

**MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL  
MEETING NUMBER 426**

**Held in the Pavilion on Tuesday 7<sup>th</sup> July starting at 7.30pm**

Present: Ian Woodroffe (IW); Robin Sewell (RS); Sue Romero (SR); Mark Rogers (MR); Bill Wicksteed BW);

**Members of the Public:**

**In attendance:**

Clerk Mrs Diane Bayliss

C Cllr Allen Alderson;

2 Parishioners

Meeting opened at 7:33pm

**3801 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.

**3802 APOLOGIES FOR ABSENCE**

Lynn Reed; Mary Smith; Gordon Reid; C Cllr David Brown;

**3803 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

None

**3804 OPEN FORUM FOR PUBLIC PARTICIPATION**

None.

**3805 CHAIRMANS COMMENT**

Nothing to report.

**3806 TO APPROVE MINUTES OF MEETING 425 2<sup>ND</sup> JUNE 2015**

It was proposed by RS and seconded by MS that the minutes of meeting 425 held 2<sup>nd</sup> June 2015 are approved and signed by the chairman with an amendment to remove the word not from 3790.

CARRIED

**3807 MATTERS ARISING**

3795 – SR questioned whether it should have been the chairman who was contacting CAPALC about the Clerk's Travel rather than the Clerk.

3781 – The Notice of Vacancy needs to be advertised in the Beacon.

3794 - The Burial Records have been found and the matter regarding transfer of the Grant of Burial has been resolved.

3767 - The housing needs survey will be printed by Victoire Press and paid for by Circle Housing.

3795 – The CAPALC Help Desk has advised that Clerk's working from home may claim for all journeys that require her to travel from her stated place of work. This matter will be placed on the agenda for the next meeting.

The Clerk recently attended a workshop at East Cambridgeshire District Council about the CIL 123 list. This is different from the CIL levy which is paid directly to the parish and is for infrastructure projects 'necessary to support growth' from £50,000 to £2,000,000. In order to be included on the list a project must meet the criteria set out and be approved by ECDC Full Council.

**3808 TO APPOINT MEMBERS TO WORKING PARTIES**

**GUTTERBRIDGE & DENNY WOODS**

Mary Smith; Robin Sewell;

**DENNY & CEMETERY RECREATION GROUND**

Ian Woodroffe; Lynn Reed; Robin Sewell;

**PAVILION REDEVELOPMENT**

Ian Woodroffe; Sue Romero;

**FINANCE**

Gordon Reid; Bill Wicksteed;

**HIGHWAYS & TRANSPORT**

Gordon Reid; Mark Rogers;

**POLICY REVIEW**

Lynn Reed; Mary Smith;

**HR/EMPLOYMENT**

Chairman & Vice-Chairman - Ian Woodroffe and Mary Smith;

**HOUSING**

Sue Romero; Bill Wicksteed

**3809 COUNTY COUNCILLORS REPORT**

(Distributed before the meeting).

**3810 DISTRICT COUNCILLORS REPORT**

(Distributed before the meeting).

IW asked whether the reduction of councillors from 39 to 27 councillors would be detrimental to this area.

BW asked it to be recorded that he would not like to see this ward expanded as he feels it works very well at the present time.

**OPEN FORUM FOR PUBLIC PARTICIPATION (Chairman's discretion)**

Mrs Hope Roberts addressed the council with concerns about the replacement roof lights on the planning application at The Old Fire Station. There are to be four lights (1700 from 1<sup>st</sup> floor level - less than 2metres away from her property) which will over-look her bathroom.

**Amy Weatherup from the Primary School gave a report to the Council.**

Report distributed before the meeting.

- There are 108 pupils in the school at the moment including nursery children
- There is a full intake for September as well as a high number of children joining the nursery
- The head teacher Mrs Cornwell is stepping down after 15 years in the role. In September two existing members of staff will be sharing the role (Mrs Beale and Mrs Fish).
- The whole school has focused on World War 11 and been actively involved in the War Detectives project with Red2Green.
- School funding is directly related to pupil numbers, therefore it is important that the school remains attractive to parents. Costs continue to rise faster than income so it is likely that funding in future years may become difficult. The funding includes £5000 a year towards capital expenditure which is woefully inadequate for a school built mostly in Victorian times. If the parish council can offer any financial assistance the school would be most grateful.

For clarity the council has no power to give money to the school apart from small grants under section 137 of the Local Government Act 1972.

IW asked how many children are from outside the catchment.

