

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 496

Held via Zoom on Tuesday 5th January 2021 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 John Trapp.

Members: 9 Quorum 3

Clerk: Mrs D Bayliss

5 Parishioners

Meeting opened at 7.30pm

5011 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

None.

5012 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION

Councillor Trapp – 5019 Planning Matters (Planning Committee East Cambs District Council).

5013 OPEN FORUM FOR PUBLIC PARTICIPATION

A parishioner requested that the council consider putting in a drop kerb on the path opposite the cemetery and removing some of the grass to make it easier for pedestrians crossing the road.

Mr Butler-Finbow updated the Council on the amended application for the Cemetery/Pony Field site which had been submitted to East Cambs District Council, showing the re-location of the proposed access from Heath Road, to Quarry Lane. Councillors and members of the public were able to view the plan on the screen and the matter will be discussed at an extra-ordinary meeting of the Council on Tuesday 12th January. in order that the parish council can meet the deadline for consultee responses. The new plan shows footpaths on both sides of the road.

Mr Butler-Finbow had been seeking to meet with a representative from County Council Highways to discuss the access, however, they had informed the District Council that they would only discuss the matter if a formal amendment was submitted.

A concern was raised that nothing had been done to alleviate the issues raised by residents in Quarry Lane about the additional traffic.

5014 TO APPROVE MINUTES OF MEETING 495 1st DECEMBER 2020

It was proposed by Councillor Raby, seconded by Councillor Singleton, and resolved that the minutes of meeting 495 held on 1st December 2020 be approved.

5015 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (*For information only*)

- Discussion about cemetery fees to be included on the next agenda.
- The response from PKF Littlejohn, External Auditor stated that they would not remove the statement about the period of electors' rights from the External Audit Report. The Clerk had sent a follow up email but had not yet had a reply.
- There had been no response yet from DEMAT re the meeting to discuss the future of the school.
- Councillor Trapp had responded to the Eastern Gateway Consultation.

Councillors' Reports:

- Councillor Romero reported that since the strong winds a few trees had blown down in Gutter Bridge wood and that one is blocking the path and needs removing.
- Councillor Romero had attended an online course on 9th December about outdoor play and its importance in the development of children's needs and for community cohesion.

- Councillor Romero reported that it had been brought to her attention that people are not all following the COVID-19 Tier 4 rules although it is not the role of the parish council to follow this up.
- Councillor Trapp reported that approximately £3,000 had been raised in the COVID-19 relief fund and that he had given out about £600 since December 1st.

5016 COUNTY AND DISTRICT COUNCILLORS REPORTS

- There was no report from the County Councillor.
- The District Councillor's report had been circulated prior to the meeting. There were no comments or questions from the councillors.

5017 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- It was agreed that rather than increase the number of bank signatories that two councillors will be appointed each month to authorise the payments ensure timely authorisation of payments.
- It was proposed by Councillor Reid, seconded by Councillor Trapp, and resolved** that the bank reconciliations for December should be approved.
- The budget reports for quarter three were noted by the councillors.
- The following receipts were noted:
Burial Fees £360.
- The invoices had been circulated via email and will be signed when the council reconvenes.

It was proposed by Councillor Bates, seconded by Councillor Reed, and resolved that the January accounts are approved and paid.

Action: Clerk to set up payments for councillor authorisation. Councillors Romero and Councillor Reed to authorise.

Payments Since the Last Meeting

Mrs D Bayliss	Clerk's Salary			Confidential
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Payments for Tonight's meeting

Mr J Wick	Handyman	£113.50	£0.00	£113.50
Mrs D Bayliss	Travel Expenses	£18.40	£0.00	£18.40
JCS Bookkeeping	Payroll	£20.40	£4.08	£24.48
				£1,600.0
Modicum Planning	Neighbourhood Plan	£1,600.00	£0.00	0
Optimum Cash Card	Top Up	£200.00	£0.00	£200.00

5018 TENANCY AGREEMENT AT LODE FARM

The tenancy agreement between Swaffham Bulbeck Parish Council and the Shrubbs at Lode Farm had been finalised. The one area of difficulty was that the agreement does not allow for sub-letting. Further to discussions between the Shrubbs family and the agent (Cheffins) a letter had been received from Mrs Shrubbs requesting that the council continue to allow this as it had always been part of the original agreement.

It was proposed by Councillor Trapp, seconded by Councillor Singleton, and resolved that the council accept the request from the Shrubbs to continue sub-letting part of the land for grazing.

5019 PLANNING MATTERS

a) Planning Approvals

20/01397/FUL 42 Downing Court Swaffham Bulbeck Cambridge CB25 0LP. Extension to the west side and rearrangement of the existing ground floor spaces.

b) Planning Notifications

The Camping and Caravanning Club: Certificated Site Application No. 154/038 at The Land adjacent to The Barn.

The council had received a notification from the Camping and Caravanning Club stating that the Committee had carefully considered all the comments and objections and had decided that they would be proceeding with the application.

