

**Minutes of Swaffham Prior Parish Council Meeting held on  
Thursday, 8<sup>th</sup> February 2018 at 7.30pm Village Hall.**

Present:

Mr Peter Hart (chaired the meeting), Mr Steve Kent-Phillips, Mr Paul Latchford,  
Mr Michael Malster, Mr Andrew Camps,  
There were 4 members of the public in attendance.

2302. In Attendance:

Paul Catling – Clerk

2303. Apologies for Absence:

Cllr Joshua Schumann, Cllr Allen Alderson  
Mrs Sandra Gynn, Mr David Greenfield, Mr John Covill (chairman),  
Mr. Mark Lewinski

2304. Members' Declaration of Interest for Items on the Agenda + Requests for  
Dispensations: None.

2305. Public Participation: None.

2306. Approve and Sign Minutes of Parish Council Meeting – 11<sup>th</sup> January 2018:

The minutes were agreed to be signed as a correct record.

*Proposed: Steve Kent-Phillips, Seconded: Michael Malster, Unanimously agreed.*

2307. Reports:

ECDC: Allen Alderson report was read to the meeting. Paul Latchford asked about council tax rises, Peter Hart asked about traffic survey in Burwell; who's was it and what for? Steve Kent-Phillips reported that it was Burwell Parish Council.

2308. Matters Arising from Previous Minutes (for information only):

Paul Latchford asked what value was attributed to SID and what the charges would be. Steve Kent-Phillips reported a request for SID on Rogers Road as a deterrent. Paul Latchford asked about item 2297 regarding the cost price for the wreath at £18.50, was the £50 a donation. It was noted that it was a donation. Steve Kent-Phillips asked about the cemetery procedure item 2294. The Clerk will produce and distribute the cemetery allocation procedure for the next meeting. Steve Kent-Phillips also noted that the Village Hall Item 2292 should be on the agenda for the March meeting. He reported that the yearend accounts had been completed with a VAT claim for around £800, the snow drops were on order, Mead Construction had been contacted re the village hall drive and the defibrillator batter had been checked.

2309. Correspondence for Circulation/Consideration: There was no correspondence.

2310. Consideration of planning applications:

17/02142/FUL | Conversion of an outbuilding barn to a dwelling with two extensions.  
| 26 High Street – there were no objections.

2311. CIL & Open Space Money Projects:

The poor state of the cemetery notice board was discussed. A quote had been received from Jon Taw to repair of £451. Steve Kent-Phillips suggested it could be done from CIL money as all criteria were met.

The meeting was suspended to discuss the village hall requirements:

*Peter Rand reported that there were glass double glazing sealed units that had blown and quotes had been received from 2 suppliers for £490 and £560 (AKC*

*Windows and DH Windows) and that they favoured the lower quote. The replacement of the remaining lighting in the hall that was not already LED was discussed. Quotes from Thomson Electrical and DW Tonge were for £ 2735 and £ 2214. Peter recommended Thompson.*

The meeting was reconvened.

Paul Latchford pointed out that the village hall has its own funds and it may be that other projects meet more CIL Criteria. It was decided to make a last call for CIL funded projects in the Crier. Steve Kent-Phillips proposed the cemetery notice board repairs to be met from PC funds (not CIL) Paul Latchford seconded and all agreed. The replacement benches near to the play area were discussed. It was noted that these were on the existing list of projects. A quote for the village hall doors had been received by the PC for the main (rear) doors for £800 from Elston Decorators. This was passed to the VHMC.

2312. Accounts for payment included:

a.	Paul Catling – Clerk’s salary	£ 320.00
b.	Inland Revenue – Clerk’s tax	£ 80.00
c.	Andy Martin Builders (bus shelter notice board)	£ 90.00
	Total	£ 490.00

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

*Proposed: Steve Kent-Phillips, Seconded: Michael Malster, Unanimously agreed.*

2313. Clerk’s Report: Nothing (more) to report.

2314. Parish Councillors’ Reports:

Andrew Camps reported that there were laurels overhanging in Lower End. The Clerk agreed to write to the property owner.

*Meeting closed at 20:08*

2315. Open Question Time:

Mrs Kirby asked about deadlines for items to be included in the meeting or agenda. The Clerk stated that the agenda had to be posted by the Sunday before the meeting. There was a discussion relating to the state of allotments. Paul Latchford and Steve Kent-Phillips agreed to visit the following Saturday and report back at the next meeting. Alastair Everitt asked about the maple tree removed and its replacement. It was noted that the replacment: *Amelanchier canadensis*, was noted in the email presented at the meeting. He suggested it must have **been** there 8 years.

*Business finished at 20:15*

Appendix 1 – Correspondence Received:

No other correspondence that that above.