

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 501

Held via Zoom on Tuesday 4th May 2021 starting at 7.30pm

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

Members: 9 Quorum 3

Clerk: Mrs D Bayliss

6 Parishioners

Meeting opened at 7.30pm

5090 ELECTION OF CHAIRMAN

It was proposed by Councillor Reed, seconded by Councillor Trapp, and resolved that Councillor Romero is elected as Chairman of the Council.

5091 CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed the Declaration of Acceptance of Office in the Zoom meeting.

5092 ELECTION OF VICE CHAIRMAN

It was proposed by Councillor Trapp, seconded by Councillor Reed, that Councillor Singleton is elected Vice-Chairman for the forthcoming year.

An amendment was proposed by Councillor Ballard, seconded by Councillor Bates and resolved (all in favour) that Councillor Singleton and Councillor Reid should share the role of vice chairman. Therefore, the amendment was carried and the original proposal fell.

5093 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

None.

5094 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION

Councillor Trapp – 5105 Planning Matters (Planning Committee East Cambs District Council).
Councillor Reed – 5105 Planning Matters – Planning Application 14 Pound Way.

5095 OPEN FORUM FOR PUBLIC PARTICIPATION

Laurie Friday gave a brief overview of the request being considered later in this meeting, that the parish council participate in the funding bid to the Natural Environment Research Council. There were no questions from councillors.

There were no other comments from members of the public.

5096 TO APPROVE MINUTES OF MEETING 500 6th APRIL 2021

It was proposed by Councillor Raby, seconded by Councillor Singleton, and resolved that the minutes of meeting 500 held on 6th April 2021 be approved. (The minutes will be signed as soon as practicable).

5097 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (For information only)

5056: Matt Tyers had responded to the concern raised by Councillor Reid at the last meeting, stating that all external sockets for electric vehicle charging would be located on

the external walls of the dwellings, meaning the cars would be parked adjacent to the property rather than on the road.

Councillor Romero reported that there had been an incident of vandalism on the Denny on the night of 17/18th April, when a number of beer bottles had been smashed in the children's play area and around the pavilion. A crime report had been submitted and the police had contacted the chairman of the council to check whether any play equipment had been damaged.

5098 COUNTY AND DISTRICT COUNCILLORS REPORTS

- a. There was no report from the County Councillor as the County Council is in purdah.
- b. The District Councillor's report had been circulated prior to the meeting. Councillor Trapp gave a brief overview of the report. There were no questions or comments made by the councillors.

5099 TO APPOINT PARISH COUNCIL WORKING PARTY MEMBERS FOR 2021-22

Cemetery Group: Councillor Ballard, Councillor Reed, Councillor Sewell, Councillor Singleton.

CLT & Housing: Councillor Romero, Councillor Bates, Councillor Singleton.

Denny Group: Councillor Bates; Councillor Reed.

Finance Group: Councillor Ballard, Councillor Raby, Councillor Reid, Councillor Trapp, Clerk.

Gutter Bridge Group: Councillor Raby, Councillor Romero, Councillor Sewell.

Pavilion Development Group: Councillor Raby, Councillor Romero.

Policy and Legislation Group: Councillor Ballard, Councillor Reed, Councillor Reid, Clerk.

Transport and Highways Group: Councillor Bates, Councillor Reid, Councillor Singleton, Councillor Trapp.

Trees and Biodiversity: Councillor Raby, Councillor Sewell, Councillor Singleton.

5100 STANDING ORDERS

It was proposed by Reid, seconded by Councillor Singleton, and resolved that the updated standing orders are adopted by the Council.

5101 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- a. Following a meeting between Councillor Trapp, Councillor Reid, and the Clerk, a laptop computer had been purchased at a cost of £599 including VAT. The payment was made via the Optimum cash card.

It was proposed by Councillor Ballard, seconded by Councillor Bates, and resolved that the bank reconciliations for March 2021 are approved.

