

# MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

## MEETING NUMBER 482

Held at Downing Court on Tuesday 3<sup>rd</sup> December 2019 starting at 7.30pm

**Present:** Councillor Sue Romero; Councillor Lynn Reed; Councillor Peter Raby; Councillor Gordon Reid; Councillor Sophie Singleton; Councillor Nicky Bates; Councillor Robin Sewell; Councillor John Trapp; Councillor Kay Ballard arrived at 7.35pm

**Clerk:** Mrs D Bayliss

0 Parishioners

Meeting opened at 7.30pm

### 4787 TO RECEIVE APOLOGIES FOR ABSENCE

None

### 4788 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION

Councillor Trapp – 4775 Planning Matters (Member of the ECDC Planning Committee).

### 4789 OPEN FORUM FOR PUBLIC PARTICIPATION

No members of the public present.

### 4790 TO APPROVE MINUTES OF MEETING 481 5<sup>th</sup> NOVEMBER 2019

**It was proposed by Councillor Nicky Bates, seconded by Councillor Lynn Reed and resolved** that the minutes of meeting 481 held on 5<sup>th</sup> November be approved and signed by the Chairman with an amendment at 4772 d) to say 'Councillor Reid asked about whether installing PV panels in a conservation area might be reconsidered, as he had made enquiries 10 years ago and had been told not to apply'.

### 4791 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (*For information only*)

- There had been no response to date from Lucy Frazer about the traveller encampment, this may well be due to the election period.
- Councillor Raby suggested that the tree warden should be asked for an opinion on what might be done to the tree at the bottom of Commercial End.
- The new pavilion posts should be installed before Christmas
- The dog waste bin had not been included on this agenda but will be discussed at the January meeting.
- The fifth and final Amey Cespa grant funding report had been submitted by Councillor Romero.
- Councillor Romero reported that the government are currently consulting on measures to criminalise trespass when setting up an unauthorised encampment. The consultation runs from now until 4th March 2020. Councillor Bates and Councillor Raby will complete the questionnaire on behalf of the council.

**Action:** The questionnaire is to be included on the agenda next for the meeting.

### 4792 COUNTY AND DISTRICT COUNCILLORS REPORTS

a) The District Councillor reported that ECDC accounts had still not been audited.

b) There was no report from the County Councillor as the council is in purdah.

c) The consultation on Climate Change opens on 20<sup>th</sup> December and runs until 31<sup>st</sup> January 2020.

### 4793 TREES AND BIODIVERSITY GROUP

1. The revised purpose statement was accepted.
2. The group plan to carry out a survey of parish land to see where trees and hedges might be planted before contacting landowners.
3. There had been one offer from a parishioner interested in tree planting on her land.

**It was proposed by Councillor Reid and Councillor Romero and resolved** that the parish council support the tree planting strategy and consider planting trees on parish council land.

**Action:** Clerk to contact Cheffins to investigate the current position with the lease of the land previously let to Mr Shrubbs.

### 4794 TO CONSIDER APPOINTING A CHARITY TRUSTEE

**It was proposed by John Trapp and seconded by Peter Raby and resolved** that the council appoint Sophie Singleton as a trustee to the Relief in Need Charity.

**4795 PLANNING MATTERS**

**a) Planning Applications**

**19/01524/FUL** The Abbey, Abbey Lane, Swaffham Bulbeck. Construction of bore hole and rill pond within the northeast garden. There were no comments from the council.

**b) Planning Approvals**

**19/01365/FUL** 41 Vicarage Close, Swaffham Bulbeck. Replace conservatory roof.

**19/00860/FUL** Site South of 118 High Street, Swaffham Bulbeck. Extension to existing car park, to include associated landscaping and operational development.

**19/00932/FUL** Downing Farm, Station Road, Swaffham Bulbeck. Creation of 30 car parking spaces with associated landscaping and access work.

**19/01048/FUL** 26 Vicarage Close, Swaffham Bulbeck. Two storey rear extension.

**4796 NEIGHBOURHOOD PLANNING UPDATE**

The first draft report on fringe sensitivity assessment of parcels of land around the village had been produced. The next working group meeting is to be held on Monday 9<sup>th</sup> December and there will be an exhibition stand at the Christmas Fair at the Church.

**4797 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS**

**a)** The budget meeting was held on Tuesday 19<sup>th</sup> November, the current expenditure was mainly in line with what had been planned for the year however, there was due to be considerable additional expenditure following the unauthorised encampment on the Denny. In the light of this the finance working group had recommended increasing the precept by £6,000 for 2020/21. Further discussions around Ear Marked Reserves and costs associated with the Denny still needed to take place before a final decision is made on the precept.

