

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 12th January 2012 7.30pm in the Village Hall.**

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

1026. In Attendance:

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

1027. Apologies for Absence:

Eric Day (*family commitments*)

1028. Members' Declaration of Interest for Items on the Agenda:

Geoffrey Woollard declared a personal interest for item 9 of agenda (Min.ref.1035) confirming that as part of this item he would be alluding to the 'The Little Chapel in the Fen' but would not take any part in discussion or decision.

1029. Public Participation:

None.

1030. Approve and Sign Minutes of Parish Council Meeting – 8th December 2011:

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

1031. Reports:

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

- Referring to Cllr Brown's report about charges for those parking at this site and then walking to Addenbrookes for work or appointments, PL asked was it not the primary purpose of Park & Ride to alleviate congestion? Cllr Brown said "Yes". PH queried the new charges and Cllr Brown said these had not been discussed.

ECDC Matters - Cllr Allen Alderson reported to the meeting.

There were no questions for Cllr Alderson.

1032. Correspondence for Circulation/Consideration (see Appendix 1 for correspondence received)

- CCC – Street Lighting PFI – Cambridgeshire. This letter referred to the contract to upgrade the old street lighting columns and the reduction in the budget for the work resulting in about 10% of the old street lighting not being replaced in communities. Also details of standard street lighting column for approval. *DA noted that the Parish could lose 2 of its street lights. The Clerk was to reply asking that the Parish Council be kept informed of any possible cuts in street lighting and confirm agreement to the standard type of street lighting column.*
- ECDC - East Cambridgeshire Community Infrastructure Levy - Preliminary Draft Charging Schedule – *no comment.*
- ECDC – 'ShapeYourPlace' – Member Seminar 18/1/12 – *details of community website and invitation to seminar.*
- ECDC – LDF Consultation Draft Statement of Community Involvement – *general discussion. Cllr Alderson said in future Parish Councils will be more involved in planning considerations.*

1033. Matters Arising from Previous Minutes (for information only):
Min.ref.1019: Fencing to School/Village Hall boundary: SKP confirmed that detailed costs were pending.
Min.ref.1020: Traffic calming on Mill Hill. SKP confirmed that he was still waiting on costs from Kevin Hall of CCC.
1034. Grass Verge at top of Fairview Grove – letter received:
 A letter was received from Mark Lewinski reiterating his concerns about the damage caused by vehicles parking on the grass verge. This was discussed and SKP as Highways Warden said he would contact Paul Butcher of CCC Highways and ask for his advice on this matter and report back to next meeting.
1035. Results of ‘Village Vision’ Questionnaire – further consideration:
 PH suggested at the January meeting that although the results had been considered as part of ECDC’s presentation at last November’s meeting he felt that there were one or two suggestions that had been overlooked and worthy of a further mention.
- Traffic calming on Mill Hill. *Discussed and ongoing.*
 - Provision of a Shop and Post Office. *It was generally felt that this was not a viable option but should the opportunity arise at a future date, it should be supported.*
 - Improvements to the Village Hall. *It was suggested that this was a matter for the VHMC.*
 - PH highlighted the advantage of additional footpaths to allow an easier circular walk and confirmed that he was happy to assess interest and take this forward but warned that this was a slow process. Members confirmed their support and thanked PH.
- GW informed the meeting that ‘The Little Chapel in the Fen’ had recently failed to gain ECDC’s Listed Building status but that an alternative option was to include the Chapel on the ‘Buildings of Local Interest’ list. GW asked the meeting to consider this option. *GW took no further part in discussion and did not vote.*
- Following discussion it was agreed that the Clerk should write to the Conservation Officer at ECDC to confirm the Parish Council’s support for the Chapel’s inclusion on the ‘Building of Local Interest’ list. *Proposed: Steve Kent-Phillips. Seconded: Sandra Gynn. Agreed.*
1036. Use of Lower Allotment Field.
 JC & AC had met again with Alastair Lee and Phillip Blundell at the allotment field to agree a more definitive map for the size and number of allotments. PB asked to plant some hedging on the roadside of the allotment.
- At this point the Clerk reminded councillors that under min.ref.999 from the November 2011 meeting it was agreed to rent an allotment to Alastair Lee for the sum of £50/annum under the terms of the Allotment Agreement and that this had been confirmed to AL. The Clerk referred to Standing Order 11 as below:
- Rescission of previous resolutions:
A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- Following the further meeting referred to above there was some discussion on amended terms and payment for the allotments. In order to reopen discussion and make any changes a special motion would need to be placed on the agenda of the next meeting and once this was agreed, the matter would be reopened for discussion and amendment. The Clerk was asked to arrange the rescission motion and confirm with the allotment holders that no decision could be taken until the February meeting due to a procedural matter but that the PC was very keen to move things forward.

