

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 487

Held via Zoom on Tuesday 5th May 2020 starting at 7.30pm

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

Members: 9 Quorum 3

Clerk: Mrs D Bayliss

1 Parishioner

County Councillor Shuter

Meeting opened at 7.30pm

4862 TO RECEIVE APOLOGIES FOR ABSENCE

None

4863 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION

Councillor J Trapp – 4872 a) Planning Approvals

Councillor R Sewell – 4871 c) Payment of Accounts

4864 OPEN FORUM FOR PUBLIC PARTICIPATION

None

4865 TO APPROVE MINUTES OF MEETING 485 3rd MARCH 2020

It was proposed by Councillor Trapp, seconded by Councillor Bates and resolved that the minutes of meeting 485 held on 3rd March 2020 be approved. The minutes will be signed by the chairman when the council reconvenes.

Draft minutes to be placed on the notice board.

4866 TO APPROVE MINUTES OF MEETING 486 (By Email 27th March 2020)

It was proposed by Councillor Reid, seconded by Councillor Singleton and resolved that the minutes of decisions made by email on 27th March be approved. The minutes will be signed by the chairman when the council reconvenes.

4867 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (For information only)

Councillor Trapp reported that the tree outside Swann House, has a lower branch facing 102 and 104 Commercial End, which is in poor condition and he is concerned that it may fall on to one of the properties.

Action: The Clerk will contact Eastern Tree Surgery and arrange to have any urgent works carried out ASAP. Clerk: Bollards for the cycle path and dog waste bins have been ordered from Glasdon who will be returning to deliveries on Monday 11th May.

4868 COVID-19 UPDATE AND INFORMATION FROM NALC REGARDING ANNUAL MEETINGS

Owing to the current pandemic, new legislation has been introduced for the municipal year commencing May 2020. Part of this legislation removes the requirement to elect a chairman and vice-chairman at the Annual Meeting of the Council, therefore Councillor Romero will remain as Chairman, and Councillors L Reed and G Reid will both remain as Vice-Chairmen.

4869 COUNTY AND DISTRICT COUNCILLORS REPORTS

a) County Councillor Shuter reported on the following matters:

- The funding is now in place for the work which is to be carried out at the crossroads on the A1303, although there is not a start date yet. The funding will be phased over two years. The Council will be notified of a commencement date as soon as it is known.
- The County Council are marking up and filling potholes as quickly as possible whilst the roads are quieter. They are also trying to bring forward other road repairs where contractors can meet social distancing requirements although supply of materials is difficult during this lockdown period.
- Recycling Centres are going to reopen on Monday 11th May, however they should only be used if it is vital to dispose of excess waste.

- The County Council has adopted Plant Life's advice on managing the verges across the county, this means that in general they will be left longer, allowing cow parsley and wild flowers to grow. It will take a year or so to get used to the new cutting regime. Visibility splays will be cut as required. If you are aware of any rare wildflowers in the verges, please let the CC know.
- Finally say a huge thanks to the officers and staff at the County Council and District Councils who have been incredibly flexible in their approach having been reallocated to other roles during the pandemic.
- There is a store of PPE at the Alconbury Base which is being distributed across the area as needed.

Councillor Trapp asked whether it might be possible to repaint some of the white lines on roads and junctions. This will be done as and when they are reported.

Councillor Romero asked if there was any update on the CC's plans for building houses on the strip of land on Heath Road. County Councillor Shuter confirmed that the CC had gone against the advice given and consider it their duty to resubmit a planning application and that they are constitutionally bound to get the best possible financial return on the land.

Councillor Trapp expressed concerns that travellers may attempt to access the strip of land at the top of Heath Road if it is not cordoned off in some way. C Councillor Shuter commented that the enforcement officer thought it unlikely that the travellers would set up camp at that location as there is not a water supply nearby.

b) The District Councillor reported on the following matters:

- Most officers at East Cambs District Council were working from home, although a skeleton staff remained at the offices dealing with queries.
- The planning committee meeting had been held via zoom two weeks ago and a further one is being held on Wednesday 6th May (can't carry out site visits)
- Full council will meet on 21st May via zoom.
- Other committee meetings also being held via zoom.
- ECDC still has money to disburse to leisure centres and other businesses (about 2/3 given out).

Councillor Shuter left the meeting.

4870 PARISH COUNCIL POLICY REVIEW & UPDATE TO FINANCIAL REGULATIONS

a) **It was proposed by Councillor Trapp, seconded by Councillor Reid and resolved** that the updated Financial Regulations are adopted by the Council.

The Parish Council Standing Orders had been reviewed by the Clerk and circulated to Councillors, there were no updates for the forthcoming year.

Noted

The Code of Conduct and the Complaints Procedure had been reviewed by the Clerk and circulated to Councillors, there were no updates.

