

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 8<sup>th</sup> December 2011 7.30pm in the Village Hall.**

Present: Mr John Covill-Chairman (JC), Mr Peter Hart-Vice-Chairman(PH), Mr Andrew Camps(AC), Mr. Eric Day(ED), Mrs Sandra Gynn(SG), Mr. Steve Kent-Phillips(SKP) & Mr Geoffrey Woollard(GW) plus three members of the public.

1007. In Attendance:

CCC - Cllr David Brown  
ECDC - Cllr Allen Alderson  
Karen King - Clerk

1008. Apologies for Absence:

Mr David Almond (*conflicting commitment*)

1009. Members' Declaration of Interest for Items on the Agenda:

None.

1010. Public Participation:

*(Non-agenda item).* Alastair Everitt asked if the Parish Council shared in his concern that no reply had been received from Cambs ACRE to the Crier Editor's letter concerning the lack of information and consultation when naming the Earthworks Way. *Councillors agreed that ACRE had a duty to at least acknowledgement receipt of the letter. There followed discussion on the funding of the Earthworks project.*

1011. Approve and Sign Minutes of Parish Council Meeting – 13<sup>th</sup> October 2011:

The minutes approved and signed as a correct record. *Proposed: Geoffrey Woollard. Seconded: Peter Hart. All agreed.*

1012. Reports:

*CCC Matters – Cllr David Brown reported to the meeting - A copy of Cllr Brown's report was circulated prior to meeting.*

- JC thanked Cllr Brown for CCC's recent work to the surface of Little Fen Drove.
- SG asked if the increased number of children needing school places at Burwell Village College in the coming year would have a knock-on effect for SP School. *Cllr Brown said he knew that the Head of BVC was very keen to work with SP School.*

*ECDC Matters - Cllr Allen Alderson reported to the meeting.*

- On November 19<sup>th</sup> attended the Swaffham Internal Drainage Board. As ECDC partly fund the board we have four district councillors on the board.
- On November 8<sup>th</sup> the Development and Transport Committee, of which I am a member, agreed a twelve week public consultation on the proposed charging for Ely's car parks.
- In November I also attended a budget briefing by a senior council financial officer in order to have a better understanding of next year's finances in the run up to next year's budget.
- Last year the Housing team at the Council received over 1700 requests for help, re-housing over 200 families, supported 26 families threatened by domestic violence and it delivered 147 new affordable housing units. 147 are not enough to meet the current demand and we must find ways to increase this number.
- The Council's Conservative group is presently exploring the setting up of housing trusts, working with interested Parish Councils or landowners as a possible way of increasing the supply of affordable housing.

1013. Correspondence for Circulation/Consideration (see Appendix 1 for correspondence received)
- CCC – Local Minor Highways Improvements Funding Scheme: *SKP told the meeting that CCC Highways had earmarked some funding to carry out repairs to the Station Road footpath (subject of last year’s application – min.ref.715-10/06/10). It was agreed by all not to submit an application for 2012/13.*
  - CCC – A & B Road Speed Limit Review: *SKP asked to carry this forward to item 11 on the agenda (min.ref: 1020).*
1014. Matters Arising from Previous Minutes (for information only):
- Min.ref.1002: *SKP apologised for not having a summary of the budget figures ready for the November meeting.*
1015. Consideration of Planning Application for Portrait Bench (bench which is also a piece of art work with tree life size 2-D cutouts of people standing around bench) – Land at Reach Lode Bridge Split Drove, Swaffham Prior – Ref: 11/01067/FUL.  
There were no objections or comments.
- The Chairman put forward a motion to vary the agenda to consider the following two planning applications to meet the close date for objections/comments and avoid the need for an extraordinary meeting. This was agreed by all.*
1016. 52 Green Head Road – demolition of existing two storey extension and erection of a single storey and two storey extensions. Ref: 11/01097/FUL.  
There were no objections or comments.
1017. 6 High Street – proposed two storey extension. Ref: 11/00999/FUL.  
There were no objections or comments.
1018. High Street Parking – further correspondence received:  
A further letter was received from expressing disappointment for the Parish Council’s response on this issue. Following discussion the Clerk was asked to reply to assure residents that a monitoring exercise was carried out and CCC was asked to advise as recorded in the November minutes. In addition the Parish Council had a responsibility to consider the impact of any measures taken for the village as a whole noting that unfortunately village roads did not allow for the modern day traffic/parking resulting in several areas in the village where care and caution was needed.
1019. Request for Repairs to Village Hall Fencing:  
A letter was received from the Head Teacher at the School informing the PC that following a recent visit from the School Inspector and subsequent risk assessment carried out by CCC, some “safe-guarding issues” were raised concerning fencing and boundaries. The PC was asked for its help in repairing and improving the fencing on the boundary between the School and the Village Hall. SKP told the meeting the School was to obtain costs for all the recommended work. The removal of stiles was also referred to and it was confirmed that these were not part of the public footpath and as such the School was responsible for their removal. The VHMC had agreed to part fund the fencing work. Following discussion, it was agreed that subject to detailed costs and negotiations, the PC would help fund the work in partnership with the School and the VHMC with the caveat that this would only be for the parts of the boundary fencing they were responsible for. SKP confirmed that he would inform the School.  
*Proposed: Steve Kent-Phillips. Seconded: Paul Latchford.*
1020. Reduction of speed limit on Mill Hill:  
SKP summarised the results of the CCC “A & B Speed Limit Review”. These suggested that there was no justification for changing the speed limit from 40mph to 30mph on Mill Hill. Councillors were of mixed views and concerns about this. SKP gave more detail about the

