

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 493

Held via Zoom on Tuesday 29th September 2020 starting at 7.30pm

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

Members: 9 Quorum 3

Clerk: Mrs D Bayliss

5 Parishioners

Simon Butler-Finbow

County Councillor Shuter

Meeting opened at 7.00pm

4953 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

None

4954 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION

Councillor Trapp – 4962 Planning Matters

4955 CLT UPDATE

Presentation by Simon Butler-Finbow

Cemetery/Pony Field Site

Simon Butler-Finbow gave a brief overview of the proposal for the new development at the cemetery/pony field site. The illustrative layout for the site which accompanies the current application was shown on the shared screen. Since the plan was discussed last year, two main issues had arisen as part of the submission. The first was related to Archaeology; a ring ditch had been found which needs to be preserved in situ. The second is that a revised scheme had been put forward for the Hillside Mill site, with a revised access close to the original proposed access to this site. The landowner/developer had not been consulted by ECDC about this change which has made it necessary, in the District Council's view, to move the access to Quarry Lane. The site has been split into 3 character areas at the request of the planners and will still contain 45 dwellings (with slightly more bungalows indicated than the previous plan). The dwellings include 4 self-build plots fronting onto Quarry Lane, and a row of bungalows backing onto Pound Way. The green corridor/lung has been kept, which means the ring ditch is protected. The main road through the site has been designed to adoptable standards (tarmac road and footpaths) and measures have been put in place to slow the traffic and take into account pedestrian safety. All the trees are to remain on the site, and there will be rain gardens towards the front of the development to take surface water drainage from the road. The proposed cemetery path has been retained along with a new footpath link onto Heath Road.

4956 OPEN FORUM FOR PUBLIC PARTICIPATION

A number of matters were raised, and clarification was given on the following:

- The number of car-parking spaces available.
- Electric charging points.
- Affordable housing should be distributed across the site and not be all together in one place.
- Parameter plans would ensure the key elements of the scheme are carried forward to any Reserved Matters application.
- It should be ensured that the terrace of bungalows within the character area adjacent the cemetery should be attractive or alternatives could be explored.
- It should be ensured that good levels of usable parking are provided in the scheme to minimise on street/inappropriate parking in the future.
- Realigning the junction with Heath Road should be discussed with County Highways as well as the condition of the Quarry Lane footpaths.
- Adoption of the road access for bin collection.
- The need for additional trees and a landscape-led approach on the site.

The Chairman thanked Mr Butler-Finbow for attending the meeting. Mr Butler-Finbow thanked the Council for inviting him to the meeting and advised that the matter will go to the Community Land Trust (CLT) Annual General Meeting on Wednesday 30th September. The plans will be formally submitted to ECDC who will then send it back to the Parish Council and other Stakeholders as part of a further consultation on the scheme.

No other matters were raised by members of the public.

4957 TO APPROVE MINUTES OF MEETING 492 1st SEPTEMBER 2020

It was proposed by Councillor Reid, seconded by Councillor Reed, and resolved that the minutes of meeting 491 held on 1st September 2020 be approved, removing 'the village' from item 4942.

Councillor Raby abstained from the vote as he was not in attendance at the meeting.

4958 TO APPROVE MINUTES OF MEETING 492 15th SEPTEMBER 2020

It was proposed by Councillor Trapp, seconded by Councillor Reid, and resolved that the minutes of meeting 492 are approved with the addition of 'a caravan and camping site at Abbey Lane' at item 4950.

4959 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (For information only)

- 4933 - The payment listed on the last minutes for the additional cemetery wheelie bin was not made as ECDC provided the bin free of charge. The bin has now been delivered to the cemetery.

Clerks Report:

- The second half of the precept £18,750 was paid on 24th September but not included in the September bank reconciliation.

Councillors Reports:

- Councillor Romero reported that a number of concerns have been raised about anti-social behaviour on the allotments at Vicarage Close, and several bikes in the area had been stolen.
- Councillor Bates reported that youngsters are still using cannabis on the Denny.
- Councillor Romero reported that the mutual aid volunteer group are updating the COVID 19 information leaflet which will be distributed around the village.
- An initial response had been received from the camping and caravanning club about the application for a campsite on Abbey Lane informing the council that its comments will be taken into account when the application is considered. The response had been circulated to councillors before the meeting.
- Councillors Romero and Singleton had started to prepare a school action plan which will be circulated to councillors for consideration and discussion at a future meeting.
- The three school DEMAT representatives will be invited to attend a parish council meeting.
- Two applications had been received for the position of handyman. One informal interview had been held with another to take place in the next couple of weeks.
- Councillor Bates has attended two of three planning training sessions organised by CAPALC. The main issue to note is that it is likely that any CIL/s106 revenue will go to the principal authorities and not to the parishes.

4960 COUNTY AND DISTRICT COUNCILLORS REPORTS

a) County Councillor Shuter reported the following matters:

- Last week East Cambs was the only place in England without one confirmed case of COVID 19
- No one going back into work at the council offices this winter
- Schools have gone back and that has gone well in Cambridgeshire with good levels of attendance and only one or two small outbreaks.
- The County Council were hoping to move to higher numbers at recycling centres but in light of changes in government policy this had been reconsidered. There is still a need to book online and people may need to allow up to 10 days to get an appointment.

The County Councillor left the meeting at 7.50pm.

b) The District Councillors had circulated a written report before the meeting and District Councillor Trapp gave a brief overview of the matters included in it.

