

**MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL  
MEETING NUMBER 425**

**Held in the Pavilion on Tuesday 2<sup>nd</sup> June starting at 7.30pm**

Present: Ian Woodroffe (IW); Mary Smith (MS); Robin Sewell (RS); Sue Romero (SR); Lynn Reed (LR); Mark Rogers (MR);

**Members of the Public: 1**

**In attendance:**

Clerk Mrs Diane Bayliss

C Cllr Allen Alderson; C Cllr David Brown

Mr Mark Rogers signed his declaration of acceptance of office and expenses declaration before the meeting.

Meeting opened at 7:35pm

**3781 NOTICE OF VACANCY**

There is one vacancy on the council following the election. This will be advertised in the Beacon, on the website and on the notice boards.

**3782 APOLOGIES FOR ABSENCE**

Bill Wicksteed; Gordon Reid;

**3783 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

IW Zebra Crossing - Personal

**3784 OPEN FORUM FOR PUBLIC PARTICIPATION**

Bob Thompson addressed the Council on behalf of the school, In the light of the Council's response to Swaffham Prior Primary School's request for funding, reminded them that maintenance of the school is a priority of the Parish Council and to inform them that there are two critical issues at the school which will require large sums of money to put right. The first being the need for a better drainage system at the back of the school; and the second being the condition of the roof on the year 3 classroom.

Sue Romero asked for clarification on the issue with Swaffham Prior – a request for financial help was refused by this council.

Sue Romero asked what support the church are able to offer – no assistance is made from the diocese.

**3785 CHAIRMANS COMMENT**

None.

**3786 TO APPROVE MINUTES OF MEETING 424 12<sup>th</sup> MAY 2015**

It was proposed by RS and seconded by LR that the minutes of meeting 424 held on 12<sup>th</sup> May 2015 are approved and signed by the chairman with an amendment at 3774 b) to include the word 'rate'.

CARRIED

MR abstained from the vote as he was not in attendance at the meeting.

**3787 MATTERS ARISING**

3767 – Housing Survey A5 envelope; further information will be sought on how this will be mailed out.

3770 – Formal acceptance of the Management Plan has been sent to Lois Baker.

3772 – The immersion heater will be looked at when the timers are changed.

3776 – Replacement trees for Downing Court have not yet been organized.

**3788 TO APPOINT MEMBERS TO WORKING PARTIES**

**GUTTERBRIDGE & DENNY WOODS**

Mary Smith; Robin Sewell;

**DENNY & CEMETERY RECREATION GROUND**

Ian Woodroffe; Lynn Reed;

**PAVILION REDEVELOPMENT**

Ian Woodroffe; Sue Romero;

**FINANCE**

Gordon Reid;

## **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;

SR asked whether councillors would have the relevant information from working group meetings to consider before the Council meetings where decisions will be made.

Members of the working groups will be formalised at the July meeting.

**3789**

### **COUNTY COUNCILLORS REPORT**

(Distributed before the meeting).

The County Council has secured £317,000 from the Department for Transport Cycle City Ambition Fund to construct a cycleway from Lode to Quay over the next 2 years.

A formal planning application will be submitted before work gets underway.

**3790**

### **DISTRICT COUNCILLORS REPORT**

(Distributed before the meeting).

The fly tipping at Stonebridge bridge is on private land so it is not the responsibility of the landowner to remove it. A land search can be carried out to find out who owns the land at a cost of £15. The council agreed that the search should be carried out.

The district and county councillors left the meeting at 8.25pm

**3791**

### **GUTTERBRIDGE WOOD MATTERS**

- a)
- The nettles which are closing over the path need cutting back although some of those further back will be kept for butterflies. MS
  - A working group meeting has been held; on 25<sup>th</sup> July a BBQ will be held on the Denny with a presentation of the management plan.
  - MS will circulate the notes from the last working group meeting.

A response has been received from Highways regarding the trees planted at the side of the Gutterbridge wood who have stated that the trees should be removed. However there is a question over the position of the trees as the map does not show the trees as being on the Highway boundary. (Information is on the plan for the Gutterbridge bridge) The council requested that RS will remove the trees when the sap is going down. (i.e. autumn) Clerk

**3792**

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

- a)
- Steve Newton is going to put up the signs on the Denny and on the Gutterbridge Wood Bridge.
  - MS asked if Amey Cespa and ECDC will be invited to look at the work that has been done. SR suggested that they should be invited when the BBQ takes place on 25<sup>th</sup> July.
  - The forms have been submitted to ECDC for the section 106 monies.
- b)
- LR reported that a waste bin on the Denny has been taken out of its concrete base.
  - The moat sign is a bad state of repair. English Heritage are aware and have said it could be renewed. Lottery money may be applied for to purchase a new sign.
  - The seats around the Denny have got algae on them. The group from ECDC will be cleaning all the benches this summer.

