

**MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL
MEETING NUMBER 451**

Held at Downing Court on Tuesday 30th May 2017 starting at 7.30pm

Present: Cllr Mrs M Smith (MS); Cllr Mrs Sue Romero (SR); Cllr Mrs Lynn Reed; Cllr Robin Sewell (RS);

Members: 9 Quorum: 3

Members of the Public:

Clerk: Mrs D Bayliss

The retiring vice-chairman opened the meeting at 7.30pm

4256 ELECTION OF CHAIRMAN

It was proposed by Cllr LR and seconded by Cllr RS that Mrs Sue Romero is elected as the Chairman of the Parish Council.

CARRIED

4257 CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE

The chairman signed the declaration of acceptance of office in the presence of the Clerk.

4258 ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr LR and seconded by Cllr RS that Mrs Mary Smith is elected as vice-chairman of the Parish Council.

CARRIED

4259 APOLOGIES FOR ABSENCE

Cllr Mrs Kay Ballard; Cllr Gordon Reid;

Since the last meeting Mr Ian Woodroffe and Mr Bill Wicksteed have resigned from the Council. East Cambs District Council has been informed and the proper notices have been posted.

4260 CO-OPTION OF PARISH COUNCILLOR

It was proposed by Cllr SR and seconded by Cllr MS that Mrs Nicky Bates is co-opted as a member of Swaffham Bulbeck Parish Council. Clerk

CARRIED

Mrs Bates signed the declaration of acceptance of office in the presence of the Clerk.

4261 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

None

4262 OPEN FORUM FOR PUBLIC PARTICIPATION INCLUDING QUESTIONS FROM COUNCILLORS

None

Clerk

4263 TO APPROVE MINUTES OF MEETING 449 4th APRIL 2017

It was proposed by Cllr SR and seconded by Cllr MS that the minutes of the meeting held on 4th April 2017 are approved and signed.

CARRIED

4264 TO APPROVE MINUTES OF MEETING 450 16th MAY 2017

It was proposed by Cllr RS and seconded by Cllr LR that the minutes of the meeting held on 16th May 2017 are approved and signed.

CARRIED

4265 MATTERS ARISING/CLERKS REPORTS

4247a) The two trees in the Gutter Bridge Wood have been cut down and made safe.

4266 TO DISCUSS WORKING GROUPS

Membership of the working groups will be re-considered at the next meeting once draft terms of reference have been drawn up.

4267 PLANNING MATTERS

Planning Applications

17/00704/FUL Construction of single storey rear extension at 31 High Street, Swaffham Bulbeck for Mr Kamaljit Singh Randhawa – no objection.

Planning Approvals

17/000353/FUL Change of use from equine ancillary building to residential gym to be used in association with Hare Park House at Hare Park Stud, Hare Park, Six Mile Bottom for Mr & Mrs L Dettori

17/00403/LBC New window opening in south wall in the easternmost bay of the undercroft plus consolidate and repair defective stonework etc at The Abbey, Abbey Lane, Swaffham Bulbeck for Mr Andrew Burke

17/00259/FUL Proposed two storey and single storey rear extension at 48 Downing Court, Swaffham Bulbeck for Mr J Cowling

Planning Refusals

16/01363/FUL Erection of two detached dwellings at The Bungalow, Abbey Lane, Swaffham Bulbeck

4268 EAST CAMBS LOCAL PLAN – Further Sites Consultation with Parish Council

27/06 Hillside Mill

Because this site is predominantly a brownfield site and its physical characteristics could absorb a design with low intrusion on the village environment, it is supported providing the following conditions are met:

- the CLT to have a full partnership role in the development of affordable homes
- affordable homes should be pepper potted among the market houses
- the number of houses (22) is excessive for the location and shape of the site, particularly in relation to traffic issues, and should be reduced to a maximum of 16
- the design of houses should be in keeping with its rural location, and the remains of clunch (chalk stone) buildings should be incorporated into the overall design of the housing development
- detailed design of houses should include environmental aspects e.g. bird and bat boxes

27/07 North Station Road

There is no support for this site for the following reasons:

- the site is outside the settlement, outside the village gateway, out of character with the settlement, in open countryside and will impact on the view when approaching the village
- there would be negative impacts on the wildlife corridor along the stream and on the adjoining woodland and scheduled monument
- at least part of the site lies within the flood plain
- vehicular access to the site would be difficult whatever site layout is envisaged and may be dangerous for through traffic on the main road
- demand for bungalows for older people is questionable as the village already has 39 sheltered homes; it is unsuitable for older people to be located well away from other residents and the main village facilities
- it is not environmentally sustainable with increased pollution from visitors' cars, workers commuting and service deliveries

27/08 North Greenbank Road

There is no support for this site for the following reasons:

- it would damage the green corridor approach to the village, is partly outside the village gateway and, in part, within the conservation area; the location is sensitively scenic
- it is high quality agricultural land
- it is located at a crossroads, would create dangerous road safety hazards and compromise the traffic intersection
- there are other more suitable sites in the village for employment development both new and existing

Mr Ed Bidwell had presented a concept plan for the site at Hillside Mill to the parish council at the discussion meeting held on 16th May on behalf of the landowner Mr W Green. They have held a pre-application meeting with ECDC and are preparing to submit a planning application in

the next few weeks. The Councillors expressed their wish that the affordable element of the housing should be managed by the CLT.

SR suggested that the concept plan shown by the developer should be put up on the notice boards to keep the public informed. The Council were not agreed on the course of action therefore the clerk will contact the developer as soon as possible to establish whether this is acceptable to them.

Cambridgeshire ACRE are hosting a 'Mythbuster Tour' of affordable housing sites on 5th July. The clerk has reserved a place for a member of the council. SR will attend if no one else is available to do so.

4269 CLT UPDATE

- The CLT is now a recognised legal entity.
- The next meeting of the Formation Trustees is to be held on Wednesday 7th June.
- Following the facilitated session held with the CLT members a list of priorities has been drawn up and sent to the developer.

4270 COUNTY COUNCILLORS' REPORT

Mr Matthew Shuter has been elected as the County Council representative for the Woodditton Ward which Swaffham Bulbeck is now a part of.

Noted

4271 DISTRICT COUNCILLORS' REPORT

The District Councillors report was circulated before the meeting.

Noted

4272 GUTTER BRIDGE & DENNY WOOD MATTERS

a) Gutter Bridge Wood

- I. It was agreed that Mrs Rogers could use the Gutter Bridge wood for her next Forest Schools Event on 15th/16th June.

Clerk/
MS

b) Denny Wood

- I. The nettles have still not been cut back on the footpaths leading into the woods.

Clerk

4273 RECREATION GROUND (Denny) AND PAVILION MATTERS

a) Denny Report

- I. The grass on the Denny was not cut short enough therefore the cricket club cut it themselves and left a pile of grass on the site. The nettles have not been strimmed around the zip-wire.
- II. The clerk has not been notified of the cricket fixtures for the current season which is making it difficult to hire out the pavilion during the summer.

Clerk

b) Pavilion Report

- I. The Pavilion Working Group notes were distributed before the meeting. The next meeting is on Monday 5th June. This will be followed by the group starting work on the business plan.
- II. A pre-application meeting will be held with East Cambs District Council to discuss the proposals. The parish council is exempt from the fee for this stage of the process.

c) Play Area Inspections

The play area inspection was carried out by Bill Wicksteed before his resignation. It was noted that there is still a problem with the latch on the bottom gate. Fenland Leisure will be asked to repair this.

Clerk

An updated rota will be compiled and distributed.

4274 CEMETERY MATTERS

- a)
 - A complaint has been received about the grass cutting around the cremated remains plaques.
 - The crosses have been erected along the back wall of the cemetery.
 - The cemetery working group will meet on Saturday 3rd June at 9.30am to discuss the possibility of hiring a 'green waste' bin for the cemetery.

Clerk

4275 HIGHWAYS MATTERS

- a) There have been a few teething problems with the grass cutting contract which should be sorted out over the next couple of weeks.

Clerk

4276 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS

- a) I. The Financial Regulations have been reviewed by the Clerk and reported to the finance working group. The only changes are those advised on the Legal Topic Note from NALC which has been distributed to all Councillors.

It was proposed by Cllr MS and seconded by Cllr LR that the updated Financial Regulations are adopted by the Council.

