

**MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL
MEETING NUMBER 458**

Held at Downing Court on Tuesday 5th December 2017 starting at 7.30pm

Present: Cllr Mrs Sue Romero (SR); Cllr Mary Smith (MS); Cllr Gordon Reid (GR); Cllr Peter Raby (PR); (KB);; Cllr Mrs N Bates; Cllr Mrs Lynn Reed; Cllr Kay Ballard (KB);

Members: 9 Quorum: 3

Members of the Public:

Clerk: Mrs D Bayliss

2 Parishioners

Meeting opened at 7.30pm

4373 APOLOGIES FOR ABSENCE

Cllr John Trapp; Cllr Robin Sewell; D Cllr Allen Alderson;

4374 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA

None

4375 OPEN FORUM FOR PUBLIC PARTICIPATION

- The agent for the planning application at Ivy Green, 79 High Street, addressed the council regarding the application (notes attached).
- Following a complaint from a resident the Highways Working Group will look at the condition of all the footpaths in the village.
- A complaint has been received about the mess left by the Environment Agency (EA) concerning some work that has been carried out on the land near to the National Trust Bridge. A letter will be sent to the EA asking them to clear away the detritus (a copy to be sent to the complainant).

4376 PLANNING APPLICATION BROUGHT FORWARD TO THIS POINT

It was proposed by the Chair that this item be brought forward. CARRIED

Cllr MS arrived at 7.38pm

17/01935/FUL Ivy Green, New dwelling and associated works at 79 High Street, Swaffham Bulbeck – It was proposed by Cllr GR and seconded by Cllr PR that the council approve the application.

1 against

1 abstained

CARRIED

4377 TO APPROVE MINUTES OF MEETING 457 7th NOVEMBER 2017

It was proposed by Cllr NB and seconded by Cllr LR that the minutes of the meeting held on 7th November 2017 are approved and signed by the Chairman.

CARRIED

KB abstained from the vote as she was not at the last meeting.

**4378 MATTERS ARISING including REPORTS FROM CLERK AND COUNCILLORS
(For information only)**

None

Cllrs MS & SR attended the local council conference in St Ives on 17th November which they found very interesting and informative. There were three main speakers at the event as well as four workshops, MS & SR attended two each. A number of ideas from the event will be introduced for consideration on future agendas including preparation of an Annual Report for the Annual Parish Meeting and the possibility of setting up a Speed-watch team as it is now possible to volunteer in your own village (January agenda). The other item which was covered related to parish council websites which will be covered later on the agenda.

4379 COUNTY AND DISTRICT COUNCILLORS REPORTS

County Councillor

None

District Councillor

None

4380 PLANNING MATTERS

a) Planning Applications

Item discussed earlier in the meeting.

b) Planning Approvals

17/01238/FUL Demolition of existing dwelling and replace with 6 bedroom, two storey dwelling, garaging and associated site works at Hare Park Stud, Six Mile Bottom, Newmarket for Mr & Mrs L Dettori Noted

c) Other Planning Matters

I. 17/01701/TRE & Trees/Swaffham Bulbeck/CA Tree Work Approval for 56 Commercial End, Swaffham Bulbeck. Clerk

II. 17/01906/TRE & Trees Swaffham Bulbeck/CA Tree Work Approval for 68 High Street, Swaffham Bulbeck.

4381 FINANCES INCLUDING APPROVAL OF PAYMENT OF OUTSTANDING ACCOUNTS

a) Report from Finance Working Group

- Budget Review: The working group had held an initial meeting and came up with a draft budget which was not viable. The working group reviewed the draft budget and it became clear that a significant increase would need to be made to the precept request in order to maintain previously agreed reserves and an adequate contingency. The main reasons for the increase were the increasing need for maintenance of the cemetery, the play area, the Denny and the Denny and Gutter Bridge woods, the employment of a handyman and the significant reduction of the grass cutting grant.

- To Discuss Payment for Zebra Crossing: It was proposed by Cllr LR and seconded by Cllr MS that the council should make an offer of £7,000 against the invoice for £13,270.37 which they believe is equitable. A letter will be sent pointing out that at the same meeting the PC had to vote through a significant increase in the precept because of the removal of grants and increased annual costs.

1 objection

CARRIED

- b)** It was proposed by Cllr SR and seconded by Cllr MS that all Parish Council Payments will be made by BACS from January 2018.

CARRIED

- c)** It was proposed by Cllr KB and seconded by Cllr PR that the draft budget is approved and that precept for 2018/19 is increased to £25,000.

CARRIED

- d)** It was proposed by Cllr GR and seconded by Cllr KB that the bank reconciliation for October is approved.

CARRIED

e) To Note Receipts

— VAT Refund £410.00

— Grass Cutting Grant £847.00

Noted

- f)** It was proposed by Cllr GR and seconded by Cllr PR that the Council pay the Public Liability Insurance for the handyman as a gesture for the first year of the contract at a cost of £104.93.

