

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 14th May 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 Paul Latchford(PL), Mr Steve Kent-Phillips(SKP) & Mr David Greenfield(DW) plus 2 members of the public.

1700. In Attendance:
ECDC – Cllr Allen Alderson
Karen King – Supporting Parish Clerk
Paul Catling – Clerk
1701. Apologies for Absence:
CCC – Cllr David Brown
Mr Mark Lewinski
1702. Members’ Declaration of Interest for Items on the Agenda + Requests for Dispensations: None
1703. Public Participation:
No items raised.
1704. Approve and Sign Minutes of Parish Council Meeting – 12th February 2015:
SG confirmed that she was not at the meeting. JC corrected the minutes. The corrected minutes were agreed and signed as a correct record. *Proposed: Peter Hart. Seconded: Steve Kent-Phillips. Agreed by 5 councillors, 3 abstained.*
1705. Reports:
CCC Matters: *Cllr David Brown’s report had not been received.*

ECDC Matters: *Cllr Allen Alderson reported to the meeting:*
PL asked the proportion was in recent election, AA said that he did not have the proportions but the winning numbers were large. AA also mentioned that Charlotte Cane’s vote was closer to AA’s than last year. He congratulated CC. PL congratulated AA on his win.
JC thanked AA for clearing the fly tipping in the fen.
1706. Matters Arising from Previous Minutes (for information only):
Min.ref.1686: AA mentioned the passing place at Lords Ground was clear but he had not checked Headlake Drove. JC said that it seems to be clear.
Min.ref.1687: AA reported the damaged High Street sign had been reported to CCC who contacted Jason Littleboy who said it would be dealt with.
Street Lighting: PL said he had a full report which he would present to the PC later. He proposed that we discuss electrical testing cover at the next meeting as an agenda item. He said we did have 1 lamp with a “Green” status in Adams Road – so no action needed with that lamp.
The lamp in Fairview Grove PL said that Kier and Balfour Beatty would be asked to quote for repairs to the base which had been reported as Red (high risk) as the base had lost 50% of its material. We therefore have 12 weeks to rectify this problem. SKP mentioned the report was 30th March. PH suggested we make this an agenda item for the next meeting. SKP suggested not repairing but replacing, which could be discussed under the item at the next meeting. SKP mentioned that, surprisingly, the concrete lamp was OK.
Action: PL to get quotes and full report.

PL suggested we should consider removing lamps as they are an on-going cost for future generations.

DG asked if we should mark the lamp as damaged or dangerous and PL suggested we should. PL offered to ask about policy regarding marking.

Min.ref.1694: SKP said that the original Swaffham Prior sign was now in the pound.

SKP reported that the new dog bin on Coopers Green had now been move to face the green. PL asked if there was a recommended height for dog bins. DA suggested reviewing the bin after the lamp replacement had been completed.

1707. Correspondence for Circulation/Consideration:

CCC: Proposed 3rd revision of the Local Validation List for applications for planning permission – *Noted.*

ECDC: East Cambridgeshire Planning Policy Update: adoption of the East Cambridgeshire Local Plan – *Noted.*

ECDC: District Council's Regulation 123 list for funding from CIL money – *Noted.*

General:

The Clerk read out a Resident's letter regarding hedge in Lower End. SKP reported that he had logged the path obstruction on Highways' Website. That they had subsequently visited and contacted the resident who owns the hedge and they agreed to rectify the problem in 14 days. SKP mentioned that after 21 days, if it was not rectified,Highways would take further action.

The Clerk read out a Resident's letter regarding hedge in Adams Road and if the construction at the Old Dairy had or should have had planning permission. PC reported that following the letter, the resident had partly cut the hedge back but not along the Adams Road path and that a note had been delivered to them asking for them to rectify the problem.

The Clerk offered to investigate the planning status for the Old Dairy and report back to the resident.

Cllr Allen Alderson left the meeting at 20:02.

1708. Meeting with ECDC Regarding Improvements to Footpath in Churchyard

AC reported that we were waiting for a response following the meeting.

PH suggested that the Clerk chase if there was no reply before next meeting.

1709. Annual Play Area Safety Inspection Report:

SKP said the report was good news. Of the 2 items raised, the bird spikes had been replaced and new hinges for the gate were on order. Whilst replacing the bird spikes he and the clerk had also emptied the waste bin.

1710. Approval of Annual Audit Return and Governance Statement 2014-15:

SKP circulated copies of spread sheets and confirmed detail of Annual Audit Return Including Governance Statement. He pointed out the surplus of £1932 which included £1000 for reserved burial plots. PL suggested that SPPC fees may be much lower than others and proposed a review. SKP proposed that we make an agenda item for this at the next meeting. **Action: Clerk** to check local charges.