**b)** **It was proposed by Councillor Reid, seconded by Councillor Romero and resolved** that the precept for 2020/21 is provisionally set at £33,500 to be reviewed at the January meeting once the council know what the cost of the work required on the Denny will be and whether CIL monies can be used for it.

**c)** **It was proposed by Councillor Reid, seconded by Councillor Sewell and resolved** that the bank reconciliations for November are approved.

**d)** The invoices had been verified by Councillor Reed and Councillor Bates before the meeting.

**It was proposed by Councillor Raby, seconded by Councillor Reed and resolved** that the December accounts are approved and paid.

**Action:** Clerk to set up payments for councillor authorisation.

**Payments Since the Last Meeting**

Mrs D Bayliss	Clerk's Salary			Gross £673.20
---------------	----------------	--	--	---------------

**Payments for Tonight's meeting**

Mr J Sugg	Handyman Payment	£79.75	£0.00	£79.75
Mrs D Bayliss	Travel/Telephone	£78.00	£0.00	£78.00
JCS Bookkeeping	Payroll	£20.40	£4.08	£24.48
Herts & Cambs Ground Maintenance	Grass Cutting	£340.00	£68.00	£408.00
Brian Lecoche	Eviction of Travellers	£2,103.00	£420.60	£2,523.60
Lucy Batchelor-Wylam	Neighbourhood Plan	£2,560.50	£0.00	£2,560.50
Eastern Tree Surgery	Tree Work	£95.00	£19.00	£114.00
Martin Rix	Ploughing	£400.00	£80.00	£480.00
Cambridgeshire County Council	Street Lighting	£47.41	£0.00	£47.41

**4798 PAVILION MATTERS**

**a)** Following requests from 4 parish councillors to re-visit the decision to accept a quotation for roofing works at the pavilion a discussion was held. It was reported that there had been no further incidents of rain entering the building since the gullies had been cleared out. **It was therefore proposed by Councillor Reid, seconded by Councillor Trapp and resolved that the parish council defer work on the pavilion roof.**

**4799 DENNY AND PLAY AREA MATTERS**

- a) The Play Area report was carried out by Councillor Bates who reported that there are two trees in need of remedial works, one immediately to the right of the sample bund, and a horse chestnut immediately opposite the cemetery, both have broken branches.  
It was noted that the Village Sign needs some work and that the roof of the gazebo has not yet been repaired or replaced.

**Action:** Quotations for the necessary tree works and advice on the condition of the horse chestnut tree to be sought from the tree officer Kevin Drane. The tree warden will be asked to consider what varieties of new trees might be placed around the Denny.

- b) The final meeting of the Denny working group took place on 26th November. Swales and bunds are to be created around the edge of the Denny entirely within the area which has already been ploughed. A note of thanks to George Ballard and James White for providing plans of the Denny was recorded at the meeting.

The trial bunds are in place and the first quotation for creating bunds all the way around the Denny has been received.

**Action:** Additional prices for the bunding work and the height restrictor to be sought and brought to the January meeting for consideration.

#### 4800 HIGHWAYS MATTERS

- a) Mr Wegg had provided a report and a map following the meeting with the police about locations for the Speedwatch group. Once the location codes have been confirmed the checks can be carried out.  
It was agreed that 5 signs would need to be ordered advising motorists that they are entering a Speedwatch area.

#### 4801 CEMETERY MATTERS

- a) Councillors Ballard and Reed, had carried out an inspection of the cemetery and noted a number of items for consideration. It was agreed that the matter of moving flowers and vases from the graves needed to be handled sensitively. Signs will be put up in the spring and a notice placed in the Beacon informing residents that this is going to be done. The Trees and Biodiversity Group will consider what needs to be done and when in the wildflower planting area. The two dead trees will be removed.

**Action:** Quotations for levelling graves and removing weeds to be obtained.

- b) **It was proposed by Councillor Reid, seconded by Councillor Ballard and resolved** that a plaque is ordered and placed on the funeral arch to state: 'This funeral arch was restored in 2019 by Mr Brian Wegg'.

**Action:** Clerk to order plaque.

#### 4802 AGENDA ITEMS FOR THE NEXT MEETING

Dog Waste Bin - Cowbridge

#### 4803 Date of Next Meetings:

7<sup>th</sup> January 2020

The meeting closed at 9.03pm