

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 12th May 2016 at 7.30pm Village Hall.**

Present: Mr P Hart-Vice-Chairman(PH), Mr Andrew Camps(AC), Mrs Sandra Gynn(SG), Mr Paul Latchford(PL), Mr Steve Kent-Phillips(SKP) & Mr David Greenfield(DG)
There were 2 members of the public in attendance.

1934. In Attendance:

ECDC – Cllr David Brown
Paul Catling – Clerk

1935. Apologies for Absence:

John Covill, Cllr David Brown, Mark Lewinski

The Vice Chairman took the meeting.

1936. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: None.

1937. Public Participation:

Alastair Everitt asked if the Gaye Bullied award was on the agenda. It is not PC business but it would be presented at the AVA. Michael Limb asked about the lack of grass cutting invoices. The Clerk stated that the contractor was being chased. SKP asked if ETS had been working in the cemetery. AC confirmed that he had been in touch and on site to check. Alastair Everitt commented on how neat the account were.

1938. Approve and Sign Minutes of Parish Council Meeting – 14th April 2016:

The minutes were agreed to be signed as a correct record. *Proposed: Steve Kent-Phillips, Seconded: Paul Latchford. Unanimously agreed.*

1939. Reports:

CCC Matters: Cllr David Brown had not presented a report.

ECDC Matters: Cllr Allen Alderson reported to the meeting. His report included, key infrastructure projects with mention of the railway curve at Newmarket and that we needed on on the way to Cambridge, that it was a big wish list and would be in the region of £900M, PL asked if the list had any priority order. AA was not sure at present but Ely By-Pass and A10 upgrade and that he hoped to have more to report at the AVA. PH asked how priority will work and AA agreed to ask.

1940. Matters Arising from Previous Minutes (for information only):

SG pointed out that in the item (*Min.ref.1916*) relating to the Queen's Birthday celebration support, she had said that Emma Fletcher had a file but it was on her doorstep. PH *Min.ref.1910* where SKP had agreed to investigate with Marin Mead. SKP stated that the work had been done. *Min.ref.1925* AC stated that he had solved the tap problem. *Min.ref.1917* PL said the street lights status would be covered later in the meeting. *Min.ref.1918* SKP reported that the CIL money had been transferred and ring fenced. *Min.ref.1919* PH asked if there had been any more applications for the councillor vacancy. The Clerk reported no further interest.

1941. Correspondence for Circulation/Consideration:

All correspondence was noted except:

East Cambs Local Plan update and 2nd June Parish Conference – which DG agreed to attend.

1942. Consideration of planning applications:

Rose Cottage, 66 High Street – Single storey side extension for additional toilet and utility room - 16/00415/FUL: There were no objections.

1943. Annual Play area Inspection Report:

SKP presented the results covered in the report. That the overall risk rating is **LOW** that the bench was too near the fence and a section of fence was missing. AC said that he had the materials and would nail it. The report included the hinge bolt on the gate as damaged, which it is not but is being replaced with the new gates. The Rocker Daisy seat is damaged exposing wood at the edges, SKP said that he would contact Simon King, who has done such work in the past, to look at a repair and quote. The Junior swing seats were reported as loose again but he said the bolts were rusty and so will not move. The Toddler Swing was reported as having possible wear in the bushes – none was found.

1944. Street Lighting – Agree Contractor and action for Fairview Grove.

PL stated he had asked CCC for assistance and asked if he had to go to his MP. Alan Hitch then call him and said that he had got Balfour Beatty to talk to Electrical Testing who are now helping BB due to their high workload. ET took £199 off the quote, so this is now £499 when we have 3 lights repaired together. He had a price for LED replacements and confirmed that we would do 3, 6 or 9 – 10 if we include the telegraph pole mounted light. All had to be a minimum distance from overhead electrical cables. It was decided to do the 3 now as all 9/10 would be a CIL money based project and so the 2 urgent lights in Fairview Grove should be done plus GHRD/PC1 near to DG's house would make those 3. *Proposed: Paul Latchford, Seconded: Steve Kent-Phillips. Unanimously agreed.*

