

# *Swavesey Parish Council*

7.30pm

**Minutes**

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street  
Monday 25<sup>th</sup> June 2018

**PRESENT**

Mr W Wright (Chairman)

Councillors : Miss L Boyes, Mr J Dodson, Mr S Faben, Miss H Parish, Mr C Parsons, Mr J Pook,  
Mr K Wilderspin

Clerk : Mrs L Miller

In attendance

Parishioners : 2

District Councillor: Mrs S Ellington

**Item****Power Action****2018/ TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

- 06-1** Cllrs Mr M Johnston (holiday), Mr D Hunt (work), Ms S Smith (work)  
Cllrs Ms L Boyes – late arrival, Mr J Dodson – late arrival

**2018/****06-2 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  
06-3 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 MEETINGS DATED 21<sup>st</sup> May and 14<sup>th</sup> June 2018**

- 06-4** It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes of 21<sup>st</sup> May with no amendments.  
The Minutes of the 14<sup>th</sup> June were deferred due to the Clerk's recent annual leave.

(7.35pm - Cllr Mr J Dodson arrived.

- 4.1 Matters to report from previous minutes** (for information)  
(i) As noted in the Clerk's report.  
**4.2** Clerk's Report – noted as published

**2018/****06-5 COUNTY COUNCIL BUSINESS****5.1 Highways Maintenance updates**

Potholes in Market Street are being repaired this week.

**5.2 Local Highways Improvement Scheme – Bids for 2019-20**

A report on potential projects for consideration was circulated, including costs and Parish contribution (minimum of 10% of project cost). The suggestion of a footpath along Rose & Crown Road is not possible, due to road width and lack of space within the Highway verges.

Traffic calming for Boxworth End needs detailed consultation with residents as to the best option which could not be carried out before end July.

It was proposed that a traffic calming scheme be a separate project to consult on later this year/early next, with a view to applying for funding next year. A 40mph buffer zone in Rose & Crown Rd and extension of the 30mph limit was proposed and accepted. This would cost approx. £4,500, with the Parish Council proposing to put in £500.

As Bloor Homes were being asked to apply for a 40mph buffer limit in Fen Drayton Rd, with Ramper Rd already with a buffer zone, one in Rose & Crowd Rd would help to bring all entry points to the village within a lower speed limit.

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Comments from residents on speeding issues through the village were noted and discussed. The impact of the A14 works would be discussed under Agenda 7.

(7.45pm – Cllr Ms L Boyes arrived)

### 5.3 Correspondence for information and items for County Councillor

- (i) Highway safety around Primary School. Request received from two parents asking if children could draw safety posters which could be made into signs asking drivers to slow down, not to park close to the school, etc, similar to those displayed in Longstanton. The Clerk suggested this could easily be a project with the Primary School and to print them as A3 posters would not be very costly. Council agreed to proceed and to obtain quotes for printing the signs. The Clerk would contact the parents and Primary School.

Clerk

2018/

### 06-6 DISTRICT COUNCIL BUSINESS

#### 6.1 Parish-Cabinet Liaison Meeting 20<sup>th</sup> June – Cllrs to report

Chairman and Cllr Mr Parsons had attended the Liaison meeting and gave a verbal report. This was the first held by the new leadership team at SCDC. Chairman had raised the question of the Bloor RM application including 2.5 storey dwellings, which had been expressly objected to by the Parish Council at outline application and that Bloor had informed the Parish Council that this was at the request of the District's Design consultant. The Clerk was asked to set up a meeting with the Planning Case Officer to discuss this before Council had to return its comments on the RM application.

Clerk

#### 6.2 Correspondence for information and items for District Councillor

- (i) May Parish e-bulletin – circulated.  
(ii) Cllr Mr Pook asked about Planning advice for the Swavesey Fire Relief Charity, re a project to look at building additional dwellings on its land behind the Frere Cottages. The Clerk replied that with the support of the Parish Council, a meeting with a Planning Officer could be arranged for initial advice. Council agreed to support and asked the Clerk to arrange a meeting.

Clerk

District Cllr Mrs Ellington noted that she understood that SCDC was acting as the Monitoring Office for the A14 development, so could SCDC help to enforce no HGVs use village roads? Mrs Ellington would investigate this further.

Cllr  
SE

2018/

### 06-7 A14 Improvement Project – to notify of updates and raise issues

The recent overnight road closures and traffic through the village was discussed and comments from residents noted. Parish Councils have been invited to a meeting with the A14 Team on Mon 2<sup>nd</sup> July to discuss the closures and HGV traffic. Chairman and Cllr Mr Parsons will attend.

The traffic counts recently installed on roads into Swavesey were for Northstowe, part of the 2-yearly traffic monitoring. County Cllr Ms M Smith had forwarded the data from the counts to the Parish Council for information.

2018/

### 06-8 NHW and POLICE BUSINESS

District Cllr Mrs Ellington reported on data published in the Cambridge News and that she has tabled a question at the next CDRP meeting about policing results in this area.

