



# Swavesey Parish Council - Clerk's Report

To : All Councillors From : Linda Miller (Clerk) Date : 21<sup>st</sup> December 2018

**Purpose:** Monday 17<sup>th</sup> December 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 to be discussed/meet with CCC Highways Officer.	Awaiting reply from CCC Highways	
	Awaiting date	
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

<b>Drainage &amp; Flood Risk Matters</b>	<b>Actioned</b>	<b>Due Date</b>
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  <b>Further discussions with EA and Middle Level ongoing</b>	Circulated to relevant Cllrs Sent 01/06/18 – awaiting response  July 2018  August 2018 Sept & Oct 2018	1 <sup>st</sup> May 2018 21 <sup>st</sup> May 2018

<b>Planning Matters inc Neighbourhood Plan Project</b>	<b>Actioned</b>	<b>Due Date</b>

<b>Finance Matters</b>	<b>Actioned</b>	<b>Due Date</b>
Monthly payments and receipts – see below		

<b>General Correspondence</b>	<b>Actioned</b>	<b>Due Date</b>
See Agenda		

### **Facebook Statistics this month (13 Nov to 10 Dec)**

Posts from Swavesey Parish Council reached 3,028 people

3,137 Post engagements this month (number of shares, Likes, comments, etc)

Highest post reach: 2,300 people (A14 Bar Hill WB slip road changes)

Next highest: 1,100 A14 Newsletter & other A14 posts;

### **Issues Log** - Issues reported to SPC by residents during Dec 2018

<b>Date</b>	<b>Issue</b>	<b>Additional Information</b>	<b>Follow up and/or complete</b>	<b>Outstanding</b>
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
05/12/18	Query as to why Mick George Ltd yard has huge piles of broken concrete piling up		Wrote to CCC to ask. Reply to be discussed at Dec PC meeting.	
07/12/18	Pot holes in Middle Fen Byway, between Station Rd and MG Ltd yard	Probably due to large lorries turning in and out of entrances	Telephoned MG Ltd to ask if they would arrange to fill the potholes.	

## Dec Accounts Report

### Swavesey Parish Council DRAFT PAYMENTS LIST: (Cheque order) Vouchers 150 to 167

Vc	Payment	Cd	Name	Description	Amount
150	D/D	34	Virgin Media	Telephone & Broadband	39.00
151	BACS	101	CPRE	CPRE Membership	36.00
152	Optimum	61	Festive Lights Ltd	Christmas Lights	32.98
153	BACS	47	SLCC Enterprises Ltd	SLCC Practitioners Conference	339.00
154	BACS	37	SLCC	SLCC Membership	175.00
155	BACS	33	Viking Direct	Stationery	86.39
167	BACS	33	Viking Direct	Stationery	21.47
156	BACS	27	Swavesey Memorial Hall	Hall Hire	380.87
157	BACS	50	Buchans Grounds Maintenance	Grasscutting	90.84
158	BACS	51		Hedge cutting & ditch clearing	691.45
159	BACS	87	Staff Costs	Staff Costs	3,811.57
160	BACS	82			
161	BACS	43			
162	BACS	32			
163	BACS	30			
164	BACS	44			
165	BACS	45	Amazon Marketplace	Mouse & Mat	22.53
166	Optimum	33			
<b>TOTAL</b>					<b>5,727.10</b>