

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 494

Held via Zoom on Tuesday 3rd November 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.

Members: 9 Quorum 3

Clerk: Mrs D Bayliss

0 Parishioners

District Councillor Cane

County Councillor Shuter

Meeting opened at 7.45pm (delayed start due to a technical difficulty)

4970 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

Councillor Trapp.

4971 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION

Councillor Romero – 4977 Planning Matters (Tree work approval)

4972 OPEN FORUM FOR PUBLIC PARTICIPATION

None.

4973 TO APPROVE MINUTES OF MEETING 493 29th SEPTEMBER 2020

It was proposed by Councillor Raby, seconded by Councillor Singleton, and resolved that the minutes of meeting 493 held on 29th September 2020 be approved.

4974 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (For information only)

- A letter had been sent to DEMAT requesting the attendance of Adrian Ball (CEO), The Head Teacher (Helen Bartley) and the Mr Goodfellow (Chair of Governors), at the December meeting.
- A response had been submitted by the clerk to NALC on the planning white paper. Councillor Trapp had also made a response on behalf of the council, however, he will be asked to attribute his response to himself rather than to the council.

- The bike racks have been installed.
- The pavement between the shop and the pub has been tarmacked.

Clerk's Report:

- A correspondence had been received from Cheffins re the new tenancy agreement at Lode Farm between the Shrubbs and the Parish Council. Giles Turton has now left his position with Cheffins, therefore Catherine Hackshall will take over completion of the lease. Councillor Raby reported that as the lease does not allow for sub-letting, the tenant should ask the Parish Council for permission to sub-let some of the land for grazing.

Councillor's Reports:

- Councillor Romero had attended the Support Cambridgeshire Local Council Conference held virtually, which was mostly focused around the impact of COVID on communities. In the light of the current situation, the parish council might want to consider doing something similar for the Annual Parish Meeting if it cannot be held face to face.

4975 COUNTY AND DISTRICT COUNCILLORS REPORTS

a) County Councillor Shuter reported the following matters:

- Libraries are still open for select and collect.
- It is expected that recycling centres will remain open on a bookable basis.

b) District Councillor Cane reported the following matters:

- ECDC Licencing committee had met to discuss taxi licencing.
- Adopted up to date licensing policy.
- A response to the planning white paper had been agreed.
- The government has given the District Council extra money to help businesses comply with the COVID regulations.
- A full council meeting had been held at the end of October where a lot of questions had been raised by members of the public around climate change; in particular energy efficiency of homes and electric charging points.
- The next full council meeting will be held in February 2021.
- There is a petition for Mepal to remain as an outdoor centre. (District Councillor Cane has an Interest in this matter, therefore,

please contact District Councillor Trapp with comments or questions).

- Officers to talk to chief constable about parking enforcement especially near schools.
- ECDC are currently consulting on the Supplementary Planning Document (SPD).

Councillor Reid once again raised the matter of installing solar panels on listed properties and those in conservation areas. Currently the rules are that if the roof is not visible from the highway you may do so. The District Councillor suggested that during the consultation period for the SPD there may be an opportunity to change the rules about solar panels, and that she would talk to Richard Kay at ECDC about this.

District Councillor Cane and County Councillor Shuter left the meeting at 8.10pm

4976 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- a) The date for the budget meeting was set for 7pm on Monday 23rd November via zoom. All councillors are welcome to attend. Matters for consideration at the budget meeting should be submitted to the Clerk.
- b) **It was proposed by Councillor Raby, seconded by Councillor Bates, and resolved** that the bank reconciliations for October should be approved, noting that two receipts had been received into the deposit account after the reconciliation had been completed and circulated.
- c) The invoices had been circulated via email and will be signed when the council reconvenes.

It was proposed by Councillor Singleton, seconded by Councillor Reid, and resolved that the October accounts are approved and paid including the additional payment of £102.00 to Eastern Tree Surgery.

Action: Clerk to set up payments for councillor authorisation.

