

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL
MEETING NUMBER 407

Held in the School on Tuesday 6th May 2014 starting at 7.30pm

Present: Margaret Chadwick (MC); Ian Woodroffe (IW) Chairman; Lynn Reed (LR); Gordon Reid (GR); Mary Smith (MS); Sharyn Robinson (SR);

Members of the Public:

In attendance:

Interim Clerk: Mrs D Bayliss

Mr Tim Oates

DC Allen Alderson

CC David Brown

3489 ELECTION OF CHAIRMAN

It was proposed by SR and seconded by LR that Ian Woodroffe is elected as Chairman of the Council for the ensuing year.

CARRIED

3490 CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed the Declaration of Acceptance of Office in the presence of the Clerk.

3491 ELECTION OF VICE CHAIRMAN

It was proposed by SR and seconded by GR that Margaret Chadwick is elected as Vice-Chairman of the Parish Council.

CARRIED

3492 APOLOGIES FOR ABSENCE

None

3493 COUNCILLOR VACANCY

Resignations have been received from Sue Romero and Bert Collins. A notice has been placed advertising one vacancy and another will be placed this week.

3494 CO-OPTION OF PARISH COUNCILLOR

It was proposed by LR and seconded by MS that Mr Tim Oates is co-opted onto the Parish Council.

CARRIED

Mr Oates signed his declaration of acceptance of office in the presence of the Clerk.

3495 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

None

3496 OPEN FORUM FOR PUBLIC PARTICIPATION

None

The County Councillor report was moved without notice to follow the open forum.

3497 DISCUSSION WITH EMMA GRIMA RE USE OF CIL MONEY

Unfortunately Ms Grima was unable to attend the meeting.

3498 TO APPROVE AND SIGN MINUTES OF MEETING NUMBER 405, 18TH MARCH 2014

It was proposed by GR and seconded by SR that the minutes of meeting 405 are approved and signed with an amendment to 3467 to state that the date of the next pavilion meeting is to be held on 29th April.

CARRIED

3499 TO APPROVE AND SIGN MINUTES OF MEETING NUMBER 406, 1ST APRIL 2014

It was proposed by LR and seconded by GR that the minutes of meeting 406 are approved and signed with an amendment at Item 3488 to say that the roof of the shelter 'showed minor damage' and that the return spring 'needed tightening'
Item 3486 will be clarified and amended and reported at the next meeting.

CARRIED

3500 MATTERS ARISING FROM PREVIOUS MINUTES

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18th March

- 3465 Zebra Crossing MC/TO will contact Matthew Pickering at the County Council for an update.
- 3467 Filing Cabinet taken to the school needs to be removed and disposed of. It was agreed to wait and see if the new clerk needs the cabinet.
- 3462 Clerks Vacancy - MC emailed the two applicants and said that interviews would be arranged after this meeting. DB has also applied for the post. The Council will look at all three applications and shortlist, interviews will be arranged when IW comes back from his holiday.

1st April

- 3457 A letter has been sent to the lady re the dog in the cemetery
- 3477 A letter has been sent to Mr Sewell
- 3479
- Two working parties have been organised to clear up the cemetery - 28th May 24th June.
- Kath Johnson, the development liaison officer for Sanctuary Housing, had been in touch with IW to clarify the project proposed for the cemetery. Sanctuary Housing to help with a community project as a result of building two houses in Maryland Avenue. Kath Johnson was satisfied with the project proposals and would be taking the proposal to her management team for consideration.
- 3487 Website – MS is still waiting for information from councillors; suggested items to be included are parish council signed minutes and agendas, councillors' register of interests and dates of the meetings for the forthcoming year. The Amey Cespa logo should also be added. Councillor names will not be used in the parish council reports.
- Draft minutes of the previous meeting will be available for the public at parish council meetings.
- There were three applicants for the position of Parish Clerk, these will be shortlisted and contacted as soon as possible.

3501 COUNTY COUNCILLORS' REPORT

C Cllr David Brown delivered his report which had been distributed by email to the Councillors. He left the meeting at 7.50pm to attend the Annual Meeting of Burwell Parish Council.

3502 DISTRICT COUNCILLORS' REPORT

C Cllr Allen Alderson delivered his report:

- A letter has been sent to Eric Pickles calling for him to have the final say on the scheme for the Ely Southern Bypass.
- During the next municipal year the 5 District Council Committees will be reduced to 3.
- The possibility of reducing the number of councillors from 39 to 27 is being considered.

3503 TREE HEALTH AND SAFETY INSPECTION DENNY WOODS

There has not been a formal inspection of the Denny Wood since 1997.

MS will contact Mrs Romero for the specification that was sent out in order to obtain the quotations and the matter will be brought back to the next meeting for consideration. There will be a financial implication following the survey. Sarah Poppy from English Heritage is happy to come out and liaise with the contractor and advise the council.

It was proposed by SR and seconded by LR that two signs will be ordered for the wood. The Clerk will check with Cathy White what wording would be recommended for the wood.

CARRIED

3504 CORRESPONDENCE FOR CONSIDERATION/CIRCULATION

- a) The council will send a letter of support to the Bottisham Airfield Museum Group with a copy to the fire service.

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- b) CAPALC Newsletter – to be circulated.
- c) Came & Co News – Noted.

