

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 28th June 2018 at 7.30pm Village Hall.**

Present:

Mr John Covil, Mr Peter Hart, Mr Steve Kent-Phillips, Mr Michael Malster,
Mr David Greenfield, Mrs Sandra Gynn, Mr Andrew Camps.

There were 4 members of the public in attendance.

2371. In Attendance:

ECDC - Cllr Allen Alderson
Paul Catling – Clerk

2372. Apologies for Absence:

Mr Paul Latchford.

2373. Members' Declaration of Interest for Items on the Agenda + Requests for
Dispensations: None.

2374. Public Participation: None.

2375. Approve and Sign Minutes of Parish Council Meeting – 10th May 2018:

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

2376. Reports:

ECDC Matters: Cllr Allen Alderson's report was read by the Clerk. Steve Kent-Phillips asked about fly tipping sites. John Covill noted that a car had been spotted loaded heading for Headlake Drove and returning empty. Steve Kent-Phillips asked if Mark was still the contact, Allen Alderson said that he was no longer the contact and to call the switchboard. The council was currently sending round a fly tipping team inspecting and reporting. Michael Malster raised the question of why the proposed underpass at Ely rail crossing was going to be one-way. This is due to the footpath added to the underpass.

2377. Matters Arising from Previous Minutes (for information only):

David Greenfield mentioned *Min.ref.2370* – where a question had been asked about planning and tree / hedge removal in a preservation area. A tree has to be 75mm diameter at 1.5m from the ground to be protected and require consultation with the conservation officer. An Article 4 direction would override the otherwise vague regulations but Swaffham Prior does not have any of these, only Burwell (x2), Ely and Soham have these at present. Under current planning legislation, permission is not normally required for changing windows, doors and other minor alterations to frontages within Conservation Areas. However, it is recognised that cumulative such minor alterations can have a marked and detrimental impact on the character and appearance of a Conservation Area, so consultation with the conservation officer is essential.

2378. Correspondence for Circulation/Consideration:

The correspondence was read out. Steve Kent-Phillips mentioned Paul Latchford's email and that the 1949 allotment act strictly means the "garden plots" should not be referred to as Allotments but it should not be an issue. Also, as long as there is an annual village meeting a year, it can be at any time. This should be voted on at the next meeting.

2379. Local Submission East Cambridgeshire Plan - Recent Appeal Decision

David Greenfield reminded the meeting of the approval: APP/V0510/17/3186785 (Fordham) and that at an appeal on May 29th the inspector overrode ECDC and approved planning inside the village envelope but outside the Local Plan. Allen Alderson was asked if he could do anything to make Local Plan and Village Envelope limits and restrictions apply so they cannot be overridden. The building requirement of 575 per year not being met and developers putting in applications and subsequently not building houses or “sitting on land” was discussed. Allen Alderson gave some numbers of developments since 2012/13 of 304, 307, 208, 161, 203 and 258 houses per year, so a significant shortfall. Time limiting grants of planning was also discussed. Allen Alderson stated that this would require a change in Government policy. It was concluded that the lack of actual building, made worse by granted plans not being developed, was leaving the situation such that another Witchford (where the inspector overrode the decision and granted planning permission) could happen. Allen Alderson gave an example of a plan in Swaffham Bulbeck that was turned down has now come back. Steve Kent-Phillips noted that it was good that the village had not spent the money on creating a Village Plan. John Covill added that this suggested a Village Plan would now be useless. Allen Alderson also added that ECDC had been up against (as many other LAs) Gladmans who were the company to get the planning refusal in Witchford overturned, yet had not built any houses, thus adding to their argument used in Fordham that not enough houses were being built. Michael Malster asked if planning with large local impact can cause requirements for local infrastructure, such as schools. Allen Alderson said that this was still part of planning requirements. It was agreed to write to MP Lucy Frazer and propose time limiting planning and require developments to be complete within that limit. *Proposed: David Greenfield, Seconded: Peter Hart. Unanimously agreed.*

2380. Consideration of planning applications:

18/00709/FUL 25 High Street - External and internal alterations to listed building & garage (curtilage building) and 18/00710/LBC Old Barn House 25 High Street - External and internal alterations to listed building & garage (curtilage building) It was agreed there were no objections. *Proposed: Steve Kent-Phillips, Seconded: David Greenfield. Unanimously agreed.*

2381. CIL & Open Space Money Projects:

Steve Kent-Phillips reported that the village hall lights are the last project, soon to be completed. It had been agreed that any remaining fund would be provided to help with the Youth Club Hut survey. It was agreed to allocate the remaining £ 143.56 to Parochial Charities. *Proposed: Steve Kent-Phillips, Seconded: Sandra Gynn. Unanimously agreed.*

2382. Village Hall:

David Greenfield reminded the meeting of the 2 items agreed at the last meeting (minute 2364) for Wellers to proceed. The 3rd item was not agreed at the last meeting, a grant to assist the VHMC with legal fees. The VHMC have moved forward with a new solicitor and there will be 2 entries in Land Registry; one will the PC and the other, the lease. They will need to contact current trustees, so it will be a long process. Meeting suspended at 20:20.

Alan Durrant covered the process and said that they would return to the PC for approval when done.

The meeting was reconvened at 20:21. The amount of grant was discussed and David Greenfield added that our lawyer had agreed a sum of £750 was reasonable. It was agreed to provide a grant of up to £750 against actual fees. *Proposed: Steve Kent-Phillips, Seconded: David Greenfield, Unanimously agreed.*

2383. Allotments:

It was agreed that as Paul Latchford was not present, to defer this item to the next meeting.

