



Swavesey Parish Council - Clerk's Report

To : All Councillors From : Linda Miller (Clerk) Date : 21st November 2018

Purpose: Monday 26th November 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	
Reply from CCC Highways, locating cycle racks on west side of village sign considered dangerous for traffic around High St junction and large vehicles turning into Market St. Alternative location suggested.	Awaiting reply from CCC Highways	
CCC Roadworks and Events Bulletins	Website- Facebook	Completed
A14 works road closure notices - weekly	Website- Facebook	Completed

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 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

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

General Correspondence	Actioned	Due Date
See Agenda		

Facebook Statistics this month (24 Oct to 20 Nov)

Posts from Swavesey Parish Council reached 3,789 people

4,462 Post engagements this month (number of shares, Likes, comments, etc)

Highest post reach: 1,900 people (A14 closures and works)

Next highest: 1,100 Village Design Statement workshop; 814 Recreation Green; 803 Speedwatch;

Issues Log - Issues reported to SPC by residents during Nov 2018

Date	Issue	Additional Information	Follow up and/or complete	Outstanding
17/11/18	Bridge demolition, lorries using village roads	Due to A14 closure	A14 Team notified. Meeting with local parishes to be requested to try to resolve signing issues when A14 is closed.	
16/11/18	Parked vehicles along High St creating tailbacks in the mornings.	Request for Parish Council to consider yellow line parking restrictions along High St	Agenda item for Nov meeting	
14/11/18	Guided Bus car park full of water	Large deep holes again in GB car park leaving large areas unusable due to ankle deep water	Contacted CCC (land owners). Request for more long term plan for surfacing of this car park, as this is a constant issue. Funding request put in to Gtr Camb Partnership as CCC GB Team has no budget to resolve this issue.	
During Nov	Traffic lights on Buckingway RD	At early morning commute traffic is backed up along Boxworth End to R&C Rd and beyond	Reported to A14 Team Manual lights operation for morning commute time. Cannot provide manual operation all day.	
09/11/18	Large Mick George lorries carrying concrete through village	Query as to why so many huge lorries with large lumps of concrete in	Contacted Mick George Ltd, left question and request for call back.	To-date no response from Mick George Ltd

Nov Accounts Report

19 November 2018 (2018-2019)

Swavesey Parish Council

DRAFT PAYMENTS LIST: (Cheque order) Vouchers 129 to 148

Vchr.	Payment	Cd	Name	Description	Amount
129	D/D	34	Virgin Media	Telephone & Broadband	39.00
130	Optimum	33	SLCC Enterprises Ltd	Local Council Administration	108.79
131	BACS	95	Bannold Supplies and Services	Sand/Topsoil	289.80
132	BACS	56	N J & C L Gill	Bedding plants	30.00
133	BACS	50		Grasscutting	527.76
134	BACS	5	Buchans Grounds Maintenance	Grasscutting (verges)	373.97
135	BACS	92		Grasscutting	79.56
136	BACS	86	Algar Signcraft Services	Road speed signs	105.60
137	BACS	102	Swavesey Primary School	Hall Hire	35.00
138	BACS	51	Robert Sutcliffe	Grounds maintenance	557.00
140	BACS	32		Postage	2.75
141	BACS	30		Mileage	5.85
142	BACS	68		Parking	1.20
143	BACS	68		Refreshments (Meeting)	1.67
144	BACS	68		Wood glue	3.49
139	BACS	43	Staff		
146	BACS	87		Staff Costs	2,433.97
147	BACS	82			
145	BACS	44			
148	BACS	56		Weedkiller	19.94
				TOTAL	4,615.35