

**MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL
MEETING NUMBER 445**

Held in the School on Tuesday 6th December 2016 starting at 7.30pm

Present: Cllr Ian Woodroffe (IW); Cllr Mrs M Smith (MS); Cllr Mrs Sue Romero (SR); Cllr Gordon Reid (GR); Robin Sewell (RS); Mrs Lynn Reed; Cllr Bill Wicksteed (BW);

Members: 9 Quorum: 3

Members of the Public: 2

Clerk: Mrs D Bayliss

Meeting opened at 7.30pm

4159 APOLOGIES FOR ABSENCE

Mrs Kay Ballard; D Cllr Allen Alderson; C Cllr David Brown;

4160 PARISH COUNCILLOR VACANCY

The vacancy will be advertised in the January Bulbeck Beacon.

Clerk

4161 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

None

4162 OPEN FORUM FOR PUBLIC PARTICIPATION INCLUDING QUESTIONS FROM COUNCILLORS

Mr Thompson outlined some views for the Parish Council to consider when debating the development sites in the village:

- The parish council's response to the ECDC document earlier in the year.
- Concerns about the limited adequacy of support facilities including sewage, education, and village form.
- He also raised issues about affordable housing, questioning what constituted an affordable house. He also pointed out that lack of affordable housing is a national problem, and raised the question about the council attempting to solve national problems when their focus should be to preserve the interest of parishioners.
- The likelihood that developers would be looking to maximise the potential for development on any of the proposed sites, building more houses than would be wanted in the village.

4163 TO APPROVE MINUTES OF MEETING 444 1st NOVEMBER 2016

It was proposed by Cllr Mrs MS and seconded by Cllr Mrs SR that the minutes of the meeting held on 1st November are approved and signed.

CARRIED

Cllr Mrs LR abstained from the vote as she was not present at the meeting.

4164 MATTERS ARISING/CLERKS REPORTS

4150 - The sign has been replaced on the play area gate and the re-surfacing has been carried out.

4144 - There has been no response to the comments made about the development on Abbey Lane from the District Council.

4127 A response from BT about adopting the telephone kiosk is still awaited.

- The Clerk attended the Parish Conference on 18th November. The conference was well supported and will be run again next November. A summary report will be distributed by Cambridgeshire Acre before Christmas.
- The Optimum Cash Card has been ordered but not yet received.
- The ECDC Waste & Recycling Collection Dates for the Christmas period have been circulated and will be posted on the notice-board and website.

4165 UPDATE FROM NALC ON FUNDING FOR CHURCHES

The update from NALC was noted and will be forwarded to the church wardens for information. Clerk

4166 PLANNING MATTERS

Update on Local Plan

ECDC have produced a 70 page document based on discussions held on 16th November at the Full Council meeting about the proposed new Local Plan. It is available on the website.

IW commended the document and encouraged councillors and members of the public to read it.

The consultation on the updated plan will take place from 10th January – 17th February 2017.

Planning Applications

16/01486/FUL Construction of new driveway with dropped kerb, lean-to car port and inclusion of car turntable at 103 High Street, Swaffham Bulbeck for Mrs Eva Hepworth – Clerk

IW - object on the grounds of change of street scene and hard landscaping;

4 in favour

2 against

1 abstained

CARRIED

Planning Approvals

16/01300/LBC Internal Draught Lobby at The Barn, Downing Park, Station Road, Swaffham Bulbeck for Mr David Turner Noted

16/01016/FUL Proposed dwelling, garaging, parking and associated works at Land East of 34 Quarry Lane, Swaffham Bulbeck for Mr & Mrs D Godfrey

Other Planning Matters

TPO/E/13/67/Swaffham Bulbeck & 16/01386/TPO Tree Work Approval at The Bungalow, Abbey Lane, Swaffham Bulbeck Noted

4167 CLT UPDATE

The process for setting up the CLT is underway.