3505

PLANNING MATTERS

Planning Approvals

14/00043/FUL Demolition of existing garage to side and replacement with new single storey extension and two storey front extension at Mill Lodge, Mill Lane, Swaffham Bulbeck for Mr Tim Walker

Other Planning Matters

East Cambs Local Plan Post Hearing Modifications Consultation

14/000354/TRE & Trees/Swaffham Bulbeck/CA – Tree Work Approval for Heronscroft, Mill Lane, Swaffham Bulbeck

3506

CEMETERY MATTERS

The memorial request for Mrs Harrington was approved.

CLERK

The Clerk will respond to memorial requests in future only bringing anything of concern back to the council for approval.

3507

NATIONAL TRUST LEASE

MC advised the council that the solicitor has reviewed the lease stating that in principal it was fine. The Council were advised that there will be a Land Registry fee of £40 and also that they should be aware of any works that may be required.

It was proposed by GR and seconded by SR that the solicitor adds a clause that if the council are unable to maintain the wood due to the volume and extent of the work with the cost being beyond the council's means, the lease terminates immediately and the wood and its contents if wanted revert immediately to the NT.

CARRIED

It was agreed that there would have to be some safeguards in place to protect the NT from capricious decisions on the part of the PC of the time, but it may be possible to agree something workable for both parties.

The clerk will liaise with GR to send a letter to Taylor Vinters.

It was agreed that MS and TO liaise with steering group on behalf of the parish council.

3508

RECREATION GROUND & GUTTER BRIDGE WOODS MATTERS

SR asked who is going to be overseeing the grant funding and project management of these sites. Governance of this matter needs to be undertaken by the parish council.

MS/TO will get the information from Sue Romero and pass this to the Clerk.

A time line for what is proposed between now and December will be established and the information will be passed to the chair. As Sue Romero is no longer a parish councillor it was suggested that a working party of MS, TO and Sue Romero should be created to oversee the governance of the project. The working party is to report back to the Parish Council on a regular basis.

3509

UPDATE ON PAVILION DEVELOPMENT

- Only 3 of the 11 interested parties attended the recent meeting. IW will contact the others to see if they would still like to be involved. An appeal will also be placed in the Beacon.
- Red to Green have expressed an interest in being fully involved in the development plans

3510

REVIEW OF ASSET REGISTER

IW proposed that the asset group relook at the register and bring back to the June meeting for approval.

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3511 CLERKS' REPORTS

It was agreed that the minutes would be page numbered from this meeting beginning at 1 and including the year (2014-15).

The Rialtas Software Package will be installed and set up before the next meeting.

3512 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS

PAYMENTS

a)	a)	Diane Bayliss – Clerk's Salary	£332.20
	b)	Diane Bayliss – Expenses	£73.59
	c)	Inland Revenue – Clerk's PAYE	£83.04
	d)	E.On Street Lighting	£5.83
	e)	Herts & Cambs - Grass Cutting	£525.60
	f)	Herts & Cambs – Rolling of Recreation Ground	£192
	g)	Herts & Cambs – Fencing Work	£528
	h)	Amazon – Microsoft Office/External Hard Drive	£238.07
	i)	Dell – Laptop Computer	£349
	j)	Isleham Parish Council – Ink Cartridge	£23.99

b) It was proposed by LR and seconded by MS that the accounts area approved and paid.

CARRIED

c) It was proposed by MC and seconded by SR that the refund to Burwell Tigers is approved. A cheque will be issued at the extra-ordinary meeting on 20th May.

CARRIED

d) The request from Newmarket CAB was deferred to the June meeting.

e) RECEIPTS

a)	Precept	£7,584
b)	CIL Monies	£483.26
c)	Memorial Fee	£50
d)	NALC Bursary	£49.50

3513 It was proposed by MS and seconded by MC that the payroll is outsourced to Cambridgeshire Acre.

CARRIED

3514 TO APPROVE ANNUAL RETURN

a) Defer to June

b) Defer to June

3515 PARISH COUNCILLORS' REPORTS

- The hedge on Green Bank Road that had been cut by the working party has grown up again. A letter to the land owner asking her to cut the hedge back.
- Play Area Report – Fenland Leisure have been and checked pieces of play equipment and were satisfied with their safety.
- There is evidence of rats underneath the band stand – IW to investigate pest control.
- IW asked if councillors would consider the possibility of an away meeting on a Saturday morning ending with lunch. This would be an opportunity to discuss councillor's particular areas of interest and to think about the forthcoming year and what might be achieved in the village. Councillors agreed to the suggestion.
- In order to reduce the meeting discussion could the Parish Council have working parties Cemetery/Recreation Ground/Finance etc? This would be a priority for discussion on the 'away morning'.
- Mary Smith and Tim Oates will carry out the play area inspection this month.

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3516 TO DISCUSS AGENDA FOR ANNUAL PARISH MEETING

Apologies Lynn Reed; Ian Woodroffe;

Gutter Bridge Steering Group

Charity Accounts

Pavilion Charity

3517 DATES OF NEXT MEETINGS

Extra Ordinary Meeting 20th May 6.45pm

Annual Parish Meeting

3rd June 2014 (MC apologies)

Meeting Closed at 10.39pm