

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

Present: Mr J Covill-Chairman(JC), Mr Andrew Camps(AC), Mr Eric Day(ED), Mr P Hart-Vice-Chairman(PH), Mr Steve Kent-Phillips(SKP), Mr Paul Latchford(PL) & Mr Geoffrey Woollard(GW) plus 4 members of the public.

1526. In Attendance:
Karen King - Clerk
1527. Apologies for Absence:
Cllr David Brown
Cllr Allen Alderson
David Almond (*holiday*)
1528. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations:
Paul Latchford declared an interest for item 8 of the agenda (Min.ref.1535).
1529. Public Participation:
No items raised.
1530. Approve and Sign Minutes of Annual Parish Council Meeting –12th June 2014:
The minutes were agreed and signed as a correct record. *Proposed: Peter Hart. Seconded: Geoffrey Woollard. Agreed unanimously.*
1531. Reports:
CCC Matters: *No report received.*
- ECDC Matters: *Clerk read out written report from Cllr Allen Alderson.*
No questions.
1532. Matters Arising from Previous Minutes (for information only):
Min.ref.1516: Memorial Seat-Coopers Green: SKP told the meeting that the new seat was in place and a small unveiling ceremony was to be held on the 12th July.
Min.ref: 1515: Planning-Ordnance Survey Maps: PL told the meeting that he had not received any response to his query to-date.
Min.ref.1520: Passing Place, Station Road: The Clerk confirmed start date of 14th July for the work.
1533. Correspondence for Circulation/Consideration (Appendix 1):
ECDC – Polling District, Polling Places and Polling Stations Review: *Noted.*
Additional correspondence:
Planning – 10 Lower End – copy of Certificate of lawfulness for the existing use of land for domestic garden and a hobby workshop. Ref: 14/00620/CLE. *Noted.*
General – Local Works – Empowering Parish Councils to Sell Electricity. *Noted.*
- Paul Latchford left the meeting whilst the following item was discussed.*
1534. Consideration of Planning Application for Church View Cottage, 54 High Street – erection of a boundary wall and railings and erection of a side fence screen. Ref: 14/00603/FUL.
GW asked if any concerns about application had been raised. JC said the neighbours were concerned about the type of fence to be erected.

The Chair adjourned the meeting at 7.45pm to allow applicant to speak.

Miss Jane Knightley gave explanation of the history of the wall and boundary fence and the proposal to raise new fence height between own property and neighbour's property to provide some privacy.

The Chair reconvened the meeting at 7.50pm.

GW recommended approval of the application. This was agreed with no comments or objections.

PL returned to the meeting.

1535. Consideration of Planning Application for 50 Lower End – single storey rear extension. Ref: 14/00534/FUL.
No comments or objections.

1536. Local Highway Improvement Initiative 2015/16:
Following discussion, it was agreed to invite officers from CCC to advise on what measures might be put in place on Mill Hill to slow the traffic and provide safe crossing for pedestrians. **Action: Clerk**

1537. Estimates Received for Refurbishment Works to Village Seats and Play Area Equipment:
The Clerk confirmed that she had been unable to obtain additional estimates for this work. In light of this, Geoffrey Woollard proposed and Steve Kent-Phillips seconded acceptance of the one estimate received from Simon King in the sum of £485.00. Clerk to confirm with SK. **Action: Clerk**

Clerk left the meeting for the next agenda item.

1538. Annual Review of Clerk's Contract and Appraisal of Clerk's Performance:
SKP outlined amendments to Clerk's Contract;
Point 5.1: Clarify hours of work as 25 hours per month on a fully flexible basis, and
Point 7.2: Clarify payment of holiday hours with the addition of '*should the Clerk leave the Council's employment for any reason, any unused holiday hours will be paid as final salary at the hourly rate of the time of leaving*'.
Following discussion, the above was unanimously agreed.
There were no comments on the Clerk's performance.
Clerk returned to the meeting.

