

**MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL
MEETING NUMBER 413**

Held in the School on Tuesday 2nd September 2014 starting at 7.30pm

Present: Ian Woodroffe (IW) Chairman; Margaret Chadwick (MC); Gordon Reid (GR); Lynn Reed (LR); Robin Sewell (RS);

Members of the Public:

In attendance:

Clerk Mrs Diane Bayliss

DC Allen Alderson

CC David Brown

Emma Grima (ECDC)

Meeting opened at 7:30pm

3583 APOLOGIES FOR ABSENCE

Mary Smith (MS); Sharyn Robinson (SR); Tim Oates (TO);

3584 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

None

3585 OPEN FORUM FOR PUBLIC PARTICIPATION

None

3586 PRESENTATION BY EMMA GRIMA FROM ECDC

IW welcomed Emma Grima from ECDC.

Emma Grima gave an informative presentation on the new Community Infrastructure Levy (CIL) which in some aspects replaces section 106. In the past all the section 106 monies went to the District and County Council but now 15% must be transferred to the parish where the build has taken place. This system will remain in place for at least a year and can only be changed by government legislation. Of the remaining 85%, administration of CIL is 5% and the remaining 80% goes to the councils regulation 123 list which this year comprises Ely Leisure Village; Littleport Secondary School and the Soham Railway. A proposed revision for next year would include upgrading the A14 and the Ely Southern By-pass. No funds have so far been allocated as there are insufficient funds available to make it worthwhile doing so.

Swaffham Bulbeck have received £483. 26 in April 2014 and a further £1,784.14 will be paid in October 2014.

A CIL projections list will be produced every quarter. Over the next 3 years approximately £9,787 will be allocated to Swaffham Bulbeck subject to any reduction due to self-build relief.

The money must be spent in accordance with the regulations and although it is quite difficult to breach these the Council need to be able to justify what the money is spent on. It can be spent on any infrastructure project that the public can access – public open space; pavilions; village halls – indeed anything that will benefit the community as a whole.

The Council will need to prepare a project plan showing where they want to spend the money and send it to Emma Grima at the District Council for approval. The Parish are required to spend the money within 5 years of receipt. If the project is likely to take longer than that then it is better to leave it with ECDC – the clock only starts ticking when the money is transferred to the council. After this the District Council regain control of expenditure however they will work with the Parish to allocate the funds to a suitable project.

The Parish Council are also under obligation to report the infrastructure levy and must publish each year how much was received, how much has been spent and how much is being carried forward.

DC Allen asked on behalf of SR whether any of the money could be allocated to a Cycle way from Lode to Quy. Information will be sought and brought back for discussion at a future meeting.

3587 AFFORDABLE HOUSING DISCUSSION

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It was proposed by GR and seconded by MC that the council explore the possibility of affordable housing on a rural exception site.

CARRIED

MC/IW will sit on the working group. Those members not at this evenings meeting will be invited to join if they wish.

3588 TO APPROVE MINUTES OF MEETING 410 1st JULY 2014

It was proposed by RS and seconded by MC that the minutes of the meeting held on 1st July are approved and signed by the chairman.

CARRIED

3589 TO APPROVE MINUTES OF MEETING 411 15th JULY 2014

The minutes were not approved as there was not a quorum from that meeting in attendance.

3590 MATTERS ARISING FROM JULY MEETING

3554 – There is no update on the Village Sign.

3554 – An initial meeting of the finance working group was held on 19th August.

3558 – Wording for the sign has not yet been agreed.

3591 TO APPROVE MINUTES OF MEETING 412 5th AUGUST 2014

It was proposed by MC and seconded by LR that the minutes of the meeting held on 5th August are approved and signed by the chairman.

CARRIED

3592 MATTERS ARISING FROM AUGUST MINUTES

3579 – The Lease has been completed.

3581 - Highways have written to 3, 4, 5 Station Road – the Clerk will contact Matthew Pickering for an update.

3581 – A letter has been sent to Sanctuary Housing but no reply has been received to date.

3593 COUNTY COUNCILLORS REPORT

The County Councillors report was distributed before the meeting. There were no questions or comments.

3594 DISTRICT COUNCILLORS REPORT

Cllr Alderson presented his report to the meeting. The main issue currently is the planning application for the Ely Southern Bypass which will be considered at the County Council on Monday 8th September.

The District and County Councillors left at 8.40pm

3595 GUTTERBRIDGE WOOD MATTERS

- (a) RS updated the council with a report from the Gutterbridge Wood Working Party.

It was agreed that the extra wood necessary to be purchased for the bridge can be ordered as it is within budgeted expenditure.

A letter will be sent to the Beacon thanking them for the donation of the Bluebells.

RS made it clear that a brush cutter is necessary for the Gutterbridge Wood and Denny Wood although in previous minutes it was said that it was not.

The remaining section 106 monies need to be spent by December 2014.

- (b) A request was made by the clerk to the County Council for some of the Granite Kerb Stones which won't be re-used on the site. A reply has not yet been received. A discussion took place and an agreement was reached that there needed to be continued transparency and good communication between the steering group and the PC.

3596 RECREATION GROUND AND DENNY WOODS MATTERS

- (a) It was proposed by LR and seconded by RS that the quotation from Fenland Leisure for the swing seats is accepted.

CARRIED

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The zip wire is broken and a quotation has been received from Fenland Leisure. It was proposed by LR and seconded by RS that the quotation is accepted.

CARRIED

- (b) IW reported that a decision had been made not to put any trim trail equipment into the Denny Wood therefore a quotation has been requested from Fenland Leisure to put a Basket Ball net in instead.

