

# *Swavesey Parish Council*

7.30pm

**Minutes**

Swavesey Parish Council Meeting, held at The Memorial Hall, High Street  
Monday 22<sup>nd</sup> October 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 C Parsons, Ms S Smith, Mr K Wilderspin

Clerk : Mrs L Miller

In attendance

Parishioners : 1

District Councillor: Mrs S Ellington

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

**10-1** Cllr Mr J Pook (holiday), County Cllr Ms M Smith, District Cllr Mrs S Ellington (late arrival)

**2018/****10-2 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  
10-3 declaring prejudicial interest relating to the business to be transacted, to address the  
meeting.**

No addresses regarding prejudicial interests were made. No Items 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 MEETING DATED 24<sup>th</sup> SEPTEMBER and 11<sup>th</sup> OCTOBER  
10-4 2018**

It was **proposed**, seconded and unanimously approved that the Chairman sign both sets of Minutes with no amendments.

*(Cllr James Dodson joined the meeting)*

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

- (i) BT Kiosks, the grant funding for the refurbishment project has now been received. Quote is still awaited re moving the Boxworth End Kiosk to High St. The Clerk to chase this up.
- (ii) Road safety posters from Primary School children were collected last week and a selection will be made into A3 posters to put up along the main road through the village. Children will be invited to the installation of the first ones and this will be publicised.
- (iii) Swan pond – SCDC will be able to clear the cut reeds and the Clerk is arranging for SCDC machinery to clear some of the remaining reeds in the pond. Residents were thanked who helped out with the working party on Sat 6<sup>th</sup> Oct.

**4.2** Clerk's Report – noted as published

**2018/****10-5 COUNTY COUNCIL BUSINESS****5.1 Highways Maintenance updates**

Rose & Crown Rd is becoming worse and in a very bad condition at the z-bends near Scotland Drove junction. To be reported to CCC Highways for urgent action.

*(Cllr Hannah Parish joined the meeting)*

**5.2 Bus stop improvement, High St** (condition of Bloor Homes development)

Proposal from Bloor Homes for a bus shelter on Village Green/Parish land on southbound side of High Street for bus stop located within layby with associated footway works. Installation of clearway and single yellow line parking restriction, only one unrestricted parking bay to remain in layby.

Objection raised to any parking restriction in the layby by the Recreation Green, High Street, even if to accommodate a bus stop as the existing bus stop has no parking restrictions and there have never been any issues with the bus company with regard to bus stop access. Only one bus every two hours stops at this bus stop. Parking restriction would seriously affect recreation green and primary school parking, as well as stop the food van from parking there. Objection also raised to locating a bus shelter on registered village green land.

Suggestion made that instead, a bus shelter could be provided at the Guided Busway Drop-off point on Over Rd, by the bus stop, which would provide benefit to far more bus users than the High St bus stop.

**5.3 Fen Drayton Rd – Notice of road closure 10-11 Dec 2018**

For Utility investigation works. Strong objections raised as this is a busy road and junction with Moat Way. Reply to request only partial closure with lights.

Clerk

**5.2 Correspondence for information and items for County Councillor**

- (i) Changes to local bus services – Whippet Route C on guided busway to be withdrawn as of 10<sup>th</sup> November 2018 - Noted
- (ii) 'Stronger for longer' campaign to help reduce falls by older people. Noted there is a class for this in Over. Cllr Ms S Smith added that this is a very good initiative.
- (iii) Parish Council Energy Scheme Opportunity – electric vehicle charging point – noted.
- (iv) Community Gritting Volunteer Scheme – sign up by end October – noted. To ask Highways if additional grit bins can be provided/purchased for around the village.

Clerk

**2018/ Item Deferred to await arrival of District Cllr**

**10-6 DISTRICT COUNCIL BUSINESS**

**2018/**

**10-7 A14 Improvement Project – to notify of project progress and raise issues for the Project Team**

This week's closures noted. The new junction/flyover is due to open on Weds 31<sup>st</sup> Oct, with the old flyover due to be demolished weekend of 17<sup>th</sup> Nov.