It was proposed by LR and seconded by MS that the quotation from Fenland Leisure for play area repairs is approved.

CARRIED

- c)
- It was agreed that a 20msq near the play area can be used for soil testing by the Soil Science Department at Reading University on behalf of DEFRA.(The Council will ask for the results of the test). Clerk

**3793**

### **PAVILION MATTERS**

- a)
- The questionnaire has been distributed with the Beacon. It has been colour coded so that it is easy to see which specific areas of the responses have been returned from. RS
- RS offered the Council a clock for the pavilion.

**3794**

### **CEMETERY MATTERS**

- a) The Clerk has had a request about transferring a Grant of Burial but has been unable to find the correct book showing who originally purchased the grave. Archives will be checked and the previous clerk contacted for information. Clerk  
A query has also been received about a missing headstone.  
There is an ongoing issue with men cutting/strimming flowers off of the graves in the cemetery. IW IW  
will contact the contractor about this.  
MR asked who is responsible for the footpath behind the cemetery.
- b) It was proposed by RS and seconded by MS that the quotation from Oliver Janes for £3,900 for repairs to the cemetery wall is approved. Dates will be arranged and advertised in the Beacon. Clerk

CARRIED

**3795 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS**

- a) It was proposed by LR and seconded by MS that the Bank Reconciliation for April is approved.

CARRIED

- b) The Chairman raised the matter of the clerk being paid to travel to Swaffham Bulbeck for meetings between the main Council meetings. (the clerk left the meeting at 9.33 and returned at 9.40pm) Clerk  
It was agreed that guidance and information should be sought from CAPALC.

- c) RECEIPTS  
None.

**d) PAYMENTS**

Cheque  
No;

Payee

Item

Net

VAT

Total

Power

Payments for Tonight's meeting:

1364	Mrs D Bayliss	Clerk's Salary	£360.50	£0.00	£360.50	LGA 1972 s112
1365	HMRC	Tax & NI	£90.20	£0.00	£90.20	LGA 1972 s112
1366	Mrs D Bayliss	Clerk's Travel/Telephone	£33.80	£0.00	£33.80	LGA 1972 ss174
1367	J C S Bookkeeping	Payroll	£10.00	£2.00	£12.00	LGA 1972 s112
1368	Herts & Cambs Ground Maintenance	Grass Cutting	£497.00	£99.40	£596.40	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
1369	CAPALC	Membership Fees	£257.88	£0.00	£257.88	LG Finance Act 1992 s50

Grand Total>>>      £1,249.38      £101.40      £1,350.78

- 3796** It was proposed by SR and seconded by LR that the May accounts are approved and paid including the additional accounts to Rialtas £133.20 Chq 001370 and Herts & Cambs Ground Maintenance £100.80 Chq 001371. The cheque to Playsafety for £128.40 will not be paid until a satisfactory answer has been received from them regarding the continuance of play area inspections by them. Clerk  
CARRIED

**3797 RED2GREEN**

The Time Capsule is to be buried on Wednesday 10<sup>th</sup> June. MS will circulate the wording to the MS  
councillors for information.

**3798 HIGHWAYS MATTERS**

- a) A reply has been received from Matthew Pickering stating that the scheme for the zebra crossing has been passed to Balfour Beatty for costing.
- b) Footpaths – IW suggested that the council start to monitor the public footpaths in the village. By Clerk  
walking the paths and putting information in the Beacon. An advert will be placed in the Beacon

asking for a volunteer. MR suggested that it might be necessary to have some criteria drawn up. The Council will ask Karen Champion at the County Council for guidelines. SR offered a booklet that she had on footpaths from the County Council.

**3799**

**PLANNING MATTERS**

**Planning Applications**

15/00504/VAR To vary condition 4 (Construction Works – Time) of previously approved Clerk  
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 – no comments.

**Planning Approvals**

15/00235/FUL Extensions and alterations at 43 Vicarage Close, Swaffham Bulbeck for Mr Mark Marsh.

**3800**

**DATES OF NEXT MEETINGS**

7<sup>th</sup> July 2015 – The Pavilion (LR apologies);

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

SR requested an electronic copy of the budget for this year.

The contact list will be updated and forwarded to each councillor.

The meeting closed at 10.00pm