

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 11<sup>th</sup> December 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 4 members of the public.

*Vice Chairman Peter Hart chaired the meeting.*

1601. In Attendance:

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

1602. Apologies for Absence:

John Covill – Chairman

1603. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations:

PH reported, just in case anyone wished to declare an interest, that a late planning application had been received for 15 Cage Hill and his intention to propose consideration of this at an appropriate point in the agenda. David Almond declared a personal interest - min.ref: 1610.

1604. Public Participation:

No comments.

1605. Approve and Sign Minutes of Parish Council Meeting – 13<sup>th</sup> November 2014:

GW proposed amendments to:

- Min.ref.1588: change "...any monies received..." to "...any monies available..."
- Min.ref. 1594: change "...Parish Council's proposals for traffic calming islands or a mini-roundabout..." to "...Parish Council's preference for a roundabout...."

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

1606. Reports:

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

Copy of report circulated.

- GW congratulated DB on his involvement with the new Burwell Fire Station.
- Min.ref.1599: DB reported that he had contacted James Rigley of CCC about condition of Great Drove road surface. JR was to send out officer to inspect with a view to carrying out repair works.
- PL asked DB about the possible closure or limited opening times of Bottisham Swimming Pool and noted that the pool was built following fundraising as a community project. DB replied that the School Governors have the ultimate decision on future of pool. GW said he had tried to contact Chairman of the Governors to discuss the position but was unable. PL proposed sending a letter to the Chairman expressing the PC's concerns. GW seconded.

Following concerns raised about the condition of pavement on the High Street, DB confirmed that he would follow up and action with James Rigley.

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

*Recycling:* The 2013/14 statistics have recently been released by DEFRA. East Cambridgeshire is highlighted as achieving the 3<sup>rd</sup> highest increase in recycling performance of English authorities last year.

*Next year's budget:* ECDC is the only council in Cambridgeshire going into 2015/16 with a balanced budget. It is also the only Council currently not raising council tax.

1607. Matters Arising from Previous Minutes (for information only):

*High Street sign:* SKP confirmed that this had now been repaired.

*Min.ref.1592 - Overgrown hedges, Village Hall/School boundary:* PL reported it was generally felt by VHMC that if the School wanted to cut back, they should go ahead and carry this out.

*Min.ref. 1592 – S106 payments:* Emma Grima confirmed in an email that she had looked at the money available but was unable to give exact amounts. She confirmed money was available for the following types of project:

- Public Open Space Improvements
- Community Facility Improvements
- Minor Transport Initiatives

A project group was to be set up to look into how the money available might be spent. EG was to keep the PC informed but noted that as there had been no development in our area that required a S106 Agreement to be secured, it was difficult to say with certainty that the Parish Council would be successful in receiving S106 funds. *Clerk to confirm back to EG that the PC would still be applying.*

1608. Correspondence for Circulation/Consideration (Appendix 1):

- Balfour Beatty – street lighting: Notification of street lighting works in the New Year including copies of design maps. A representative from Balfour Beatty is to attend the January 2015 Parish Council meeting to outline and discuss plans.
- ECDC – Planning approval received for:
  - Land off Rogers Road – proposed development of 20No buildings
  - 7 Rogers Road – erection of single storey porch to front of property
- ECDC – Tree works approval received for:
  - The Old Vicarage, 72 High Street.
  - SP C of E Community Primary School, Station Road.
- General – notification from National Trust of closure to carry out repairs to Reach Lodge Bridge.
- General – Peter Hart reported Karen King's resignation as Clerk to the Parish Council.

*Cllr David Brown left the meeting.*

1609. Rogers Road Development – ECDC Consultation on Road Names:

A copy of ECDC's guidelines on street names was circulated prior to meeting. Following discussion, GW proposed two further names; Peter Allix Close and William Ambrose Close. As explained by GW, both names have close historical links with the village. As these are again full names of people, it was suggested that to comply with ECDC's guidelines they could be shortened to Allix Close and Ambrose Close.

*With reference to above min.ref. 1603, PH put forward motion to allow consideration of the next item in order to comply with the close date for comments. This was unanimously agreed.*

*Members of the public left the meeting whilst this application was considered.*

1610. Consideration of Planning Application for 15 Cage Hill – construction of 2 new dwellings and associated works. Ref: 14/01170/FUL:

After looking at the plans and reviewing the detail it was agreed that the Clerk would reply to ECDC with the comment that it was the majority view that parts of the proposal were too high for existing street scene.

