

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 495

Held via Zoom on Tuesday 1st December 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 Peter Raby; Councillor Nicky Bates; Councillor Trapp.

Members: 9 Quorum 3

Clerk: Mrs D Bayliss

3 Parishioners

Meeting opened at 7.30pm

4990 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

None.

4991 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION

Councillor Trapp 4999 planning matters.

Councillor Bates 5005b) letter.

4992 Mrs Bartley, Head Teacher Swaffham Bulbeck Primary

Mrs Bartley was not in attendance at the meeting.

4993 OPEN FORUM FOR PUBLIC PARTICIPATION

None.

It was proposed by Councillor Romero and resolved that item 5006 is brought forward for discussion while members of the public are present. A response had been received from DEMAT to the parish council's letter asking representatives to attend the parish council meeting on 1st December. The letter declines the invitation, and requests that two members of the parish council meet with the representatives from DEMAT at a mutually convenient time. Councillor Romero suggested that the council should agree to this meeting, taking minutes and sharing these with the public at the next available opportunity. Councillor Reid felt that members of the public should not be precluded from the meeting. Councillor Raby suggested that parish council representation should not be limited to two members of the council.

The Chairman closed the meeting at 7.43pm to allow the parishioners present to speak.

One member of the public agreed that any meeting should be open to members of the public as he considered a lack of openness by DEMAT had led to the current situation. However, both other members of the public were content for a meeting to take place with the parish council, which could then be openly conveyed to the community. It was reported that staff are delighted with the new head and the staffing situation is working well in spite of the COVID situation.

The Chairman reopened the meeting at 7.47pm.

It was proposed by Councillor Romero, seconded by Councillor Trapp, and resolved (1 objection) that a meeting should take place with all parish councillors invited, and that if possible a meeting with the public should be held at a later stage.

Action: Clerk to write to DEMAT.

4994 TO APPROVE MINUTES OF MEETING 494 3rd NOVEMBER 2020

It was proposed by Councillor Raby, seconded by Councillor Sewell and resolved that the minutes of meeting 494 held on 3rd November 2020 be approved.

Councillor Trapp abstained from the vote as he was not at the meeting.

4995 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (For information only)

- A letter of thanks for the donation had been received from MAGPAS and was noted.

Councillor's Reports:

- Councillor Romero reported that village benches are being used by parishioners to meet regularly in a socially distanced way.

4996 COUNTY AND DISTRICT COUNCILLORS REPORTS

- a) There was no report from the County Councillor.
- b) District Councillor Trapp reported the following matters:
 - It was decided to support the Local Electricity Bill and to write to local MPs to ask them to support the bill.
 - The grant to the Voluntary and Community Action East Cambs was renewed.
 - The reports on Waste Collection and Street Cleansing showed very good performance.

- The External Audit noted some areas that required improvement, but nothing major, and the report was accepted.
- The ECDC accounts for the last year were submitted and approved.
- The Bus Services Review document was accepted and will be submitted to the Cambs and Peterborough Combined Authority.
- A new trustee was appointed to East Cambs CLT which has only four members
- The Council Tax Reduction Scheme was continued.
- A CIL contribution of £750,000 to the much-needed expansion of St. Mary's Medical Practice, Ely.
- The Gender Pay report for ECDC showed that there was still a gap in pay between genders.

4997 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- a) The budget meeting was held on Monday 23rd November and a report had been written by Councillor Reid and circulated to councillors. There were no questions about the report, and councillors were in agreement with the budget proposals and the recommendation to leave the precept the same for the forthcoming year.
- b) **It was proposed by Councillor Reid, seconded by Councillor Singleton, and resolved** that the precept request remains the same at £37,500 with the additional funds not earmarked at this stage for specific projects but kept as a fluid fund in the light of the uncertainties facing the Council in 2021-22.
- c) **It was proposed by Councillor Reid, seconded by Councillor Singleton, and resolved** that the bank reconciliations for November should be approved.
- d) The invoices had been circulated via email and will be signed when the council reconvenes.

It was proposed by Councillor Singleton, seconded by Councillor Bates, 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			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		£286.0	£57.2	£343.2
Maintenance	Grass Cutting	0	0	0
		£300.0	£60.0	£360.0
PKF Littlejohn	External Audit	0	0	0
Parish Online	Subscription	£30.00	£6.00	£36.00
	Conference (Feb	£299.0	£40.0	£339.0
SLCC	2020)	0	0	0
	Footpath/Manhole			
Tim Wilding	cover	£70.00	£0.00	£70.00

4998 CONCLUSION OF AUDIT

The External Audit Report had been received showing no matters for attention or giving cause for concern. A statement about the provision of electors' rights not being held until September (in line with legislation relating to COVID-19) was included in the section 'other matters not affecting our opinion' questioning the council's right to use these dates. The appropriate notices have been placed on the website and on the noticeboard.

It was proposed by Councillor Reid, seconded by Councillor Trapp, and resolved that the council write to the External Auditor asking them to remove the statement about the period of electors' rights from the permanent record.

4999 PLANNING MATTERS

a) Planning Applications

20/01397/FUL 42 Downing Court Swaffham Bulbeck Cambridge CB25 0LP. Extension to the west side and rearrangement of the existing ground floor spaces. Concerns were raised by councillors about access and parking during the building works.

