

**MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL  
MEETING NUMBER 443**

**Held in the School on Tuesday 4<sup>th</sup> October 2016 starting at 7.30pm**

Present: Cllr Ian Woodroffe (IW); Cllr Mrs Sue Romero (SR); Cllr Bill Wicksteed (BW); Cllr Mrs Lynn Reed (LR); Cllr Gordon Reid (GR); Kay Ballard (KB); Robin Sewell (RS);

**Members of the Public:** 1

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

**Clerk:** Mrs D Bayliss

Meeting opened at 7.31pm

**4113 APOLOGIES FOR ABSENCE**

Cllr Mrs M Smith; C Cllr David Brown;

Mr Mark Rogers has resigned from the Parish Council. East Cambridgeshire District Council will be notified and a notice of vacancy will be posted on the noticeboard.

**4114 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

None

**4115 OPEN FORUM FOR PUBLIC PARTICIPATION INCLUDING QUESTIONS FROM COUNCILLORS**

A question was raised about the lighting in Commercial End. The Chairman confirmed that this has not been completed, and that the Council is aware that there is one light that has not been changed (which is actually on Abbey Lane). The other bulbs have been upgraded.

**4116 TO APPROVE MINUTES OF MEETING 441 5<sup>th</sup> July 2016**

It was proposed by Cllr BW and seconded by Cllr RS that the minutes of the meeting held on 5<sup>th</sup> July 2016 are approved and signed by the Chairman with an amendment to 4095 to state 'any incidents need to be reported' to the police.

CARRIED

**4117 TO APPROVE MINUTES OF MEETING 442 6<sup>th</sup> September 2016**

It was agreed that the Chairman's comment in the minutes of the September meeting should be amended and brought back to the next meeting for approval.

Clerk

**4118 MATTERS ARISING/CLERKS REPORTS**

Meeting 441

4091 – The metal crosses will be painted on Saturday 8<sup>th</sup> October. They will then be placed along the back wall of the cemetery.

IW

4094 – A response is required re removal of the zig zag lines outside the Old Fire Station.

Meeting 442

Clerk

4110 c) James Rigney has been contacted re a meeting with the Highways Department about the bus stop and the noticeboard.

**4119 CHAIRMANS COMMENT**

None

**4120 PLANNING MATTERS**

Officers Report for the Bungalow, Abbey Lane

Noted

Letter from Steve Harrison, re the Country Store and Post Office, Swaffham Bulbeck.

Noted

**Planning Approvals**

16/00751/FUL Construction of carport to the side of the property with a bedroom above. Bedroom to be accessed internally only. Roof height to be lower than roof height of existing property at 17 Heath Road, Swaffham Bulbeck for Cara Penn

Noted

**4121 COUNTY COUNCILLORS' REPORT**

The County Councillors' report for September was distributed before the meeting.

The County Councillor was not present to take questions.

- I. With regard to the new electoral arrangements for Cambridgeshire County Council Swaffham Bulbeck is to be part of the Woodditton Ward. The recommendations still need to be approved by parliament.

II. The Flood Awareness Questionnaire was completed at the meeting and will be returned by the Clerk. Clerk

**4122 DISTRICT COUNCILLORS' REPORT**

D Cllr Allen Alderson spoke on his report which was distributed at the meeting. Mr Alderson will highlight the issues raised by parishioners regarding Sanctuary Housing in his report to The Beacon.

- I. With regard to the new electoral arrangements for East Cambridgeshire Council Swaffham Bulbeck will be part of the Bottisham Ward which will be represented by two members. The recommendations still need to be approved by parliament.

*Cllr Alderson left the meeting at 8.26pm*

**4123 GUTTER BRIDGE & DENNY WOOD MATTERS**

- a) Cllr RS has walked through both the woods in the last few days and there are no issues to report. The snowdrops should be planted on Sunday 9<sup>th</sup> October as long as there are enough volunteers. RS

**4124 RECREATION GROUND AND PAVILION MATTERS**

- a)
- Remedial works are to be carried on the Cricket Square.
  - An advert has not yet been placed for a litter collector as the Council were awaiting a response from ECDC regarding the emptying of litter bins on the Denny. ECDC recommended that the parish employ someone local to do this and put the rubbish with the normal rubbish collections each week.
  - Information on the emptying of the green bins on the edge of The Denny is still awaited.
  - Volunteers are needed to empty the bins until someone is appointed – Sue Romero; Kay Ballard; Ian Woodroffe; Robin Sewell offered to help with this.

- b) Pavilion Matters

A meeting is to be held on Thursday 13<sup>th</sup> October.

- c) The Play Area Inspection was carried out by Cllr Mrs Reed on 24<sup>th</sup> September; the following items were brought to the attention of the council for action. Clerk

- The tree over the multi-play area needs to be looked at (Herts & Cambs)
- The net on the baseball hoop net needs to be removed.
- There were no table tennis bats and balls when the inspection was carried out but they have been replaced by Ms Romero and Mr Wegg. The Chairman asked that the Council's thanks for these is noted in these minutes.
- Contact details need to be updated on the sign on the gate.
- The earth around the picnic tables needs topping up.

**4125 CEMETERY MATTERS**

- a) Nothing to report.

