

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 13th August 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) There were no members of the public in attendance.

1756. In Attendance:

ECDC – Cllr Allen Alderson
Paul Catling – Clerk

1757. Apologies for Absence:

CCC – Cllr David Brown

1758. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: None

1759. Public Participation:

No items were raised.

1760. Approve and Sign Minutes of Parish Council Meeting – 11th June 2015:

Min.ref.1747: AC suggested for future reference to PCC to save confusing acronyms SKP suggested for Parochial Churches Charities Trust to use PCCT.

The corrected minutes were agreed and signed as a correct record. *Unanimously agreed.*

1761. Reports:

ECDC Matters: *Cllr Allen Alderson reported to the meeting:* He reiterated the problems of Local Plans not having the agreed space and number of houses. Specifically in the case of Witchford, were they had not completed their plan in time and could not prove they had met the expected number of houses in the first year, resulting in their objection to a developer's plan to build being overridden. He also mentioned that he was consulted on the approval of the planning application for Goodwin Manor with the Conservation Officer. PL asked if you have to prove the local plan has places for the housing development to go and that you needed infrastructure first. AA agreed. SKP asked if the plans were being revised whilst at the same time promoting Witchford as a good place to live. AA pointed out that you want houses in the correct place and that the Witchford plan had been delayed by an awkward planning inspector. The new inspector pointed out the shortfall in the required house numbers and approved the plans. ML asked if this was a new issue or the same as reported at the last meeting. AA said that this was an update to the same issue and the resolution was new. DA asked if it was just the shortfall that allowed the planning to be passed and pointed out that land should be allocated for the housing numbers required and if Witchford had a problem, could it happen elsewhere. He pointed out that, if so, it was urgent to resolve the issue. JC asked if shortfalls are found will this happen again. AA did not know how many houses were in the quota. PL asked if we were up to quota this year. AA said that we were not. PH asked if the Witchford development was in or outside the village envelope. AA said that he would check and report back. John Covill pointed out that a television had been dumped in the lay-by before the bridge on the fen road. SKP asked about the High Street Sign. AA reported that Mr Littleboy had a new contractor in place to do the work.

CCC Matters: *Cllr David Brown's report was read by the Clerk.* There were no questions. PL asked about the strategic review of County Farms Estate and if there

was any risk of them selling farms to the National Trust and what the reasons were for the review. AA pointed out that CCC is one of the largest council farm owners. JC pointed out how CCC had acquired farms, the in-fill integration of small holdings and the farms revenue generation for the Council.

1762. Matters Arising from Previous Minutes (for information only):

AA offered and an answer to SKP for *Min.ref.1743*: No cricket pitch was included in the new Ely Sports Centre development. The current pitch is near the Paradise Pool and nothing had been organised to change this.

Paul Latchford suggested discussing *Min.ref.1749* should wait for item 10 (Street Lighting).

Steve Kent-Phillips reported that *Min.ref.1745 and 1746* the Asset of Community Value applications had been accepted for the Red Lion and the Little Chapel in the Fen. SKP also reported there had been no further quotes for the work to repair the Village Sign. PL asked what the quote had been for. SKP said it was around £1000 and that he would keep trying to get quotes. PH asked if there had been a reply from Spencer Clark regarding the church footpaths. The Clerk read out the email reply, which was that they had had a risk assessment done and the result was the churchyard is suitable for general public use and as such, the Council has fulfilled its obligation. As such, they were unable to apply for any funding.

Min.ref.1754 Steve Kent-Phillips reported that the Mill Hill and remainder of Dencora field were outside the village envelope.

Min.ref.1751 DG asked if CIL and Open Spaces money should be discussed under item 9, AA said that ECDC say the PC had received the money. Emma Grimma had confirmed this and Jo Brooks was available for comment if not Emma. DG pointed out we still did not know what the process was to get the money. JC added that this needs chasing.

1763. Correspondence for Circulation/Consideration:

ECDC: Refuse Sack Deliveries (Black bin bags) – Schedule posted on notice board.

CCC: *ROWIP* letter. – will be forwarded to councillors.

CCC: *Street Light Energy Charges*. SKP offered to investigate and asses if there are any changes the PC need to make.

1764. Consideration of planning applications:

The Planning application regarding Wind Turbines in Stretham was only an update. – Noted.

1765. CIL and OpenSpace Money – approval of letter to residents:

PL pointed out that all reasonable steps had been taken to prepare the letter in an accessible and acceptable fashion for the purpose and to make sure that the village would understand. He proposed distributing the letter as it stands. ML suggested that references to Web sites were a problem and that Caroline Matheson had agreed to publish the information in The Crier. SKP offered to copy the letter to The Crier and update the PC Web site to reflect the letter's content. There was some discussion regarding content of the letter and advert, following which, David Almond proposed sending the letter as is, Peter Hart suggested sending the letter as is with overprinting on the envelope to say it is from the PC. The advert to go on the notice board and in the Crier with John Covill's name and 'phone number and The Clerk's 'phone number. This was *Proposed: David Almond. Seconded: Peter Hart. 7 in favour and 1 against*. SKP said he has the letters and to collect from him when the overprinting is done. PL asked how many adverts of what size were required.

1766. Street Lighting:

PL reported that as many people were on leave he would carry on with *Min.ref.1749* from last meeting regarding replacement of the damaged and other lights in Fairview Grove.

SKP asked about the ownership of Lower End lights. The Clerk reported that written confirmation had been received that CCC owned them and now had also confirmed the lamp numbers. He also asked about one of the new lights that was now faulty. DA asked if the Fairview Grove light allowed time was expired. PL said that it was nearly over its limit.