**2018/**

**10-8 NHW and POLICE BUSINESS**

Dog on dog attack notified to Council, on drove near to the river on 29<sup>th</sup> Sept.

Incident reported to the Enforcement Team at the District Council and the injured dog's owner had reported this to the Police.

No further updates on the white van incidents from end August through September.

*(20:05 – District Cllr Mrs Ellington joined the meeting)*

**2018/**

**10-6 DISTRICT COUNCIL BUSINESS**

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

- (i) White Horse Inn, re-listed on the SCDC Assets of Community Value list for a further 5 years, which was welcomed by the Parish Council.
- (ii) Planning Forum, Tues 30<sup>th</sup> October – Chairman, Cllr Ms S Smith the Clerk and District Cllr Mrs Ellington will all be attending.
- (iii) E-Bulletin Sept 2018 – circulated and noted.

**6.2** District Cllr Mrs Ellington reported:

- (iv) Updates given on the Climate Change Committee – looking at ways to reduce carbon emission; Brexit Committee

Items noted for District Cllr:

- (v) Mick George Ltd yard in Middle Fen Drove – concerns raised that the ground levels appear to have been raised significantly recently. This is flood zone 3 and no ground levels changes should take place without Environment Agency approval. The EA and
- (vi) CCC Enforcement Teams have been notified and updates requested.

**2018/****10-9 VILLAGE MATTERS****9.1 To receive the monthly report from the Village Handyman & notify of Maintenance Items**, report noted.**9.2 Play Areas**

Recreation Green play area - Repeated graffiti on play equipment cleaned off.  
Moat Way play area – chewing gum being left on children’s play equipment and litter in the play area. Handyman has been asked to make increased visits to check area.

**9.3 Open Space Maintenance**

- (i) Shrub landscaping and replanting to area in School Lane, opp Gibraltar Lane junction, quote received accepted re clearance work £557.00. 1
- (ii) Swan Pond – thanks to everyone who helped clear overgrown reeds from Swan Pond on Sat 6<sup>th</sup> Oct. The Clerk is now arranging for South Cambs District Council to remove the dried reeds and hopefully machine dig further roots/reeds from the pond edges.

**9.4 Recreation Green**

Sunken drainage trenches – report circulated on continued issues with sunken trenches across the green, purchase of sand/soil and hand filling of holes and trenches caused by the dry summer and soil shrinkage. Having considered the situation and options it was decided:

- Not to purchase any further material at the moment, there is still approx. 4+ tonnes left to use
- To continue to ask for volunteer help to fill the trenches, rather than pay a contractor for the time being
- Take advice from insurers with regard to whether notices should be put up

Clerk

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

No progress to report re riverbank discussions with the Environment Agency. Northstowe – Cllrs had attended the recent Forum. Phase 3 application is to be submitted next year. Questions were asked about surface water drainage but no definitive responses received.

Mare Fen works – Funding has been set aside within District Council management for the work but no decision on when it will start yet. Cllr Mrs Ellington had asked a question at Council meeting and understands the HCA have the contract and have to complete the work before residents move in to phase 2.

Cllr Mr Wilderspin will attend a workshop being held prior to the next Forum. Cllrs Mr Wright and Mr Dodson will attend the next Forum.

KW  
WW  
JD**2018/****10-11 NEIGHBOURHOOD PLANNING** – To report on progress of project

Steering Group meeting with stakeholder groups within the village to help with drafting policies. To date meetings arranged with the Heads at the Primary School and Village College, Practice Manager at the Surgery and with St Andrew’s Church. Village Design Statement workshop took place and SCDC have arranged study tours around S Cambs villages this month, to view new developments. Noted that Home Close Swavesey was one of the sites visited.

**2018/****10-12 PLANNING****12.1 To consider correspondence received**

- (i) Local Development Framework now adopted for South Cambs District Council. Confirmed that the development framework boundary has not been altered and the village is now classed as a Minor Rural Centre.