Recommendation from Eastern Tree Surgery is that it would be very prudent to have a sign that says don't walk in the wood in high winds or inclement weather. The signs are to be worded by the Denny working group. The Council are still waiting for the written report from the meeting.

It was agreed that more bait will be placed under the bandstand as there is still evidence of rats on the Denny. RS will write an article for the Beacon addressing the matter of leaving food on the Denny.

Burwell Tigers will be using the pitch again this season and it was agreed that a £50 deposit should be held by the Council during the season in case the pavilion should require additional cleaning following matches.

Pavilion and Pitch fees and terms & conditions need to be reviewed at the October meeting.

An email has been received from Mary-Jane thanking the PC for use of the pavilion during the summer.

NOTED

3597 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS

- a) Three recommendations were made by the finance working group:

- Banking arrangements should be changed so that all future receipts are made into the current account and that reserve funds may be allocated to the deposit account if agreed by Council.
- An annual subvention of £800 should be made to the Pavilion Charity Account
- A new internal auditor should be sought for the financial year 2014-15.

It was proposed by GR and seconded by MC that the recommendations from the finance working group as outlined above are approved and implemented.

CARRIED

- b) It was proposed by LR and seconded by MC that the bank reconciliations for June and July are approved.

CARRIED

- c) PAYMENTS

a) Clerk's Salary	£353.01
b) HMRC	£88.20
c) Clerk's Expenses	£42.39
d) Taylor Vinters – Legal Fees	£780
e) Herts & Cambs Grass Cutting	£656.40
f) Herts & Cambs Grass Cutting	£372
g) JCS Bookkeeping Services	£12.00

It was proposed by MC and seconded by GR that the accounts are approved and paid.

CARRIED

- d) It was proposed by GR and seconded by MC that the Council pay 2/3 of the cost of the SLCC conference (£262). A cheque was written and signed at the meeting.

CARRIED

- e) It was proposed by GR and seconded by LR that JCS Bookkeeping continue to run the pay roll for the Parish Council.

CARRIED

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- f) The finance working group will look into whether the payment from Virgin Media should have been increased and a letter will be sent requesting further information.

3598 TO NOMINATE CHARITY TRUSTEE

It was agreed that RS will be the nominee for the Relief in Need Charity. MC suggested that an update on the charity's activities would be helpful for the Parish Council.

3599 CORRESPONDENCE/MATTERS FOR INFORMATION ONLY

A response was received from the Citizens Advice Bureau informing the Council of the extent of their services used in the Swaffhams.

NOTED

It was agreed that the Time Capsule can be buried near the war memorial next June in consultation with PC.

CLERK TO REPLY

3600 HIGHWAYS MATTERS

- a) No bid will be made this year but discussions will be held to discuss a bid for next year.
- b) It was agreed that more information needs to be provided about the Youth Bus and how it was decided that it would be sent to Swaffham Bulbeck. If the information is satisfactory then it was suggested that the bus could start at the beginning of October.
- c) On 29th August, IW and GR met Adam Tuck, a director of PlanSurv, an independent Ely-based firm of Chartered Surveyors who are working with the developers. A newly proposed location for the bus shelter was discussed at length, particularly with regards to sight-lines for traffic exiting Pound Way. It was agreed that there was in principle no increased impediment to sight of the traffic travelling in either direction on the B1102, although concern was later expressed regarding the visibility of traffic exiting north-eastward onto the B1102 from the High Street. Mr Tuck agreed to contact CCC to obtain their view on the proposal. Concerns were also expressed about the possibility of increased parking problems should the development proceed - both with regard to increased customer numbers and more frequent deliveries. The owners kindly allowed the meeting into the yard at the rear of the shop and IW noted that this had not been used as planned when the Chilli Hut was trading. On inspection, GR suggested that the yard could be physically subdivided into both a delivery area and parking spaces for customers, with the additional benefit of increased security at the rear of the post office. Mr Tuck agreed to raise this with the owners. The question of single- or double- yellow lines at the splay of Pound Way was raised, but the consensus was that these would be largely ignored or, when respected, would push parking further up Pound Way toward the residential properties. Mr Tuck agreed to send the responses from CCC and the owners/developers to the Parish Clerk.

3601 PLANNING MATTERS

Planning Approvals

14/00695/FUL Proposed single storey extension to the rear to provide kitchen at 39 Maryland Avenue, Swaffham Bulbeck for Mr Richard Kirby

Other Planning Matters

14/00676/TRE & Trees/Swaffham Bulbeck/CA Approval for tree works to T1 Willow – Pollard (overall crown reduction, to suitable reduction points, by 50-60%

3602 PARISH COUNCILLORS' REPORTS

MC reported that she had carried out the playground inspection during August and that the Council need to keep an eye on the horse chestnuts on the Denny as they are going brown again. The copper beech overhanging the play area needs to be trimmed back and the trees need a trim around the zip-wire.

IW will do the inspection during September however a new rota needs to be drawn up.

GR said that the first working party meeting in the pavilion had been successful and it had been felt that it would make a perfectly pleasant and suitable venue for PC meetings. It was agreed that this

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would be a good idea for the summer time as it is uncertain how good the heating is. The next finance meeting will be held there which might give a better idea of the temperature.

GR has some comments on Tim's document; but has not had any contact with Tim since the last meeting so will leave these for a future meeting. Geoff Reed has agreed to join the Highways group and GR will arrange a meeting ASAP.

3603

DATES OF NEXT MEETINGS

7th October 2014 7.30pm

Pavilion Meeting 7.00pm

Meeting Closed at 10.31pm