

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 9<sup>th</sup> May 2013 at 7.30pm Village Hall.**

Present: Mr John Covill-Chairman(JC), Mr David Almond(DA), Mr Eric Day (ED), Mrs Sandra Gynn(SG), 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.

1289. In Attendance:  
Karen King - Clerk
1290. Apologies for Absence:  
CCC - Cllr David Brown – *conflicting meeting*  
ECDC – Cllr Allen Alderson – *conflicting meeting*  
Andrew Camps – *holiday*
1291. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: None.
1292. Public Participation:  
No matters raised.
1293. Approve and Sign Minutes of Parish Council Meeting – 11<sup>th</sup> April 2013:  
Minor typing error noted. The minutes were approved and signed as a correct record.  
*Proposed: Geoffrey Woollard. Seconded: Peter Hart. Agreed unanimously.*
1294. Reports:  
CCC Matters – *Clerk read out CCC report in the absence of Cllr David Brown.*  
There were no questions.  
ECDC Matters – *Clerk read out ECDC report in the absence of Cllr Allen Alderson.*  
*Travellers:* Traveller family camped on Little Fen Drove near Reach. The County Council obtained an enforcement notice against them. They moved onto National Trust land near the new bridge over Reach Lode. *AA had added that the rubbish left behind by the travellers was to be collected by Veolia.*  
*The Beeches:* Contacted Sanctuary Hereward with regard to the footpath that runs down the left hand side of the site and to the side of No.9. There is a steep drop between the path level and the lower ground level by No.9. Sanctuary Hereward has accepted responsibility for the fencing of this area but required the Parish Council to give their agreement before they undertake the works.
1295. Matters Arising from Previous Minutes (for information only):  
*Min.ref.1283 – litter bins:* Reply to PL's letter received from Dave White of ECDC confirming that he had asked Veolia to deal with the immediate problem of bins not being emptied and had asked Darren Hughes to liaise with Veolia about the ongoing issues. JC thanked PL for his help in this matter.
1296. Correspondence for Circulation/Consideration (Appendix 1):  
CCC – *Grasscutting of Public Rights of Way:* Summary of planned cutting programme for this season including a request to be kept informed of any additional footpaths that might require cutting. *PH to advise CCC of any additional cutting requirements.*  
CCC – *Village Grass Cutting 2013/14:* Notification of contribution for this season with a 5% increase - £504.36.  
General – *Bird scarers:* Letter received from Green Head Road resident complaining about the use of bird scarers by landowners and in particular the times they were set to go off. *This was discussed and the Clerk was asked to reply noting that Parish*

*Councillors sympathised with the resident's concerns about timings for the use of bird scarers but adding that this was an essential part of country life. The Clerk was to include the NFU guidance booklet which noted the regulations monitoring the use of bird scarers. JC confirmed that he had spoken with the land owner about one incident when scarers were going off through the night and the land owner immediately checked and corrected the problem.*

1297: Clerk's Annual Appraisal and Review of Contract:

The Clerk remained in the meeting for this item. It was agreed that the Clerk's performance was exemplary and there were no issues requiring attention. With regards to review of Clerk's contract SKP suggested that this be carried forward until more was known about the national banding for the Clerks' salaries. *Unanimously agreed.*

1298. Amendment to Parish Council Standing Orders:

Following on from discussion at the April meeting, SKP suggested the following amendment:

*"The Clerk is authorised to spend up to £200 without prior authorisation provided permission is granted by both the Chairman and Vice-Chairman. The expenditure must be ratified at the next available meeting. This agreement is to be reviewed yearly"*

This was agreed. *Proposed: Steve Kent-Phillips. Seconded: Geoffrey Woollard.*

1299 Review of Parish Council Financial Regulations & Risk Assessment:

It was agreed to amend item 3.2 of the Financial Regulations to £200 and item 1.19 of the Financial Risk Assessment with the revised wording from the Standing Orders.

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

1300. Review of RoSPA Play Area Safety Inspection Report:

SKP had reviewed the report and summarised items requiring attention. The requirement for a more sturdy second gate to the rear of the play area was noted and SKP was to speak with Simon King.

1301. Proposed Erection of Fencing on Footpath Boundary at The Beeches by Sanctuary Hereward Housing:

The Clerk reported that residents of No.9 The Beeches had damp problems due to the ground level at the back of the property being above the damp course. Sanctuary Hereward proposed to level out to below the damp course to resolve the problems. There was also concern about the high drop from the footpath with no protection for pedestrians. SH had told they tenants that they were responsible for putting up fencing but the costs were very high and with Cllr Allen Alderson's intervention SH accepted responsibility and proposed to put up temporary fencing whilst the work was being carried out and then erect a more permanent one but would first like to check with the Parish Council that there were no objections.

