

**MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL  
MEETING NUMBER 424**

**Held in the School on Tuesday 12<sup>th</sup> May starting at 7.30pm**

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

**Members of the Public: 1**

**In attendance:**

Clerk Mrs Diane Bayliss

Meeting opened at 7:31pm

All Councillors signed their declaration of acceptance of office and expenses claim forms at the start of the meeting apart from Mr Mark Rogers who was not in attendance but will be permitted to sign before the next Council meeting.

**3755 ELECTION OF CHAIRMAN**

It was proposed by RS and seconded by SR that Ian Woodroffe is appointed chairman of the Parish Council.

CARRIED

**3756 CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE**

The declaration of acceptance of office was signed by the Chairman in the presence of the Clerk.

**3757 ELECTION OF VICE CHAIRMAN**

It was proposed by GR and seconded by RS that Mary Smith is elected as Vice-Chairman of the Council.

CARRIED

**3758 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.

**3759 APOLOGIES FOR ABSENCE**

Mark Rogers; County Cllr David Brown; District Councillor Allen Alderson;

**3760 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

IW Zebra Crossing - Personal

**3761 OPEN FORUM FOR PUBLIC PARTICIPATION**

None

**3762 CHAIRMANS COMMENT**

This is a new chapter in the life of Swaffham Bulbeck Parish Council. The Council are stewards of the village both to look after it in the present, and take it into the future. The Council are a team, not here for ourselves, or our egos, but here for benefit of the village. The team works in a manner that recognizes and respects differences of opinion.

**3763 TO APPROVE MINUTES OF MEETING 422 7<sup>th</sup> APRIL 2015**

It was proposed by RS and seconded by MS that the minutes of meeting 422 held on 7<sup>th</sup> April are approved and signed by the chairman.

CARRIED

IW & SR & BW abstained from the vote as they were not at the meeting.

**3764 TO APPROVE MINUTES OF MEETING 423 21<sup>st</sup> APRIL 2015**

It was proposed by LR and seconded by GR that the minutes of meeting 423 held on 21<sup>st</sup> April are approved and signed by the chairman.

CARRIED

MS & RS & SR & BW abstained from the vote as they were not at the meeting.

**3765 MATTERS ARISING**

Meeting 422 – MS was not able to attend the Wicken Fen Liaison Meeting

3734/3716 – The glass has been cleared from Red Tile Drive by the team from ECDC.

3717 – ECDC have confirmed that a dog bin would be emptied from the Gutterbridge Wood

**3766 TO APPOINT MEMBERS TO WORKING PARTIES**

**GUTTERBRIDGE & DENNY WOODS**

**DENNY & CEMETERY RECREATION GROUND  
PAVILION REDEVELOPMENT  
FINANCE  
HIGHWAYS & TRANSPORT  
POLICY REVIEW**

**HR/EMPLOYMENT – Chairman & Vice-Chairman**

It was agreed that the working parties will be appointed at the next meeting in order to give councillors time to make their choices.

Terms of reference for the working groups need to be sent out to councillors by email.

**3767**

**AFFORDABLE HOUSING**

IW brought SR and BW up to date with the affordable housing situation.

GR emailed Mark Deas following the last meeting and is satisfied with the answers to the questions that he had raised. The housing need survey will be sponsored by Circle.

Information on the Affordable Housing Proposal will be sent to SR/BW/MR.

It was proposed by GR and seconded by MS that the Parish Council agree to the questionnaire being sent out by Cambridgeshire Acre.

6 in favour

1 abstained

GR

CARRIED

It was agreed that the timing of the questionnaire should be September. (Find out what size it will be)

Clerk

**3768**

**COUNTY COUNCILLORS REPORT**

The County Council has agreed a funding package for the Lode to Quy Cycle Way.

**3769**

**DISTRICT COUNCILLORS REPORT**

Allen Alderson was re-elected to the District Council

**3770**

**GUTTERBRIDGE WOOD MATTERS**

**a)**

The bluebells are flowering.

It was proposed by LR and seconded by GR that a dog bin is installed

2 in favour

5 against

The motion is fallen and this matter will be revisited in 6 months.

