



Swavesey Parish Council - Clerk's Report

To : All Councillors From : Linda Miller (Clerk) Date : 17th July 2018

Purpose: Monday 23rd July 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 – Policies adopted and published. Asset register still to be completed		ONGOING
Projects		
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 To Report: Both projects completed – only two millennium posts painted. Ramper Rd one was too hidden to clear in the time and with the equipment. Could ask Trevor to do this one? Cow Fen Drove post is damaged, need to decide what to do about it.	Clerk	w/c 09/07/18 COMPLETED
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 Submission deadline 31 st July – July PC to approve final submission	To discuss at PC meeting June	Complete 23 rd July 2018
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
Carters Way-Priory Ave POS. Drainage investigation completed – 11/07/18. Drains have entirely collapsed and need to be replaced with either new soakaway or Aco drains to connect into existing SW system. To be discussed with PC and CCC.	Agenda 23/07/18	
Market St Green – two benches in need of repairs or replacement	Discuss at June Meeting 16/07/18	Completed Awaiting reply
Investigation into potential sponsorship or support of cost		
Dog fouling – increasing amounts on recreation green, High St and other areas.	Investigate Dog Control Orders, designated dog areas perimeter of recreation green. More signs Cllrs to hand out leaflets 24/04/18	End April Completed
Notice to be posted on website and Facebook		
Grass verge protection – Policy statement to be drawn up for residents where building work means contractor vehicles damaging verges and grass areas.	Clerk	Outstanding
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
Heidi Allen MP to write to Minister for the Environment to support the PC. PC to draft letter on MP's behalf	July 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. Request sent to site Agent for PC to be included in drafting of construction management plan	11/04/18 - Clerk contacted SCDC Awaiting contact from Agent June 2018 – awaiting reply	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 Clerk to meet with resident re proposals	25/06/18 July/August

Facebook Statistics this month (17 June to 14 July)

Posts from Swavesey Parish Council reached 1,794 people

3,661 Post engagements this month (number of shares, Likes, comments, etc)

Highest post reach: 1,300 people (Mick George lorries)

Next highest: 1,100 recycling bins at St Andrew's and a number of posts reaching 850-1,000 all were A14 road closure notices; 844 reached re Recreation Green safety notice

Issues Log

Issues reported to SPC by residents during July 2018

Date	Issue	Additional Information	Follow up and/or complete	Outstanding
08/07/18	Footway surface broken and needs resurfacing/repairing	Outside of two properties where building work has been taking place	Directed correspondent to CCC online reporting and reported both to Area Highways Officer	
7/8 & 14/15	Lots of comments on facebook re A14 overnight closures and HGV traffic through the village		PC fully aware, Cllrs in contact with A14 Team weekly (often daily). Meeting attended 2 nd July. PC continues to lobby for improved signage and closure patrols	
04/07/18	Large bag of rubbish on Market St Green	Has been there since Barrel Rolling event.	Been reported to SCDC by telephone and email, request to collect.	Awaiting a reply from SCDC re collection.
02/07/18	Water leak by Swan Pond – now over 2 weeks.	Leak is under Market St, Camb Water aware. Water is following ducting into Station Rd	Market St dug up and leak repaired	Completed
27/06/18	Sewage smells from Turnbridge Drain	Reported to Cambridge Water.	Immediate follow up and pumping out of culvert	Completed
	Report of overgrown vegetation obscuring visibility at Middle Fen Drove crossing of Guided Busway	Reported to CCC by Cllr M Smith on 12./06/18	Cllr M Smith to chase up cutting work to clear overgrowth.	
11/06/18	Overhanging vegetation	Footpath between Black Horse Lane and Moat Way	To follow up and clear as necessary	Cut back in June work
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 Quote requested , then apply to SCDC for approval.	July
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? Chased 3 x since.	Outstanding – chasing SCDC

July Accounts Report

Swavesey Parish Council DRAFT PAYMENTS LIST: (Cheque order) Vouchers 61 to 78

Vc	Cheque	Cd	Name	Description	Amount
64	BACS	66	Algar Signcraft Services	Signs	66.00
65	BACS	50	Buchans Grounds Maintenance	Grasscutting	527.76
66	BACS	5	Buchans Grounds Maintenance	Grasscutting (verges)	373.97
67	BACS	92	Buchans Grounds Maintenance	Grasscutting	79.56
68	BACS	51	Buchans Grounds Maintenance	Shrub maintenance	326.54
69	D/D	78	Cambridge Water	Allotment - water rates	43.12
70	BACS	33	Viking Direct	Stationery	25.97
71	BACS	64	Dalrod UK Ltd	Drain inspection	1,500.00
72	BACS	43			
73	BACS	30			
74	BACS	87	Staff Costs	Staff Costs	2,346.94
75	BACS	82			
76	BACS	44			
61	D/D	34	Virgin Media	Telephone & Broadband	36.58
62	BACS	68	Stan the Computerman	Laptop PC repair	55.00
63	002372	56	Oakington Garden Centre	Compost	50.00
77		24	Unity Bank	Quarterly charges	18.00
78		39	Norton.com	Norton anti-virus s/w renewal	29.99
TOTAL					5,479.43