

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 14th April 2011 at 7.30pm in the Village Hall.**

Present: Mr John Covill (Chairman), Mr David Almond, Mr Andrew Camps (Vice-Chairman), Mr Eric Day, Mr Peter Hart, Mr Steve Kent-Phillips, Mr P Latchford & Mr G Woollard plus 4 members of the public.

871. In Attendance:

Cllr David Brown - CCC

Cllr Allen Alderson – ECDC

Karen King - Clerk

872. Apologies for Absence:

Mrs Sandra Gynn (*holiday*)

873. Members' Declaration of Interest for Items on the Agenda:

None.

874. Public Participation:

Min.ref.855: *30 Green Head Road*. Concerns were raised by a member of the public about confidentiality when reporting this item. ECDC's Senior Enforcement Officer had confirmed that the details of the complaint were registered and would be responded to in due course at the Council's discretion.

875. Approve and Sign Minutes of Parish Council Meeting – 10th March 2011:

The minutes were agreed and signed as a correct record. *Proposed: Eric Day. Seconded: Geoffrey Woollard.*

876. Approve and Sign Minutes of Parish Council Extraordinary Meeting – 24th March 2011:

Proposed: Steve Kent-Philips. Seconded: Geoffrey Woollard.

877. Reports:

CCC Matters – Cllr David Brown reported to the meeting:

- *The Highways Policy review group met to finalise their report, which will now go to the Cabinet for discussion.*
- *Full Council met on Tuesday 29 March, with the main items on the agenda being discussion of the third Local Transport Programme for the County and a Lib Dem motion seeking the reinstatement of the current free City Shuttle bus service in Cambridge City. It is intended that this service, wholly subsidised by the County Council, should cease as part of the budget savings. Discussions have taken place with the City Council and the "Love Cambridge" organisation, but neither appears interested in taking on the service. Following some debate the Lib Dem motion was defeated.*
- *Household Waste Recycling Centre, Depot Road, Newmarket, question tabled regarding the centre's future following the announcement by Suffolk County Council that the site will close on 9 May. Various reports have appeared in the local press stating that Suffolk CC had asked Cambridgeshire CC to contribute to keeping the site open - categorical assurance that this is not the case. Cllr Orgee, cabinet portfolio holder has written to his Suffolk counterpart seeking a meeting to explore whether there can be a stay of execution for the site. I am to attend meeting to put the views of local residents. There followed some discussion on this item about resulting fly-tipping in the Fens should the closure go ahead. Cllr Brown added to his report confirming that he now understood the site would remain open to at least the 31/7/11. Geoffrey Woollard thanked Cllr Brown for his 'behind the scenes' work to help keep the site open. Cllr Brown told meeting that the Election for a new Leader of the County Council was to be held on the 15/4/11.*

Peter Hart referred to a media report that said in the Fire Service there was one Manager to 4 Firemen and he wondered if this was necessary. Cllr Brown said he would follow up and report back.

ECDC Matters: Cllr Allen Alderson reported to the meeting.

- CCC and ECDC are looking at new ways to communicate with residents, Parish Councils and community organisations by providing them with targeted news and information from both councils which is relevant to their parish, village or area. This is a consequence of both authorities stopping their residents' magazines as a cost cutting measure. A survey has been produced and is being sent to all parishes and community networks for their feedback. *Cllr Alderson asked for Parish Council's views on the relevance of this survey.*
- *Witchford Recycling Centre:* Work has started on new recycling centre at Witchford.
- *Burwell Pavilion:* Community Services Committee awarded £70,000 to Burwell Parish Council towards the Community Centre on Reach Road, Burwell.
- *Small Villages Fund:* 100% grants still available from this fund. *Cllr Alderson suggested that the Parish Council might wish to apply for a grant to help with the cost of resurfacing the Village Hall Drive.*
- *Geoffrey Woollard thanked Cllr Alderson for his help in moving on travellers in the Fen area.*
- *John Covill told Cllr Alderson that he had notified ECDC about fly-tipping on Barston Drove and other areas.*

