

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 474

Held at Downing Court on Tuesday 7th May 2019 starting at 7.30pm

Present: Cllr Sue Romero (SR); Cllr Lynn Reed (LR); Cllr Gordon Reid (GR); Cllr John Trapp (JT); Cllr Nicky Bates (NB); Cllr Peter Raby (PR);

Clerk: Mrs D Bayliss

1 Parishioner

Cricket Club Groundsman

Meeting opened at 7.30pm

4651 Each Councillor signed the Declaration of Acceptance of Office before the meeting.

It was **resolved** that Cllr Ballard should sign her Declaration before the next meeting as she is away.

4652 ELECTION OF CHAIRMAN

It was proposed by Cllr NB, seconded by Cllr PR and resolved that Councillor Romero is elected as Chairman of the Council for the forthcoming year.

4653 CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed the declaration of acceptance of office in the presence of the clerk.

4654 ELECTION OF VICE-CHAIRMAN

This item was deferred until Councillor L Reed arrived.

4655 TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Kay Ballard; C Cllr Shuter; (Cllr Reed had advised the clerk that she would be late)

4656 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION

Councillor Raby: Item 4671b) Cricket on the Denny and use of the Cricket Square (Prejudicial)

Councillor Bates: Item 4664b) Tree Work Approval (Neighbouring property)

4657 OPEN FORUM FOR PUBLIC PARTICIPATION

Two members of the cricket club attended the meeting to discuss use of the cricket square during the season by members of the public. The cricket club pay the council for the use of the square and the groundsman puts in approximately 100 hours per year to maintain it. In the light of the complaint from a member of the public the groundsman offered to prepare a practice wicket in order to make space available for other cricket players on the Denny.

It was proposed by the Chairman and resolved that item 4671a): Denny and Play Area Matters be brought forward for discussion whilst the members of the cricket club were present.

(4671) DENNY & PLAY AREA MATTERS

Councillor Reed arrived at 7.54pm therefore the meeting was **suspended** whilst she signed her declaration of acceptance of office. The meeting **re-opened** at 7.57pm.

Following a discussion about use of the cricket pitch, **it was proposed by Cllr PR, seconded by Cllr GR and resolved** that the council write to the parishioners who have made a complaint to ask if they could respect the preparations for and use of the cricket square by the cricket club, pointing out that the club pay to use the pitch and that their groundsman who is not employed by the Parish Council spends approximately 100 hours per year preparing and maintaining the square.

It was also **noted** that according to the asset register the Cricket Club is the custodian/tenant of the cricket pitch. The clerk was asked to obtain further information about the implications of leasing the cricket square directly to the cricket club.

It was proposed by the chairman and resolved that the council return to item 4654: Election of Vice Chairman.

(4654) ELECTION OF VICE CHAIRMAN

It was proposed by Cllr JT, seconded by Cllr NB and resolved that Cllr L Reed and Cllr G Reid will share the role of vice-chairman with Councillor L Reed doing any background work with the Chairman and the Clerk and Councillor G Reid chairing the meetings in the absence of the Chairman.

4658 TO APPROVE MINUTES OF MEETING 473 2nd April 2019

It was proposed by Cllr GR, seconded by Cllr JT and resolved that the minutes of meeting 473 held on 2nd April be approved and signed.

Cllrs NB & PR abstained as they were not in attendance at the meeting.

4659 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (For information only)

Matters Arising

- Cllr G Reid requested that his suggestion for double yellow lines on the Heath Road junction is brought to the next meeting for a vote to (i) be made policy if the development proceeds, to (ii) approach Highways if/when appropriate and if necessary (iii) to allocate CIL money if the parish has to fund the lines (to be included in the next agenda).
- Cllr G Reid asked whether a quote that was being sought by a now ex-parish councillor had progressed (see pavilion matters)
- 4369 Cllr J Trapp asked if there had been any progress with the new Council email addresses (see Clerk's report)

Councillors Report

- Cllr Romero reported that there had been several acts of vandalism on the Denny over the last few weeks. The handyman has reported the latest incidents to the police.
- An anonymous letter had been received expressing concern about the ditch being filled in between two pieces of land beyond Red Tile Farm. The Councils' agent is currently working on an agreement with Mr Rayner with regard to letting both of these pieces of land and will check if any agreement has been reached with regard to filling the ditch.

