

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 10<sup>th</sup> May 2012, 7.30pm in the Village Hall.**

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

1098. In Attendance:

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

1099. Apologies for Absence:

None.

1100. Members' Declaration of Interest for Items on the Agenda:

None.

1101. Public Participation:

No comments.

1102. Approve and Sign Minutes of Parish Council Meeting – 12<sup>th</sup> April 2012:

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

1103. Reports:

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

DB congratulated Chairman on re-election.

*There were no questions for DB.*

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

- *Recycling bid:* The Department for Communities and Local Government announced a £250million scheme for local authorities to bid for funds to increase the quality of waste collection and make it easier to recycle. The District Council had submitted a bid for nearly £5million to deliver the following:

- A new wheeled bin recycling collection including paper, glass, metal cans, plastics, cartons and cardboard. This would be collected fortnightly.

- A new wheeled bin collection for organics to include food and garden waste. This was also to be collected fortnightly.

- A fleet of new vehicles for the new services.

If the bid was successful, it would increase the District's recycling rate from 37% to 45-50% while keeping the weekly rubbish collections. Properties not able to accommodate the new service because of space or access issues would keep existing services.

*Parish Councillors expressed concerns about the use of wheelie bins and if used the suggestion that wheelie bin and black bag collections ran side-by-side to accommodate households that had space or access issues. It was agreed that it should be 'one or the other'. AA noted that no decisions had been taken. DA asked if users would be consulted. AA agreed there should be a consultation process.*

*There followed further discussion on the current recycling/waste processes with more going to landfill due to technical problems with new plant. DB said that a new company had taken over and needed to commission process asap.*

GW asked Cllr Alderson if he had the cost information for the car parking in Ely, as requested at the April meeting. *AA gave his apologies for not having the information.*

1104. Correspondence for Circulation/Consideration (see Appendix 1 for correspondence received)
- CCC – *Village Maintenance Grasscutting 2012*. Noted.
  - CCC – *Street Lighting Briefing*. PL to attend subject to checking his diary.
  - ECDC – *Community Infrastructure Levy – Draft Charging Schedule*. This item was discussed with Cllrs Brown & Alderson. AA said he would clarify some of the details and report back to next meeting.
  - ECDC – *Council Design Guide SPD (Supplementary Planning Document)*. The Clerk had requested a paper copy of this and was to circulate.
  - SKP/Clerk reported that CCC Highways had confirmed dates for resurfacing, etc to Station Road.
1105. Matters Arising from Previous Minutes (for information only):
- *Min.ref.1071*: The new boundary fencing for the School had been erected.
  - *Min.ref.1084*: – The Clerk contacted the nominees for the Diamond Jubilee Picnic and confirmed that John Norris and guest (grandson) and David & Katrina Greenfield would be attending. David Greenfield emailed the Clerk to formally thank the Parish Council for putting him forward as one of the nominees.
  - *Min.ref.1085*: AC met with Natalie Osbourne of Sanctuary Hereward Housing to look at the parking issues at Fairview Grove. AC explained the problems to Natalie but said she was unable to commit to any course of action but would reply to the Clerk. SKP felt that the PC had done all it could to resolve the problem and that the matter should be dropped. GW did not agree and considered that SHH should be pressed to provide proper access. AC reminded everyone that several people used the grassed area for parking and not just the residents from one property. The Clerk was to chase a response from Natalie.
  - *Min.ref.1086*: With reference to the possible use of cattle grids, the National Trust had acknowledged receipt of the PC’s letter of concern and confirmed that responses were being collated.
  - *Min.ref.1087*: The Clerk confirmed that the Annual Village Assembly would be held on the 23<sup>rd</sup> May and not as reported in the Crier. The Clerk gave her apologies for this error.
  - *Min.ref.1089*: AC had met with Mark Hewitt and marked out allotment plot. The allotment fee of £5 was received.
1106. Proposal to Transfer Earmarked Funds to NSI Account:  
SKP asked if it was possible to transfer the £10,000 earmarked for traffic calming measures to the NS&I account. The Clerk confirmed that this account was set up to cover maintenance costs for the village sign. There followed discussion on the status of the account and whether this was the best account to transfer to. DA proposed that the Clerk contacted NS&I to clarify the status of the account and report back to next meeting. This was agreed.
1107. Approval of Accounts including Annual Audit Return & Governance Statement:  
Copies of the above were circulated with the minutes, etc. SKP reported on the end-of-year accounts. These were agreed. The Annual Audit Return including the Governance Statement was agreed and signed. *Proposed Peter Hart. Seconded: Paul Latchford.*
1108. Accounts for Approval including:
- Payments*
- |  |                 |
|--|-----------------|
| • a) Karen King – <i>Clerk’s salary</i>          | £ 268-80        |
| • b) Inland Revenue – <i>Clerk’s tax</i>         | £ 67-20         |
| • c) K H Services – <i>grasscutting services</i> | £ 491-72        |
| • d) SPPC – <i>annual rent for Town Close</i>    | £ 30-00         |
| <u>Total</u>                                     | <u>£ 857-72</u> |

The above payments were agreed. *Proposed: Steve Kent-Phillips.. Seconded: David Almond. All agreed.*

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

*Receipts:*

- Mark Hewitt – *allotment rent*      £ 5-00
- Paul Fuller – *allotment rent*      £ 5-00
- Mike Malster – *allotment rents*    £10-00
- Total: £20-00

1109. Clerk's Report:

- *Precept:* Half-year payment of £7,250 received.
- *Coopers Green bin:* This has now been emptied.
- *Fly-tipping on Cage Hill:* This has now been resolved.
- *Treeworks – Lower End:* Cathy White emailed to confirm that tree works were to be carried out on the boundary of the Manor House, Lower End. This would include one of the Beeches but was necessary as the tree was badly diseased. Also permission was not required as outside Conservation Area.
- *'General Power of Competence':* New training requirement to update professional qualifications as notified by SLCC.

1110. Parish Councillors' Reports:

- PH had attended the annual meeting of the VHM and was asked if something could be done to improve the drive way to the village hall car park. *The Clerk was asked to contact Martin Mead for a quote to level the drive way and reshingle/stone.*
- PH reported that the 'spikes' on top of the baby swings were missing. *SKP said he would inspect and replace.*
- ED said the car park needed to be sprayed with weed killer. *GW volunteered to carry out this work.*

*The meeting closed at 8.50pm*

1111. Open Question Time:

Sharyn Robinson offered to give PL a lift to CCC's Street Lighting Briefing as she was also attending.

Appendix 1 – correspondence received:

**CCC**

Graham Mallott – Village Maintenance Grasscutting 2012

Debbie Laith – Street lighting briefing

Passenger Transport – Stagecoach notification of changes to services

Charles Bedford – 2012 Carriageway Surface Dressing – Station Road.

**ECDC**

Chairman's Weekly Highlights

Lorraine King – Council Design Guide – SPD – Consultation

Sarah Ratcliffe – East Cambridgeshire Community Infrastructure Levy – Draft Charging Schedule

**General**

Cambridgeshire ACRE – Community Oil Buying Scheme

SLCC – Update of Professional Qualifications

Great Fen Newsletter

Martin Lester, National Trust - Consultation - connecting extensive grazing areas at Wicken Fen, Harrison's Drove.