

Swavesey Parish Council

7.30pm

Minutes

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street
Monday 24th September 2018

PRESENT

Mr W Wright (Chairman)

Councillors : Miss L Boyes, Mr J Dodson, Mr S Faben, Mr D Hunt, Mr M Johnston, Miss H Parish,
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

09-1 Cllr Mr C Parsons (holiday), Cllr Ms S Smith (unwell)

2018/

09-2 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 09-3 declaring prejudicial interest relating to the business to be transacted, to address the meeting.

No addresses regarding prejudicial interests were made

Items raised by members of the public present:

- Resident:
 - An account of the business vehicle use of Cow Fen Drove was sent to the Clerk, had this been circulated to Cllrs? The Clerk replied that it had been circulated to the Case Officer for 37 Market St at SCDC, District Cllr and Parish Council Chairman. It will be circulated to other Parish Cllrs following the meeting.
 - An error in the map re the designation of Market St & Cow Fen Drove, by the developer for 37 Market St had been noted to the Clerk, had this been received? The Clerk replied that yes it had and had been noted.
 - Noted in the Minutes that no-one had spoken to promote the use of Market St Green.
 - What has happened re installing bollards along the verge between Market St and Cow Fen Drove? The Clerk replied that bollards have not yet been arranged.

Public forum closed in order for the Parish Council meeting to commence.

2018/ TO SIGN & APPROVE MINUTES OF THE MEETINGS DATED 20th August and 13th September 09-4 2018

Minutes of 20th August 2018 – Amendments made to the published draft of Item 2018/08-5.1 to add in clarification of the number of letters received and that the developer should solve the issues around construction access to the site. It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes of 20th August 2018, with the amendments, as a correct record.

It was **proposed**, seconded and unanimously approved that the Chairman sign the Minutes of 13th September 2018 as a correct record, with no amendments.

4.1 **Matters to report from previous minutes** (for information)

Will be discussed under agenda headings within the meeting

4.2 Clerk's Report – noted as published

2018/**09-5 COUNTY COUNCIL BUSINESS**

A further letter to be sent to the County Council with regard to Ward County Cllr representation for the village, as no reply had been received from correspondence dated 08/08/18.

Clerk

5.1 Highways Maintenance updates

- (i) Chairman and Clerk met Highways Officer on 18/09/18 re details for the LHI footpath widening scheme Primary School- Recreation Green. Details approved and to note: new higher kerbstones will be installed along the length of the scheme for increased safety. This will affect the original budget, however it is hoped this will not have to be passed on to the Parish part of the funding. Work is scheduled to take place during Oct half-term week and will take approx. 6 working days.
- (ii) Ramper Road – correspondence re safety concerns at the Uttons Drove junction/ bend, as there are regular accidents and cars in ditches there. Cllrs agreed to keep a record of how many accidents occur there over forthcoming months. As to safety improvements, LHI funding has provided new signage in recent years and additional white-lining has been provided. Council will monitor and discuss with CCC if any other safety measures could be provided.

(7.50pm – Cllr Ms H Parish joined the meeting)

2018/**09-6 DISTRICT COUNCIL BUSINESS****6.1 Correspondence for information and items for District Councillor**

Cllr Mrs Ellington reported:

- Local Plan – Approved at Cabinet meeting this morning, Full Council on 27th Sept for final decision. Cllr Mrs Ellington will ask a question as to why the Planning Portfolio Holder abstained from the Local Plan vote. Question asked as to whether the village boundaries have changed at all and what the village designation is in the final Plan. Boundaries were not drafted to change and the designation should be Minor Rural Centre. The Clerk to check.
- Wheelie bin collection changes. Most affect Cambridge City residents but SCDC will be introducing an annual charge for a second green bin.
- Grants – The elite athletes grant is likely to be discontinued, with some of the saving redirected into the Warden Scheme grant.
- Full Council Meeting 27th Sept – Question submitted to ask who will replace the Land Drainage Manger who leaves this week and with 200 miles of rural award drains, how is the District Council going to manage the drainage system and ensure it holds its expertise and knowledge base.