Payments Since the Last Meeting

Mrs D Bayliss Clerk's Salary Confidential

Payments for Tonight's meeting

Mrs D Bayliss	Travel Expenses	£14.40	£0.00	£14.40
JCS Bookkeeping	Payroll	£20.40	£4.08	£24.48
Herts & Cambs Ground		£306.0	£61.2	£367.2
Maintenance	Grass Cutting	0	0	0

Online Playgrounds (FLP)			£13.2	
	Replacement Post	£66.00	0	£79.20
			£16.0	
SLCC	Training Course	£80.00	0	£96.00
		£390.0		£390.0
Eyelid Productions	Website Hosting	0	£0.00	0
	Play Area			
	Repairs/Install Bike	£240.0		£240.0
Tim Wilding	Racks	0	£0.00	0
	Poppy Wreath			
Royal British Legion	Donation	£30.00	£0.00	£30.00
			£17.0	£102.0
Eastern Tree Surgery	Tree Works	£85.00	0	0

4977 PLANNING MATTERS

a) Planning Approvals

20/01198/LBC The Old Rectory 98 High Street Swaffham Bulbeck Cambridge CB25 0LX. Removal of ground floor pantry.

20/01185/TRE Martin House 1 Station Road Swaffham Bulbeck Cambridge CB25 0NB. T1 Walnut - Reduce height and spread on all sides by 2- 3m back to previous reduction points; T2 Cherry - Reduce height by 2.5m, reduce spread by 2m to shape, crown lift to clear adjacent Pear by 0.5m; T3 Gleditsia - Reduce height by 1.5m, reduce spread on all sides by 1-1.5m to shape; T4 Maple - Remove inverted growths, reduce height by 1.5 - 2m and spread by 1-1.5m back to previous reduction points.

Noted.

b) Report from Housing and Planning Working Group

A brief email had been received from Matt Tyers (Woollensbrook) re the Hillside Mill site stating that they were waiting completion of the s106 agreement with ECDC before entering into discussions with the parish council. This agreement should have been signed following the ECDC planning committee meeting on 7th October, therefore, a further email will be sent asking for a meeting to discuss the matters outlined in the previous mail.

4978 COMMUNITY LAND TRUST (CLT) UPDATE

- The CLT AGM had met via zoom on 30th September where a presentation on the proposed development at the cemetery/pony

field site had been given by Mr Simon Butler Finbow (similar to the one made to the parish council on 29th September).

- A meeting with ECDC had been held on 5th October to clarify specific points in the updated report relating to the approved application 19/01721VARM on the Hillside Mill Section 106 agreement which was due to be signed noted at the planning meeting on 7th October.
- Once the agreement is signed it is hoped that the CLT will be able to purchase the fifth affordable house on the site in lieu of paying a commuted sum to ECDC for the shortfall in affordable properties.
- On 27th October a business meeting was held with agenda items including: policies, a small grant application, update on sites with CLT involvement, website launch and criteria for allocation of houses.

4979 NEIGHBOURHOOD PLAN UPDATE

Councillor Romero reported on the progress of the Neighbourhood Plan steering group who had met with the planning consultant Rachel Hogger on 21st October via zoom.

- Following consultation, the Vision and Objectives have been amended to include supporting the school as a key element of the social structure of the village and to place greater emphasis on aspects of sustainability.
- The group considered which aspects of the Vision and Objectives were covered by ECDC's Local Plan 2015 and then identified where localised policies will be required. The planning consultant will deal with the writing of localised policies.
- Consideration of the possibility of all affordable housing in the village having local allocation criteria will also be explored. Those seeking affordable housing need to register with ECDC and those considering shared ownership need to be registered on a national database. This information will be shared with the community.
- A first outline draft of the Plan is anticipated to be ready by the end of November for further discussion with the planning consultant.

4980 TREES AND BIODIVERSITY

- a) The minutes of the last meeting had been circulated and Councillor Raby brought the following points to the council for consideration.