1767. Approval to Archive Parish records:

This had been approved at the July meeting. Written confirmation had been received that the facility was free and that the records department was grateful to receive the documents. Steve Kent-Phillips had delivered the first archives and was only waiting for a receipt.

1768. Disposal of shrub / tree trimming:

AC explained that the probation service workers had nearly completed their work in the cemetery and the waste now needed taking away. SKP asked if this included the soil and chalk waste. DA pointed out we may need 3 quotes. SKP offered to start getting quotes. A number of local contractors were mentioned. Andrew Camps reported that Rob Schofield of the Probation Service was to email him before their next visit which would probably complete their work in the cemetery. DG offered to contact Eastern Tree Surgery and would email SKP with contact details. AC offered to attend site visits to assist, if required. He also asked if the quotes could take in work required to repair a hanging branch.

1769. Review of Cemetery and Allotment charges:

The Clerk presented cemetery charges from 8 local councils for comparison. It was agreed to tabulate and compare at the next meeting. SKP pointed out that the water charges were funded partly by burial fees. DG asked what the cost of water was. This would be included in the review at the next meeting.

SKP pointed out that we needed to give 1 years notice to change allotment fees. Steve Kent-Phillips proposed sending 5 allotment holders a letter in April 2016 with the new charges of £15 per allotment. DA suggested they should carry the cost of water. ML asked how this was 1 years notice. JC pointed out April is the start of the year, so a years notice and they pay £15 for the coming year.

Proposed: Steve Kent-Phillips. Seconded: Paul Latchford. Unanimously agreed.

1770. Review of Asset Register:

SKP presented the changed documents to reflect 4 less street lights and one more dog bin.

Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Unanimously agreed.

1771. Review of Financial Regulations and Risk Assessment:

SKP pointed out there were no changes required.

Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Unanimously agreed.

1772. Review of Code of Conduct:

SKP presented the changed document. There was a correction replacing a reference to "Rule x" to "Rule 7c". *Proposed: Steve Kent-Phillips. Seconded: David Almond. Unanimously agreed.*

1773. Review of Complaints Procedure:

SKP presented the changed documents with the reference to the Clerk removed.
Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Unanimously agreed.

1774. Review of Planning application document disposal policy:

SKP presented the changed documents with the proposed change from 7 years to 5.
Proposed: Steve Kent-Phillips. Seconded: David Almond. Unanimously agreed.

1775. Review of Publication Scheme Under the Freedom of Information Act 2000:

SKP presented the changed documents with the reference to the Clerk removed and the date of approval change to August 2015.
Proposed: Steve Kent-Phillips. Seconded: Peter Hart. Unanimously agreed.

1776. Accounts for payment included:

a.	Paul Catling – Clerk’s salary	£ 219.70
b.	Inland Revenue – Clerk’s tax	£ 54.80
c.	Balfour Beatty – street lighting maintenance	£ 265.56*
	Total:	£ 540.06

**It was noted that as confirmation of ownership and the credit not had been received, Balfour Beatty’s invoice (with the credit note subtracted) could now be paid.
 Proposed: Kent-Phillips. Seconded: Sandra Gynn. Unanimously agreed.*

Transfer of £500. *Proposed: Steve Kent-Phillips. Seconded: Sandra Gynn. Unanimously agreed.*

Receipts:

ECDC precept: £ 7250.00

1777. Clerk’s Report:

The Clerk reported positive responses to requests to cut back hedges obstructing paths and one resident yet to respond or clear shrubbery. He also reported an email from a resident offering periodically to clear weeds with chemical on the cemetery path. He requested a contribution to the cost of chemical. It was agreed to accept his kind offer and make a contribution to replacing reasonable amounts of chemical. The same resident has also pointed out the general problem of obstructed footpaths.

1778. Parish Councillors’ Reports:

PH reiterated the problem of the remaining resident’s hedge obstructing the path. He also noted the path had been cleared from the Village Hall to Station road and that maybe the resident and CCC had been at work. PH also offered to ask his contact in the County about the kind of action that can be taken.

DG mentioned that the verges in Cage Hill had not been mown, even though the flowers were no longer an issue. The Clerk was to contact CGM. David Greenfield asked why the village still had 2 sodium lights in the High Street. PL offered to ask for an update from Balfour Beatty. SKP asked if this request could include the sodium lights and omni-directional light on Coopers Green.

SKP reported the play area gate had been repaired but a replacement for this and the rear gate were required. One quote for the front gate he had so far was £7000. He was going to ask a resident, whose company had installed other gates in the village to present a quote. He also noted that the 40 limit sign that had broken at the base had been reported twice but it had now been repaired. The dog bin on Coopers Green had been move according to local demand by himself and The Clerk. We would now need to wait to see if it got emptied. SKP reported that the new Parish notice board would be delivered in the near future and had to be delivered to the Village Hall. He would

be arranging to take down the exiting one and there would be a period whilst there would be no notice board.

PL: noted that a flag would be up on 15th August for St Mary's

Meeting closed at 21:40

1779. Open Question Time:
There was no business.

Business finished at 21:40

Appendix 1 – Correspondence Received:

CCC

Cllr David Brown – monthly report

ROWIP letter.

Street Light Energy Charges.

Proposed road closure, Station Road; Swaffham Prior

Proposed road closure, Mill Hill; Swaffham Prior

ECDC

Refuse Sack delivery

General

Email from resident offering to spray weeds on cemetery path and requesting hedges be kept trimmed