4961 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

a) **It was proposed by Councillor Reed, seconded by Councillor Bates, and resolved** that the parish council renew the insurance policy with Pen Underwriting Limited through Came & Co at a cost of £937.32.

- b) **It was proposed by Councillor Trapp, seconded by Councillor Singleton, and resolved** that the parish council take on the administration of the clerk’s salary for the work carried out for the Community Land Trust subject to approval of time sheets submitted to a nominated trustee.
- c) Councillor Bates is currently attending a three-part planning training course arranged by CAPALC, and authorised by the Clerk under delegated powers.
- d) **It was proposed by Councillor Reid, seconded by Councillor Romero, and resolved** that the bank reconciliations for September should be approved.
- e) The invoices had been circulated via email and will be signed when the council reconvenes.
- It was proposed by Councillor Sewell, seconded by Councillor Singleton, and resolved** that the October 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

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	£93.60	£0.00	£93.60
	Play Area Fence and			
Online Playgrounds	Equipment	£312.50	£62.50	£375.00
CAPALC	Training Course	£90.00	£0.00	£90.00
Came & Company	Insurance Premium	£937.32	£0.00	£937.32

4962 PLANNING MATTERS

a) Planning Applications

20/01198/LBC The Old Rectory 98 High Street Swaffham Bulbeck Cambridge CB25 0LX. Removal of Kitchen cupboard – there were no comments from the parish council.

Action: Clerk respond to District Council.

b) Planning Notifications

20/00822/FUL Adventurers Farm Swaffham Prior Fen Swaffham Prior Cambridge, Installation of replacement wall and roof cladding, 4 new roller shutter doors, 4 new personal doors and new rainwater goods to existing twin span building. Extension of hard standings and widening of site access drive

STNN/20/78 The Barn, Hare Park, Six Mile Bottom – street naming and numbering.

c) Planning White Paper

A response had been prepared by Councillor Trapp and circulated just prior to this meeting. All councillors will read the draft response and send in their comments by 10th October, the document will then be updated and returned to NALC by 17th October.

Councillor Bates requested that the clerk obtain access to a presentation on this subject from CAPALC.

Action: Clerk to obtain a copy of the presentation from CAPALC and submit responses to NALC.

d) Report from Housing and Planning Working Group

There has so far been no response to the letter sent by the Council to Woollensbrook regarding the development at Hillside Mill. The letter was a request to discuss the development which will be discussed at the ECDC Planning Committee on 7th October. It was agreed that the email would be re-sent and that it should be made clear that the lack of response to date is unacceptable. The CLT will also be asked to write to Woollensbrook and ECDC (Rebecca Saunt) in order to progress the matter to the stage where the s106 agreement can be completed and signed.

4963 NEIGHBOURHOOD PLAN UPDATE

A government grant of £3,716 had been awarded to the Neighbourhood Plan working group, taking the total grant funding for the project to £10,000. There is a detailed plan of how the group will go forward and the Planning Consultant Rachel Hogger will now take the plan to the final stages and the referendum.

4964 TREES AND BIODIVERSITY

- a) The working group will next meet on Monday 5th October.

4965 DENNY AND PLAY AREA MATTERS

- a) The play area inspection was carried out by Councillor Sewell.
- The multi-play equipment has some frayed steel wires sticking out on one of the corners.
 - The zip wire platform to be repaired.

- The safety fence still needs to be completed.
- The wooden shelter roof still needs to be repaired/replaced.

The Clerk reported that quotations had been sought for the wooden shelter roof and the zip wire platform.

Action: Clerk to chase quotations from FLP.

- b)
- Councillor Romero reported that on 15th September a number of Red2Green members had carried out a litter pick on the Denny and made a fantastic job of it. The parish council expressed their appreciation.
 - Councillor Bates reported that youngsters had been seen taking drugs in the wooden shelter this evening. This matter will be reported to the police.
 - Councillor Singleton has been emptying the bins on the Denny for the last couple of weeks. The amount of rubbish has reduced in the last few days and there has been no drug paraphernalia lying around. Everyone seems to be using the bins which are full of rubbish.

Action: Put a note in the Beacon thanking people for using the bins and Red2Green for carrying out the litter pick.

- c)
- It was agreed that there did not appear to be any grass seed on the bunds to benefit from grass feed therefore, they will be reseeded as soon as possible in order to give the grass the best chance of growing over the winter.

Action: Councillor Sewell will organise a small working party to scatter and rake the seed into the bunds.

4966 VILLAGE MAINTENANCE MATTERS

- a)
- Prices for different types of cycle racks had been obtained by the clerk and considered by the Council. **It was proposed by Councillor Romero and seconded by Councillor Singleton**, that two Sheffield style bicycle racks in black should be purchased by the Council. (2 in favour; not carried)
It was proposed by Councillor Sewell, seconded by Councillor Trapp, and resolved (8 in favour, 1 abstention) that two Sheffield style bicycle racks in green should be purchased by the Council.

Action: Clerk to source and order green cycle racks

- b)
- An email had been received requesting that the parish council promote the what3words app in the community. It was agreed that the information would be included in the next Beacon report.

Action: Clerk to include information in the Beacon update.

4967 CORRESPONDENCE MATTERS

- a)
- The clerk had circulated a document with a proposed form of words to add to the communication policy. It was agreed that the suggested text would be modified slightly by Councillor Reid, changing the wording slightly but not the intent of the text.

Action: Clerk to update communications policy and include on November Agenda for adoption.

4968 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.

4969 Date of Next Meetings:

3rd November 2020

The meeting closed at 8.53pm