

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 12th February 2015 at 7.00pm Village Hall.**

Present: Mr John Covill-Chairman(JC), Mr David Almond(DA), Mrs Sandra Gynn(SG), Mr P Hart-Vice-Chairman(PH), Mr Steve Kent-Phillips(SKP), Mr Paul Latchford(PL) & Mr Geoffrey Woollard(GW) plus 3 members of the public.

1635. In Attendance:
CCC – Cllr David Brown
ECDC – Cllr Allen Alderson
Karen King - Clerk
1636. Apologies for Absence:
Andrew Camps (*conflicting meeting*)
Eric Day
1637. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: None.
1638. Public Participation:
No items raised.
1639. Approve and Sign Minutes of Parish Council Meeting – 8th January 2015:
The minutes were agreed and signed as a correct record. *Proposed: Geoffrey Woollard. Seconded: Peter Hart. Agreed unanimously.*
1640. Reports:
CCC Matters: *Cllr David Brown reported to the meeting:*
There were no questions.

ECDC Matters: *Cllr Allen Alderson reported to the meeting:*
Community Infrastructure Level - 123 List: The C123 Joint Panel meeting on 13th March. Application deadline 6/3 to be included on 123 list. 3 applications received to-date; Swaffham Prior School, Mill Hill Traffic Calming Measures & Lode to Quay cycleway. The Joint Panels funding decisions will be going to Full Council on 21st April for approval. There is presently only £200,000 in the bank to be used for C123 Projects.
Asbestos disposal: If any residents have asbestos waste that they need to dispose of, the District Council can help. In the first instance, contact ECDC's Customer Services Department.
John Covill made Cllr Alderson aware of additional problems with fly-tipping.
1641. Matters Arising from Previous Minutes (for information only):
Min.ref.1621 - *Street lighting:* Work had started to upgrade the street lighting. Keeley Russell of Balfour Beatty confirmed that all the requests from the January PC meeting were in hand but she asked if there were any problems to please let her know.
The current work being carried out on the CCC street lighting columns highlighted the need for assessment of the Parish owned columns to check on their condition and it was agreed that PL would obtain a quotation for this assessment. *Steve Kent-Phillips proposed a maximum budget of £300. Seconded by Peter Hart. Unanimously agreed.*
There was also discussion on the financial implications of any possible column repairs or replacements either now or as part of a rolling programme.
Min.ref.1626 – *CIL Regulation 123 Projects List:* The Clerk confirmed that she had submitted two 'Expression of Interest' forms; one for the School and one for traffic

calming on Mill Hill but noted that the close date for receipt of submissions had been extended by ECDC to the 6th March.

The Clerk followed up with Emma Grima of ECDC about the possibility of funding for a pedestrian crossing on Mill Hill. Emma Grima replied confirming that as the PC had not costed the highway scheme they wish to bid for the fact that they will soon be in receipt of CIL funding, it was unlikely that a bid for S106 minor highway improvement would be successful. EG confirmed that CIL money was now payable on the Rogers Road development and would be paid in 3 instalments as below:

1st instalment – 1/4/15 - £8,009.36

2nd instalment – 7/10/15 - £8,009.36

3rd instalment – 9/2/16 - £16,018.32

GW considered budgetary decisions of this scale should be left for the next council following May elections.

1642. Correspondence for Circulation/Consideration:

CCC - Local Highway Improvement Initiative 2015/16 Panel Results (East Cambridgeshire) - *letter received confirming that the Parish Council's bid was unsuccessful. GW noted that SP's bid was included under the reserve list category suggesting again that this should now be a matter for new council. GW also commented that he would be happy to act as representative for next year's bid even if no longer on the PC.*

ECDC – CIL – Update & Consultation – *refer to min.ref.1641.*

ECDC – Community Payback Service – *it was suggested that one of the Community Payback teams carry out work to tidy the boundary hedges, etc., at the cemetery. The Clerk said she was waiting to hear back from the Team Leader to arrange a date.*

ECDC – Parish Conference 2015 – *noted.*

ECDC – Neighbourhood Planning in East Cambridgeshire – Guidance Note – *noted.*

ECDC – Confirmation of House Numbers/Names for Development on Rogers Road:

- *1 to 5 Allix Grove*
- *1 to 6 Foster Lane*
- *10,12,14,16,18,20,22 & 24 Rogers Road.*

ECDC – Planning refusal for Goodwin Manor, 1 Station Road. *Noted.*

General – Bottisham Village College Swimming Pool – *A letter was received from Mr Philip Hodgson-Chairman of the Governors in reply to PC's letter raising concerns about community use of the swimming pool. PL had written independently to DB about the issues and read out DB's reply to the meeting.*

Additional correspondence:

CCC – Commissioners Drain 1 – Structure Replacement. *Work delayed – new start date of the 23rd February.*

ECDC – Election Packs – *circulated to Parish Councillors. Note: Parish nominations can be accepted at ECDC's offices from Monday 30th March 2015 through to the close of nominations at 4pm on Thursday 9th April 2015. All nomination papers must be hand delivered to the council offices and an interview room will be made available for people to be seen without making an appointment.*

ECDC–How safe is your playground (inspection & maintenance). The Clerk suggested a weekly inspection of the play area. Following discussion this was generally felt unnecessary. SKP said there was no legal requirement. The Clerk considered this was good practice and should be put in place.