- b) Cherry Trees - IW will source some vertical cherry trees and RS will source some ordinary cherry trees ahead of the next meeting. IW/RS

**4126 HIGHWAYS MATTERS**

No progress can be made with the bus shelter until a representative from the Highways department comes out. Clerk

**4127 TO CONSIDER ADOPTION OF BT KIOSK AT COMMERCIAL END**

It was proposed by Cllr Mrs KB and seconded by Cllr Mrs LR that the parish council adopt the phone box at Commercial End.

4 in favour

2 against

1 abstention

(BW asked that it is recorded that he abstained because he felt maintenance should have been discussed)

CARRIED

The phone box will need to be added to the insurance policy.

The residents of Commercial End will be contacted to make arrangements for the maintenance of the kiosk. Cllr Mrs Ballard will be the parish council contact for the project.

**4128 PARISH COUNCIL COMMUNICATIONS**

Cllr Mrs Romero; Cllr Mrs Smith and the Clerk met on Friday 30<sup>th</sup> September. A draft report has been prepared; this will be completed and brought back to the next meeting for approval along with the Social Media Policy. SR/MR/ Clerk

It was proposed by Cllr BW and seconded by Cllr Mrs LR that two noticeboards in man-made timber are purchased at a cost of £2,727.47. The Rural Services grant provided by the District Council will be used to pay for these. Clerk

CARRIED

**4129 TO REVIEW PARISH COUNCIL INSURANCE POLICY**

It was proposed by Cllr GR and seconded by Cllr Mrs KB that the quotation for the Parish Council Insurance quotation for a 3 year period from Aon is approved. Cheque no: 300082 for £817.47 was issued at the meeting. Clerk

CARRIED

**4130 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS**

a) Finance Report – A meeting was arranged for 25<sup>th</sup> October at 7pm. GR/BW/ Clerk  
Items for discussion will include cemetery maintenance and fees, the question of current liabilities on the assets and the report from Cllr GR on the financial reserves. KB/Clerk

b) It was proposed by Cllr GR and seconded by Cllr Mrs SR that the bank reconciliation for July is approved. Noted

CARRIED

It was proposed by Cllr Mrs LR and seconded by Cllr GR that the bank reconciliation for August is approved.

CARRIED

c) ½ year budget reports were distributed before the meeting. Cllr BW has some queries which will be referred to the finance working group meeting. Noted

d) It was proposed by Cllr BW and seconded by Cllr GR that the council contribute ½ the cost (£15) of the CiLCA module that needs to be updated by the Clerk. Clerk

CARRIED

e) It was agreed that Cllr GR, Cllr Mrs KB and the clerk will liaise re purchase of a new printer at a maximum cost of £400. GR/KB/ Clerk

Cllr BW left the meeting at 9.31pm

f) The necessary paperwork has been completed for the Pensions Regulator. Noted

**g) RECEIPTS**

a) Precept £9,000 Noted

b) Precept Support Grant £282.00

**h) PAYMENTS**

It was proposed by Cllr RS and seconded by Cllr Mrs KB that the October accounts are paid. Clerk

CARRIED

Cheque

Cheque No;	Payee	Item	Net	VAT	Total	Power
Payments for Tonight's meeting:						
BACS	Mrs D Bayliss	Clerk's Salary	£530.00	£0.00	£530.00	LGA 1972 s112
300072	HMRC	Tax & NI	£132.40	£0.00	£132.40	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
300073	JCS Bookkeeping Swaffham Bulbeck	Payroll	£12.00	£2.40	£14.40	LGA 1972 s112
300074	Primary School	Hall Hire Play Area	£90.00	£0.00	£90.00	LGA 1972 s50
300075	Fenland Leisure	Maintenance	£1,865.62	£373.13	£2,238.75	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214

300076	Euro-bulbs Burwell Community	Snowdrops	£155.50	£31.10	£186.60	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
300077	Print	Flyers for Public Meeting	£37.50	£0.00	£37.50	LGA 1972 s50
300078	SLCC	Manuals	£116.80	£0.00	£116.80	LGA 1972 s50
300079	Ivett & Reed Herts & Cambs Ground	Gravestone Repair	£118.33	£23.67	£142.00	Local Authorities Cemeteries Order 1977
300080	Maintenance	Grass Cutting	£613.00	£122.60	£735.60	Miscellaneous Provisions Act 1976 s 19
300081	Mrs D Bayliss	Travel/Telephone Expenses - September	£63.35	£0.00	£63.35	LGA 1972 s174
Grand Total>>>			£3,734.50	£552.90	£4,287.40	

**4131 CORRESPONDENCE/MATTERS FOR INFORMATION ONLY**

- a) The Newmarket Day Centre Annual Public Meeting is to be held on 9<sup>th</sup> November 2016, 2pm at Newmarket Day Centre, Fred Archer Way, Newmarket. Noted
- b) The Clerk will attend the Parish Conference 18<sup>th</sup> November. Any members who wish to attend please respond directly via the email invitation that will be circulated. Clerk/All

**4132 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 4133 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).

**4133 TO APPROVE MINUTES EXCLUSION**

It was proposed by Cllr KB and seconded by Cllr GR that the minutes of exclusion from July 5<sup>th</sup> are approved and signed.

CARRIED

**4134 DATES OF NEXT MEETINGS**

- 4135** 1<sup>st</sup> November 2016; 6<sup>th</sup> December 2016; 10<sup>th</sup> January 2017  
The meeting closed at 9.42pm