

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 9<sup>th</sup> June 2016 at 7.30pm Village Hall.**

Present: Mr John Covill - Chairman (JC), 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) & Michael Malster (MM).

There were 2 members of the public in attendance.

1951. In Attendance:

ECDC – Cllr David Brown  
Paul Catling – Clerk

1952. Apologies for Absence:

Sandra Gynn, Andrew Camps, Cllr Allen Alderson.

1953. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: None.

1954. Public Participation: None

1955. Approve and Sign Minutes of Annual Parish Council Meeting – 12<sup>th</sup> May 2016:

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

1956. Approve and Sign Minutes of Parish Council Meeting – 12<sup>th</sup> May 2016:

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

1957. Parish Councillor Vacancy:

Michael Malster, was the only applicant, was co-opted onto the council and joined the meeting after completing and signing the Declaration of Acceptance of Office and other relevant forms. *Proposed: Steve Kent-Phillips, Seconded: Paul Latchford. Unanimously agreed.*

1958. Reports:

CCC Matters: Cllr David Brown reported to the meeting. PL asked about the bollards that had appeared in Station Road in the last 3 weeks. He pointed out that they obstructed normal use of the path, which is a facility for all to use. The PC had not been consulted, so had normal procedure not been followed? DB did not know and had not been lobbied. PL added that pushchairs and so on could now not use this path and that when he asked CCC Highways Neil Band had said that the path was not used and PL pointed out that at least he did use it on a regular basis. DB agreed to send the relevant contact details to The Clerk to request further information. PL agreed to provide relevant guide on what to request. JC also mentioned the road repairs in the fen had not been completed satisfactorily. MM asked what authority and on who's instigation had the bollards been installed.

ECDC Matters: Cllr Allen Alderson's report was read to the meeting by the Clerk.

1959. Matters Arising from Previous Minutes (for information only):

*Min.ref.1943:* SKP mentioned the RoSPA report and that Simon King had been engaged to repair the Daisy Seat. *Min.ref.1939:* David Brown mentioned on Allen Alderson's behalf, that there is currently no infrastructure list priorities but that there will be a meeting where the priorities will be set. PL suggested the A10 upgrade was the most expensive so other, less expensive options were better. DG mentioned *Min.ref.1941:* could be discussed under correspondence.

1960. Correspondence for Circulation/Consideration:

All correspondence was noted except: The Parish Conference, 2 June follow up. DG was at the meeting on June 2<sup>nd</sup> and reported on the follow up report. From the 4 (A, B, C, D) forms we had responded to the "B" - residential spaces form with 2 sites. The report has 5 sites that were not decided on or planning approved, just identified sites. The other responses (A, C, D forms) were being worked on. We now have form "E" to respond to the report's 5 sites: support - yes or no and reasons. DG reviewed the sites: 28/01 Part of Dale Field, 28/02 Land at Goodwin Farm fronting Heath Road, 28/03 Rogers Road, 28/04 Land at Lower End and 28/05 Land between High Street and B1102. There was much discussion about the acceptability of each site, except 03 which it was decided to accept on the basis that it had already been developed and 02 as that was the other site that had been suggested. Road access and the bridal-way/path were problems for both sites 01 and 05 as were the proposed number of houses. There may also be problems with protected trees and grass snakes. It was decided to accept the proposals for site 04 - Lower End as it matched most of the ECDC criteria. It was decided not to accept sites 01 and 05 and PL agreed to write the reasons. *Proposed: Peter Hart, Seconded: Steve Kent-Phillips. Agreed with 1 against (for both votes).* DG went on to mention the other issues possibly hidden "off the radar" were the travellers and show people sites. DG then covered the updates and changes to the infrastructure list and read out the current list. The wish list, including a shop and improvements to the village hall were discussed and agreed. *Proposed: David Greenfield, Seconded: Steve Kent-Phillips. Unanimously agreed.*

1961. Consideration of planning applications:

*None:*

1962. Street Lighting – Agree Contractor and action for Fairview Grove.

PL reported that Electrical Testing had been given the go-ahead. And there was a meeting on June 21 to look at the remaining lights as the CIL money had been approved to cover all the lights. He asked for a decision on replacing the light at the top of Adams Road as the post was OK. It was decided to replace it in any case. *Proposed: Steve Kent-Phillips, Seconded: Peter Hart. Unanimously agreed.* MM pointed out that some lights may be currently out. SKP added that one light was removed in the upgrade process.