It was proposed by Councillor Singleton, seconded by Councillor Romero and resolved (7 in favour, 2 abstentions) that conditions be put in to any approval about the management of the building traffic on the site, in terms of the amount of traffic, the times of working, parking, and that the area is left in a clean and tidy condition.

Action. Clerk to respond to ECDC

b) 20/01334/TRE Nye Myln Mill Lane Swaffham Bulbeck CB25 0NF.T1 Sycamore - Reduce height by 2.5-3m, reduce spread on all sides by 2.5-3m shape and balance.

20/01286/TRE Providence Place 93 High Street Swaffham Bulbeck CB25 0LX. T1 Eucalyptus – fell.

20/01522/TRE Bowyers Cottage 72 Commercial End Swaffham Bulbeck Cambridge CB25 0NE T1 Walnut - Remove due to proximity to property.

c) Report from Housing and Planning Working Group

As of 25th November the s106 agreement had still not been signed. It had been agreed between WoollensBrook and ECDC, but there are two other parties who need to sign before the matter can progress.

5000 COMMUNITY LAND TRUST (CLT) UPDATE

Councillor Romero reported on the CLT meeting which was held on 24th November

- People interested in a future CLT house will be asked to complete an expression of interest and eligibility form.
- An allocations policy is currently under consideration.
- Other policies have been agreed and will be uploaded onto the new website which should go live during December.
- The S106 agreement for the Hillside Mill site had not yet been signed, therefore, no progress can be made on the purchase of the fifth affordable house by the CLT.
- The Cemetery/Pony Field site application is still pending, with discussions ongoing about access and the additional information from the CLT required by ECDC.

5001 NEIGHBOURHOOD PLAN UPDATE

Councillor Romero reported on the progress of the Neighbourhood Plan steering group who had allocated tasks at a previous meeting. This work had been compiled and sent to the planning consultant. The first draft plan had been received on Monday 30th November and needed to be carefully considered by the group members before a response could be made.

5002 GREATER CAMBRIDGE PARTNERSHIP (GCP)

A consultation by the Greater Cambridge Partnership is currently underway which includes the Eastern Gateway into Cambridge. Councillor Trapp had attended a webinar on the proposals. He suggested that the parish council should respond to the consultation pointing out how important the Eastern Gateway is to Swaffham Bulbeck. He suggested that the council should make a response to the GCP about this.

Action: Councillor Trapp will write a response and circulate to councillors for consideration.

5003 TREES AND BIODIVERSITY

- a) The group have not met this month; however, they are still pursuing the donation of trees from the County Council. Councillor Raby has asked the County Councillor to find out why the trees have not yet arrived.

5004 DENNY AND PLAY AREA MATTERS

- a) The play area inspection had been carried out by Councillor Bates. The handyman will be asked to put tape over the exposed wires. The broken platform on the zip wire has been ordered.

- b) **It was proposed by Councillor Trapp, and seconded by Councillor Raby,** that the quotation for replacing the roof on the gazebo from James Shrubbs for £782.75 is approved.

An amendment was proposed by Councillor Sewell that a quote for treating the whole structure is obtained. There was no seconder to the proposal therefore the amendment failed and the original proposal was voted on.

It was proposed by Councillor Trapp, seconded by Councillor Raby, and resolved (1 abstention) that the quotation for replacing the roof on the gazebo from James Shrubbs for £782.75 is approved.

Action: Clerk to place the order with Mr Shrubbs.

- c) The grass is growing well on the bunds. There was nothing else to report about the Denny.

5005 HIGHWAYS MATTERS

- a) An email had been received from a resident concerned about speeding traffic coming into the village from Swaffham Prior, Bottisham and Lode, requesting traffic calming. Councillor Romero reported that Speed Watch is not permitted because of COVID-19 and it was agreed that the council should undertake discussions about the installation of Vehicle Activated Signs.

Action: The Highways working group will meet to discuss and bring back a recommendation to Council.

- b) An email had been received from a parishioner about the muddy condition of the road from Commercial End to Cowbridge. It was agreed to report the matter to the police and the County Council.

Action: Clerk to contact ECDC for information and report to police and the County Council.

5006 VILLAGE MATTERS

- a) Discussed earlier in the meeting.

5007 MOTION TO EXCLUDE THE PUBLIC AND PRESS

That the public (including representatives of the press) be excluded during the consideration of the remaining item No 5008 because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category 1 & 2 Part 1 Schedule 12A to the Local Government Act 1972 (as amended).

It was proposed by Councillor Romero, seconded by Councillor Singleton that the meeting should be closed to the public and press at 9.05pm.

5008 CEMETERY MATTERS

- a) **It was proposed by Councillor Trapp/seconded by Councillor Raby, that the council** waive the double fees as requested in a letter from the funeral director. **4 in favour, 5 against**, therefore the motion was not carried.

The meeting reopened to the public and press at 9.30pm

Action: Clerk to respond to the funeral director.

Action: To add the discussion of cemetery fees to the agenda for January.

5009 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.

5010 Date of Next Meetings:

7th January 2021 (Agenda to be published Friday 18th December).

Items for the agenda need to be submitted to the clerk by Wednesday 16th December.

The meeting closed at 9.32pm.