

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 481

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

Present: Cllr Sue Romero (SR); Cllr Lynn Reed (LR); Cllr Peter Raby (PR); Cllr Gordon Reid (GR); Cllr Sophie Singleton (SS); Cllr Nicky Bates (NB)

Clerk: Mrs D Bayliss

2 Parishioners

District Councillor Cane

Meeting opened at 7.30pm

4767 TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Robin Sewell; Cllr John Trapp; Cllr Kay Ballard; County Councillor Shuter;

4768 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION

None

4769 OPEN FORUM FOR PUBLIC PARTICIPATION

Mr Thomson attended the meeting to emphasise what had been said in the letter sent to the council about tree planting and climate change. The main purpose of the letter was to request that the parish council lead the attempt to encourage fellow parishioners and landowners to identify areas where more trees might be planted.

The chairman proposed and it was resolved that this item be brought forward for discussion after the public participation session had finished.

Mrs Chadwick was interested in the parish council's response to the application on the land at the top of Heath Road for up to 18 houses.

4783 CONSERVATION MATTERS

a) The chairman introduced the concept of establishing a Trees and Biodiversity working group for the parish. Draft terms of reference had been circulated to the parish council, and Councillor Raby, Councillor Sewell and Councillor Bates had offered to join the group. A few members of the public had also expressed an interest and these people would be contacted by Councillor Raby who will arrange and chair the first meeting of the group.

b) The letter from Mr Thomson and Mr Sewell was discussed by the council in the context of the working group. It was agreed that the parish council would support this initiative and Councillor Reid suggested that the parish council identify a parcel of land where they could lead the way by planting some new trees.

4770 TO APPROVE MINUTES OF MEETING 480 1st OCTOBER 2019

It was proposed by Cllr Councillor Singleton, seconded by Cllr Raby and resolved that the minutes of meeting 480 held on 1st October be approved and signed by the Chairman.

4771 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (For information only)

- The item on Parish Paths is to be deferred until the new year.
- The letter to Lucy Frazer had been sent however, a reply had not yet been received.
- Councillor Romero had prepared a draft action plan which would be circulated before the budget meeting on 19th November.
- Councillor Romero reported that a member of the public had brought to the attention of the parish council that a report about the unauthorised encampment on the Denny had been placed in the Swaffham Prior Crier October 2019 which was inaccurate and misleading. It was agreed that the matter needed to be addressed with the Swaffham Prior Crier. The article from the October edition of the Beacon will be sent to the editor of the Crier asking them to publish it and also asking them not to report on matters pertaining to Swaffham Bulbeck parish council unless clarified with the clerk. Some of the councillors requested further clarification on how to address this matter.

Action: The clerk will seek advice from CAPALC.

4772 COUNTY AND DISTRICT COUNCILLORS REPORTS

a) There was no report from the County Councillor.

b) **District Councillor Report**

Councillor Cane gave an overview of her written report, highlighting the main points which included:

- The District Council's response to the Climate Emergency
- The need for councils in the south of the district to apply for CIL funding for community infrastructure projects.
- A new local plan will not be considered for at least 18 months.
- Full council had approved a recommendation from the Independent Panel for approved allowances for councillors with additional responsibility.
- The planning application on Heath Road will only be called into planning committee if the officer recommends approval.

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. Councillor Cane will investigate whether there has already been a change in the rules, and if not whether it is something that can be re-considered in supplementary planning documents.

4773 PLANNING MATTERS

a) **Planning Applications**

19/01048/FUL 26 Vicarage Close, Swaffham Bulbeck. Two storey rear extension; no comments from the parish council.

19/01365/FUL 41 Vicarage Close, Swaffham Bulbeck. Replace conservatory roof; no comments from the parish council.

19/01469/OUM Outline application for the erection of up to 18no dwellings along with associated infrastructure and landscaping with all matters reserved. Site East of Heath Road, Swaffham Bulbeck;

The chairman had sent round information to the CLT and Neighbourhood Planning Group, noticeboards/website so that as many people as possible have the opportunity to comment on the application.