CARRIED

- II. The Finance Working Group met to discuss minor changes to the budget and to review the end of year figures in preparation for the Internal Auditor to carry out his annual review.

It was proposed by Cllr MS and seconded by Cllr LR that the budget amendments as outlined by the Clerk are adopted by the Council.

CARRIED

- III. The asset register has been updated to reflect the purchase of the new noticeboards and a new printer for the office. A Fixed Asset Policy has been written to reflect matters raised in the Annual Return for 2016-17.

It was proposed by Cllr SR and seconded by Cllr MS that the Fixed Asset Policy is adopted by the Council.

CARRIED

- IV. The programme Local Authority Risk System has been purchased by the Council. The policy working group will meet to work through the programme to establish the areas of risk for the Council.

b) APPLICATION TO RENT LAND

It was proposed by Cllr MS and seconded by Cllr RS that the Parish Council let the 8 acres of land previously let to Mr Wedd to Mr R Dean at the current annual rent of £1200 subject to a rent review at Michaelmas.

CARRIED

c) FUNDING REQUEST

The Council agreed that the Voluntary Network may publicise their services in the Bulbeck Beacon. The Clerk will write and ask if they can provide any information on whether they currently provide specific services to Swaffham Bulbeck. Clerk

d) PAYMENTS

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

CARRIED

Cheque

No;	Payee	Item	Net	VAT	Total	Power
<u>Payments Since the Last Meeting</u>						
BACS	Mrs D Bayliss	Clerk's Salary & Holiday	£742.51	£0.00	£742.51	LGA 1972 s112
300122	M R Sewell	Tree Supports	£12.50	£0.00	£12.50	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
300123	Sanctuary Housing	Room Hire	£10.00	£2.00	£12.00	LGA 1972 s 111
300124	HMRC	Tax & NI	£269.54	£0.00	£269.54	LGA 1972 s112
300125	JB & SB Fencing	Erect Noticeboards	£300.00	£0.00	£300.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
300126	Mr T Wilding	Remove tree from cemetery	£85.00	£0.00	£85.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
300127	Burwell Community Print	A5 Flyers	£24.50	£0.00	£24.50	LGA 1972 s 142

Payments for Tonight's meeting:

300128	JCS Bookkeeping	Payroll	£17.00	£3.40	£20.40	LGA 1972 s112
300129	Mrs D Bayliss	Travel	£86.40	£0.00	£86.40	LGA 1972 s174
300130	Herts & Cambs Ground Maintenance	Grass Cutting	£405.00	£81.00	£486.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
300131	Mrs N Holt	Refunded Burial Fee	£50.00	£0.00	£50.00	Local Authorities' Cemeteries Order 1977
300132	Swaffham Bulbeck Primary School	Hall Hire	£55.00	£0.00	£55.00	LGA 1972 s 111
300133	Communicicorp	Clerks & Councils Direct	£12.00	£0.00	£12.00	LGA 1972 s 50
300134	Rialtas	Software Support Remote Hosting, Backups & Web Page	£116.00	£23.20	£139.20	LGA 1972 s 111
300135	Microshade	Page	£273.00	£54.60	£327.60	LGA 1972 s 111
300136	Fenland Leisure	Play Area Inspection	£100.00	£20.00	£120.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
300137	Mr T Wilding	Cut down trees in Gutterbridge Wood	£95.00	£0.00	£95.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
300138	Mr T Bowd	Internal Audit	£64.00	£0.00	£64.00	LGA 1972 s112
Grand Total>>>			£2,717.45	£184.20	£2,901.65	

4277 MOTION TO EXCLUDE THE PUBLIC AND PRESS

That the public (including representatives of the press) be excluded during the consideration of the remaining item No 4276 because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category 1 & 2 Part 1 Schedule 12A to the Local Government Act 1972 (as amended).

It was proposed by and seconded by that the meeting should be closed to the public and press at 8.48pm

4278 CLERKS APPRAISAL

See Minutes of Exclusion.

The meeting re-opened to the public and press at 8.51pm

4279 DATES OF NEXT MEETINGS

June 6th 2017

Pavilion Charity Meeting June 6th 2017 7pm

The meeting closed at 8.53pm