

**MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL  
MEETING NUMBER 444**

**Held in the School on Tuesday 1<sup>st</sup> November 2016 starting at 7.30pm**

Present: Cllr Ian Woodroffe (IW); Cllr Mrs M Smith (MS); Cllr Mrs Sue Romero (SR); Cllr Bill Wicksted (BW); Cllr Gordon Reid (GR); Robin Sewell (RS); Kay Ballard (KB);

**Members: 9 Quorum: 3**

**Members of the Public: 0**

**In attendance:** D Cllr Allen Alderson;

**Clerk:** Mrs D Bayliss

Meeting opened at 7.30pm

**4136 APOLOGIES FOR ABSENCE**

Mrs Lynn Reed;

**4137 PARISH COUNCILLOR VACANCY**

Noted

**4138 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

None

**4139 OPEN FORUM FOR PUBLIC PARTICIPATION INCLUDING QUESTIONS FROM COUNCILLORS**

None

**4140 TO APPROVE MINUTES OF MEETING 442 6<sup>th</sup> September 2016**

It was proposed by Cllr Mrs SR and seconded by Cllr BW that the minutes of the meeting held on 6<sup>th</sup> September are approved and signed with an amendment in the last line of the chairman's comment from 'the' to 'that'.

CARRIED

**4141 TO APPROVE MINUTES OF MEETING 443 4<sup>th</sup> October 2016**

It was proposed by Cllr RS and seconded by Cllr Mrs SR that the minutes of the meeting held on 4<sup>th</sup> October are approved and signed. Clerk

CARRIED

BW and Mrs MS abstained from the vote.

**4142 MATTERS ARISING/CLERKS REPORTS**

442 – Has a letter been sent to Merchants House about the yew tree? Clerk

443 – Mr Alderson carried out his promised actions from the last meeting.

The clerk will be leaving Isleham Parish Council on 17<sup>th</sup> November and so the Swaffham Bulbeck Parish Office will be moving to the Clerk's home address or a PO Box. Clerk

**4143 CHAIRMANS COMMENT**

Notes from the meeting with Cheffins' have only been distributed since the agenda was collated therefore a discussion will take place at a future meeting.

**4144 PLANNING MATTERS**

**Planning Applications**

16/01300/LBC Internal Draught Lobby at The Barn, Downing Park, Station Road, Swaffham Bulbeck for Mr David Turner – no objection Clerk

16/01318/FUM Change of use to equine use, construction of 3No dwellings and 2No Stable blocks at New England Stud, Heath Road, Swaffham Bulbeck for New England Stud – no objection

16/01404/FUL Demolition of existing house and erection of two detached dwellings at Green Acres, 28 Commercial End, Swaffham Bulbeck – no objection

16/01363/FUL Erection of two detached dwellings at The Bungalow, Abbey Lane, Swaffham Bulbeck for Ms Nicola Bartram – objection on the following grounds:

- (1) it would constitute development in open countryside and make a significant intrusion into the open landscape
- (2) the site is near both to the conservation area and to the Abbey, an important listed building
- (3) an archaeological dig should have been undertaken in support of the application
- (4) in sustainability terms, development at this location would give poor access to support facilities such as, schools, shop, post office, public house, church, play areas, recreation ground and public transport
- (5) the site was considered unsuitable for development in the Parish Council's 2004 village plan and also contradicts the revised plan that is now in draft form.
- (6) An expert opinion contained in the letter of 9<sup>th</sup> March 2016 from Peter Ord, Scientific Officer, Environmental Health advice that the application "must be refused".
- (7) The fact that a permit to fill was not obtained before the quarry was filled in.
- (8) The unlined nature of the quarry, the question marks raised over the type of fill and possible risk for any nearby boreholes.

It was proposed by Cllr Mrs SR and seconded by Cllr BW that the Council ask District Councillor Alderson to call in the application in to the planning committee in December. The council will provide sound planning considerations for his information.

1 abstention

CARRIED

It was proposed by Cllr Mrs MS and seconded by Cllr Mrs KB that the parish council asks the village form working party to formulate a response to the proposal taking into consideration the points raised at the parish council meeting.

The village form working group will circulate the report for information only.

CARRIED

#### **Planning Approvals**

16/01156/CLB Replace existing 'Bottisford Blue' pan tiles with plain tiles to match existing nearby roofing detail. The Abbey, Abbey Lane, Swaffham Bulbeck for Mr Andrew and Mrs Clare Burke.

Noted

#### **Other Planning Matters**

16/01280/TRE & Trees/Swaffham Bulbeck/CA Tree Work Approval for The Old Rectory, 98 High Street, Swaffham Bulbeck.

