

## MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

### MEETING NUMBER 489

Held via Zoom on Tuesday 7<sup>th</sup> July 2020 starting at 7.30pm

**Present:** Councillor Sue Romero; Councillor Peter Raby; Councillor Nicky Bates; Councillor Robin Sewell; Councillor Gordon Reid; Councillor Sophie Singleton; Councillor Lynn Reed; Councillor Kay Ballard; Councillor John Trapp arrived at 7.37pm.

**Members: 9 Quorum 3**

**Clerk:** Mrs D Bayliss

1 Parishioner

Meeting opened at 7.30pm

**4896 TO RECEIVE APOLOGIES FOR ABSENCE**

County Councillor Shuter;

**4897 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION**

Councillor J Trapp: 4872a) Path at Swan House

**4898 OPEN FORUM FOR PUBLIC PARTICIPATION**

Mr Datson, a governor at Swaffham Bulbeck Primary School, explained recent significant changes at the school:

- The school had changed status over the last couple of years and was no longer a local authority school and had become an academy under the umbrella of the Diocese of Ely Multi Academy Trust (DMAT).
- Recently the Headteacher had resigned and without consultation with the Governing Body (GB) a new Headteacher had been appointed by the DMAT.
- The new Headteacher is currently the Headteacher at Swaffham Prior school and has been appointed as 50% Headteacher at both schools. There had been no discussion with the GB.
- There is no longer a separate GB for Swaffham Bulbeck school. On the instructions of the DMAT there is now a single GB for both schools.
- The Chairman of the new single GB is currently the Chairman at Swaffham Prior School.
- Mr Datson answered a number of questions from councillors and emphasised that he wished the Parish Council to be fully informed of changes as they had always taken an interest in the health of the school.
- The Parish Council will make this an agenda for the next parish council meeting for councillors to decide whether to make an appropriate representation to the DMAT.

**4899 TO APPROVE MINUTES OF MEETING 488 2<sup>nd</sup> JUNE 2020**

It was proposed by Councillor Lynn Reed, seconded by Councillor Peter Raby, and resolved that the minutes of meeting 488 held on 2<sup>nd</sup> June 2020 be approved. The minutes will be signed by the chairman as soon as practicable.

**4900 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (For information only)**

None

**4901 COUNTY AND DISTRICT COUNCILLORS REPORTS**

- a) There was no report from the County Councillor.
- b) The report from the District Councillor had been circulated and was noted.

**4902 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS**

- a) It was proposed by Councillor Gordon Reid, and seconded by Councillor Robin Sewell, and resolved that the bank reconciliations for May should be approved.
- b) The invoices had not been circulated via email but were shown on the shared screen. The invoice from Mr Wilding for £180 will be circulated to account signatories before payment is made. The invoices will be signed when the council reconvenes.

**It was proposed by Councillor Nicky Bates, seconded by Councillor Lynn Reed, and resolved that the July 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 £820.99
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**Payments for Tonight's meeting**

Mr J Sugg	Handyman Payment	£82.50	£0.00	£82.50
Inland Revenue	Income Tax	£174.92	£0.00	£174.92
Mrs D Bayliss	Travel Expenses	£43.20	£0.00	£43.20
JCS Bookkeeping	Payroll	£20.40	£4.08	£24.48
Herts & Cambs Ground Maintenance	Grass Cutting	£568.00	£113.60	£681.60
Mr T Wilding	Bollards - installation	£180.00	£0.00	£180.00
Eastern Tree Surgery	Denny Tree Works	£550.00	£110.00	£660.00
Glasdon	Dog Waste Bins	£442.82	£88.57	£531.39
Rialtas	Software Support	£193.00	£38.60	£231.60
Mr T Bowd	Internal Audit	£64.00	£0.00	£64.00

**4903 TO APPROVE PAVILION CHARITY FINANCIAL STATEMENT**

**It was proposed by Councillor Raby, seconded by Councillor Sewell, and resolved that the pavilion charity financial statement is approved by the council.**

**4904 TO APPROVE ANNUAL GOVERNANCE STATEMENT**

**a) It was proposed by Councillor Reed, seconded by Councillor Bates, and resolved that the council accept the internal audit report.**

Councillor Reid noted that the internal auditor had reported that the records for 2019-20 were found to be well maintained, with reconciliations undertaken on a regular basis with clear audit trails in place. He therefore thanked the Clerk for her work in this regard.

**b) It was proposed by Councillor Reid, seconded by Councillor Singleton, and resolved that Mr Trevor Bowd is appointed as Internal Auditor for the financial year 2020-21.**

**c) It was proposed by Councillor Ballard, seconded by Councillor Bates, and resolved that the Annual Governance Statement is approved and signed by the Chairman and the Clerk.**

**d) It was proposed by Councillor Ballard, seconded by Councillor Reed, and resolved that the Annual Accounting Statement as signed by the Clerk, is approved and signed by the Chairman.**

