

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 11<sup>th</sup> October 2012 at 7.30pm Village Hall.**

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

1173. Apologies for Absence:

Paul Latchford – *work commitments*

1174. Members' Declaration of Interest for Items on the Agenda:

None.

1175. Public Participation:

None.

1176. Approve and Sign Minutes of Parish Council Meeting – 13<sup>th</sup> September 2012:

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

1177. Reports:

*CCC Matters – Cllr David Brown reported to the meeting.*

*DB apologised for missing the last couple of meetings due to family commitments.*

*Burwell Day Centre:* Of particular local interest was an agenda to consider a new lease for Burwell and District Day Centre at “less than best consideration”. Discussions around the new lease have been on-going for some months now and included a visit by relevant Cabinet members to the Day Centre to see the excellent work that is done. The final outcome has been to offer the Day Centre a 21 year lease at a peppercorn rent of £1 per annum - best possible outcome for all concerned.

*Road crossing at Ely:* Cabinet also had a lengthy debate about the possibilities for a new road crossing at Ely to sort out the traffic bottleneck around the station. After discussion Cabinet unanimously approved the next steps for a new crossing across the river and railway line. A formal planning application was now to be submitted.

*Budgets:* The County Council is currently doing a consultation called “Your Choice” to seek the views of local residents. This can be found on the website – [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk). As one of the fastest growing counties we face a number of demographic pressures. High on this list is the funding we receive from Government for education.

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

*Burwell Masterplan:* The Development and Transport Committee approved the draft version of the Burwell Masterplan. Amongst other things it proposed building 350 new houses and creating 630 new jobs between 2012 and 2031.

*GW again raised his concerns about traveller sites in Burwell & Bottisham. There followed discussion with Cllrs Brown and Alderson on permissions given for the sites.*

*GW referred to newspaper article about the possibility of wheelie bins being used to collect refuse. There followed discussion on the merits of wheelie bins and whether they would be cost effective. Cllr Alderson explained that no decision had been taken and this was still an option for consultation. Cllr Alderson agreed to provide more detail at the next meeting.*

*DA asked for this to be an agenda item for the next meeting.*

1178. Correspondence for Circulation/Consideration:  
 ECDC – *Community Right to Challenge Protocol*. Noted – no comments.  
 ECDC – *Neighbourhood Panel Questionnaire*. Noted. The Clerk was to circulate questionnaire by email.
1179. Matters Arising from Previous Minutes (for information only):  
*Damage to water hydrant:* SKP contacted Paul Butcher of CCC and he confirmed that he was happy for the Parish Council to go ahead and organise the repairs to the footpath using Mead Construction as an approved CCC contractor. Mead Construction was also to be asked to reinstate the water hydrant. All costs were to be passed to the removals firm responsible for the damage for direct payment or reimbursement to the Parish Council.  
*Cutting of footpath verge, Station Road:* It was confirmed that the verges are to be cut back as part of CCC's autumn schedule. There was some discussion about the condition of the footpath itself and it was noted that repairs are an ongoing request to CCC and subject to the availability of funding.
- Cllr Brown left the meeting at 8.05pm.*
1180. Swaffham Prior Community Car Scheme – request for funding:  
 A letter was received from Janet Willmott, Scheme Co-ordinator for the project explaining that she had set up a Community Car Scheme in the village, to be run by, and solely for the use of, Swaffham Prior residents for medical trips that they would otherwise have difficulty in getting to. In order to cover the start-up costs, the PC was asked to consider making a contribution. Everyone agreed this was a very worthwhile and needed scheme. GW suggested the Parish Council contribute £250/annum and following some discussion this sum was agreed with the caveat that it was kept under review as the scheme developed. *Proposed: Steve Kent-Phillips. Seconded: Geoffrey Woollard. All agreed.*
1181. Recreation Ground, Station Road – concerns about parking and use:  
 The Clerk confirmed that she had contacted Burwell Tigers Football Club about the parking issues previously reported. BTFC apologised and gave assurances that the problem would be looked at and appropriate measures taken.  
 In addition a letter was received from a resident which noted additional concerns, namely, the use of a loudspeaker system and its proximity to neighbouring properties and visitors unable to see clearly the entrance to the ground which led to them missing the entrance and then turning, at speed, in property driveways.  
 Steve Kent-Phillips said he had made a sign and erected it in the verge opposite the entrance. The Clerk was asked to forward a copy of the letter received to BTFC and ask that they deal with them as a matter of urgency.
1182. Accounts for Approval including:
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|--|--------------------------|
| a) Karen King – <i>Clerk's salary</i>            | £ 288-00                 |
| b) Inland Revenue – <i>Clerk's tax</i>           | £ 72-00                  |
| c) Karen King – <i>expenses/reimbursements</i>   | £ 43-90                  |
| d) Moore Stephens – <i>external auditor fees</i> | £ 162-00                 |
| e) K H Services – <i>grasscutting services</i>   | <u>£ 491-72</u>          |
| <b>Total:</b>                                    | <b><u>£ 1,057-62</u></b> |

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

Transfer of £1,300 was agreed. *Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Agreed unanimously.*

*Receipts:*

CCC – agency services	£480-34
C E Fuller & Co – burial fees (Tattman-Plot 290)	<u>£ 47-00</u>
<b>Total:</b>	<b><u>£527-34</u></b>

1183. Clerk's Report:

- *Pollarding of trees on driveway to Village Hall Car Park:* This work was chased with the contractors. They apologised for the delay and gave a timescale of 2-3 weeks.
- *Footpath from Cage Hill to Coopers Green:* Following a friendly reminder to residents with gardens backing onto the footpath, the majority of the overgrown vegetation had now been cut back.
- *Ditch at Lower End:* Landowner confirmed that the growth on the field side of the ditch would be tidied up over the next few months when the relevant equipment was available.
- *Flytipping – Whiteway Drove:* This was reported to ECDC's Enforcement Officer.
- *Cemetery Maintenance & The Pound:* Waiting to hear further from the Community Probation Team on continuing the work in the cemetery and tidying of the Pound.
- *Faulty street lights – Lower End & High Street:* These were reported to Balfour Beatty.
- *Russian Vine overhanging footpath on Green Head Road:* To be followed up.
- *Requests for Dispensation – Precept & Budget:* Reminder for all Parish Councillors to request dispensation to allow them to consider and agree the Precept at the November meeting. *Clerk to circulate dispensation form for all to agree and sign.*

1184. Parish Councillors' Reports:

*Code of Conduct Training Session:* Sandra Gynn, Geoffrey Woollard and the Clerk attended. Geoffrey said this was very useful.

*The meeting closed at 8.32pm*

1185. Open Question Time:

David Greenfield informed the meeting that the road sign for Green Head Road, etc., was damaged and needed repairing/replacing. *Clerk to follow up with ECDC.*

It was reported that the bin in the bus shelter was not being regularly emptied by Veolia. Steve Kent-Phillips said this was also a problem with the bin on Coopers Green. *Clerk to follow up.*