

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 13th June 2019 at
7.30pm, Village Hall.**

Present:

Mr John Covill (JC), Mr Andrew Camps (AC), Mr Alan Durrant (AD), Mr David Greenfield (DG), Mrs Sandra Gynn (SG), Mr Peter Hart (PH), Mr Steve Kent-Phillips (SKP), Mr Paul Latchford.

There were 3 members of the public in attendance.

2281. In attendance:

ECDC – Cllr Charlotte Cane

Clerk – Jude Griffiths

2282. Apologies for absence:

None.

2283. Members declaration of interest for items on the agenda and requests for dispensation:

Steve Kent-Phillips declared a pecuniary interest for item 10 of the agenda (*min. ref. 2290*).

Alan Durrant declared a personal interest in item 8b) of the agenda (*min. ref. 2289b*)

2284. Public participation for items on the agenda:

None.

2285. Approve and sign minutes for Parish Council meeting on Thursday 9th May 2019:

PL queried (*min. ref. 2273*) SID's uses for three weeks when the agreement only allowed for 2 weeks in any one place; SKP clarified that SID spent 1 week in each of three different locations. Following the amendment of a typing error, the minutes were approved and signed. *Passed unanimously.*

2286. Reports:

a) CCC representative.

No report received.

b) ECDC representative – Cllr Charlotte Cane (CC) reported to the meeting.

At the one ECDC meeting to take place since the election, council appointments were made to the various roles and committees.

A policy motion was passed asking the Council to revisit plans for the MOD site purchased in Ely, increasing the number of affordable houses sold on it from 15 to at least 46, with some of the 46 being available to rent.

Sutton Neighbourhood Plan has been completed and adopted as part of the Districts' development plan – the second to do so.

CC recommended that villages get involved with the Combined Authorities Transport Plan, in order to influence public transport policy and provision of the future.

SG asked for clarification regarding access to the Castle Hill mound once the CCC has left – she was advised to email Cllr Joshua Schumann.

PL asked how changing commercially priced housing to affordable housing would affect ECDC income. CC responded that this is not clear yet, but that ECDC are hoping for a significant grant from the Combined Authorities for the affordable housing.

2287. Matters arising from previous minutes (for information only):
Min. ref. 2273. DG outlined the issue, discussion and actions so far regarding the signage at 32 Cage Hill
Min. ref. 2276b). Financial review - SKP stated that it is now signed and filed.
Min. ref. 2279. SKP reported that the starter of the bonfire had been admonished.
2288. Correspondence for consideration/circulation:
 1) Able community care – free “no unexpected callers” stickers. Noted
 2) Applying for local highway improvement funding – CCC. Noted.
 3) Open day at Prospect’s Trust. Noted.
Additional correspondence:
 4) Lucy Fraser – response to letter from the PC regarding land-banking. The Clerk read out this letter and the enclosed response from Kit Malthouse, Housing minister. DG outlined the letter sent by the PC to which this correspondence replied and pointed out that the response did not tackle the question of land-banking, missing the point of the original correspondence. PH proposed that DG write a further response to Lucy Fraser MP, reiterating the question of land-banking (*seconded SG, passed unanimously*).
2289. Consideration of planning applications received:
 a) **19/00642/FUL Byes Farm Cottage, 6 Heath Road, Swaffham Prior, CB25 0LA**
Proposed garden room – previously approved ref 18/01206/FUL.
 No objections or comments.
 b) **19/00651/FUL Towers and Hill Charitable Trust Village Hall, 36 High Street, Swaffham Prior**
Construction of a single-storey side extension and additional storage.
 AD abstained. No objections. It was agreed that the PC would support this application.
 c) **19/00622/VAR 6 Cage Hill, Swaffham Prior, CB25 0JS**
To vary condition 1 (approved plans) of previously approved 18/00850/FUL for 2 storey side and rear extension and alterations.
 No objections providing the wall is put back as it was, using the original materials as recommended by the planning officer.
 d) **19/00683/LBC Old Barn House, 25 High Street, Swaffham Prior, Cambridge, CB25 0LD.**
Replacement of concrete floor within the “kid’s den” with insulated lime floor and the internal lining of the walls to the “kids’ bed” and “bedroom 3” with a breathable wood board.
 No objections or comments.
 e) **19/00444/FUL The July Racecourse, Newmarket.**
Single storey side extension to maintenance building – approved.
 Noted.

