

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 9th July 2015 at 7.30pm Village Hall.**

Present: Mr John Covill – Chairman(JC) Mr P Hart-Vice-Chairman(PH), Mr David Almond(DA), Mr Andrew Camps(AC), Mrs Sandra Gynn(SG), Mark Lewinski(ML), Mr Paul Latchford(PL), Mr Steve Kent-Phillips(SKP) & Mr David Greenfield(DG) plus 2 members of the public.

1738. In Attendance:
ECDC – Cllr Allen Alderson
Paul Catling – Clerk
1739. Apologies for Absence:
CCC – Cllr David Brown
1740. Members’ Declaration of Interest for Items on the Agenda + Requests for Dispensations: None
1741. Public Participation:
No items were raised.
1742. Approve and Sign Minutes of Parish Council Meeting – 11th June 2015:
PH pointed out *Min.ref.1736* “ask if” not “ask in” and AC noticed *Min.ref.1735* “aly” should be “play”.
The corrected minutes were agreed and signed as a correct record. *Proposed: Peter Hart. Seconded: David Almond. Unanimously agreed.*
1743. Reports:
CCC Matters: *Cllr David Brown’s report was read by the Clerk.* There were no questions.
ECDC Matters: *Cllr Allen Alderson reported to the meeting:* SKP asked where the new East Cambs. Leisure centre would be. AA said it would be EOSA site where the opportunity to purchase a large amount of land for a very good price. SKP also asked if it would have a cricket pitch. AA offered to check. PL asked if there would be a swimming pool especially as pools in the county were not operating at a profit. AA stated that other parts of the scheme, like the fitness suite, will help fund it. PL pointed out the drowning was the largest cause of accidental death at about 1/3 of all causes.
1744. Matters Arising from Previous Minutes (for information only):
SKP noted Min.ref.1735: Where he offered to investigate CAMRA’s – nominating the Red Lion as an Asset of Community Value (ACV) to prevent change of use. Had had investigated and presented 2 forms, one for the Red Lion and one for the Little chapel in the Fen.
1745. *SKP proposed to apply for the Red Lion as an ACV, Seconded: Paul Latchford.*
1746. *SKP proposed to apply for the Little Chapel as an ACV, Seconded: David Almond. Unanimously agreed.*
Min.ref.1751: PL asked if this would be handled under item 9.
Min.ref.1723 DG asked if progress had been made with Adams Road hedge, the Clerk reported that Sanctuary had provided a name and contact had been made and had been followed up.
Min.ref.1730: SKP reported that only one quote had been received for repairs to the Village sign and that 2 other companies had declined to quote. The project was on-going. AA suggested that Reach had recently refurbished their sign and the same person could be contacted. He offered the contact details to be followed up.

Min.ref.1736: PH asked about the cutting back of hedges and foliage obstructing paths. It was reported that the Probation Service had started on the cemetery and would move on to the list of work including Mill Hill to Cage Hill and Coopers Green. The Clerk agreed to follow up on the path the other side of Cage Hill with the resident.
Min.ref.1723: PL asked about the progress with *Improvements to Footpath in Churchyard*. It seems the report regarding the meeting from Spencer Clark was to be 22 July, not 22 June.

1747. Correspondence for Circulation/Consideration:

ECDC: Boundary Commission – electoral Review – placed on notice board – noted.
Email from resident on the PCC – regarding an offer to repair churchyard footpaths : SKP pointed out we may discuss spending on paths under the agenda item CIL and Open Space Money Options. PL suggested waiting for the report from Spencer Clark. SKP agreed that spending £2000 on 1 path and a short one should be considered after any answer from Spencer Clark. A reply would be sent to the PCC that the PC was actively pursuing Spencer Clark. DA asked if the Churches Restoration and/or the PCC had been approached. He also asked which path and what restoration is proposed as the path is used by cars going to St. Cyriacs so cars should be prohibited or the path made up to a standard to allow cars to use it. DA noted that the area is used for parking as well. It was suggested that the path repairs should be linked and a specification agreed. PL suggested taking the proposal to Spence Clark. DA pointed out the CCT was now making money from “Champing” which may be causing more traffic or parking. PL agreed and suggested investigation, especially for disabled access.

