

**MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL  
MEETING NUMBER 442**

**Held in the School on Tuesday 6<sup>th</sup> September 2016 starting at 7.30pm**

Present: Cllr Ian Woodroffe (IW); Cllr Mrs Lynn Reed (LR); Cllr Mrs Sue Romero (SR); Cllr Gordon Reid (GR); Cllr Mrs Mary Smith (MS); Cllr Mark Rogers (MR); Cllr Bill Wicksteed (BW);

**Members of the Public:** 1

**In attendance:** C Cllr David Brown; D Cllr Allen Alderson;

**Clerk:** Mrs D Bayliss

Meeting opened at 7.30pm

**4097 APOLOGIES FOR ABSENCE**

Cllr Mrs Ballard; Cllr Sewell;

**4098 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA**

None

**4099 OPEN FORUM FOR PUBLIC PARTICIPATION INCLUDING QUESTIONS FROM COUNCILLORS**

None.

Chairman's Comment:

Following on from the various discussions in Community meetings work proceeds on the 2016 Village Plan (with the backing of this Council). It is hoped to have the plan ready for public consultation around the end of November.

At the last community meeting (19/07/2016) a vote was passed that a letter from the community should be sent to ECDC. The letter was to state that the votes taken at the Parish Council (05/07/2016) concerning the sites for development sent from ECDC did not represent the views of parishioners.

The chairman has been informed by Mr B Thomson, who was charged with writing the letter that he considered it more appropriate that the Parish Council should proceed with the village plan and the no letter would be sent to ECDC challenging the votes cast at the Parish council on 05/07/2016.

**4100 TO APPROVE MINUTES OF MEETING 441 5<sup>th</sup> July 2016**

The minutes of the meeting 441 were not signed as there were queries raised about the information given by Rebecca Saunt. The matters raised will be addressed and the minutes brought back to the October meeting for approval.

Clerk

CARRIED

**4101 MATTERS ARISING/CLERKS REPORTS**

None

**4102 PLANNING MATTERS**

**Planning Applications**

16/01016/FUL Proposed dwelling, garaging, parking and associated works at Land East of 34 Quarry Lane, Swaffham Bulbeck for Mr & Mrs D Godfrey – as the current village envelope is not in force the council have no objection to the proposal.

**Planning Approvals**

16/00570/FUL Entrance porch to front and single storey extension to rear of 105 High Street, Swaffham Bulbeck for Mr & Mrs Latchford.

**Other Planning Matters**

**Update on Conservation Issues Concerning the Shop**

There have been a number of comments about the frontage of the village shop and a parishioner has written to the CEO of ECDC asking if this is an appropriate frontage for a shop in a conservation area. The matter has been put into the hands of the planning manager. Nisa have been contacted and asked to remove the illuminations from the signs. It appears that there would be difficulties in ECDC challenging NISA over this matter.

Clerk

Clerk

The Council will write to ECDC and state their disappointment at the lack of information following their telephone conversations concerning the shop and inform them that the parish council are aware that ECDC are in dialogue with a parishioner about this matter.

**The Bungalow, Abbey Lane, Swaffham Bulbeck**

Clerk

The parish council will write to ECDC to express their concerns about this application. In the light of the parish council/village objections to this proposal, and the district council's own concerns outlined in the letter written by Peter Ord (ECDC Scientific Officer/Environmental Health) to Lesley Westcott dated 9<sup>th</sup> March 2016. The parish council would appreciate clarification as to how the planning application came to be approved.

**Observations of Alterations at the Abbey**

Noted

Comments have been made about the amount of scaffolding on the Abbey and serious concerns have been raised about the condition of this listed building.

The parish council is confident that the appropriate East Cambs officers are dealing with this matter.

**4103 COUNTY COUNCILLORS REPORT**

The County Councillors reports for July and August were distributed before the meeting.