Cllr David Brown left the meeting at 8.25pm

1643. Parish Council Vacancy for Clerk:

The Clerk reported that there had been several enquiries but no formal applications.

1644. Replacement/Refurbishment of Noticeboard outside Village Hall – quotes received:
3 quotes were obtained by the Clerk. These were considered as quite high. Following discussion it was agreed to look for a local craftsman to make and install a new sign. Steve Kent-Phillips was to look at this further and report back to next meeting.
1645. Purchase of Dog Waste Bin for Coopers Green:
This was agreed in the sum of £157.00 + VAT. *Proposed: David Almond. Seconded: Steve Kent-Phillips. Unanimously agreed.* Clerk to inform ECDC.
1646. Consideration of Planning Application for Rose Crescent Cottage, 66 High Street – single storey and two storey extension. Ref: 15/00005/FUL.
The Clerk confirmed that this application had been withdrawn.
1647. Approval for Purchase of Grants of Exclusive Rights of Burial:
Mr & Mrs Prentice – Plot 877
Mr & Mrs Heftel – Plots 878 & 879 (double fees)
These were agreed. *Proposed: Peter Hart. Seconded: Geoffrey Woollard.*
The Clerk noted the cemetery fees had not increased since 2007 and suggested a review.
1648. Accounts for payment included:
- | | |
|---------------------------------------|-----------------|
| a) Karen King – Clerk's salary | £ 297-60 |
| b) Inland Revenue – Clerk's tax | £ 74-40 |
| c) ICO – date protection registration | £ 35-00 * |
| <u>Total:</u> | <u>£ 407-00</u> |

* *Additional payment.*

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

Transfer of £500. *Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Unanimously agreed.*

Receipts:

Southgates F.S. – burial fees (Sizer-plot 876)	£ 47-00
Mr & Mrs Prentice – purchase of burial plot (min.ref.1647)	£ 65-00
Barclays – refund on charges (min.ref.1612)	£ 60-00
<u>Total:</u>	<u>£172-00</u>

1649. Clerk's Reports:
Dates for PC Meetings and Annual Village Assembly: Dates were confirmed. The Annual Village Assembly will be on Wednesday, 27th May 2015, starting at 7.30pm
Community Land Trust – development at Rogers Road: The AGM of the CLT was held on the 3rd February. The following timetable was agreed for housing applications:
- | | |
|--|---------------------------------|
| Deadline for applications | 26 th June 2015 |
| CLT meeting to discuss applications | 10 th July 2015 |
| Verification of applications by Hundred Houses | July/August |
| CLT meeting to agreed allocations | 4 th September 2015 |
| Notification to new tenants by... | 11 th September 2015 |
- The Clerk asked to continue as Parish Council representative on the CLT for the foreseeable future. This was considered a good idea and agreed.

1650. Parish Councillors' Reports:

PL reported that having undergone the necessary risk assessments, etc., he was now able to carry out the task of climbing the stairs to the Church tower to fly the flag.

Meeting closed at 9.15pm

1651. Open Question Time:

Alastair Everitt suggested the Parish Council take over the administering of the Gay Bulleid Award.

Alastair Everitt suggested the issue of possible traffic calming measures on Mill Hill be added as an agenda item for discussion at the Annual Village Assembly.

Michael Limb reminded the meeting of the need to check with ECDC's Conservation Officer about replacement of the noticeboard as this is within the Conservation Area.

Appendix 1 – Correspondence Received:**CCC**

Amanda Davies - New! Drop-in information and advice session for people with a Learning Disability and Carers.

Amanda Davies - Meet and greet volunteers for marriage/civil partnership ceremonies.

Mathew Pickering – LHMI 2015/16 Panel Results (East Cambridgeshire).

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

Chris Stromberg – Highways Fault stats 2013 – use of online fault reporting tool.

Home Front Team – World War 2 Commemoration – events programme.

Cllr David Brown – monthly report

ECDC

Nick Ball – Community Payback.

Nick Ball – Parish Conference 2nd April 2015.

Joan Cox – Elections in May-guidance document + nomination pack + training date.

Jason Littleboy – New street name consultation (Rogers Road).

Jason Littleboy – Confirmation of street numbering/naming for development on Rogers Road.

Sally Bonnett – CIL – Update and Consultation.

James Palmer – copy letter to Littleport Parish Council re District Wide Leisure Facility.

Wendy Hague - Guidance Note relating to Neighbourhood Planning.

Spencer Clark – Are you up to date with your Play Area Checks?

Emma Grimma – CIL money

Planning

Planning refusal – Goodwin Manor, 1 Station Road – *single storey extension*.

Planning application – Rose Crescent Cottage, 66 High Street – single storey and two storey extension. Ref: 15/00005/FUL + notice of withdrawal