1037. Reduction of speed limit on Mill Hill:

Cllr Brown forwarded contact details for Cambridgeshire Constabulary Traffic Management Officer as promised at last meeting. SKP sent an email with details of proposals for Mill Hill and reported on the reply received. SKP considered that the reply represented an “emphatic no” to the suggested measures and that without the support of the Police there was no need to continue. Cllr Brown suggested that the reply could read as the need to put in physical traffic calming measures rather than just signage. SKP asked members if they wished him to speak with Kevin Hall about costs for alternative measures. This was agreed and SKP was thanked for his efforts.

Cllrs David Brown and Allen Alderson left the meeting at 9pm.

1038. Final Approval of Budget/Precept for 2012/13:

The Precept figure of £14,500 was agreed. SKP confirmed the budget would run at a small deficit. *Copy of budget statement attached.*

1039. Accounts for Approval including:*Payments*

a) Karen King – <i>Clerk’s salary</i>	£ 307-20
b) Inland Revenue – <i>Clerk’s tax</i>	£ 76-80
c) Karen King – <i>expenses</i>	£ 60-00
d) The Wildlife Trusts – <i>annual subscription</i>	£ 36-00
e) SLCC – <i>annual subscription</i>	£ 48-50
f) CCC – <i>streetlighting energy charges</i>	£ 370-44
g) Viking Direct – <i>computer supplies/stationery</i>	£ 45-66
<u>Total</u>	<u>£ 944-60</u>

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

Transfer of £1,000 was agreed. *Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Agreed by all.*

Receipts:

HMRC – <i>VAT refund</i>	£ 892-93
Mr Beaumont – <i>purchase of Exclusive Right of Burial(PN.870)</i>	£ 130-00 (<i>double fee – min.ref:996</i>)
<u>Total:</u>	<u>£1,022-93</u>

1040. Clerk’s Report:

- *Cage Hill – dumping of vegetation:* This was continuing. SKP to inform Mark Mahaffey of ECDC.
- *Repairs to Station Road footpath:* Confirmation of funds available through CCC’s “Additional Highway Scheme Funds 2011/12”.
- *Treeworks:* Copy of approval received from ECDC for treeworks at Anglesey House, 59 High Street.

1041. Parish Councillors’ Reports:

- PH reported that the potholes on the village car park driveway were getting worse and needed repairing.
- A resident had asked SKP why the water was turned off at the cemetery. *The Clerk explained that this was turned off to prevent a repeat of last winter’s burst water pipe. It was suggested that the water should be turned back on but monitored through the winter months.*
- PH told the meeting that the footpath from Cage Hill – Coopers Green was partially blocked by overgrown vegetation. *Steve Kent-Phillips said he would speak with Paul Butcher of CCC.*
- JC reported damage to the gate at the back of the play area. *This is to be repaired.*
- JC said that overflow parking for football matches was churning the verges on Station Road. *Clerk to inform Burwell Tigers F.C.*

- PL reported on the amount of litter in the village and particularly on the verges of the B1102. *The Clerk suggested a 'Litter Picking Day'. In other parishes this is an annual event to tidy up parish paths and areas where litter is a problem. Notice to be put in Crier/*

The meeting closed at 9.20pm

1042. Open Question Time:

Alastair Everitt asked for details on ECDC Seminar – 'ShapeYourPlace' and copy of email from Police re Mill Hill traffic calming.

Appendix 1:

CCC

Chris Capps – Street Lighting PFI – Cambridgeshire

Deborah Marchant – Protected Road Verges

Traffic Management – HCV Strategy Documents

ECDC

Chairman's Weekly Highlights (email-weekly)

Julie Cornwell – 'ShapeYourPlace' – Member Seminar, 18th January 2012

Brendan Troy - East Cambridgeshire Community Infrastructure Levy - Preliminary Draft Charging Schedule

Sarah Ratcliffe – LDF Consultation – Draft Statement of Community Involvement

Julie Cornwell – NHP – Posters/Newsletter

Giles Hughes – Approval for tree works – Anglesey House, 59 High Street

General

Mark Lewinski – Grass verge, top of Fairview Grove

PC Clive Holgate – 'Your Community-Your Speed Limit'

Newsletter – School

CPALC – minutes, etc – AGM

Dynamic Fireworks – Celebrate the Queen's Diamond Jubilee