Item 8. It is hoped that the pilot project at Speyside will come to fruition shortly. The group are still awaiting information from Cambridgeshire County Council about the number of saplings and when they will be provided.

Item 9. The group have put forward a proposal for a school wood to commemorate 300 years of the primary school in 2021. A preliminary approach has been made to the head teacher and been met with a warm response. The project would depend on suitable land within easy access of the school being made available.

It was proposed by Councillor Bates, seconded by Councillor Romero, and resolved that the parish council approve that the group take the next step which would be to approach local landowners about the potential use of land.

- b)** An email had been received from the Trees and Biodiversity working group suggesting that they might submit an entry to the wildlife trust for the bronze award in the Cambridgeshire Churchyard Conservation Award. **It was proposed by Councillor Romero, seconded by Councillor Sewell, and resolved** that the Council support an entry from the working group for the award for Swaffham Bulbeck Cemetery.

4981 DENNY AND PLAY AREA MATTERS

- a)**
- The play area inspection had been carried out by Councillor Reed. All matters noted are already under consideration.
 - Quotations are currently being sought for replacing the gazebo roof.
- b)** **It was proposed by Councillor Reid, seconded by Councillor Romero and resolved** that the quotation for £820.70 from Fenland Leisure Play for a new zip wire platform and repairs to the suspension bridge is accepted.
- Action: Clerk to place the order with Fenland Leisure.*
- c)** Councillor Romero reported the following matters:
- The manhole cover near the pavilion has been repaired.
 - The grass seed is growing well all over the bunds.
 - A family had carried out a litter pick on the Denny one afternoon during half term.

4982 PAVILION MATTERS

- a) **It was proposed by Councillor Reed, seconded by Councillor Ballard, and resolved** that the bill to SG Law for repairing the tap and stopcock in the pavilion is approved and paid.
- b) **It was proposed by Councillor Singleton, seconded by Councillor Bates, and resolved** that the parish council renew their annual membership of Cambridgeshire ACRE.

4983 CEMETERY MATTERS

A report on possible projects for using the £10,000 grant received for the cemetery, had been compiled by the Cemetery Working Group and circulated to councillors prior to the meeting. The group had focused initially on three areas: Safety, Tidy and Future.

It was agreed that the main priorities would be: Topple Testing; resurfacing the footpath at the back of the cemetery, cutting back of hedging and trees, removing the chalk and fencing off the area containing spoil from the graves.

Other items for consideration were: Repainting of the railings, replacing the current tap, providing bird boxes, and an electronic mapping system for the grave spaces.

***Action:** Clerk to obtain quotations for all matters discussed, for consideration at a future meeting.*

4984 VILLAGE MATTERS

- a) A number of reports have been made to the police (via 101) about anti-social behaviour by the allotments at Vicarage Close. Further to these reports, a visit had been made to the area by the police. It is important that residents continue to report these issues as this is the most effective way to get police involvement in the situation.

4985 COMMUNICATIONS POLICY

- a) **It was proposed by Councillor Bates, seconded by Councillor Raby, and resolved** that the communications policy is updated as per the text which had been circulated prior to the meeting.

***Action:** Put updated policy on the website.*

4986 PARISH COUNCIL HANDYMAN

Following a brief interview with the Clerk and the Chairman, a new handyman (Jeffrey Wick) had been appointed for two hours per week, to empty the rubbish bins on the Denny and keep the pavilion clean and tidy. He will begin work this week.

***Action:** Update in the Beacon.*

4987 REMEMBRANCE DAY ARRANGEMENTS

A brief Remembrance Service will go ahead on Wednesday 11th November with Councillors Romero and Sewell in attendance. Councillor Romero will arrange for a notice to be put up and contact the school to see if they will be taking part.

***Action:** Clerk to obtain a wreath/Councillor Romero actions as above.*

4988 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.

4989 Date of Next Meetings:

1st December Pavilion Charity Meeting (via zoom) 7.15pm.

1st December 2020 (via zoom) 7.30pm.

The meeting closed at 9.23pm.