The parish council strongly object to the proposal on the grounds of the density (no more than 12 houses) and the knock-on effect on traffic, parking, infrastructure. Mention CLT and Neighbourhood plan in the response. Already planning to deliver more housing. A full response will be drawn up by the chairman and circulated to councillors for approval before it is sent in.

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

The Council are happy with the trees suggested but are not happy with the use of the Symphoricarpus (snowberry) which they do not consider to be environmentally friendly and would like this to be re-considered.

b) **Planning Approvals**

19/00988/FUN Theatre Barn, Downing Farm, Station Road, Swaffham Bulbeck. Conversion of existing barn to create offices.

19/01181/LBC Swaffham Bulbeck C of E Primary School, 84 High Street, Swaffham Bulbeck. Proposed repairs to perimeter walls and gable brickwork plus new timber picket fences to playground.

Councillor Cane left the meeting at 8.35pm

c) **Tree Work Approval**

19/00206/TRE & Trees/Swaffham Bulbeck/CA Approval for tree works at The Abbey, Abbey Lane, Swaffham Bulbeck.

d) The paper produced by Mr Sewell will be put on file until the planning application is received when it can be considered more fully.

4774 NEIGHBOURHOOD PLANNING UPDATE

Lucy Bachelor-Wylam, consultant landscape architect, will shortly complete the first draft landscape character assessment and sensitivity appraisal. With three members of the steering group, she has recently carried out a site visit in order to clarify the seven landscape character areas and the seven fringe parcels for the sensitivity appraisal around the village itself.

4775 CLT UPDATE

- There has been no further update on the cemetery/pony field site.
- The councillors expressed their concern that there had been no meeting of the CLT members.

4776 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- a) The budget meeting will be held on Tuesday 19th November at 7pm.
- b) The quarterly budget reports had been circulated. There were no comments from councillors.
- c) **It was proposed by Cllr Reid, seconded by Cllr Romero and resolved** that the bank reconciliations for October are approved.
- d) **It was proposed by Councillor Reed, seconded by councillor Raby and resolved** that the parish council make a donation of £50 to the Newmarket branch of the Citizens Advice Bureau.
- e) It was **resolved** that Parish Council would renew their Membership of Cambridgeshire ACRE for a further year.
- f) The invoices had been verified by Cllr Reed and Cllr Bates before the meeting.
- It was proposed by Cllr Reed, seconded by Cllr Bates and resolved** that the November 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			Confidential
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Payments for Tonight's meeting

Mr J Sugg	Handyman Payment	£71.50	£0.00	£71.50
Mrs D Bayliss	Travel/Telephone	£95.94	£0.00	£95.94
JCS Bookkeeping	Payroll	£20.40	£4.08	£24.48
Herts & Cambs Ground				
Maintenance	Grass Cutting	£300.00	£60.00	£360.00
Fenland Leisure Play	Play Area Repairs	£3,016.10	£603.22	£3,619.32
Mr B Wegg	Funeral Arch Repairs	£377.98	£0.00	£377.98
Mr T Wilding	Cut back vegetation around Denny	£200.00	£0.00	£200.00
SLCC	Clerk's Manual	£51.50	£0.40	£51.90
Parish Online	Subscription	£30.00	£6.00	£36.00
MAGPAS	Donation	£100.00	£0.00	£100.00

4777 CORRESPONDENCE/MATTERS FOR INFORMATION

- a) The anonymous letter about the recent unauthorised traveller encampment was noted.
- b) The chairman will attend the Cambridgeshire ACRE annual conference day.

4778 WEBSITE REGULATIONS

It was proposed by Councillor Reed, seconded by Councillor Singleton and resolved that the Council adopt the Website Regulations policy as presented by the Clerk.

