

# **MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL**

## **MEETING NUMBER 491**

**Held via Zoom on Tuesday 1<sup>st</sup> 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.

**Members: 9 Quorum 3**

**Clerk:** Mrs D Bayliss

2 Parishioners

County Councillor Shuter

Meeting opened at 7.30pm

### **4929 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Councillor Raby (Personal)

Councillor Bates (Personal)

### **4930 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION**

None

### **4931 OPEN FORUM FOR PUBLIC PARTICIPATION**

None

### **4932 TO APPROVE MINUTES OF MEETING 490 4<sup>th</sup> AUGUST 2020**

**It was proposed by Councillor Ballard, seconded by Councillor Reed, and resolved** that the minutes of meeting 489 held on 4<sup>th</sup> August 2020 be approved

### **4933 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (For information only)**

- The wheelie bin had been ordered, however the Clerk was waiting for information on payment arrangements and invoicing from the District Council.
- Councillor Reed asked if it was known when the surfacing on the footpath between the pub and the shop was going to be completed. The area has been marked out but not finished (the County Councillor did not have any further information on when this might be done).

- Item 4916 Councillor Trapp had established that the bank on Green Bank Road is owned by Highways and is their responsibility. The letter sent to residents has been rescinded and James from East Cambs Street Scene will send a letter of apology to them. Letters will be sent to private residents and to Sanctuary asking them to maintain the hedge and the fence they are responsible for.

#### Clerks Report:

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1<sup>st</sup> April 2020. The Clerk's pay will be adjusted and back dated accordingly.

#### Councillors Report:

- An Application had been made to the Camping and Caravan Club for a Certificated Camp Site in Abbey Lane on the land adjacent to 'The Barn'. A response is required by 24<sup>th</sup> September, however the Council cannot respond unless the matter is discussed at a full council meeting. As the next meeting of the parish council is not until 29<sup>th</sup> September, Councillor Reid suggested that an extraordinary meeting should be held on 15<sup>th</sup> September. Councillors may send comments to the housing group by 8<sup>th</sup> September.
- An appeal to the secretary of state has been lodged by Cambridgeshire County Council for the 18 houses on Heath Road that were refused permission by East Cambs District Council.

### **4934 COUNTY AND DISTRICT COUNCILLORS REPORTS**

- a) Councillor Trapp gave a brief verbal report highlighting the following matters:
  - There is some controversy surrounding the proposal for turning the Mepal Outdoor Centre into a crematorium.
  - Conversations continue about moving the Newmarket Road Park and Ride south of the A1303.
- b) County Councillor Shuter reported the following matters:
  - The County Council continue to make plans in the light of the COVID outbreak.
  - The indications are that in Cambridgeshire a large number of children will go back to school satisfactorily.
  - Recycling Centres are continuing to use booking systems at the moment and are reviewing the situation to see whether more appointments can be made.

Councillor Shuter left the meeting at 7.45pm

#### 4935 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 July and August should be approved.
- b) The invoices had been circulated via email and will be signed when the council reconvenes.

**It was proposed by Councillor Singleton, seconded by Councillor Ballard, and resolved** that the September 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

#### Payments for Tonight's meeting

Mr J Sugg	Handyman Payment	£60.50	£0.00	£60.50
	Travel			
Mrs D Bayliss	Expenses	£14.40	£0.00	£14.40
JCS Bookkeeping	Payroll	£20.40	£4.08	£24.48
Herts & Cambs Ground Maintenance		£150.0	£30.0	£180.0
	Grass Cutting	0	0	0
		£245.0	£49.0	£294.0
Eastern Tree Surgery	Tree Works	0	0	0
		£156.3	£31.2	£187.6
Viking Direct	Ink	6	7	3
		£100.0		£100.0
MAGPAS	Donation	0	£0.00	0
	Green Waste			
ECDC	Bin	£48.00	£0.00	£48.00

#### 4936 PLANNING MATTERS

- a) Information from NALC on the Government White Paper on changes to the Planning System had been circulated by the clerk. The Neighbourhood Plan Working Group had also received some information from Locality. The Council are being asked to respond to the consultation by answering the 26 questions on the NALC Document.

**Action:** Councillors Trapp and Ballard will review the 26 questions before the next meeting.

- b) It was agreed that the letter to further discussions about aspects of the housing development on Quarry Lane which had been drafted to Woollensbrook Developments by the Housing and Planning Working Group should be sent.

**Action:** Clerk to send letter.

#### **4937 NEIGHBOURHOOD PLAN UPDATE**

There was nothing further to report whilst the group await the outcome of the grant application.

#### **4938 TREES AND BIODIVERSITY**

- a) A report from the working group had been circulated to councillors. The working group continue to discuss matters related to biodiversity and are keen for younger members to join the team, possibly approaching the school and organisations associated with it.

#### **4939 DENNY AND PLAY AREA MATTERS**

- a) The play area inspection was carried out by Councillor Bates.
- The zip wire seat is damaged and needs replacing. Upon further inspection it was noticed that the platform is damaged and in need of repair.

**It was proposed by Councillor Reed, seconded by Councillor Singleton, and resolved** that the zip wire repairs are carried out.

