

Swavesey Parish Council - Clerk's Report

To : All Councillors From : Linda Miller (Clerk) Date : 14th June 2018

Purpose: Monday 25th June 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
SCDC Weekly Bulletins	Fwd to Cllrs	Completed
NALC and CAPALC Weekly Bulletins	Fwd to Cllrs	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 Update from SLCC to confirm that a Government amendment to the Data Protection Bill will now exempt Parish Councils from the requirement to appoint a DPO	Circulated to Cllrs Circulated to Cllrs Circulated to Cllrs	Completed ONGOING Completed
Projects		
Scout Group litterclearing – to arrange loan of litterpickers, etc from SCDC	Clerk	26/06/18
Swavesey Village College Experience Week 9-12 th July: 9 th July – cleaning up and painting of millennium marker posts 10 th July – clean up of play equipment in Recreation Green play area	Clerk	w/c 09/07/18
BT Phone Kiosks – Grant application submitted to A14 Community Fund. Interviewed by CCF re grant 09/05/18	23/04/18	Completed Awaiting panel decision – July?

Highways & Footpaths Matters inc A14 Improvement Project	Actioned	Due Date
LHI Applications for 2019/20 funding opened. June PC Meeting Agenda To discuss: Traffic calming for Boxworth End, Speed limit reduction in Rose & Crown Road, footpath for Rose & Crown Road Speeding along Middlewatch, High St, School Lane raised on Facebook	To discuss at PC meeting June	Tues 31/07/18 25/06/18
Site meeting with CCC Highways Officer re footpath along Rose & Crown Rd Meeting held, to report to Cllrs at PC meeting 25/06/18	Clerk	05/06/18 25/06/18
Site meeting with CCC Highways Officer re 40mph reduction, report to PC	Clerk	14/06/18
Fen Drayton Road – speed limit reduction – discussions with CCC Highways and Bloor Homes	Meeting with Bloor Homes 12/06/28	12/06/18
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	
Market St footpath – to clear moss – request submitted, awaiting date	County Cllr	
Market St – bollard installation outside of newsagents – bollards on order, awaiting delivery and installation date	Clerk	Awaiting reply
Market St – cycle parking – investigate possible cycle racks and location	Clerk	
CCC Roadworks and Events Bulletins June	Website- Facebook	Completed
A14 works road closure notices - weekly	Website- 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 provide budget costs. Potential grants and funding to be investigated County Cllr now taking up costs of improvements with Officers. Planings should have been supplied during May (to check) Planings not supplied – County Cllr arranging to meet with Officers on site	01/03/18 10/04/18 23/05/19 June	On hold awaiting further investigation on costs

Police, Crime & NHW Matters	Actioned	Due Date

Public Open Space & Community Buildings Matters	Actioned	Due Date
Swavesey Institute 5-aside football fundraiser – Recreation Green Sat 23 rd June. To ensure all insurances, etc in place and to request parking arrangements to keep cars off of the High St/Middle Watch/School Lane	Clerk	By 23/06/18
RoSPA play area inspections – maintenance items raised.	Clerk to arrange repairs – In-hand	End June
Market St Green – two benches in need of repairs or replacement	Discuss at PC Meeting	25/06/18
Dog fouling – increasing amounts on recreation green, High St and other areas. Notice to be posted on website and Facebook	Investigate Dog Control Orders, designated dog areas perimeter of recreation green. More signs Cllrs to hand out leaflets 24/04/18	End April Completed
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
Clerk to draw up list of potential S106 funded projects for Council to consider re improvements to the Community Pavilion Pavilion Trustees to provide project costs for further discussion Clerk to provide costs for improvements to the recreation green for access to the pavilion	For discussion at May Council Mtg Trustees June PC Meeting Deferred to July Mtg due to holidays	Completed As soon as 25/06/18 23/07/18

Drainage & Flood Risk Matters	Actioned	Due Date
16/04/18 – EA correspondence to arrange a meeting with Cllrs to discuss flood modelling data. Meeting completed, report to May AGM Clerk to forward meeting report to Heidi Allen MP	Circulated to relevant Cllrs Sent 01/06/18 – awaiting response	1 st May 2018 21 st May 2018

