

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 11th September 2014 at 7.30pm Village Hall.**

Present: Mr David Almond(DA), Mr Andrew Camps(AC), Mr Eric Day(ED), Mrs Sandra 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.

Vice-Chairman Mr Peter Hart chaired the meeting in the absence of the Chairman John Covill.

1543. In Attendance:

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

1544. Apologies for Absence:

Mr John Covill – *holiday*

1545. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: None.

1546. Public Participation:

No items raised.

1547. Approve and Sign Minutes of Annual Parish Council Meeting – 10th July 2014:

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

1548. Reports:

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

GW asked DB if the proposed new Secondary School at Hampton Gardens was to be run by the Council. *DB replied that no new schools are run by councils.*

SG said that children who moved during the school holidays were not able to start school at the beginning of term and asked DB if they could be fined. *DB to follow up and report back.*

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

Ely Southern By-Pass: CCC passed the planning application for this scheme at their Planning Committee Meeting on 8/9/14.

Ely Country Park: This has recently been awarded the 'Green Flag' status. It is a leisure facility that is growing in popularity.

SKP asked for clarification on a 'Green Flag' award. AA to provide full details at next meeting.

Planning-Ordinance Survey Maps. PL discussed this further with AA.

1549. Matters Arising from Previous Minutes (for information only):

Min.ref.1541: The Pound: The Clerk reported that Martin Mead had looked at the Pound and the reoccurring problem of weed growth and said he would carry out work to rectify.

Min.ref.1520: Passing Place, Station Road: The Clerk told the meeting that the work had been completed.

Min.ref.1538: Clerk' contract: SKP asked if this had been signed. Clerk said she would follow up with Chairman.

GW asked that for item 8 of the agenda to be brought forward to include DB in discussions. This was agreed.

1550. Local Highway Improvement Initiative 2015/16 – Report on Meeting with CCC Highways:

GW reported on meeting held on the 4/8/14 with CCC Officers Matthew Picking and Joshua Rutherford. PH also attended. Summary:-

- It was explained to MP/JR major and on-going concerns with regard to the traffic on and along Mill Hill; safety of pedestrians and general speed of much of the through traffic.
- Advice was asked of MP/JR on possible measures to help with the above.

MP/JR said they were willing to consider:

- Reducing the speed limit from 40 to 30mph.
- Narrow islands, possibly 3, along Mill Hill. Less costly, probably under £10,000.
- Roundabout at the junction of Cage, Hill, Mill Hill and Heath Road. It was suggested this might cost as little as £30,000 - £40,000 or could cost a lot more.

Following a review of costs after the meeting, MP sent an email to the Clerk with a revised cost of £60,000 as it was considered that a full roundabout would be needed at this junction.

GW/PH explained that the Parish Council possessed the sum of £10,000 to be used only for traffic calming measures on or relating to Mill Hill and that subject to PC approval, all or some of this sum could be contributed to the cost of such measures.

Follow further discussion David Almond proposed pursuing the feasibility of a roundabout at the junction of Mill Hill/Heath Road/Cage Hill. Geoffrey Woollard seconded. All agreed.

Steve Kent Phillips proposed a contribution to project of at least 10% and up to £10,000. Paul Latchford seconded. All agreed.

The Clerk brought to councillors' attention the close date for LHI bid applications (12/9). DB advised the Clerk to confirm with CCC the Parish Council's intention to submit an application and follow up with completed details as soon as possible.

GW thanked DB for his input and support.

Cllrs David Brown and Allen Alderson left the meeting at 8.25pm

1551. Correspondence for Circulation/Consideration (Appendix 1):

CCC – Electoral Review of CCC – *Noted – copy circulated.*

CCC – Highway Drop-in Session – *Noted – copy circulated.*

ECDC – Pilot Parish Conference in East Cambridgeshire – *Noted – copy circulated.*

ECDC – Consultation on Further Modifications to the East Cambridgeshire Local Plan: *carried forward to next meeting for discussion.*

ECDC – Online Transparency to be made Mandatory – *Noted – copy circulated.*

1552. Grants of Exclusive Rights of Burial:

Chesterman – burial plot 875-Grant 143

Kolodziej – cremation plot 819- Grant 144

Proposed: Geoffrey Woollard. Seconded: Steve Kent-Phillips. All agreed.

1553. Review of Parish Council Insurance:

The insurance schedule was reviewed against the updated register of assets and submitted to insurers. Insurers noted the high increase in cover for The Pound and amended this to be included under 'Buildings Cover' as the premium was significantly reduced, i.e., *the premiums for The Pound if covered for a sum insured of £10,000 under the building section would be £27.13 (including ipt and commission), the excess applying to this section of the policy is £100 for theft or accidental damage, £250 for*

every other risk covered other than subsidence where the excess is £1,000. The premium for the Pound if covered for a sum insured under the all risks section would be £71.10 (including IPT and commission), the excess is £100 for each and every claim, but subsidence, landslip and ground heave are not covered.

The annual premium of £497.86 with a 3-year long term undertaking was agreed.

Proposed: Steve Kent-Phillips. Seconded: Paul Latchford. All agreed.

The question of insurance held by the VHMC for the Village Hall building was raised.

