

Swavesey Parish Council - Clerk's Report

To : All Councillors From : Linda Miller (Clerk) Date : 22nd January 2019

Purpose: Monday 28th January 2019. 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	CCC jetwashed footpath	Completed
Market St – cycle parking – investigate possible cycle racks and location 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. 22/01/19 – Highways meeting – Definite no to cycle racks on hatched area west of village sign. Agreement for racks in parking bay to east of village sign (one parking bay would be lost). CCC Highways to supply and fit racks, cost to be sent to the Parish Council.	Clerk Awaiting reply from CCC Highways Awaiting date Meeting held	
CCC Roadworks and Events Bulletins	Website- Facebook	Completed
A14 works road closure notices – weekly Speed monitor/vehicle counter installed on lamp column, Boxworth End	Website- Facebook Clerk	Completed 19/01/19
22/01/19 – meeting with CCC Highways re various road and footpath maintenance issues. Separate report circulated to Parish Cllrs	Meeting held, CCC Highways actions identified	ONGOING

Police, Crime & NHW Matters	Actioned	Due Date
24/01/19 – P&CC & Local Police meeting at SVC, Swavesey	Publicised during Jan	24/01/19
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. Site meeting arranged with contractor	Agenda 23/07/18 Awaiting quotes for work to lay new drains – Aug 2018 25/01/19	
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	For discussion at May Council Mtg Trustees June PC Meeting Deferred to July	Completed As soon as 25/06/18

To review work due to costs received.	Mtg due to holidays	23/07/18 Sept
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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 Jan 2019 – notified that contractor now appointed for Mare Fen work, however work unlikely to commence until Aug 2019	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
Land at 130 Middle Watch – Bushmead Homes – Meeting with Parish Council arranged. Public consultation meeting arranged	Clerk	29/01/19 13/02/19

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

General Correspondence	Actioned	Due Date
See Agenda		

Facebook Statistics this month (25 Dec to 21 Jan)

Posts from Swavesey Parish Council reached 6,043 people (nearly double last month's)

5,282 Post engagements this month (number of shares. Likes, comments, etc)

Highest post reach: 3,000 people (Haul of suspected stolen items)

Next highest: 2,400 Water main replacement; 1,500 A15 Closure notice; 1,600 Frere Cottages vacancy

Issues Log - Issues reported to SPC by residents during Jan 2019

Date	Issue	Additional Information	Follow up and/or complete	Outstanding
21/01/19	Another car in the ditch on Ramper Rd at Uttons Drove		Reported to CCC Highways re safety at this bend and lack of chevron and warning signs	CCC Highways awaiting safety officer visit in order to provide new chevrons
16/01/19	Potholes in Middle Fen Drove entrance. Vehicle tyre puncture.	Responsibility of Mick George Ltd up to yard entrance.	Mick George Ltd notified, potholes filled with planings within 24hrs.	Complete
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.	
01/01/19	Culvert collapsed between 18 Boxworth End site and new playing field land		Reported to SCDC (Award Drain responsibility) and Matthew Homes Ltd landowner.	SCDC cleared drain and culvert w/c14 Jan.

Jan Accounts Report

21 January 2019 (2018-2019)

Swavesey Parish Council

DRAFT PAYMENTS LIST: (Cheque order) Vouchers 170 to 183

Vchr.	Payment	Cd	Name	Description	Amount
170	D/D	34	Virgin Media	Telephone & Broadband	39.00
171	D/D	78	Cambridge Water	Allotment - water rates	78.14
172	BACS	61	Festive Lights Ltd	Christmas Lights	399.33
174	BACS	32	Linda Miller	Postage	1.40
175	BACS	33	Linda Miller	Stationery	4.50
173	BACS	43	Staff Costs	Staff Costs	2,274.71
176	BACS	87			
177	BACS	82			
182	BACS	44			
178	BACS	113	Glasdon UK Ltd	Benches and plaques, Market St	1,302.28
179	BACS	113		Green	651.14
180	BACS	55	Edwin Parish	Grounds maintenance - The Rood	180.00
181	BACS	64	Edwin Parish	Grounds maintenance - Carters Way	80.00
183	Bank	24	Unity Bank	Service charge	18.00
TOTAL					5,028.50