

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 11<sup>th</sup> April 2013 at 7.30pm Village Hall.**

Present: Mr John Covill-Chairman(JC), Mr Andrew Camps(AC), Mrs Sandra Gynn, Mr Steve Kent-Phillips(SKP), Mr Peter Hart-Vice-Chairman(PH), Mr Paul Latchford(PL) & Mr Geoffrey Woollard(GW) plus 3 members of the public.

1270. In Attendance:  
CCC – Cllr David Brown  
ECDC – Cllr Allen Alderson  
Karen King - Clerk
1271. Apologies for Absence:  
David Almond – *work commitments*  
Eric Day - *absent*
1272. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: None.
1273. Public Participation:  
No matters raised.
1274. Approve and Sign Minutes of Parish Council Meeting – 14<sup>th</sup> March 2013 :  
The minutes were approved and signed as a correct record. *Proposed: Geoffrey Woollard. Seconded: Peter Hart. Agreed unanimously.*
1275. Reports:  
CCC Matters–*Cllr Brown reported to the meeting. A copy of report was circulated prior to meeting.*  
JC asked about the grant funding for the roads in Cambridgeshire noting that the condition of the roads was very bad. *DB confirmed that a grant had been received and funds transferred from other CCC budgets for the repair of roads, etc.*
- ECDC Matters –Cllr Alderson reported to the meeting.*  
*The East Cambridgeshire Apprenticeship Scheme:* ECDC had started a scheme to help young people into apprenticeships. A team of District Councillors would be going into secondary schools to talk to youngsters. ECDC would also be topping up the national grant of £1500 with an additional £2,000 to help employers take on an apprentice, a total of £3,500 per youngster. The business was to be based in the District, the young person educated in East Cambs and must have been in employment for 13 weeks. A budget of £16,000 for the financial year 2013/14 had been set aside to fund the scheme. *There following some discussion on this scheme.*  
*Neighbourhood Panels:* A working party was to review neighbourhood panels. Following the review a draft improvement plan will then be presented to Scrutiny Committee in November 2013 and Community & Environment Committee in January 2014. *There followed discussion on the merits of NHP and the length of the review process.*  
*Break-ins in Reach:* Cllr Alderson informing the meeting that there had been 4 break-ins in Reach asking everyone to be extra vigilant.  
*The Beeches:* A meeting was to be held with the Sanctuary Hereward's Housing Officer to discuss concerns raised about the footpath and boundary trees.

1276. Matters Arising from Previous Minutes (for information only):

*Min.ref.1266 – Cemetery water supply:* SKP confirmed that he had again read the water meter and now had a baseline to work with. It was suggested that there might be a leak and SKP said he would continue to monitor.

*Min.ref.1265 – Repairs to Pound Gate:* GW thanked JC for his help in agreeing the cost and type of wood to be used with Simon King. JC explained that the cost of the latching post was slightly higher at an extra £40 but he had used Chairman's discretion and asked Simon King to go ahead with the work.

*GW suggested that the Chairman should be afforded such discretion under 'Chairman's action'. Following discussion it was agreed to amend the Standing Orders to include this clause. Agenda item for next meeting.*

1277. Correspondence for Circulation/Consideration (Appendix 1):

- ECDC – *Changes to Recycling Banks:* Details of new contracts for paper banks and tins & cans banks in recycling sites throughout the District. Contract for paper banks awarded to Palm Paper and contract for tins & cans banks awarded to AmeyCespa who currently provide the plastic bottle banks.
- ECDC – *Parish Precept Increase for 2013/14:* Clarification of the reasons for the increase in the 2013/14 Parish Precepts as shown on the Council Tax Bills recently sent out by the District Council. *SKP clarified the detail.*
- ECDC – *Code of Conduct Guide for 2013:* Noted. *Clerk to review changes.*
- ECDC – *Approval for tree works at 14 Lower End & 42 High Street.* Noted.