Clerks Report

- The clerk reported that the council's email accounts are being transferred to a new provider on the evening of the meeting and informed councillors that there would be no further access to emails sent and received on the previous system.

4660 TO APPOINT COUNCILLORS TO WORKING GROUPS FOR 2019/20

It was resolved that the working group members would stay as they are for the forthcoming year with the exception of Cllr NB joining the Denny group. A further review will take place when 2 new councillors are co-opted.

4661 TO APPROVE REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

It was proposed by Cllr JT, seconded by Cllr GR and resolved that the updated versions of the Standing Orders and Financial Regulations are approved.

4662 TO NOTE REVIEW OF COMMUNICATIONS AND SOCIAL MEDIA POLICIES

It was proposed by Cllr SR, seconded by Cllr JT and resolved that the review of the communications and social media policies are approved.

4663 COUNTY AND DISTRICT COUNCILLORS REPORTS

a) District Councillor Report

Councillor John Trapp reported that both he and Charlotte Cane had been elected to the District Council at the elections the previous week.

b) County Councillor Report

There was no report from the County Council.

4664 PLANNING MATTERS

a) Planning Applications

19/00452/LBC Proposed internal door opening between existing dwelling and a single storey annexe at 99 High Street, Swaffham Bulbeck – the council had no comments to make on the application.

19/00492/FUL Provision of temporary modular buildings for use as an office for up to 2 years at Theatre Barn, Downing Farm, Swaffham Bulbeck – the council had no comments to make on the application.

Action: Clerk to respond to the District Council on behalf of the council.

b) Tree Works

19/00224/TRE & Trees/Swaffham Bulbeck/CA Tree Work Approval for 54 Commercial End,

Noted

4665 NEIGHBOURHOOD PLANNING UPDATE

- a)** The neighbourhood plan steering group minutes had been distributed to the councillors. (also located at www.swaffhambulbeckpc.org.uk) Further information on the progress of the plan will be reported at the Annual Parish Meeting on 21st May.

4666 COMMUNITY LAND TRUST

The CLT Chairman has been in contact with the Chairman of the Parish Council to report that the development of Land off Heath Road and Quarry Lane is likely to move forward in the near future. Laragh Homes is planning to work with the landowners and the CLT. The CLT is applying for grant funding which if successful will give the CLT considerable influence in the planning stages. An outline planning application could be made in May 2019 followed by a full application in September 2019.

4667 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- a) The finance working group had met before the parish council meeting to review the year end figures and to allocate funds to the Ear Marked Reserves (EMR). The budget was found to have been correctly forecast overall. The remaining budget of £2,400 for legal fees from 2018/19 would be added to the EMR 'Professional Fees'. It was also noted that the CIL monies received during the year would be allocated to the new 'Village Infrastructure' EMR.
- b) **Bank Signatories –**
As one of the parish council signatories had not stood for re-election **it was proposed by Cllr SR, seconded by Cllr JT and resolved** that Cllr G Reid is added as a signatory to the Unity Trust bank accounts.
Cllr Reid suggested that the Council look into the possibilities of greater automation for parish council payments including linking the payroll directly to the bank accounts, using Direct Debit and Standing Orders where appropriate and stream-lining other payments. The finance working group will meet to consider this matter further.
- c) **It was proposed by Cllr GR, seconded by Cllr PR and resolved** that the council continue using BACS as a payment method for the forthcoming year.
- d) **It was proposed by Cllr PR, seconded by Cllr GR and resolved** that the year-end bank reconciliations for March 2019 are approved.
- e) The following receipts for April were **noted** by the Council.
Precept £13,750.00
CIL Levy £6,195.54
Burial Fees £675
- f) **To Pay May Accounts**
It was proposed by Cllr LR, seconded by Cllr NB and resolved that the May accounts are approved and paid.
The Cheque for Sanctuary Housing is to replace the two previous cheques as VAT had not been included in the previous payments.

Action: Clerk to set up payments for councillor authorisation.

