

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 471

Held at Downing Court on Tuesday 5th February 2019 starting at 7.30pm

Present: Cllr Sue Romero (SR); Cllr Peter Raby (PR); Cllr Nicky Bates (NB); Cllr Lynn Reed (LR); Cllr Mary Smith (MS); Cllr Gordon Reid (GR); Cllr Robin Sewell (RS); Cllr John Trapp (JT); Cllr Kay Ballard(KB);

Clerk: Mrs D Bayliss

D Cllr Alderson;

C Cllr Shuter

3 Parishioners

Meeting opened at 7.30pm with a presentation by Ross Bullard from Came and Company, the main meeting opened at 7.56pm

Ross Bullard Came & Co Insurance

The public liability cover provided by Came & Company is for events run and organised by the parish council. If a third party is running an event on parish council owned land they need to provide their own insurance cover. Risk assessments may be provided as best practice in case of a claim. Ross will send relevant links to the Clerk for organisations who offer one day cover for specific events and also cover for groups who wish to hold a number of events in any given year.

4588 TO RECEIVE APOLOGIES FOR ABSENCE

None

4589 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION

John Trapp 4594 b)Notice of Appeal (Neighbour)

4590 OPEN FORUM FOR PUBLIC PARTICIPATION

None

4591 TO APPROVE MINUTES OF MEETING 470 8th JANUARY 2019

It was proposed by Cllr LR and seconded by Cllr MS that the minutes of meeting 470 held on 8th January are approved and signed by the chairman.

CARRIED

Cllr K Ballard abstained from the vote as he was not in attendance at the meeting.

4592 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (*For information only*)

- 4581 The basket swing has not been properly repaired as one of the links is still broken.
- 4584 d) A1303 junction (to be discussed later on the agenda)
- 4586 Cllr MS confirmed that the solicitor used for the previous land registration was Cornford Wedd and Thompson – Union Lane, Cambridge
- The Clerk is awaiting a response from County Council Highways with regard to the Speedwatch signs, the dropped kerb and the footpath outside the shop and the pub.

4593 COUNTY AND DISTRICT COUNCILLORS REPORTS

Noted

County Councillor

- The County Councillor reported that the County Council had approved a 4.99% increase in their share of the Council Tax for 2019-20 at the full council meeting on 5th February.
- A £900,000 budget has been set aside for improvements to pavements across the County. Priority will be given to paths outside schools and old people's homes.
- A further meeting has been called to discuss the A1303 following another fatality. Once a date is set for the meeting the parish council will be notified. The parish

council should make contact with the local landowner to ask him to remove the mud from Heath Road..

- Cambridgeshire County Council continues to expand its library service, particularly the mobile library where it is hoped that a number of additional services will be offered including flu jabs, well man/well woman clinics, access to BBC archives and possibly some adult education services.
- If the parish council wishes to have a dropped kerb installed opposite the cemetery it would need to be put forward as a bid in the Local Highways Improvement Scheme (July 2019) or possibly pay for it themselves.

The parish council will contact the highways officer to ask if the footpath between the shop and the pub could be considered as part of the pavement improvement scheme owing to the number of elderly residents in the village.

District Councillor

The District Councillor read his report to the meeting.

4594 PLANNING MATTERS

a) Planning Applications

19/00065/LBC Alteration of existing truss to provide access to roof space at 6 Frank Turner Court, Swaffham Bulbeck for Mr & Mrs Winchester – there were no comments from the parish council.

b) Notice of Appeal

18/00737/FUL Erection of two single storey dwellings at Land southeast of The Bungalow, Abbey Lane, Swaffham Bulbeck for Ms Nicola Bartram

Any comments have to be made by 19th February directly to the secretary of state via an online portal.

It was proposed by Cllr GR and seconded by Cllr MS that the parish council find out whether the planning conditions for The Bungalow have been fulfilled and if they have not that will form the basis of the new information to be submitted as an objection to this application.

8 in favour

1 against

CARRIED

c) Planning Approvals

18/01551/FUL Single storey side and rear extensions at 37 Maryland Avenue, Swaffham Bulbeck for Mr & Mrs Smith

4595 NEIGHBOURHOOD PLANNING UPDATE

a) Cllr SR reported that the questionnaire had been distributed via the Bulbeck Beacon and that it was also available online. Cllr GR expressed his disappointment that the questionnaire had fallen into the trap of answering its own questions. Councillors were encouraged to complete the questionnaire and ask their friends and neighbours to do so.

b) It was **resolved** not to allow a member of the public access to the website in light of the GDPR

c) **It was proposed by Cllr MS and seconded by Cllr JT that the draft terms of reference for the steering group are adopted by the parish council.**

CARRIED

d) **It was proposed by Cllr KB and seconded by Cllr RS that £200 is allocated to the Neighbourhood Plan Steering Group for initial expenses that may be incurred.**

CARRIED

4596 MOBILE LIBRARY PROVISION

This item was discussed under the County Councillors report and may be brought back to a future meeting for further discussion.

4597 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

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

CARRIED

b) The VAT return for the first half of the financial year 2018/19 has been verified by HMRC.