4779 PAVILION MATTERS

- a) **It was proposed by Councillor Singleton, seconded by Councillor Reid and resolved** that the quotation from Mr Shrubbs to replace the posts on the pavilion for £800 is approved.
5 in favour
Councillor Reed abstained from the vote.
- b) **It was proposed by Councillor Reid, seconded by Councillor Singleton and resolved** that the quotation from Fitsall Roofing to carry out repairs to the pavilion roof is approved.

4780 DENNY AND PLAY AREA MATTERS

- a) The Denny inspection report was carried out by Councillor Reed. It was noted that the rubber seats on the swings will need replacing, and that the BBQ is damaged.
Councillor Romero reported that the Denny has once again been subjected to acts of vandalism, (graffiti) littering and evidence of drug taking.
Action: Continue to report matters to the PCSO/Police.
- b) The Denny working group had met again to discuss remedial works necessary to prevent any further unauthorised encampments. Following an extensive discussion, the following recommendations were brought to the parish council for consideration.
- Earth bunds, approximately 0.6m high to be installed either side of the entrance to the main car park with a height restriction barrier installed between them to enable access to cars only. (It is

anticipated that grass will be grown over the bunds and mowed during the summer season). The height restriction barrier to be unlocked on the occasions when larger vehicles require access to the Denny.

- Metal posts will be installed either side of the cycle/pedestrian path by the main car park to prevent potential access by cars.
- The current ploughed edge of the Denny will be made into an earth bund approximately 0.6m in height and grass grown, and mowed in the summer season. Gaps will be made at intervals for ease of access by pedestrians. The bund to continue around the small car park with a log across the car park depression. Great care will be taken to avoid damage to tree roots.
- It is hoped that a few of the tree trunks, which are currently on loan, can be retained at strategic points as barriers in vulnerable locations.
- Any further measures to do with trees and benches should be looked at later (succession planning of trees)

It was proposed by Councillor Reid and seconded by Councillor Reed and resolved that the working party's recommendations are adopted.

Action: Sample bunds should be made as soon as practical and quotations will be sought for height barrier and bunding all the way around the edge of the Denny.

It was proposed by Councillor Romero, seconded by Councillor Bates and resolved that the council arrange for the inner trenches to be rolled back and reseeded and to remove some of the tree trunks.

Actions: Working Group meeting to be held on 26th November. Clerk to obtain quotes for height barriers; Cllr Romero to contact local volunteer to roll back trenches and reseed.

4781 HIGHWAYS MATTERS

- a) A meeting has been arranged with the police to agree the siting of the Speedwatch team and signage.
- b) The clerk confirmed that the parish council already pay for the electricity for the Street light in Fen Lane. Consideration will be giving to installing a solar panel to light the street light at Pound Way.
- c) **It was proposed by Councillor Singleton, seconded by Councillor Romero and resolved** that the quotation from Eastern Tree Surgery for £95 is approved to take off the branches overhanging the neighbouring property.
Clarification on the additional quotation for part 2, crown lift and reduction will be sought and brought back to the next meeting for consideration.

4782 CEMETERY MATTERS

- a) The report from the cemetery working group distributed at the beginning of the meeting will be considered in December.
- b) The repairs to the funeral arch had been completed by Mr Wegg with some assistance with the painting by Mr Rice. A letter will be sent to Mr Wegg thanking him for the excellent job he has done.
Cllr Singleton suggested that the council should place a plaque on the building saying when the arch was restored. This matter will be considered further at the next meeting.

4783 CONSERVATION MATTERS

- a) Matter discussed earlier in the meeting.
- b) Matter discussed earlier in the meeting.

4784 REMEMBRANCE DAY PARADE

Councillor Singleton and Councillor Sewell will attend the Remembrance Day Parade on Monday 11th November at 11am on behalf of the Parish Council.

4785 AGENDA ITEMS FOR THE NEXT MEETING

Dog Waste Bin - Cowbridge

4786 Date of Next Meetings:

Budget Meeting 19th November, 7pm 71 Commercial End

Denny Working Group Meeting 26th November, 7pm. Downing Court

Pavilion Charity Meeting 3rd December

3rd December 2019

7th January 2020

The meeting closed at 9.40pm