2384. Decide on and Appoint Deputy Clerk:

Steve Kent-Phillips pointed out that the deputy clerk would be an unpaid position, able to receive and answer emails but not issue Grant of Rights of Burial documents. It was decided to establish the position of Deputy Clerk. *Proposed: Peter Hart, Seconded: Sandra Gynn, Unanimously agreed.*

It was agreed that Steve Kent-Phillips would take the position. *Proposed: Peter Hart, Seconded: Sandra Gynn, Unanimously agreed.*

2387. Accounts for payment included:

a.	Paul Catling – Clerk’s salary	£ 264.00
b.	Inland Revenue – Clerk’s tax	£ 66.00
c.	Expenses – stationery (Paul Catling)	£ 35.58
d.	SLCC membership renewal	£ 100.00
e.	CGM – grass cutting (May 2 & 22)	£ 730.08
f.	SPPC (Town Close rental)	£ 30.00
g.	Thompson Electrical (village hall lighting)	£ 3445.52
	Total	<u>£4,671.18</u>

Payment of the above invoices was agreed, with the exception of CGM for grass cutting. *Proposed: Steve Kent-Phillips, Seconded: Peter Hart, Unanimously agreed.*
No transfer was required.

2388. Review of financial documents:

Steve Kent-Phillips presented the changes to reduce the retention period in the Planning Disposal Policy. David Greenfield asked if someone wanted to view planning documents but could not get to the on-line documents themselves. It was agreed to provide this service and add a clause to this effect. The financial regulations were agreed without change. The financial risk assessment document had the review of job specification at the AGM removed from 1.1 RFO clause. All changes were agreed. *Proposed: Steve Kent-Phillips, Seconded: Michael Malster, Unanimously agreed.*

2389. Approval of Annual Audit Governance Statement 2017-18:

David Greenfield suggested changing the yearly P&L surplus to balance. Steve Kent-Phillips ran through and explained the items in the Audit return:

2385. Accounting Statement,

2386. Annual Governance Statement,

The audit documents were agreed. *Proposed: Steve Kent-Phillips, Seconded: Peter Hart, Unanimously agreed.*

2390. Clerk’s Report:

The Clerk addressed the issues caused by the email provided by AirBroadband and that from August, they will no longer provide a free service. The email will be changed to use a free email provider and AirBroadband will forward the current clerk@ email. The Manchester Building Society had provided an annual statement. The interest for the year was £188.29. CCC had been chased for a corrected invoice for street light electricity as the original did not have the correct street light inventory.

2391. Parish Councillors' Reports:

Sandra Gynn reported the school's current status regarding staff and head. The change to academy, was automatic based on school's recent Ofsted category. Michael Malster reported that grant funding to assist with improving the parking situation in Fairview Grove had been applied for, with the help of Steve Kent-Phillips. Steve Kent-Phillips reported an inspection of the play area had shown up some vandalism of the spring daisy. There were some names scratched into the paint. Andy Martin had agreed to repaint. Some bird spikes had also been replaced. 4 of the rubber seats needed replacing at £15.20 each. John Covill asked if they were a safety issue. As they are and the amount is less than £100, it was agreed that he proceed to order the replacements. Steve Kent-Phillips also reported that SID is back up in Lower End, facing Reach. SID had failed out of warranty but the Clerk had located an email with a list of recalls for the device that included SID's serial. SID had to be delivered and collected but was repaired free. The results from Lower End show that there is no problem in that area with an average speed of 24.3mph, 31.1 @ 85 percentile and a single maximum of 45mph. Peak levels are at 8-9 of 38 per hour. SID is now facing the other way. All results are on the web site. Andrew Camps asked about the catch on the play area gate or return spring as the gate was not closing. Steve Kent-Phillips agreed to investigate. Andrew Camps also noticed that the Lower End ditches had been cleared but the property opposite the Birches has a hedge that is encroaching on the path. The Clerk agreed to write to the property owner. Andrew Camps had also spoken to the gravedigger and Phil from Southgate had met him on-site. Phil said to contact him if any further problems occurred. Sandra Gynn reported that she had noticed a dog loose in the play area and explained to its owner that dogs were not allowed in there. John Covill noted pot-holes in Whiteway Drove. Sugar beet and various other things transported in the fen in much larger vehicles than originally used in the fen, were discussed as causes for the poor state of the roads.

Meeting closed at 21:03

2392. Open Question Time:

A copy of the grass cutting maps were requested for Peter Rand. A schedule of the cutting was also requested. Mrs Kirby asked about an email she had sent. It was sent from the Web Site form, which it seems no longer works. The form would be fixed or removed from the site. She also asked about the grass cutting and if the company took away the clippings. It was confirmed that they did not and that the recent spoil was due to excessive growth. Linda also asked about the school not allowing swimming in the pool without a headteacher. Sandra Gynn said the Governors were aware and that Tom Wood who was the Governor for Premises was investigating this further to try to solve the issue. It was the Local Authority that was stopping the sessions. All requirements to be able to open the pool had been complied with including training on chemicals etc. Sandra Gynn agreed to contact Tom for more information. Alastair Everitt asked who was in charge. Sandra Gynn said that during the school holidays it was the Local Authority. An agenda item was agreed for the July meeting.

Business finished at 20:21

Appendix 1 – Correspondence Received:

As above. No other correspondence.