

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 10th October 2013 at 7.30pm Village Hall.**

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

1367. In Attendance:

CCC – Cllr David Brown
ECDC – Cllr Allen Alderson
Karen King - Clerk

1368. Apologies for Absence:

Peter Hart

1369. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations:

1370. Public Participation:

Cutting of grass verges: When considering the detail for the new grass cutting contract from 2014 it was requested that the whole of the verge to the road be cut.

1371. Approve and Sign Minutes of Parish Council Annual Meeting – 12th September 2013:

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

1372. Reports:

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

GW asked Cllr Brown to clarify the position on the proposed tolling of part of the A14 once upgraded. *DB replied that if new stretch of road is not tolled, it would not be upgraded.*

ECDC Matters – Cllr Allen Alderson reported to the meeting:

Community Land Trust site at Swaffham Prior: In early stages of establishing a CLT site at Rogers Road. This will consist of 8 houses under the control of the CLT and 12 houses for general sale. Several local people already expressed an interest in the affordable 8 CLT houses.

New Waste Contract: Wheelie bins will be delivered from week commencing 7th October. *Garden Bonfires:* several complaints received about bonfires in the ward. It is a common misconception that there are specific bylaws prohibiting garden bonfires or specifying times they can be lit but this is not the case. However, this is not a license for indiscriminate burning. As a guide – only burn dry material. Never burn household rubbish, rubber tyres or anything containing plastic, foam or paint.

Review of NHP: Service Review Group will be recommending to Community & Environment Committee that NHP's cease.

Recycling: In reply to SKP's question at the September meeting AA confirmed that stolen wheelie bins would be replaced f-o-c. SKP asked if cost of replacement was built into budget. AA replied Yes.

PL noted to AA that he had opted out of the new recycling collection but had still received the wheelie bins. PL asked that these be collected asap.

Development at Lower End/Rogers Road: There followed discussion on the car parking for the proposed development at Lower End/Rogers Road. PL referred to the response received from ECDC's Planning Officer.

NHP: Clerk confirmed receipt of consultation letter from ECDC. This was to be added to November agenda.

1373. Matters Arising from Previous Minutes (for information only):
Cutting back of Village Hall driveway and front boundary: Clerk confirmed that the Community Probation Team would be carrying out the work shortly.
1374. Correspondence for Circulation/Consideration (Appendix 1):
 CCC – *Parish Paths & Rights of Way Matters.* Noted.
 ECDC – *Notification relating to the East Cambridgeshire Local Plan.* Noted.
 ECDC – *Updated DCLG Guidance – Openness and transparency on personal interests.*
1375. Review of Grass Cutting Contract:
 The detail of the current specification was reviewed and the Clerk was asked to obtain 3 quotations for consideration at the November meeting.
1376. Admin item – archiving and storage of planning applications:
 The Clerk informed the meeting that the storage of over 17 years of planning applications was becoming a problem and suggested an archiving policy as a guide. There followed discussion and it was agreed that SKP would put together a draft policy for agreement at the November meeting. *Proposed: Steve Kent-Phillips. Seconded: Paul Latchford.*
1377. Accounts for payment included:
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|--|------------------------|
| 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> | £ 289-23 |
| d) PFKLittlejohn – <i>auditor fees</i> | £ 120-00 |
| | <u>Total: £ 709-23</u> |

Proposed: Steve Kent-Phillips. Seconded: David Almond. Agreed unanimously.

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

Receipts:

Ivett & Reed – <i>memorial (Crawshaw)</i>	£ 47-00
Bus.Acc. – <i>interest (3/6 – 1/9/13)</i>	£ 2-92
ECDC - <i>1/2-year Precept</i>	£7,600-00
BT OpenReach – <i>wayleave</i>	£ 8-82
	<u>Total: £7,658-74</u>

1378. Clerk's Report:
Ash Tree at School: Waiting on reply from ECDC's Tree Officer to see what can be done to cut the tree back from the gate between the School and the Village Hall.
Memorial of Land Army Girls: Andy Prince to ask Hibbles Stonemasons to go ahead with the creating of the plaque to be placed on a brick plinth located on the grass triangle at the bottom of Cage Hill. It was confirmed that donations would cover the full cost of the memorial.
Trees at Play Area: Parochial Charities confirmed estimates were to be obtained for work needed, also outlining proposal to install circular seat around the Horse Chestnut tree in memory of John Norris. Parish Councillors were asked if they would like to join the Parochial Charities in this project. *Following discussion SKP confirmed money was available in the budget to contribute to this memorial and suggested the Parish Council join with the SPPC – Clerk to reply.*

Swaffham Bulbeck Parish Council: Clerk told the meeting that she had resigned from SBPC.

1379. Parish Councillors' Reports:

New surfacing on Church path: AC told the meeting that a layer of fine gravel had been laid on the pathway plus the light for the path had been installed.

Wicken Fen Community Liaison Forum: Geoffrey Woollard reported on last meeting of the Forum.

Meeting closed at 8.45pm

1380. Open Question Time:

Discussion on items of the agenda.

Appendix 1 (correspondence received)

CCC

Catherine Howes - *Parish Paths & Rights of Way Matters*

Michaela Headland – *Ely Southern Bypass Planning Application*

Louise Meats – *Budget Consultation*

ECDC

Jason Tyrrell – *Lower End footpath*

NHP – *newsletter + details of next meeting*

Wendy Hague – *consultation on development at Bell Road, Bottisham*

Jeanette Thompson – *update on Openness and Transparency on Personal Interests*

Katie Child – *Notification relating to the East Cambridgeshire Local Plan.*

Julie Cornwell – *Neighbourhood Panel Service Review Consultation*

Planning

Planning Approval – *8 High Street*

Planning Approval – *St Cyriacs Church, High Street – RaSPS.*

General

Lois Baker – *Community Liaison Forum – meeting notes, etc*

School – *newsletter*

Richard Pike Associates – *Solar Farm development, land off Heath Road, Burwell*

Victim Support – *supporting people in Cambridgeshire affected by crime.*