

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 13<sup>th</sup> September 2012 at 7.30pm Village Hall.**

Present: Mr John Covill-Chairman(JC), 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.

1159. Apologies for Absence:

CCC - Cllr David Brown  
ECDC - Cllr Allen Alderson – *unwell*  
Clerk – Karen King – *family funeral*

1160. Members' Declaration of Interest for Items on the Agenda:

None.

1161. Public Participation:

None.

1162. Approve and Sign Minutes of Parish Council Meeting – August 2012:

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

1163. Reports:

*CCC Matters – none.*

*ECDC Matters: Cllr Alderson sent a written report. Noted.*

1164. Correspondence for Circulation/Consideration:

- ECDC – *Community Right to Challenge Protocol* - noted
- ECDC – *Trees at land adjacent to 9 The Beeches*. This item was discussed. The Clerk was to forward a copy of the letter to Mr Adrian Dickens for comment.

**Action: Clerk**

- Balfour Beatty – *Renewal of Street Lighting Maintenance Contract*. This was discussed. It was considered 3 years not suitable due to proposed changes in streetlights. Clerk to action renewal for one year only.

**Action: Clerk**

1165. Matters Arising from Previous Minutes (for information only):

*Min.ref.1148: GW – concerns about the close proximity of proposed traveller sites in Bottisham and Burwell.*

*Local hedge trimming: DA – action re local hedge trimming noted. All agreed to stay with letters rather than direct approaches so that a formal record was kept.*

1166. Pollarding of Trees on Village Hall Driveway – consideration of quotes received:

3 quotes invited. 2 received;

Truelink Ltd - £580.00 + VAT

Eastern Tree Surgery - £980 + VAT

The above were discussed and the quote from Truelink was agreed. Clerk to confirm with Truelink. *Proposed: David Almond. Seconded: Paul Latchford. Vote taken – 8 in favour, 1 abstention-GW.*

**Action: Clerk**

- 1167: Consideration of Planning Application for 36 Mill Hill – reconstruction of previous flat roof single storey extension as a two storey pitched roof extension and internal alterations – ref: 12/00707/FUL:

No objections or comments.

Consideration of Planning Application from CCC – Variation of Condition 1 of planning permission E/03003/09/CC to allow retention of mobile classroom until 31 August 2017:

No objections or comments. As agreed via email.

- 1168: Renewal of Parish Council Annual Insurance:

The annual premium of £610-48 from Suffolk ACRE was agreed. *Proposed: David Almond. Seconded: Sandra Gynn. Agreed unanimously.*

1169. Accounts for Approval including:

a) Karen King – Clerk's salary	£ 336-00
b) Inland Revenue – Clerk's tax	£ 84-00
c) K H Services – grasscutting services	£ 832-57
d) Mead Construction (Cambridge) Ltd – works to Village Hall drive	£ 540-00
e) Viking Direct – new printer	£ 46-79
f) Viking Direct – printer cartridges	£ 32-98
g) Suffolk ACRE Services – annual insurance premium	£ 610-48
<b>Total:</b>	<b>£ 2,482-82</b>

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

Transfer of £2,500 was agreed. *Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Agreed unanimously.*

*Receipts:*

Bus.Saver.Acc. – interest 6/6 – 2/9 £ 2-60

1170. Clerk's Report: (JC reported on behalf of Clerk)

*Min.ref.1152:* Clerk currently seeking the advice of SLCC about amendments to the Model Standing Orders. Once details resolved copies of revised Standing Orders, Complaints Policy and Code of Conduct would be circulated via email/paper copy.

**Action: Clerk**

*Damage to water hydrant:* A removals lorry had backed into a water hydrant on Lower End. A resident on Lower End phoned the Clerk on Tuesday morning. Clerk took photographs and informed the removal firm, Simon Long. SL acknowledged the damage and said they would cover any repair costs. *AC had checked the tap for any leaks. No problems. SKP said he would contact Paul Butcher of CCC Highways.*

**Action: SKP**

*Station Road footpath:* The Clerk had noticed that the footpath was again very overgrown. *SKP said he would contact Paul Butcher of CCC Highways.*

**Action: SKP**

*Code of Conduct:* Reminder about the training session on the 26<sup>th</sup> September.

1171. Parish Councillors' Reports:

*Cemetery:* GW noted that the Community Probation Team needed to come back to the cemetery and finish off weeding the main path at the allotments end. AC confirmed that the team was to come back and weed the Pound and that a risk assessment had been carried out by the Team Leader. Clerk to email and thank the team for their hard work so far.

**Action: Clerk**

*Play Area-Town Close:* ED reported that two pieces had fallen off the Horse Chestnut tree. JC had contacted Parochial Charities and will do so again. **Action: JC**

*Parking-Station Road:* JC reported that last Sunday (9<sup>th</sup>) there were 14 cars parked in the road by the football pitch blocking a lorry. *Clerk to write letter to Burwell Tigers Football Club.*

**Action: Clerk**

*The meeting closed at 8.32pm*

1172. Open Question Time:

David Greenfield asked about the hedge on Green Head Road. No response to date. Agenda item for next meeting.

David Greenfield noted the overgrown shrubbery on the path between Coopers Green and Cage Hill. *Clerk to write to residents.*

Alastair Everitt clarified timeline of The Beeches trees enquiry.

*Min.ref.1150:* Alastair Everitt noted that the grass was still high on the footpath at the back of the School (FP11). There followed much discussion, clarification of responsibilities. CCC footpaths do the surface, landowners do overhanging vegetation. PH pointed out that it was a path through a meadow therefore the landowner was not responsible for cutting it as it was a crop. PH was to add FP11 to CCC's cutting list for next year.