878. Correspondence for Circulation/Consideration (see Appendix 1 for correspondence received)

- CCC – *Street Lighting Maintenance and Energy – 1 July onwards:* Two options were given for the level of maintenance for street lighting in the village. It was agreed to go for Option 1 at £20.05 per lighting unit on the basis that at least one-third of the lighting stock had 3-yearly inspection. This was a slightly higher cost per unit but it was considered the additional cost was warranted to ensure fuller, more detailed inspections. *Proposed: David Almond. Seconded: Steve Kent-Phillips. All agreed.*

At this point the Clerk informed the meeting that two planning applications had been received after the deadline date for the agenda.

The Chairman put forward a motion to vary the agenda to include these two applications in order to meet the close date for comments and avoid the need for an extraordinary meeting. This was agreed. *Proposed: Geoffrey Woollard. Seconded: David Almond.*

879. Consideration of Planning Application for Swaffham Prior Sewage Treatment Works, Station Road – erection of glass reinforced plastic kiosk (GRP) to house dosing and control equipment – Ref: E/03002/11/CW (CCC): There were no objections or comments.

880. Consideration of Planning Application amendment for Kent House, 9 High Street – replacement of existing concrete tile roof by slate roof to match the rest of the property, make roof line continuous for this section of the building, repair gable end, roof timbers and other woodwork – Ref: 08/00435/LBC: There were no objections or comments.

881. Matters Arising from Previous Minutes (for information only):

Min.ref.869: The Clerk told the meeting that it was not possible to buy just the liner for the bin in the bus shelter. Councillors agreed that Veolia should empty this bin and ask the Clerk to follow up.

Min.ref.862: The ECDC Conservation Officer, Lorraine King confirmed that she had visited to inspect the Pound wall and was happy to see it left as brickwork and not whitewashed.

Min.ref.857: Oliver Cook of ECDC had confirmed that a sponsor for the Housing Needs Survey had been found (Cambridge Housing Society) and had provided details to Catherine Shilton of Cambridgeshire ACRE. The Clerk to find out exact timescale for survey.

882. Reduced Speed Limits for Village: Agenda item requested by Andrew Camps who referred to newspaper report suggesting that Parishes take responsibility for their own speed limits. Cllr David Brown said that the foregoing was part of policy to be approved in May. It was agreed to wait for formal notification before considering further.
883. Premises on Green Head Road – update on issues raised: Geoffrey Woollard referred to the response from ECDC’s Enforcement Officer noting that the matter was in hand and suggested that no further action could be taken at this time. This was agreed by all.

Cllr David Brown left the meeting at 8.30pm

884. Provision and Use of Allotments: Steve Kent-Phillips confirmed “temporary” status for the ‘Lower Allotment’ area and as such no fencing would be required and the area was open for people to set up allotments.
885. Repairs to Village Hall Driveway – consideration of quote received: Martin Mead of Mead Construction provided advice on options and a quote for the resurfacing work. The quote was in the sum of £4,200 plus VAT. There following discussion with mixed views on what level of work was needed. As suggested by Cllr Alderson, the Clerk was asked to contact Dan Schumann of ECDC to ask about the Smaller Villages Fund. It was also suggested that the VHMC be approached about the possibility of contributing to the costs. With this level of expenditure and the possibility of an application for grant funding the Clerk confirmed that 2 further quotations for the work would be required and she would obtain these. Geoffrey Woollard asked that the Clerk replies to Martin Mead thanking him for his valuable advice and support.
886. Damage to Equipment at Play Area: Steve Kent-Phillips confirmed he had carried out temporary repair work to the play shelter and suggested this was further looked at following RoSPA’s annual inspection. The Clerk was asked to go back to the original supplier to check on guarantees, repairs, etc.
887. Annual Village Assembly – date & agenda: The Clerk circulated draft agendas for the 24th May 2011. These were agreed.
888. Use of Village Hall Meeting Room – hire agreement and charges: These were agreed.
Proposed: Steve Kent-Phillips Seconded: Peter Hart.
889. CPALC – renewal of membership and fees: It was agreed to defer this until the May meeting. The Clerk was asked to review the value of continuing the membership. *Proposed: Steve Kent-Phillips. Seconded: Peter Hart.*

