

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 12th May 2011 7.30pm in the Village Hall.**

Present: Mr John Covill (Chairman), Mr David Almond, Mr Andrew Camps, Mr Eric Day, Mrs Sandra Gynn, Mr Peter Hart (Vice-Chairman), Mr Steve Kent-Phillips, Mr P Latchford & Mr G Woollard plus 3 members of the public.

The meeting started at 7.35pm following the Annual Parish Council meeting.

897. In Attendance:

Cllr David Brown - CCC
Karen King - Clerk

898. Apologies for Absence:

Cllr Allen Alderson (*holiday*)

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

None.

900. Public Participation:

Royal Wedding Street Party: Emma Fletcher gave a brief report and thanked the Parish Council for their donation towards the costs of putting event. *Everyone agreed that it was a very successful day and thanked Emma for all her hard work and efforts in organising the party.*

Agenda items - Min.ref.879 & 880: Mark Lewinski asked for clarification on the two additional items not on the agenda but considered at the April meeting. It was confirmed that the Chairman put forward a motion to vary the April agenda to include these two planning applications in order to meet the close date for comments and avoid the need for an extraordinary meeting. This was agreed by all. The Clerk also confirmed that a notice was displayed on the noticeboard giving details of the planning applications.

901. Review of East Cambs Core Strategy – Abigail Taylor, Forward Planning Officer attended meeting to discuss the 'Issues and Options Questionnaire'

Abigail circulated copies of the draft questionnaire and took councillors through the questions. Following lengthy discussion on the detail of the questionnaire several concerns were raised by councillors particularly with reference to the parcels of land outlined on the attached map as possible areas for development. It was suggested that some of the areas should not be included.

During discussions it was confirmed that the 'Housing Needs Survey' from Cambridgeshire ACRE had been sent out to all residents and once the results were available should be considered as part of any plans.

The Chairman suspended the meeting at this point to allow members of the public to put their views about the above.

David Greenfield, Mark Lewinski and Michael Limb addressed the meeting. Some concerns were raised about the detail of the questionnaire and a further parcel of land was suggested.

The Chairman reconvened the meeting.

Abigail Taylor said she had noted the comments of the Parish Council and those attending and would review the questionnaire with Katie Child and come back to the Clerk with a second draft for consideration. She stressed that it was important to work in partnership with the Parish Council to agree the detail of the questionnaire before it was circulated to residents.

902. Approve and Sign Minutes of Annual Parish Council Meeting – 14th April 2011:

The minutes were agreed and signed as a correct record. *Proposed: Geoffrey Woollard.*
Seconded: Steve Kent-Phillips.

903. Reports:

CCC Matters – Cllr David Brown reported to the meeting:

- *Local Government Association Rural Commission.* I represented the County Council at a meeting. One of the main topics for discussion was the practicalities of the Government plans to roll-out superfast Broadband nationwide. The Greater Cambridgeshire Local Enterprise Partnership has applied to be one of the first areas to take part in the project.
- *The East Cambridgeshire Community Safety Partnership* met to receive various updates on crime and disorder matters. The ECCSP has been given a new duty by Government, which is to undertake a review of any homicide in which domestic violence has played a part. We had a lengthy discussion on how to fulfill that duty (which hopefully will not be needed) and agreed to ask the next meeting to appoint 2 Councillors to a County-wide panel from which an independent Chairman for any review will be selected.
- Attended a number of informal cabinet meetings.
- *Leader of the Council.* As reported previously, Cllr Jill Tuck has announced that she will not be seeking re-election as Leader of the Council at the Annual Meeting on 17 May. At a Conservative Group meeting we elected Cllr Nick Clarke as Leader (designate) of the Conservative Group. Subject to a formal vote on 17 May Cllr Clarke will be confirmed as the new Leader of Cambridgeshire County Council. I feel greatly honoured that, subject to a formal vote at the same meeting Cllr Clarke has asked me to join the County Council Cabinet to take responsibility for the Children and Young People's portfolio.

ECDC Matters: (Clerk reported as requested by Cllr Allen Alderson).

Newmarket Recycling Centre: This was due to close on the 9th May but has been given a reprieve until the 31st July to allow discussions on how to secure its future.

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

CCC – Update on Parish Paths Activities – East Cambridgeshire. Peter Hart confirmed he would complete forms and continue as P3 representative.

CCC – Grass Cutting: Public Rights of Way. Noted.

ECDC – Consultation on Delegated Services Protocol. Steve Kent-Phillips said he had reviewed this document and advised that no further action. This was agreed.

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

Min.ref.878: Kim Sheldrick informed the Clerk that he had measured up the noticeboard for replacement Perspex, etc., but noticed that a fungi was growing in the noticeboard. He asked for confirmation that the Parish Council still wished him to go ahead with the refurbishment works. *It was agreed that the repairs should go ahead. Clerk to reply to KS.*

Min.ref.877: Cllr David Brown confirmed that he was waiting on a response from the Fire Authority with regard to question raised by Peter Hart.

