



Swavesey Parish Council - Clerk's Report

To : All Councillors From : Linda Miller (Clerk) Date : 18th September 2018

Purpose: Monday 24th September 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
Cllr training – to arrange outreach training with neighbouring parishes	Clerk	By end Oct 2018
Audit arrangements – new internal auditor arrangements to be organised	Clerk	By Jan 2019
Projects		
BT Phone Kiosks – Grant application submitted to A14 Community Fund. Interviewed by CCF re grant 09/05/18	23/04/18	Completed
Grant awarded. Project implementation now to be planned	August 2018	ONGOING

Highways & Footpaths Matters inc A14 Improvement Project	Actioned	Due Date
Market St footpath – to clear moss – request submitted, awaiting date	County Cllr	
Market St – cycle parking – investigate possible cycle racks and location	Clerk	
CCC Roadworks and Events Bulletins	Website- Facebook	Completed
A14 works road closure notices - weekly	Website- Facebook	Completed
Road safety posters for Middle Watch and High St – in association with primary school children. To start project in Sept. Working with Primary School – Assembly presentation being planned	Clerk	By end Oct 2018

Police, Crime & NHW Matters	Actioned	Due Date
Lots of comments re white van driving around Swavesey and neighbouring villages through end Aug early Sept, plus thefts from gardens.	Chairman wrote to P&CC Clerk wrote to Local Police	
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 Awaiting quotes for work to lay new drains – Aug 2018	
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 To review work due to costs received.	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 Sept

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	Circulated to relevant Cllrs	1 st May 2018 21 st May 2018

Clerk to forward meeting report to Heidi Allen MP	Sent 01/06/18 – awaiting response	
Heidi Allen MP to write to Minister for the Environment to support the PC. PC to draft letter on MP's behalf	July 2018	
Further discussions with EA and Middle Level ongong	August 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

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

General Correspondence	Actioned	Due Date
See Agenda		

Facebook Statistics this month (21 Aug to 17 Sept)

Posts from Swavesey Parish Council reached 3,934 people

3,864 Post engagements this month (number of shares. Likes, comments, etc)

Highest post reach: 3,300 people (A14 Bar Hill Closure posts)

Next highest: 966 Minerals & Waste consultation, 844 NHW re white van comments

Issues Log

Issues reported to SPC by residents during Sept 2018

Date	Issue	Additional Information	Follow up and/or complete	Outstanding
20/09/18	Speed Indicator sign Boxworth End flashes for too long		Reported to CCC. Reply received will be corrected	Completed
17/08/18	Tel numbers and inappropriate comments on play equipment		Requested Handyman to clean equipment	Completed
11/09/18	Puppy hit and killed by car in Gibraltar Lane	Hedge by passageway overgrown and blocking visibility	Request sent to CCC Highways re cutting back	
03/09/18	HGV vehicles through the village	Complaint from resident regarding large lorries	Parish Council to discuss	
31/08/18	Breach of planning conditions and enforcement re works at a private dwelling		SCDC Enforcement Office contacted. Report to go to PC meeting.	Completed
31/08/18	Email from business on Buckingham Business Park re 3-way lights at junction and delays	Why are lights there for so long with no apparent work taking place	Clerk contacted A14 Team. Reply received 04/09/18, delay due to delay by UKPN on cable work. Lights in place for further 6 weeks.	Completed

28/08/18	Comments with regard to demolition of a dwelling, not included in planning consent.		Contact with SCDC Enforcement and dwelling owner, Explanations given and new application being submitted.	Completed
20/08/18	Correspondence re safety concerns along Ramper Rd at junction with Uttons Drove due to continued accidents		Correspondence passed to Cllrs for consideration	
14/08/18	Contact from Football Club (Spartans) re condition of the green	Training and season starts very soon.	Clerk replied to say that clubs need to check condition of green due to sinking and cracking, if dry weather persists 21/09/18 - 7 tonnes of soil/sand now delivered and being used to fill sinking trenches and cracks.	Completed
02/07/18	Water leak by Swan Pond – now over 2 weeks. Mud left on road, complaints from local residents	Leak is under Market St, Camb Water aware. Water is following ducting into Station Rd	Market St dug up and leak repaired Cambridge Water and CCC Highways contacted re mud on the road, to be cleared.	Completed Awaiting response

Sept Accounts Report

19 September 2018 (2018-2019)

Swavesey Parish Council

DRAFT PAYMENTS LIST: (Cheque order) Vouchers 92 to 110

Vc	Payment Cd	Name	Description	Amount
96	BACS	51 Atlas Tree Surgery	Tree Works	312.00
97	BACS	95 Bannold Supplies and Services	Sand/Topsoil	109.20
98		50	Grasscutting	436.92
99	BACS	5 Buchans Grounds Maintenance	Grasscutting (verges)	373.97
100		92	Grasscutting	79.56
101	D/D	18 PWLB	Loan repayment (Pavilion)	2,442.73
102	D/D	34 Virgin Media	Telephone & Broadband	36.19
103		87		
104		82		
108		44	Staff Costs	4,160.21
109	BACS	56		
110		45		
105		43		
106		32 Clerk	Postage	1.40
107		30 Clerk	Mileage	8.10
92	BACS	110 St Andrew's PCC	Grant - Parish Clock	525.00
93	BACS	23 MiJan Ltd	Internal Audit Visit	90.00
94	BACS	23 PKF Littlejohn LLP	External Audit	360.00
95	002374	76 The Thomas Galon Charity	Allotment Annual Lease	400.00
TOTAL				9,335.28