SR asked if it was still possible to borrow money from the local authority.

IW asked that Amy would pass the parish councils thanks to all the staff at the school for their hard work. BW suggested a special thanks is given to the retiring head Mrs Cornwell.

**3811 PLANNING MATTERS**

15/00542/LBC Replacement roof with replacement lights at The Old Fire Station 108 – 110 High Street, Swaffham Bulbeck for Mr Clem Robertson – the council would like to object on the grounds that the introduction of the roof light furthest from the road abutting the neighbouring house is overlooking the property and feel this should be re-considered to minimise intrusion.

15/705/LBC Internal alterations and extension to The Old Fire Station 108 and 110 High Street, Swaffham Bulbeck for Mr Clem Robertson – no objections

15/00704/FUL Internal alterations and extension to The Old Fire Station 108 and 110 High Street, Swaffham Bulbeck for Mr Clem Robertson – no objections

15/00712/FUL Alterations to the rear barn on the site of 108 & 110 High Street, Swaffham Bulbeck to form residential accommodation only for use in conjunction with the house at The Old Fire Station 108 – 110 High Street, Swaffham Bulbeck for Mr Clem Robertson – no objections

15/00713/LBC Alterations to the rear barn on the site of 108 & 110 High Street, Swaffham Bulbeck to form residential accommodation only for use in conjunction with the house at The Old Fire Station 108 – 110 High Street, Swaffham Bulbeck for Mr Clem Robertson – no objections

15/00549/FUL To vary condition 3 (materials for external surfaces) of previously approved 14/00737/FUL for replacement dwelling with garage and outbuildings to be retained at 32 Quarry Lane, Swaffham Bulbeck for Mr & Mrs Simon Bethel & Suzy Ashworth – no objection

15/00410/FUL Two storey and single storey rear extension at 24 Vicarage Close, Swaffham Bulbeck for Mr & Mrs Weaver – no objection

#### **Planning Approvals**

15/00504/VAR To vary condition 4 (Construction Works – Time) of previously approved 15/00602/FUL for the change of use of existing stable block to residential annexe together with garden room extension, parking and associated site works at Hare Park Stud, Six Mile Bottom, Newmarket for Mr & Mrs L Dettori

#### **Planning Refusals**

15/00483/FUL Single storey extensions to front, side and rear of 16 Pound Way, Swaffham Bulbeck for Mr & Mrs A Holland

#### **Other Planning Matters**

15/00654/TRE & Trees/Swaffham Bulbeck/CA Tree Work approval notice for The Merchants House, 97 Commercial End, Swaffham Bulbeck.

TPO/E/13/67/Swaffham Bulbeck & 15/00462/TPO Tree Work Approval at Mill House, Mill Lane, Swaffham Bulbeck

The Local Boundary Commission – Electoral Review of East Cambridgeshire (by email). Councillors may respond to the survey individually.

**3812**

#### **GUTTERBRIDGE WOOD MATTERS**

- a)
- The nettles have been cut back
  - The BBQ has been changed to a picnic to which everyone in the village will be invited.
  - ‘Birds, Bats and Bugs’ There will be an attempt at 5am on Saturday 25<sup>th</sup> to see what wildlife is in the wood.

**3813**

#### **RECREATION GROUND AND DENNY WOODS MATTERS**

- a)
- The Amey Cespa/ECDC signs are up
  - The benches and rubbish bins have been rubbed down and stained by the ECDC Community Payback Team.
  - It looks unlikely that the sports workshops in the summer holidays will go ahead as there have only been four applications. Leaflets are intended to be delivered to the school this week however final numbers have to be decided by 12<sup>th</sup> July.

- b)
- It was proposed by BW and seconded by SR that the fee for Burwell Tigers using the Denny for football matches is fixed at £300 for a maximum of 13 games. Any additional matches will be charged at £30 each. A £50 deposit will be taken and the cheque will be banked and refunded at the end of the season if the pavilion has not required any additional cleaning following its use by the club.

CARRIED

- c)
- It was agreed that IW would gather further information about the Boot Camp that is taking place on The Denny.

- d)
- Mark Rogers will carry out the play area inspection this month.
  - An alphabetical rota will be created for the play area inspections for the remainder of the year.
  - Fenland Leisure have carried out the repairs to the play equipment recommended at the last full inspection.

- e)
- No further information has been received from Play-Safety on the ongoing play area inspections.

**3814**

#### **CEMETERY MATTERS**

- a)
- The areas that needed spraying have been done.

