

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 8th January 2015 at 7.00pm Village Hall.**

Present: Mr John Covill-Chairman(JC), Mr David Almond(DA), Mr Andrew Camps(AC), Mr Eric Day(ED), Mrs Sandra Gynn(SG)-8.15pm, Mr P Hart-Vice-Chairman(PH), Mr Steve Kent-Phillips(SK), Mr Paul Latchford(PL) & Mr Geoffrey Woollard(GW) plus 7 members of the public.

1616. In Attendance:

ECDC – Cllr Allen Alderson (9pm)
Karen King - Clerk

1617. Apologies for Absence:

CCC – Cllr David Brown
Eric Day

JC welcomed everyone to the meeting and following apologies invited Keeley Russell of Balfour Beatty to present outline plans for the upgrading of street lighting in the village. All those present were given the opportunity to raise their concerns about the proposed removal and repositioning of current lights and installation of new lights. This was further discussed as meeting agenda item 5 – min.ref.1621.

1618. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations:

Paul Latchford declared a personal interest for agenda item 11- min.ref: 1628.

1619. Public Participation:

Community Infrastructure Levy – Regulation 123 List: ECDC invited, as part of the consultation process, proposals for projects to be added to the listing. Roz Chalmers, Emma Fletcher and Charlotte Cane, on behalf of the School, had drafted an 'Expression of Interest' for the Regulation 123 List for an extension to the School to allow an extra classroom and asked if the Parish Council would give this their support. This was discussed further by councillors as agenda item.

Bins on Coopers Green: Concerns were raised about the filling of one of the bins with cement bags. This was reported to ECDC and logged as fly-tipping.

World War II Commemoration Events: Emma Fletcher asked if anyone would be interested in organising an event. Some grant funding was available from CCC and it was agreed to submit an application. There followed discussion on possible ways to mark the occasion. Clerk to invite ideas through the Crier. To be discussed further at next meeting.

1620. Approve and Sign Minutes of Parish Council Meeting – 11th December 2014:

GW proposed amendments to min.ref.1606 as follows:

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 the pool. GW said he had tried to contact *Mr Philip Hodgson, the Chairman of the Governors, and Mrs Hilda Buchanan, the [then] Vice Chairman of Governors, to discuss the position, but was unable to because his two telephone calls to the latter had not been returned. PL proposed sending a letter to the Chairman expressing the PC's concerns. GW seconded.*

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

1621. Works to Upgrade Street Lighting in Village (following on from Balfour Beatty's Presentation):

Keeley Russell responded to some of the concerns raised by the Parish Council and village residents about removal, repositioning and the standard of preparation work already taken place. Following discussion, the following requests were put to KR for her to follow up:

- Green Head Road (CC2): Request to install a lantern that is 360 and not remove. SKP highlighted this as being a vital light source for Coopers Green.
- Tothill Road (CC1): Request to replace the existing column as a 6m and lose CC3 which was reported as having been positioned in the grass verge not the pathway.
- The meeting was made aware of the mess left around the village by the contractors carrying out preparation works. KR agreed this was unacceptable and said she would take this up with Operations Manager.
- Lower End (CC19): Request to fit a back shield.
- Cage Hill (CC18): Request to fit a back shield.
- High Street (CC9): Request to fit a front baffle and a back shield.

DA asked about the street lighting columns owned by the Parish Council and as these were outside the upgrading works, whether these were in need of attention. There followed discussion on the PC's legal responsibility, lifespan of the columns, etc. PL agreed to research these points and report back to next meeting.

KR had assured everyone that the Heritage lights on the High Street were to be replaced with like-for-like and this included the lantern over the Church steps.

Programme of works to take no longer than 6 weeks.

1622. Reports:

CCC Matters: Clerk read out report provided by Cllr David Brown. Copies were circulated.

ECDC Matters: *Cllr Allen Alderson was delayed but reported to the meeting on his arrival. Points raised with Cllr Alderson:*

Fly-tipping: Slip-road into village from Swaffham Bulbeck end – old lawnmower and rubbish. Tyre near sewage works/football ground. Rogers Road – carpet, etc. *AA to follow up and report back to Clerk.*

Waste Bins: Bin outside school not shutting. Bins not emptied on Coopers Green. *AA to follow up and report back to Clerk.*

1623. Matters Arising from Previous Minutes (for information only):

St Cyriacs – lighting/footpath: It was confirmed that the light was now working. With regard to work to improve the footpaths, this was brought to the attention of the PCC who were looking at improvements. The PCC asked if the PC might consider contributing to the costs involved. The Clerk was to ask the PCC for a formal written request for consideration at the next meeting but it was suggested that subject to detail and cost the PC would support, in principle, the work needed.

Bottisham V.C. – swimming pool: Geoffrey Woollard reported on his discussions with a School Governor on the possible closure or limited opening times of the pool to the community. It was agreed that GW & PL would draft a letter for the Clerk to send to Mr P Hodgson – Chairman of Governors.

High Street Pavement: Clerk reported that Cllr Brown had spoken with James Rigney of CCC about repairs to the pavement.

