

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 12<sup>th</sup> March 2015 at 7.30pm Village Hall.**

Present: Mr John Covill-Chairman(JC), Mr David Almond(DA), Mr Andrew Camps(AC), 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.

1661. In Attendance:  
CCC – Cllr David Brown  
Karen King - Clerk
1662. Apologies for Absence:  
ECDC – Cllr Allen Alderson  
Mr Eric Day
1663. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: Paul Latchford declared an interest for item 10 of the agenda (min.ref.1671)
1664. Public Participation:  
No items raised.
1665. Approve and Sign Minutes of Parish Council Meeting – 12<sup>th</sup> February 2015:  
The minutes were agreed and signed as a correct record. *Proposed: Geoffrey Woollard. Seconded: David Almond. Unanimously agreed.*
1666. Approve and Sign Minutes of Extraordinary Parish Council Meeting – 26<sup>th</sup> February 2015:  
GW asked that min.ref.1656 noted the resolution as carried. SKP noted that under min.ref. 1657 it was himself and Paul Catling who were to erect the new noticeboard when received. Following agreement to these minor amendments, the minutes were signed as a correct record. *Proposed: Steve Kent-Phillips. Seconded: Geoffrey Woollard. Unanimously agreed.*
1667. Reports:  
CCC Matters: *Cllr David Brown reported to the meeting:*  
GW asked if DB could do anything about the condition of the Great Drove/High Fen Road in SP Fen as he had never seen it in such a bad state of repair. *DB replied that repair works were included on CCC schedule for coming financial year.*  
DA asked for a letter to be sent to CCC Highways expressing the Parish Council's concern about the state of the roads.  
  
ECDC Matters: *Clerk read out written report provided by Cllr Allen Alderson:*  
*Council's Budget:* At Full Council on February 26<sup>th</sup> the budget for 2015/16 was approved. Having made savings of £797,222 in 2014/15, we were able to produce a balanced budget for 2015/16 and 2016/17 with no increase in ECDC Council Tax over the next two years.  
We have also approved £15,000 for a ring fenced Community Transport fund and £16,000 for contributions to Apprenticeship Schemes with the District which is part of our promotion of jobs growth in the District.
1668. Matters Arising from Previous Minutes (for information only):  
*Min.ref.1641:* PL obtained quotation to carry out survey of Parish owned street-lighting columns - £350 for one day. *It was suggested that this was further discussed under item 15 of the agenda – agreed.*

1669. Correspondence for Circulation/Consideration:

ECDC – S106 Small Villages Grant Fund – *Noted.*

ECDC - DCLG Guide for the Press and Public attending and reporting meetings of Local Government – *Noted.*

General – DCLG Guide for Transparency Code for Smaller Authorities – *SKP outlined what was required and agreed to organise as PCRf.*

General – Audit Return – *SKP confirmed receipt of this for 2014/15. SKP to complete and submit as required.*

*Additional correspondence:*

ECDC - Parish Meeting – 2/4 – *Clerk suggested it might be beneficial for the Parish Council to be represented at this meeting. There followed discussion on who might be able to attend.*

General - National Trust – Wicken Fen Community Liaison Forum – *letter received asking to confirm PC representative. GW had attended previously. SKP suggested waiting until new PC in place before appointing a new representative.*

*Cllr David Brown left the meeting at 8.00pm*

1670. Parish Council Vacancy for Clerk:

*Paul Catling was unable to attend the meeting and sent his apologies.*

- *Appointment:* The Clerk, JC and PH reported on their meeting with Paul Catling and recommended his appointment as the new Parish Clerk. Following discussion the appointment was agreed. *Proposed: Geoffrey Woollard. Seconded: Paul Latchford.*
- *Salary:* Following discussion and reference to the Local Government 2014-2016 National Pay Scales, it was agreed to pay a salary of £9/hour for a probationary period of 6 months and then review was part of an appraisal. *Proposed: Steve Kent-Phillips. Seconded: Geoffrey Woollard. Unanimously agreed.*
- *Start date:* 9th April 2015 with current Clerk continuing in a supporting role for a 2 month period up to the June PC meeting. *Proposed: Steve Kent-Phillips. Seconded: Geoffrey Woollard. Unanimously agreed.*

JC was to write to Paul Catling confirming appointment and enclose Contract of Employment for signature.

