

**MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL  
MEETING NUMBER 456**

**Held at Downing Court on Tuesday 3<sup>rd</sup> October 2017 starting at 7.30pm**

Present: Cllr Mrs Sue Romero (SR); Cllr Mary Smith (MS); Cllr Gordon Reid (GR); Cllr Peter Raby (PR); Cllr John Trapp (JT); Cllr Mrs Kay Ballard (KB);

**Members: 9 Quorum: 3**

Absent: Cllr Mrs Lynn Reed;

**Members of the Public:**

**Clerk:** Mrs D Bayliss

D Cllr Allen Alderson

0 Parishioners

Meeting opened at 7.33pm

**4335 APOLOGIES FOR ABSENCE**

Cllr Robin Sewell; Cllr Mrs N Bates;

**4336 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

None

**4337 OPEN FORUM FOR PUBLIC PARTICIPATION INCLUDING QUESTIONS FROM COUNCILLORS**

None

**4338 TO APPROVE MINUTES OF MEETING 455 5<sup>th</sup> SEPTEMBER 2017**

It was proposed by Cllr KB and seconded by Cllr PR that the minutes of the meeting held on 5<sup>th</sup> September 2017 are approved and signed by the Chairman with an amendment at 4325c) to state 'for the area around the table tennis table'.

CARRIED

**4339 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS  
(For information only)**

A complaint has been received from a parishioner about the state of the grass cutting on the Denny. The clerk will write to Nightingale Landscapes outlining the complaint and asking them to address the situation.

Cllr Romero reported that she had attended the Cambridgeshire ACRE Myth-buster Tour of rural affordable housing in July. She had also attended the Clerks and Councillors annual catch up day on 22<sup>nd</sup> September. Both events were useful and informative and of benefit to Cllr Romero in her role as councillor.

**4340 TO UPDATE WORKING GROUP MEMBERS**

The two new councillors will join the working parties as outlined below:

Cllr Peter Raby – Pavilion Working Party, Gutter Bridge Wood Working Party

Cllr John Trapp – Finance Working Party, Transport & Highways Working Party

**4341 VOLUNTEER POLICY**

It was proposed by Cllr KB and seconded by Cllr MS that the Council adopt the Volunteer Policy as drafted and circulated. Copies will be available on the website and from the Clerk. GR Abstained from the vote.

CARRIED

**4342 COUNTY AND DISTRICT COUNCILLORS REPORTS**

The District Councillors report was distributed before the meeting. There were no questions arising from the report.

The Clerk will contact the County Council about the fact that there has been no contact from the County Councillor who was appointed for Swaffham Bulbeck in May.

**4343 PLANNING MATTERS**

**a) Planning Applications**

17/01238/FUL Demolition of existing dwelling and replace with 6 bedroom, two storey dwelling, garaging and associated site works at Hare Park Stud, Six Mile Bottom, Newmarket

for Mr & Mrs L Dettori – No objection.

17/01605/FUL Alteration to South Porch to provide a lavatory at St Marys Church, High Street, Swaffham Bulbeck for St Mary’s Church – No objection.

17/01231/FUM Construction of 20 dwellings with associated parking and amenity space and retention of existing offices on site at Former Hillside Quarry Corner of Quarry Lane and Heath Road, Swaffham Bulbeck for Greensons Properties Ltd (amendment for information only) - Noted.

**b) Planning Refusals**

17/01223/FUL Erection of two detached dwellings at land Southeast of The Bungalow, Abbey Lane, Swaffham Bulbeck.

**c) Other Planning Matters**

- I. Schedule of Certification of Street Numbering: - ‘The Barn’ replacement dwelling formally ‘The Bungalow’. Clerk
- II. To Consider making a planning application for change of use of the Telephone Box in Commercial End – The District councillor has not had an opportunity to find out the situation so the matter will be deferred until the next meeting.
- III. The East Cambs Local Plan proposed submission is being discussed by full council on 5th October. You can read the Swaffham Bulbeck section on pages 156-158 in ‘Policies for Places’. The site at Hillside Mill has been put into the plan showing just 12 houses, which is a contradiction to the planning application for 19 houses which is due to be discussed on Wednesday 4<sup>th</sup> October at the planning committee.

**d) Update on the CLT**

The CLT have had a preliminary meeting with the landowners and developers of the proposed development on Quarry Lane who have shown a keen interest in working alongside the CLT.

