

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 8th October 2015 at 7.30pm Village Hall.**

Present: Mr P Hart-Vice-Chairman (PH), Mr David Almond (DA), Mr Andrew Camps (AC), Mrs Sandra Gynn (SG), Mr Paul Latchford (PL), Mr Steve Kent-Phillips (SKP) & Mr David Greenfield (DG) There were 4 members of the public in attendance.

1798. In Attendance:

ECDC – Cllr Allen Alderson
CCC – Cllr David Brown
Paul Catling – Clerk

1799. Apologies for Absence:

John Covill
Mark Lewinski

The Vice Chairman took the meeting.

1800. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: None.

1801. Public Participation:

Emma Fletcher asked if the Clerk would consider being a director of the SPCLT. Karen King had resigned as of the 4th of September having moved out of the village. Alastair Everitt apologised for not having found the farmer mentioned in Heath Road. Michael Limb asked if CGM could be reminded about the cutting of the verge in Cage Hill.

1802. Approve and Sign Minutes of Parish Council Meeting – 13th August 2015:

The minutes were agreed and signed as a correct record. *Proposed: David Almond, Seconded: David Greenfield, Unanimously agreed.*

1803. Reports:

CCC Matters: *Cllr David Brown* reported to the meeting. The chief executive - Mark Lloyd is leaving so Cambridge are trialling a Chief Executive sharing scheme with Peterborough. PL asked about street lighting and reported a strange conversation with a CCC employee in customer service who said that no one in the office knows about street lights. DB suggested Tom Blackburn-Maze is the correct contact.
ECDC Matters: *Cllr Allen Alderson* reported to the meeting. He said that Ely LC had engaged a company called Mace to consult on running costs of the new Leisure Centre, opening August 2017. He also reported that ECDC meetings would no longer have a tea break at 16:00 even though the meetings often went on until 9pm. PL mentioned that the black refuse sacks had been delivered and SKP offered to put a notice on the Web site reminding residents to claim inside the allowed period if they had not had their sacks delivered. AA also reported the slow progress on the repairs to the High Street sign despite Jason Littleboy reporting a new contractor had been found 2 months ago.

1804. Matters Arising from Previous Minutes (for information only):

Min.ref.1797: “too” should be “to”. AC mentioned the Probationary Service’s progress and that the Village Hall had not yet been done but they were back on Monday. They would be clearing the Mill side of the Cage Hill path including cutting back the Elder. SG mentioned she had seen someone at the Village Hall, Peter Rand (public) said that it was him and his wife. DG reported a conversation with CGM whilst they were cutting grass in the who said Cage Hill verges were not on their list,

SKP said that the lady he spoke to at CGM said that it was. The Clerk will send a note to CGM. AC reminded the meeting about the Probation Service working on the path from Cage Hill and PH said he was still talking to Karen Champion (Public Rights of Way Officer CCC) about who the owner of the road end of the path was.

1805. Correspondence for Circulation/Consideration:

CCC: Email reminder about the closure of Station Road between 26th and 30th October -noted.

ECDC: Email from Emma Grima confirming authorised transfers to precept account for the CIL 15% period 1/4/15 – 30/9/15. -noted. JC to check the bank on-line.

General: Resident's letter regarding the proposed development on Mill Hill by James Brownsdon. -noted.

General: Quotation from Eastern tree surgery for work in the cemetery. -noted.

General: Business Services at CAS Ltd – Insurance. (& email confirmation). -noted.

Late: Email from resident regarding parking near Vicarage Lane and bus stop sign. -noted.

1806. Consideration of planning applications:

All noted. No decisions or comments to be made.

1807. Village Sign – approve action:

The meeting was suspended for input from the public gallery at 19:55, resumed at 20:03. After some discussion regarding the state of the post and carving and how best to get the sign down, refurbished and replaced it. It was decided to take the offer to work on the sign by the local resident and get a new quote from Elston Decorators for taking down, putting back and painting the post. *Proposed: Paul Latchford, Seconded: Steve Kent-Phillips. Unanimously agreed.*

1808. Station Road – consider parking restrictions:

SG said that she had been to the school governors' meeting where the parking problem had been discussed. The owners of Goodwin Manor had complained about their drive being used to turn around and some damage had been caused. The owner of Rose Cottage (42) had sent an email complaining about the parking situation, which Cllr David Brown had passed on the council. The Clerk would chase DB for an update. AA mentioned that he had comments from the owner of Goodwin Manor about being disappointed with the damage. PL asked if children have to be escorted into the school; Sandra Gynn said that they have to be escorted to the classroom door. The meeting was suspended at 20:15 for 2 minutes for input from the public gallery. The comments were that many children attending the school are from Burwell and therefore will need to be driven. PL pointed out that parking restrictions would make the problems worse so additional parking would have to be provided elsewhere. DA suggested the school was responsible for encouraging considerate parking. The meeting decided to reconsider the matter after further reports at the next meeting.