Clerk

Items to note:

- Question asked about Policing and what action is being taken re recent thefts and reports of a white van around villages. District Cllr, a Parish Cllr and the Clerk had all spoken directly to local Police Officers to ask about action. Parish Council to put information onto its Social Media pages encouraging residents to report all incidents and sightings of this van to the Police.
- Bethel pond is almost dry, very unusual. Other ponds to be monitored.
- Timebanking – the Clerk had received correspondence from SCDC, stating that unless a Parish Council can commit funding to the scheme by end Sept, the current SCDC project will be unable to work them. The Clerk questioned this, as no Parish Council could commit funding now into next year's budget, until the Council has gone through its budgeting process Dec-Jan. The Clerk asked Cllr Mrs Ellington if she could speak to Officers at SCDC with regard to this.

Clerk

Cllr
SE

2018/ EastWest Rail Link Proposal

09-7 Chairman encouraged the Council to support a project to provide a new east-west rail link across the county, to link the major housing developments already planned and proposed. Project information circulated.

Concerns raised that any new transport corridor would encourage more development alongside it. A southern rail link is proposed, however the EastWest Group proposes a northern link, to serve Waterbeach, Northstowe, Cambourne, Bourne and St Neots developments. After discussion it was **proposed** that the Parish Council return comments to the Group in support of a new rail link across the County and suggests the northern route is preferable. Vote recorded 6 in favour, 3 against. **Carried.**

2018/**09-08 A14 IMPROVEMENT PROJECT**

- (i) Swavesey junction works to demolish the old flyover now expected between 21:00hrs 26 Oct and 06:00hrs 29 Oct.
- (ii) Overnight closures still bringing lots of traffic and HGVs through the village. A14 Team to be asked to remove or cover diversion signs when not being used, as they end up confusing drivers. Request to continue to try to achieve a weight limit through the village. Request also that Highways England should be funding repairs and resurfacing of village roads when the new road opens, as the diversions and issues have caused considerable damage to village roads.

2018/**09-9 NHW and POLICE BUSINESS**

Discussed earlier in Agenda. Noted how much the village NHW Scheme has fallen back since not having a committed Co-ordinator.

2018/**09-10 DRAINAGE**

- (i) Meeting held with County Cllr Mrs Harford and Mr Smith, former Swavesey IDB Clerk, to discuss riverbank funding via Local Levy Funding and the Rural Flood Defence Committee (RFDC). A large amount of funding had been set aside previously towards eventual works on the riverbank, Cllr Mrs Harford and Mr Smith will attend the next RFDC meetings to ask that this funding remains in place.
- (ii) Church Drain Doors – the Environment Agency confirm they will be replacing the doors and have gone out to tender.
- (iii) Covell's Drain Doors – question asked as to why these are always open, with one half open causing rubbish to build up and restrict flow. These are responsibility of South Cambs District Council, a question will be raised.

Clerk

2018/**09-11 VILLAGE MATTERS**

11.1 To receive the monthly report from the Village Handyman & notify of Maintenance
Bark now covering concrete fixing on the play area

11.2 Recreation Green

Drainage trenches are being hand filled, the Football Club volunteers are thanked for their help. 7 tonnes of material has so far been delivered but there is still much to do. Agreed to order a further 10 tonnes. 1

11.3 BT Kiosk Project Defer as quote for moving a kiosk not yet received.

11.4 Mick George Ltd lorries through the village

Further comments and a letter of complaint received from a resident, who has also contacted CCC Planning and the Environment Agency – letters and replies copied to the Parish Council for information. All information noted, however with regard to the current permission for the site, provided operations are within the conditions CCC Planning cannot take any action. The operation of the site will be monitored. Noted that other residents in the village are also monitoring vehicle movements and the effect on properties and the environment, now the use of the site is increasing.