1945. Agree action relating to Station Road parking restrictions:

SKP began what became a lengthy discussion about parking problems. He suggested that double yellow lines would not be accepted by those in the vicinity, the restrictions are all day, not when needed and are unenforceable. PL stated that the only recorded accident in the road was someone that drove into him on ice, driving too fast. SG reported that the problem had recently been much improved through the efforts of the school. The rare events when the school has an event and or elsewhere, that causes extra parking problems are still possible. SKP asked about reinstating the gate at the front of the school. SG reported that this would not work as the staff needed to recognise the person dropping off the pupil and that at the start of the day it is the parent that is responsible and at the end of the day it is the staff. DG said it was a management issue, he was not in favour of double yellow lines and CCC's James Rigney's proposal was only double yellow lines. AC stated that large lorries vying with parked cars is a problem. SG said that DA would have agreed that trucks have been getting longer. Possible management issue is with where the lorries are going. DG and PL agreed that it is a management issue, it is good that the school has made improvements but the message needs to be refreshed with parents on a regular basis. SG noted that the problem is worse when it rains and that AC is correct, trucks could be warned to avoid drop-off and pick-up times. PH summed up that the problem has diminished and that a Traffic Regulation Order was not a solution. That DG's management suggestion is working so it just needs maintaining.

1946. Approval of Annual Audit Return 2015-16:

SKP reported that the year-end account had been done We had made or achieved a surplus of £5054.91. This was due to £1000 of VAT, low or zero Clerk training spend 6 months with no grass cutting and very little maintenance at around £2K. Including the CIL money, this left the current reserves at £52 695. The auditor may not like it but there were still possible costs for the Top Road and Travellers of possible £10K each. The CIL money etc. will be in the region of £76K but this must be spent inside 3

years. £24500 is the actual cash reserve. AA asked about the rural grant, SKP pointed out that was in the current year. This should be £2904 when we do get it. It was pointed out that when we do get it the street lights are paid for. That we accept the AAR was *Proposed: Paul Latchford, Seconded: Sandra Gynn. Unanimously agreed.*

1947. Accounts for payment included:

a.	Paul Catling – <i>Clerk's salary</i>	£ 400.00
b.	Inland Revenue – <i>Clerk's tax</i>	£ 100.00

Payment of the above invoices agreed including the cheque for transfer of the CIL money to ns&i.

Proposed: Steve Kent-Phillips, Seconded: Sandra Gynn. Unanimously agreed.

Authorisation a transfer of £500 *Proposed: Paul Latchford, Seconded: Sandra Gynn. Unanimously agreed.*

Receipts:

CIL	£ 24028.10
ECDC Precept	£ 7462.00

1948. Clerk's Report:

The Clerk reported recent discussions with the grass cutting contractor and they should have been on-site Monday (just gone) the map making part of the contract had been copied and would be discussed with the contracts manager.

1949. Parish Councillors' Reports:

SG asked who recovers the tennis balls from the electricity sub-station next to the school playground. The Clerk agreed to find the contact responsible and send a letter. SKP covered the process of the audit and the public notice for inspection should be from 6th June to 16 July. AC reported that ECS had been working in the cemetery (today) trimmed the tree and shred the waste. There is a lot of waste remaining but not ETS' and they seem to have completed the work as requested. SKP pointed out that the removal of the spoil heap was planned for discussion a a CIL money project. PL asked if anyone had noticed a pole that had appeared in the road between Swaffham Prior and SB. There was no information available. David Greenfield pointed out it was not part of the bus delivery system as we had one on the top road.

Meeting closed at 20:35

1950. Open Question Time:

AE asked about new poles / bollards in Station Road. Did anyone know who commissioned them. SKP asked if they were to keep trucks out of the verge and there was one outside the school. He agreed to investigate. AE pointed out that control of lorries in and out of Lords Ground Farm could be achieved by talking to LGF. AE asked when the government grant of £2900 needed to be spent. AA said it was not time restricted and ECDC has not even received it yet. Michael Limb said that controlling contractors (like LGF lorry drivers) was not easy. He did not have his normally handy copy of the Highway code so could not relate directly the restrictions regarding road junctions. It was also noted that yellow lines had once appeared opposite the junction but this was in error and they were removed.

Business finished at 20:45

Appendix 1 – Correspondence Received: As above. No other correspondence.

[Page intentionally left blank]