Noted

4871 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

a) **It was proposed by Councillor Reid and seconded by Councillor Singleton and resolved** that the bank reconciliations for February and March should be approved.

b) The Council noted that the first half of the precept (£18,750) had been received during April.

c) The invoices had been circulated via email and will be signed when the council reconvenes.

It was proposed by Councillor Reed, seconded by Councillor Ballard and resolved that the May 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 £870.23
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Payments for Tonight's meeting

Mr J Sugg	Handyman Payment	£82.50	£0.00	£82.50
Inland Revenue	Income Tax	£202.40	£0.00	£202.40
JCS Bookkeeping	Payroll	£29.40	£5.88	£35.28
Herts & Cambs Ground Maintenance	Grass Cutting	£796.00	£159.20	£955.20
Microshade	Data Back up and Storage	£397.00	£79.40	£476.40

Communicorp	Publications	£12.00	£0.00	£12.00
Robin Sewell	Trees	£15.00	£0.00	£15.00
SLCC	Membership Fees	£141.00	£0.00	£141.00
CAPALC	Membership Fees	£382.86	£0.00	£382.86
Martin Rix	Bunding	£4,360.00	£1,040.00	£5,400.00

4872 PLANNING MATTERS

Planning Approval

- a) 20/00057/FUL 9 Station Road, Swaffham Bulbeck. Demolition of single storey garage extension and replacement with two storey side extension.

A letter had been received from ECDC on the day of the meeting regarding a pre-application enquiry.

Action: The Clerk will request the pre-application paperwork from the District Council.

4873 DENNY AND PLAY AREA MATTERS

- a) Councillor Ballard had carried out the play area inspection in March and noted the following matters for attention

- The spring bike, the spring rabbit and the swings need cleaning.
- The plastic bench in the play area has a sharp metal rod poking out of it.

Information had been received from Herts & Cambs Grounds Maintenance about a pressure washing cleaning service for the play area.

Action: Clerk to ask the handyman to repair the bench.

Action: Clerk to request a quotation from Herts and Cambs Grounds Maintenance for cleaning the play equipment.

- b) A quotation for £500 had been received from Herts and Cambs Grounds Maintenance for rolling and spiking the recreation ground which had become very compacted last autumn because of the number of vehicles on it. After some discussion **it was proposed by Councillor Trapp, seconded by Councillor Bates and resolved** (6 in favour 1 abstention and 2 objections) that the quotation should be accepted.

Action: Clerk to accept quotation and action work

An email had been received from a parishioner expressing concern that the access points onto the Denny are rough and uneven. It was suggested that wooden posts might be installed to mark the access points. After some discussion it was agreed that the clerk would undertake discussions with the handyman and seek out potential volunteers to address this matter effectively.

Action: Clerk to contact the handyman

- c)
 - The height restrictor barrier had been put up and most of the logs have been removed. 7 logs had been left behind although not necessarily in the right locations.
 - The bollards had been ordered and once delivered will be installed either end of the cycle path.

Action: Clerk to contact Mead Construction about retaining the logs which have been left on the Denny and re-siting them.

Action: Clerk to contact Mead Construction to obtain keys to the barrier and get additional keys cut if necessary.

4874 CEMETERY MATTERS

- a) Councillor Reed reported that although the wildflower area had been sprayed two or three times and planted up, there are a lot of nettles coming up.

Action: Councillor Ballard will contact Mrs Friday to request details on how the council might manage the planting.

4875 HIGHWAYS MATTERS

- a) It was **resolved** that an application to the Local Highways Improvement Grant for resurfacing the pavement from the shop to the pub will be submitted.

4876 CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) The deadline for approving the parish council accounts and the submission of the annual return has been extended until the end of August.

The Period of Electors' Rights has been moved from July to September 2020.

4877 ANNUAL REPORT AND ANNUAL PARISH MEETING

The legislation for electronic parish council meetings does not cover Annual Parish Meetings therefore the council will not hold one this year.

The Parish Council had produced an Annual Report last year on the four centre pages of the Beacon and Councillor Romero suggested that in the light of there not being an Annual Parish Meeting it might be important to repeat the exercise. It was therefore proposed by Councillor Raby, seconded by Councillor Reed and resolved that a report would be compiled by the Chairman for the June edition of the Beacon. Mr Welton commented that he appreciated the work of the parish council over the past year and confirmed that there would be no additional charge for including the report in the Beacon this year. Councillor Romero confirmed that a request for feedback will be included in the feature so that the council know next year whether it is worth doing.

4878 AGENDA ITEMS FOR THE NEXT MEETING

Items for inclusion on next month's agenda to be sent to the clerk 7 days before the meeting.

4879 Date of Next Meetings:

2nd June 2020 (via Zoom)

The meeting closed at 8.55pm