**12.2 To consider planning applications received**

- (i) Ref: S/3678/18/FL – **22 Taylors Lane**, Dr & Mrs Thorne. Proposed replacement garden fence. No objections raised.
- (ii) Ref: S/3724/18/FL – **26 Priory Ave**, Mr E Hristoskov. Two storey side and rear extensions. Single storey rear extension. Objections raised as follows:
- Over development of the plot
  - Parking - Loss of garage and off-road parking spaces
  - Building at the side of the property over the existing driveway/parking area, the extension wall may restrict vehicle access for the parking alongside (ie the current central garage/parking area)
  - Overlooking/Loss of privacy - The first floor extension at the rear will look directly over the garden boundary fence towards the cottages in Gibraltar Lane.
  - Overlooking/Loss of privacy - of neighbouring rear garden from first floor extension side window.
  - Loss of at least half of the existing garden area.

Query also raised that Gibraltar Lane residents may not be aware of the application.

**12.3 Permissions, Refusals , Appeals**

- (i) Address details - New dwellings at Boxworth End to be known as 146 & 146a
- (ii) Ref: S/3773/18/FL – Land at Hale Rd, Discharge of conditions (for information)
- (iii) Ref: S/3658/18/DC – 144 Boxworth End. Discharge of condition 4 (landscaping) (for information)

**2018/****10-13 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 £4,751.31.

Noted Virgin Media telephone and broadband costs will increase as of 1<sup>st</sup> October by £3 per month.

Bank Reconciliations:

Lloyds Current a/c	16/10/2018	39,237.46
Unity a/c	15/10/2018	7,065.24
CCLA - Public Sector Deposit Fund	10/10/2018	79,112.01
OPTIMUM card	15/10/2018	216.74

**13.2 Notice of receipts received**

CCLA Interest	42.93
CCF - A14 Community Grant	2,000.00

**13.3 RESOLUTION: To approve the opening of a second CCLA deposit account (a Qualifying Money Market Fund (Public Sector Deposit Fund))**

**RESOLVED** to open a second CCLA account to hold S106 receipts. Authorised signatories to be Cllrs Wright, Johnston, Pook and Parsons. Clerk to be administrator and main contact.

- 13.4 To consider cost of Swavesey.org.uk email addresses for all Councillors**  
Further to recommendations with GDPR, Cllrs should not be using personal or work email addresses but have specific Council addresses. Cost of setting up Swavesey.org.uk addresses was reviewed against using FOC Hotmail or gmail accounts and where the servers for these would be located. **RESOLVED** to pay for Swavesey.org.uk email accounts at annual cost of £132. **2**
- 13.5 To consider purchase of Local Council Administration, 11<sup>th</sup> Edition** **3**  
**Proposed**, seconded and approved unanimously to purchase the Edition.
- 13.6 To consider closure of NHW bank account and transfer of fund to Parish Council**  
Due to lack of Village NHW Co-ordinator and bank account not having been used for 33 months, it was **RESOLVED** to close the account and transfer the balance of £269.85 to the Parish Council. A reserve fund for NHW related expenditure will be created to hold the funds.

**2018/****10-14 GENERAL CORRESPONDENCE**

- (i) Local Councils Conference, Fri 23<sup>rd</sup> November. Chairman and Clerk will be co-presenting a workshop with two other Parish Councils on working relationships of Clerks, Chairmen and Councillors. Clerk to send District Cllr Mrs Ellington registration details for attendance.
- (ii) Newsletters and magazines – CPRE annual report and AGM agenda – noted
- (iii) Remembrance 2018 – St Andrew’s Church event 3<sup>rd</sup> November, invitation to all Cllrs.