1611. Accounts for payment included:

a) Karen King – <i>Clerk’s salary</i>	£ 268-80
b) Inland Revenue – <i>Clerk’s tax</i>	£ 67-20
c) Karen King – <i>annual expenses</i>	£ 100-00
d) Karen King - <i>reimbursements</i>	£ 20-00
e) John Covill – <i>Chairman’s expenses</i>	£ 40-00
f) Anglian Water – <i>cemetery water supply</i>	£ 28-36
<u>Total:</u>	<u>£ 524-36</u>

Payment of the above invoices agreed. *Proposed: Steve Kent-Phillips. Seconded: David Almond. Unanimously agreed.*

g) SLCC – *annual membership* £ 103-00

*In view of the Clerk’s resignation, it was agreed to carry this payment over to the January meeting so that the Clerk could check on whether the membership was transferable to the new Clerk*

*Proposed: Sandra Gynn. Seconded: David Almond. Unanimously agreed.*

*Receipts:*

None.

1612. Finance - Explanation of Bank Charges Incurred:

SKP confirmed that bank charges of £120 were incurred and explained that this was due to transfer of funds not being made. JC had apologised for this oversight. SKP suggesting keeping a current account balance of enough to cover one month’s payments – approximately £1,600 and asked for a transfer of £2,000. Following discussion this was amended to £1,500. *Proposed: Steve Kent-Phillips. Seconded: Sandra Gynn.*

1613. Clerk’s Reports:

*Mud on Headlake Drove:* Complaint received about the amount of mud left on the road following the harvest of maize and leeks. DA told the meeting that the mud would shortly be cleared but said the road surface was in a poor condition making it very difficult. There followed discussion on who was responsible for repairs to the road. Clerk to follow up with CCC.

*Mill Hill:* traffic calming bollards knocked down by car. This was reported to CCC.

*Rogers Road Development:* Work to hopefully start in January 2015.

1614. Parish Councillors’ Reports:

*Footpaths:* DA expressed concerns about the condition of the footpath and lack of lighting by St Cyriacs. Clerk was to write to PCC to see what could be done to improve things to ensure people’s safety. AC told the meeting that the lighting was already being looked at by the PCC. To follow on from this, there was discussion on the breaking up of the roadway from Green Head Road and the churning of the grass verges by vehicles.

*Consultation of traffic calming measures – Mill Hill:* GW referred to the criticism of the PC about the lack of consultation noting that it was impractical to consult as a decision was taken in July, there was no August meeting and the deadline for an application to CCC was September.

*Meeting closed at 9.15pm*

1615. Open Question Time:

Alastair Everitt explained that the PCC were already dealing with the faulty light referred to near St Cyriacs. He also asked if the PC would be willing to contribute.

AC said he had mentioned the condition of the footpaths, etc., at the last PCC meeting but funds were not available at the moment.

Michael Limb asked about lighting for the footpath up to the stile on the other side of St Mary's Church. AC confirmed light on corner of Church is not working.

Appendix 1 – Correspondence Received:**CCC**

Cllr David Brown – monthly report

Dawn Cave – Electoral Review of Cambridgeshire: Cambridgeshire Briefing Guide

Transport Delivery – request for Parish Council information (completed)

Val Thomas – Winter Health Quick Guide

Nutan Patel - Commemorating the 70th Anniversary of the end of World War II

Passenger Transport – Changes to Local Bus Services (not in SP area)

Bruce Waller - Consultation on Cambridge Northern Fringe East Area Action Plan

**ECDC**

Su Field – Chairman's Weekly Highlights

Wendy Hague - Consultation relating to an Application for the designation of a Neighbourhood Area –

Linda Grinnell – Parish Precepts – Year Ending 31<sup>st</sup> March 2016

Cathy White – approval for treeworks at School

Cathy White – approval for treeworks at The Old Vicarage, 72 High Street.

Jason Littleboy – street naming/numbering – guidelines

Denise Gawthrop – Register of Electors 2014-15

Emma Grima – S106 monies

Dave White – Christmas Waste Collection Arrangements

Wendy Hislop – Weekly list of planning applications register

Carol Griffin - 2015/16 Council Tax Base Figures

**Planning**

Planning Permission for land off Rogers Road

Approval – General Permitted Development – 28 Green Head Road

Planning Permission – 7 Rogers Road

**General**

Lois Baker, National Trust – Reach Lode Bridge Closure

School – Autumn Newsletter

School – details of Christmas Fair

The Prospects Trust – *Vote makers needed!*

Signscape – *catalogue (village noticeboard)*

CGM – copy of Public Liability Insurance.

The National Trust – 'New from the Fen'

Cambridgeshire ACRE – invitation to renew membership

Giles Merritt – Mud on Headlake Drove

BBLP – Cambridgeshire Streetlighting: Important information relating to street lighting in Swaffham Prior