1278. Date & Agenda for Annual Village Assembly:

The Clerk confirmed the date of the AVA as Wednesday, 22<sup>nd</sup> May 2013. Following discussion it was agreed to keep the same format as in previous years. The Clerk suggested the serving of refreshments at the beginning of the meeting but it was agreed that this was not necessary. PH gave his apologies for the meeting.

*Cllrs David Brown & Allen Alderson left the meeting at 8.30pm*

1279 Installation of New Village Seats:

An estimate to remove the old seats and install the new ones was received from Simon King in the sum of £180.00. This was agreed. Clerk to confirm with SK.

*Proposed: Steve Kent-Phillips. Seconded: Geoffrey Woollard.*

*Further discussion on amendment to Standing Orders to allow expenditure to a suggested limit of £200. SKP to word amendment for agreement at next meeting.*

1280. Accounts for Approval including:

a) Karen King – <i>Clerk's salary</i>	£240-00
b) Inland Revenue – <i>Clerk's tax</i>	£ 60-00
c) SP Parochial Charities – <i>Town Close rent</i>	£ 30-00
d) Viking Direct – <i>ink cartridges</i>	£ 49-75
<b>Total:</b>	<b>£379-75</b>

*Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Agreed unanimously.*

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

Receipts:

Ivett & Reed – <i>memorial inscription (Norris-Plot No 303)</i>	£15-00
C.E. Fuller – <i>burial fees (Frost-Plot No 742)</i>	£47-00

- Clerk confirmed the receipt of the Annual Return from the External Auditors.
- Steve Kent-Phillips informed the meeting that the year-end payroll had been completed and as required by HMRC, future payroll entries would be recorded electronically through the RTI system.

1281. Clerk's Report:

*Allotments:* Nigel Liles had decided not to go ahead with an allotment. Clerk suggested a plan of the new allotment area was needed in readiness for any future requests.

1282. Parish Councillors' Reports:

- *Min.ref.1267:* GW expressed concern about the re-opening of this footpath.
- *Caddenham Lane:* Paul Latchford explained that a gate with a chain and lock was originally installed across the lane to deter fly-tipping but he had noticed that the chain has been removed and the gates were regularly left open. *The Clerk was asked to follow up with the Scouts Group.*
- *Cemetery:* AC reported that a Yew Tree near the opening in the fence to the allotments had been cut down. *To be inspected by members.* AC suggested that now there was a separate water tap for the allotments, the opening in the fence between the allotments and the cemetery should be locked.

*Meeting closed at 8.55pm*

1283. Open Question Time:

- Sharyn Robinson told the meeting of a broken stile on the footpath to the rear of the School. *Peter Hart advised on the footpath route and access gate.*
- Michael Limb raised the problem of the litter bins on the High Street not being emptied by Veolia and asked that additional attention was given to this. *There followed discussion on the routine of the collections. PL to draft a letter for the Clerk to send to ECDC.*

## APPENDIX 1

### CCC

Amanda Davies – *Direct Payments for Social Care (email-circulated)*

Graham Thomas – *Introduction of Electronic Consultation*

### ECDC

Lynne Smart – *Chairman's Weekly Highlights*

Linda Grinnell – *Parish Precept Increase for 2013/14 (email-circulated)*

Joan Cox – *Notice of Election (displayed)*

Ian Lorman – *approval for tree works at Rose Cottage, 42 High Street*

Ian Lorman – *approval for tree works at 14 Lower End*

Darren Hall – *changes to recycling banks (email-circulated)*

Jeanette Thompson – *ECDC Code of Conduct Guide 2013 (email-circulated)*

### Planning

--

### General

Bottisham Village College – *Spring Newsletter*

Littlejohn – *Annual Audit Return*

CAPALC – *membership details*

Simon King – *estimate for installing village seats*

Wicken Fen Community Liaison Forum – *agenda for next meeting*