Payments Since the Last Meeting

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

Payments for Tonight's meeting

Mr J Sugg	Handyman Payment	£110.00	£0.00	£110.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
Mrs D Bayliss	Travel/Telephone	£62.07	£0.00	£62.07	LGA 1972 s174
JCS Bookkeeping	Payroll	£20.40	£4.08	£24.48	LGA 1972 s112
Herts & Cambs					
Ground Maintenance	Grass Cutting	£746.00	£149.20	£895.20	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
CAPALC	Membership Fees	£356.97	£0.00	£356.97	LGA 1972 s111
CLT (George Ballard)	CLT Membership	£150.00	£0.00	£150.00	LGA 1972 s111
George Ballard	Acro Props	£40.00	£0.00	£40.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
Eastern Tree Surgery	Tree Works on the Denny	£1,175.00	£235.00	£1,410.00	Open Spaces Act 1906 ss9 & 10 LGA 1972 s214
Microshade	Online Hosting	£397.00	£79.40	£476.40	LGA 1972 s111
Vision ICT	Email Addresses	£144.00	£28.80	£172.80	LGA 1972 s111
Local Authorities Cemeteries Order 1977					
Wave (Anglian Water)	Cemetery Water	£250.91	£0.00	£250.91	
Rialtas	Annual Support Fee	£121.00	£24.20	£145.20	LGA 1972 s111
SLCC	Membership Fees	£125.00	£0.00	£125.00	LGA 1972 s111
Sanctuary	Room Hire (inc VAT)	£120.00	£24.00	£144.00	LGA 1972 s111

4668 Annual Governance and Accounting Return

- a) The internal auditor had completed his report and had not noted any items for attention. The report was **noted** by the Council.
- b) Following the review of the Annual Governance Statement it was **proposed by Cllr JT, seconded by Cllr LR and resolved** that the statement be signed by the Chairman and the Clerk.
- c) Following a review of the Accounting Statement which had been signed by the RFO before the meeting **it was proposed by Cllr PR, seconded by Cllr JT and resolved** that the statement be approved and signed by the Chairman.
- d) The period of electors' rights will run from Monday 3rd June until Friday 12th July.

4669 HIGHWAYS MATTERS

- a) There was no report from the Highways working group.
- b) Following a request from a resident in Abbey Lane to cut the grass on a regular basis from the B1102 to the junction with Commercial End, **it was proposed by Cllr GR, seconded by Cllr NB and resolved** that the Council reply to the request and ask that the verges are left as they are. This location is considered by the council to be away from the village and in open countryside. Rural road verges provide a vital habitat for wildflowers and other wildlife. The letter will also point out that it is the responsibility of the County Council rather than residents to cut the verges twice per year when permitted.

4670 PAVILION MATTERS

- a) Further information will be sought on the quotation received for replacing the posts at the pavilion.

4671 DENNY AND PLAY AREA MATTERS

- a) LR carried out the play inspection
NB will carry out the next play area inspection
There has been a spate of vandalism on the Denny including

- Both gates broken
- Branches broken off trees (one branch has been taken down and will be cut up)
- Guttering torn off
- Drug paraphernalia left on the Denny
- Broken bats and balls
- Broken glass all around the pavilion
- Set fire to the wooden tables
- Tree guard has been damaged

Post at the end of the pavilion has been swung on

The handyman has reported the incidents to the police and the clerk is to contact the PCSO to see if or when he/she could visit the Denny when they are in the village.

It was **resolved** that Cllr LR would draft a letter from the PC to be published in the Bulbeck Beacon pointing out the damage, the health risks and the costs to residents of such vandalism and asking residents' help to stop this from happening.

Action: Cllr LR to draft a letter for the Beacon, to be circulated to councillors for comment before submission.

- b) This item was discussed earlier in the meeting.

4672 GUTTER BRIDGE WOOD MATTERS

- a) Mr Sewell had sent an update on wildlife progress in the wood to the clerk.

4673 CEMETERY MATTERS

- a) The bench is currently being installed in the cemetery.

4674 CORRESPONDENCE/MATTERS FOR INFORMATION ONLY

- a) All items sent by email were **noted**. There were no matters raised for discussion.

4675 ANNUAL PARISH MEETING

- a) The Annual Parish Meeting will be held on May 21st at Downing Court
The leaflet had been circulated and subject to the suggested changes will be printed and delivered later this week.

4676 Date of Next Meeting:

June 4th, 2019

Pavilion Charity June 4th, 2019

The meeting closed at 9.52pm