Planning Matters inc Neighbourhood Plan Project	Actioned	Due Date
Planning Enforcement – request to SCDC to investigate noise and nuisance re dogs on land at Cow Fen Drove Further request from resident for follow-up from SCDC re continued noise – awaiting SCDC response	Clerk	26/04/18 04/06/18
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

Finance Matters	Actioned	Due Date
Monthly payments and receipts – see below		

General Correspondence	Actioned	Due Date
Letter from resident re various areas of open space, how they are maintained and whether wildlife planting and maintenance could be considered	To PC meeting	25/06/18
Letter from resident – re tree maintenance and future planning for replacement trees around the parish	To PC meeting	25/06/18
CAPALC – Share the Vision-Shape the Future workshop day, 29 th June	Circulated to Cllrs	07/06/18
NALC June Newsletter	Circulated to Cllrs	07/06/18
Update from CCG Governing Body 24 May and CCG Accountable Officer Role	Circulated to Cllrs	

Facebook Statistics this month (13 May-9 June)

Posts from Swavesey Parish Council reached 3,873 people

1,053 Post engagements this month (number of shares, Likes, comments, etc)

Highest post reach: 3,200 people (Community Speed Watch)

Next highest: 892 and 875 both were A14 road closure notices; 763 and 926 both NH Plan notices

Issues Log

Issues reported to SPC by residents during June 2018

Date	Issue	Additional Information	Follow up and/or complete	Outstanding
11/06/18	Overhanging vegetation	Footpath between Black Horse Lane and Moat Way	To follow up and clear as necessary	
11/06/18	Swear words written on children's play equipment		Investigated, could not find issue, rain over weekend may have cleared it?	
25/05/18	Footpath surface repairs	Resident enquired about maintenance to footpath along High St	Advised to contact CCC online and report the issue online. County Cllr also informed	
18/05/18	Tree branches left nr drainage ditch, School Lane	District Cllr spoke with resident re clearing the branches	Completed	
30/05/18	Overhanging vegetation	Hedges/brambles overhanging cycleway Over Rd	Reported to CCC Highways online	Awaiting CCC reply and action
30/05/18	Cedar tree branches obscuring visibility along Station Rd	Request to cut back branches for safety	Clerk to assess. Conservation Area consent required	
31/05/18	Large bag of rubbish left on Market St Green	Cubic metre bag full of rubbish left by waste bin. From Barrel Rolling?	Clerk requested SCDC to collect with this week's village collection (may not be until Mon 4 th June. Could be cost?)	
31/05/18	Speeding and safety along High St /School Lane/ Middle Watch	Conversation on Facebook re speeding and safety	Comment added to link to CCC traffic calming options. Invite for residents to attend PC meeting to speak to Council	

June Accounts Report

13 June 2018 (2018-2019)

Swavesey Parish Council DRAFT PAYMENTS LIST: (Cheque order) Vouchers 41 to 57

Vchr.	Payment	Cde	Name	Description	Amount
41	BACS	33	Viking Direct	Stationery	31.52
42	BACS	62	RoSPA Playsafety Ltd	RoSPA site inspections	88.20
43	BACS	63	RoSPA Playsafety Ltd	RoSPA site inspections	121.80
44	BACS	95	Cambridgeshire Cricket Ltd	Verti-draining recreation	375.00
45	BACS	25	South Cambridgeshire District	Election expenses	165.00
46	BACS	26	John Pook	Legal Expenses	5.00
47	D/D	34	Virgin Media	Telephone & Broadband	36.00
48		30			
49		32			
50		43			
51	BACS	87	Staff Costs	Staff Costs	2,667.45
52		82			
53		45			
54		44			
55		5			
56	BACS	92	Buchans Grounds Maintenance	Grasscutting	1,330.37
57		50			
				TOTAL	<u>4,820.34</u>

NB at time of publication 14th June, further payments are still to be notified. The report will be updated Mon 25th June