

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 14<sup>th</sup> December 2017 at 7.30pm Village Hall.**

Present:

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

There were 4 members of the public in attendance.

2261. In Attendance:

No Councillors attended the meeting.

2262. Apologies for Absence:

John Covill – Chairman - Unable to attend  
Paul Catling – Clerk – Working abroad  
Cllr Allen Alderson - Illness

2263. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations:

None.

2264. Public Participation:

None.

2265. Approve and Sign Minutes of Parish Council Meeting – 12<sup>th</sup> October 2017:

*Proposed: David Greenfield, Seconded: Sandra Gynn, Unanimously agreed.*

Approve and Sign Minutes of Parish Council Meeting – 9<sup>th</sup> November 2017:

Insert Mr. Mark Lewinski into the apologies.

*Proposed: Mike Malster, Seconded: David Greenfield, Unanimously agreed.*

2266. Reports:

None.

2267. Matters Arising from Previous Minutes (for information only):

Item 2253 the various letters sent to allotment holders were clarified.

Item 2256 There is concern that the wrong amount was charged for the burial of Mrs. Jeannie King. The Clerk to be asked to clarify at the next meeting.

Item 2259 A response is awaited from Southgates re the cemetery damage.

2268. Correspondence for Circulation/Consideration:

Paul Latchford reported the response received from Balfour Beatty regarding street light ADRD/PC4. This light belongs to the Parish Council and is fitted with a LED lantern, which Balfour Beatty do not keep in stock. Electrical Testing will come out and inspect the light next week as it is under guarantee. Balfour Beatty will re-examine both the street light electrical usage and maintenance contracts.

2269. Consideration of planning applications:

17/01072/FUL Land West of Reach Road Burwell – Gas powered generators –  
Withdrawn

17/01564/FUL – 26 High Street - conversion of outbuilding barn into an annex – Withdrawn.

17/01090/OUT – 10 Lower end – Two new houses and garages – Amended tree report – no action required.

98/00645/FUL – 2A-2D Mill Hill – Tree lopping – Amendment - Approved.

17/01762/FUL – 31 Fairview Grove – Single story extension – Approved.

17/01375/FUL- 17 Rogers Road - Porch extension – Approved.

17/01947/FUL - Sterling Farm 4 Heath Road - Replacement dwelling, garaging, new access, parking and associated site works - No objections.

*Proposed: Paul Latchford, Seconded: David Greenfield, Unanimously agreed*

2270. CIL & Open Space Money Projects:

Steve Kent-Phillips reported that the snowdrop order is complete and awaiting the spring to order. The cost will be similar to the daffodils – about £300.

2271. Replacement Grit Bin:

Paul Latchford reported the bin has been replaced at a cost of £94. It holds 205 kilos of salt and is full. The old bin has been removed at no charge.

2272. Local Plan:

David Greenfield presented the draft response indicating (amongst other things) no more than 20 dwellings and improved tree protection. It was proposed that David should present it to ECDC tomorrow.

*Proposed: David Greenfield, Seconded: Mike Malster, Unanimously agreed*

2273. Village Hall:

The meeting was suspended at 7.54 to allow Mr. Alan Durrant to speak.

*The VHMC have suspended work on the hire agreement pending legal input from SLCC*

The meeting reconvened at 7.56.

It was agreed to hold the item over until SLCC have had some input.

2274. Allotments:

None of the three tenants contacted have complied with the agreement to keep their plots in order. AK replied to the second letter and enclosed a cheque, but the other two did not.

The meeting was suspended at 7.57 to allow Mr. Alan Durrant to speak.

*Mr. Durrant was the mysterious “AD” referred to. He applied for an allotment but never got a reply, so he is on the list and does not currently have an allotment. He would still like one.*

The meeting reconvened at 7.58.

There was discussion about the terms of the agreement. The Clerk to be requested to write to Mr. Kirby and state that the terms of the agreement had not been kept and that the period allowed to tidy up the allotment had expired, therefore his lease is now cancelled. There are now two applicants for an allotment on the upper field.

2275. Cemetery Plot Procedures.

The Clerk to be requested to document the procedure for allocating a burial plot from start to finish to present to the next meeting.

2276. Approval of Grant of Exclusive Right of Burial.

Andrew Camps confirmed that plots 749 & 750 were free from overhanging trees etc. However, it was agreed to hold the item over until the next meeting to give the Clerk time to document this process also.

2277. SID (speed indicating device) loan agreement:

Paul Latchford had written a draft agreement and will circulate it in time for the next meeting. There has been an enquiry from Lode PC about hire and insurance of the SID.

2278. Accounts for payment included:

a.	Paul Catling – Clerk’s salary	£ 320.00
b.	Inland Revenue – Clerk’s tax	£ 80.00
c.	Paul Catling – Clerk’s out of pocket expenses	£ 100.00
d.	John Covill – Chairman’s honorarium	£ 40.00
e.	CGM (grass cutting - includes 3 x credits + 2 cuts in October)	£ 478.08
f.	Village Hall	£ 160.13
	Total	<u>£1,178.21</u>

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

*Proposed: Paul Latchford, Seconded: Sandra Gynn, Unanimously agreed.*

The ECDC document requesting bank details for the precept was signed by the Vice-Chairman.

2279. Clerk’s Report:

The Clerk apologised for his absence.

There is just one outstanding credit from CGI, which is proving very difficult to resolve as they have a new Accounts Clerk.

Mr. Joshua Schumann, CCC Councillor, sent a report but it arrived after the November meeting and it was not clear as to which meeting it referred.

The Clerk, in absentia, invited everyone to the Red Lion for some Christmas mince pies.

2280. Parish Councillors’ Reports:

Mark Lewinski asked why the SID is not currently up. Steve Kent-Phillips replied that it was being rested for security reasons.

Mark Lewinski asked about the tree removal at the bottom of Cage Hill. Nobody knew who had done it. The Clerk to write to Mr. Alan Gould to see if he knows.

Mark Lewinski asked if the Dunarbon recycler is currently out of action. Nobody knew. Mark will contact Allen Alderson for an answer.

Mark Lewinski reported that the grass at the top of Fairview Grove is being churned up by cars. He pointed out that the top two houses do not have access to their drives. David Greenfield recalled we had visited the issue before and Hereward housing refused to pay for the access, and the residents declined to pay for it themselves. Mike Malster will contact Martin Mead for his expert opinion with a view to maybe including it in the ECDC MHI bid.

Sandra Gynn reported lots of dog mess on the High Street.

Steve Kent-Phillips reported no responses to the request for new projects to spend the £4K remaining in the CIL budget. The VHMC members present indicated that they would come up with a costed proposal for the PC to consider in the usual fashion.

*Meeting closed at 8.36*

2281. Open Question Time:

Alistair Everett requested more information about the Joshua Schumann report. It appeared that only David Greenfield remembered seeing it.

Alistair Everett requested someone look at the notice board in the Bus Stop. Mark Lewinski volunteered to inspect and come back with a recommendation.

Alistair Everett clarified that it was Mr. Lewinski raising the issue of parking on the grass, and not any of the residents involved.

Michael Limb recalled that for access to the Fairview Grove houses, the occupants would have to pay. Steve Kent-Phillips confirmed it could not come out of CIL money as it did not meet the criteria.

Michael Limb pointed out that the contact telephone numbers on the lamp posts were wrong. People are advised to contact the Clerk instead.

Alan Durrant requested an additional street light at the top of Adams Road. It was felt that the cost would be prohibitive.

*Business finished at 8.45*

Appendix 1 – Correspondence Received:

Draft response to ECDC regarding the Local Plan  
No other correspondence.