*PL left the meeting for the next item.*

1671. Consideration of Planning Application (Amendment) – Church View Cottage, 54 High Street – Erection of a boundary wall and gate. Erection of close boarded fence. Ref: 14/01327/FUL:

Following discussion there were no objections or comments. *Proposed: Geoffrey Woollard. Seconded: Steve Kent-Phillips. Unanimously agreed.*

*PL returned to the meeting.*

1672. Confirmation of Date and Discussion on Agenda for Annual Village Assembly:

- *Details:* Wednesday 27<sup>th</sup> May 2015 at the Village Hall starting at 7.30pm.
- *Items for agenda:*
  - Mill Hill traffic calming – CCC Officers invited to attend.
  - Community Land Trust – update. Invite Developers.
  - Reports from Village Groups (VHMC, PCC, BTFC, Youth Club, etc).
  - Report/display from School.

1673. Request for Parish Council to Administer Gay Bulleid Award:

*JC adjourned the meeting to give Alastair Everitt the opportunity of explaining more about the award and how nominations were received and the award given. He said*

*that if the PC did not wish to take on the administering of this award someone else would be found. JC reconvened the meeting.*

Following discussion there were some concerns about whether this was an appropriate task for the Parish Council but SG & DA felt the award was a great benefit to the village and should continue. *Sandra Gynn proposed that she administered the award/nominations. Seconded: David Almond. Carried with one abstention (GW).*

1674. Use of Shredding Service for Old Parish Council Documents & Paperwork:

The Clerk asked to use this service to shred paperwork no longer required before the new clerk took over. Following discussion this was agreed up to a maximum of £100. *Proposed: David Almond. Seconded: Steve Kent-Phillips. Unanimously agreed.*

1675. Request for Contribution towards Footpath Improvements in Churchyard:

The Clerk received an email from the PCC with details of a quote received from Martin Mead for the work needed to improve the footpath. The quote was for £4,980 plus VAT, total £5,976. Martin offered to share the cost as 3-way split (£1,992) between the PCC, PC and himself as a gift to the church and village. *The meeting commended Martin for his generous offer.*

GW said that this footpath was in a closed churchyard and referred to ECDC's responsibility to maintain this area. AC said there had been a lot of concerns raised with the PCC over past months about the state of the footpath and explained that ECDC was responsible for the grass cutting and boundary hedges, etc., not the footpaths. The Clerk told the meeting that ECDC had been asked to help with repairs to the footpath in recent years but had responded by confirming these were not within their responsibilities for closed churchyards. PL considered the costs as high and said there were several other footpaths in the village in need of repairs and asked that Clerk check again with ECDC on who has responsibility. JC suggested asking other parties such as the Parochial Charities and the Churches Conservation Trust for a contribution to the work. The Clerk was asked to confirm with ECDC the extent of their responsibilities for the churchyard. *Proposed: Peter Hart. Seconded: Geoffrey Woollard. Vote taken – motion carried with 1 against (SKP) & 1 abstention (PL).*

In addition, *David Almond proposed that the Parish Council in principle support the improvement of the footpath in area of churchyard. Seconded: Sandra Gynn. Vote taken – 5 against (PL, GW, SKP, PH, JC) with 1 abstention (AC). Motion not carried.*

1676. Maintenance or Replacement of Streetlighting Columns owned by Parish Council:

SKP reported to the meeting on his inspection of the columns noting that the 4 streetlights on Lower End had been replaced by CCC as part of the upgrading work and should now be removed from Parish Council responsibility. The only problem ones appeared to be at the turning circle in Fairview Grove and maybe the one on the telegraph pole outside the school. All PC lamps are yellow. PL obtained quotation from electrical testing company to carry out inspection of columns in the sum £350. This was agreed. *Proposed: Steve Kent-Phillips. Seconded: Paul Latchford.*