- b) IW met with Oliver Janes who was not fully aware of the scope of the work that was required. Because of this the original quotation has been revised and has come to this meeting for consideration. It was proposed by IW and seconded by RS that the quotation is accepted for the fixed price of £5165 making sure the wall is safe, strong and watertight. A 20% deposit to be paid at the beginning of the work

CARRIED

**3815 CONSULTATION ON CHURCH ROOF**

Half of the lead on the north roof of the church was stolen. Discussions are taking place amongst the PCC to decide whether to replace the lead with terne coated stainless steel. It has been proposed that the remaining lead is stripped and sold. A letter will be sent to Mr Welton stating that the Parish Council have no objection to the proposal.

Clerk

**3816 HIGHWAYS REPORT**

- a) When the wheelie bins are emptied on Green Bank Road they are being lifted over the fence which is deemed to be dangerous. The Council will write to Veolia and outline that they believe this to be an unsafe practice.

Clerk

There has been no response so far from the notice in The Beacon requesting someone to come forward to inspect the footpaths.

The Clerk has had a discussion with Karen Champion at the County Council about the criteria for assessing footpaths. There is no specific criteria however she is more than happy to liaise with either a member of the parish council or a nominated representative 'i.e. a footpath co-ordinator'.

**3817 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS**

- a) Budget Reports have been distributed by email to all councillors. BW and SR raised queries about the layout of the budget report.

CARRIED

b) RECEIPTS

a) Precept	£9,000
b) Precept Support Grant	£564.00
c) Burial Fee	£400.00
d) Wayleave	£100.00
e) Grass Cutting Grant	£847.09

Noted

c) PAYMENTS

It was proposed by RS and seconded by BW that the July Accounts are approved and paid.

Clerk

CARRIED

Cheque

Cheque No;	Payee	Item	Net	VAT	Total	Power
<u>Payments for Tonight's meeting:</u>						
373	Mrs D Bayliss	Clerk's Salary	£374.90	£0.00	£374.90	LGA 1972 s112
374	HMRC	Tax & NI	£93.80	£0.00	£93.80	LGA 1972 s112
375	Mrs D Bayliss	Clerk's Travel/Telephone	£24.39	£0.00	£24.39	LGA 1972 ss174
376	J C S Bookkeeping	Payroll	£10.00	£2.00	£12.00	LGA 1972 s112
377	Herts & Cambs Ground Maintenance	Grass Cutting Uncontested	£1,270.00	£254.00	£1,524.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
378	East Cambs District Council	Election Expenses	£100.00	£0.00	£100.00	LGA 1972 s111
379	Viking Direct	Stationary/Ink	£146.70	£18.54	£165.24	LGA 1972 s111

380	Swaffham Internal Drainage Board	Drainage Rates	£140.70	£0.00	£140.70	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
381	Fenland Leisure	Play Area Repairs	£407.95	£81.59	£489.54	LG Misc Provisions Act 1976 s 19 (d)
382	Ridgeons	Stain	£18.04	£3.61	£21.65	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
383	Transfer to Pavilion Charity Account	Hire Fees	£65.00	£0.00	£65.00	LGA 1972 s111
<b>Grand Total&gt;&gt;&gt;</b>			<b>£2,651.48</b>	<b>£359.74</b>	<b>£2,129.09</b>	

**3818 CORRESPONDENCE/MATTERS FOR INFORMATION ONLY**

- a) Report from Bottisham Village College (Circulated by email) Noted
  - b) News from Sir Graham Bright PCC Connect Newsletter (Circulated by email) Noted
  - c) Letter of thanks from MAGPAS for donation. Noted
  - d) Swaffham Internal Drainage Board Newsletter Noted
  - e) Email from Mark Rogers re Critical Aims of the Parish Council
- MR expressed his opinion that the Parish Council spend a lot of time discussing maintenance, but not very much time discussing projects. He is looking for something with a wow factor - For example the zebra crossing. (The Clerk explained that the County Council are responsible for the timescale of the zebra crossing. MR requested copies of the email correspondence with the County Highways Team). Clerk
- IW explained the purpose of the working parties.
- SR suggested that there should be specific aims laid out for each working group; perhaps 2 or 3 strategies for each group; for instance what milestones are going to be achieved and when?

**3819 DATES OF NEXT MEETINGS**

4<sup>th</sup> August 2015 – The Pavilion (MR apologies)

The meeting closed at 10.32