

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 12th January 2017 at 7.30pm Village Hall.**

Present:

Mr John Covill - Chairman (JC), Mr Paul Latchford (PL), Mr David Greenfield (DG), Mrs Sandra Gynn (SG), Mr Steve Kent-Phillips (SKP), Mr Andrew Camps (AC), Mr Michael Malster (MM), Mr Mark Lewinski (ML)

There were 3 members of the public in attendance.

2067. In Attendance:

Paul Catling – Clerk

2068. Apologies for Absence:

Peter Hart, ECDC – Cllr Allen Alderson

2069. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: None.

2070. Public Participation: None.

2071. Approve and Sign Minutes of Parish Council Meeting – 8th December 2016:

With one correction, the minutes were agreed to be signed as a correct record.

2072. Reports:

CCC Matters: Cllr David Brown's report was read by the Clerk. There were questions about the Council re-instating the previous road gritting routes. It seems Lower End and Cage Hill were not done. The Clerk agreed to ask what the routes are and were.

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

2073. Matters Arising from Previous Minutes (for information only):

ML asked if swift boxes were exclusively for churches or any building. *Min.ref.2058.4*

PL had additional paperwork relating to the cemetery from Ruth and John Stinton.

2074. Correspondence for Circulation/Consideration:

DG commented on the Local Plan including: Housing based on in-fill, a pedestrian crossing, Mill Hill, Rogers Road, better village hall use, red cycle routes, improvements to sports ground, creating green space / woods and employments site (as PC had suggested). Unfortunately, DG could not attend the meeting on the 18th. PL offered to follow up on the ownership of the bank surrounding the Electricity installation next to the village sign, which a resident had pointed out, is in need of cutting back. Karen Champion would also be contacted.

2075. Consideration of planning applications:

Trees: 16/01615/TRE, 16/01659/TRE, 16/01701/TRE – noted.

16/01559/FUL Commissioners Farm Cottage - Single storey extension to cottage for exercise pool and keep fit area – no objections.

MM mentioned trees encroaching the path to Coopers Green. A property on Green Head Road and the High Street would be contacted.

2076. CIL & Open Space Money Projects:

SKP reported the status of all projects. The play area gates had been installed and passed by RoSPA. The Swimming Pool Changing Rooms had involved a number of meetings with parties pulling in different directions but the project is well on track. An

external metal storage hut will be installed to store equipment. Electricity will be included and in budget. SG asked about frosted windows if the rooms were to be used for other purposes, this was not allowed but apparently curtains or blinds would be used when in use for changing. It seems the huts will be owned by the school, run by FoSPS and insured by the Diocese of Ely as they own the school. SKP noted that the hut's structure should be good for 35 years. The roof may need to be replaced as required. There was no plan currently for a toilet but that could be a later project as it would need a pump. Martin Mead will be project managing.

Street Lights: PL reported that 7 had been completed. There is a remaining problem as Electrical Testing reported the Fairview Grove light has some cable type supplying it that they could not work on / with. There was also one light with cable problems. It was agreed to withhold payment of the ET invoice until they get back to PL as the work is not complete.

2077. Allotments:

Standpipe for South-East side of B1102:

There was a discussion regarding relevance and security of a water supply to the allotments. Tap locks and water tanks were proposed to stop hose pipe use and other unapproved use. To install a stand-pipe the PC would be paying for ground works and installation of acceptable pipework and other equipment. SKP noted that the installation would be around £2 000 (ex VAT) and this prompted a discussion about the uptake of allotments if water was provided. PL suggested encouraging rainwater retention. It was decided to evaluate interest in allotment take-up before installing water or other costly infrastructure. MM was in the process of an article in The Crier that would start this process. There was some discussion as to the quality of the allotments. It was agreed that after canvassing opinion the PC would re-visit the subject in March or April.

Fees, possibly to include water charges:

MM presented his review of allotment charges. This included the incentive to keep an allotment but possibly not keep it in good order and leave a problem for the PC or its next tenant. It was agreed PL & MM would produce a new tenant agreement. JC asked if the other allotments were being maintained. PL said not and more discussion was entered into regarding getting them in order for new tenants. DG suggested a £25 fee to include water and a new agreement to be discussed at the next meeting *Proposed: David Greenfield, Seconded: Paul Latchford. Unanimously agreed.*

2078. Accounts for payment included:

a.	Paul Catling – Clerk's salary	£ 276.00
b.	Inland Revenue – Clerk's tax (see item 13)	£ 69.00
c.	Paul Catling (postage & certification)	£ 22.36
d.	Anglian Water	£ 65.25
e.	ETS (village hall trees)	£ 750.00
f.	Electrical Testing (street lights)	£ 6930.00
	Total	<u>£8,112.61</u>

Payment of the above invoices were agreed excluding Electrical Testing but including the addition of a 50% deposit (£2895) to Garden Affairs to get the swimming pool changing rooms ordered. *Proposed: Steve Kent-Phillips, Seconded: Sandra Gynn. Unanimously agreed.*

Authorisation of a transfer of £4 000 *Proposed: Steve Kent-Phillips, Seconded: Sandra Gynn. Unanimously agreed.*

SKP added that all money was now in the correct accounts and in order and the VAT had been processed recovering £5.5K.

2079. Clerk's Report:

PL asked about the bollards in Station Road, The Clerk reported that emails had been avoided, SKP reported that it was with DB and mishandled by County Highways and was on-going.

2080. Parish Councillors' Reports:

SKP reported being approached by a speed-watch company doing surveys on behalf of Mead Construction (in any case) and will be researching mostly lorries but will count cars and note speed. They are going to be doing 6 surveys or "snap shots" in 3 locations: Mill Hill, Lower End and by the school. They ask for a small donation – say £10/car (confirmed as observer's car) for them to provide the data collected. PL asked what the data is for, SKP confirmed it may be passed onto the police but they make their money from haulage companies and that the current proposed survey will go ahead with the PC involved or not as Mead Construction was sponsoring it. The 3 survey locations would be 2 observer cars so the suggested donation would be £60. SKP needed authority to ask them for the data. DG noted that it would be good to have the data especially if someone else had commissioned the work. It was agreed to go ahead *Proposed: David Greenfield, Seconded: Mark Lewinski. Unanimously agreed.* DG was reminded that Swaffham Bulbeck have recently installed a Red Zebra Crossing, JC agreed that this was due to their speed limit being 30mph. PL reported that Swaffham Prior's team had won the festive hockey: 4-1 and the oldest outfielder had scored a goal. SG reported that she had attended the school governors' meetings but had nothing relevant to the PC to report (so far). JC mentioned the rubbish on Black Drove and that CCC had not been able to clear it due to muddy access. He said he would move it himself if that was not technically fly-tipping! SG asked about the notification of the bus times change. SKP agreed to chase.

Meeting closed at 21:12

2081. Open Question Time:

Alastair Everitt mentioned the Action for Swifts Website and that Tothill Road would be a good area for boxes. There was discussion about how to deal with a grounded swift. You don't launch them but put them on a roof. The source of the additional cemetery docs was requested PL said it was John Stinton. It was suggested to get promotion out for allotments and present at the AVA. Peter Rand circulated pictures of the village sign. He is now painting, so it should be complete within 6 weeks. The 3 wooden sections are now joined with stainless steel studding. ML asked if the bank that needs attention near the village sign is High-Ways' responsibility.

Business finished at 21:20

Appendix 1 – Correspondence Received:

As above. No other correspondence.

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