1963. CIL Money Projects:

SKP reported on progress with the projects recommended by the village at the AVA. Initially the AVA recommendations, including not proceeding with the tennis court, path to the football field and only paying for a site survey of the youth club, up to £2K were agreed to be taken on together: *Proposed: Steve Kent-Phillips, Seconded: Paul Latchford. Agreed with 1 abstain.* SKP pointed out that we may have slightly more budget as VAT was not included in the value of projects and the PC can recover the VAT. The projects were then discussed individually. The new play area round-a-bout was being ordered for £5777+VAT and should be installed on August 11<sup>th</sup>. Due to ownership issues of ground and hut the youth club survey and indeed any further action was decided against (for now). DG proposed an amendment to remove the youth club project from the list. The final vote was only to suspend: *Proposed: Paul Latchford, Seconded: Peter Hart. Unanimously agreed.* The path to the back gate of St Cyriac's was agreed and SKP agreed to include the church's rear gate restrictions so that vehicular access was limited but pedestrian and wheel chair access was provided for. He also added that two third parties will be contributing to the cost - Martin Mead and the church would contribute 2/3. A quote would be obtained. Removal of the spoil heap in the cemetery may not be as much as estimated (£10K). The 'phone box purchase was organised and SKP had arranged for the defibrillator, training and 7

years' electricity to power it as part of the package. The company are in fact in Haverhill. There will also be special pads in case it needs to be used for under 9 year olds that will be kept in the school. The governance system allows for regular checks which also means the Red Cross will know we have a functioning unit in the village. The package even included refurbishment materials for the 'phone box itself. SKP said that the current state of projects would be available on the Web site. The Clerk read out a request for further inclusion in the CIL Money project to rebuild the schools swimming pool changing "hut". It was agreed to include this on the further projects list. Steve Kent-Phillips' good work was generally noted.

1964. Accounts for payment included:

a.	Paul Catling – Clerk's salary	£ 256.00
b.	Inland Revenue – Clerk's tax	£ 64.00
c.	Clerks' expenses	£ 40.00
d.	SLCC – Annual Membership	£ 111.00
e.	CGM – landscaping	£ 654.72
f.	SPPC – Town Close annual rent	£ 30.00
g.	Mead Construction – VH drive and car park repairs	£ 178.80
h.	ETS – cemetery tree works	£ 645.00
i.	BT Payphones	£ 1.00
j.	Playsafe - RoSPA Inspection	£ 79.80
	Total	<u>£2,060.32</u>

Payment of the above invoices agreed including with the exception of the CGM invoice pending further discussion. DG agreed to try to meet CGM on site. *Proposed: Peter Hart, Seconded: Steve Kent-Phillips. Unanimously agreed.*

Authorisation a transfer of £1500 *Proposed: Peter Hart, Seconded: Steve Kent-Phillips. Unanimously agreed.*

*Receipts:*

Cemetery fees	£ 1390.00
E CDC Precept	£ 2904.76
Bank interest	£ 4.41

1965. Clerk's Report:

The Clerk reported more discussions with the grass cutting contractor. A full review of the agreement would happen during June. The agreed areas to be cut would be published and a map of missed areas sent for explanation and correction.

1966. Parish Councillors' Reports:

SKP reported replacing more bird spikes on the play area equipment. JC had been asked, whilst in Yorkshire recently, if SPPC had done a neighbourhood plan. PL said that he keeps getting asked for the key to the church tower, which he cannot provide and that the CCT is the place to go to ask for access.

*Meeting closed at 21:35*

1967. Open Question Time:

No further business.

*Business finished at 21:35*

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

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