

**Minutes of Swaffham Prior Parish Council Meeting held on
Thursday, 8th November 2018 at 7.30pm Village Hall.**

Present:

Mr John Covill, Mr Peter Hart, Mr Steve Kent-Phillips, Mr Andrew Camps,
Mr Paul Latchford, Mr David Greenfield.

There were 10 members of the public in attendance.

The meeting started after a presentation by district heating scheme at 19:55.

2445. In Attendance:

Paul Catling (Parish Clerk)

2446. Apologies for Absence:

Cllr Allen Alderson.

2447. Members' Declaration of Interest for Items on the Agenda + Requests for
Dispensations: None.

2448. Public Participation: None.

2449. Approve and Sign Minutes of Parish Council Meeting – 11th October 2018:
Proposed: Peter Hart, Seconded: David Greenfield, Unanimously agreed.

2450. Reports:

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

2451. Matters Arising from Previous Minutes (for information only):

Steve Kent-Phillips reported having met Vince Neale regarding jobs in the cemetery, including repairs to the path. It was noted that he would take away spoil. He would not quote for individual jobs but charge £15 per hour. Paul Latchford asked how we would manage hours. It was agreed to set a limit. VN would invoice or report per project. It was suggested to set a limit of 35 hours and then review. The Clerk would contact VN. *Min.ref.2454*, David Greenfield noted the help from Marin Mead and Alan Durrant in getting the filing cabinet into the village hall. It was agreed to send letters of thanks to them both.

– Deeds; Wellers & Hedley now have copies of the deeds. The deeds confirmed that the PC do not own the land behind the village hall. The deeds were last changed in 1968.

2452. Correspondence for Circulation/Consideration:

Regarding Fair view Grove, David Greenfield asked if it was clear what CCC were asking.

2453. Consideration of planning applications:

18/00850/FUL – 6 Cage Hill. Notice of Approval. Noted.

2454. Village Hall – Approve purchase of PC fireproof filing cabinet.
 David Greenfield presented prices from various suppliers. There were 7 prices for the same product: FS2244K from £749.17 to £1516.38. The cabinet includes key locks, fireproof rating 90 minutes, waterproof and 2-year warranty. There being no delivery or other benefits to the other suppliers, it was decided to purchase the lower price option from safe.co.uk. *Proposed: David Greenfield, Seconded: Steve Kent-Phillips, Unanimously agreed.*
 The meeting was suspended for 2 minutes to discuss delivery to the village hall.

2455. Allotments
 There was nothing to report.

2456. Cemetery
 Steve Kent-Phillips reported a small error in the cemetery map numbering where 2 rows of cremation plots' numbers were switched and that Andrew Noyes would make the changes. The CAD creator may charge a small amount to re-publish the plans drawings.

2457. Accounts for payment:

| | | |
|----|---|-----------------|
| a. | Paul Catling – Clerk’s salary | £ 272.00 |
| b. | Inland Revenue – Clerk’s tax | £ 68.00 |
| c. | SKP -HM Land Registry – (copy of deeds) | £ 20.00 |
| d. | CGM – Grass cutting September | £ 365.04 |
| e. | PKF (annual audit) | £ 240.00 |
| | Total | <u>£ 965.04</u> |

David Greenfield reported no problems with the grass cutting for this period. Sandra Gynn said the cemetery looks much better but another path edging board had been broken, possibly by the mower. John Covill suggested replacing it with metal. It was agreed to get Andy Martin to look at the repair. It was agreed to add the invoice for the annual audit from PKF for £240 to the list for payment. Payment of the above invoices was agreed.
Proposed: Peter Hart, Seconded: Paul Latchford, Steve Kent-Phillips abstained, Agreed.

No transfer was required.

Steve Kent-Phillips reminded the meeting that the process of changing the bank details should be started as soon as possible, given the time it took last time.

2458. Clerks Report.
 The Clerk reported there had been 2 applications for the empty seat. Unfortunately, one may not have lived in the parish long enough. This would be checked with the returning officer. The 28 days of notice will be up at the November meeting.

2459. Parish Councillor’s Reports.

Steve Kent-Phillips reported a complaint regarding fly tipping in Headlake Drove, which he had reported on-line. He had also been contacted by The Clerk at Swaffham Bulbeck but the message was garbled.

John Covill asked what had been fly-tipped. Steve Kent-Phillips said it included domestic hazardous and green waste.

The meeting closed at 20:23

2460. Open Question Time.

Business finished at 20.25

Appendix 1 – Correspondence Received:

As above. No other correspondence.