

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 8th May 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)-7.45pm, & Mr Geoffrey Woollard(GW) plus 3 members of the public.

1489. In Attendance:

CCC – Cllr David Brown
ECDC – Cllr Allen Alderson (7.40pm)
Karen King - Clerk

1490. Apologies for Absence:

None.

1491. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations:

None.

1492. Public Participation:

No items raised.

1493. Approve and Sign Minutes of Parish Council Meeting – 10th April 2014:

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

1494. Reports:

CCC Matters: *Cllr David Brown reported to the meeting. GW asked DB why the future of the Cromwelll Museum was being considered by the Highways and Infrastructure Committee. DB explained that libraries are the responsibility of that committee.*

ECDC Matters: *Cllr Allen Alderson reported to the meeting. GW asked AA where it was proposed to reduce the number of councillors would people have the power to choose. AA replied.*

Cllr David Brown left the meeting at 7.50pm

1495. Matters Arising from Previous Minutes (for information only):

Min.ref.1543: Passing Place, Station Road: Following a site inspection carried out by CCC's Local Highways Improvement team, a plan showing the proposed location for the passing place - on the left-hand side just before the bridge - was circulated for councillors to consider. JC & SKP commented that the parking issues around the football ground had improved.

1496. Correspondence for Circulation/Consideration (Appendix 1):

CCC: *LHI – plan for passing place.* Following on from discussion under 'Matters Arising', the proposed location was agreed as the best option. Also, a requirement of CCC's funding for the project was a Parish Council contribution of 10% towards the cost of the work. This was unanimously agreed. Clerk to confirm with CCC.

Action: Clerk

ECDC: *Notification relating to the East Cambridgeshire Local Plan (consultation) – close date 30th May – Noted.*

General: *Cambridge Science Centre coming to Swaffham Prior – for info – Noted.*

Additional correspondence:

Planning amendment/approval for The Manor House, 37 Lower End – Noted.

Letter from 10 Downing Street re ‘New Employment Allowance’. Not relevant to Parish Councils – Noted.

1497. Consideration of Planning Application for 5 Rogers Road – works to convert an extension to an existing dwelling as follows; 1) raising of roof on existing rear extension to gain usable room heights; 2) first floor addition on top of existing ground floor extension totaling 12.7m. Ref: 14/00235/FUL;

No objections or comments.

JC put forward motion to consider the following planning application. This was unanimously agreed.

1498. Consideration of Planning Application for 26 Green Head Road – two storey rear extension: Ref: 14/00402/FUL.

This application was considered to be over-large for development area and could overlook neighbouring properties. (GW abstained). Clerk to forward comments to ECDC.

Action: Clerk

1499. Review and Approval of Asset Register:

Value of assets increased to £544,100 from £425,714. Summary below:

- Village Hall building - £500,000 (£385,875 – 2012/13)
- The Pound building - £10,000 (£4,430 – 2012/13)
- WLA Memorial (new item) - £1,000
- Village seats (including new ones) - £2,000.

Amendments were made and unanimously agreed.

1500. Memorial to Women’s Land Army – insurance and maintenance:

It was agreed that the PC would be responsible for the future insurance and maintenance costs for the memorial. *Proposed: Geoffrey Woollard. Seconded: Steve Kent-Phillips.*

The Clerk told the meeting that Sylvia Short had offered to pay for a plaque to be added to the memorial to note the date of the unveiling. This was agreed as a good idea. Clerk to speak further with Prince family and SS.

Action: Clerk

- 1501 Cemetery Maintenance:

Following a complaint received about the overflowing bin and the spoil heap in the cemetery, Andrew Camps confirmed he had burnt off the rubbish in the bin. Other maintenance items were discussed.

AC asked to purchase visible ground markers and approximately 30 engineering bricks to mark out new plots in the cemetery. *This was unanimously agreed.*

Action: AC

- 1502 Memorial Seat to the Late John Norris:

The Secretary to The Parochial Charities confirmed to the clerk that they were to go ahead with the purchase of a seat and requested to locate this on the eastside of Coopers Green. This was unanimously agreed.

