

**MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL
MEETING NUMBER 420**

Held in the School on Tuesday 3rd March starting at 7.30pm

Present: Margaret Chadwick (MC); Lynn Reed (LR); Mary Smith (MS); Gordon Reid (GR); Robin Sewell (RS); Tim Oates (TO);

Members of the Public:

In attendance:

Clerk Mrs Diane Bayliss

County Councillor David Brown

Meeting opened at 7:30pm

3708 APOLOGIES FOR ABSENCE

Ian Woodroffe; Allen Alderson (District Councillor);

3709 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

None

3710 OPEN FORUM FOR PUBLIC PARTICIPATION

None

3711 CHAIRMANS COMMENT

MC stated that the Hustings was an excellent event and compliments were offered to the Chairman for his hosting of the event.

3712 TO APPROVE MINUTES OF MEETING 419 3rd FEBRUARY 2015

It was proposed by MS and seconded by LR that the minutes of meeting 419 held on 3rd February are approved and signed by the chairman including an amendment showing Margaret Chadwick as present.

CARRIED

3713 MATTERS ARISING

None

3714 AFFORDABLE HOUSING

Mark Deas has drafted a specimen questionnaire which will be reviewed by the Council. TO expressed concerns about building on the rural exception site and will seek further information from Mark Deas as to why the development could not be within the development envelope.

3715 COUNTY COUNCILLORS REPORT

The County Councillors report was distributed before the meeting.

3716 DISTRICT COUNCILLORS REPORT

The District Councillors report was distributed before the meeting. (The district councillor was not in attendance to take questions on his report).

There is still a lot of glass on Red Tile Drive which needs to be removed. The Clerk will contact ECDC to see if the Community Payback Team can be of assistance.

Clerk

3717 GUTTERBRIDGE WOOD MATTERS

- a)
- The inner bridge is now in situ and has been used already.
 - About 10 people attended the working party on 22nd February. There will be another working party this month and that may be the last one for the time being.
 - LR asked if any consideration had been given to purchasing a dog bin.

b) Terms of Reference will be agreed at the next meeting.

MS

3718 RECREATION GROUND AND DENNY WOODS MATTERS

a) MS has had a lesson on how to develop the Woodland Management plan to include the Denny Wood.

b) It was proposed by LR and seconded by MS that the quotation from Fenland Leisure for the basketball hoop for £3,828.97 + VAT is approved.

IW

CARRIED

- c) MS carried out the play area inspection in February but there were no issues raised. An updated inspection form will be sent out to all Councillors.
- 3719 PAVILION MATTERS**
- a) Work is continuing on the questionnaire. It has been agreed to include a section for children to make comments.
- b) IW, SR and the clerk have met again with a representative of Living Sport to discuss planning sporting activities in the village. It is hoped that a Saturday boot camp will take place.
- 3720 CEMETERY MATTERS**
- a)
 - Almost all the tree work has been completed by Herts & Cambs Ground Maintenance
 - The brambles which are growing through the fence onto the public pathway have not yet been cut back and it is getting close to the bird nesting season. A letter will be sent to Mr Banks asking him to attend to the matter as soon as possible.
 - The chalk has been removed from the cemetery by Youngs.
- b) The burial records are being brought up to date and exclusive right of burials have been approved for Norma Mary Burton and Rosemary Adam.
- c) Following a letter from a distressed member of the public it was agreed that further consideration would be given to the matter by the cemetery working group and brought back to the next meeting for approval. A note will be placed in the Beacon to say that if parishioners do not show consideration for the graves when walking their dogs then the footpath may be closed to dogs. (The lady will be asked if she would like her letter published in the Beacon).
- 3721 PARISH COUNCIL POLICY DOCUMENTS**
- a) LR outlined the updates to the financial regulations. Consideration to operating a petty cash system or having a parish council debit card will be given at the next meeting.
TO left the meeting at 8.31pm and returned at 8.34pm
It was proposed by MS and seconded by TO that the new financial regulations are adopted.
CARRIED
- b) RS left the meeting at 8.39 and returned at 8.40pm
It was proposed by TO and seconded by LR that the updated Standing Orders are adopted by the Council.
CARRIED
- 3722 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS**
- a) Nothing to report.
- b) It was proposed by MS and seconded by LR that the risk assessment package from DMH Solutions is purchased.
CARRIED
- c) It was proposed by LR and seconded by GR that the bank reconciliation for January is approved.
CARRIED
- d) RECEIPTS
- | | |
|-----------------|-----|
| a) Memorial Fee | £50 |
|-----------------|-----|
- NOTED
- e) PAYMENTS
- | | |
|---------------------------------------|-----------------|
| a) Clerk's Salary | £360.70 |
| b) HMRC | £90.00 |
| c) Clerk's Travel/Telephone/Home | £142.80 |
| d) Earnest Doe – Brushcutter | £595.23 |
| e) Ridgeons – Timber/Fixings | £16.76 |
| f) JCS Bookkeeping Services - Payroll | £12.00 |
| g) Halls of Cambridge | £118.52 |
| | TOTAL £1,340.78 |
- It was proposed by MS and seconded by GR that the March accounts are approved and paid.
CARRIED
- 3723 CORRESPONDENCE/MATTERS FOR INFORMATION ONLY**
- a) The Shape Your Place Website run by the County Council is to shut down on Wednesday 25th March. The County Council will be looking for alternative ways of communicating with the public.

