

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 14<sup>th</sup> January 2016 at 7.30pm Village Hall.**

Present: Mr John Covill – Chairman(JC), Mr P Hart-Vice-Chairman(PH), Mr Andrew Camps(AC), Mr David Almond(DA), Mr David Greenfield(DG), Mr Paul Latchford(PL) & Mr Steve Kent-Phillips(SKP). There were 2 members of the public in attendance.

1853. In Attendance:

CCC – Cllr David Brown  
Paul Catling – Clerk

1854. Apologies for Absence:

Cllr Allen Alderson, Mark Lewinski, Sandra Gynn.

1855. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: None.

1856. Public Participation: None

1857. Approve and Sign Minutes of Parish Council Meeting – 10<sup>th</sup> December 2015:

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

1858. Reports:

CCC Matters: Cllr David Brown reported to the meeting, including a comment on the street lighting situation. Ben Jakes had replied to say that he had no authority to issue a license for Electrical Testing to work on CCC street lights but suggested another contact in the legal department. JC asked if DB could report to highways the frequent breaking up of the road to the fen. This included the road into Reach, pot-holes which DB suggested had already been reported. SKP asked with regard to the Station Road discussion, if he knew James Rigney, DB said he did and that he is based in Witchford. JC asked if CCC had a list or directory of names and where was it.

ECDC Matters: Cllr Allen Alderson was unable to attend the meeting. His report was read to the meeting by The Clerk. SKP pointed out, regarding the 5-year plan, they had discussed the next 5-years before agreeing the current. DB pointed out that the plan had been appealed as the housing inspector disagreed with it. Parish Council plans for CIL were discussed but DB pointed out that they are not easy to do, Sutton were working on one and possibly Fordham but a referendum would be needed to complete one. Burwell had completed a master plan so they would not be doing one. DB's conclusion was a Parish Neighbourhood plan would need careful consideration.

1859. Matters Arising from Previous Minutes (for information only):

*Min.ref.1851:* SKP reported that the notice board had been repaired and the cemetery water had been turned off. *Min.ref.1839:* DG asked DB where the plan and report from James Rigney was, as it was suggested that it would be made available to the PC. The results of which would be of serious interest to the village. It was asked if James Rigney could be contacted through his superior.

1860. Correspondence for Circulation/Consideration:

ECDC: Parish Conference on the Local Plan - 18 Feb – noted.

ECDC: Guidance note for Parish and Town Councils on receiving and using CIL funds – noted.

SP School: Letter / email from Mr. Thomas Wood, Parent Governor, Chair - Premises Committee – DA commented that the funds should come from government. JC

suggested it may be different if it were for new classrooms or facilities. DB pointed out that there schemes for mobilising local investment for renewable energy, especially for schools, which some schools had already been successful with. SKP asked DB to forward the details on such schemes or funds. There was a discussion about who benefits, if solar energy saves money and if it were possible for the children to experience working examples of renewable energy in action elsewhere. JC suggested that we send them the information on European mobilising money scheme – SKP agreed to coordinate. DG offered to go to the PC conference on the Local Plan.

1861. Consideration of planning applications:

30 Green Head Road – extension into two dwellings with two storey rear extension: no objections were raised. *Proposed: Paul Latchford, Seconded: Peter Hart. Unanimously agreed.*

1862. Station Road – consider parking restrictions:

There was no discussion as the PC did not have the report and planning proposal from James Rigney.

1863. CIL Monies:

PH noted that the committee had done well. SKP reported the results of the committee meeting attended by SKP, SG, PL and DA at which The Clerk took informal minutes. The results were categorised into groups; how many requested and the criteria: eligible, viable – achievable, sustainable and inclusive. The latter was banded into age groups of 5-11, 12-17 and older. All the items considered to have met 2 of these at least, no including purchase of land. Some were classified as “do it now” as may be covered by the maintenance budget, so no need for additional funding. Clearing the cemetery spoil heap and replacing the daffodils around the village, for instance, were in progress or being done in any case. The remainder were narrowed down to 10 items. Some items were costed and some not but reasons for rejection were also included in the report. Out of the remaining 10 items possible, not all 10 can be achieved with the funds available. DA suggested there was enough there for the village to consider. The tennis court was discussed as it required support to be sustainable therefore this kind of project required consultation with the village. PL agreed with taking the suggestions to a village meeting and making the process inclusive. SKP suggested that the PC should now consider the options and present to the Annual Village Assembly. He also agreed to investigate the cost and possibilities for the proposed tennis court. PH suggested the PC agreed options by the AVA and publish, JC and SKP suggested in the April Crier.

