

SEWARDS END PARISH COUNCIL

Parish Clerk – Tracy Coston

33, Rivey Way, Linton, Cambridge, CB21 4LH

Tel: 01223 894462 E-mail: Clerk@sewardsend.org.uk

Minutes of the Parish Council Meeting of Swards End Parish Council

held on Tuesday 14th October, 2025 at 7.30 pm

in St. James Church Hall, Swards End

In the Chair: Cllr. Knowles

Present: Cllrs, Mack, Hutchinson, Chitson

Also present:

Clerk: Tracy Coston

Public: 0

88/25 APOLOGIES FOR ABSENCE: Cllrs: Ridler, Stokley, Powell, Martin Foley and John Moran.

89/25 PARISH COUNCILLOR CO-OPTION: The PC co-opted Mike Chitson to the Parish Council. Mike Chitson signed the Declaration of Office and the Register of Interests, which will be sent to UDC.

90/25 PUBLIC QUESTION TIME (15 minutes): None

91/25 DECLARATIONS OF INTEREST

To receive any pecuniary interests relating to items on the agenda: None

92/25 PLANNING

a) Applications for discussion:

UTT/25/0525/FUL Dutch Barn at Swards End Farm, Redgates Lane

Demolition of existing Dutch Barn and erection of replacement barn to create three residential units.

The PC's comments on the first application were sent in again and the comment that the PC agrees that the new application is a retrograde step as it is not in keeping with the agricultural setting.

b) Decisions:

UTT/25/2082/HHF 35 Radwinter Road, Swards End

PROPOSAL: UDC approved the demolition of existing garage, outbuildings and single storey rear extension. Proposed roof extension with 2 no. front dormers and two storey rear extension, with new front entrance porch, changes to fenestration and internal remodelling.

93/25 MINUTES OF THE LAST MEETING

To approve as a correct record the Parish Council meeting held on 2nd September, 2025.

The previously circulated minutes were approved and signed by the Chair.

94/25 MATTERS ARISING FROM THE MINUTES:

a) Process flowchart (Council Correspondence – Policy and Implementation):

The policy has standardised the approach to emails and correspondence and was adopted by the PC. The Policy will be uploaded on the website.

b) By-Way Cole End Lane: The Clerk sent a thank you email to PROW Highways.

c) Frogs Green by-way: The PC reported the condition of the by-way to PROW Highways again.

95/25 HIGHWAYS ISSUES

a) Footpath down Pounce Hill: Adrian Knowles met with the Town Clerk at SWTC to discuss the 233 houses and the footpath. Adrian Knowles is looking at the obligation of the developers.

b) Moving the 30mph down Pounce Hill: Highways cannot find the application for moving the 30mph speed signs down Pounce Hill. Further enquiries will be made.

c) Update on Local Highways Panel: The Local Highways Panel has been restarted but there is a huge backlog of applications.

96/25 RESPONSES TO LOCAL RESIDENT'S CONSULTATION:

a) Installation of two VAS signs: The VAS signs have been replaced outside the Village Hall and in Walden Road.
The signs include software which downloads the speed of vehicles and records the data.

b) Applying for VAS licence: The application will be put on hold following moving the 30mph signs at the top of Pounce Hill.

97/25 VILLAGE GREEN

a) Quotes for fence at the play area: The quote from Greenscroft for the amount of £ 770.38 was accepted. If there are more broken pailings an additional amount will be allocated to replace them.

b) Cricket Net refurbishment: Mike Chitson offered to look at replacing the steel wires and he will assess the skirt and if it needs replacing.

c) Community Orchard trees: Kelvin Newman is assessing the trees.

98/25 CORRESPONDENCE:

a) Proposed cuts to local bus service to Audley End Station: The PC will send in their objections to the cuts.

b) ECC Community Initiative Grant: The PC will apply for a grant for the outer fence.

99/25 EX-AGENDA

➤ **District Councillors Report:** Clerk to contact John Moran due to no attendance or apologies at the meetings.

➤ **County Councillors Report:** Cllr Foley sent a report and the PC wished him well due to illness.

100/25 FINANCE:

PAYMENTS

D/P	Tracy Coston (October wages)	£	293.62
D/P	Monthly bank charges	£	4.25
D/P	ICO (Information Commissions Office)	£	47.00
D/P	Community Business Suffolk (PC Insurance)	£	586.84
D/P	Elan City (2 x VAS Signs)	£	6,000.00
D/P	Tracy Coston (Expenses)	£	277.90
D/P	CAB (Citizens Advice Bureau) donation	£	150.00
	<u>Total</u>	£	7,359.61

The PC approved a donation to Uttlesford CAB for £ 150.00.

101/25 DATE OF NEXT MEETING

**The date of the next Parish Council meeting is 4th November 2025 at 7.30pm
at St James Church, Swards End.**

The meeting finished at 9 pm.

Signed

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Date

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