

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 504

Held at Downing Court, Swaffham Bulbeck on 5th October 2021

Present: Councillor Sue Romero; Councillor Sophie Singleton; Councillor Peter Raby; Councillor Lynn Reed; Councillor Nicky Bates; Councillor Gordon Reid.

Members: 9 Quorum 3

Clerk: Mrs S Chambers-Turner

2 members of the public

County Councillor Sharp

Meeting opened at 7.30pm

5156 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

Councillor Kay Ballard; Councillor Robin Sewell.

5157 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION

Councillor Reed item 5163 – 21/01318/FUL

5158 OPEN FORUM FOR PUBLIC

Two members of the public attended to express a concern on Planning Application 21/01347/FUL. Bedroom 3 overlooks the neighbouring living and bedroom areas therefore wish to propose screening should be used to reduce the visibility.

It was proposed by Councillor Romero and resolved that item 5163 Planning application 21/01347/FUL be brought forward.

5163 – 21/01347/FUL Royal Oak House, 62 Commercial End, Swaffham Bulbeck, CB250NE. Change of use from office space to residential. The Parish Council agree in principle to the permission being granted, with the condition that the single window in bedroom 3 should contain obscure glass or another form of screening. **Action:** *Clerk to record the Parish Councils response with ECDC Planning.*

5159 TO APPROVE MINUTES OF MEETING 503 7th September 2021

It was proposed by Councillor Singleton, seconded by Councillor Reed, and resolved that the minutes of meeting 503 held on 7th September 2021 be approved and signed.

5160 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS (For information only)

- Correspondence had been received about the maintenance of the Cherry tree on the green in Commercial End. Although the tree has been maintained it is suggested that the tree surgeons should inspect to see if further works are required.
- Some of logs on the Denny have now been removed as they were on loan. Concerns had been raised that visually the Denny appears more vulnerable, this matter is to be discussed at the next meeting.

5161 COUNTY AND DISTRICT COUNCILLORS' REPORTS

- a. The County Councillor has not provided a written report on this occasion.

- The County Council have formed a Highways Improvement Board, which will meet on a 6-weekly basis to discuss matters such as gulley cleaning, potholes and how to improve the service provided.
- Councillor Sharp has also been elected as the Vice Chairman for the new Police and Crime Panel, which aims to improve crime prevention, communication and ethical policing.
- The Conservative party are pushing for the unredacted report of the Audit Accounts; more information may be available in November.
- Councillor Romero enquired as to who was responsible for the village signs. The old wooden signs with metal lettering are in a state of disrepair and need attention. Councillor Sharp is to make enquiries and report back to the Parish Council.

b. The District Councillor's report

District Councillor Trapp gave a brief overview of the report which included the following points:

- The Administration at ECDC have instructed that Committees will now submit questions in writing and these will be answered before the meeting. This risks questions and answers no longer being heard in public.
- Operational Services Committee have approved the outdoor sports facilities and playing fields strategy to secure provision, improvement and maintenance of outdoor sports and playing pitches across the district.
- The Council's consultation on the proposed Crematorium at the Mepal Outdoor Centre show the majority of respondents do not support the plan.
- Currently East Cambs provides £23k a year to Newmarket Citizens' Advice Bureau (CAB) which has seen an increase in the demand for their service. However, this funding is under review and as such funding in the future is uncertain.
- Finance & Assets Committee will meet on 5th October. The Committee will discuss the Medium Term Financial Strategy Update which assumes that Council tax will rise by £5 each year from 2022 and that inflation will be 2%. In order to set a legal budget for 2022/23 East Cambs are required to deliver efficiencies in cost of service delivery, reduction in service levels, increased income from fees and charges and increased commercialisation via its trading companies. With the significant losses made by East Cambs Trading Ltd it is difficult to see how the trading companies are going to contribute other than through the interest paid to the Council which is fixed at 3.5%.

5162 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

a. **It was proposed by Councillor Reid, seconded by Councillor Raby, and resolved that the bank reconciliations for September 2021 are approved.**

b. **Receipts:**

Memorial Permit fees £180.00

2nd Instalment Precept £18750.00

c. **Proposal: To Pay October Accounts. Action:** Clerk to set up payments for councillor 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	£90.80	£0.00	£90.80
Mrs D Bayliss	Travel Expenses	£72.00	£0.00	£72.00

JCS Bookkeeping	Payroll	£20.40	£4.08	£24.48
Zion	Grass Cutting	£1250.00	£250.00	£1500.00
PKF	External Audit fees	£300.00	£60.00	£360.00
CAPALC	CICLA Training	£400.00	£0.00	£400.00
Fenland Leisure	Repairs Play area	£744.80	£148.96	£893.76
Modicum Planning	Consultation (NP) Neighbourhood Plan	£800.00	£0.00	£800.00
Mrs S Chambers-Turner	Stamps NP	£20.40	£0.00	£20.40
Mrs S Chambers-Turner	Gift Card	£50.00	£0.00	£50.00
MAGPAS	Donation	£350.00	£0.00	£350.00
Burwell Print	Printing – NP	£634.80	£4.32	£19.95
Burwell Print	Printing – NP	£135.00	£0.00	£135.00

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

Action: Councillor Romero and Councillor Reed to authorise the payments

- d. The 2nd Quarter budget reports were circulated to all Councillors.
- e. **It was proposed by Councillor Romero, seconded by Councillor Trapp and resolved that the next budget meeting will be held on 16th November 2021.**