Correspondence has been received from the National Trust about three trees that have been planted at the edge of the Gutterbridge Wood which is actually on Highways land.

It was proposed by GR and seconded by BW that the council contact Highways with regard to these trees stating that they have been put in without advice and are they willing to adopt them. (The Council would like an answer before the autumn) if there is not a satisfactory response from the Highways Department the council accepts that they will have to be removed.

5 in favour

2 against

CARRIED

Reply to Lois Baker with a formal acceptance of the management plan.

**3771**

**RECREATION GROUND AND DENNY WOODS MATTERS**

**a)**

The final piece of equipment (Basketball net) has now been installed and is already being used every evening.

IW has met with Justin from Herts & Cambs Ground Maintenance and they have agreed that any seeding that needs to be done should be put on hold until September. Justin has proposed that a bark base should be placed in front of the bandstand.

**b)**

A play area report has been generated automatically by Play Safety with an accompanying invoice. The Council will ask for the original evidence in writing that they entered into an open contract for play area inspections in 2007.

**c)**

Following discussions with Gerald Coteman of Living Sport it has been confirmed that they would favour supporting the boot camp because the effectiveness of it could be measured with a questionnaire after 6 weeks.

The summer sports activity mornings and the family fun day would be organized by 'Kinnerz' and would cost £755 for 36 Children covering 2 age brackets.

It was proposed by SR and seconded by MS that the Parish Council agree to underwrite the cost of the sports activity mornings up to £755 making a small charge of £3 per child.

5 in favour  
2 abstained

CARRIED

**3772 PAVILION MATTERS**

- a) The questionnaire seeking comments from the parish about the building and usage, will be included as an insert in the Beacon for June. It's run as a prize draw to encourage people to return it. It is also colour coded so that it is clear which areas of the village have responded.
- b) It was proposed by LR and seconded by SR that the quotation from ACB Electrical Services for £209.49 + VAT for work to be carried out in the pavilion is accepted.

It was agreed that the company will also be asked to look at the immersion heater.

There was a spring clean of the pavilion on Saturday by a group of volunteers. There was a large amount of mud in the showers. A letter will be sent to the football and cricket clubs informing them that a spring clean has taken place and that a further clean will take place in September which the clubs are asked to send two representatives to help.

**3773 CEMETERY MATTERS**

- a) The Council are still awaiting a quotation for repairs to the wall in the cemetery.
- b) It was proposed by MS and seconded by LR that the Purchase of Exclusive Right of Burial for Mrs Margaret Hunt is approved.

CARRIED

**Burial request –  
Future agenda item – to discuss pre-paid graves**

**3774 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS**

- a) The spreadsheet has been completed for the final payments of the Amey Cespa and Section 106 monies. The final monies have to be claimed from ECDC.  
By the next meeting - The signs need to be put up; The forms will be completed and sent back to ECDC as soon as possible.  
It was proposed by IW and seconded by GR that the Parish Council VAT would be reclaimed quarterly instead of at the end of the year.

CARRIED

- b) Thanks were expressed to the Clerk for her efficiency with regard to the accounts.  
PRINTING – IW/MS The parish council will pay the Clerk for use of the printer at the most cost effective.

CARRIED

**c) RECEIPTS**

a) Burial Fee	£350
b) Wayleave	£100

NOTED

**d) PAYMENTS**

Cheque  
No;

Payee	Item	Net	VAT	Total	Power
<u>Payments for Tonight's meeting:</u>					
1353 Mrs D Bayliss	Clerk's Salary	£360.70	£0.00	£360.70	LGA 1972 s112
1354 HMRC	Tax & NI	£90.00	£0.00	£90.00	LGA 1972 s112
1355 Mrs D Bayliss	Clerk's Travel/Telephone	£33.80	£0.00	£33.80	LGA 1972 ss174
1356 G & J Peck	Marking Paint	£8.37	£1.67	£10.04	Local Authorities Cemetery Orders 1977 and 1986