16/1124/TCON & Trees/Swaffham Bulbeck/Gen Tree Work Approval for Sycamores, 39 High Street, Swaffham Bulbeck.

16/01236/TRE & Trees/Swaffham Bulbeck/CA Tree Work Approval for 55 High Street, Swaffham Bulbeck.

#### **4145 CLT UPDATE**

There are currently 22 members of the proposed CLT and 7 of those have put themselves forward to be considered as trustees. A meeting to elect the trustees is to be arranged once Debbie Wildridge returns from her holiday.

IW/Clerk

#### **4146 UPDATE ON VILLAGE PLAN**

- The working groups are drawing together their various chapters for the plan. An email has been sent to the chairman of each group asking how they are progressing. IW will meet with Bob Thompson to go through the reports.
- East Cambs District Council will be discussing the proposals on the sites for the new Local Plan on 16<sup>th</sup> November at the full council meeting. The public consultation on the proposals will take place from 10<sup>th</sup> January – 20<sup>th</sup> February 2017.
- It was suggested that leaflets should be sent to all residents notifying them that the village plan has been updated and that copies can be obtained from the clerk and at advertised locations around the village.
- BW pointed out that the OS maps become payable as soon as they become public – it was agreed that the necessary expenditure is delegated to the clerk subject to the upper limit as agreed in the council's financial regulations.

- 4147 COUNTY COUNCILLORS' REPORT**  
The County Councillors' report for October was distributed before the meeting. Noted  
The County Councillor was not present.
- 4148 DISTRICT COUNCILLORS' REPORT**  
D Cllr Allen Alderson did not have a report to discuss this month.
- 4149 GUTTER BRIDGE & DENNY WOOD MATTERS**
- a) Gutter Bridge Wood
- The snowdrops have been planted
  - There are still some funds ring-fenced for the Gutter Bridge wood which may be used for more snowdrops next year.
- b) Denny Wood
- The scheduled monument is approaching 50 years old; English Heritage have been contacted to come and walk the woods and to discuss ways in which the Council might maximise their potential.
  - There is a need to remove some of the poplars at the rear of the pavilion.
  - A full proposal will be brought back to a future meeting for consideration.
- 4150 RECREATION GROUND AND PAVILION MATTERS**
- a) There was nothing to report on the Denny.
- b) **Pavilion Matters**  
A report was circulated by Cllr Mrs SR who has been asked to head up the pavilion development working group. The design brief for the new pavilion will be presented at the December meeting for consideration by the council.
- c)
  - The Play Area Inspection was carried out by Cllr GR. Clerk
  - Neither of the gates snap back properly the clerk will contact Fenland Leisure and ask them to rectify this.
  - The sign needs to be removed and replaced with the clerk's contact details.
  - Cllr Mrs SR will carry out the playground inspection in November and check that the recent work on the surfacing by the gate has been carried out satisfactorily. SR
- 4151 CEMETERY MATTERS**
- a)
  - Cllr IW needs help to re-instate the crosses in the cemetery this Saturday afternoon at 2pm. IW
  - The Remembrance Day parade will be held on 11<sup>th</sup> November at 11am.
- b) It was proposed by Cllr Mrs SR and seconded by Cllr Mrs KB that the quotation from Herts & Cambs Ground Maintenance for remedial works to the cemetery is approved.  
1 abstention  
  
CARRIED
- c) Cllr RS offered the council a cherry tree for the cemetery.
- 4152 HIGHWAYS MATTERS**
- a) Zig Zag Lines on the roads will not be removed by the Highways Department as there is no funding available for this. Clerk
- b) The zebra crossing is currently being installed.
- c) There has been no response from the County Highways Department with regard to the removal of the bus shelter and the positioning of the notice boards. The county councillor has been contacted to assist with this matter.
- 4153 PARISH COUNCIL COMMUNICATIONS**  
The Communication and Procedures Policy was received by the council. The document will be given thorough consideration at the January meeting. Clerk
- CARRIED
- The Social Media Policy was received by the council. The document will be given thorough consideration at the January meeting. Clerk
- CARRIED
- 4154 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS**