890. Accounts for Approval including:

Payments

a) Karen King – Clerk’s salary	£ 384-00
b) Inland Revenue – Clerk’s tax	£ 96-00
c) K H Services – grass cutting	£ 491-72
d) VHMC – meeting room hire	£ 181-30
Total:	£1,153-02

The above payments were agreed. *Proposed: Peter Hart. Seconded: Eric Day.*

Transfer of £1,000 was agreed. *Proposed: Steve Kent-Phillips. Seconded: David Almond.*

Receipts:

Bus.Saver.Acc:

HMRC – VAT refund £1,276-59

891. Clerk's Report:

- *Grass cutting – ECDC.* Kelley Harrington (K H Services) confirmed that he had not cut Fairview Ground verges as these were not included on his original schedule. On checking with ECDC it was found that the central 'island' had been omitted from their grass cutting schedule. This was brought to ECDC's attention and amended.
- *Allotments:* Following concerns raised by neighbours to the allotments, it was confirmed with the allotment holders that black bin liners stored only contained leaf compost and held no organic waste that might attract rodents.
- *Min.ref.867: Litter in the Village:* Litter pickers with gloves and rubbish bags supplied by ECDC. Item to be included in Crier report asking for volunteers.
- *Moles in Cemetery:* This was reported. Inspection carried out by Parish Councillor but no trace was found. This was to be monitored.
- *Min.ref.867: Footpath repairs at Fairview Grove/The Beeches:* CCC's Paul Butcher confirmed that repairs would be carried out in the near future by one of their minor works teams.
- *Footpath repairs at Mill Hill: as above.*
- *Min.ref.868: Whiteway Drove:* Temporary warning signs in place for dip in road surface.
- *Min.ref.869: School Noticeboard:* Contacted School and they were to remove out-of-date posters and tidy.

892. Parish Councillors' Reports:

- *Kissing gates:* John Covill reported that the gates stored in his yard for several years had now been removed for installation on the footpath from Pulpit Corner to Devils Dyke.
- *Village sign (Reach end):* Andrew Camps reported that the legs to the sign were rusted through. *Clerk to report to CCC Highways.*
- *Year-End Accounts:* Steve Kent-Phillips confirmed that subject to approval at the next PC meeting, the year-end accounts were ready for audit by the External Auditor.

The meeting closed at 9.30pm

893. Open Question Time:

- Mr Limb thanked the Parish Council for moving the noticeboard nearer to the fence & pavement.

894. Appendix 1:

CCC: Traffic Manager Team – HCV Strategy Consultation – *outcome of meeting 2/3/11*
 Dawn Coleman – Cambridge Library Service Review – Next Stages (*email*)
 Passenger Transport – *Outcome of the Consultation Regarding Bus Services (email)*
 Mark Lloyd – CCC Integrated Plan (*email*)
 Alysoun Hodges - Devils Dyke Walk Leaflet (*email*)

ECDC: Chairman – Weekly Highlights
 Darren Hughes – *waste & recycling holiday changes (email)*
 Darren Hughes – *can recycling banks (email)*
 NHP – *update on actions*
 John Hill – *The Future of Neighbourhood Panels in East Cambridgeshire*
 Darren Hughes – *Closure of Newmarket Household Waste Recycling Centre (email)*

General: Mr & Mrs Blanks – *Allotments (email)*
 Moore Stephens – *audit return*
 Cambridgeshire ACRE – *“Community Action”*
 Information Commissioner's Office – *info + training DVD*
 Brian Tully – Ely Police – *“More Effective Responses to Anti-Social Behaviour” (email)*
 CPALC – *Membership 2011-12*
 CPALC – *Local Government Pay 2011-12 (email)*
 CPALC – *Localism Bill Update (email)*
 CPALC – *Future of Local Public Audit Consultation (email)*
 CPALC – *Policy Consultation from NALC (email)*
 CPALC – *New Accounts & Audit Regulations (email)*