- b) An email has been received from Rebecca Avery who is the new Police Commissioner's Outreach Worker for the South of Cambridgeshire. An invitation will be sent to her asking her to attend the Annual Parish Meeting.
- c) Bobby Scheme; a request to attend the APM will be sent if Rebecca Avery cannot attend.
- 3724 HIGHWAYS MATTERS**
- a) TO/GR will continue to liaise with Matthew Pickering over the zebra crossing. A number of other options have been put forward which seem un-workable. TO will pursue the matter further and get a quotation for the additional street lights necessary.
An email has been received regarding removal of the street light at the end of Pound Way. The Council will contact Keeley Russell at Balfour Beatty to see if anything can be done at this late stage. Clerk
- b) UK Power Networks – Street Light Information Noted
- 3725 PLANNING MATTERS**
- Planning Approvals** Clerk
- 14/01428/LBC Internal and external alterations to listed building at The Abbey, Abbey Lane, Swaffham Bulbeck for Mr Andrew Burke
- 14/01395/FUL Erection of two houses and garages at 52 Commercial End, Swaffham Bulbeck for Mr Peter Romaniuk
- 14/01409/FUL Change of use of 110 and 108 High Street to a single residential dwelling with ancillary building at 110 & 108 High Street, Swaffham Bulbeck
- 14/01338/FUL Removal of existing single storey extension and construction of new single storey extension, plus addition of chimney and alteration to fenestration of an existing extension to a listed building at Lordship Cottage 2 High Street, Swaffham Bulbeck for Mrs N Hogan
- 14/01339/LBC Removal of existing single storey extension and construction of new single storey extension, plus addition of chimney and alteration to fenestration of an existing extension to a listed building at Lordship Cottage 2 High Street, Swaffham Bulbeck for Mrs N Hogan
- Other Planning Matters**
- 15/00076/TRE & Trees/Swaffham Bulbeck/CA Approval for works to be carried out at Mill House, Mill Lane, Swaffham Bulbeck
- 15/00096/?TRE & Trees/Swaffham Bulbeck/CA Approval for works to be carried out at 42 Commercial End, Swaffham Bulbeck
- 3726 TO SET DATE FOR THE ANNUAL PARISH MEETING**
- 19th May 2015 7.30pm
- The Relief in Need Charity will be asked to send a report as there is no longer a parish council representative on the committee.
- 3727 DATES OF NEXT MEETINGS**
- 7th April 2015
- 12th May 2015
- Meeting Closed at 9.37pm