1809. CIL and Open Space Money – review residents' responses:

DG pointed out that as of yesterday (7th October) the second £8000 was due. PH suggested using the list to discuss the way forward. The Clerk presented a list and consolidation of the responses to the letter. SG pointed out that some suggestions would involve on-going costs. SKP suggested one criterion would be sustainability and also suggested the play area cargo net, as it was only £100, we just do that now, then it is on the list of done items. PL added viability as criteria and that we should take account of the range of ages in the community. DG suggested we include sources of other funding and that we use the list as feedback to the village. PH & DG suggested shortening the list against proposed criteria. AA pointed out that the list may have items that are already in progress. There was some reference to cycle way

improvements in progress. PH suggested putting the edited list on the Web site as feedback per DG's proposal and group the suggestions to limit the list. SKP offered to edit and further consolidate the list. DG proposed using the raw data so all suggestions can be seen but remove personal data and add a number. *Proposed: David Greenfield, Seconded: David Almond. Unanimously agreed.*

PH asked for an agreement on the criteria to be used, PL suggested sustainability, inclusivity, underway (in-progress) and match funding. DA suggested viability is equivalent to eligibility, so was related to cost and we should be identifying ballpark capital costs for candidates. It was agreed the 6 criteria would be: viability, eligibility, sustainability, inclusivity, underway and match funding. *Proposed: Paul Latchford, Seconded: Steve Kent-Phillips, Unanimously agreed.*

DA proposed a sub-committee / working group. DA, SG, PL, SKP offered their services and to report back at the next meeting - *Unanimously agreed.*

1810. Street Lighting – Agree Contractor and action for Fairview Grove.

PL had called Balfour Beatty today regarding quote. No response so far. Fairview Grove's light needs doing as we will be over the allowed time limite soon. He agreed to continue chasing.

1811. Cemetery – Agree contractor for clearing waste and further trimming work.

Eastern Tree Surgery was the only quote received at £654 inc VAT. Steve Kent-Phillips reported that 4 companies asked: Ben Hudson, Bolt & Co. CGM and ETS. DA asked if they can do the cemetery work and include the village hall waste. SKP suggested we would have to wait for village hall work to be completed. Some discussion was entered into regarding PC members offering to burn the waste and the effects of wind direction and supervision. AC proposed we just use ETS, *Proposed: Steve Kent-Phillips, Seconded: Andrew Camps, 5 agreed Paul Latchford – against.* The Clerk to contact ETS.

1812. Accounts for payment included:

a.	Paul Catling – Clerk's salary	£ 183.60
b.	Inland Revenue – Clerk's tax	£ 45.90
c.	CAS (Business Services at CAS Ltd) Annual Insurance	£ 497.86
d.	CGM – grass cutting	£ 702.73
e.	PKF Littlejohn LLP – Annual Return	£ 120.00

Total: £ 1550.09

Proposed: Steve Kent-Phillips, Seconded: David Almond. Unanimously agreed.

Transfer of £1500. *Proposed: Steve Kent-Phillips, Seconded: David Almond. Unanimously agreed.*

Receipts:

Cemetery: £ 47.00

1813. Clerk's Report:

The Clerk had been contacted by a resident who considered exiting his drive was being made unsafe by another resident's parked vehicle. SKP agreed to talk to the vehicle's owner.

1814. Parish Councillors' Reports:

SG reported that since the meeting at the school it seemed she was now on the board of governors of the school.

SKP gave his apologies for the November meeting.

PL reported that the flag would be up next month.

Meeting closed at 20:52

1815. Open Question Time:

Michael Limb said that he was thankful for all in the PC who do so much work outside the PC meetings and that he is personally grateful. He was not, like he suspected John Norris would not have been happy about spending community funds on removing waste. Alastair Everitt agreed and suggested putting a letter in The Crier asking for volunteers and that he was available to help. He also asked if the ETS quote included removing the spoil heap – it did not. He commented that the grass cutting could be confused by the wild flowers (which they are not allowed to cut) about that time of year. DG said that the time was agreed 2 meetings ago when SKP had talked to CGM.

Business finished at 21:03

Appendix 1 – Correspondence Received:

CCC: Traffic safety around the junction of High Street and Station Road – email from resident and CCC (item 10)

ECDC: CIL Parish (15%) Transfers – email

PKF: External Auditor report – Annual Return

ETS: Quote for clearing waste and tidying cemetery. (item 13.)

Email letter from resident regarding proposed development on Mill Hill.

CIL Money: Emma Fletcher via email - small fishing lake in the Parish for sale