1357	J C S Bookkeeping	Payroll	£10.00	£2.00	£12.00	LGA 1972 s112
1358	Trevor Bowd	Internal Audit	£64.00	£0.00	£64.00	LG Finance Act 1992 s50
1359	Herts & Cambs Ground Maintenance	Grass Cutting	£832.00	£166.40	£998.40	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
1360	Fenland Leisure	Basket Ball Hoop	£3,828.97	£765.78	£4,594.75	LG Misc Provisions Act 1976 s 19 (d)
1361	R Daniels	Pest Control	£50.00	£0.00	£50.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
1362	Isleham Parish Council	Printing	£24.30	£4.86	£29.16	LG Finance Act 1992 s50
1363	Cash	Petty Cash	£100.00	£0.00	£100.00	LG Finance Act 1992 s50

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Grand Total>>>      **£5,402.14**      **£940.71**      **£6,342.85**

**3775**      It was proposed by MS and seconded by LR that the May accounts are approved and paid.

CARRIED

**3776      CORRESPONDENCE/MATTERS FOR INFORMATION ONLY**

**a)**      A reply has been received from Sanctuary Housing re the trees that have been cut down in Downing Court.

A letter will be sent to Sanctuary asking them to replace the trees with a suitable alternative.

Clerk

**3777      TO CONSIDER HAVING A SWAFFHAM BULBECK PARISH COUNCIL FACEBOOK PAGE**

IW has contacted the editor of Burwell Clunch about the pros and cons of having a Facebook page.

IW

**3778      HIGHWAYS MATTERS**

**a)**      GR has contacted Tim Oates to see if he has had any further contact from the Highways Department about the Zebra Crossing.

GR

A reply has been received from the residents of Commercial End about cutting back the trees  
The lights in Commercial End have still not been replaced a further enquiry will be sent to Balfour Beatty.

**b)**      The Lode to Quay Cycle way has been included in the ECDC CIL 123 list.

The Council will write to David Brown asking him to clarify what funding will be available at the next meeting.

**c)**      The Council were in agreement that a light will not be purchased for Pound Way.

**d)**      Zebra Crossing - drawings have been done; these have been questioned and verified. There has been no further response from the Highways Department on costings for the lighting.

IW/Clerk

The Chairman will contact Lucy Frazer to see if any progress can be made on this matter.

**3779      PLANNING MATTERS**

**Planning Applications**

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

Clerk

15/00211/FUL Two storey side extension at 12 Heath Road, Swaffham Bulbeck for Mr & Mrs Steven Gilson (amendment) – no comment

15/00303/VAR To vary condition 1 of previously approved 14/01395/FUL for internal alteration to one dwelling, alterations of the external windows and enclosure of part of cart shed to form garden room at 52 Commercial End, Swaffham Bulbeck for Mr Mike Muncey – no objection

15/00377/FUL Two storey extension to rear and side of existing building at 43 Maryland Avenue, Swaffham Bulbeck for Ms Loraine Southworth – no objection

15/00235/FUL Extensions and alterations at 43 Vicarage Close, Swaffham Bulbeck for Mr Mark Marsh – no objection

**Planning Approvals**

15/00119/ADI Illuminated signs x 6, non-illuminated sign x 1, floodlights and coach lights at The Black Horse, 35 High Street, Swaffham Bulbeck for Charles Wells Pub Co

15/00211/FUL Two storey side extension at 12 Heath Road, Swaffham Bulbeck Mr & Mrs Steven Gilson

15/00051/FUL Installation of a timber garden room at 91 High Street, Swaffham Bulbeck for Mrs Diana Ridsdill-Smith

**Other Planning Matters**

ECDC Statement of the adoption of the East Cambridgeshire Local Plan and publication of the Inspectors Report.

ECDC Schedule of Certification of Street Numbering The Old Fire Station 108-110 High Street

15/00366/TRE & Trees/Swaffham Bulbeck/CA Tree Work Approval at 73 High Street, Swaffham Bulbeck.

**3780**

**DATES OF NEXT MEETINGS**

19<sup>th</sup> May Annual Parish Meeting 7.30pm – SR apologies

2<sup>nd</sup> June 2015 – The Pavilion

The meeting closed at 10.32pm