

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 12th July 2018 at 7.30pm Village Hall.**

Present:

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

There were 4 members of the public in attendance.

2393. In Attendance:

Paul Catling – Clerk

2394. Apologies for Absence: None.

2395. Members' Declaration of Interest for Items on the Agenda + Requests for Dispensations: None.

2396. Public Participation: None.

2397. Approve and Sign Minutes of Parish Council Meeting – 28th June 2018:

There were corrections to the minutes, which it was agreed to approve at the next meeting.

2398. Reports:

ECDC (Downham Villages) Anna Baily's report relating to the planning issues was summarised by David Greenfield. This included the Witchford situation where Gladmans successfully appealed and were granted planning permission outside the development envelope and subsequently did not build thus assisting with the same argument that the provision of housing targets had not been met when they appealed for the 100 houses at Fordham, also outside the development envelope. The new local plan should put the development environment back in place and return control over the 5-year land supply.

ECDC Matters: Cllr Allen Alderson's report was read by the Clerk.

2399. Matters Arising from Previous Minutes (for information only):

David Greenfield mentioned *Min.ref.2379* – The Clerk confirmed that the letter was sent by email and post. Michael Malster noted *Min.ref.2383* – that there was an allotment holder missing from the list. Steve Kent-Phillips mentioned that the play area seats had been replaced, the financial documents were updated on the Web site and apologised for the agenda on the Web site being for the wrong month. He also noted that the annual audit had been accepted and the new Clerk email was now working. Sandra Gynn mentioned *Min.ref.2392* – The Chris Goodfellow, the chair of governors was due to attend the meeting and provide an update on the swimming pool closure problem.

2400. Correspondence for Circulation/Consideration:

The CCC Section 171 charge changes were noted.

2401. Consideration of planning applications:

18/00850/FUL 6 Cage Hill - It was agreed there were no objections. *Proposed: Paul Latchford, Seconded: Peter Hart. Unanimously agreed.*

It was also agreed to write to ECDC asking for more sensible timescales for deadlines on comments for proposed planning applications. *Proposed: Paul Latchford, Seconded: Peter Hart. Unanimously agreed.*

2402. Annual Village Assembly – decide on date:

After some discussion relating to the requirements for the date of the AVA, it was agreed to investigate the time restrictions and decide on meeting dates changes at the next meeting.

2403. Swimming Pool – Status Report and agree action:

The meeting was suspended at 20:03

Chris Goodfellow presented the current status. It seems the Head teacher needed to be on post for the pool to be allowed to open. The head was not on post during the summer, due to the change to a permanent head taking the post in September. The solution was to spread the current appointment over 5 months rather than 3. This being a paper exercise, there was no additional cost. It was confirmed that the pool is now open and that the head only needs to be contactable and that a non-staff member can be nominated to be in charge. There was some discussion about maintenance including algae and chlorine levels. There was some discussion relating to who owned the pool, land and, changing rooms. David Greenfield read the minutes from 2016 stating that FoSPS would own the changing rooms. It was also noted that the original land the pool was on was originally the Village Hall garden. It seems this may have been donated to the school and owned by the Church before the LA took over. Who is allowed use the pool was also discussed and according to the LA it is only anyone connected to the school, David Greenfield and Paul Latchford pointed out that the assurances when the changing rooms were built that it was everyone. Steve Kent-Phillips said that it was the previous head that changed it, Mrs Kirby pointed out that it had always been for everyone. Chris Goodfellow warned that next year the trustees and LA will sign a lease. Peter Hart asked if this meant that the academy will lease the school including the pool. Chris agreed. Sandra Gynn suggested liaising with the Church, Joe (head) Tom and Chris. Paul Latchford requested a copy of the donation letter (relating to the changing rooms). David Greenfield offered to search the past PC minutes for donation or any change of ownership decisions. Actions agreed were:

Access for any child

Research who owns / donated what.

The meeting was resumed at 20:34

It was agreed to write to the chair of governors to establish access by any child – not just associated with the school. *Proposed: David Greenfield, Seconded: Peter Hart. Unanimously agreed.*

2404. Village Hall:

Nothing to report as the VHMC were waiting for input. The Clerk agreed to add Alan Durrant to the distribution list for PC meetings.

2405. Allotments:

Steve Kent-Phillips and Paul Latchford presented issues relating the calling the allotments adjacent to the cemetery “Allotments”. As they are temporary garden plots, which will return to cemetery space eventually, they can only be referred to as “allotments”. Paul Latchford noted that rules and guidelines are required to measure. The Clerk asked Paul Latchford for the maps referred to in the recent letters and agreements sent to tenants. Paul Latchford stated the maps were at Skanska and would be available soon. It was agreed to allocate the available allotment at the next meeting. Paul Latchford agreed to provide the plan and procedure, the Clerk would provide the list of applicants.

2406. Cemetery:

Michael Malster presented the problems of disposal of rubbish. Combustible and unsuitable for burning rubbish needs to be separated. Steve Kent-Phillips suggested that there was a spare metal bin in the play area. Michael Malster said that he was happy to remove / empty the bins. The bins would need clear notices as to the type of rubbish. Michael Malster pointed out that the other issue was that the cemetery was in a general poor state and that the PC is responsible for upkeep. Sandra Gynn noted that some of the grass had been cut but areas with wild flowers could not be cut but they have missed some areas and damaged parts of the path edging. There was some discussion about employing help or contracting per task. Sandra Gynn also reported a couple looking for a grave had succeeded by using the plan on the Web site from their mobile 'phone. Michael Malster agreed to put together a list of suggestions for the next meeting.

2407. Accounts for payment included:

a.	Paul Catling – Clerk's salary	£ 280.00
b.	Inland Revenue – Clerk's tax	£ 70.00
c.	Parochial Charities (youth club hut)	£ 143.56
d.	Community Action Suffolk Insurance	£ 14.03
e.	OTiTU.pl.S.C (SKP play area seats)	£ 75.40
f.	CGM (grass cutting 2 nd & 22 nd May)	£ 730.08
	Total	<hr/> £1,313.07

Payment of the above invoices was agreed, with the exception of (f) CGM for grass cutting. *Proposed: Peter Hart, Seconded: Sandra Gynn. Unanimously agreed.* No transfer was required.

2408. Clerk's Report: None2409. Parish Councillors' Reports:

Sandra Gynn reported meeting the new head and that she would like to attend the September meeting. Steve Kent-Phillips had had a complaint regarding the Rogers Road grass being too high and that it had been reported to Highways. There had been no response yet. He also stated that the possible move of the ping-pong table was no longer an option. Steve Kent-Phillips reported SID would be downloaded and then moved and asked for suggestions for a new location. The slip road from Cambridge was suggested. John Covill reported pot-holes in Little Fen Drove had been reported.

Meeting closed at 21:10

2410. Open Question Time:

Alastair Everitt asked if allotment holders had a sub-committee. It was stated that such an organisation was up to the allotment holders. A question was asked about the school foundation trustees, who apparently meet twice a year, have 8 members, currently including Andrew Camps, can have 9 members and was founded in 1900.

Business finished at 20:17

Appendix 1 – Correspondence Received:

As above. No other correspondence.

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