CARRIED

g) To Pay December Accounts

It was proposed by Cllr NB and seconded by Cllr LR that the December accounts are paid including two additional cheques for £7,000 (300184) for the zebra crossing (Highways Act 1980 s274A) and £500 (300183) for the pavilion charity account (Miscellaneous Provisions Act 1976).

CARRIED

| Cheque No; | Payee | Item | Net | VAT | Total | Power |
|--|------------------------------------|------------------------------------|-----------|---------|-----------|---|
| <u>Payments Since the Last Meeting</u> | | | | | | |
| BACS | Mrs D Bayliss | Clerk's Salary | £501.90 | £0.00 | £501.90 | LGA 1972 s112 |
| BACS | HMRC | Tax & NI | £125.40 | £0.00 | £125.40 | LGA 1972 s112 |
| <u>Payments for Tonight's meeting:</u> | | | | | | |
| BACS | Mr J Sugg | Handyman Payment | £60.00 | £0.00 | £60.00 | Open Spaces Act 1906 ss9 & 10 LGA 1972 s214 |
| BACS | Mrs D Bayliss | Travel/Telephone | £89.57 | £0.00 | £89.57 | LGA 1972 s174 |
| 300175 | JCS Bookkeeping | Payroll | £17.00 | £3.40 | £20.40 | LGA 1972 s112 |
| 300176 | Glasdon UK | Rubbish Bags | £45.88 | £9.17 | £55.05 | Open Spaces Act 1906 ss9 & 10 LGA 1972 s214 |
| 300177 | Mr T Wilding Nightingale | Level Graves in Cemetery | £950.00 | £0.00 | £950.00 | Local Authorities Cemeteries Order 1977 |
| 300178 | Landscapes | Grass Cutting | £561.00 | £0.00 | £561.00 | Open Spaces Act 1906 ss9 & 10 LGA 1972 s214 |
| 300179 | Impress Express Fenland Leisure | Sign for Denny Replace Ramps in | £29.25 | £5.85 | £35.10 | Open Spaces Act 1906 ss9 & 10 LGA 1972 s214 |
| 300180 | Products | Play Area | £1,280.22 | £256.04 | £1,536.26 | Open Spaces Act 1906 ss9 & 10 LGA 1972 s214 |
| 300181 | H J Paintin Ltd | Top up Grave | £20.00 | £4.00 | £24.00 | Local Authorities Cemeteries Order 1977 |
| 300182 | CANCELLED | Zebra Crossing | | | | |
| | | Grand Total>>> | £3,680.22 | £278.46 | £3,958.68 | |

4382 DENNY AND PLAY AREA MATTERS

- a)
 - The play area inspection was carried out by Cllr NB. The main problem identified was that the play equipment is being seriously damaged by the strimmer. (This should be addressed when the grass cutting contract is re-allocated).
 - As a result of the monthly inspections any suitable jobs will be allocated to the handyman via the clerk.
 - A new rota will be sent out for January.
- b) It was proposed by Cllr KB and seconded by Cllr PR that the quotation from Fenland Leisure Products for surfacing under the table tennis table and in front of the gazebo is approved. Clerk
- CARRIED

4383 GUTTER BRIDGE AND DENNY WOOD MATTERS

- a) It was agreed that the clerk is delegated the authority to give permission to Toni Rogers to use either the Gutter Bridge or Denny Woods for Forest School events.

4384 CEMETERY MATTERS

- a) The graves have been levelled and the chalk pile has been reduced.

4385 HIGHWAYS MATTERS

- a) The Council will write to ECDC to ask them to contact the occupant of the Merchants house and ask them to cut back the tree that is obscuring the light on Commercial End. Clerk
It was proposed by Cllr PR and seconded by Cllr NB that the quotation to restore the street light to the bottom of Pound Way is approved.
4 in favour
2 objection

1 abstained

CARRIED

- b) The Grass Cutting Contract for this year ends on 28th February 2018. The new period starts on 1st April. Quotations will be brought to the February meeting for consideration.

4386 SWAFFHAM BULBECK ACTION PLAN

- a) Cllr SR has drafted an action plan which will be circulated so that councillors may discuss it at the next meeting.

4387 PARISH COUNCIL WEBSITE AND EMAIL MATTERS

- a) Cllr MS attended the digital transformation workshop at the Local Council Conference where there was comprehensive information about setting up a 'Wordpress' website, which can be set up for £500 with an annual fee of £120 per year. Councillors would each be allocated specific parish council email addresses in order to comply with the new General Data Protection Regulations (GDPR) which will come into force next May. It may be possible to apply for a grant from the transparency fund to pay for this. Further information will be sought and brought back to the next meeting for further consideration. The current website is not fit for purpose and it is proving very difficult to communicate with the provider.

4388 DATES OF NEXT MEETINGS

Any business and payments, to be considered at Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

January 9th 2018

The meeting closed at 9.21pm