- a) Finance Report - A report from the working group was distributed to the members.
- I. It was proposed by Cllr BW and seconded by Cllr GR that the Reserves Report as outlined by the finance working party is approved. CARRIED
  - II. It was proposed by Cllr Mrs KB and seconded by Cllr IW that the Burial Fees are increased by 50% with immediate effect and thereafter at 5% per year. CARRIED  
 It was proposed by Cllr IW and seconded by Cllr Mrs MS that there will be no further pre-purchase of grave spaces in the cemetery as of 1<sup>st</sup> November 2016. All existing applications will be honoured. It was agreed that the council should consider drafting a 50 year burial plan which will include how many grave spaces are still available and the possibility of the purchase of more land for burials. CARRIED Clerk
  - III. It was proposed by Cllr BW and seconded by Cllr Mrs SR that a sinking fund is created for the anticipated replacement of costly items (i.e. play equipment) which will be shown as an Ear Marked Reserve in the budget. CARRIED
  - IV. It was proposed by Cllr BW and seconded by Cllr GR that a sum is added to the Ear Marked Reserves for the proposed works at the pavilion. CARRIED
- b) The Budget Meeting will be held on 29<sup>th</sup> November 7.30pm at the school. All
- c) It was agreed that the Clerk's Hours will be discussed at the budget meeting with a proposal that they are increased from 33 to 45 per month. Budget
- d) It was proposed by Cllr GR and seconded by Cllr Mrs MS that the Council/Clerk become members of the Society of Local Council Clerks (SLCC). Clerk  
CARRIED
- e) It was proposed by Cllr GR and seconded by Cllr Mrs MS that a filing cabinet is purchased from Silverman's at a cost of £109 + VAT. The cabinet will be locked and kept in the pavilion. Clerk  
CARRIED
- f) A sim card has been purchased so that the parish council has its own telephone number. Noted
- g) It was proposed by Cllr BW and seconded by Cllr Mrs KB that a Mastercard Optimum Cash Card is purchased on behalf of the council and that £200 is transferred to it from the council bank account. This will be operated in a separate cashbook and used as 'Petty Cash'. Clerk  
CARRIED
- h) The bank reconciliation for September was deferred until the next meeting as the deposit account statement was unavailable. Clerk
- i) **RECEIPTS**
- a) Burial Fees **£330** Noted
- j) **PAYMENTS**
- It was proposed by Cllr Mrs MS and seconded by Cllr BW that the November accounts are approved and paid including the additional payments to Carphone Warehouse for £10 (300093) Herts & Cambs Ground Maintenance for £100.80 (300094). Clerk  
CARRIED

Cheque No;	Payee	Item	Net	VAT	Total	Power
<u>Payments for Tonight's meeting:</u>						
BACS	Mrs D Bayliss	Clerk's Salary	£496.80	£0.00	£496.80	LGA 1972 s112
300083	HMRC	Tax & NI	£124.20	£0.00	£124.20	Open Spaces Act 10 LGA 1972 s214
300084	JCS Bookkeeping	Payroll	£12.00	£2.40	£14.40	LGA 1972 s112
300085	CBS Office Solutions	Archive Storage	£22.75	£4.55	£27.30	LGA 1972 s50

300086	Fenland Leisure Herts & Cambs Ground	Play Area Maintenance	£192.66	£38.53	£231.19	Open Spaces Act 10 LGA 1972 s214
300087	Maintenance	Grass Cutting	£219.00	£43.80	£262.80	Open Spaces Act 10 LGA 1972 s214
300088	PFK Littlejohn	Audit Fees	£200.00	£40.00	£240.00	LGA 1972 s50
300089	Viking Direct	Printer/Ink/Stamps	£238.60	£35.40	£274.00	LGA 1972 s50
300090	Mrs D Bayliss	Travel/Telephone Expenses -October	£62.60	£0.00	£62.60	LGA 1972 s174
300091	Print Out	Posters for Remembrance Day	£22.45	£4.49	£26.94	LGA 1972 s50
300092	Ridgeons	Hammerite Paint	£57.15	£11.42	£68.57	Local Authorities Order 1977
Grand Total>>>			£1,648.21	£180.59	£1,828.80	

**4155 CONCLUSION OF AUDIT**

The Annual Return has been returned by the External Auditor with no matters for attention. Noted  
The chairman thanked the clerk and acknowledged the work that had been done since her return to work in order to complete this work on time.

**4156 CORRESPONDENCE/MATTERS FOR INFORMATION ONLY**

a) The CAPALC AGM is to be held on Thursday 15<sup>th</sup> December 2016 at 7pm at the Histon & Impington Recreation Ground Pavilion. Noted

b) It was agreed that the council would like MP Lucy Frazer to provide updates for the Bulbeck Beacon.

c) A heritage funding seminar is to be held at the Town Hall in March on Tuesday 15<sup>th</sup> November. Noted

**4157 DATES OF NEXT MEETINGS**

**4158** 6<sup>th</sup> December 2016; 10<sup>th</sup> January 2017

The meeting closed at 10.05pm