2018/

- 09-12 NEIGHBOURHOOD PLANNING** – To report on progress of project
Swavesey is one of the villages now working with SCDC to write up a Village Design Statement, which will be a formal SPD within the Local Plan and will complement the Neighbourhood Plan. A workshop with the consultants leading this project is to take place in the village on 28th September.
The NH Plan Group is now starting to draft policies for the Plan and in the forthcoming month will be meeting with the Surgery, Primary School and College.

2018/

- 09-13 SOCIAL MEDIA POLICY REVIEW**
Noted that all Cllrs are strongly advised to have separate Council and personal email addresses – the Clerk to arrange Council emails for all Cllrs. **Clerk**
No changes proposed to the Policy. Policy adopted unanimously.

2018/

- 09-14 NEW SPORT & RECREATION LAND**
Approved to set up a Working Group as per Terms circulated, to investigate and identify the cost and what is required to make the land suitable for sports use, identify sources of grant funding and consult with the village on the use of the land. **Clerk**
Parish Cllr representatives on this group – Cllrs Faben and Johnston.

2018/

- 09-15 PLANNING**
- 15.1 To consider planning applications received**
(i) Ref: S/3518/18/TC – 59 Station Rd, Tree works in conservation area. No comments.
- 15.2 Permissions, Refusals , Appeals, for Information, Enforcement**
(i) Publication of the Inspectors’ Report for South Cambs & Camb City Local Plans, noted.
(ii) Ref: S/2694/18/FL – 58 High St. Permission granted for porch.
(iii) Ref: S/3057/18/FL – Land off Middle Fen Drove. Application withdrawn.
(iv) Ref: S/0525/17/FL – Field north of Home Close/West of Moat Way, Laragh Homes Ltd. 56 New dwellings. Appeal withdrawn.
(v) Cllr Mr Pook reported that Frere Cottages Trustees are discussing with SCDC Planners the possibility of using Charity land behind the Cottages, to build 2 or 3 additional dwellings to increase the availability of affordable accommodation for local people. A report will be given at a future meeting.
(vi) The Clerk reported that Enforcement Officers had visited 8 Market St to check on the building of the replacement wall between 8 & 10 Market St, which they replied is as per permitted plans.

2018/

- 09-16 FINANCE**
- 16.1 To approve payment of outstanding accounts**
RESOLVED: to approve the invoices and payments as listed in appendix 1, to the total sum of £9,335.28.

Bank Reconciliations:

Lloyds Current a/c	19/09/2018	12,166.19
Unity a/c	10/09/2018	9,174.60
CCLA - Public Sector Deposit Fund	31/08/2018	79,069.08
OPTIMUM card	21/09/2018	285.29

- New bank account to be opened within CCLA account, to split S106 reserves from general reserves **Clerk**

16.2 Notice of receipts received

CCLA Interest	37.77
Precept 2nd 50%	31,700.00

16.3 Audit Internal audit report circulated, no comments from auditor or Council. Annual Governance & Accountability Return (External Audit) signed off by Auditor with no comments. Notice of return and Sections 1, 2 & 3 all published on the website and noticeboard.

16.5 Grant application – Spartans Football Club

Approved unanimously to provide a grant of £675 towards the cost of roll-away goals for use on the Recreation Green pitches. (S106 funded). **2**

2018/**09-17 GENERAL CORRESPONDENCE**

- (i) Thank you letter from St Andrew's PCC for the grant for the Parish Clock repairs
- (ii) Great Ouse Valley Trust launch, 22nd September
- (iii) Cambs ACRE AGM, Tues 25th Sept, Landbeach
- (iv) CAPALC AGM, Thurs 11th Oct, Cottenham
- (v) Cambs Local Councils Conference, 23/11/18, Hinchbrooke Park
- (vi) Newsletters and magazines: CPRE Summer 2018; CCVS training courses; Rural Services Network; SLCC Bulletins; NALC Bulletins