1624. Correspondence for Circulation/Consideration:

Children's Links (on behalf of CCC) - Grants of up to £5,000 for Community Projects
CCC (Rights of Way Team) – Cash help on offer from Cambridge Rambling Club – *noted.*

CCC – Details of Fault Report Link for Highway and Rights of Way Issues – *noted.*

Additional items:

CCC – Commissioners Drain Bridge Replacement – details of works and road closure.
Noted.

CCC – Ely Southern Bypass – details for scheme following receipt of planning permission.

1625. Parish Council Vacancy for Clerk:

It was agreed to set a close date of the 31st January 2015 for the receipt of applications. *Steve Kent-Phillips proposed* setting up interviewing sub-committee made up of Chairman, Vice-Chairman and Clerk. *Seconded: Geoffrey Woollard. All agreed.*

The Clerk suggested a leaving date of the 31st March as this would allow for a period of support for the new clerk.

1626. Community Infrastructure Levy – Update and Consultation including Expression of Interest for Regulation 123 Projects List:

Following on from min.ref.1619 – Public Participation, Following on from discussion under ‘Public Participation’, it was agreed to endorse the School’s ‘Expression of Interest’ and submit to ECDC for inclusion on the 123 Projects List. *Proposed: Steve Kent-Phillips. Seconded: Geoffrey Woollard. All agreed.*

In addition to the above it was agreed to also submit a second ‘Expression of Interest’ for traffic calming measures on Mill Hill. *Proposed: Geoffrey Woollard. Seconded: Steve Kent-Phillips. All agreed.*

During the above item JC called a brief adjournment to allow a member of the public to speak. The meeting was made aware of possible funding available through ECDC for a pedestrian crossing on Mill Hill. On reconvening the meeting, the Clerk was asked to follow this up with ECDC.

1627. Consideration of Planning Application for Goodwin Manor, 1 Station Road – single storey extension. Ref: 14/01388/LBC & 14/01349/FUL:

There were no objections or comments.

Paul Latchford left the meeting for the next agenda item.

1628. Consideration of Planning Application for Church View Cottage, 54 High Street – erection of a boundary wall and gate. Erection of close boarded fence. Ref: 14/01327/FUL: No objections or comments.

Paul Latchford returned to the meeting.

1629. Confirmation of Budget/Precept for 2015/16:

This was confirmed at £14,500. *Proposed: Geoffrey Woollard. Seconded: Paul Latchford. All agreed.*

The Clerk asked that the following additional item be considered. This was agreed by all.

1630. Grant of Exclusive Right of Burial:

Sizer – burial plot 876-Grant 146. *Proposed: Geoffrey Woollard. Seconded: Paul Latchford.*

1631. 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) SLCC – <i>annual membership</i>	£ 103-00*
d) The Wildlife Trust – <i>annual subscription</i>	£ 36-00
e) Viking Direct – <i>printer cartridges</i>	£ 76-10
<u>Total:</u>	<u>£ 551-10</u>

* SLCC confirmed that membership was transferable to new clerk when appointed.

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

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

SKP confirmed accounts balanced for quarter end - £26 over budget.

Min.ref. 1612: JC had spoken to Barclays and they agreed to refund £60 on bank charges incurred.

Receipts:

Fuller F.S. – burial fees (Sizer-plot 876)	£112-00
Peasgood & Skeates – memorial fees (Fox-Teece-plot 874)	£ 47-00
Barclays – interest 8/9 – 7/12/14	£ 3-70
	<u>Total: £162-70</u>

1632. Clerk's Reports:

No additional items.

1633. Parish Councillors' Reports:

No additional items.

Meeting closed at 9.15pm

1634. Open Question Time:

- PC asked “what is the point of a roundabout on Mill Hill?” Discussion followed.
- Request for dog waste bin on Coopers Green.

Appendix 1 – Correspondence Received:

CCC

Kirsty Fountain - Children's Links (on behalf of CCC) - Grants of up to £5,000 for Community Projects

Rights of Way Team – Cash help on offer from Cambridge Rambling Club

CSC - Details of Fault Report Link for Highway and Rights of Way Issues

Adam Cobb - Commissioners Drain 1: Structure replacement - Advance works warning

Amanda Davies - Safeguarding Adults and Mental Capacity Act Newsletter Issue 3 (Winter 2014)

Nutan Patel – Announcement: Small Grants available for your end of World War 2 commemoration events.

ECDC

Su Field – Chairman's Weekly Highlights

Sally Bonnett – Community Infrastructure Levy – Update and Consultation

Joan Cox – Elections in May

Planning

Planning application for Church View Cottage, 54 High Street – *erection of a boundary wall and gate. Erection of close boarded fence.* Ref: 14/01327/FUL.

Planning application for Goodwin Manor, 1 Station Road – *single storey extension.* Ref: 14/01349/FUL.

General

Keith and Sue Richards – *proposed upgrading of street lighting*

Anna Chesterman – *concerns about street lighting*

Graham Jackson – *as above*

VHMC – *details of car break-ins in village hall car park*

Peta Crawshaw – BBLP – *first series of street lighting plans for SP*