SKP also pointed out the £500 not yet spent on the new notice board. He also pointed out the money in the bank (£40K) which will be partly spent on street lamps and other repairs. The accounts were agreed. *Proposed: Paul Latchford. Seconded: Peter Heart.* SKP also proposed that we review the financial Risk assessment at the next meeting. He added that if we publish the asset register, we would not need to the Annual Audit.

1711. Confirmation of CCC/Parish owned Street Lighting Units and Payment of Outstanding Invoice to Balfour Beatty:

SKP pointed out that we should get credit for the years that we only had 10 street lamps rather than the 14 we have paid for. The Clerk reported that Peta Crawshaw of Balfour Beatty had sent an empty credit note so we were still waiting for the credit note and that Ed Baldwin, who took over from Keele Russell, was chasing both the credit note and written confirmation of the ownership status and dates.

1712. Accounts for payment included:

a) Paul Catling - <i>Clerk's salary</i>	£ 194.40
b) Karen King – <i>Clerk's salary</i>	£ 480.00
b) Inland Revenue – <i>Clerk's tax</i>	£ 168.60
c) Balfour Beatty – <i>street lighting</i>	£ 265.56*
e) Glasdon – purchase dog bin	£ 188.40
f).RoSPA – annual inspection of play area	£ 78.00
g).SPPC – annual rent for play area	£ 30.00
h) CGM Landscaping	£ 500.88**
Total:	£ 797.28

* Balfour Beatty not being paid until credit note received.

** PH suggested not paying CGM as not all areas under “village verges” were cut.

Payment of the above invoices (excluding Balfour Beatty and CGM) agreed.
Proposed: Steve Kent-Phillips. Seconded: David Almond. Unanimously agreed.

Transfer of £1000. *Proposed: Peter Heart. Seconded: Steve Kent-Phillips. Unanimously agreed.*

Receipts:

ECDC DCLG Additional funding (1 st instalment)	£ 175.00
VAT	£ 996.91

1713. Clerk's Reports:

PC reported the bench seat in the graveyard location had been agreed and AC mentioned the tree overhanging the location. SKP asked the Clerk to write to the owner requesting that it be cut back.

PC mentioned the ECDC Facilities Improvement Grant.

1714. Parish Councillors' Reports:

SG said she had nominations for the Gay Bulleid award and there is a winner.

PL asked JC about state of the footpaths other than the church. JC said we were waiting for the results of the church paths before looking into other paths.

PL mentioned a system called “Self-Serve” that operates elsewhere and may work in the ECDC but would need to be a set proposal. SKP suggested we could part fund.

PH suggested that Alan Gould should look at trimming his hedges and asked the Clerk to contact him.

SKP said that whilst moving the Parish files, it was noticed that some go back to 1880 and that County Records Office would look after them for no charge. No action can be taken until CRO have completed their move in Ely.

SKP said that the School Governors post was not official but SG had agreed to be on the Board of Governors. SG accepted the position.

DA commented that we should make as much communication electronic as possible.

SKP said that the summons may need to be signed and delivered on paper.

Action: Clerk to circulate a list for next meeting of councillor's preference for electronic or paper.

DG asked if the Clerk could check what documents are allowed to be electronic.

Meeting closed at 20:45

1715. Open Question Time:

Michael Limb welcomed DG to the PC. He said that the way local government was going weekly black bag collections may be at risk. If residents wanted the weekly black bag collections could the PC apply pressure to keep them weekly? PL asked what the money had been spent on when the wheeled bins were brought in: AC: Mostly Lorry upgrades and bins.

All done at 20:56.

Appendix 1 – Correspondence Received:

CCC

Cllr David Brown – monthly report

Adam Cobb - RE: Commissioners Drain 1: Structure replacement – completion of works

Kim Barker – confirmation of contribution to grass cutting services

Amanda Davies - Safeguarding Adults and Mental Capacity Act Newsletter Issue 4 (Spring 2015)

ECDC

Sally Bonnett – S106/CIL monies – Expression of Interests (additional information)

Wendy Hague - East Cambridgeshire Planning Policy Update: adoption of the East Cambridgeshire Local Plan

Emma Grima – Loo Review

Facilities Improvement Grant from District Council

Planning

15 Cage Hill – planning permission.

General

Playsafety – Annual Inspection Report for Play Area

Wicken Fen Community Liaison Forum

Charlotte Cane – CIL Funding (Expression of Interest for the School)

Plantlife - The National Plant Monitoring scheme underway - thank you! and Plantlife launches the Nations' Favourite Wildflower.

School – Summer Newsletter

Street light safety inspection

BeNCH CRC – Cemetery boundary hedges

Local Wildlife magazine

BVC News magazine