33 people from the village have expressed an interest in being members of the Trust, of these 29 have paid the £1 membership fee and 6 have expressed a further interest in being trustees. A meeting of potential trustees was held on December 1st with Debbie Wildridge, who outlined the various options for taking the CLT forward. One of the first steps is deciding what type of legal entity the trust should be and Debbie Wildridge will seek advice from solicitors who specialise in this area in order to clarify the most suitable legal status for Swaffham Bulbecks trust. She will also begin the grant application process to ECDC for a grant towards the start-up costs of the Trust.

Questions were raised about the relationship between the parish council and the CLT, parish council representation on the CLT, and who appoints the trustees. Answers to these queries will be sought from Debbie Wildridge and passed to members of the CLT and the parish council for clarity and transparency.

The parish council, members of the CLT and parishioners will be kept informed by newsletters and good communication by the trustees.

4168 UPDATE ON VILLAGE PLAN

The village form document was distributed before the meeting, however all of the working party reports had not been included. IW will distribute these following this meeting. Thanks were expressed at the meeting to the members of the working parties for the work that has been carried out in updating the plan. The next stage is for the various reports to be pulled together to produce a cohesive and comprehensive plan for 2017 onwards. Because of the Christmas break it is not possible to produce a complete document before the commencement of the ECDC Local Plan Consultation on the 10th January. A draft of the report will be made available to the public. A time line for the plan is to be agreed and distributed to councillors. It was generally agreed that trying to produce a document up to 2036 was unrealistic.

4169 COUNTY COUNCILLORS' REPORT

There was no report from the County Councillor.

4170 DISTRICT COUNCILLORS' REPORT

There was no report from the District Councillor.

4171 GUTTER BRIDGE & DENNY WOOD MATTERS

- a) Gutter Bridge Wood
- Nothing to Report.
- Denny Wood
- RS has asked that the council add tree planting in the Denny Wood to the agenda for January. The Chairman pointed out that any planting in the wood is restricted by English Heritage although it may be possible to plant at the Downing Farm end of the wood. Clerk
 - Sarah Poppy (EH) has sent a date through for a meeting with regard to the trees on the edge of the wood which will be distributed to interested council members.
- b) The Councillors considered the request from Tribal Bushcraft and it was agreed that neither of the woods are appropriate for the activities suggested nor is there any suitable parking at either of the sites. Clerk

4172 RECREATION GROUND (Denny) AND PAVILION MATTERS

- a) The presentation of the pavilion design brief has been deferred until the January meeting. Noted
- b)
- SR carried out the play area inspection; the chin up post needs to be checked – Fenland Leisure will be asked to look at this next time they are in the area.
 - New play area inspection rotas will be sent out to all councillors. Clerk
 - A reminder will be put in the Beacon asking people to take down posters around the village when their event is over.

4173 CEMETERY MATTERS

- a)
- Remedial works in the cemetery are continuing and are being carried out by Herts and Cambs Ground Maintenance.
 - IW still needs volunteers to help put the cemetery crosses back in the cemetery. IW
- b) An offer of 10 cherry trees has been made to the council for the cemetery. The councillors agreed to accept the trees and 'heel them in' at the cemetery. RS agreed to collect the trees and then meet with IW to plant them. Clerk RS/IW

4174 HIGHWAYS MATTERS

- a)
- A meeting between the Chair, Vice-Chair, the Clerk and James Rigney from the Highways Department was held. The bus shelter, bus stop, notice-boards, speed signs and the zebra crossing were all discussed.
 - It was made clear that there is currently no funding available for anything other than the most urgent repairs to any assets that are currently owned by the County Council. No new projects can be undertaken unless they are part of the Jointly Funded Minor Highways Initiative.
 - The siting of any proposed new bus stop, if it was ever decided that a shelter was needed, would not be able to be on the same site as the one that is being removed. Any proposed site would have to be agreed with the Highways Department. It was suggested that a layby with a bus stop might be included at the front of site 27/01 if it were to be developed. The Parish Council would have to pay for it but this could possibly be included in any CIL/Section 106 agreement.
 - The possibility of speed signs was also discussed. There are portable solar/battery powered signs available which could be moved around the village. The most probable area is on the High Street just before the school. Again the cost would have to be met by the Parish.
 - Balfour Beatty have still not updated the one light in Commercial End (Abbey Lane).
- b) The zebra crossing has been built but it is not in use yet.
- c) The bus shelter is to be removed by Mead Construction (Highways approved contractor). The quotation supplied in July is still valid. Clerk
- It was proposed by Cllr BW and seconded by Cllr GR that a letter is sent to the shop owners asking them for a contribution towards the cost of taking out the bus shelter as it is being removed at their request. The letter will also note that permission to remove it has just been received from the Highways Department.

