

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 9th May 2019 at
7.30pm, Village Hall.**

Present:

Mr John Covill, Mr Andrew Camps, Mr Alan Durrant, Mr David Greenfield, Mrs Sandra Gynn, Mr Peter Hart, Mr Steve Kent-Phillips

There were 2 members of the public in attendance.

2267. In attendance:

ECDC – Charlotte Cane

Clerk – Jude Griffiths

Assistant Clerk – Paul Catling

2268. Apologies for absence:

Paul Latchford, John Trapp (ECDC)

2269. Members declaration of interest for items on the agenda and requests for dispensations:

None

2270. Public participation for items on the agenda:

None

2271. Approve and sign minutes of Parish Council meeting –

a. Thursday 14th March 2019

Proposed Steve Kent-Phillips, seconded Peter Hart, passed unanimously.

b. Thursday 11th April 2019

Proposed Steve Kent-Phillips, seconded Peter Hart, passed unanimously.

2272. Reports

a. CCC representative.

No report.

b. ECDC representative.

Charlotte Cane stated that she and John Trapp intend to attend meetings between them for their 7 parishes, unless it is specifically requested that they both attend.

There was no business to report as the first meeting after the election is not until 13th June 2019.

2273. Matters arising from previous minutes (for information only):

Minute no. 2555 SID is ready to go to Reach on Monday, for 3 weeks. The rental agreement was confirmed as £50.00 per week, not £100.00 as had been mistakenly said earlier. Steve Kent-Phillips will put up the equipment where required.

Minute no.2558 David Greenfield has investigated the Statute of Signage and concluded that the sign on 32 Cage Hill is allowed if it meets certain criteria; this one exceeds the permitted size. It could therefore be removed by the enforcement section of East Cambs Planning Department (*see Parish Councillors reports*).

David Greenfield informed the council that he had instructed CGM to withhold from mowing the wildflower areas until June and to add in the section of grass along the side of the Village Hall drive (*minute no. 2552 b*)).

2274. Correspondence for consideration/circulation:

All correspondence was noted.

2275. Consideration of planning applications received:

None.

2276. Accounts for payment:

| | |
|---|----------------|
| a) Clerk's salary – Paul Catling | £428.00 |
| b) Clerk's salary – Jude Griffiths | £104.00 |
| c) Inland Revenue – Clerks' tax | £133.00 |
| d) CAPALC membership | £301.55 |
| e) Wellers Hedley – Village Hall Deed Trust | £300.00 |
| f) CGM – grass cutting | £730.08 |
| g) Playsafe Ltd – playground inspection | <u>£ 90.60</u> |
| Total | £2087.23 |

Payment of the above invoices were agreed with the addition of the invoice for CAPALC – new clerks: the knowledge course (£240.00); *proposed Steve Kent-Phillips, seconded Peter Hart, passed unanimously.*

Authorisation of a transfer of £2000.00 *proposed Steve Kent-Phillips, seconded Peter Hart, passed unanimously.*

a) Financial Year End Report:

The total spend of the parish council came to £138.00 under budget.

Reclaiming VAT on CIL and the income from burials meant that there is a surplus of £1979.32

Next year, there will be no increase in the precept.

b) Annual Financial documents review:

Steve Kent-Phillips reported. The filing cabinets are to be added to the register of assets. There was no change to the planning application disposal policy.

On the Financial risk assessment:

- 'PCRF' to be changed to 'treasurer'
- 'Deputy clerk' to be added
- Cheques will now be banked 'as soon as reasonably possible' due to the closure of the Barclays Burwell branch.

Under Financial regulations:

- The RFO is legally responsible
- No petty cash or float is kept any more
- Refund payments to be made at the next meeting of the parish council.

Steve Kent-Phillips proposed making these changes, *seconded Sandra Gynn; motion passed.*

David Greenfield asked if the PC has online banking. John Covill and Steve Kent-Phillips stated that the PC is unable to make payments by transfer, owing to the Inland Revenue's need for a paper trail for payments; consequently all payments are made by cheque.

John Covill to investigate an online log-in to the parish accounts for the clerk as RFO.

2277. Play area:

Steve Kent-Phillips inspected the play area following the RoSPA inspection. The shackle bolts on the swings need replacing due to wear and the infant swing seats need to have seatbelts. Replacement infant seats have been sourced at £40.00 each. The table inside the hut had broken at the base and has been fixed. An estimate from Andy Martin had been obtained to undertake various repair and repainting jobs in the playground of £695.00. Steve Kent-Phillips proposed that the PC agree to this – *seconded Andrew Camps, motion passed*. Sandra Gynn noted a bonfire lit on the Scout hut field to burn the remains of 2 fallen trees was left unattended, so that school children had managed to start it burning again unsupervised. She had moved the children away.

The tennis table is at present right next to the Scout hut, well away from the play area and unused. Its position is due to the need for an area of hard standing to bear its weight. Sandra Gynn suggested moving it closer to the play area. Steve Kent-Phillips to consult the Parochial Church Charities (owners of the field) and Martin Mead (regarding cost and feasibility of moving the table).

2278. Clerk's report:

The first half CAPALC 'New Clerks: the knowledge' has been very informative and the clerk requested the parish councillors approval to register for the waiting list for the 'Cemetery' course.

A problem had arisen with the lack of a new chequebook – preparation of the cheques for the payment of invoices had to wait until it arrived. John Covill to check that the cheque signatories list is up to date and whether the Clerk can be given a log-in identity for the Barclays account in view of being the Responsible Financial Officer.

2279. Parish Councillors' reports:

Steve Kent-Phillips requested that application for a layby in Fairview Grove be resurrected – the last application having been abandoned due to the County Council's preferred contractor being prohibitively expensive. Correspondence regarding the last application to be forwarded from Michael Malster to the Clerk via Steve Kent-Phillips.

Alan Durrant enquired about the proposed £750.00 contribution towards the village hall's legal costs (changes to the village hall's deed trust) from the Parish Council. The village hall will need to provide the invoice for the amount for the Parish Council's consideration.

Sandra Gynn asked about the removal of the shed from the side of the village hall – this had been done by the School's Out afterschool and holiday club, in light of them no longer using the village hall.

Sandra Gynn also enquired about the damage to the road sign on Station Road. Steve Kent-Phillips has reported it and it is on a 'to do' list.

John Covill noted that the Parochial Church Charities has granted use of the Scout's hut to the Scouts at a peppercorn rent in exchange for the Scouts undertaking to repair and maintain the building.

Further to the discussion of the signage on Cage Hill, the Clerk to write a polite letter pointing out that under planning regulations, the sign is too large.

The meeting closed at 2030.

2280. Open Question Time:

It was reported by a member of the public that the Crier reporter Alastair Everitt, was not attending due to deafness and requested a copy of the minutes.

Business finished at 2034