**2018/****06-9 VILLAGE MATTERS****9.1 To receive the monthly report from the Village Handyman & notify of Maintenance Items**

Special thanks were expressed by The Handman to the organisers of the football tournament on 17<sup>th</sup> June for completely clearing the green of any litter after the event.

Noted that the large cubic metre bag of rubbish is still on Market St Green, the Clerk has twice asked SCDC to help remove it but no reply has been received. The Clerk to contact SCDC again.

Clerk

**9.2 Play Areas**

- (i) To report on maintenance and issues raised, including Village College Experience week project. Minor maintenance identified in the RoSPA reports is in hand and being completed.

A group of Village College Students will be cleaning all of the equipment on the recreation green w/c 9<sup>th</sup> July.

- (ii) To review drainage work & cost for Priory Ave/Carters Way area. As approved in June 2017 but not completed due to blocked SW drains and wet winter, the Clerk asked for approval to proceed with the drain camera inspection. The company have held their quote as approved last year. Approved.

**9.3 Recreation Green**

- (i) To update on outside improvements - deferred until July.
- (ii) To report on training course re Registered Village Greens. Chairman and Cllr Mr Faben plus the Clerk had attended the day's course. Cllrs gave a verbal update on a very informative course which confirmed that the Village Green status on the Recreation Green is governed by Acts of Parliament which very strictly control what can and mostly cannot take place. Anything that takes away land for recreation use is illegal once the land is registered, which unfortunately includes creating car parking. The far end of the recreation area is not VG registered, so there could be the possibility of creating a car park behind Greenside Close, however the act of driving over the registered area to the car park would still be illegal and other safety measures would need to be put in place in order to create and maintain a 'grass track' road to such a car park, which would still only be for recreation use.
- (iii) Agreed to remove the tree cage around the Oak at the back of the recreation green as branches were now being damaged by it.

**9.4 Market St Green**

- (i) To consider bench repairs or replacement. Two benches are need of replacement. Agreed to obtain firm quotes for recycled material benches and to investigate whether any group or company might like to sponsor a bench.
- (ii) Request to use Market St green for works sports event – Whitfield Group 20 July. Approved.

Clerk

- 9.5 Wildlife planting** – To consider correspondence re wildlife planting areas for the village. Clerk to contact the correspondent to discuss detailed ideas and plans.

Clerk

**2018/****06-10 DRAINAGE**

Heidi Allen MP has offered to write to the Minister for the Environment to support the Parish Council's requests to the Environment Agency. The Council will draft a letter.

The Clerk was asked to write to SCDC to ask what the situation is regarding the drain improvement work through Mare Fen.

Cllr Mr Dodson noted that Cow Fen Drain is currently dry, this is almost unknown. With Longstanton Parish asking questions of Northstowe development as to why the Kingfisher Pond and St Michael's well is dry, as well as other gardens drying out in the village, concern was expressed as to what was happening to the ground water levels in this area. Thoughts were that the gravel extraction in Over Fen may have stopped the natural stream through the gravel seam into Swavesey and Longstanton.

2018/

- 06-11 NEIGHBOURHOOD PLANNING** – To report on progress of project  
SCDC have been awarded funding to help villages draw up Village Design Statements and a workshop is being held on 26<sup>th</sup> June at SCDC, at which members of the NH Plan Group will attend. Chairman and District Cllr Mrs Ellington will also attend. The NH Plan Group hope to apply to be one of the villages supported by the funding.

2018/

**06-12 PLANNING**

**12.1 Permissions, Refusals, Appeals, Enforcement**

- (i) 5 Market St (the Old Post Office) has been granted permission for change of use.
- (ii) The Clerk chased up CCC Highways re installation of the bollards outside of the Newsagents, however they have no installation date yet.
- (iii) Field, Cow Fen Drove – correspondence regarding dog nuisance and noise . The dog owner has been fined by SCDC and the case is now with the Legal Team for prosecution through Magistrates Court. Noted that Enforcement Officers have still not contacted the complainant, the Clerk would contact SCDC with regard to this.

Clerk

(9.10pm – District Cllr Mrs Ellington left the meeting)

2018/

**06-13 FINANCE**

**13.1 To approve payment of outstanding accounts**

**RESOLVED:** to approve the invoices and payments as listed in appendix 1, to the total sum of £6,914.39.

Bank Reconciliations:

Lloyds Current a/c	11/06/2018	36,495.78
Unity a/c	11/06/2018	5,026.76
CCLA - Public Sector Deposit Fund	11/06/2018	78,961.58
OPTIMUM card	11/06/2018	115.28

**13.2 Notice of receipts received**

CCLA Interest £33.77

**13.3 Training** No items to approve

2018/

**06-14 GENERAL CORRESPONDENCE**

- (i) Trees – letter from a resident with regard to planning for maintenance and future planting of trees around the Parish. Comments noted for future agenda item to discuss long-term planning for parish trees.
- (ii) Cedar Trees, Swan pond – request for low branches to be removed for visibility when exiting Middle Fen Drove. Noted, to inspect and liaise with Conservation Officer re how much could be taken off.
- (iii) CAPALC 'Share the vision-shape the future' Parish Councils event, 29<sup>th</sup> June
- (iv) Festival Committee – request to put up Hockey's Festival boards at Swan Pond and Recreation Green – approved. Comment made that it is not very clear on the boards that they are advertising the Festival – noted.
- (v) NALC June Newsletter
- (vi) Approved – Pantaloons advertising banner for Festival performance.

