

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 9th August 2012 at 7.30pm Village Hall.**

Present: Mr Andrew Camps(AC), Mr Eric Day, Mr Peter Hart-Vice-Chairman(PH), Mr Steve Kent-Phillips(SKP), Mr Paul Latchford(PL) & Mr Geoffrey Woollard(GW) plus three members of the public.

Peter Hart chaired the meeting in the absence of John Covill.

1143. In Attendance:
Karen King - Clerk

1144. Apologies for Absence:
David Almond – *conflicting commitments*
John Covill – *conflicting commitments*
Sandra Gynn - *holiday*
Cllr David Brown
Cllr Allen Alderson

1145. Members' Declaration of Interest for Items on the Agenda:
None.

1146. Public Participation:
Alastair Everitt commented on the Code of Conduct.

1147. Approve and Sign Minutes of Parish Council Meeting – 12th July 2012:
The minutes were approved and signed as a correct record. *Proposed: Geoffrey Woollard. Seconded: Steve Kent-Phillips. All agreed.*

1148. 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.

Gypsy and Travellers' Sites: Councillors at the District Council have approved five sites for future gypsy and travellers' provision as part of the Authority's Local Plan. In a study last year an additional 38 pitches were identified to meet the needs over the next 20 years. With a number of sites already granted planning permission, a further 14 pitches at 5 locations have been recommended to meet the needs over the next 10 years. There are no pitches proposed for the Swaffham Ward.

Paper and Bottle Banks: If any members of the public need to dispose of these items between the recycling rounds, there are paper and bottle banks at Burwell Community College.

1149. Correspondence for Circulation/Consideration:
General items reported.

1150. Matters Arising from Previous Minutes (for information only):
Min.ref.1141: SKP confirmed footpath issues at Station Road and Rogers Road were reported to Paul Butcher of CCC. AC said the footpath on Rogers Road had been cut back. PH said the Station Road footpath had been cut but not sprayed.
Min.ref.1141: AC reported that he had met with the supervisor for the Community Probation Team and agreed the work to be carried out in the cemetery. This work was to start the following Sunday and would possibly run over into a second week. AC had not mentioned the work needed in the Pound but said he would follow this up.
Min.ref.1141: PH confirmed that the footpath from the Village Hall to Station Road had been made more walkable.

Min.ref:1141: The Clerk had written to householders asking that they cut back the hedge fronting their properties.

Min.ref:1142: The Clerk had written to householder asking for the Russian vine to be cut back.

Min.ref:1138: The Clerk submitted an application to ECDC's Tree Officer for the work needed. This was pending but when permission was received the Clerk was to obtain quotations for consideration at the next meeting.

1151. Adoption of New Code of Conduct:

Following discussion it was agreed to adopt ECDC's version of the new Code of Conduct. This included the delegation of the power to grant dispensations to the Clerk. *Proposed: Geoffrey Woollard. Seconded: Steve Kent-Phillips. Agreed unanimously.*

The Clerk informed Parish Councillors that they would be required to attend a training session on the new Code of Conduct. Dates for training sessions were pending.

1152. Review of Parish Council Standing Orders:

To comply with above item, amendments to the Standing Orders were agreed as below:

- A Councillor with a Disclosable Pecuniary Interest or Prejudicial Interest must leave the Council Meeting whilst the matter is discussed and voted on.
- Relevant number of Standing Order amendment to be included in new Code of Conduct.

Proposed: Geoffrey Woollard. Seconded: Steve Kent-Phillips. Agreed unanimously.

1153. Consideration of Draft Complaints Policy:

A copy of the above was circulated. Following consideration this was agreed.

Proposed: Geoffrey Woollard. Seconded: Steve Kent-Phillips. Agreed unanimously.

1154. Purchase of Grant of Exclusive Rights of Burial:

Grant No.138 (Pumfrey). This was agreed. *Proposed: Steve Kent-Phillips. Seconded: Geoffrey Woollard.*

1155. Accounts for Approval including:

Payments

a) Karen King – Clerk's salary	£ 249-60
b) Inland Revenue – Clerk's tax	£ 62-40
c) K H Services – grasscutting services	£ 491-72
<u>Total:</u>	<u>£ 803-72</u>

The above payments were agreed. *Proposed: Steve Kent-Phillips.. Seconded: Andrew Camps. All agreed.*

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

Receipts:

Mr A Pumfrey – Exclusive Grant	£65-00
BT – Wayleave	£ 8-82
<u>Total:</u>	<u>£73-82</u>

1156. Clerk's Report:

Min.ref.1137: The family confirmed that they were very pleased that the village wished to create a memorial in John's memory. *To be further discussed with other village groups and the family.*

1157. Parish Councillors' Reports:

GW asked to clarify some of the detail of Alastair Everitt's report in the Crier referring to his quote from a 'blog' on National Trust matters.

AC reported that the ditch on Lower End was becoming very overgrown and needed clearing out. *The Clerk was to contact the landowners.*

The meeting closed at 8.10pm

1158. Open Question Time:

Alastair Everitt questioned the state of the footpath from the Village Hall to Station Road and invited a member of the PC to walk it with him following the meeting.