

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 10th April 2014 at 7.30pm Village Hall.**

Present: Mr J Covill-Chairman(JC), Mr David Almond(DA), Mr Andrew Camps(AC), Mr Eric Day(ED), Mrs S Gynn(SG), Mr P Hart-Vice-Chairman(PH), Mr Steve Kent-Phillips(SKP), Mr Paul Latchford(PL) & Mr Geoffrey Woollard(GW) plus 2 members of the public.

1462. In Attendance:
Karen King - Clerk

1463. Apologies for Absence:
Cllr David Brown (*conflicting meeting*)
Cllr Allen Alderson (*conflicting meeting*)

1464. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations:
Sandra Gynn declared an interest for item 7 (Min.ref.1469) of the agenda.
Peter Hart declared an interest for item 12 (Min.ref.1474) of the agenda.
David Almond declared an interest with regard to the Community Land Trust.
Andrew Camps declared an interest for item 8 (Min.ref.1470) of the agenda.
John Covill declared an interest for item 10 (Min.ref.1472) of the agenda.

1465. Public Participation:
Item 13 (min.ref.1475) – village seats: Mr Limb commented that the refurbished seats looked splendid but asked why if these seats could be refurbished, did the PC purchase two new ones. Steve Kent-Phillips explained that with the help of Simon King it had been possible to remove the old seats in one piece in readiness for the new ones to be installed. Simon King was then able to refurbish the seats and these were located each side of the front entrance to the Village Hall.

1466. Approve and Sign Minutes of Parish Council Meeting – 13th March 2014:
Min.ref.1461: the word 'ivy' had been omitted. Following this amendment the minutes were agreed and signed as a correct record. *Proposed: Geoffrey Woollard. Seconded: Peter Hart. Agreed unanimously.*

1467. Reports:
CCC Matters: *Clerk read out written report from Cllr David Brown.* There were no questions or comments for DB.

ECDC Matters: *Clerk read out written report from Cllr Allen Alderson.* There were no questions or comments for AA.

1468. Matters Arising from Previous Minutes (for information only):
Min.ref.1468: Request for skate ramp. SKP told the meeting he had met with the young people and confirmed that they do not want any form of "skate park" but would like a "scooter park". This would consist of a small structure approximately the size of the play area slide based on grass with a small area of tarmac at each end. The location suggested was the grassed area between the Youth Club and the play area. SKP had spoken with the Pam Waters Secretary for the Parochial Charities who own the land and the PCC was supportive of it in principle. The PCC already had adequate insurance cover. SKP suggested an approximate cost of £3,000. The young people were putting together a plan of action and asked to present this at the Annual Village Assembly.
Action: Clerk

Min.ref.1456: PL told meeting he had not received any nominations to date. There followed some discussion on possible buildings/structures for nomination. The meeting was reminded of the close date of the 2nd May 2014.

1469. Correspondence for Circulation/Consideration (Appendix 1):
 General – *letter from High Street residents about trees to rear of Village Hall Car Park*. JC adjourned the meeting at 7.50pm to give councillors the opportunity to leave the meeting and inspect the trees. The meeting reconvened at 7.55pm. There followed discussion and the majority agreed that there was no justification for cutting the trees at the moment. *Geoffrey Woollard proposed no action and Peter Hart seconded*. DA said the trees would need management in the future. This was noted and the trees were to be monitored.
 General – *letter from K H Services – contractual changes*: Letter received from grass cutting contractor Kelley Harrington of K H Services confirming that they had reluctantly taken the decision for financial reasons to hand over the current contract to CGM Ltd as they felt unable to maintain the level of quality and care expected. KH confirmed that he was to continue to undertake or oversee the grass cutting in the village as Contracts Manager for CGM. *This change was accepted by councillors but the quality of the grass cutting for the coming season was to be monitored. SKP asked if VAT would be payable on invoices from CGM. Clerk to confirm.* **Action: Clerk**
Additional correspondence:
NHP newsletters. This was the last edition and copies were circulated.
Tree works – Westview, 37 High Street – reducing one Yew: Noted
C&P CCG – consultation document: Copies provided.
1470. Consideration of Planning Application for Land off Rogers Road – proposed development of 20No dwellings. Ref: 14/00303/FUM:
 No objections. GW asked that the Clerk add comment - following the lengthy discussion and consultation the PC was very pleased with the outcome.
1471. Consideration of Planning Application for Goodwin Manor, 1 Station Road – single storey garage extension to existing garage block to provide 6No additional bays. Ref: 14/00214/FUL:
 No objections or comments.
1472. Consideration of Planning Application for 43 Lower End – proposed annex to replace existing outbuilding. Ref: 14/00292/FUL:
 No objections or comments.
1473. Consideration of Planning Application for The Manor House, 37 Lower End – construction of stable block and greenhouse. Ref: 14/00119/FUL:
 No objections or comments.
1474. Consideration of Planning Application for 17 Mill Hill – infill extension and erection of a new entrance. Ref: 14/00294/FUL:
 No objections or comments.
1475. Completed Refurbishment of Village Seats:
 SKP gave his apologies and explained to the meeting that he had asked Simon King to refurbish the old village seats if they were repairable. SK completed this work over the winter months and during this time SKP said he had agreed costs incurred for the work and had not referred to PC. Following discussion and reference to the Financial Regulations/Risk Assessment, it was reaffirmed that no Parish Councillor should give instruction or incur costs without a resolution agreed at a PC meeting. *Proposed: Geoffrey Woollard. Seconded: Peter Hart.*