As a result of the County Council consultations it has been agreed that the number of County Councillors will be reduced from 69 to 61 Councillors. Swaffham Bulbeck is to be part of the Woodditton Ward.

**4104 DISTRICT COUNCILLORS REPORT**

D Cllr Allen Alderson spoke on his report which was distributed at the meeting.

**4105 GUTTERBRIDGE & DENNY WOOD MATTERS**

a) The snowdrop bulbs have arrived and will be planted in October.

**4106 RECREATION GROUND AND PAVILION MATTERS**

a) The litter bins on the Denny are no longer going to be emptied as the Nash's have retired on the grounds of ill health. The parish council reiterated their thanks to Mr & Mrs Nash for their exemplary volunteer work spanning 17 years.

Mr Bob Thomson has said he is happy to do this if he can get someone to help him and if bags are provided (ECDC). If anyone can help him please contact him directly.

SR offered to empty them on Wednesday 7<sup>th</sup> September and IW agreed to do it on Wednesday 14<sup>th</sup> September.

It was agreed that the Council will contact East Cambs District Council to ask Veolia what the charge would be to empty the four bins on the Denny. It will also be made clear that there are two bins with ECDC numbers on them which are not currently being emptied but should be.

Clerk

An advert for a public spirited litter collector (to be paid the national minimum wage - according to age) to collect litter in the village and empty the bins on the Denny if necessary. The advert will be placed in the Beacon and on the Noticeboard, it will be circulated to councillors before it is put up.

b) It was proposed by Cllr BW and seconded by Cllr Mrs SR that the remedial works at the entrance to the play area are carried out as soon as possible.

IW/Clerk

CARRIED

c) The Play Area Inspection has been carried out by Cllr Wicksted, no matters were raised for immediate attention.

Noted

**4107 CEMETERY MATTERS**

a) There is more spraying to be done in the cemetery. A quote is being sought from Herts & Cambs.

IW/Clerk

- Comments have been made about the proximity of the chalk pile to the cremated remains. Justin Wilmott from Herts & Cambs Ground Maintenance will quote for a yew hedge to create a separate area for the chalk, as well as a price for the removal of the chalk pile once a year.

- Consideration of replacement trees for the cemetery will be given at the October meeting.

- Weeds are growing outside of the cemetery on the verge. This will be added to the request for a quotation to Herts & Cambs Ground Maintenance.

- b) It was agreed that the burial fees will be reviewed by the finance working group and any proposed increase will be brought back to a future parish council meeting for approval. It was proposed by Cllr BW and seconded by Cllr GR that a charge of £50 is made for the transfer of Burial Rights within the cemetery. Burial WG
- CARRIED
- 4108 TO REVIEW PARISH COUNCIL COMMUNICATION PROCEDURES**  
**A briefing paper was presented to the council by Cllr Mrs Romero.** SR/MR/ Clerk  
 It was agreed by those present at the meeting that Sue Romero, Mary Smith and the Clerk will meet to discuss a communication strategy.
- 4109 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS**
- a) **The finance working party met on 12<sup>th</sup> July.** The main reason for the meeting was to iron out some issues with the presentation of the SBPC budget for FY16/17. All matters were resolved to the satisfaction of the party.
- It was agreed that a letter should be written at a later date to outline the SBPC financial reserves, showing what money is contained within EMRs (earmarked reserves), what is held for general prudence, and what (if any) is held in excess of this. It was agreed to recommend to SBPC that this letter be made available to the public.
  - The working party discussed the issue of increasing on-going costs. It was agreed that the party would request the opportunity to review the anticipated maintenance and other on-going costs associated with all assets including the new pavilion.
- b) **CLT Start Up Costs** Clerk  
 Item deferred to a future meeting.
- c) **Internal Audit Report** Noted  
 The council received the Internal Audit Report and congratulated the clerk on her work as there were no recommendations from the Internal Auditor.
- d) **To Consider and Appoint Signatories for the Unity Trust Bank Accounts** Clerk  
 It was proposed by Cllr GR and seconded by Cllr BW that the signatories on the bank account should remain as they are with the addition of Mrs Sue Romero who will also be able to submit payments for approval should the clerk be absent.
- CARRIED
- It was agreed that the internal financial checks should be carried out by members of the Finance working group.
- e) It was proposed by Cllr GR and seconded by Cllr Mrs SR that the Bank Reconciliations for April, May and June are approved.  
 Cllr BW abstained from the vote
- CARRIED
- f) **RECEIPTS**
- |    |                      |                 |       |
|----|----------------------|-----------------|-------|
| a) | Rural Services Grant | <b>£2904.76</b> | Noted |
| b) | Burial Fee           | <b>£100</b>     |       |
| c) | Grass Cutting Grant  | <b>£847.09</b>  |       |
- g) **PAYMENTS** Noted  
 The Council noted the payments made in August. The cheques had been signed by the chairman and vice chairman.
- It was proposed by Cllr Mrs MS and seconded by Cllr BW that the September accounts are paid. The cheque to Euro-bulbs will not be paid as there is a discrepancy on the VAT. Clerk
- CARRIED

