post, needs to be refitted – Cllr Stuart Faben offered to fix the sign.
- (iii) Query over why landscaping near the Grange entrance appears to have removed two potential car parking spaces. To be queried with the site owners.
- (iv) Request to discuss again, if parking could be provided on the Recreation Green to help with the general parking situation in the area. Also to consider whether the School pond could be filled in, to provide parking spaces. Next meeting agenda Item.
- (v) From Bloor Homes meeting, can anything be done re the speed limit along Fen Drayton Rd? The Clerk had written to County Cllr Mrs Harford for her thoughts, to be discussed at the next meeting.
For future discussions with Bloor Homes, to ask where the construction access will be.
- (vi) Request for a reduction in the speed limit along Rose & Crown Rd to be on the next meeting agenda.
- (vii) Query as to why the Primary School does not open its gate earlier in the morning, as parents and children are often waiting on the footpath in Middle Watch. The Clerk replied that the school does not open earlier as it would need additional staff in place in order to supervise children brought in before the start of the school day and it does not have the funding or staff to do this.

Next meeting dates:

Planning – 7.30pm Thursday 12th April 2018; Full Council – 7.30pm Monday 23rd April 2018

There being no further business, the meeting was declared closed at 10.15pm

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 23rd April 2018

PAYMENTS LIST

Voucher	Code	Date	Minute	Payment Ref	Description	Supplier	Net	VAT	Total
185	Telephone/Broadband	02/03/2018	2018/03-14.1	BACS	Telephone & Broadband	Virgin Media	30.00	6.00	36.00
186	PWLB Loan 2 - Pavilion	28/03/2018	2018/03-14.1	BACS	Loan repayment (Pavilion)	PWLB	2,442.73	0.00	2,442.73
187	Trees/Hedges/ditches	28/03/2018	2018/03-14.1	BACS	Tree Works	Atlas Tree Surgery	40.00	8.00	48.00
188	Recreation Green	28/03/2018	2018/03-14.1	BACS	Signs	Algar Signcraft Services (Cambridge)	110.00	22.00	132.00
189	Minute Binding	28/03/2018	2018/03-14.1	BACS	Minute binding	J S Wilson & Son (Bookbinders) Ltd	220.00	0.00	220.00
190	Meeting Room Fees	28/03/2018	2018/03-14.1	BACS	Meeting room hire	Swavesey Memorial Hall	138.70	0.00	138.70
191	Professional Costs	16/03/2018	2018/03-14.1	BACS	Neighbourhood Plan - Professional	Cambridgeshire ACRE	2,400.00	480.00	2,880.00
192	General Administration	28/03/2018	2018/03-14.1	BACS	Meeting room hire	Swavesey Memorial Hall	60.00	0.00	60.00
193	SLCC	28/03/2018	2018/03-14.1	BACS	SLCC Membership	SLCC	45.83	0.00	45.83
194	Mileage Claims	28/03/2018	2018/03-14.1	BACS	Mileage	Longstanton Parish Council	36.90	0.00	36.90
198	Postage	28/03/2018	2018/03-14.1	BACS	Postage	Linda Miller	1.32	0.00	1.32
199	Mileage Claims	28/03/2018	2018/03-14.1	BACS	Mileage	Linda Miller	51.30	0.00	51.30
195		28/03/2018	2018/03-14.1	BACS					
196		28/03/2018	2018/03-14.1	BACS					
197	Staff Costs	28/03/2018	2018/03-14.1	BACS	Staff Costs	Staff Costs	3,679.27	0.00	3,679.27
200		28/03/2018	2018/03-14.1	BACS					
201		28/03/2018	2018/03-14.1	BACS					
202	Staff Training	28/03/2018	2018/03-14.1	BACS	Training	CAPALC	35.00	0.00	35.00
203	Trees/Hedges/ditches	26/03/2018	2018/03-14.1	002367	Grounds maintenance	Edwin Parish	450.00	0.00	450.00
Total							9,741.05	516.00	10,257.05