

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 12th July 2012 at 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.

1128. In Attendance:
Karen King - Clerk
1129. Apologies for Absence:
Cllr David Brown
Cllr Allen Alderson
1130. Members' Declaration of Interest for Items on the Agenda:
None.
1131. Public Participation:
No items raised.
1132. Approve and Sign Minutes of Annual Parish Council Meeting – 14th June 2012:
PH asked that reference to “cycle route” be deleted from item 1115 under Point 5 (improvements to pedestrian/cycle routes). Following this amendment the minutes were approved and signed as a correct record. *Proposed: Peter Hart. Seconded: Geoffrey Woollard. All agreed.*
1133. Reports:
CCC Matters: A copy of Cllr Brown's report was circulated prior to meeting.
No questions.

ECDC Matters: A copy of Cllr Alderson's report was circulated.
No questions.
1134. Correspondence for Circulation/Consideration (see Appendix 1 for correspondence received)
 - ECDC – *Local Elections (Declaration of Acceptance of Office) Order 2012.* Noted.
 - ECDC – *Waste Consultation.* Noted.
1135. Matters Arising from Previous Minutes (for information only):
Min.ref.1121 – Drive to Village Car Park: Martin Mead was hoping to carry out the resurfacing work during the next week subject to the weather.
Min.ref.1115 – Village Vision: The Clerk confirmed that she had not received amended details from Katie Child and would follow up.
Min.ref.1119 – Street lighting: The Clerk reported that Balfour Beatty had agreed to meet with John Chalmers to discuss his concerns about the new street lighting column installed outside his house.
Min.ref.1125 – Trees at The Beeches: Adrian Dickens had met with his Tree Surgeon who after inspection said that the trees along the boundary with the properties at The Beeches were relatively young trees and visually appeared to be in good health with no apparent large dead branches overhanging, so in his opinion there was a low risk of damage from branches falling onto or near the resident's bungalow. The Clerk informed the resident.
1136. Requirement for Parish Councils to Adopt New Code of Conduct:
This was discussed and it was agreed to wait until ECDC's Code of Conduct was adopted. *All agreed.*

1137: Recognition of the late John Norris' Support and Work for the Parish:

SKP told the meeting that the bench seats outside the Village Hall were in need of replacement and suggested that new ones could be purchased and installed with a suitable name plaque placed on the seats in memory of John. DA felt that a number of groups in the village might like to be involved and should be consulted as well as residents. This was agreed and the Clerk was to speak with other groups and residents. She was also to contact John's family to ask their approval and if they had any suggestions.

1138. Pollarding of Trees on Driveway to Village Hall:

The Clerk had received a request from David Jackson asking for the 3 Lime trees to be cut back as they were overhanging the boundary to his property. The Clerk contacted ECDC's Tree Officer who confirmed that an application for tree works would be needed. The Clerk reminded the meeting of the previous specification used in a previous application to ECDC. There was some discussion with mixed views on whether the trees should be pollarded or completely removed. GW felt the trees were not in a good location and were an ongoing expense to the Parish. ED agreed with this view. SKP suggested that permission would not be given for the removal of healthy trees. PL commented that the trees served to soften the landscape. Following this discussion GW proposed that the trees be removed and a vote was taken – 2 for (GW & ED), 6 against (DA, SKP, PL, SG, PH & AC) and 1 abstention (JC). The Clerk was to complete the necessary application form for the pollarding of the 3 Limes and submit to ECDC for approval but would also ask the views of the Tree Officer on the removal of the trees.

1139. Accounts for Approval including:*Payments*

a) Karen King – <i>Clerk's salary</i>	£ 252-00
b) Inland Revenue – <i>Clerk's tax</i>	£ 63-00
c) K H Services – <i>grasscutting services</i>	£ 491-72
d) Anglian Water – <i>cemetery water charges</i>	£ 179-70
e) VHMC – <i>room hire for AVA</i>	£ 20-80
Total	£1,007-22

The Anglian Water invoice was noted as particularly high and it was suggested that meter readings are taken to keep a check for the next period.

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

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

Receipts:

- Southgates F.S. (*burial – Norris-plot303*) £ 47-00

1140. Clerk's Report:

No additional reports.

1141. Parish Councillors' Reports:

- PL was unable to attend CCC's Street Lighting Briefing. Swaffham Bulbeck Parish Councillor Sharyn Robinson attended and kindly forwarded a summary of the meeting. PL confirmed that there would be consultation with residents before any work started.
- SKP confirmed that he had carried out a quarterly audit of the accounts and all was correct.
- SKP confirmed that an audit of the Clerk's computer systems had been carried out.
- SKP asked if it would be possible to install a dog bin on Coopers Green to stop the use of the current rubbish bin. *To be discussed further at a future meeting.*
- PH asked who owned the hedges on the upper part north side of Cage Hill as they were badly in need of cutting back so that the K H Services could cut the grass verge back to the

boundary. *It was thought that the responsibility for the hedges belonged to the property owners and the Clerk was asked to write to them and ask that they cut them back.*

- PH reported footpath issues; firstly, footpath from Village Hall car park to Station Road. He was to contact Michael Cazenove and, secondly, the footpath on Station Road which was in need of spraying and the verges cut back. SKP said he would deal with this as Highways Warden and speak with Paul Butcher of CCC. AC added that the footpath on Rogers Road from the speed sign to the top needed cutting. SKP said he would also deal with this.
- SKP reported that the cemetery was getting untidy and the Clerk was in contact with the Community Probation Service about carrying out work to clear cemetery path of weeds and cut back hedges and shrubs on boundary. At the same time, the Clerk had also asked if one of their teams could clear the Pound of weeds.
- SG reported on some vandalism to vehicles on the High Street.

The meeting closed at 8.40pm

1142. Open Question Time:

David Greenfield asked if something could be done about the Russian Vine that was overhanging the pavement on the left-hand side as you turn into Green Head Road. *The Clerk was to write to the residents responsible for the Russian Vine and ask for their assistance in cutting it back.*

Appendix 1 – correspondence received:

ECDC

Chairman's Weekly Highlights

Jeanette Thompson – *Code & Councillor Complaints Handling and Disclosable Pecuniary Interest*

Tracy Cooper – *The Local Elections (Declaration of Acceptance of Office) Order 2012*

Darren Hughes – *waste consultation*

General

Moore Stephens – *confirmation of receipt of Annual Return*