Min.ref.879: Cllr David Brown confirmed that work was to go ahead at the Sewage Treatment Works on Station Road. There were no objections.

Min.ref.891: Steve Kent-Phillips confirmed that he had inspected for moles at the cemetery but could not find anything. To be monitored.

Cllr David Brown left the meeting at 9.05pm.

906. Consideration of Planning Application for The Smock Tower Mill, Mill Hill – replacement windows and doors with UPVC units on northeast and southeast single storey extensions – Ref: 11/00332/LBC.

There were no objections. Comments to be recorded; PC's concern that the application was retrospective and the need to seek the advice of the Conservation Officer.

907. Approval of Annual Audit Return including Governance Statement:

Steve Kent-Phillips summarised for 2010/11. General comments:

- Clerk's salary under budget.
- Play area was a little over budget due to maintenance
- Reserves up nearly £2,000 – total £14,648.

SKP confirmed that Mike Malster had carried out the Internal Audit as required and signed the Audit Return. Following this the Audit Return including the Governance Statement was agreed: *Proposed: Geoffrey Woollard. Seconded: Peter Hart. All agreed.*

908. Repairs to Village Hall Driveway – consideration of additional quotations received:

Two further quotes were obtained from Grays Surfacing and D Watts. Eric Day told meeting he had filled some of the potholes and considered that this was sufficient. The Clerk reported the need to cut back the trees and vegetation. David Almond proposed that as this was not a good time to cut back the trees, etc., this with the work to the driveway should be considered further in October. This was agreed by all.

909. Annual Inspection of Play Area by RoSPA – review of report received:

A copy of the report was circulated. There were no items requiring urgent attention. The Clerk told meeting that the picnic table was damaged and had been cordoned off with tape. It was agreed to ask Kim Sheldrick to carry out repairs.

910. CPALC – renewal of membership and fees:

It was agreed not to renew membership for this year. *Proposed: Geoffrey Woollard. Seconded: David Almond.*

911. 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) Playsafety Ltd – annual inspection of play area	£ 75-60
e) CPALC – membership	£ 247-33 (subject to above)*
<u>Total</u>	<u>£1,047-32</u>

As agreed above, this was not paid.

The above payments were agreed. *Proposed: Peter Hart. Seconded: Steve Kent-Phillips.*
Transfer of £1,000 was agreed. *Proposed: Peter Hart. Seconded: David Almond.*

*Receipts:**Comm.Acc:*

Mike Malster – allotment rent x 2	£10-00
Paul Fuller – allotment rent	£ 5-00

912. Clerk's Report:

Further concerns received about parking on verge at Fairview Grove.
Min.ref.881: Litter bins reported to ECDC/Veolia for emptying.

913. Parish Councillors' Reports:

- Steve Kent-Phillips reported that a sprinkler was being used at the allotments. *The Clerk was asked to write to all allotment holders to confirm that the use of sprinklers is not permitted.*
- Paul Latchford reported that vegetation needed cutting back on the footpath at The Beeches. *Mark Lewinski offered to do this. ML was thanked for his help.*
- Peter Hart confirmed his apologies for the Annual Village Assembly.
- Peter Hart reported that 3 of the kissing gates had been installed on the footpath from Pulpit Corner to Devils Dyke with 2 outstanding.

The meeting closed at 10.05pm

914. Open Question Time:

- David Greenfield thanked the meeting for the opportunity to speak.

915. Appendix 1:**CCC**

Central Cambridgeshire – *Cycle Map*

Chris Tucker – *Parish Grass Cutting*

ECDC

Chairman – *Weekly Highlights*

Julie Cornwell – *A Strategy for Sustainable Communities in East Cambs 2011-2031*

John Hill – *The Future of Neighbourhood Panels in East Cambridgeshire*

Darren Hughes – *alternative household waste recycling centres*

Lyn Bagwell – *Draft Zoo Licensing Policy*

Joan Cox – *co-option of vacancies*

Katie Child – *Managing Future Changes in East Cambs – Parish Plans*

Melanie Sage – *Parish Councillors – Registration & Declaration of Interests following an Election*

Planning

Planning Application – *The Smock Tower, Mill Hill – replacement of windows and doors with UPVC units on northeast and southeast single storey extensions.*

Planning Application – *Windmill Cottage, 34 Mill Hill – First floor rear extension*

Planning Permission – *10 Mill Hill – Create new vehicular access*

**Planning Permission – *Church View Cottage, 54 High Street – erection of a single storey side extension and a two storey rear extension + additional details.*

General

Play Safety Ltd – *Play Area Safety Inspection Report*

The Voluntary Network – *information on services/request for donation*

Brian Tully, Cambs Policy – *ASBO's – Government consultation*

Cambridgeshire Playing Fields Association – *newsletter*

Cambridgeshire ACRE - *newsletter*

NALC – *policy consultation – review of statutory duties*

CPALC – *Future of local public audit consultation*

CPALC – *Localism Bill update*

CPALC – *Local Government pay briefing*

CPALC – *Equality Act 2010*