



Swavesey Parish Council - Clerk's Report

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

Purpose: Monday 22nd October 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
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 Awaiting reply from CCC Highways	
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 taken place and posters to be collected Fri 19 th Oct.	Clerk	By end Oct 2018

Police, Crime & NHW Matters	Actioned	Due Date
Dog on Dog attack reported during Sept, drove along by the river.	Reported by Parish Council to SCDC Enforcement	
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 Clerk to forward meeting report to Heidi Allen MP Heidi Allen MP to write to Minister for the Environment to support the PC. PC to draft letter on MP's behalf Further discussions with EA and Middle Level ongoing	Circulated to relevant Cllrs Sent 01/06/18 – awaiting response July 2018 August 2018 Sept & Oct 2018	1 st May 2018 21 st May 2018

Planning Matters inc Neighbourhood Plan Project	Actioned	Due Date
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Finance Matters	Actioned	Due Date
Monthly payments and receipts – see below		

General Correspondence	Actioned	Due Date
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See Agenda

Facebook Statistics this month (18 Sept to 15 Oct)

Posts from Swavesey Parish Council reached 1,875 people

3,451 Post engagements this month (number of shares, Likes, comments, etc)

Highest post reach: 1,300 people (Planning appeal withdrawn)

Next highest: 1,200 people re Busway C withdrawn, 872 Bus service questionnaire

Issues Log

Issues reported to SPC by residents during Oct 2018

Date	Issue	Additional Information	Follow up and/or complete	Outstanding
17/10/18	Chewing gum stuck on play equipment, Moat Way green		Handyman asked to clean	
16/10/18	Lid has come off the litter bin in Moat Way play area		Handyman to repair	
16/10/18	Traffic lights on Buckingham RD	At early morning commute traffic is backed up along Boxworth End to R&C Rd and beyond	Reported to A14 Team Replies received, A14 Team trying to resolve issue.	
15/10/18	Outstanding surface water drain works in Gibraltar Lane	Work has been expected here for two years now.	Clerk & County Cllr to find out what the situation is.	
03/10/18	Traffic lights on Buckingham RD	At early morning commute traffic is backed up along Boxworth End to R&C Rd and beyond	Reported to A14 Team	
03/10/18	Notice of dog on dog attack near river		Reported to SCDC Enforcement Officers	
27/09/18	Graffiti on play equipment, recreation green		Handyman cleaned equipment	Complete

Oct Accounts Report

DRAFT PAYMENTS LIST: (Cheque order) Vouchers 111 to 127

Vchr.	Payment Cd	Name	Description	Amount
111	D/D	34 Virgin Media	Telephone & Broadband	36.00
112	BACS	95 Bannold Supplies and Services Ltd	Sand/Topsoil	54.60
113		95	Sand/Topsoil	218.40
114		50	Grasscutting	436.92
115	BACS	92 Buchans Grounds Maintenance	Grasscutting	79.56
116		95	Fertilising	599.40
117		95	Weed Treatment	222.00
118	BACS	111 Swavesey Spartans Football Club	Grant	675.00
119	Optimum	70 GeoXphere Ltd	Subscription	60.00
125		44		
120	BACS	87	Staff Costs	2,325.37
121		82		
122		43		
123	BACS	32 Linda Miller	Postage	1.40
124	BACS	68 Linda Miller	Miscellaneous office expenses	16.11
127	Optimum	33 Amazon	2019 Desk Diary	8.55
126	Unity	24 Unity Bank	Service Charge	18.00
TOTAL				4,751.31