Cheque

No;	Payee	Item	Net	VAT	Total	Power
-----	-------	------	-----	-----	-------	-------

Payments made since last meeting

---

BACS	Mrs D Bayliss	Clerk's Salary	£518.80	£0.00	£511.80	LGA 1972 s112
300059	HMRC	Tax & NI	£129.80	£0.00	£129.80	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
300060	Isleham Parish Council	Office Space	£100.00	£20.00	£120.00	LGA 1972 s 50
300061	JCS Bookkeeping	Payroll	£12.00	£2.40	£14.40	LGA 1972 s112
300062	Herts & Cambs Ground Maintenance	Cemetery Works	£420.00	£84.00	£504.00	Local Authorities Cemeteries Orders 1977 and 1986
300063	Herts & Cambs Ground Maintenance	Grass Cutting	£1,153.00	£230.60	£1,383.60	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
300064	Mrs D Bayliss	Travel/Telephone Expenses - July	£46.40	£0.00	£46.40	LGA 1972 s174

Payments for Tonight's meeting:

BACS	Mrs D Bayliss	Clerk's Salary	£364.40	£0.00	£364.40	LGA 1972 s112
300065	HMRC	Tax & NI	£91.00	£0.00	£91.00	LGA 1972 s112
300066	J C S Bookkeeping	Payroll	£12.00	£2.40	£14.40	LGA 1972 s112
300067	Mrs D Bayliss	Travel/Telephone Expenses - August	£48.20	£0.00	£48.20	LGA 1972 s174
300068	Herts & Cambs Ground Maintenance	Grass Cutting	£584.00	£116.80	£700.80	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
300069	Herts & Cambs Ground Maintenance	Unpaid VAT from May	£0.00	£131.40	£131.40	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
300070	Euro-bulbs	Snowdrops	£155.50	£10.00	£165.50	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
300071	R Daniels	Pest Control	£50.00	£0.00	£50.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
Grand Total>>>			£3,685.10	£597.60	£3,763.90	

**4110 HIGHWAYS REPORT**

- a) None
- b) The Zebra Crossing should be installed in October.
- c) The Parish Council will arrange to meet with a representative from the Highways Department at the County Council to discuss the position of the new noticeboards. Clerk
- d) The council will contact James Rigney at Highways and ask him to come out to discuss removing the bus shelter which needs to be done as soon as possible. Clerk
- e) Cllr GR will check the status of the light on Abbey Lane and inform the clerk if it still has not been updated. Clerk  
The yew tree outside Merchants house needs to be cut back again. A letter will be sent to the owner.

**4111**

**DATES OF NEXT MEETINGS**

**4112**

4<sup>th</sup> October 2016; 1<sup>st</sup> November 2016; 6<sup>th</sup> December 2016;  
The meeting closed at 10.36pm