

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL MEETING NUMBER 431

Held in the School on Tuesday 1st December starting at 7.30pm

Members of the Public: 0

In attendance: Ian Woodroffe (Chair), Mark Rogers, Sue Romero, Robin Sewell and Mary Smith.

Meeting opened at 7.30pm

3889 APOLOGIES FOR ABSENCE

Bill Wicksteed, Gordon Reid and Lynn Reed

3890 NOTICE OF VACANCY

There is one vacancy on the council following the election. This will continue to be advertised in the Beacon, on the website and on the notice boards. Ian Woodroffe informed Council that one resident had shown some interest in joining the Council and was looking into what would be involved before making a decision.

3891 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interests.

3892 OPEN FORUM FOR PUBLIC PARTICIPATION

No members of the public attended the meeting

3893 TO APPROVE MINUTES OF MEETING 430 3rd NOVEMBER 2015

As only two members present at the meeting had attended the meeting on 3rd November 2015, it was agreed that the approval of the minutes should be withheld until the next meeting.

3894 MATTERS ARISING/CLERKS REPORTS

Sue Romero raised concern that as a Councillor she had not been aware of the recent appointment of the handyman nor the terms and conditions of his engagement. Mary Smith explained that this had been talked about at the previous meeting.

Item 3884 - No further information has been received about the Zebra Crossing

Item 3881 – The application form for the work to the tree has still to be submitted.

Ian Woodroffe explained that there was no report from the Clerk. He informed Council that the Clerk was still unwell and may be unable to work for some time. It may be necessary to employ someone to carry out the Clerk's duties until her return to work. The Clerk's Contract of Employment will detail requirements for pay and any further advice needed can be obtained through CAPALC.

3895 COUNTY COUNCILLORS REPORT

There was no report from County Councillor David Brown

3896 DISTRICT COUNCILLORS REPORT

Allen Anderson had circulated his written report at the start of the meeting. He explained that the District Council was reviewing the provision of public toilets in Ely, Burwell and Fordham.

The number of toilets in Ely could be reduced with those remaining being revamped. The ones in Burwell and Fordham could be handed over to the Parish Councils.

Proposed changes to the wards in East Cambridgeshire will see the Swaffham Parishes combined with Bottisham, Brinkley, Burrough Green, Lode, Reach and Westley Waterless. The ward will be represented by two councillors. If approved, the new arrangement will come in to force in May 2019.

3897 PLANNING MATTERS

Planning Applications

15/01248/FUL Revised window and door configurations to rear elevations. Omission of render finish and addition of facing brick to rear flank gable elevation at 53 Commercial End, Swaffham Bulbeck for Mike Muncey

This matter was deferred to the next meeting to allow time for the Council's copy of the application to be received.

Planning Approvals

Council noted the following approvals:

15/01057/LBC To carry out minor alterations to install a new bathroom on the first floor (see previously approved application 14/01428/LBC) at The Abbey, Abbey Lane, Swaffham Bulbeck for Mr Andrew Burke

15/01124/FUL Two storey extension to the rear and side of the existing dwelling at 43 Maryland Avenue, Swaffham Bulbeck for Mr & Mrs Loraine Southworth

Other Planning Matters

Council noted the approval of the following tree works:

15/01269/TRE & Trees/Swaffham Bulbeck/CA Tree Work Approval at 107 Commercial End, Swaffham Bulbeck for Mr & Mrs Venn

3898

GUTTERBRIDGE WOOD MATTERS

a)

- Mary Smith informed Council that a recent working party had put up the remaining bird boxes.
- Mary Smith had discussed the proposed siting of geo-caches in the wood with the organiser, who had assured her that they were never buried and were generally placed within arms-reach of the footpaths. Although sometimes placed in trees, this would not be the case in Gutterbridge Wood. Those that take part in geo-caching tend to be very aware of wildlife and respect its surroundings. There is a good following for geo-caching, but details of the location would only be available through appropriate downloads. Those taking part in Geo-caching do so at their own risk. The number of caches may need to be reduced to three due to the size of the wood.
Mary Smith proposed that geo-caches could be sited in the wood, seconded by Sue Romero.

CARRIED

3899

RECREATION GROUND AND DENNY WOODS MATTERS

a)

A quotation for vermin control in the Denny Wood will be available for consideration at the January meeting. The wood may need to be closed for a short period whilst the work is carried out.

The extra grass cut has been carried out. The Football Club does not feel that the pitch is as well maintained and needs rolling and spiking. The Groundsman has advised that at this stage, spiking the pitch would not improve the drainage. A deep spike, which the Football Club would like to be carried out, will cost in the region of £250.00. This would wipe out much of the income received from the Club, so will not be authorised by the Parish Council. The pavilion is being left in an unacceptable condition after the Football Team has used it. If this does not improve, their deposit will be used to pay for a cleaner. The Parish Council may consider contributing towards the cost of spiking the pitch in the spring.

b)

The handyman has been asked to treat the fence around the toddler play area as agreed at the November meeting. Details of the appointment were explained to those who were not present at the previous meeting and how the appointment had come about. Employment conditions both on the handyman's part and the Council's responsibilities such as Insurance, need to be checked. Mark Rogers to locate a suitable risk assessment to cover general duties likely to be carried out by the handyman. It was suggested that the handyman's work should be discussed and agreed at the monthly Parish Council meeting, with a specific agenda item added to the agenda template.