5163 PLANNING MATTERS

- a. It was noted that the Clerk will distribute planning applications as they are received for discussion at the next meeting.
- b. **Planning Applications**
 - 21/01347/FUL** Royal Oak House, 62 Commercial End, Swaffham Bulbeck, CB250NE. Change of use from office space to residential. This item was moved forward to be discussed after the open forum.
 - 21/01365/FUL** 42 Downing Court, Swaffham Bulbeck, CB250LP, single storey rear extension. The Parish Council were aware that another planning application was granted for the property in late 2020, for which works have not started. Concerns were raised as to whether the permission being sought is for additional building or as an alternative to the permission already granted. The Parish Council had concerns should both be built this would lead to over development of the site. **Action:** Clerk to submit to planning at ECDC, that the Parish Council had no objections if this permission supersedes the previous granted planning application. If this is additional works on the site, the Parish Council objects on grounds of over development.
 - 20/01318/FUL** 31 High Street, Swaffham Bulbeck, CB25 0HP, amendment to planning application with clarification of parking arrangements. The Parish Council objects to amendments being permitted on grounds of over development of the site. **Action:** Clerk to record the Parish Councils response with Planning at EDCD.
- c. **Tree Works Approvals**
 - 21/01150/TRE:** Far Leys, Fen Lane, Swaffham Bulbeck, T1 Ash reduction 5m above ground level.
 - 21/01248/TRE:** Chesterton House, Mill Lane, Swaffham Bulbeck. T1 Holly fell due poor positioning and no longer offering any amenity.

5164 NEIGHBOURHOOD PLAN UPDATE

The Neighbourhood Plan (NP) statutory Regulation 14 Consultation is currently taking place. Stakeholders have been notified and all documentation is on the Parish Council website.
73/2021-22

The NP is subject to a Strategic Environmental Assessment (SEA) on the draft planning policy for the Cemetery/Pony Field site. Natural England, Historic England and the Environmental Agency were consulted and a detailed report has been written by ECDC. Following the consultation, the report includes recommendations in respect to the proximity of Devils Dyke, the conservation area and listed buildings. A 6-week statutory consultation on the SEA report is running concurrently with the Regulation 14 Consultation.

5165 TREES AND BIODIVERSITY

- a. Councillor Raby reported that given the recent appeal by Cambridge County Council against the refusal of planning permission for Heath Road was unsuccessful, the land may be of better use as space for a green project. It was suggested that this could be a joint venture with the County Council as Reach and Swaffham Prior have this arrangement. Councillor Alan Sharp will find out who is the most appropriate person to contact. It was proposed by Councillor Raby, seconded by Councillor Bates and resolved that the Parish Council should approach the County Council to explore the possibility of using the site for a green project. **Action:** *Councillor Raby to write a draft letter and circulate to all Councillors.*

5166 SPEED WATCH

Postponed due to Councillor Ballard's absence.

5167 DENNY AND PLAY AREA MATTERS

- a. Councillor Singleton carried out the monthly inspection for the play area and identified that the matting by the junior swings is coming away from the edging causing a potential trip hazard. The Rope on fireman ladder last rung is fraying, the picnic table closest to the play area has a plastic cover missing, revealing metal and the zip line top bar appears to be rotting. **Action:** *The Clerk to arrange Fenland Leisure to inspect the areas highlighted in the inspection report.*
- b. After a recent meeting with George Ballard, the bunds and swales designer and George Hay, Enforcement Officer it was decided to scoop out the swales and raise the height of the bund near the play equipment to increase security on the Denny. It was also noted that 5 large logs that were on loan were removed in the last week from the car park area of the Denny, which may appear to make the Denny more vulnerable. This matter will be revisited at the next meeting with proposals for increasing the security. **Action:** *Clerk to contact Meads Construction and Prospects Farm Trust for a quotation to carry out works on the Denny.*

5168 CEMETERY MATTERS

- a. It was noted that the Clerk had completed the training provided on the new cemetery package.
- b. Areas of the cemetery are becoming overgrown with low hanging branches. It was suggested that an inspection from Eastern Tree Surgery should be obtained to assess the safety and condition of trees before arranging any essential maintenance. **Action:** *Clerk to arrange a meeting with Eastern Tree Surgery.*
- c. The Parish Council discussed the possibility of having a dedicated container for top soil and the spoil from grave excavations. Councillor Romero suggested that Tim Wilding may be able to help with suggestions for design and construction materials. **Action:** *Clerk to make contact with Tim to see what other Parishes may have used.*

5169 GRASS CUTTING CONTRACT

The grass cutting contract is due for renewal shortly, it was agreed that the documentation will be reviewed before seeking applications. **Action:** *Councillor Singleton to assist the Clerk with preparing the paperwork.*

5170 RELIEF IN NEED CHARITY

Councillor Singleton provided an update on the charity. The next meeting is to be held in April 2022.

5171 REMEMBRANCE WREATH

a. **It was proposed by Councillor Singleton, seconded by Councillor Raby and resolved that the Clerk should arrange for the purchase of a Memorial Wreath from the British Legion.**

Action: *Clerk to purchase wreath.*

b. It was discussed that Councillor Romero would not be available for this year's wreath laying on 11th November 2021. **Action:** *Councillor Singleton and Councillor Sewell to arrange and attend this year.*

5172 JUBILEE CELEBRATIONS

It was discussed that Jubilee Celebrations would be better presented as a joint venture between the Parish Council and the PCC. Councillor Singleton will be the PCC representative and Councillor Trapp will be the Parish Council representative. A meeting will be arranged to start a working group for the preparations of the Jubilee. It was agreed that the Parish Council would take part in the national program of 'plant a tree for the Jubilee' and that a tree may be planted in Gutterbridge Wood.

5173 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.

5174 DATE OF NEXT MEETING

2nd November 2021 at Downing Court, Swaffham Bulbeck.

The meeting closed at 9.26pm.