Noted

c) **To Note Receipts**

Burial Fees £270

d) **To Pay February Accounts**

It was proposed by Cllr KB and seconded by Cllr JT that the February accounts are approved and paid.

CARRIED

Payments Since the Last Meeting

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	£60.50	£0.00	£60.50	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
BACS	Mrs D Bayliss	Travel/Telephone	£34.95	£0.00	£34.95	LGA 1972 s174
BACS	JCS Bookkeeping	Payroll	£20.40	£4.08	£24.48	LGA 1972 s112
BACS	Bulbeck Beacon	NP Questionnaire	£75.00	£0.00	£75.00	LGA 1972 s 142

4598 TRAINING STATEMENT OF INTENT

It was **resolved** that the training statement of intent is approved by the Council.

4599 LOCAL COUNCIL AWARD SCHEME

- a) **The council confirmed by a resolution that it has met the requirements for the Foundation Level of the Local Council Award Scheme, and that all documentation relating to these items can be found on the Parish Council website or may be obtained from the Clerk to the Council. (Please see appendix 1)** Clerk

4600 PARISH ELECTIONS

- a) Parish Council elections will take place on Thursday 2nd May 2019. Nomination papers are now available on the ECDC website. Copies have been sent to the Clerk and will be available on the parish council website. The papers have to be submitted between 27th March 10am and 3rd April 4pm (there are no mitigating circumstances for missing the deadline). Clerks have been requested to take the papers into ECDC in bulk if possible.

4601 DEFIBRILLATOR

- a) The Turner family are to contact the school re the possibility of installing the defibrillator at the school.

4602 PAVILION MATTERS

- a) The notes of the meeting had been distributed. Discussion of these was deferred until the next meeting.

4603 DENNY AND PLAY AREA MATTERS

- a)
 - The play area inspection was carried out by Cllr Romero Clerk
 - A branch has broken on the lime tree and is hanging in the bottom branches, this will be removed by Greenwood Tree Surgery on Wednesday 6th March.

4604 GUTTER BRIDGE WOOD MATTERS

- a) A fairly substantial dead tree had fallen across the path in the wood and has now been cut up.

4605 CEMETERY MATTERS

- a) There was no report from the cemetery working group. Clerk
- b) **It was proposed by Cllr SR and seconded by Cllr KB that the Stanford Seat (option 3) is purchased for the cemetery at a cost of £921.73 + VAT.**

CARRIED

4606 HIGHWAYS MATTERS

- a) The report from the Highways Working Group was deferred until the next meeting.
- b) There was no further feedback from the Electrical Charging Workshop. Clerk
- c) The junction Heath Road A1303 was discussed earlier in the meeting under the County Councillors report.

4607 CORRESPONDENCE/MATTERS FOR INFORMATION ONLY

- a) To Note Items Sent by Email – CAPALC/NALC Bulletins/Training Opportunities Noted

4608 MOTION TO EXCLUDE THE PUBLIC AND PRESS

It is hereby resolved in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda Item 4609 namely Clerks Appraisal (State Agenda Item) it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.

The meeting closed to the public and press at 9.28pm

4609 CLERKS APPRAISAL

The Clerk's appraisal had been carried out by Cllr SR and Cllr MS on 31 January 2019. This was comprehensively described by Cllr SR and included a request from the Clerk for a decision from the PC on her holiday pay entitlement for this year. 12 days were outstanding and **it was proposed by Cllr GR, seconded by Cllr NB that the Clerk would keep 2 days but the remaining 10 days would be paid for in lieu, rather than 5 days in lieu and 5 days carried over to next year, which was the other option. A new system of recording holidays in writing was to be set up for the future so that these could be monitored and taken as necessary.**

CARRIED

Due to a lack of time, all other aspects of the Clerk's contract were to be discussed at the next meeting.

The Clerk re-joined the meeting at 9.53pm.

The Clerk was thanked for all the advice and support given to the Council over the past year, which had been invaluable.

**4610 Date of Next Meeting:
February 5th 2019**

The meeting closed at 9.55pm

Appendix 1

Requirements for Local Council Award Scheme Foundation Level:

The Council confirms by resolution at this full council meeting that it has achieved items 1-15:

1. Standing Orders & Financial Regulations
2. Code of Conduct
3. Publication Scheme
4. The last Annual Return
5. Transparent Information about Council Payments
6. A calendar showing all meetings
7. Minutes
8. Current Agendas
9. The Budget & Precept information
10. Complaints Procedure
11. Council Contact details
12. Action Plan
13. Evidence of Consulting the Community
14. Publicity Advertising Council Activities
15. Evidence of Participating in Town and Country Planning

The council also confirms by resolution at this full council meeting that it has:

1. A Risk Management scheme
2. A Register of Assets
3. Contracts for all members of staff
4. Up to date insurance policies that mitigate the risk to public money
5. Disciplinary and Grievance Procedure
6. A Training Statement of Intent
7. A Record of all training undertaken by staff and councillors
8. The Clerk has achieved 35 CPD points in the last year.