It was also agreed that rather than contribute to the cost of purchasing and installing the seat, the Parish Council would take responsibility for future insurance and maintenance costs. *Proposed: Steve Kent-Phillips. Seconded: David Almond. Unanimously agreed.* The Clerk was to write to The Parochial Charities and confirm.

Action: Clerk

1503 Purchase of Exclusive Grant of Burial:

This was agreed (Newman – Plot 888/Grant 141). *Proposed: Steve Kent-Phillips. Seconded: Geoffrey Woollard.*

1504 Approval of Accounts including Annual Audit Return and Governance Statement:

SKP circulated copies of accounts spreadsheet and confirmed detail of Annual Audit Return including Governance Statement. These were agreed. *Proposed: Paul Latchford. Seconded: Steve Kent-Phillips.*

1505: 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) Karen King – <i>reimbursement (reference book)</i>	£ 47-50 *
d) CGM Landscapes - <i>grasscutting</i>	£ 847-92
e) Parochial Charities – <i>rent for play area</i>	£ 30-00
f) SP Village Hall Committee – <i>hire of room for AVA</i>	£ 15-20
	<u>Total: £1,193-12</u>

* *Payment held. Reference book not received.*

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

Transfer of £1250-00 was agreed. *Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Agreed unanimously.*

Receipts:

CCC – <i>agency services</i>	£504-36
Cambridge F.S. – <i>burial (Plot 874/Grant 140-double fees)</i>	£224-00
Mike Malster – <i>allotment rent</i>	£ 10-00
Alastair Lee – <i>allotment rent</i>	£ 35-00
Mark Hewitt – <i>allotment rent</i>	£ 5-00
Mrs Newman – <i>purchase of burial plot (as above)</i>	£ 65-00
Paul Fuller – <i>allotment rent</i>	£ 5-00
VHMC – <i>annual rent</i>	£ 1-00
	<u>Total: £849-36</u>

1506. Clerk's Report:

Village seats: The seats on Cage Hill were in need of some attention. *Clerk to obtain an estimate for the work needed.*

1507. Parish Councillors' Reports:

Wicken Fen – Community Forum: GW attended meeting and reported.

Speeding – Heath Road: JC told meeting he had spoken with a Heath Road resident about drivers speeding up and down the road. There followed discussion on installing a 'No Through Road' sign. SKP said he would follow this up. **Action: SKP.**

Overgrown hedges: AC reported that some of the hedges needed to be cut back on the footpath from Cage Hill to Coopers Green. *Clerk to follow up.*

Footpath: PH reported part of the footpath running across the fields from Heath Road to Devils Dyke had not been sprayed off and that he had written to the land tenant/CCC asking for this to be carried out.

Apologies: SG gave her apologies for the Annual Village Assembly.

St George's Day Flag: PL asked why there was a flag flying on the Church. There followed discussion with and a member of the public offered to follow up and make enquiries.

Meeting closed at 8.55pm

1508. Open Question Time: No questions.

Appendix 1 – Correspondence Received:

Charlotte Wilson – Celebrate Cycling in Cambridgeshire (Tour de France)

Amanda Davies – Homecare Apprenticeship

Amanda O’Donaghue – Great War Project Event

Passenger Services – Changes to Bus Timetables

Amanda Davies – Housing Related Support for Older Persons – update

Sophie Parsons – Draft plan for passing place, Station Road

ECDC

Lynne Smart – Chairman’s Weekly Highlights

Sarah Ratcliffe - Notification relating to the East Cambridgeshire Local Plan

Lorraine Brown – Buildings of Local Interest – reminder of close date for nominations

Joan Cox – Notices for European Elections

Darren Hughes – Compost Awareness Week

Planning

Planning Application for 5 Rogers Road.

Planning Application for Green Head Road

Planning Amendment for The Manor House, 37 Lower End.

Planning Permission for The Manor House, 37 Lower End

General

10 Downing Street – New Employment Allowance

Cambridge Science Centre coming to Swaffham Prior

CAPALC – membership details

SLCC – 10 Downing Street – new Employment Allowance

SLCC – The Census, Cambridgeshire Parishes – link