

**MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL
MEETING NUMBER 429**

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

Present: Robin Sewell (RS); Sue Romero (SR) - clerk for this meeting; Mary Smith (MS) - Chair for this meeting; Gordon Reid (GR); Lynn Reed (LR); Mark Rogers (MR);

Members of the Public: 0

In attendance: D Cllr Allen Alderson

NB: The clerk was absent

Meeting opened at 7.37pm

- 3854 APOLOGIES FOR ABSENCE**
Bill Wicksteed; Ian Woodroffe; C Cllr David Brown;
- 3855 NOTICE OF VACANCY**
There is one vacancy on the council following the election. This will continue to be advertised in the Beacon, on the website and on the notice boards.
- 3856 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**
None.
- 3857 OPEN FORUM FOR PUBLIC PARTICIPATION**
None.
- 3858 TO APPROVE MINUTES OF MEETING 428 1st SEPTEMBER 2015**
It was proposed by RS and seconded by LR that the minutes of meeting 428 held 1st September 2015 are approved and signed by the chairman subject to the following amendments:
3846 b) '.....**1000** aconites are purchased for Gutter Bridge Wood **and** cocoa for open evening be purchased....'
3849 a) '.....**10th September.**'
- CARRIED
- 3859 MATTERS ARISING**
3841 Discussion about the Parish Council website and a possible Facebook page to be included on 3rd November agenda Clerk
3843 Cllr Alderson has yet to pursue the matter with the planning officer. AA
3848 c) MR has adjusted the back gate hinges to ensure automatic closure. IW has yet to ask advice from *Herts and Cambs* contractor on health of lime tree opposite 4 Station Road.
3851 a) Highways are responsible for cutting back trees obscuring lighting and a request has been made for this to take place.
3851 b) Parish owned land is to be marked on the parish map.
There was no report from the clerk.
- 3860 COUNTY COUNCILLORS REPORT**
No report was available for this meeting.
- 3861 DISTRICT COUNCILLORS REPORT**
A written report was circulated at the start of the meeting. A Pre-Planning Advice leaflet, aimed at improving the planning service, was shown. A few copies will be provided to the Parish Council. AA
- 3862 PLANNING MATTERS**
Planning Applications
15/00561/FUL Demolition of existing bungalow and erection on new detached house and garage at The Bungalow, Abbey Lane, Swaffham Bulbeck (Additional Information) Noted
15/01057/LBC To carry out minor alterations to install a new bathroom on the first floor (see previously approved application 14/01428/LBC) at The Abbey, Abbey Lane, Swaffham Bulbeck
15/00712/FUL Alterations to the rear barn on the site of 108 & 110 High Street, Swaffham Bulbeck to form residential accommodation only for use in conjunction with the house at The Old Fire Station 108 – 110 High Street, Swaffham Bulbeck (Amendment)

15/00713/LBC Alterations to the rear barn on the site of 108 & 110 High Street, Swaffham Bulbeck to form residential accommodation only for use in conjunction with the house at The Old Fire Station 108 – 110 High Street, Swaffham Bulbeck (Amendment)

Other Planning Matters

15/01036/TRE & Trees/Swaffham Bulbeck/CA Tree work approval for 1 Station Road, Swaffham Bulbeck

3863

GUTTERBRIDGE WOOD MATTERS

- a)
 - The working party held on 20th September was well attended; nettles were cleared from both glades.
- b)
 - A request to the Parish Council has been made to place geocaches in Gutter Bridge Wood. The National Trust has agreed providing the organisers follow their guide lines e.g. not disturbing wild life. As leaseholders, the Parish Council considered their response. Following a vote (4 in favour and 2 against), it was agreed to permit 2 geocaches to be installed close to the main path. The agreement is subject to the on-going permission of the Parish Council, an annual review and clarification on insurance matters. The organisers will be invited to the next Parish Council meeting to explain more about geocaching and answer questions. MS

Cllr Alderson left the meeting at 8:10pm

3864

RECREATION GROUND AND DENNY WOODS MATTERS

- a)
 - No play area inspection was carried out in September. Cllrs were reminded that a monthly rota has been distributed to all Cllrs. RS to carry out inspection for October.
- b)
 - A meeting with a representative from English Heritage and IW, MS and SR has been arranged for 21st October to clarify the precise position and extent of the earth works taking into account maps, aerial photos and creeping encroachment of trees. This will then be marked on the Parish Council map and provide clear guidance for any future Pavilion and Denny Wood developments.

3865

PAVILION MATTERS

a) Report from Pavilion Working Group

SR reported key points from the meeting held on 10th September:

- The project has now reached a key stage where a design brief can be drawn up; this will inform design cost estimates and provide architect/s with essential information.
 - A professional arboreal inspection and report of the two trees (lime and horse chestnut) nearest to the present building to gauge root spread will be carried out in the near future. This could influence the potential size of a new building.
 - English Heritage and East Cambs Tree Officer will be consulted about trees between the earthworks and the pavilion. It is anticipated that there will need to be some tree felling due to encroachment of trees toward the footpath.
- b) The publican at the Black Horse has been provided with a Pavilion key to pass to the Burwell Tigers football club.
- c) It was proposed by SR and seconded by MR that the following payments are made: Burwell Tigers £43.56; Anglian Water £25.61; and Cambridgeshire Acre £54.00.

CARRIED

3866

CEMETERY MATTERS

- a) No report.

3867

HIGHWAYS REPORT

- a) No report; no further communication about the zebra crossing.
- b) A letter has been received from an Engineering Consultant regarding 2 holes to be dug into the footpath for exploratory purposes associated with 111 Commercial End. The Council had no

objection and concluded that the letter was for information only as the work would take place on Highways land.

3868 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS

- a) No report.
- b) Date of Budget meeting: 17th November.
- c) It was proposed by GR and seconded by MR that the bank reconciliation for August is approved. Clerk
CARRIED

PAYMENTS

- d) It was proposed by SR and seconded by LR that the October Accounts are approved and paid. CARRIED
A cheque for £5,000 has been written to Unity Trust Bank so that there is a smooth transition from Lloyds.

Cheque No;	Payee	Item	Net	VAT	Total	Power
Payments for Tonight's meeting:						
1398	Mrs D Bayliss	Clerk's Salary	£360.50	£0.00	£360.50	LGA 1972 s112
1399	HMRC	Tax & NI	£90.20	£0.00	£90.20	LGA 1972 s112
1400	Mrs D Bayliss	Clerk's	£61.20	£0.00	£61.20	LGA 1972 ss174
1401	J C S Bookkeeping	Travel/Telephone Payroll	£10.00	£2.00	£12.00	LGA 1972 s112
1402	Herts & Cambs Ground Maintenance	Grass Cutting	£264.00	£52.80	£316.80	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
1403	PFK Littlejohn	External Audit	£300.00	£60.00	£360.00	LGA 1972 s50
Grand Total>>>			£1,085.90	£114.80	£1,200.70	

3869 APPROVE AND RENEW PARISH COUNCIL INSURANCE POLICY 2015-16

Quotes from 2 insurance companies were compared. It was proposed by LR and seconded by RS to stay with the same insurers, AON, for a further year at a cost of £826.77. A cheque for this amount was made out and signed at the meeting to ensure continued coverage. CARRIED

3870 DATES OF NEXT MEETINGS 2015

- 20th October 2015 Pavilion Working Group meeting 7.30
 - 3rd November Pavilion Charity meeting 7.00 followed by Parish Council meeting 7.30
 - 17th November Budget meeting
 - 1st December Parish Council
- The meeting closed at 8.55**