Agda

Clerk

**2018/****06-15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- |  |              |
|--|--------------|
| (i) Tree Warden report and future agenda item re tree planting   | <b>Sept</b>  |
| (ii) Request from Spartans Girls Team Coach to hold an end of season BBQ on the green, to include a Bouncy Castle. Clerk had replied asking for full details of the company for the Bouncy Castle hire and a copy of the insurance details before permission could be granted. |              |
| (iii) Reminder of a private event on the recreation green, evening of 28 <sup>th</sup> July, as part of a Pavilion Hire for a private celebration. The event will include an outside area.   |              |
| (iv) Bicycle racks for Market St – the White Horse Inn has offered to support the cost of cycle rack provision if suitable racks and space could be provided. Clerk to contact.  | <b>Clerk</b> |
| (v) Concern re Ramper Rd culvert which could be collapsing – urgently need to contact CCC Highways for inspection and action.  | <b>Clerk</b> |
| (vi) Mick George Ltd operation at Middle Fen site – information requested on the licence permissions   |              |
| (vii) Social Media Policy – request to review to against increasing use of social media.   | <b>Agda</b>  |
| (viii) Road planings delivered for Hale Road are not suitable as they are too large. Speed signs would also be a good idea. SCDC Byeways Committee to be contacted.  | <b>Clerk</b> |
| (ix) New sports field site is now being cut, so the ridge & furrows can be seen. Inclosure Award could be checked to find out about hedge/boundary responsibilities.   | <b>Clerk</b> |
| (x) Gibraltar Lane hedges, behind Priory Ave properties, need to be cut back.  | <b>Clerk</b> |

**Next meeting dates:****Planning – 7.30pm Thursday 12 July 2018****Full Council – 7.30pm Monday 23 July 2018**

There being no further business, the meeting was declared closed at 9.50pm

Signed & dated  
Chairman

**Powers of Expenditure**

- 1 Highways Act 1980, s274A

**MINUTES APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN AT THE PARISH COUNCIL MEETING ON 23<sup>rd</sup> July 2018**

## Swavesey Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
40	Dropbox	29/05/2018	BACS	Dropbox Subscription	Dropbox	65.83	13.17	79.00
41	Stationery	29/06/2018	BACS	Stationery	Viking Direct	26.27	5.25	31.52
42	Moat Way Play Area	29/06/2018	BACS	RoSPA site inspections	RoSPA Playsafety Ltd	73.50	14.70	88.20
43	Recreation Green Play Area	29/06/2018	BACS	RoSPA site inspections	RoSPA Playsafety Ltd	101.50	20.30	121.80
44	Improvement Works	29/06/2018	BACS	Verti-draining recreation	Cambridgeshire Cricket Ltd	375.00	0.00	375.00
45	Election Costs	29/06/2018	BACS	Election expenses	South Cambridgeshire District	165.00	0.00	165.00
46	Legal Fees	29/06/2018	BACS	Legal Expenses (reimbursed)	John Pook	5.00	0.00	5.00
47	Telephone/Broadband	04/06/2018	D/D	Telephone & Broadband	Virgin Media	30.00	6.00	36.00
49	Postage	28/06/2018	BACS	Postage	Clerk	2.16	0.00	2.16
50	Mileage Claims	25/06/2018	BACS	Mileage	Clerk	8.10	0.00	8.10
48		28/06/2018	BACS				0.00	
51		29/06/2018	BACS				0.00	
52	Staff costs	29/06/2018	BACS	Staff costs	Staff costs	4,509.54	0.00	4,509.54
53		29/06/2018	BACS				0.00	
54		28/06/2018	BACS				0.00	
55	Verge Cutting	29/06/2018	BACS	Grasscutting (verges)	Buchans Grounds	311.64	62.33	373.97
56	Sheltered Housing SCDC	29/06/2018	BACS	Grasscutting	Buchans Grounds	99.45	19.89	119.34
57	Grasscutting	29/06/2018	BACS	Grasscutting	Buchans Grounds	697.55	139.51	837.06
58	Plants & Gardening	28/06/2018	BACS	Gardening items	Handyman	26.00	0.00	26.00
59	Recreation Green Play Area	29/06/2018	BACS	Play equipment spares	Fenland Leisure Products Ltd	11.50	2.30	13.80
60	Plants & Gardening	29/06/2018	BACS	Plants	N J & C L Gill	122.90	0.00	122.90
<b>Total</b>						<b>6,630.94</b>	<b>283.45</b>	<b>6,914.39</b>