Minutes of Swaffham Prior Parish Council Extraordinary Meeting held on Thursday, 24th March 2011 at 7.30pm in the Village Hall.

Present: Mr John Covill (Chairman), Mr David Almond, Mr Eric Day, Mr Peter Hart, Mr Steve Kent-Phillips & Mr G Woollard + 1 member of the public.

871. In Attendance:
Karen King - Clerk

872. Apologies for Absence:
Mr Paul Latchford (*conflicting commitments*)
Mr Andrew Camps (*conflicting meeting*)
Mrs Sandra Gynn (*work commitments*)

873. Members' Declaration of Interest for Items on the Agenda:
None.

874. Public Participation:
No matters raised.

Clerk left the meeting for the next item.

875. Consideration of Planning Application for 10 Mill Hill – *create new vehicular access.* Ref: 11/00188/FUL:
There were no objections or comments for this application.

Clerk returned to meeting.

876. Consideration of Planning Application for Church View Cottage, 54 High Street – *erection of a single storey side extension and a two storey rear extension.* Ref: 11/00200/FUL:
There were no objections or comments for this application.

877. Accounts for Approval including:
Payments
a) CPALC – *Clerk's training – allotments* £55-00

The above payments were agreed. *Proposed: Peter Hart. Seconded: Steve Kent-Phillips.*

878. Clerk's Report:
- *Min.ref.867 - Litter in the Village:* Two sets of litter pickers with gloves and bags supplied by ECDC. Note to Crier report asking for volunteers.
- *Min.ref.868 - Whiteway Drove:* No signs erected to date to warn drivers of the dip in the road. Chased with CCC as a matter of urgency.
- *Min.ref.864 - Noticeboard:* It was found when resiting the noticeboard that the uprights were rotten and needed replacement.

879. Parish Councillors' Reports:
- Steve Kent-Phillips was compiling a list of important parish 'items' to be protected as part of any future plans for the parish. Andrew Camps had suggested to him that footpaths in the parish should be added and that he would compile a list. Geoffrey Woollard thanked SKP for his suggestion that the Little Chapel in the Fen should also be included and possibly become a listed building. GW confirmed that he was to meet with Conservation Officer to discuss.
- Steve Kent-Phillips clarified the status of the land for allotments.
- Steve Kent-Phillips raised the issue of storage and archiving of parish documents. *Ongoing project. Clerk to check on County Archive procedures.*

880. Open Question Time:
No matters raised.

Meeting closed at: 8.15pm