

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 9<sup>th</sup> November 2017 at 7.30pm Village Hall.**

Present:

Mr John Covill (chaired the meeting), Mr Steve Kent-Phillips (took the minutes), Mr Peter Hart, Mr Michael Malster, Mr Andrew Camps, Mrs Sandra Gynn, Mr David Greenfield, Mr Paul Latchford

There were 6 members of the public in attendance.

2240. In Attendance:

No Councillors attended the meeting.

2241. Apologies for Absence:

Paul Catling – Clerk – Working abroad  
Allen Alderson - Illness

2242. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations:

Steve Kent-Phillips was being paid for the Pound plaque.

2243. Public Participation:

Ms. Emma Fletcher and Mr. Mike Barker addressed the meeting regarding the CLT Village Heating system. There had been a letter drop to 200 houses in the village and the CLT had received 87 responses. These were all largely supportive, with much interest in the fibre optic option, which would now definitely be included. Consultants are completing the feasibility survey, with a draft report due 1/12/17. Government funding is available from HNDU (Heat Network Delivery Unit) up to 31/12/17 of £75K which would need to be match funded up to £25K by East Cambs and County Councils. This would be spent on the next stage, which would be a technical review. There is still work to do, but so far it looks promising.

2244. Approve and Sign Minutes of Parish Council Meeting – 12th October 2017:

There were several minor amendments to the minutes. It was agreed to hold over the signing of the minutes until the Clerk had returned and updated the master copy.

*Proposed: Peter Hart, Seconded: Mike Malster, Unanimously agreed.*

2245. Reports:

ECDC: Cllr Allen Alderson's report was read out. The ECDC Local Plan has been ratified and is now out for public consultation. It should come into force next summer. The village envelopes and stop lines are now back in place, which affects all new planning applications.

ECDC met with James Palmer, the Mayor of the Combined Authority. They discussed several local infrastructure improvements, and the Government wants to see 100,000 more houses in Cambridgeshire. Allen responded that this was impossible without the right infrastructure in place.

Next year the Veolia bin collecting and recycling will be taken back in-house by ECDC. A second blue bin per household will be made available.

CCC: Nothing received. The Clerk to be asked to email Joshua Schumann and officially request a quarterly written report.

2246. Matters Arising from Previous Minutes (for information only):

Item 2228 ref 2216 (Cemetery spoil heap) The grass seed that Mike Malster sowed has not taken. He will purchase and sow fresh seed.

Item 2228 ref 2231 (CIL) Steve Kent-Phillips has contacted local groups, with just the Scouts and WI left to respond. It was clarified that snowdrops “in the green” would be supplied, not dry bulbs. Steve Kent-Phillips will get quotes for these instead.

2247. Correspondence for Circulation/Consideration: None.

Cambridgeshire Annual Public Health Report 2017 – noted, no action.  
Zurich Insurance renewal – noted, no action.

2248. Consideration of planning applications:

98/00645/FUL – Tree cutting on Greenhead Road – approved.

17/01762/FUL – Single story extension to 31 Fairview Grove – no objections  
Proposed: Paul Latchford, Seconded: Peter Hart, Unanimously agreed.

17/01375- Porch extension to 17 Rogers Road – no objections  
Proposed: David Greenfield, Seconded: Paul Latchford, Unanimously agreed.

2249. CIL & Open Space Money Projects:

Steve Kent-Phillips reported that all the Open Spaces money has been spent bar 28 pence. There is still £4, 214 of CIL money left to spend. The cemetery project is now closed, leaving just the play area open. The PC will now take new applications.

2250. Replacement Grit Bin:

Paul Latchford reported he had contacted Skanska, who would supply a bin for less than £200. It was proposed that Paul should proceed and get one.

*Proposed: Steve Kent-Phillips, Seconded: David Greenfield, Unanimously agreed.*

2251. Local Plan:

David Greenfield reported that he had spoken with Richard Key, head of ECDC Strategic Planning regarding the land next to the cemetery, labelled SWP-H1 on the Draft Local Plan. The proposer had wanted 55 houses, but due to the Tree Protection Order (TPO) and the location, the limit was set at 20. Richard suggested we strengthen the site specific requirements in item 7.38.6 of the Swaffham Prior Local Plan.

There were four options:

1. Get the trees section removed from the plan
2. Strengthen the TPO
3. Strengthen the aspect of the churches, village views and footpaths
4. Get the 40 mph limit moved back further towards Swaffham Bulbeck

David Greenfield thought that option 1 was unlikely to succeed, but proposed he continued discussions with Richard Key regarding the other three options and comes back to the December meeting with some solid proposals. Paul Latchford agreed to help.

2252. Village Hall:

The meeting was suspended at 8.31 to allow Peter Rand to speak.