1476. Repairs carried out to Cemetery Water Supply:
SKP confirmed that following further investigations work, a new pipe and water tap was installed. This was now located near the boundary fence between the allotments and cemetery.
1477. Purchase and Installation of Dog Waste Bag Dispenser:
Upon further consideration it was agreed not to go ahead with this purchase as it was felt that adequate bins were already in place and owners should be responsible for their own supply of bags. The Clerk was asked to add note to Crier report reminding dog owners to clear up after their pets. Areas of particular concern were Coopers Lane and Caddenham Lane. **Action: Clerk**
1478. Approval of Grant of Exclusive Right of Burial:
This was agreed – Fox-Teece (Plot 874/Grant 140). Double fees. *Proposed: Geoffrey Woollard. Seconded: Steve Kent-Phillips.*
- 1479: 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) Harrisons of Burwell Ltd – <i>repairs to cemetery water supply</i> | £868-80 |
| d) Simon King – <i>refurbishment of village seats</i> | £420-00 |
| e) Simon King – <i>removal of ivy/repairs to sign at The Pound</i> | £ 45-00 |
| f) Cambridgeshire County Council – <i>street lighting energy (Apr – Sept 13)</i> | £240-01 |
| g) Viking Direct – <i>stationery/printer cartridges</i> | £ 64-14 |
| | <u>Total: £1,937-95</u> |
- Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Agreed unanimously.*
- Transfer of £2,000 was agreed. *Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Agreed unanimously.*
- Receipts:*
- | | |
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| HMRC – <i>VAT refund</i> | £356.87 |
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1480. Clerk's Report:
The Clerk asked to purchase the latest Clerks' Manual from SLCC at a cost of 47.50 as a member (non-member cost £67.50). *This was agreed.*
Fire Engine: Reminder to meeting that the lease agreement with Burwell Museum had run out. *It was agreed to extend the lease subject to Burwell Museum's agreement.*
CCC- Agency Services: Confirmation received of CCC's contribution of £504.36. No increase on last year.
Allotments: Invoices sent out for annual rents.
Notice of European Elections: Notices displayed.
1481. Parish Councillors' Reports:
High Street/Lower End: Sandra Gynn told the meeting of her concerns about the speed of traffic through the village.
Year End Accounts: Steve Kent-Phillips reported on the Y/E accounts:
£6,700 profit due to Clerk's total salary reduced, grass cutting charges reduced due to 4 month dry spell and funds currently held on behalf of Community Land Trust.
£27,000 working reserves – explanation provided for Auditors. (£10,000 for traffic calming measures ring-fenced, £10,000 ring-fenced for potential traveller issues.)
- Meeting closed at 9.05pm*

1482. Open Question Time:

Accounts: Steve Kent-Phillips was asked for explanation of expenditure in the current year.

Water tap: Request for this to be reinstated near the playground.

Trees – Village Hall driveway: It was noted that ivy growing on the trees should be removed.