

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 505

Held at Downing Court, Swaffham Bulbeck on 2nd November 2021

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

Members: 9 Quorum 3

Clerk: Mrs S Chambers-Turner

Meeting opened at 7.30pm

5175 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

Councillor Alan Sharp

5176 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION

Councillor Trapp item 5182 Planning matters.

5177 OPEN FORUM FOR PUBLIC

None.

5178 TO APPROVE MINUTES OF MEETING 504 5th October 2021

It was proposed by Councillor Trapp, seconded by Councillor Singleton, and resolved that the minutes of meeting 504 held on 5th October 2021 be approved and signed.

5179 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (For information only)

- None received.

5180 COUNTY AND DISTRICT COUNCILLORS' REPORTS

The County Councillor was not present but provided a written report in advance which was read out during the meeting.

The District Councillors report was circulated to the Parish Councillors prior to the meeting to which no questions were raised. Councillor Trapp asked the Parish Council to consider problems that they may wish to present to Cambridgeshire Police Pilot scheme.

5181 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

- It was proposed by Councillor Reid, seconded by Councillor Bates and resolved that the bank reconciliations for October 2021 are approved.
- Receipts:**
Memorial Permit fees £90.00.
- It was proposed by Councillor Singleton, seconded by Councillor Raby, and resolved that the November accounts are approved and paid. Action: Clerk to set up payments for Councillor Romero and Councillor Bates authorisation.

| Payee | Item | Net | VAT | Gross |
|-----------------------|----------------|-----|-----|--------------|
| Mrs D Bayliss | Clerk's Salary | | | Confidential |
| Mrs S Chambers-Turner | Clerk's Salary | | | Confidential |

| | | | | |
|-----------------------|-----------------|--------|--------|--------|
| Mr J Wick | Handyman | £98.80 | £0.00 | £98.80 |
| Mrs D Bayliss | Travel Expenses | £16.20 | £0.00 | £16.20 |
| JCS Bookkeeping | Payroll | £20.40 | £0.00 | £20.40 |
| Mrs S Chambers-Turner | Memorial Wreath | £30.00 | £0.00 | £30.00 |
| Viking | Stationery | £61.40 | £12.66 | £75.95 |
| Burwell Print | Printing – NP | £76.17 | £15.23 | £91.40 |

5182 PLANNING MATTERS

a. Planning Applications

20/01318/FUL 31 High Street, Swaffham Bulbeck, CB25 0HP, amendment to planning application with clarification of parking arrangements. It was noted that the application has been withdrawn.

5183 NEIGHBOURHOOD PLAN UPDATE

The Regulation 14 Consultation and Strategic Environmental Assessment 6-week consultation ended on 2nd November. The Drop In on 15th and 16th October was visited by 21 people. Several members of the steering group were present to answer questions and provide clarification where required. Consultation responses could be made online, by email or completion of a form. Hard copies of the Plan, a 4-page summary and forms were made available from 4 locations around the village.

A detailed Consultation Statement will be prepared setting out:

- Details of who was consulted
- How they were consulted
- Summaries of main issues and concerns raised
- To show how these issues and concerns have been considered.

After all issues and concerns have been considered, amendments will be made to the Plan, which is likely to take 2-3 months. The final document, with the agreement of the Parish Council, will be submitted to ECDC along with the Consultation Statement. From this point, ECDC takes responsibility for the Plan. Following a period of publicity (Regulation 16 Consultation), ECDC will arrange for an independent examination. ECDC also organises a public referendum (subject to the Plan meeting the * basic conditions at the examination stage).

*Basic conditions are as follows:

- Have regard to national policy
- Contribute to the achievement of sustainable development
- General conformity with the strategic policies in ECDC Local Plan 2015
- Compatible with EU obligations (to continue at present until the UK has its own).

5184 TREES AND BIODIVERSITY

No matters reported.

5185 SPEED WATCH

Councillor Ballard had received correspondence from Speedwatch Cambridgeshire as a way of introduction. Councillor Ballard is to test the equipment thoroughly as it has been suggested that if it is not charged once a month it can affect usage.