- Following a request in the Beacon for support to deal with anti-social behaviour in the community, a response had been received from one of the school governors suggesting that a presentation might be made at the school to KS2 pupils (7-11) about the importance of respecting their homes and their local environment. It was agreed that this approach would be worth pursuing. The Council will ask if the governor would do some promotion within the primary school, and will also notify her that the parish council had had some contact with Bottisham Village College about anti-social behaviour, and ask her if she would be willing to follow that up in her role as a parent and a governor.
- Councillor Romero had asked for an update from Sergeant Rabel regarding drug use on the Denny but he had not responded.

**Action:** Clerk to order new zip wire seat from Fenland Leisure Play and arrange for the installation and repairs to be carried out.

**Action:** Clerk to respond to parent governor.

- b) The Council had previously suggested that the bunds might be reseeded in the autumn.

**It was proposed by Councillor Reed and seconded by Councillor Ballard, (2 in favour/3 against/2 abstained)** that the bunds are reseeded.

**Motion Not Carried.**

It was agreed that discussing the feeding of the new grass on the bunds would be discussed at the next meeting, and a discussion about planting bulbs and/or wildflowers would be included on the November agenda.

**Action:** Clerk add items to relevant agenda.

- c) It was agreed that an article would be placed in the Beacon about the work that Mr Sugg had carried out in the village on behalf of the Parish Council (subject to his approval).

Councillor Reid suggested that the council should consider slightly increasing the hourly rate for the new handyman in proportion to the increase in the national minimum wage.

**It was proposed by Councillor Reid, seconded by Councillor Romero, and resolved (4 in favour, 1 against, 1 abstention).** that the salary for the handyman is increased to £11.35 per hour.

In the interim the waste bins need to be emptied on a weekly basis (Wednesday) and the green bin in the cemetery fortnightly. Councillor Singleton will do this until a new handyman has been appointed.

**4940 CEMETERY MATTERS**

- a) The Purchase of Exclusive Right of Burial were noted for Robert & Eileen Finbow; Clifford Hill, Geoffrey Ridsdill-Smith and Susan Thompson.

- b) The clerk reported that the burial fees were last reviewed and increased in October 2018.

**It was proposed by Councillor Sewell, seconded by Councillor Reed, and resolved** that the burial fees are increased as follows:

Grant of Exclusive Right of Burial: Increase from £135 to £150

Interment: Increase from £135 to £150

Grant of Exclusive Right for Cremated Remains: Increase from £80 - £90.

Interment of Cremated Remains: Increase from £80 - £90.

Headstone: Increase from £80 - £90.

Additional Inscription: Increase from £80 - £90.

- c) East Cambs District Council had notified the parish council that they were eligible for the COVID-19 Small Business Grants as the council is

registered for business rates at the cemetery. An application form was duly completed and the grant of £10,000 was deposited into the parish council bank account on 24<sup>th</sup> August. The money must be spent on the cemetery. As long as there are no time constraints on spending the funds it was agreed that there should be some expenditure on immediate projects, and some ring-fenced for future maintenance.

**Action:** Clerk to find out if there are any conditions on how the grant is spent.

**Action:** The cemetery working group to prepare a proposal for spending the money (Action Plan)

#### **4941 VILLAGE MAINTENANCE MATTERS**

- a) Councillor Romero suggested that the Council might consider purchasing bike racks for positioning on the green by the notice board opposite the shop. It was agreed that quotations should be obtained and brought back to the next meeting for a decision.

**Action:** Clerk to obtain prices for bike racks.

**Action:** Councillor Trapp to investigate whether there is any funding available from the County Council.

#### **4942 CORRESPONDENCE MATTERS**

- a) A response had been received from DEMAT which was considered a bit disappointing as there was no reassurance about the future of the school, and there is a concern that there is limited village involvement in the leadership and governance.

- It was agreed that a meeting should be held as soon as is practicable with the Head Teacher, Chair of Governors and the DEMAT Chief Executive in order to reiterate the importance of the school to the community and seek reassurance about its future. As Parish Councillors are very familiar with the school, the proposed meeting should take place at a Parish Council meeting.
- The Council will suggest that should a vacancy on the board of governors become available the position should be filled by a Swaffham Bulbeck parish councillor.
- The council would like to liaise with the school on any linked projects, for example Trees and Biodiversity projects.

**Action:** A letter to be drafted in response making these points.

**Action:** Councillors Singleton/Romero to create an action plan of how to proceed.

- b) Previously the parish council had not responded to anonymous letters, however as this is a concern about noise, it was agreed that on this occasion some information will be placed in the Beacon signposting residents to Environmental Health at East Cambs District Council.

**Action:** Put information in the Beacon signposting residents to ECDC Environmental Health and asking residents to be more responsible with their dogs.

- c) It was agreed that a paragraph about what the council's policy on dealing with anonymous letters should be, and that in matters of health and safety the council will respond via the Beacon.

**Action:** Clerk to find a suitable paragraph to bring back to the next meeting for discussion.

#### **4943 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 4944 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 Trapp, seconded by Councillor Singleton, and resolved** that the meeting should be closed to the public and press at 9.12pm

#### **4944 VILLAGE HANDYMAN**

**It was proposed by Councillor Reid, seconded by Councillor Trapp, and resolved** that a gift of a £50 voucher for John Lewis is purchased for Mr Sugg in appreciation of the work he has done on behalf of the council.

**The meeting was re-opened to the public and press at 9.19pm**

#### **4945 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.*

#### **4946 Date of Next Meetings:**

29<sup>th</sup> September 2020 (October Meeting)

The meeting closed at 9.21pm