**4344 DENNY AND PLAY AREA MATTERS**

- a) KB carried out the play area inspection. There was only one area for attention on a piece of the trim trail. Clerk  
FLP came out on Monday and ‘were’ asked to quote for surfacing around the table tennis table and for surfacing or decking at the front of the gazebo. A latch will be put on the gate.
- b) The discussion about replacing the benches on The Denny was deferred to a future meeting. The cost of installing the new bins and removing the old ones will be £60 not £45 as previously stated as removal had not been considered in the previous quotation. Noted

**4345 CEMETERY MATTERS**

**a) Report from Cemetery Working Group**

- I. A satisfactory response was received from the insurance company with regard to volunteers undertaking the work on the funeral arch in the cemetery. Clerk
- II. It was agreed in principle that a recycled material bench will be purchased subject to installation costs being acceptable.
- III. As the quotation for the remedial works to the cemetery is so high further quotes will be sought and brought back to a future meeting for consideration.

**4346 HIGHWAYS MATTERS**

- a) I. It was agreed that the council should contact the highways department about the condition of the footpath outside the shop. Clerk

**4347 TO CONSIDER PURCHASE OF CHRISTMAS LIGHTS FOR THE VILLAGE**

It was agreed not to proceed with purchasing Christmas lights for this year.

**4348 UPDATE FROM THE INFORMATION COMMISSIONER**

Cllr MS will make enquiries with the website provider about setting up individual parish councillor email addresses. MS

**4349 PARISH COUNCIL INSURANCE POLICY RENEWAL**

The parish council insurance policy has been renewed with ‘Inspire’ through Came & Co on a three year binding agreement at a cost for the first year of £756.90.

CARRIED

**4350 TO CONSIDER APPLYING FOR LOCAL COUNCIL AWARD SCHEME**

It was proposed by Cllr JT and seconded by Cllr KB that the Parish Council applies for the Foundation Level of the Local Council Award Scheme.

CARRIED

**4351 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS**

**a)** The Finance Working Group will meet to discuss the budget for 2018-19 on Tuesday 10<sup>th</sup> October 2017, 7.30pm at Swann House. All Councillors are invited to attend should they so wish. GR/KB/J T/Clerk

**b)** It was proposed by Cllr MS and seconded by Cllr PR that Cheffins are asked to register the remaining portions of parish council land, review the land rents and advertise the vacant plot subject to an initial limit of £4,000.

CARRIED

**c)** It was proposed by Cllr GR and seconded by Cllr SR that the Parish Council purchases a subscription to 'Parish Online' Ordnance Survey Mapping Services.

CARRIED

**d)** It was proposed by Cllr KB and seconded by Cllr GR that the bank reconciliation for August is approved.

CARRIED

**e)** It was proposed by Cllr JT and seconded by Cllr KB that the October accounts are approved and paid.

CARRIED

Cheque

No;	Payee	Item	Net	VAT	Total	Power
<u>Payments Since the Last Meeting</u>						
BACS	Mrs D Bayliss	Clerk's Salary	£501.70	£0.00	£501.70	LGA 1972 s112
BACS	HMRC	Tax & NI	£125.60	£0.00	£125.60	LGA 1972 s112
Payments for Tonight's meeting:						
300157	JCS Bookkeeping	Payroll	£17.00	£3.40	£20.40	LGA 1972 s112
300158	Mrs D Bayliss	Travel/Telephone	£53.70	£0.00	£53.70	LGA 1972 s174
300159	PKF LittleJohn	External Audit Fees	£200.00	£40.00	£240.00	
300160	Nightingale Landscapes	Grass Cutting	£769.25	£0.00	£769.25	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
300161	SLCC	ILCM Fees	£40.00	£0.00	£40.00	LGA 1972 s 50
300162	Viking Direct	Office Supplies	£199.44	£39.89	£239.33	LGA 1972 s 50
Grand Total>>>			£1,906.69	£83.29	£1,989.98	

**4352 CONCLUSION OF AUDIT**

The external audit report has been returned with no matters raised for consideration. The relevant notices and copies of the annual return have been posted on the noticeboards and on the website.

**4353 TO CONSIDER PRODUCING A WELCOME PACK FOR SWAFFHAM BULBECK**

It was agreed that Cllr SR would distribute the Chippenham Welcome pack to councillors for perusal ahead of a further discussion at the next meeting about producing a similar brochure for Swaffham Bulbeck. SR

**4354 CORRESPONDENCE/MATTERS FOR INFORMATION**

- a) Cambridgeshire County Council Newsletter.
  - b) East Cambs Parish Conference 10th October 2017
  - c) Cambridgeshire ACRE Town and Parish Council Conference 17th November 2017
- 4355 DATES OF NEXT MEETINGS**  
November 7<sup>th</sup> 2017  
December 5<sup>th</sup> 2017  
Pavilion Charity Meeting December 5<sup>th</sup> 7pm.  
The meeting closed at 9.44pm