

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

Present:

Mr John Covill (chairman), Mr Peter Hart, Mr Paul Latchford, Mr Steve Kent-Phillips  
Mrs Sandra Gynn, Mr Michael Malster, Mr Andrew Camps,  
There were 5 members of the public in attendance.

2315. In Attendance:

Paul Catling – Clerk  
Cllr Allen Alderson.

2316. Apologies for Absence:

Cllr Joshua Schumann,  
Mr David Greenfield,  
Mr. Mark Lewinski

2317. Members' Declaration of Interest for Items on the Agenda + Requests for  
Dispensations: Michael Malster declared an interest in the letter from Mr Kirby and  
Steve Kent-Phillips, an interest in the payment of cheque – item 12c.

2318. Public Participation: None.

2319. Approve and Sign Minutes of Parish Council Meeting – 14<sup>th</sup> December 2017:

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

*Proposed: Steve Kent-Phillips, Seconded: Peter Hart, Unanimously agreed.*

2320. Reports:

ECDC: Allen Alderson reported to the meeting including, noting that the grant from central government will soon be zero. He mentioned some interesting hats were worn on a recent visit to Truners. John Covill asked about bin collections. Allen Alderson noted that nothing was done last week, blue bins would be this week and there was a double day of black bag collections planned with blue bins. John Covill asked further about the fen run. Paul Latchford asked about the overperformance compared to other councils. Allen Alderson offered to provide details at the next meeting, he also noted that ECDC were taking collections back in-house soon, which should save money. Paul Latchford offered to send the clerk details of contacts for getting the grit bins refilled.

2321. Matters Arising from Previous Minutes (for information only):

Steve Kent-Phillips reported that the snow drops had been delivered.

2322. Correspondence for Circulation/Consideration:

The letter from a resident (Mr Kirby) would be dealt with under the Allotments agenda item. The VHMC email / letter from Allan Durrant would be dealt with under Village Hall.

Letter from a Resident (Robin Mathieson) relating to damaged verges was discussed: It was suggested that the verges were either privately owned by the property owner or the responsibility of Highways.

The chairman had also received correspondence from Sue Giles relating to the youth club hut, which has recently been returned to the control of Swaffham Prior Parochial Charities. Steve Kent-Phillips pointed out the he recently responded to a request for large CIL projects. The application was for £350K to replace the existing building. Allen Alderson noted that it would be discussed at a meeting he would be present at.

2323. Consideration of planning applications:

17/01947/FUL - Sterling Farm 4 Heath Road - Replacement dwelling, garaging, new access, parking and associated site works: It was noted by Steve Kent-Phillips that (from earlier application) the car port was the only change. No Objections *Proposed: Steve Kent-Phillips, Seconded: Paul Latchford, Unanimously agreed.*

18/00170/LBC - Stocks Farm House 1 Lower End - Conservation rooflights to be installed to the pantiled roof of the existing house, new timber-framed windows and doors installed to the west of the main house. Construction of a new porch. Construction of a new single storey yoga studio and changing facilities, and the conversion of the existing garage into an annex with living facilities and attached spa room. 18/00169/FUL – see above. No objections were agreed for both.

2324. CIL & Open Space Money Projects:

Steve Kent-Phillips reported that no further projects had been suggested from the Crier request, therefore infrastructure could be considered as all the Open Spaces monies had been spent. He reported that there was in the order of £4.5K remaining. There was one project remaining to replace seating (benches) in the play area, with one additional bench. The Village Hall LED replacement lights were discussed. There were 2 quotes to consider. The first of the village hall projects included other electrical work such as, emergency light, hand dryers and disabled alarm in the toilet. These totalled £2735 and £2214. The second village hall project was to replace the blown double glazing at £490. Steve Kent-Phillips pointed out that this met all the criteria applied to the CIL projects. Sandra Gynn enquired what the current spend on the village hall had been so far. Steve Kent-Phillips reported that it was around £5K. John Covill suggested that some money could go to help replace the Youth Club Hut. Steve Kent-Phillips suggested making the remaining funds available to the YCH. It was agreed to go ahead with all 3 projects (both VH projects, play area benches and remaining funds to YCH), *Proposed: Peter Hart, Seconded: Michael Malster, Agreed – Paul Latchford abstained.*

2325. Village Hall:

Steve Kent-Phillips presented the VHMC options and the Clerk read David Greenfield's legal company's findings and suggestions. It was agreed to wait for David Greenfield and Alan Durrant to be available at the next meeting to decide.