**Action:** Clerk to take papers to Chairman for signing as soon as possible.

**4905 PLANNING MATTERS**

**a) Planning Applications**

None

**b) Planning Notifications**

19/01721/VARM Hill Side Mill, Quarry Lane. This application had been discussed and approved subject to the signing of a S106 agreement at the East Cambs Planning Committee meeting held on July 1<sup>st</sup>. Only four affordable houses are planned for the site instead of the original 8 required (these are to be managed by the Longhurst Group). This equates to 22% affordable houses instead of the current requirement of 30%. East Cambs have accepted a commuted sum to be paid into S106 so that this funding can be used to provide another affordable house elsewhere in the district. This was a very disappointing outcome for the village and for the CLT which had hoped to manage the affordable housing. As part of the ongoing discussions the CLT have made it clear that they would be able to take the management of a 5th house if that were to be agreed. The Parish Council are keen that the affordable housing should go to local people, therefore it was agreed that the Housing working group will draft a letter to the developer and the housing association to see if the parish council can have any say over who the properties are let to. The letter will be circulated to councillors for approval before it is sent. The district councillors will hold discussions with the planning manager to see if there is any way they can put pressure on them to allow the CLT to manage at least one additional affordable house.

**4906 NEIGHBOURHOOD PLAN UPDATE**

The Neighbourhood Plan Steering Group will review the draft Vision and Objectives in response to the consultation and seek a quotation from a consultant to provide support in local policy-writing and structuring the Plan. An application will be made for further government grant funding to cover costs.

#### 4907 TREES AND BIODIVERSITY

Councillor Raby, the Clerk and David Hanke met with Mr Cole from Eastern Tree Surgery and an agreement was reached on how the cherry tree in front of Swan House, Commercial End was to be cut back. Mr Cole will make an application to East Cambs District Council for permission to carry the work out.

#### 4908 DENNY AND PLAY AREA MATTERS

- a) The play area visual inspection had not been carried out this month.  
In line with government guidelines the parish council will carry out a verbal risk assessment for the play area and put up four notices (template provided by ECDC) with information for users, parents and carers. The signs will be placed on the gates and on the edge of each car parking area.  
**Action:** Clerk to order signs and arrange installation.
- b) The tree planted in memory of Dr Mark Towriss by the play area had been damaged by the wind and had to be pollarded immediately in the hope that it will regrow.  
**Action:** Clerk to write to Mrs Towriss informing her of the damage to the tree.
- c) It was noted that several emails and comments had been received from parishioners asking that the flowers growing on the bund are left there. As previously agreed further discussion will take place on this matter in the autumn.
- d) Councillor Romero had circulated a report based on information provided by Sergeant Rabel on the current situation involving the taking and dealing of drugs on the Denny which the police are working to resolve. It was agreed that an article would be written and put in the Beacon encouraging residents to reclaim the Denny by using it frequently. Residents would also be encouraged to report any suspicious activity to the police either online or by calling 101.

#### 4909 CEMETERY MATTERS

- a) A report had been received from a member of the trees and biodiversity group and circulated to councillors for information. A request that a further strip 1m wide in front of the wildflower area should be left to grow as it is old turf and will be full of seeds.  
**It was proposed by Councillor Romero, seconded by Councillor Sewell and resolved (6 in favour, 2 against, 1 abstention)** that the council approve the request to leave the strip in front of the wildflower area.

#### 4910 HIGHWAYS MATTERS

- a) **Councillor Trapp left the meeting at 9.04pm**  
A briefing paper had been prepared by the Highways working group outlining the options for consideration regarding the condition of footpath outside Swan House on parish council owned land and circulated to members.  
**It was proposed by Councillor Sewell** that the council take option 1 and do nothing. There was no seconder to this proposal.  
**It was proposed by Councillor Raby and seconded by Councillor Romero and not approved (3 in favour, 5 against)** that the council pursue option 4 and seek legal advice about permitting the owner to replace and maintain the path at his own expense  
**It was proposed by Councillor Reid, seconded by Councillor Bates and resolved (6 in favour, 3 against)** that as the path is across parish council land that the path should be assessed independently and recommendations brought back to a future parish council meeting. The path will be maintained by the parish council.  
**Action:** Clerk to investigate courses of action that might be taken.  
**Councillor Trapp returned to the meeting at 9.23pm**
- b)
  - There has been no response from Sanctuary regarding ownership of the fencing on Green Bank Road. The council will continue to pursue this matter and in the meantime will obtain quotations for replacing the broken fencing.
  - The pot holes in the roadway have not yet been repaired.
- c) County Council Highways are currently resurfacing large patches of the High Street on that side of the road till the path comes to an end close to Burgh Hall Cottages. There are markings on the other side of the road, but no works have been carried out there yet. No notification of the works was received by the parish council. As there were no markings between the pub and the shop, no resurfacing work has been carried out there. Councillor Romero had contacted the County Councillor to find out if this was to be

done and had sent photos of the footpath. County Councillor Shuter had replied that the current repairs are pre-works and that the whole path should be resurfaced.

- d) If the footpath is resurfaced there will not be any need to apply for the Local Highways Initiative Grant. The submission date has been extended indefinitely, therefore the council will wait to see if the section of footpath is resurfaced with the rest of the High Street.

**4911 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.*

**4912 Date of Next Meetings:**

4<sup>th</sup> August 2020 (via Zoom)

The meeting closed at 9.32pm