

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 8th December 2016 at 7.30pm Village Hall.**

Present:

Mr John Covill - Chairman (JC), Peter Hart (PH), David Greenfield (DG),
Mr Steve Kent-Phillips (SKP), Mr Andrew Camps (AC), Mr Michael Malster (MM)
There were 3 members of the public in attendance.

2049. In Attendance:

ECDC – Cllr David Brown
Paul Catling – Clerk

2050. Apologies for Absence:

Mr Paul Latchford, Mr Mark Lewinski, Mrs Sandra Gynn,
ECDC – Cllr Allen Alderson

2051. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: None.

2052. Public Participation:

Peter Rand presented a proposal to replace the Village Hall windows. The current windows are quite rotten so they will need replacing soon and the VH funds were reduced due to recent maintenance. The type of replacements was discussed, wood was preferred, DG suggested composite could look very much like wood and require less maintenance. SKP asked if the VH Committee would take on the project PR said they would. CIL money could be used as the VH is infrastructure. SKP reminded PR that bills would need to be sent to the PC so the PC can show where the CIL money has been spent.

2053. Approve and Sign Minutes of Parish Council Meeting – 10th November 2016:

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

2054. Reports:

CCC Matters: Cllr David Brown reported to the meeting. JC asked if there was any policy on candidates for Mayor. DB said that some were conservative and Peterborough had some Labour. In his opinion, Mayor should be a full time job.

ECDC Matters: Cllr Allen Alderson was unfortunately unavailable and had not presented a report.

2055. Matters Arising from Previous Minutes (for information only):

Min.ref.2046 DG reported a good meeting with CGM clearing up the issues of where and when to cut the grass, especially considering the wild flowers, which we will tell them when to cut. Invoices to pay and credit notes were agreed. There had not been time to discuss path clearing. *Min.ref.2048* SKP reported the Village Hall driveway ruts and other damage had been attended to by Mead Construction but further work required would have to wait for warmer weather.

2056. Correspondence for Circulation/Consideration:

Residents' emails regarding dog fouling in the play area: SKP pointed out we should not put a dog bin in the play area and that a notice had been put in the recent "The Crier". The Clerk would reply to the 2 emails.

2057. Consideration of planning applications:

The tree work and refusals of planning applications were noted.
 16/01530/FUL & 16/01531/LBC The Windmill 9 Mill Hill: No objections.
 16/01518/FUL & 16/01519/LBC Oak Cottage 46 High Street: No objections.

2058. CIL & Open Space Money Projects:

SKP reported the status of all projects. A good deal has been completed:

1. Replace St. Cyriac's to be back gate: See. *Min.ref.2060*.
2. Cemetery: The Shed doors had been completed – an excellent job.
3. Swimming Pool Hut: Alex Kirby and SKP had had a meeting with FoSPS and the CCC project engineer – some small changes were suggested. FoSPS and teachers were still to decide on the design.
4. Cemetery Mapping: *The meeting was suspended at 20:00* and Andrew Noyes presented the results of the survey and the final mapping with schedule of burial plots. AN presented a map schedule to Peter Rand for the Village Hall. There was some discussion about the source of the original maps and data. AN said that Chris Jay had done the GPS mapping for them. There were now 154 unallocated cremation plots and about 64 full burial plots identified. *The meeting was re-convened at 20:22*. SKP proposed a formal vote of thanks. *Proposed: Steve Kent-Phillips, Seconded: Andrew Camps. Unanimously agreed.*
5. Village Hall: It was decided to split the village hall work into 2 projects; the side fence, which Andy Martin would be asked to quote for and the windows, which would be a new project funded form CIL money. *Proposed: Steve Kent-Phillips, Seconded: Michael Malster. Unanimously agreed.*

2059. Allotments:

Standpipe for South-East side of B1102:

Anglian Water had called MM and they were on track. The Clerk would forward the subsequent emails to the PC.

Fees, possibly to include water charges:

MM proposed a review of rents and agreements and to base the agreement on Ely's, to be reviewed at the January meeting. There had been a request for the owner of the horses in the paddock next to the cemetery to use the tap. It was decided to charge £50 to April. The sizes of allotments were discussed and MM said he had all the sizes and he would present at the next meeting.

2060. Replacement of gate in churchyard (small wicket gate)

The quotation from Jon Taw (£740) was agreed. *Proposed: Steve Kent-Phillips, Seconded: David Greenfield. Unanimously agreed.*

2061. Agree Electronic Payment of PAYE to HMRC: Not needed.

2062. Accounts for payment included:

a.	Paul Catling – Clerk's salary	£ 320.00
b.	Inland Revenue – Clerk's tax (see item 13)	£ 80.00
c.	Paul Catling – Clerk's out of pocket expenses	£ 100.00
d.	John Covill – Chairman's honorarium	£ 40.00
e.	Paul Catling – Clerk's expenses (Wreath & postage)	£50.36
f.	CGM Group (2 x cuts August)	£ 695.28
g.	Bendcrete Leisure (table tennis table)	£ 2520.00
h.	Business Services at CAS Ltd. (insurance)	£ 593.83
i.	Jon Taw (cemetery shed doors)	£ 984.04
j.	Noyes & Noyes (cemetery schedule and plan)	£ 6305.70
k.	Andy Martin Builders (Play area gate)	£ 270.00

Total

 £11,959.21

Payment of the above invoices were agreed with the addition of a 50% deposit (£370.00) to Jon Taw to start the church gate work. *Proposed: Steve Kent-Phillips, Seconded: David Greenfield. Unanimously agreed.*

The Manchester Building Society account forms were signed and £25 000 was proposed to open the account. *Proposed: Steve Kent-Phillips, Seconded: David Greenfield. Unanimously agreed.*

Authorisation of a transfer of £40 000 *Proposed: Steve Kent-Phillips, Seconded: Michael Malster. Unanimously agreed.*

Receipts:

CIL	£ 28296.85
Bank interest	£ 10.94

2063. Annual Precept for 2017/18:

SKP presented the requirements and proposed no change to the precept at £14 500. *Proposed: Steve Kent-Phillips, Seconded: Michael Malster. Unanimously agreed.*

2064. Clerk's Report:

The clerk reported that CE Fuller & Co were impressed with AC's marking out of grave plots.

2065. Parish Councillors' Reports:

SKP reported a request from the local Swift Society enquiring about putting swift boxes on the church tower. MM agreed that it was a good idea. SKP asked who to contact regarding permission. AC offered to find out. JC noted that the travellers had moved from Black Drove, some of the travellers were tidy and CCC had taken the rubbish and some of the pot-holes had been repaired.

Meeting closed at 20:47

2066. Open Question Time:

Alastair Everitt said that the committee should be copied when sending to CCT and copy Sharon Robinson.

Business finished at 20:49

Appendix 1 – Correspondence Received:

As above. No other correspondence.

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