*This was discussed and it was agreed that the Clerk should ask Sanctuary Hereward for more details on type of fencing and timescales before agreeing for the work to go ahead.*

1302. Cemetery Matters:

PH reported on recent tidying work carried out by himself and AC at the cemetery. Items requiring attention:

- Clearance of spoil heap: *Clerk to obtain estimates for the work.*
- Fence between cemetery and allotments: *Act suggested that the open panel of fencing should be refixed.*
- Water supply to cemetery/allotments: *AC had offered to monitor the Anglian Water meters. It was agreed to discuss further at June meeting when AC available.*

- Request by allotment holder to cut back/remove trees: *Following inspection it was agreed that these trees were not causing a problem and no work was needed.*

1303. Purchase of Exclusive Grant of Burial:

This was agreed – Roy & Marlene Harris (Plot No 817). *Proposed: Steve Kent-Phillips. Seconded: Geoffrey Woollard.*

1304. Approval of Accounts for Approval including Annual Audit Return and Governance Statement:

- SKP reported on accounts noting a surplus at the end-of-year of £2,258. Copies were available for councillors.
  - SKP noted the requirement to add the new seats to the assets total.
  - SKP read out the detail of the Annual Audit Return and Governance Statement.
- Above agreed. *Proposed Steve Kent-Phillips. Seconded: Peter Hart.*

1305. Accounts for payment included:

a) Karen King – <i>Clerk's salary</i>	£ 240-00
b) Inland Revenue – <i>Clerk's tax</i>	£ 60-00
c) K H Services – <i>grasscutting</i>	£ 477-73
d) Mead Construction (Cambridge) Ltd – <i>work to Village Hall drive &amp; car park</i>	£ 696-00
e) Playsafety Ltd – <i>Rospa annual inspection of play area</i>	£ 78-00
f) SP Village Hall Committee – <i>hire of room for AVA</i>	£ 14-40
<u>Total:</u>	<u>£1,566-13</u>

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

Transfer of £1500 was agreed. *Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Agreed unanimously.*

Receipts:

Hibbles Stonemasons – <i>memorial (Pumfrey)</i>	£ 47-00
Andy Martin – <i>allotment rent</i>	£ 35-00
Paul Fuller – <i>allotment rent</i>	£ 5-00
VHMC – <i>annual rent-village hall</i>	£ 1-00
Mike Malster – <i>allotment rent x 2</i>	£ 10-00
Alex Kirby – <i>allotment rent</i>	£ 15-00
Phillip Blundell – <i>allotment rent</i>	£ 5-00
Mark Hewitt – <i>allotment rent</i>	£ 5-00
HMRC – <i>VAT refund</i>	<u>£630-57</u>
<u>Total:</u>	<u>£753-57</u>

1306. Clerk's Report:

*Allotments:* Request received to keep chickens on one of the allotments. *This was agreed but the Clerk was asked to make allotment holder aware of nearby beehives.*

*Land Army Girls Memorial:* Further details reported.

*Youth Club:* Recent vandalism to YC building was reported. Summary given of works needed to the building. *There was discussion on the suitability of the building as a Youth Club and its affiliation. To be followed up.*

1307. Parish Councillors' Reports:

*Wicken Fen Community Liaison Forum:* GW reported on meeting of the Forum and confirmed that he was happy to continue representing the Parish Council at future meetings. DA asked for the minutes of the meetings to be circulated.

*Church Path:* PL reported on the reinstated footpath up to St Mary's Church and expressed concern about the type of surfacing used and the steep angle of the path. It

was considered regrettable that there had been no consultation before carrying out the work.

*Meeting closed at 9pm*

1308. Open Question Time:

There was general discussion on agenda items.

**APPENDIX 1**

**CCC**

Kate Day – *Cambridgeshire Rights of Way – grasscutting*

**ECDC**

Lynne Smart – *Chairman’s Weekly Highlights*

Lorraine Brown – *More funding available for War Memorials in England*

Darren Hughes – *Bank Holiday waste & recycling collections*

**Planning**

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**General**

CAPALC – *East of England Funding*

CAPALC – *Newsletter*

The Voluntary Network – *Dial-a-Ride*

Playsafety Ltd – *RoSPA Play Area Safety Inspection Report*

Wicken Fen Community Liaison Forum – *meeting minutes*

SLCC - *newsletter*