1864. Street Lighting – Agree Contractor and action for Fairview Grove.

PL suggested that DB had moved the process on.

1865. Approval of Grant of Exclusive Right of Burial.

The grant was agreed. The allocation of a plot for a long term resident was also agreed. *Proposed: Steve Kent-Phillips, Seconded: Paul Latchford. Unanimously agreed.*

1866. Play Area.

It was agreed to approve the funds to replace the cargo net.

*Proposed: Peter Hart, Seconded: David Almond. Unanimously agreed.*

A quote was presented from Borley Brothers, kindly arranged by a local resident that was a fraction of the previous quote from Wicksteeds. BB quote was for £1850 (+VAT). PL asked about the safety of rising hinge closers. SKP suggested RoSPA would not have a problem with them. DA asked if we could check. SKP pointed out

that Wicksteeds' had spring closers and RoSPA asked for spring closers on the back gate. PH requested that we ask RoSP and defer the decision to the next meeting.

1867. Accounts for payment included:

a.	Paul Catling – <i>Clerk's salary</i>	£ 187.20
b.	Inland Revenue – <i>Clerk's tax</i>	£ 46.80
c.	Paul Catling – Clerk's expenses	£25.03
d.	Anglian Water – 2/9/15 – 8/12/15	£ 71.89
e.	ETS (cemetery tree works)	£ 654.00*

With the exception of ETS\* (as the work was not yet completed)

SKP suggested authorising payment by BACS (where possible) and proposed the chairman is authorised to do BACS as required and appropriate, for accounts agreed for payment at the P C meeting, *Proposed: Peter Hart, Seconded: Steve Kent-Phillips. Unanimously agreed.*

Authorisation to Transfer CIL money and for John Covill write cheque for the transfer of £8006.37 to community saving account: *Proposed: Steve Kent-Phillips, Seconded: David Greenfield. Unanimously agreed.*

1868. Clerk's Report:

The Clerk noted that Peter Rand had been in touch regarding progress of the village sign renovation. He reported the drying process was taking a long time and that he was away for 6 weeks, so would report back after his return. Martin Mead had sent an email explaining the situation with his assistance offered to remove the speed bumps in Quy, which was read out to the meeting. The correct person to contact regarding traffic on Mill Hill had been established and an email would be sent. It was noted that PoP had asked for help in further Community Litter Pick. The poster was circulated.

1869. Parish Councillors' Reports:

AC reported that the resident of Sheldrick's Cottage had cleared the ditch and bank adjoining his property, whereas the remaining part of up to the Beeches, had not. The Clerk would contact the resident responsible. He also reported that someone had put beech trimmings on the spoil heap – "using as their own dump". PL said he had also had a report. AC noted that the plastic barriers had been left on Coopers Green, SKP said they were probably there as the work to replace the street light head was not complete. SKP mentioned the village events suggested by Janet Willmott were now on the village Website under news and events (/news.html). PL noted that we had won the hockey and that he was now the joint eldest in the team. DG said that he had had complaints about Sanctuary Hereward not taking action regarding a dumped car and that he would contact SH. JC reported some recent travellers had set up camp and he would contact Cllr Allen Alderson to have words. PL reported a dumped fridge in Deal Hole and asked for it to be added to the report.

*Meeting closed at 21:00*

1870. Open Question Time:

Michael Limb asked what the date of the AVA was. SKP said it was normally the Wednesday after the May PC meeting, so it would be May 18<sup>th</sup>, if the village hall was available.

*Business finished at 21:01*

Appendix 1 – Correspondence Received:

As above. No other correspondence.

[Page intentionally left blank]