1748. Consideration of planning applications:

No applications had been received.

1749. Street Lighting:

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

Balfour Beatty employees responsible had changed and the new contact was now investigating the ownership issues. The Clerk had send him the light numbers for the 4 in question and the Fairview Grove lights to check their maintenance status and provide a quote if they were not already maintained.

Damaged street light in Fairview Grove:

PL presented the reports on the damaged lights: The DNO is responsible for transfer of services but the CCC still own it. Contractors therefore need the CCC to sign documentation to allow the PC to get the work done. PL reported that it was possible to take a legal route but the PC was not in favour and the CCC permission route was decided on. It was noted that the quotes provided showed a saving of £400 when 2 lights were done together. It was discussed having 9 lights done but the consensus was this was not required in the next 3 years. PL proposed to get CCC to sign off the work leaving the network as the remaining problem. He would ask for a quote for 4 lights, leaving the green status light, check on the saving and then decide. AA pointed out, as a District Councillor, they have problems contacting the CC. ECDC seem to work faster than the CC. JC asked if there was a way around this and PL said there was, bringing it back to the PC if required and David Brown was good at contacting relevant people.

1750. Electronic Communication:

Adopting the amendment to the Standing Orders: *Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Unanimously agreed.*

Acceptance forms were distributed and signed. PL asked how the paperwork method could be maintained by those not accepting electronic communication. The Clerk

suggested the acceptance forms would provide the relevant information – or not signing it. PL & SG wished to keep receiving paper copies.

1751. CIL Money: Options:

SKP reported some progress on possible uses for CIL and Open Space money which is in lieu of not having Open Spaces on the current development. Open Space money must be spent on open spaces, which could include village greens, play areas and church yards. This could provide fund for the church yard path. £37624 was mentioned by DG as the CIL sum in question and it was pointed out that village greens would include the village sign. The Play Area was discussed: that a roundabout was on the wish list. SKP had consulted Wicksteed (playground equipment company) and presented information on the “Dizzy” roundabout concluded as the best for the current Play Area. DA suggested we have in total funds available in the region of £69K plus possible match funding and “Self Serve”. He also suggested we consider what we want to do with the village. Residents may not know, so we should make them aware and consult the village. PL agreed and said that SKP’s work so far would be of use so we can offer opinions and examples with costs whilst asking for other options. DA suggested we could list the options and asked if the PC should be the catalyst to stimulate the village. PL suggested information provided should be specific about what can be done. DG asked for specifics on what the money can be used on, the process to get it and when we get it. JC asked about sending out a village letter or calling a meeting. PL pointed out that the Rogers Road development still gets suggestions and questions even after 4 years and now that the development is progress. The PC should be proactive and ask if the village wants one big project or many smaller ones. DG suggested he was not pushing for a village meeting but was not sure of the best mechanism to communicate with the village. The meeting discussed social media, email, The Crier and sending out letters or fliers. JC said that letters would help with those that don’t read the Crier. PL suggested that there will be Government guidelines but we want ideas from the village. SKP suggested starting with the outstanding projects and that the CIL money guidelines, on the Government Web site, include improvements, provision or replacement of infrastructure. This could include the church path, path to school, football field, which Martin Mead was presenting a quote for. PH said that we may have list but we need to know what the village wants. PL suggested that examples were needed and DA proposed drafting a letter. SKP also mentioned the replacement youth club hut and that it would have to be for all to use to get access to the money. Treating the replacement as a Scout hut would make it possible but the existing consultant’s estimate was outside the budget. PL suggested examples would help but must not be leading and that infrastructure would include the sewers.