2018/**09-18 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) CCC Minerals & Waste Local Plan consultation – Planning Meeting 11th October
- (ii) Christmas Carols event will take place on the Recreation Green on Sat 22nd Dec
- (iii) Inclosure Award map has been delivered to the Hall and will be put up on the wall in the alcove of the meeting room on Thursday this week.
- (iv) Last month a change of use from agricultural land to garden land application was consulted on for land purchased behind Moat Way & Black Horse Lane. It is believed other residents have also purchased land and they should be made aware they need change of use planning consent if they are turning it into garden land. Residents to be notified.
- (v) Gibraltar Lane, following the very sad incident recently where a puppy was killed on the road near the passageway through to Priory Ave, are arrangements being made to make visibility better and cut back overgrown vegetation? The Clerk had put a request in to CCC Highways to have the vegetation cut back. Council suggested letters to all Priory Ave residents as the line of vegetation is under Riparian responsibility for Priory Ave residents.

Next meeting dates:

Planning – 7.30pm Thursday 11th October 2018

Full Council – 7.30pm Monday 22nd October 2018

There being no further business, the meeting was declared closed at 9.54pm

Signed & dated
Chairman

Powers of Expenditure

1 & 2 Local Government Act 1976, s19

MINUTES APPROVED AS A CORRECT RECORD AND SIGNED BY THE CHAIRMAN AT THE PARISH COUNCIL MEETING ON 22nd October 2018

PAYMENTS LIST

Voucher	Code	Date	Minute	Payment Type	Description	Supplier	Net	VAT	Total
92	Parish Clock	28/08/2018	2018/09-16.1	BACS	Grant	St Andrew's PCC	525.00	0.00	525.00
93	Audit Fees	28/08/2018	2018/09-16.1	BACS	Internal Audit Visit	MiJan Ltd	90.00	0.00	90.00
94	Audit Fees	24/09/2018	2018/09-16.1	BACS	External Audit	PKF Littlejohn LLP	300.00	60.00	360.00
95	Annual Lease Rent	24/09/2018	2018/09-16.1	002374	Allotment Annual Lease	The Thomas Galon Charity	400.00	0.00	400.00
96	Trees/Hedges/ditches	24/09/2018	2018/09-16.1	BACS	Tree Works	Atlas Tree Surgery	260.00	52.00	312.00
97	Improvement Works	24/09/2018	2018/09-16.1	BACS	Sand/Topsoil	Bannold Supplies and Services	91.00	18.20	109.20
98	Grasscutting	24/09/2018	2018/09-16.1		Grasscutting		364.10	72.82	436.92
99	Verge Cutting	24/09/2018	2018/09-16.1	BACS	Grasscutting (verges)	BuchansGrounds Maintenance	311.64	62.33	373.97
100	Sheltered Housing SCDC	24/09/2018	2018/09-16.1		Grasscutting		66.30	13.26	79.56
101	PWLB Loan 2 - Pavilion	28/09/2018	2018/09-16.1	D/D	Loan repayment	PWLB	2,442.73	0.00	2,442.73
102	Telephone/Broadband	03/09/2018	2018/09-16.1	D/D	Telephone & Broadband	Virgin Media	30.16	6.03	36.19
103		28/09/2018	2018/09-16.1					0.00	
104		28/09/2018	2018/09-16.1					0.00	
105	Staff Costs	28/09/2018	2018/09-16.1	BACS	Staff Costs	Staff Costs	4,127.92	0.00	4,127.92
108		28/09/2018	2018/09-16.1					0.00	
110		28/09/2018	2018/09-16.1					0.00	
109	Plants & Gardening	28/09/2018	2018/09-16.1	BACS	Weedkiller	Handyman	32.29	0.00	32.29
106	Postage	28/09/2018	2018/09-16.1	BACS	Postage	Clerk	1.40	0.00	1.40
107	Mileage Claims	28/09/2018	2018/09-16.1	BACS	Mileage	Clerk	8.10	0.00	8.10
Total							9,050.64	284.64	9,335.28