- 1539: Accounts for payment included:
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|--|---------------------------------|
| a) Karen King – Clerk's salary | £ 240-00 |
| b) Inland Revenue – Clerk's tax | £ 60-00 |
| c) Karen King – Clerk's expenses | £ 15-95 |
| d) CGM Landscapes - grasscutting | £ 500-88 – £480-64 * |
| e) CGM Landscapes – grasscutting | £ 694-08 |
| f) Viking Direct – stationery/computer | £ 60-74 |
| Total: | £ 1,571-65 |

* Min.ref.1522: Credit note received for cut missed on footpath.

Payment of the above invoices agreed. *Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Agreed unanimously.*

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

Receipts:

Alex Kirby – allotment rent/contribution to water	£25-00
Julian Luttrell – allotment rent	£ 5-00
Clinco F.D. – ashes (Short-plot 820)	<u>£52-00</u> (double fees)
Total:	<u>£82-00</u>

1540. Clerk's Report:

Cutting back of footpath: Email received from Alan Gould, land owner, giving brief history of footpath. Following discussion the Clerk was asked to respond and ask AG to clear a one metre width for footpath. It was noted that part of the footpath ran across land owner by Jonathan Clarke and the Clerk was asked to contact him and ask that similar action be taken. **Action: Clerk**

The Chair adjourned the meeting to allow Mr Limb to explain a little more about the history of part of the land in question and its connection with cottages on Lower End. The meeting was reconvened at 8.45pm.

Development at Lower End/Rogers Road: It was reported that, although not yet official, the site would be granted planning permission under delegated approval and would not need to go to planning committee.

Cutting back of vegetation – Green Head Road: Reminder notes sent to householders.

Litter bins: It was reported that the bins were again not being emptied. ECDC informed. To be followed up. **Action: Clerk**

1541. Parish Councillors' Reports:

Grasscutting in Cemetery: AC commented on the untidiness of the cemetery and the need for a complete cut. Clerk to follow up with contractor. **Action: Clerk**

The Pound: A resident had told SG that the weeds in The Pound were growing again and required spraying. Clerk to follow up. **Action: Clerk**

SG also reported that laurel hedge by The Beeches required cutting back.

Travellers: JC said the travellers had moved but left a lot of rubbish and he had informed ECDC.

High Street footpath: It was reported that the hedge past the bus stop was encroaching on the footpath and should be cut back. Clerk to follow up. **Action: Clerk**

Meeting closed at 8.50pm

1542. Open Question Time:

Alastair Everitt expressed his concern about the weed growth in The Pound despite the recent laying of a Terram material and stone. He asked that this be dealt with and not left.

Discussion on increased traffic on Mill Hill and what might be done. David Greenfield commended the Parish Council for following through to seek advice on what could be done.

Appendix 1 – Correspondence Received:**CCC**

Ann Barnes - Cambridgeshire Statement of Community Involvement (SCI)

Passenger Transport – Changes to Local Bus Services (Stagecoach 9,11&12)

Steve Dighton - Local Highway Improvement 2015/16 application form - East Cambridgeshire (updated form)

CST - Village Maintenance Programmes Second Round

CST – Verges cut

CST – Gully programme

Tracy Rockall – Statement of Community Involvement

ECDC

Lynne Smart – Chairman’s Weekly Highlights

Joan Cox - Polling District, Polling Places and Polling Stations Review

Claire Lloyd – Litter Bins

Planning

Planning application – Church View Cottage, 54 High Street – *erection of a boundary wall and railings and erection of a side fence screen*. Ref: 14/00603/FUL.

Planning application – 50 Lower End – *single storey rear extension*. Ref: 14/00534/FUL.

CLE application - 10 Lower End – certificate of lawfulness for the existing use of land for domestic garden and a hobby workshop. 14/00620/CLE.

General

Rural Services Network - Parish views sought on rural housing

Steve Shaw, Local Works – Empowering Parish Councils to Sell Electricity

Resident – Hedge cutting debris at Coopers Green

Suffolk ACRE – revised insurance schedule

Pam Waters-SPPC – details of memorial seat & unveiling