DA proposed drafting a letter DG seconded. SKP and PL agreed to create the draft letter. SKP pointed out that for some projects, AmeyCespa may help with funding. DG asked if AA could assist in getting the money from ECDC. DA suggested not concentrating on just the 2 sources of money. SG said that many ideas came up in other PCs – table tennis table for instance. AA was at PC in Swaffham Bulbeck where a table tennis table had been installed and all bats and balls were still present (not stolen). SG mentioned the table tennis at the Grafton was also successful. PL and DA agreed, we don’t need to restrict ideas by what we can use the money for but get ideas from the village about how to improve the village. *It was left to SKP and PL, who had agreed to create the draft and distribute before the next meeting.*

1752. Accounts for payment included:

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| a. | Paul Catling – Clerk’s salary | £ 210.60 |
| b. | Karen King – Clerk’s salary | £ 153.00 |
| c. | Inland Revenue – Clerk’s tax | £ 88.80 |
| d. | Balfour Beatty – street lighting maintenance | £ 265.56* |

| | | |
|----|---------------------|-----------|
| e. | CGM – grass cutting | £500.88 |
| f. | CGM – grass cutting | £500.88** |

Total: £2,449.76

* Balfour Beatty not being paid until confirmation of ownership received.

** It was also agreed to pay the invoice from CGM received just before the meeting. Karen King's gratuity agreed at the June meeting was also agreed to be paid.

Payment of the above invoices (excluding Balfour Beatty) agreed. *Proposed: Steve Kent-Phillips. Seconded: Sandra Gynn. Unanimously agreed.*

Transfer of £2000. *Proposed: Steve Kent-Phillips. Seconded: Sandra Gynn. Unanimously agreed.*

Receipts: none.

1753. Clerk's Report:

Lucy Frazer MP offer to attend 27th July – noted but a reply to be sent saying thanks but no thanks.

The meeting was suspended to allow a member of the public to ask for the grass on Cage Hill verges to be cut. It was noted that cutting was stopped whilst the wild flowers were out. JC suggested the flowers were now over, so they could be cut. ML said that Coventry had seeded their road verges with wild flowers. The meeting was resumed.

1754. Parish Councillors' Reports:

DA: asked about the High Street Sign SKP said that CCC had passed it to ECDC and AA added that Jason Littleboy was now handling this and he would chase it.

JC mentioned a resident that had complained about fly tipping or a person using their roadside bin for dumping rubbish. AA said the bin by The Beeches near the bus stop was being monitored. He added that it was currently not a problem and bins should be emptied on the normal rounds. ML suggested getting a photograph of the culprit and JC added that it was better to dump in the bin than on the roadside.

JC: mentioned that the developers proposing a development at Mill Hill wanted to be present at this meeting but would probably be at the August meeting instead. AA asked who was proposing the development and was it inside the village envelope. Steve Kent-Phillips noted to check the local plan which runs to 2031. AA pointed out that, like a Witchford case, the development was not wanted by the council but the local plan did not stand up, so it could not be stopped.

AC: pointed out the Balfour Beatty had put the Vicarage Lane bus stop sign in the wrong place. He also suggested that the Coppers Green dog bin could be placed elsewhere as it was too high currently on the street light. He also reported that the probation service workers had removed some of the Ivy on the cemetery shed roof, they were about half way through their work in the cemetery and would be back on Tuesday 14th.

PL: noted that a flag would be up on 30th July.

Meeting closed at 21:12

1755. Open Question Time:

Michael Limb corrected minute number 1737 and asked if Open Spaces money could be used to move the cemetery spoil heap. Alastair Everitt asked AA how 120 stations worked in the fitness suite. He asked if Ivy had been removed inside the cemetery shed. Apparently not.

Some discussion was entered into regarding St Cyriacs path, the Festival Committee and the PCC as the PCC had asked for donations to improve the path. It was agreed that the Festival Committee should be kept involved but the PC was not the body to ask to be involved. The FC would be copied in.

Business finished 21:21

Appendix 1 – Correspondence Received:

CCC

Cllr David Brown – monthly report – *email circulated*

Public Rights of way grass cutting – *email circulated*

Proposed road closure, Station Road; Swaffham Prior – *email circulated*

ECDC

The Local Government Boundary Commission – Electoral review of East Cambridgeshire. – poster on notice board.

House of Commons

Letter from Lucy Frazer about a meeting 27th July – *email circulated*

General

Thanks you letter from Hillary Marsh– *email circulated*

Late

Email from resident ref: parish grass mowing – *email circulated*

PCC – Churchyard Footpaths email – *email circulated*

Martin Mead - station road path – email circulated