**2018/****10-15 ITEMS FOR INFORMATION AND NEXT MEETING AGENDA**

- (i) November agenda item to review parish tree maintenance and future replanting strategy. **Nov**
- (ii) For 2019/20 Budget consideration - Future agenda item to consider outdoor seating/meeting area for teenagers (who often congregate in children’s play areas at night as there are no other areas to meet). **Budget**  
District Cllr Mrs Ellington noted SCDC’s loneliness strategy and highlighted that teenagers are often a group to suffer loneliness.
- (iii) For 2019/20 Budget consideration - Future agenda item to consider provision of shade for the children’s play area on the Recreation Green. **Budget**
- (iv) November agenda item - Cllr Mr Pook to update on Frere Cottages Charity ideas for possible new charity dwellings. **Nov**
- (v) Comment re new roof colours/materials on new dwellings to the rear of Cygnus Court, which can be seen from Ramper Road. Noted and to view.
- (vi) Residents’ comments re parking and blocking of footpath in Gibraltar Lane near the College entrance at the end of last week were noted. The Clerk had contacted the College to complain and ask that they reiterate to staff and visitors about where they can park and not to block Gibraltar Lane.
- (vii) Mr Faben offered to organise Parish Council Christmas meal out again this year.
- (viii) For future agenda – to discuss the roadway across the east end of Market St Green, which legally should not exist. What action is the Parish Council to take with regard to this and to protect continuing erosion of the edges of the green and verges along Market Street? **Agenda**  
**Clerk**
- (ix) Home Close – to contact the District Council re landscape maintenance around the attenuation pond, which does not appear to be carried out very often.

**Next meeting dates:****Planning – 7.30pm Thursday 8<sup>th</sup> November 2018****Full Council – 7.30pm Monday 26<sup>th</sup> November 2018**

There being no further business, the meeting was declared closed at 21.50pm

Signed &amp; dated, Chairman

**Powers of Expenditure**

- 1 Highways Act 1980, s96
- 2 Local Government Act 1972, s142(1AA)
- 3 Local Government Act 1972 Part VII, S111

**Swavesey Parish Council****PAYMENTS LIST**

Voucher	Code	Date	Minute	Payment	Description	Supplier	Net	VAT	Total
111	Telephone/Broadband	02/10/2018	2018/10-13.1	Direct Debit	Telephone & Broadband	Virgin Media	30.00	6.00	36.00
112	Improvement Works	22/10/2018	2018/10-13.1	BACS	Sand/Topsoil	Bannold Supplies and Services Ltd	45.50	9.10	54.60
113	Improvement Works	15/10/2018	2018/10-13.1	BACS	Sand/Topsoil		182.00	36.40	218.40
114	Grasscutting	15/10/2018	2018/10-13.1	BACS	Grasscutting		364.10	72.82	436.92
115	Sheltered Housing SCDC	15/10/2018	2018/10-13.1	BACS	Grasscutting	Buchans Grounds Maintenance	66.30	13.26	79.56
116	Improvement Works	15/10/2018	2018/10-13.1	BACS	Fertilising		499.50	99.90	599.40
117	Improvement Works	15/10/2018	2018/10-13.1	BACS	Weed Treatment		185.00	37.00	222.00
118	Spartans Football Club	15/10/2018	2018/10-13.1	BACS	Grant - Roll away goals	Swavesey Spartans Football Club	675.00	0.00	675.00
119	Parish Online	15/10/2018	2018/10-13.1	Optimum Card	Subscription - Parish Online	GeoXphere Ltd	50.00	10.00	60.00
120		15/10/2018	2018/10-13.1	BACS			101.01	0.00	101.01
121		15/10/2018	2018/10-13.1	BACS			611.28	0.00	611.28
125	Staff Costs	15/10/2018	2018/10-13.1	BACS	Staff Costs	Staff Costs	227.90	0.00	227.90
122		15/10/2018	2018/10-13.1	BACS			1,385.18	0.00	1,385.18
123	Postage	15/10/2018	2018/10-13.1	BACS	Postage	Linda Miller	1.40	0.00	1.40
124	Miscellaneous Expenses	15/10/2018	2018/10-13.1	BACS	Miscellaneous	Linda Miller	16.11	0.00	16.11
126	Bank Charges	15/10/2018	2018/10-13.1	Unity Bank	Service Charge	Unity Trust Bank	18.00	0.00	18.00
127	Stationery	15/10/2018	2018/10-13.1	Optimum Card	Desk Diary	Amazon EU SarL	7.12	1.43	8.55
<b>Total</b>							<b>4,465.40</b>	<b>285.91</b>	<b>4,751.31</b>