

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

Present: Mr John Covill-Chairman(JC), Mr David Almond(DA), Mr Andrew Camps(AC), Mr Eric Day (ED), Mrs Sandra Gynn(SG), Mr Peter Hart-Vice-Chairman(PH), Mr Steve Kent-Phillips(SKP), & Mr Geoffrey Woollard(GW) plus 4 members of the public.

*Lorraine Brown kindly attended the meeting at short notice to give a presentation on ECDC's Buildings of Local Interest Project and the consultation currently underway. LB circulated a handout for information. There followed discussion with Parish Councillors on the detail. Several suggestions were put forward for possible buildings to be added to the list. LB responded to questions raised. JC thanked LB for attending the meeting and noted the Parish Council's support for the project.*

*Official meeting started at 7.45pm.*

1324. In Attendance:

Karen King - Clerk

1325. Apologies for Absence:

Cllr David Brown (*conflicting meeting*)

Cllr Allen Alderson (*conflicting meeting*)

Mr Paul Latchford (*away*)

1326. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: None.

1327. Public Participation:

No items raised.

1328. Approve and Sign Minutes of Parish Council Annual Meeting – 13<sup>th</sup> June 2013:

The minutes were approved and signed as a correct record. *Proposed: Geoffrey Woollard. Seconded: Steve Kent-Phillips. Agreed unanimously.*

1329. Reports:

CCC Matters – *Cllr David Brown provided a written report. This was read out to the meeting by the Clerk.*

*ECDC Matters – No report.*

*The Beeches:* JC had received an update from Cllr Alderson on the problems with trees and the fencing work at The Beeches. The owner of the trees had agreed to cut them back. The fencing was in need of improvement and some further earthwork was required.

*Wheelie Bins:* GW referred to the £5million cost of implementing the use of wheelie bins and new recycling services, noting that AA had not given, as requested, a breakdown on how this was spent.

*Highbridge Corner:* JC told the meeting that AA was going to mention to DB the poor condition of the road surface and the need for repairs.

1330. Matters Arising from Previous Minutes (*for information only*):

*Min.ref.1323 – litter bins:* SKP said the litter bins on Coopers Green had been emptied. The bin in the bus shelter was also emptied. The Clerk was to follow up with Dave White of ECDC on the provision of black bin bags for the bins.

*Min.ref.1319 – register of assets:* The Clerk asked that this be carried forward to the next meeting.

1331. Correspondence for Circulation/Consideration (Appendix 1):

ECDC – Waste Service Change update – *bin delivery schedule, etc.* The detail was noted and there followed discussion.

ECDC – Local Development Framework – *update*. Noted.

General – Burwell Parish Council – *invitation to attend presentation on Community Land Trusts*. Noted.

General – VHMC – *new charges & terms & conditions*. Noted.

General – Balfour Beatty – *Renewal of street lighting maintenance contract*. The 3-year option was agreed (£21.54/lighting unit). *Proposed: Steve Kent-Phillips.*

*Seconded: Peter Hart.*

*Additional Correspondence Received:*

*Allotments: email received from resident raising concerns about the possible closure of the ‘gate’ in the fence between the allotments and the cemetery. Also the permission granted by the PC to keep chickens on an allotment with particular reference to the keeping of a cockrel and the possible disturbance to nearby residents. Following discussion the Clerk was asked to reply confirming that a new gate was to be installed and the issue of keeping chickens, etc., on the allotments was to be monitored.*

*Community Land Trust: Update on the forming of the CLT received from Emma Fletcher.*

JC adjourned the meeting at this point and invited Emma Fletcher to speak on the CLT.