Sue Romero was concerned that a previous suggestion to treat the play equipment would invalidate the guarantee. A schedule of the maintenance required should be obtained from Fenland Leisure prior to any work being carried out to the equipment.

Mark Rogers expressed concern that information over the work required to be carried out by the handyman could be lost during transcript ending in the incorrect work being carried out. Until the Clerk returns from sick leave, Ian Woodroffe explained that he had taken on the responsibility for the handyman. The handyman is due to submit a monthly statement of the work he has carried out and the hours worked.

Mark Rogers reported that he had adjusted the gate near to the pavilion, but that it should be monitored to make sure that it does not need any further adjustment.

Bill Wicksteed carried out the November play area inspection and Ian Woodroffe is due to carry out the one in December.

3900

CEMETERY MATTERS

a)

There is a burial planned for next week. Council agreed to grant the Exclusive Right of Burial. Ian Woodroffe to circulate details of the deceased to Council members prior to the burial.

PAVILION MATTERS

The Pavilion Development Committee continues to meet. The design brief is still being worked on. Quotations for tree work are not available for consideration. Both trees need to be surveyed, particularly in relation to root spread. Discussions are taking place with the Cricket Club about whether it is possible to move the boundary. Concern has been shown about the location of the proposed new pavilion and the danger that it would be in the path of cricket balls. The pavilion is likely to need to have solar panels on the roof to be sustainable, but these could also be damaged by cricket balls. A change in the direction of play from East/West to North/South could be considered, although it is not known if the choice of direction has anything to do with the risk of hitting traffic. Cricket matches currently take place 7 times per year. The Cricket Club could take out its own insurance cover against any damage caused. Further meeting with the club to take place.

Mark Rogers suggested that he would be prepared to organise a cycling commuting fund raising event for the pavilion in line with the new cycle path. This was thought to be a good idea.

3901

HIGHWAYS REPORT

a)

An email had been received regarding the proposed Zebra Crossing from Highways. Mark Rogers agreed to go back to Highways to find out what the financial commitment for the Parish Council is likely to be and the timescale for the work to be carried out.

Mary Smith informed Council that she had reported a streetlight out in Vicarage Close a few months ago. This is still waiting to be repaired. Another light is also not working correctly. She will follow these items up.

Ian Woodroffe reported that comments had been made about the path being dug up outside the shop. No one is aware of why this has been carried out and the tarmac has been badly replaced. Residents have also notified East Cambs District Council, so no action is required by the Parish Council.

3902

FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS

3903

FACEBOOK PAGE

This matter was deferred until such time that further investigation had been carried out into the number of village pages already set up and the possible linking of the pages through a Community Page.

a)

The Council needs to set its Precept figure for 2016/2017. As the date the figure is required by ECDC is after the January meeting, it was proposed that a meeting of the Finance Group should be held at 7 pm on 15th December 2015 to consider the budget. All Council members to attend this meeting. The meeting will then be followed by a Parish Council meeting at 8.15 pm to formally agree the figure for submission. The necessary financial paperwork to be made available to Councillors to look through prior to the meeting.

b)

It was proposed by sue Romero and seconded by Mary Smith that the bank reconciliation for October is approved.

Clerk

CARRIED

c)

PAYMENTS

Ian Woodroffe explained that the payment to Simpsons was for trees to replace those previously felled in Downing Court. It is hoped that the cost of the trees would be reimbursed by Sanctuary Housing.

Payments for

Tonight's meeting:

1416	Mrs D Bayliss	Clerk's Salary	£360.50	£0.00	£360.50	LGA 1972 s112
1417		HMRC	Tax & NI	£90.20	£0.00	£90.20
1418	Mr A Smith	Maintenance	£60.00	£0.00	£60.00	LGA 1972 s112
1420	Mrs D Bayliss	Salary	£33.80	£0.00	£33.80	LGA 1972 ss174
1421	J C S Bookkeeping	Travel/Telephone	£10.00	£2.00	£12.00	LGA 1972 s112
1422	Herts & Cambs Ground	Payroll	£297.00	£59.40	£356.40	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
1423	Maintenance	Grass Cutting	£50.00	£0.00	£50.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
1424	R Daniels	Pest Control	£110.01	£22.00	£132.01	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
	Simpsons	Trees for Downing Court				
Grand Total>>>			£1,011.51	£83.40	£1,094.91	

d) It was proposed by Mark Rogers and seconded by Robin Sewell that the December Accounts are approved and paid.

CARRIED

3904

DATES OF NEXT MEETINGS

15th December 2015 Finance Working Group Meeting 7 pm

15th December 2015 Parish Council Meeting 8.15 pm

12th January 2016 Parish Council Meeting 7.30 pm

The meeting closed at 9.23 pm