The Chair adjourned the meeting to allow member of the public to speak.

Meeting reconvened and PH noted the confirmation received from Alastair Everitt that the VHMC were responsible for building insurance cover. The Clerk/PL were asked to confirm the insurance details with the VHMC. **Action: Clerk/PL.**

1554: 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) PC Andrew Camps – <i>reimbursement for materials</i>	£ 30-54
d) CGM Landscapes – <i>grasscutting services</i>	£ 694-08
e) Anglian Water – <i>cemetery water</i>	£ 45-43
f) Simon King – <i>repairs to village seats</i>	£ 90-00
g) Business Services at CAS – <i>annual insurance</i>	£ 497-86
	<u>£ 1,657-91</u>

Payment of the above invoices agreed. *Proposed: Steve Kent-Phillips. Seconded: Sandra Gynn. All agreed..*

Community Land Trust: The Clerk confirmed receipt of bank account details for the CLT and requested the remaining balance held by the Parish Council on behalf of the CLT now be transferred – details below:

<i>Total fund held:</i>	£4,700
<i>Set up fees paid to Foundation East Ltd on behalf of the CLT</i>	£2,900 (13/3/14)
<i>Balance to CLT:</i>	<u>£1,800</u>

The above payment was agreed. Clerk to confirm name of bank account and arrange cheque payment. *Proposed: Steve Kent-Phillips. Seconded: Sandra Gynn. All agreed.*

Transfer of £3,500. *Proposed: Steve Kent-Phillips. Seconded: All agreed.*

Receipts:

BT Open Reach – <i>Wayleave</i>	£ 8-82
Ivett & Reed – <i>memorial inscription-Day</i>	£ 15-00
Mrs A Chesterman – <i>burial fees (Chesterman)</i>	£112-00
Barclays – <i>bank interest 2/6-7/9</i>	£ 3-94
	<u>£139-76</u>

1555. Clerk's Report:

Annual Audit: Signed off audit return received from external auditors. 'End-of-Audit' notice to be displayed as required. **Action: Clerk**

The Pound: Simon King was asked to reinstate stone cross that fell from the roof corner. SK confirmed he would look at this to see what was needed.

Website: Request for PC to have a website. *SKP to look at setting one up through RaSP.* **Action: SKP**

Overhanging vegetation, etc: Sanctuary-Hereward asked to remind tenants to cut back hedges, etc., from boundary footpaths, etc. Letter received from property on Green

Head Road confirming that hedges on boundary cut back from footpath. Hedge on High Street cut back.

Cemetery: Central pathway in need of some tidying up.

Village Noticeboard: Request for new one. *Clerk asked to obtain details and prices for new noticeboard and add to next meeting agenda.* **Action: Clerk**

1556. Parish Councillors' Reports:

Play area: SKP said Simon King had taken 'daisy spring seat' item away to repair and paint.

CLT-Section 106 monies: Following discussion this was suggested as an agenda item for next meeting.

Meeting closed at 8.50pm

1557. Open Question Time:

General discussion.

Appendix 1 – Correspondence Received: (August/September)

CCC

Dawn Cave - Electoral Review of Cambridgeshire County Council

Matthew Pickering – LHI application – site meeting

Sophie Parsons – Passing Place, Station Road – work completed

Jason Tyrrell – Highway Drop-in Session

Passenger Transport – Changes to Local Services

Louise Meats – CCC Budget Consultation

Terry Jordan – Pilot Parish Conference in East Cambridgeshire

Emma Fitch - Cambridgeshire County Council Household Recycling Service – East Cambs

Parish Council notification

CST - Gully Cleaning Programme 2014-15

Amanda Davies – Independent Living Fund Closure 2015

ECDC

Lynne Smart – Chairman's Weekly Highlights

Joan Cox – Register of Electors Canvassing

Jordan Terry – Proposed Pilot Parish Conference in East Cambridgeshire

Dave White – Refuse Sack Distribution

Su Field – Online Transparency to be made Mandatory

Darren Hughes – Textile Recycling Promotion

Planning

Certificate of Lawfulness of Proposed Use or Development – *Corona Dairy, 34 Lower End – proposed new studio/workshop building.* Ref: 14/0466/CLP.

Planning application – *Red Hill Farm, Cambridge Road, Stretham – erection of 2 x wind turbines, hub height of 75 metres with height to blade tip of 102 metres.* Ref: 14/00769/ESF.

Planning withdrawal – *as above*

Planning application – 26 Green Head Road – single storey side and rear extension.

Ref: 14/00898/FUL

Planning Appeal – 43 Lower End – *proposed annex to replace existing outbuilding.*

Ref: 14/00292/FUL.

Planning Permission – 50 Lower End – *single storey rear extension.*

Planning Application withdrawal – *Church View, 54 High Street.*

General

School – Summer Newsletter

Cambridgeshire ACRE – *90 years celebration*

City of Ely Council – Civic Service

Simone Knudsen – 30 Green Head Road and Footpath Vegetation

Dial-a-Ride – promotion of service

Steve Shaw, Local Works – The Right for Parish Councils to sell Electricity

Lois Baker-CLF: Bird Hide Working Group