

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 14<sup>th</sup> November 2013 at 7.30pm Village Hall.**

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

1381. In Attendance:

ECDC – Cllr Allen Alderson  
Karen King - Clerk

1382. Apologies for Absence:

CCC – Cllr David Brown (unwell)  
Andrew Camps (unwell)

1383. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations:

1384. Public Participation:

*Parking at football ground:* Clive Riggs explained to the meeting his concerns about cars parking outside the football ground causing damage to the fabric of the road and verges. Concerns were also raised about the obstruction to other road users and the safety of visitors to the football ground.

Steve O'Rourke of BTFC said he very much appreciated the concerns raised and explained some of the difficulties they faced with game timetables and their request to the FA to adjust home and away games to no avail.

Following discussion Steve O'Rourke was asked to look at ways of resolving the problems as a matter of urgency and provide an update for the December meeting.

*Steve O'Rourke and Clive Riggs left the meeting.*

1385. Approve and Sign Minutes of Parish Council Annual Meeting – 10<sup>th</sup> October 2013:

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

1386. Reports:

CCC Matters: *The Clerk read out Cllr Brown's written report in his absence.*  
There were no questions.

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

*Bin collections:* SG told AA of problems with bins not being collected. AA said he would follow up. PL thanked AA for arranged collection of unwanted bins.

1387. Matters Arising from Previous Minutes (for information only):

*Church Path – Min.ref.1379:* DA asked whether the gravel had been laid. Clerk to check with AC.

1388. Correspondence for Circulation/Consideration (Appendix 1):

CCC – *Local Highway Improvement Initiative.* SKP suggested submission of application for a passing place/lay-by on Station Road. PH asked about the footpath on Station Road. There followed discussion and it was agreed (with one abstention) that SKP would submit an application.

ECDC – *Community Infrastructure Levy – update and Consultation.* SKP asked AA for clarification on the reference to 5% admin costs. AA to find out and report back.

ECDC – *Neighbourhood Panel Service Review Consultation*. DA proposed and SKP seconded a response of ‘No’ to point one of questionnaire.

ECDC – *Consultation on Draft North Ely Supplementary Planning Document*. AA summarised some of the details of the document.

1389. Consideration of Quotations Received for Grass Cutting Contract:  
4 quotes were invited, 2 were received from K H Services and Anglia Landscaping. Following consideration it was agreed to appoint K H Services for the next 3-year period - total per season £3,533.00. *Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Agreed unanimously.*
1390. Consideration of Planning Application (amendment) for 19 Rogers Road – removal of condition 3 (no additional windows and doors) of decision notice 05/01022/FUL. Ref: 13/00833/VAR.  
No objections or comments.
1391. Consideration of Planning Application for Land off Heath Road, Burwell – the installation of a 27.2 MW Solar Farm and associated infrastructure. Ref: 13/00878/ESF.  
No objections or comments.
1392. Parking Facilities at the Football Ground, Station:  
Discussed as part of ‘Public Participation’. To confirm, *DA proposed BTFC look at problems and respond at next meeting. PH seconded. SKP to submit application as noted under ‘Correspondence for ‘Circulation/Consideration’.*
1393. Approval of Procedure for Archiving/Removal of Planning Applications:  
This was agreed: *Proposed: Steve Kent-Phillips. Seconded: Paul Latchford.*
1394. Consideration of Draft Budget/Precept for 2014-15:  
SKP circulated copies of budget spreadsheet and summarised the detail suggesting the Precept figure remained the same at £14,500. GW asked if the precept figure could be reduced. Following discussion a vote was taken on submitting a draft precept figure of £14,500 – 8 in favour, 1 against. Motion carried.
1395. Donation to Royal British Legion – remembrance wreath:  
A £25 donation was agreed. *Proposed: Peter Hart. Seconded: Sandra Gynn. Unanimously agreed.*
1396. Accounts for payment included:
- |  |                 |
|--|-----------------|
| a) Karen King – Clerk’s salary                   | £ 268-80        |
| b) Inland Revenue – Clerk’s tax                  | £ 67-20         |
| c) K H Services – grasscutting                   | £ 417-30        |
| d) Viking Direct – printer cartridges/stationery | £ 54-54         |
| e) The British Legion – donation                 | £ 25-00         |
| f) VHMC – room hire                              | £ 122-50        |
| <u>Total:</u>                                    | <u>£ 955-34</u> |

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

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

1397 Clerk's Report:

*Community Land Trust:* Updated meeting and confirmed PC would be receiving set-up funds from ECDC, on behalf of the CLT, shortly.

*Phone Box, High Street:* Damage reported to BT and repairs carried out.

*Trees on boundary of School/Village Hall:* Request from School to cut back trees. Approval required from Trees Officer as in conservation area. Application was to be submitted.

*Cutting back of vegetation at Village Hall:* Community Services Team completed the cutting back at the front of the village hall and on the driveway. Cuttings gathered in car park for disposal.

*The Pound:* Sign had fallen down and was to be reinstated.

1398. Parish Councillors' Reports:

*Wicken Fen Community Liaison Forum:* GW reported on meeting about parking.

GW showed to the meeting a print of the churches in 1806 and suggested this was hung in the Village Hall. PL to check with VHMC.

*Play Area:* ED referred to Horse Chestnut in the play area noting that if this was taken down all the Horse Chestnuts in the area would be gone. JC explained that this was being looked at by the SPPC and he would speak with Pam Waters.

*Flytipped on Whiteway Drove:* JC told meeting this had been cleared.

*Accounts:* SKP confirmed he had carried out the 6-monthly audit of the accounts and all was in order.

*Meeting closed at 9.15pm*

1399. Open Question Time:

Discussion on agenda items.

**Appendix 1** (correspondence received)**CCC**

Kate Day/Catherine Howe – *Networking Meetings Regarding Parish Paths*

Transport Delivery – *Ely Southern Bypass planning application*

Ann Barnes - *Cambridgeshire Statement of Community Involvement (SCI)*

Catherine Howes - *Networking Meetings Regarding Parish Paths*

Tony Darnell – *Fostering and Adoption Details*

Admin - *Local Highway Improvement Initiative*

**ECDC**

Julie Cornwell – *Neighbourhood Panel Service Review Consultation*

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

Emma Grima – *Community Infrastructure Levy – Update and Consultation*

Tracy Couper – *Parish Council Code of Conduct Training*

Su Field - *East Cambridgeshire LP Examination - Inspector's Guidance Notes*

**Planning**

Consideration of Planning Application (amendment) for 19 Rogers Road – *removal of condition 3 (no additional windows and doors) of decision notice 05/01022/FUL. Ref: 13/00833/VAR.*

Planning Application for Land off Heath Road, Burwell – *the installation of a 27.2 MW Solar Farm and associated infrastructure. Ref: 13/00878/ESF.*

**General**

Dail-a-Ride – *10-year celebration*

School – *newsletter*

Ian Poole, West Suffolk - *Consultation on the St Edmundsbury and Forest Heath Draft Statement of Community Involvement (SCI)*

City of Ely Council – *Ely Christmas Shopper Park & Ride*

Cambs ACRE – *newsletter*