2326. Allotments:

John Covill stated that he was pleased with the report provided following the site inspection. Paul Latchford presented the full report and explained the findings. There were many recommendations including re-establishing the paths and boundaries, not allowing access via the cemetery during burials. Paul Latchford agreed to amend the agreement to include 5 new clauses and write a 4-week notice letter. Steve Kent-Phillips would improve the water tap's installation. Andy Martin would be asked to remove the rubbish. Steve Kent-Phillips proposed a team (Steve Kent-Phillips, Paul Latchford and possibly Sandra Gynn) go and establish measurements and possibly peg the ground. He would email arrangements. Paul Latchford would get the breach letter to the Clerk to send.

Mr Kirby's letter to the chairman and subsequently to the Clerk was considered. All of the points were addressed, many by Michael Malster. Steve Kent-Phillips and Paul Latchford noted that most of the points would be addressed by the changes just proposed. Steve Kent-Phillips suggested many issues were procedural errors by the PC. There were infringements of the agreement but it was agreed that 2 warnings had not been issued.

The meeting was suspended at 21:03

*AK noted that the process was not followed and there was evidence that it was not done. Steve Kent-Phillips stated that one letter was sent. Sandra Gynn asked if this means the eviction does not stand. AK also noted that in the November meeting minutes no letter was sent. The letter was sent in December. Peter Hart suggested that the eviction should be withdrawn. John Covill stated that there must be a written apology for the mistake. Sandra Gynn suggested an apology as discussed, AK accepted with thanks.*

The meeting was resumed at 21:10

It was agreed to rescind both offer of tenancy and withdraw eviction with written apology, informing new tenants with an apology, stating that procedure was not correctly followed by the PC. *Proposed: Sandra Gynn, Seconded: Peter Hart, Unanimously Agreed.*

2327. Accounts for payment included:

a.	Paul Catling – Clerk’s salary	£ 320.00
b.	Inland Revenue – Clerk’s tax	£ 80.00
c.	SKP Home & Hearths – 2000 snowdrops	£ 318.00
d.	P Catling ICO annual renewal (paid on-line)	£ 35.00
e.	VHMC – AVA	£ 15.20
	Total	£ 768.20

Payment of the above invoices was agreed, with the exception of the VHMC, which would be paid nearer to the date. A transfer was not required.

*Proposed: Peter Hart, Seconded: Sandra Gynn, agreed with Steve Kent-Phillips and Paul Latchford abstaining.*

2328. Clerk’s Report: The Clerk reported that the interment process was documented for the use of councillors in case the Clerk was not present. The insurance had been agreed for the revised inventory items and would be in place from April 1<sup>st</sup>. The Annual Village Assembly was arranged for Wednesday Mat 16<sup>th</sup>. The Data Protection Act registration had been renewed with the Information Commissioners Office.

2329. Parish Councillors’ Reports:

Sandra Gynn asked about the incorrect digging of a plot in the cemetery and reported on the school’s recent OFSTED situation and the head’s absence. Sandra Gynn also mentioned vehicles, one noticed in particular, had churned up the verges turning and one had narrowly missed the lap post. Paul Latchford asked that if future requests to the PC were made could they include a cost benefit, as this would help assessment of the proposal’s value. He also offered to construct the breach of agreement letter for the allotments and the amended T&Cs for the next meeting. Peter Hart asked about the other allotments, Paul Latchford suggested we could look at these next time. Peter Hart noted that the village hall pot holes looked better, Steve Kent-Phillips said that Mead’s had repaired some. It was noted that the statutory documents would be due for review in August.

*Meeting closed at 21:23*

2330. Open Question Time:

Alastair Everitt asked if the grass in front of Robin’s was private. Steve Kent-Phillips stated it was, if not private it was Highways’. Mrs Kirby pointed out that a late item had been included. It was noted that the item was sent directly to the Chairman. There was a discussion about the hedge between allotments and road and then generally regarding Highways maintaining the hedges. Steve Kent-Phillips suggested they

would not do it and there was a suggestion that the land between ditches and owner's property may be the owner's responsibility.

*Business finished at 21:30*

Appendix 1 – Correspondence Received:

No other correspondence that that above.

Unapproved