CARRIED

- d) The notice boards have been delivered. Confirmation is needed from Highways on the siting of them. Mr Steve Newton will be asked to install them. Clerk

4175 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS

- a) Finance Report – The Finance Working Group met on 29th Nov and looked at the budget figures for 2017/18. Some changes were made to the current categories to better reflect the councils' expenditure. The budget shows a potential shortfall of £7,000 which after a moderate increase in the precept will be taken out of the current general reserve.

- I. The Parish Council accepted and approved the Budget Report for 2017/18.
 II. It was proposed by Cllr Mrs LR and seconded by Cllr Mrs MS that the precept for 2017/18 is increased from £18,000 to £18,900. Clerk

CARRIED

The Chairman expressed his thanks that the council has such a competent finance working group and for the work they have done on a number of complex issues over the last few months.

- b) It was proposed by Cllr GR seconded by Cllr Mrs SR that the bank reconciliations for September and October are approved. Clerk

CARRIED

c) RECEIPTS

- a) Burial Fees **£100** Noted
 b) VAT Refund **£293.84**

d) PAYMENTS

It was proposed by Cllr Mrs SR and seconded by Cllr Mrs MS that the December accounts are approved and paid Clerk

CARRIED

| Cheque No; | Payee | Item | Net | VAT | Total | Power |
|--|----------------------------------|------------------------------------|------------------|----------------|------------------|---|
| <u>Payments Since the Last Meeting</u> | | | | | | |
| BACS | Silvermans | Filing Cabinet | £109.00 | £21.80 | £130.80 | LGA 1972 s50 |
| BACS | Mrs D Bayliss | Clerk's Salary | £496.80 | £0.00 | £496.80 | LGA 1972 s112 |
| <u>Payments for Tonight's meeting:</u> | | | | | | |
| 300095 | HMRC | Tax & NI | £124.20 | £0.00 | £124.20 | Open Spaces Act 1906 ss9 & 10 LGA 1972 s214 |
| 300096 | JCS Bookkeeping | Payroll | £12.00 | £2.40 | £14.40 | LGA 1972 s112 |
| 300097 | Mrs D Bayliss | Travel/Telephone Expenses -October | £94.20 | £0.00 | £94.20 | LGA 1972 s174 |
| 300098 | Herts & Cambs Ground Maintenance | Grass Cutting | £664.00 | £132.80 | £796.80 | Open Spaces Act 1906 ss9 & 10 LGA 1972 s214 |
| 300099 | Viking | Ink | £98.06 | £19.64 | £117.70 | LGA 1972 s50 |
| 300100 | Greenbarnes Limited | Notice Boards | £2,727.47 | £545.50 | £3,272.97 | Open Spaces Act 1906 ss9 & 10 LGA 1972 s214 |
| Grand Total>>> | | | £4,325.73 | £722.14 | £5,047.87 | |

4176 TO DISCUSS PARISH ASSETS

It was agreed that a walk around the parish assets would take place in the spring to ascertain what if any remedial works are needed.

4177 CORRESPONDENCE/MATTERS FOR INFORMATION ONLY

- a) A reply has been received from Mr Glynn at Merchants House stating that the tree has already been cut back in accordance with the scope agreed with the tree officer. Noted
The parish council will contact the tree officer and ask if she is passing this way whether she would have a further look at the tree and report back her view to the council.

4178 DATES OF NEXT MEETINGS

4179 10th January 2017

7th February 2017

7th March 2017

The meeting closed at 9.50pm