

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 465

Held at Downing Court on Tuesday 3rd July 2018 starting at 7.30pm

Present: Cllr Sue Romero (SR); Cllr Mary Smith (MS); Cllr Peter Raby (PR); Cllr Nicky Bates; Cllr Lynn Reed; Cllr Robin Sewell; Cllr John Trapp (JT);

Clerk: Mrs D Bayliss

2 Parishioners

Meeting opened at 7.30pm

4493 TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Kay Ballard; Cllr Gordon Reid;

4494 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

Cllr Trapp - Item 4499a) 18/00737/FUL Erection of two detached single storey dwellings at Land Southeast of The Bungalow, Abbey Lane, Swaffham Bulbeck.

Cllr Sewell – Item 4501c) To Pay July Accounts (Travel Expenses)

4495 OPEN FORUM FOR PUBLIC PARTICIPATION

The owners of the property at 'The Bungalow' gave a brief statement about the planning application 18/00737/FUL for two bungalows on the remainder of the site.

4496 TO APPROVE MINUTES OF MEETING 464 5th June 2018

It was proposed by Cllr LR and seconded by Cllr NB that the minutes of meeting 464 held on 5th June 2018 are approved and signed by the chairman.

CARRIED

4497 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (*For information only*)

- Anglian Water (Wave) has been contacted and will come out to the cemetery to see if it is suitable for a water meter and if so to provide a quotation.
- The CAPALC Conference attended by Cllr SR and the Clerk with updates from NALC included the important information that the parish council is not required to appoint a Data Protection Officer (DPO); an update on Data Protection Regulations; an Insurance Update and a presentation by the Community Organisers. The Chairman was pleased to report that SBPC are on the right track with regards to compliance under the new data protection regulations.
- Cllr Trapp will attend the councillor finance training session to be held on 9th July.

4498 COUNTY AND DISTRICT COUNCILLORS REPORTS

There was no report from the County Councillor.

There was no report from the District Councillor

4499 PLANNING MATTERS

a) Planning Applications

18/00737/FUL Erection of two detached single storey dwellings at Land Southeast of The Bungalow, Abbey Lane, Swaffham Bulbeck.

It was proposed by Cllr NB and seconded by Cllr RS that the Council strongly object to the proposal using the same reasons as previously submitted for planning application 17/01223/FUL.

ALL IN FAVOUR

b) Planning Approvals

18/00480/FUL Rear extension and internal alterations at Four Mile Stable Farm, Cambridge Road, Newmarket for Mr & Mrs Owen.

Noted

c) Other Planning Matters

Street naming and numbering at Springfield House, Mill Lane (formerly La Calinda)

Noted

4500 NEIGHBOURHOOD PLANNING UPDATE

Cllr SR attended a Neighbourhood Planning event put on by Cambridgeshire ACRE and presented a report to the meeting. The presentations from the event will be distributed to all councillors.

4501 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

a) The quarterly budget reports were distributed to the councillors at the meeting. The council **agreed** to create a virement from item 4165 street lighting maintenance to 4455 street lighting capital costs of £1350.

b) **It was proposed by Cllr PR and seconded by Cllr MS that the Bank Reconciliations for June are approved.**

CARRIED

c) To Pay July Accounts
It was proposed by Cllr JT and seconded by Cllr LR that the July accounts are approved and paid.

CARRIED

BACS	Mrs D Bayliss	Clerk's Salary		Confidential		LGA 1972 s112
BACS	Inland Revenue	Income Tax		Confidential		LGA 1972 s112

Payments for Tonight's meeting:

BACS	Mr J Sugg	Handyman Payment	£276.00	£0.00	£276.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
BACS	Mrs D Bayliss	Travel/Telephone	£86.20	£0.00	£86.20	LGA 1972 s174
BACS	JCS Bookkeeping	Payroll	£17.00	£3.40	£20.40	LGA 1972 s112
BACS	Burwell Print	Print leaflet for APM	£60.00	£0.00	£60.00	LG Miscellaneous provisions Act 1976 s19
BACS	Herts & Cambs Ground Maintenance	Grass Cutting	£2,872.00	£574.40	£3,446.40	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
BACS	Mr T Wilding	Cemetery Tree Works	£175.00	£0.00	£175.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
BACS	Swaffham Internal Drainage Board	Drainage Rates	£490.20	£0.00	£490.20	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
BACS	SLCC	Training Seminar	£37.50	£7.50	£45.00	(LGA 1972 s111)
BACS	Mr G Ballard	CLT Membership	£125.00	£0.00	£125.00	(LGA 1972 s111)
300191	Mr T Bowd	Internal Audit	£64.00	£0.00	£64.00	Local Audit and Accountability Act 2014,
300192	Mr H Clark	Travel Expenses	£50.00	£0.00	£50.00	(LGA 1972 s111)
300193	Mr R Sewell	Travel Expenses	£9.90	£0.00	£9.90	LGA 1972 s174

4502 UPDATE ON THE GDPR

It was proposed by Cllr SR and seconded by Cllr NB that the following policies provided by the SLCC and presented to the Council by the Clerk are adopted. Clerk

1. **Information and Data Protection Policy**
2. **Retention of Documents policy**
3. **Email Privacy Notice**
4. **Hirers Privacy Notice**
5. **Purchase of Exclusive Right of Burial Privacy Notice**
6. **New Councillors Privacy Notice**

CARRIED

The policies will all be added to the parish council website and will be used as required when dealing with members of the public.

4503 PAVILION MATTERS

a) In response to the negativity that had been expressed at the APM, an update and overview of the project will be put in the August edition of the Beacon.

The group plans to carry out an audit of use current use of the Pavilion as well as other existing community spaces in the village.

A detailed letter has been compiled and it is hoped that it will be sent out by the end of July to a long list of architects asking for expressions of interest in designing a Community Pavilion.

A letter will also be sent to English Heritage asking them if they have any concerns.

4504 DENNY AND PLAY AREA MATTERS

- a) There was no play area report from a councillor for June
- b) The Denny working group met on Tuesday 26th June to discuss the report from Fenland Leisure Play (FLP). It was agreed that a number of minor repairs would be carried out by the handyman and that a quotation for surfacing under the parallel bars would be sought from FLP.
- c) **It was proposed by Cllr PR and seconded by Cllr RS that a charge of £40 is made for use of the Denny and Pavilion for football if the team are prepared to mark the pitch and put up the goals and nets.** The situation is to be reviewed annually.

1 abstention

CARRIED

- d) The Highways group will meet to discuss possibilities around the report from Cllr Trapp on illegal encampments.

4505 CEMETERY MATTERS

- a)
 - The dead tree has been cut down and cleared away leaving a 6ft stump
 - It was **agreed** that the trees/bushes that are hanging over the road need to be cut back as soon as possible.
 - A note will be placed in the Bulbeck Beacon asking if anyone has any information about the cross that has been erected in the chalk pile at the rear of the cemetery.

4506 CORRESPONDENCE/MATTERS FOR INFORMATION ONLY

- a) Councillors were encouraged to complete the ECDC Dog Fouling Consultation Survey.

**4507 Date of Next Meeting:
(Tuesday 7th August if necessary (KB apologies))**

The meeting closed at 9.02pm