

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 14th September 2017 at 7.30pm Village Hall.**

Present:

Mr Peter Hart (chaired the meeting), Mr Steve Kent-Phillips,
Mr Mark Lewinski, Mr Michael Malster, Mr Andrew Camps,
Mr David Greenfield, Mr Paul Latchford.

There were 5 members of the public in attendance.

2207. In Attendance:

Paul Catling – Clerk

2208. Apologies for Absence: Mr John Covill, Mrs Sandra Gynn, Cllr Allen Alderson.

2209. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: None.

2210. Public Participation:

Alan Durrant, VHMCA Chairman, reported on work clearing up the village hall grounds, including dead trees confirmed as unsafe by Kathy White, the tree officer, who authorised the removal.

2211. Approve and Sign Minutes of Parish Council Meeting – 10th August 2017 and Extraordinary Meeting 24th August 2017:

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

2212. Reports:

ECDC – Cllr Allen Alderson's report was read to the meeting. Michael Malster had a list of questions for Allen Alderson relating to recycling. It was agreed to compose a list and send it to Allen for comment.

2213. Matters Arising from Previous Minutes (for information only): None.

2214. Correspondence for Circulation/Consideration:

CCC: Local Highways improvement funding: noted.

ECDC: Parish Council Conference: David Greenfield agreed to attend.

2215. Consideration of planning applications: None.

2216. CIL & Open Space Money Projects:

Steve Kent-Phillips reported reopening the cemetery project. The path edging had been done and Martin Mead had been asked to clear the area, previously the spoil heap. Michael Malster pointed out how smart the edging looked and asked if all the edging could be done. Steve Kent-Phillips stated that Martin Mead was also doing the gavel in the path but the remaining edging could also be done. The cost so far for about half was £500 and there was about that amount left from Open Spaces money. Paul Latchford asked what else was being worked on. Steve Kent-Phillips said that the Pound was in progress but not from O.S. budget. It was agreed to complete the edging: *Proposed: Michael Malster, Seconded: Mark Lewinski. Unanimously agreed.* Steve Kent-Phillips said that the gravel and so on could be from general maintenance. Michael Malster suggested that the spoil heap area may need clearing before adding top soil and that he would apply weed killer and burn the weeds removed. Steve Kent-Phillips stated that Andy Martin had completed the masonry on the Pound and Elston Decorators had completed the village hall windows. The plaque to hold details of the

Pound in brass would cost £255. The possibility of this being a target to theft was discussed. It was decided to get quotes for other materials. It was agreed to keep the small plaque in brass. Michael Malster suggested changing the words and remove "...for free at Burwell Museum." Michael Malster suggested a repeat of the bulb planting as a new project as planning this would need to start now. Storage and planting was discussed. *Proposed: Michael Malster, Seconded: Mark Lewinski. Unanimously agreed.* Michael Malster agreed to talk to Janet Willmott. Steve Kent-Phillips said that the last batch of bulbs was £400. David Greenfield suggested asking David Almond. John Covill asked what kind of bulbs, Michael Malster suggested all sorts, which was discussed. It was agreed that Michael Malster would investigate.

2217. Replacement Grit Bin:

Paul Latchford stated that his employer was now Scanska, who were taking on Highways work for CCC, so he would investigate a new bin through them.

2218. Accounts for payment included:

a.	Paul Catling – Clerk’s salary	£ 336.00
b.	Inland Revenue – Clerk’s tax	£ 84.00
c.	VHMC – Extraordinary Meeting	£ 15.00
d.	SKP – Accounts book	£ 16.14
e.	P Catling – postage	£ 11.70
f.	Anglian Water	£ 0.11
g.	CGM – grass cutting (July – 2 cuts)	£ 612.68
h.	Andy Martin Builders - Pound	£ 490.00
i.	Andy Martin Builders - cemetery	£ 525.00
j.	Mr V Elston (Elston Decorators) – village hall	£ 3480.00
k.	Eastern Tree Surgery – village hall	£ 432.00
l.	PKF – annual return	£ 360.00
	Total	<u>£6,362.63</u>

Payment of the above invoices was agreed. *Proposed: Steve Kent-Phillips, Seconded: Mark Lewinski. Unanimously agreed.* A transfer of £ 6000 was agreed. *Proposed: Steve Kent-Phillips, Seconded: David Greenfield. Unanimously agreed.* The 11p bill from Anglian Water was questioned and Steve Kent-Phillips said we now had a new ledger book. The insurance renewal was presented with 3 options. It was decided to reduce the cost and commit to the 5-year quote. *Proposed: Steve Kent-Phillips, Seconded: Mark Lewinski. Unanimously agreed.*

2219. Clerk’s Report:

The clerk reported receiving a tree preservation order – TPO E/10/17 South of 73 High Street and bordering Cadenham Road. Paul Latchford noted that it was good for 6 months and would be difficult to cancel.

2220. Parish Councillors’ Reports:

Paul Latchford mentioned that the proposed plans for a power station in Burwell had been raised with him. It was noted that this was strictly not Swaffham Prior’s issue but it will affect the Dyke. NO₂ or NO_x pollution will get that far. It was also suspected that an extension had been made to the consultation period. It was generally decided some response was relevant although ECDC had not invited SPPC. Mark Lewinski agreed to contact Burwell PC, Paul Latchford agreed to generate some text to circulate as a response to send to ECDC from the Clerk. Steve Kent-Phillips reported that SID was back from holiday and asked where to put it next. Paul Latchford suggested the High Street. Steve Kent-Phillips agreed to put it up for 2 weeks each way. Michael Malster asked how many new allotment agreements had been returned and if Janet & James Willmott had an agreement. The Clerk confirmed JW had been sent an agreement and would report back on outstanding agreements. Also all agreements

would be scanned and returned to the allotment holders and check that bank details were on all invoices.

Meeting closed at 20:37

2221. Open Question Time:

Alan Durrant outlined some legal issues relating to the hall lease, landholder, trustees, land registry and other documents that need updating or re-writing. A solicitor will need to be engaged, this may cost from £500-£750. Paul Latchford pointed out that for the PC to agree to pay, specifics would have to be discussed as part of an agenda item. Alastair Everitt stated that The Charities Commission were used last time. The external VH work was reported including removing tree stumps. Mead Construction had estimated £950. Just getting a man and digger was discussed. It was agreed that Alan Durrant would provide a list to be discussed at the next meeting. The Hall extension plans to allow 2 separate parts of the hall to be used independently would also be discussed at the next meeting. A further skip was dropped in favour of burning the waste. Peter Rand noted that a car in the VH car park had been broken into but the owner had left a bag in plain view. CCTV was discussed. If the VHMC came up with plans and prices the PC would discuss at a later meeting. Alastair Everitt mentioned that VH entrance had a broken paving slab. Peter Rand suggested that it could do with being replaced. Alastair Everitt asked if Steve Kent-Phillips could do an article for the Crier. Steve Kent-Phillips agreed. Alastair Everitt and Michael Limb discussed the Pound's information plaque and access – should it be left open? Michael Limb also pointed out that Cage Hill's surface was in need of work.

Business finished at 21:00

Appendix 1 – Correspondence Received:

As above. No other correspondence.

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