costs involved in reducing the speed limit and that he was waiting for confirmation from Kevin Hall (CCC) on more accurate costs for these and the consultation process. He reminded the meeting that the Parish Council would be responsible for the costs. *Cllr David Brown suggested at this point that the main consultees would be the Police and Fire Service and said he would find out the Police contact and let SKP know.*

It was agreed to wait for confirmation of costs and discuss further at next meeting.

*Cllr David Brown left the meeting at 9.05pm*

1021. Use of Lower Allotment Field:

AC and the Clerk met with Alistair Lee and Phillip Blundell at the allotments to work out boundaries, etc. AC took measurements. Alistair Lee provided a draft sketch and details for the use of his allotment – this was circulated. Following discussion it was suggested that a more detailed plan was needed to confirm allotment boundaries, access, etc. It was agreed that a further meeting on site was needed. Carried forward to next meeting.

1022. Accounts for Approval including:

*Payments*

a) Karen King – <i>Clerk's salary</i>	£ 278-40
b) Inland Revenue – <i>Clerk's tax</i>	£ 69-60
c) Karen King – <i>Clerk's expenses &amp; reimbursements</i>	£ 174-19
d) K H Services – <i>grass cutting</i>	£ 189-97
e) John Covill – <i>chairman's expenses</i>	£ 40-00*
	<u>Total £ 752-16</u>

*\*SKP asked that this payment be added.*

The above payments were agreed. *Proposed: Steve Kent-Phillips. Seconded: Paul Latchford. All agreed.*

Transfer of £750 was agreed. *Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Agreed by all.*

*Receipts:*

Bus.Acc:

Interest – 5/9-4/12     £3-43

1023. Clerk's Report:

- Min.ref.994- *Black Drove to Reach (public byway No.20)*: Karen Whymark acknowledged reply saying that she would keep the PC informed of further actions. *Cllr Alderson reported that the surface had been levelled out at each end of the byway. He also informed councillors that Barston Drove had been cleared.*
- Min.ref.1004 – *bus stop litter bin*: The emptying of this bin still remained a problem and had again been reported to ECDC/Veolia. *Cllr Alderson said he would follow this up.*
- *Grasscutting Services*: K H Services confirmed that they had carried out the last cut for this year.
- *Housing Needs Survey*: It was confirmed with Cambs ACRE that the PC did not wish at this time to have a presentation on the results of the survey.

1024. Parish Councillors' Reports:

- PH reported that the potholes on the village car park drive were getting worse and were in need of some attention.
- PH felt that elements of the 'Village Vision' questionnaire results had not been sufficiently reviewed and asked that this be included on the next meeting agenda.
- SKP offered to store the grafitti kit received from ECDC.

*The meeting closed at 9.45pm*

1025. Open Question Time:

Alastair Everitt asked to see a copy of planning application (min.ref.1015).

Alastair Everitt advised the meeting that the School would need to use approved contractors when costing the repairs, etc and suggested caution when these were reviewed.

Appendix 1:**CCC**

Amy Jones – New Communities Pathway Website

Richard Preston – A & B Road Speed Limit Review

Adam Cobb – Local Minor Highway Improvements Funding Scheme

Paul Butcher – work on Fen Drove

Karen Whymark – Black Drove to Reach

Amanda Warburton – Older Person’s Newsletter

Passenger Transport – reminder on consultation to remove all bus service subsidies.

**ECDC**

Chairman’s Weekly Highlights

Julie David – Ely Car Parking Proposal – consultation

**Planning**

National Trust – planning application – Portrait Bench – Land at Reach Lode Bridge Split Drove. Ref: 11/01067/FUL.

*52 Green Head Road – demolition of existing two storey extension and erection of a single storey and two storey extensions. Ref: 11/01097/FUL.*

*6 High Street – proposed two storey extension. Ref: 11/00999/FUL.*

**General**

Dr Laura Davey – High Street Parking

Hannah Curtis – Head Teacher of School – security/fencing

Alastair Lee – further details on allotment

Cambridgeshire ACRE – Newsletter

CPALC – online newsletter

CPALC – Localism Update/Localism in Cambridgeshire

School Newsletter