- b. The Year-end budget reports had been seen by the finance working group, and would be circulated to councillors following this meeting.
- c. The Clerk, in discussion with Councillor Romero and Reid, had purchased a zoom subscription using the Optimum Card.
- d. **Payment of Accounts**

The invoices had been circulated via email and will be signed when the council reconvenes.

It was proposed by Councillor Romero, seconded by Councillor Reid, and resolved that the May accounts are approved and paid.

It was proposed by Councillor Bates, seconded by Councillor Reed, and resolved that the additional two payments as presented at the meeting are included in the payments.

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:

Payee	Item	Net	VAT	Gross
Mr J Wick	Handyman	£90.80	0	£90.80
Mrs D Bayliss	Travel Expenses	£49.50	0	£49.50
JCS Bookkeeping	Payroll	£20.40	£4.08	£24.48
Herts and Cambs G M	Grass Cutting	£306.00	£61.20	£367.20
Cambdays	Gazebo Painting	£90.00	£18.00	£108.00
Trever Bowd	Internal Audit	£64.00	0	£64.00
Microshade	Remote Hosting	£451.00	£90.20	£541.20
Eon	Street Lighting	£13.33	£0.67	£14.00
Rialtas	Finance Software	£124.00	£24.80	£148.80
Herts and Cambs G M	Grass Cutting	£228.00	£45.60	£273.60

5102 TO APPROVE ANNUAL GOVERNANCE AND ACCOUNTING STATEMENT

- a. **It was proposed by Councillor Ballard, seconded by Councillor Romero, and resolved that the Internal Audit Report is accepted by the Council.**
- b. **It was proposed by Councillor Ballard, seconded by Councillor Sewell, and resolved that the Annual Governance Statement should be approved and signed by the Chairman.**
- c. **It was proposed by Councillor Bates, seconded by Councillor Trapp, and resolved that the Annual Accounting Statement should be approved and signed.** (The Chairman will sign the documents as soon as practicable).
- d. The Period of Electors Rights will begin on Monday 14th June and end of Friday 23rd July 2021.

5103 INTERNAL AUDITOR

The current internal auditor is planning to retire, it was consequently agreed that quotations for next year's internal audit would be sought from CAPALC and LGS Services.

5104 SCHEME OF DELEGATION OF COUNCIL MATTERS TO THE CLERK (LGA 1972 s101)

It was proposed by Councillor Reid, seconded by Councillor Singleton, and resolved that the council approve the scheme of delegation as drafted by the Clerk to the Council, and that it will remain in place until the next meeting to be held on July 6th 2021.

- In the event that legislation is passed dealing with and/or impacting on such an infectious disease outbreak, those terms will take precedence over the outlined Scheme of Delegation.
- The Clerk has delegated authority to make all payments on behalf of the parish council, including salaries, utilities and regular maintenance work, as previously agreed by Full Council. Invoices will be circulated to the finance working group and account signatories for information before such payments are made.
- The Clerk has delegated authority to act in such a way as to support the needs of the community during such an emergency as such needs are identified, and to commit any of the Council's resources in support of or to satisfy such needs in consultation with the Chairman and Vice-Chairman of the Council.
- In the event that any procurement decision needs to be made, delegated authority is granted to the Clerk in consultation with the Chairman and Vice-Chairman of the Council to approve the appointment of any contractor, with all decisions made being ratified by the Council at the first available meeting.

- Any decision required regarding the operation of, or development of, any aspect of the Council's work that would normally be covered by Full Council will be delegated to the Clerk in consultation with the Chairman and Vice-Chairman of the Council, with all decisions being ratified at the first available meeting of the Council.

5105 PLANNING MATTERS

a. Planning Applications

21/00400/FUL 14 Pound Way Swaffham Bulbeck Cambridge CB25 0NL. Single storey front extension.

There were no comments from the council on this application.