1677. Accounts for payment included:

a) Karen King – Clerk's salary	£ 288-00
b) Inland Revenue – Clerk's tax	£ 72-00
c) Cambridge Pine – deposit for noticeboard	£ 46-70
d) Viking Direct – printer cartridges	£ 37-64
e) Anglian Water – cemetery water supply	£ 70-77
f) VHMC – hire of meeting room	£ 6-00
g) Simon King – refixing of stone cross on The Pound	£ 45-00 *
	<u>Total: £ 566-11</u>

\* Additional payment.

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

Transfer of £500. *Proposed: Steve Kent-Phillips. Seconded: David Almond. Unanimously agreed.*

*Receipts:*

<i>Min.ref. 1647: Mr &amp; Mrs Heftel – Exclusive Rights of Burial x 2</i>	£260-00
<i>(double fees as o/s Parish – plots 878 &amp; 879)</i>	
Ivett & Reed – memorial fees (Vassiere-plot 865)	<u>£ 47-00</u>
Total:	<u>£307-00</u>

1678. Clerk's Reports:

*Cemetery:* Request received from family to place a memorial bench in cemetery. *Clerk to check on suggested location and type of bench.*

*Review of Cemetery Fees:* To be an agenda item for April meeting.

*2015 Elections:* Reminder to complete nomination papers.

*Play Area:* Notification received of annual inspection in April.

1679. Parish Councillors' Reports:

*Cemetery:* SKP asked if there was a date planned for the Probation Community Team to carry out cutting of hedges, etc. Clerk to follow up with Team Leader.

*Meeting closed at 9.30pm*

1680. Open Question Time:

Alastair Everitt asked for close date for election nomination papers.

Alastair Everitt confirmed that Clerk was correct in stating that ECDC would not taken any responsibility for repairs to the footpath in the Churchyard.

Alastair Everitt told meeting the 'High Street' sign was still in need of repair. *SKP said he would follow up.*

Appendix 1 – Correspondence Received:

**CCC**

Cllr David Brown – monthly report

Passenger Transport – changes to bus services (non-local)

**ECDC**

Nick Ball – Parish Conference 2<sup>nd</sup> April 2015

Nick Ball – S106 Small Villages Grant Fund

Lewis Bage – ShapeYourPlace update

Lewis Bage – East Cambs Play Audit 2012-13

Joan Cox – Copy of Powerpoint Presentation on Election Process

Amanda Aparcar - DCLG Guide for the Press and public attending and reporting meetings of Local Government

Darren Hughes – Amey Cespa Open Day, Easter 2015 Family Activity Days

Darren Hughes – Bank Holiday Waste & Recycling Timetable

**Planning**

Planning Application (Amendment) – Church View Cottage, 54 High Street – *Erection of a boundary wall and gate. Erection of close boarded fence.* Ref: 14/01327/FUL.

**General**

DCLG – Guide for Transparency Code for Small Authorities

Cambridgeshire Police Shrievalty Trust – The Bobby Scheme

Local Council Public Advisory Service – details of training events

Rebecca Avery - Police & Crime Commissioners Outreach Worker for South Cambridgeshire

Rebecca Avery – Volunteering within Cambridgeshire Constabulary

Rebecca Avery – OPCC Monthly Newsletter – March 15

SP School – details of next FoSPS meeting + newsletter

PCC – request for contribution to work to repair footpath in Churchyard

Graham Jackson – copy of email to ECDC re bins not being emptied

PlaySafety – annual inspection of play area

Katie Cameron – New National Plant Monitoring Scheme

Douglas Lawson (Site Manager-Rogers Road Development) – Mill Grange Newsletter

Alastair Everitt – Gay Bulleid Award

LFKLittlejohn – Auditor Return

Wicken Fen Forum – contact details