2290. Accounts for payment included:

a)	Clerks' salary	£ 282.10
b)	Inland Revenue – Clerks' tax	£ 130.40
c)	Clerks' expenses – stationery and stamps	£27.53
d)	Steve Kent-Phillips – swing seats	£ 59.98
e)	Village Hall trust deed refund	£750.00
f)	East Cambs District Council – uncontested election	£200.00
g)	V Neal – removal of trees and brambles	£200.00
h)	Swaffham Prior Parochial Charities – Town Close rent	£ 30.00
i)	CGM – grass cutting on 13 th and 24 th May 2019	£730.08
j)	SLCC annual membership renewal	£106.00

Total		2516.09
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Payment of these accounts were agreed, with the addition of Paul Catling's clerk salary (£240.00)
Proposed SG, seconded AD, passed unanimously.

A transfer of £3000.00 was agreed *proposed SG, seconded DG, passed unanimously.*

2291. Signage on Cage Hill:

DG outlined the discussion and actions so far and the letter received in response from the sign's owner. The Clerk read out a letter from ECDC planning enforcement section – the matter is now in their hands. The Clerk to write to the sign's owner stating that the matter is now in the hands of an ECDC Planning Enforcement and that the PC cannot give out individuals personal details. *Proposed SG, seconded SKP, passed unanimously.*

2292. Moving the table tennis table:

SKP has obtained a quote from Martin Mead to make a new concrete base and move the table to it. PL felt that quotes should be sort from other companies. SKP to obtain other quotes and the matter to be discussed further at the next meeting.

2293. The Pound:

The Pound needs the gutters clearing and weeding. SKP proposed that Andy Martin quote for the job. It was agreed that if the quote is less than £100.00, to give him the job. *Proposed SKP, seconded SG, passed unanimously.*

2294. Clerk's report:

- Unity Trust Bank – having a current account with this bank would enable the PC to pay by BACs and online – Clerk to gather the forms to apply.
- Optimum cash card – enabling the PC to make cash and online purchases without the need to reimburse individuals - Clerk to look into how to apply.
- PC emails – Clerk suggested that a Chair email address be set up that would go with the position instead of using personal emails. The PC felt happy with the current arrangements.
- Facebook presence – the clerk suggested the PC could have a social media presence to publicise e.g. the annual village assembly – no debate or interaction would take place; it would be purely to disseminate public information. The PC felt that there should be a social media policy in place before anything was set up – Clerk to get copy of Reach PC's social media policy for an example. It was agreed to discuss this further at the next meeting.

- e) Village noticeboard – the clerk requested a box or step in front of the village noticeboard to make it easier to pin up information. Clerk to source something suitable.
- f) Crier notes – the Crier have requested monthly access to the minutes of the meetings for publication – due to the timing of publication, these would have to be from unapproved minutes. The PC were happy for this to take place – the clerk to edit the minutes down.
- g) CAPALC are advertising courses for both Parish Councillors and the Chair of Parish Councils – for information.

2295. Parish Councillors' reports:

PL reported that there had been interest shown in plot 2 of the allotments, but it had been rejected after it had been viewed. He suggested that at present it looks like too much work to take on.

SG stated that more clearing up was needed in the cemetery – SKP to speak to Vince Neal regarding this.

PH said that the footpaths in the village are becoming overgrown in places – the clerk to write a polite letter for the Crier asking residents to cut back plants where they obstruct footpaths.

DG reported that he and the clerk had attended the Community Land Trust (CLT) annual general meeting. The renewal of tenancy was discussed and timelines put in place for the actions needed for this. The heating scheme now has a separate board, but DG is attending meetings. The scheme is felt to be progressing and is currently producing and distributing leaflets to answer frequently asked questions.

AD said that the Village Hall had declined the CLT's offer of a planter and the email concerning this is to be forwarded to the clerk to see if the village could accommodate it elsewhere – potentially in the play area.

The meeting closed at 2107.

2296. Open question time:

It was noted that Janet Hall provides up-to-date information about the CLT heating scheme.

Michael Limb asked what the guidelines are for the PC getting quotes for jobs and the amount below which only one quote is needed. SKP answered:

- To spend grant money, 3 quotes are needed
- For work costing under £1000.00, the PC can choose to use a preferred supplier, of which the PC have several, but they can choose to get quotations from other companies and go with someone else.
- On matters of safety (e.g. play area equipment) the clerk and chair can authorise immediate action.

Business finished at 2115.