The Council were of the opinion that there are a number of unresolved issues here, specific conditions imposed on the original planning approval for the adjacent dwelling relating to the land and whether the application for a camping and caravan site had been considered by East Cambs District Council (ECDC).

Councillor Trapp was still waiting for further information from ECDC and would contact the planning manager on Wednesday 6th January for an update.

Councillor Raby pointed out that the Secretary of State planning inspector had written in the strongest terms about the impact of any development on this site on the landscape.

It was agreed that a letter should be drafted to the Camping and Caravanning Club by Councillor Romero and the Clerk regarding conditions set out on the original planning approval and siting the planning inspector's comments.

Action: Councillor Trapp to seek information from ECDC. Councillor Romero and Clerk to draft letter and circulate to councillors before sending.

5020 COMMUNITY LAND TRUST (CLT) UPDATE

Councillor Romero reported on the CLT meeting which had been held on 15th December 2020.

- The CLT now has a website which provides lots of information including minutes of trustee and public meetings www.swaffhambulbeckclt.org.uk
- The developer Woollensbrook had requested an extension to the planning permission start date for the Quarry Lane site (start should have been made by end of January). This is because of a delay in the signing of the section 106 agreement.

5021 NEIGHBOURHOOD PLAN UPDATE

Councillor Romero reported on the progress of the Neighbourhood Plan steering group who had met with the planning consultant via zoom on 14th December.

- The purpose of the meeting was to discuss which areas may be designated as green spaces which will be protected by the plan. Initially discussions took place about 20 different areas and of these 9 have been shortlisted as potentially meeting the criteria. The other 11 will hopefully be drawn into the plan and protected via policies. Some of these green spaces belong to the parish council (e.g. The Denny and Stocks Hill). A letter had been drafted and will be sent to the owners of the various pieces of land to ask how they feel about designating the land within the plan.
- Further information is being provided for the first draft which will then be considered by the steering group with advice provided by the planning consultant.
- ECDC have been working on a biodiversity policy which the NP can adopt and include in their own plan.
- The first draft of the Plan is to be sent to the Neighbourhood Plan Advisor at ECDC to seek his views, advice and guidance as to whether the information so far will be acceptable to the inspector.

5022 TREES AND BIODIVERSITY

- a) Councillor Raby reported that although the group had not met in December it had had input into the discussion about designated local green spaces in the Neighbourhood Plan.

He is also still in dialogue with the County Council about the promised provision of trees.

5023 DENNY AND PLAY AREA MATTERS

- a) The play area inspection had been carried out by Councillor Reid who reported that the replacement of the gazebo roof is underway and that the latest repairs had been carried out satisfactorily. It was noted that the zip wire platform had not yet been replaced. One of the gates to the play area had been vandalised and a repair had been carried out, however, the gate no longer aligns and does not close properly. The COVID-19 signs on the play area had been defaced and need to be cleaned up.

Action: Clerk to make arrangements for repairs and cleaning to be carried out.

- b) The Denny is being used extensively regardless of the weather which is a deterrent to youths gathering.

5024 HIGHWAYS MATTERS

- a) Councillor Reid reported on the Highways working group meeting held via zoom to discuss installing speed indicator devices in the village. The following concerns were raised at that meeting:

- There is a lack of any hard evidence about speeding in the village.
- Weekly battery changes are required.
- Monthly moving of signs.
- Ongoing maintenance of the signs may be costly.
- Battery changes and moving of signs would necessitate a minimum of two volunteers and possibly a member of staff to undertake them in line with Health and Safety procedures.
- Insurance responsibility rests fully with the Parish Council.

The recommendation of the group is that the council do not proceed with the purchase of signs at this time, and that the matter should be reconsidered after the COVID-19 pandemic has passed when speed watch will be able to resume, and evidence can be found to support the expenditure. If evidence is provided to the County Council, it may be possible to apply to have signs permanently installed like the one on Green Bank Road.

Action: Circulate the Memorandum of Understanding to councillors/The clerk will make enquiries about installing our own posts.

- b) There is still a problem with mud on the road at Fen Lane and it was agreed that an article should be placed in the Beacon along with photographs showing the extent of the problem. A copy of the article would then be sent to all the local landowners. East Cambs District Council Street Scene will be asked if the road could be swept, although there may be a charge for this.

Action: Councillor Ballard will write an article for the Beacon/Clerk to contact ECDC Street Scene.

5025 CEMETERY MATTERS

- a) The Council currently has a cemetery software management package to record the burials taking place in Swaffham Bulbeck cemetery. A quotation had been sought for a linked digital mapping package which will digitise the current paper maps and allow members of the public to search the burial ground from the parish council website.

It was proposed by Councillor Sewell, seconded by Councillor Bates, and resolved that the council purchase the cemetery digital mapping package from Pear Technology for £1420 including training and the first year's hosting costs.

Action: Clerk to purchase software and arrange for the current maps to be transferred to the digital system.

5026 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.

5027 Date of Next Meetings:

12th January – planning meeting 7.30pm.

2nd February 2021

The meeting closed at 9.04pm.