*The Village Hall Management Committee (VHMC) have agreed to pay for the other half of the skip hire to clear up the car park. Item 2161 states that the PC own the car park, but the VHMC have to keep it tidy as tenants. Insurance of*

*the car park and garden was discussed as the VHMC are going to erect a two foot high picket fence with rounded tops in the garden. It was felt that the VHMC Public Liability insurance covered the garden as well.*

*Ownership of the various elements was discussed. It appears that the land belongs to the PC but the Land Registry says the Trustees own it; the building belongs to the PC but the VHMC rent it, maintain it, and insure it.*

The meeting reconvened at 8.39.

The PC are awaiting a copy of the lease agreement to send to the SLCC solicitors for comment. It was agreed to hold the item over until SLCC have had some input.

2253. Allotments:

Three tenants remain to be contacted, but nobody knew their addresses. Steve Kent-Phillips will progress this with the Clerk asap. There remains one outstanding application for an “upper” allotment.

2254. Fairview Grove – additional hard standing / parking:

Michael Malster met Martin Mead and they discussed the options. It was felt it was better to have parking spaces all down one side rather than individual spaces. The quote for that was £12, 300. Steve Kent-Phillips also approached Martin for a quote for two bays of three cars each for comparison, and this was about £9, 000. Mike Malster agreed to put together an ECDC Minor Highway Improvement (MHI) bid. Steve Kent-Phillips is to send Mike the one he did in 2011.

2255. SID (speed indicating device) loan agreement:

Paul Latchford had looked into the loan agreement using an example from Skanska and one from Martin Mead. He will adapt one and bring it to the December meeting.

2256. Approval of Grant of Exclusive Right of Burial.

Mrs. Jeannie King.

*Proposed: Steve Kent-Phillips, Seconded: Andrew Camps, Unanimously agreed.*

2257. Accounts for payment included:

a.	Paul Catling – Clerk’s salary	£ 320.00
b.	Inland Revenue – Clerk’s tax	£ 80.00
c.	Personal Images Lts (SKP for Cage plaque)	£ 88.00
d.	Mead Construction (cemetery ex-spoil heap ground work)	£ 444.00
	Total	<u>£ 932.00</u>

Payment of the above invoices was agreed. A transfer was not required.

*Proposed: Steve Kent-Phillips, Seconded: Paul Latchford, Unanimously agreed.*

2258. Clerk’s Report:

The Clerk apologised for his absence, and will be away next meeting as well. There is a CGM credit of £252 which will come off the next bill. The May 2016 credit is still outstanding.

2259. Parish Councillors’ Reports:

Paul Latchford reported that the man from the Old Dairy is recharging his electric car using a cable going across the main road, which is an obvious hazard. The Clerk to be asked to write to him.

David Greenfield attended a CPRE Planning Workshop. He will circulate the PowerPoint.

John Covill spoke at length about the mishap in the cemetery regarding the recent burial. The grave digger was there ready to dig, but no grave had been marked out. The Clerk was not available, so the Chairman said to pick the end of the row. This was not possible, so the grave was dug in the wrong place. That grave was reserved. Southgates had not contacted the Clerk in time, had not got approval for the plot and Andrew Camps was away. It was felt that marking all the reserved plots was impractical because of the mowing. John Covill spoke to Mr. Fuller of Southgates at length. They didn't get the burial message until Friday afternoon and didn't email the Clerk until Monday morning, when he was in a business meeting all day.

Sandra Gynn pointed out the map is online, but nobody looked at it. She also pointed out the distress that the badly refilled grave was causing, and that there had never been a problem before.

Andrew Camps will monitor the situation until the Clerk returns.

The Clerk to be asked to write to Southgates and ask them to repair the damage. Sandra Gynn also pointed out that some paperwork is missing regarding reserved plots. The Clerk to be asked to investigate.

When the Clerk returns, the PC will come up with a better system to handle burial plots.

John Covill reported a survey that Andrew Noyes did for the Parochial Church Charities (PCC) on the Youth Club Hut, which suggests that it might be repairable with a life of 20-30 more years. The PCC to get quotes once John Covill and Andrew Camps have cut back the vegetation to see the state of the lower woodwork.

John Covill reported four traveller vans on Black Drove.

Steve Kent-Phillips reported that the new waste bin that Philip Mead donated and the VHMC did not want has now been installed in the school playground. He has also moved the redundant black metal bin from the play area to the school playing field.

Sandra Gynn and Janet Wilmott (via PoP) will tidy up some of the old grave stones.

*Meeting closed at 9.24*

2260. Open Question Time:

There is a street light out at the top of Adams Road.

*Business finished at 9.26*

Appendix 1 – Correspondence Received:

As above. No other correspondence.