*Emma confirmed the successful application to ECDC (assisted by CLT East) for funding towards the setting up of the CLT and that Swaffham Prior was the first to receive a grant for this purpose. In order to get the grant Emma had suggested to ECDC that the money could be given c/o the Parish Council. Emma also gave outline details of the proposals for the Lower End site suggesting the Developers present the plans to the September meeting*

*There followed discussion and due to the urgency of confirming details with ECDC about the paying of the grant, the PC proposed to receive the grant - SKP suggested the money was paid into the NS&I Account and ring-fenced. It was also proposed that the Clerk would be the Parish Council representative for the CLT.*

*\*\*Clerk confirmed the foregoing would be an agenda item at the next meeting to be formally agreed.*

JC reconvened the meeting.

1332. The Pound – consideration of quotation received from repairs to courtyard wall:

A quotation was received from Andy Martin in the sum of £575.00. It was agreed to accept his quotation and ask him to go ahead with the works. *Proposed: Steve Kent-Phillips. Seconded: Geoffrey Woollard.*

The Clerk reminded members that the Pound was in need of weeding and tidying up.

1333. Cemetery – clearing of spoil heap and tidying up work:

The Clerk confirmed that she had requested a further quote from another contractor but had received no response. JC told the meeting that it was possible the clunch could be used by others for repair works and he would investigate this further and report back.

1334. 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>	£ 417-30
d) VHMC – <i>hire of meeting room (Mar – Dec 2013)</i>	£ 122-50
e) Viking Direct – <i>printer cartridges</i>	£ 52-15
<b>Total:</b>	<b>£ 839-80</b>

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

Transfer of £1,000 was agreed. *Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Agreed unanimously.*

*No receipts.*

1335. Clerk's Report:

- *Litter bins:* Dave White of ECDC contacted about the bins not being emptied on Coopers Green and along the High Street. Dave White forwarded onto Veolia for action.
- *Village seats:* Members informed that some of the village seats were in need of maintenance.
- *Footpath on Mill Hill:* Resident asked for the footpath surface to be repaired following a fall. CCC made aware and asked to carry out minor repairs.
- *Footpath from Cage Hill to Coopers Green:* A High Street resident was concerned about the condition of the footpath and the dumping of cuttings, etc., on the footpath making it very narrow in places. *PH added that the hedge nearest to Coopers Green needed cutting.*
- *Clerk's August salary:* Due to there not being an August meeting (unless one was needed) the Clerk requested her salary be confirmed with Chairman and paid. This was agreed. *Proposed: Steve Kent-Phillips. Seconded: Geoffrey Woollard.*

1336. Parish Councillors' Reports:

- *Buildings of Local Interest:* GW referred to earlier discussion noting that it was important that the Zion Chapel was included on any listing.
- *Footpath on Station Road:* JC reported that the path was again in a very poor condition. *Clerk to contact Jason Tyrrell of CCC.*
- *New address:* GW confirmed that he had now moved to Soham.

*Meeting closed at 8.45pm*

1337. Open Question Time:

Jo Mann of The Beeches told the meeting that a lot of people in cars were using the bin at The Beeches. *It was suggested that this was reported to Mark Mahaffey and monitored, obtaining additional vehicle details where possible.*

Alastair Everitt asked that the schedule of delivery dates for the wheelie bins was included in the Crier.

**Appendix 1 (correspondence received)**

**CCC**

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**ECDC**

Lynne Smart – *Chairman's Weekly Highlights*

Julie Cornwell – *next NHP Meeting details & Newsletter*

Patrick Pierrepont – *Waste Service Change Update*

Katie Child – *Comments on the draft Local Plan and Village/Town Visions*

## **Planning**

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### **General**

Emma Fletcher – *Community Land Trust*

Andy Martin – *quote for repair works to Pound wall.*

Richard Pike Associates – *proposed solar panel farm at Heath Road, Exning*

Balfour Beatty – *Renewal of Street Lighting Maintenance Contract*

Rural Services Network – *e-newsletter*

Burwell Parish Council – *invitation to attend presentation on Community Land Trusts*

VHMC – *revised charges & terms and conditions of hire*

Urban Forestry – *Ash Dieback advice*

Rural Cambs Citizens Advice Bureau – *request for funding*