Action: Responses to be sent to the Planning Department

b. Planning Approvals

21/00115/FUL 2 Pound Way Swaffham Bulbeck Cambridge CB25 0NL. Single storey front extension with internal alterations and re-modelling.

c. Planning Notifications

APP/V0510/W/20/3254839 (19/01469/OUM) Site East of Heath Road Swaffham Bulbeck Cambridgeshire. Outline application for the erection of up to 18no. dwellings along with associated infrastructure and landscaping with all matters reserved. **Revised hearing date 26th May 2021 at 10am.**

5106 PARISH COUNCIL ACTION PLAN

It was proposed by Councillor Ballard, seconded by Councillor Reed, and resolved that the Action Plan as circulated by the Chairman should be adopted.

Action: Upload Action Plan to the PC website.

5107 COMMUNITY LAND TRUST (CLT) UPDATE

Councillor Romero reported that the CLT Trustees had met three times since the last Council Meeting:

- On 12th April, a meeting had been held with the planning officer at East Cambs District Council to discuss the additional information that is required for the application at the Cemetery/Pony Field site. The Chairman of the CLT, the Chairman of the Council and the Landowner had all attended.
- On 14th April, an informal meeting was held where the information was shared with the other trustees.
- On 28th April the Trustee meeting had been held, where the Allocation of Affordable Housing criteria policy based on a points based system, was agreed. An Expression of Interest form will be made widely available including on the CLT website.

5108 NEIGHBOURHOOD PLAN UPDATE

Councillor Romero reported that the fifth draft of the plan had been received which had been updated in line with recommendations from the Neighbourhood Plan adviser at East Cambs District Council. The draft is close to needing the necessary maps to be drawn, some of these will be drawn by a member of the steering group and some by a specialist company. It is hoped the document may be shared with Councillors soon.

5109 TREES AND BIODIVERSITY

- a. Councillor Raby reported that no further working group meetings had been held since the last Parish Council meeting, however, the group are in discussions with the County Council about protected verges.

- b. It was proposed by Councillor Romero, seconded by Councillor Raby, and resolved that the parish council participate in the funding bid to the Natural Environment Research Council.
Action: Clerk to respond to Mrs Friday.

5110 SPEED WATCH

The Police had written to the Speed Watch co-ordinator, notifying him that subject to adherence to COVID regulations, speed watch activities could resume. The current co-ordinator is unable to continue in the role, therefore, the Council will place a request in the Beacon for a volunteer to take over this position. All the other volunteers will be contacted to see if they are still willing to resume this activity.

Action: Place notice in the Beacon.

5111 DENNY AND PLAY AREA MATTERS

- a. Councillor Raby had carried out the play area inspection and noted a few minor repairs which the handyman will be asked to undertake in the first instance. An edge of the wet pour has lifted and the holes on the wooden cross bar of the baby swings have become enlarged, these matters will need to be addressed by Fenland Leisure.

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

- b. Councillor Romero informed the meeting that there had been a report from a member of the public that there are rats running on the Denny. The rats are nesting underneath the gazebo. Contact had been made with a pest control company, however, it is very difficult to take action in a public open space as the use of pesticides is not allowed.

Action: The Clerk, Councillor Bates and Councillor Reed, will seek to pursue a course of action to remove the rats which is in accordance with public space legislation.

- c. Two requests had been received asking the parish council to consider leaving the wild flowers growing on the bunds. Councillor Romero had also received a number of positive comments about the flowers. The Council discussed the matter in some detail but were not agreed on a course of action. **It was therefore, proposed by Councillor Sewell, seconded by Councillor Romero (3 in favour/6 against) that the Council manage the wildflowers, in consultation with the grass cutting contractor. The motion was not carried.**

Action: Clerk to notify parishioners of decision.

5112 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 5105 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, seconded by Councillor Trapp, and resolved that the meeting should be closed to the public and press at 9.15pm.

5113 POSITION OF CLERK TO THE COUNCIL

The Chairman confirmed that the job advert had been placed in the Beacon, the Clerk confirmed it had been placed on the CAPALC website and circulated via the SLCC mailing list.

5114 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.

5115 DATE OF NEXT MEETINGS

- a. 6th July 2021

- b. Zoom meetings are not legal after May 6th 2021, therefore, the Council will not meet face to face until July.
The meeting closed at 9.23pm.