5186 DENNY AND PLAY AREA MATTERS

- a. Councillor Reid carried out the monthly inspection for the Denny and play area. It was identified that many of the benches are beginning to show signs of weathering and need further inspection. It was noted that the backless bench seems to have the most significant damage. **It was proposed by Councillor Romero, seconded by Councillor Bates, 8 in favour, 1 against that a bench should be purchased to replace the backless bench.** The wooden shelter plinth is still open to vermin and requires attention.
Actions: Clerk to arrange for a quotation to dig down by 18 inches and fix rodent-proof boarding to side of wooden shelter and to the decked area. Clerk is to arrange a meeting with Handyman to carry out more detailed inspection of benches and report back to the Parish Council.
- b. As previously discussed at the last meeting, the area at the end of the Denny car park has had the tree trunks removed. Suggestions were made that a new bench with trees either side could act as a secondary level of security for the Denny car park area. **It was proposed by Councillor Bates, seconded by Councillor Reid, 1 against and resolved that a new three seater recycled plastic bench should be purchased as a secondary line of security. It was proposed by Councillor Ballard, seconded by Councillor Sewell, 7 in favour, 2 abstentions and resolved that a red hawthorn and a holly tree should be purchased at a maximum cost of £400.**
Action: Clerk to source benches and pass information to Chairman for approval.
Action: Councillor Raby to liaise with Tree Warden about purchase of trees and pass to the Clerk for payment.
- c. Mead Construction provided a quotation to carry out the clearing of the swales at the cost of £400 + VAT and, as supervision will be required Councillor Trapp will attend. **It was proposed by Councillor Singleton, seconded by Councillor Trapp and resolved that the quotation should be accepted. Action:** Clerk to contact Mead Construction to accept the quotation and arrange for the works to be completed after 14th November 2021.
- d. Following the public consultation, the Council discussed in some detail the matter of the wildflowers and planting bulbs to grow on the bunds. The Council were not agreed on a course of action. **It was therefore, proposed by Councillor Romero, seconded by Councillor Sewell, 3 in favour, 6 against that 10m in distance from both the Denny car park and play equipment end should be left uncut. The motion was not carried. A second proposal was made by Councillor Trapp, seconded by Councillor Raby, 8 in favour, 1 abstention and resolved that the area at the end of the Denny car park where the new trees are to be sited, should be developed as a wildflower area.**

5187 GRASS CUTTING

- a. The grass on the Denny and the Cemetery is beginning to become untidy. **It was proposed by Councillor Singleton, seconded by Councillor Bates and resolved that Zion Landscapes should be asked to carry out a final cut of all areas to complete the grass cutting season. Action:** Clerk to contact Zion Landscapes.
- b. Councillor Singleton reported that the requirements of the grass cutting contract had changed since the last contract was awarded. Concerns were raised as to whether the contract had been fulfilled and it was suggested that in future an inspection should take place before invoices are paid. **Action:** Clerk to seek tenders for the grass cutting contract.

5188 CEMETERY MATTERS

- a. A quotation was received from Eastern Tree Surgery to undertake works in the Cemetery to tackle overgrown trees. **It was proposed by Councillor Singleton, seconded by Councillor Reid and resolved that the quotation from Eastern Tree Surgery should be accepted. Action: Clerk to contact Eastern Tree Surgery to accept quotation.**
- b. The Council were advised of types of soil containers that are used in other Parishes. **Action: Clerk to obtain quotes for materials to construct a soil container.**

5189 CLIMATE CHANGE

Councillor Romero suggested that the Parish Council should consider creating an Action Plan for Climate Change as this is a very relevant topic. Another Parish in the area has already implemented such documentation which could be used as a guide as to what is required. The matter is to be retained for the next meeting in December 2021.

5190 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.

5191 DATE OF NEXT MEETING

7th December 2021 at Downing Court, Swaffham Bulbeck.

The meeting closed at 9.35pm.