

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday, 8<sup>th</sup> August 2019 at 730pm at the Swaffham Prior Village Hall.**

Present:

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

There was one member of the public in attendance. SKP took the minutes in the absence of the clerk.

2314 In attendance:

CCC – Mr. Hugo Mallaby (County Farms) (HM)  
ECDC – Mr. John Trapp (JT)  
SPPC – Mr. Paul Catling (Deputy Clerk)

2315. Apologies for Absence:

Mrs. Jude Griffiths (Clerk) was on holiday and sent her apologies.

2316. Members declaration of interest for items on the agenda and requests for dispensations:

Mr. John Trapp indicated that he was on the ECDC Planning Committee and so could not comment on planning matters.

2317. Public participation for items on the agenda:

Agenda item 8 – Mr. Limb requested that correspondence (and emails in particular) be expounded on in more detail in the meetings as the members of the public did not know what was being discussed.

2318. Approve and sign minutes of Parish Council meeting, Thursday 11 July 2019:

One small amendment – it was Mr. Limb who asked about Castle Hill, not Mr. Everett.  
Approved – Proposed DG seconded SG all in favour.

2319. Reports:

(a) CCC Representative:

No report.

(b) ECDC Representative: Cllr Trapp reported to the meeting.

Planning Committee met and there is a noticeable difference between the number of houses indicated on an outline planning applications and the resultant number of houses indicated on the full planning applications. This is being investigated. Land Banking is a real concern as

ECDC only completed 51% of its houses to be built last year. ECDC are pleased that SPPC wrote to Lucy Fraser MP but ECDC cannot take more direct action such as charging Council Tax after two years as it would require a change in the law. PL queried the validity of the recent Community Heat Scheme survey as there was not a “not interested” option available and asked if there was an ECDC set of standards for surveys. JT replied that this was a private survey, but he would investigate.

JC reported travellers on Headlake Drove causing a mess and was directed to the ECDC website. JT will investigate removing rubbish from farm gates as they might be deemed to be on private land and they should not be.

2320. Swaffham Prior Community Heat Scheme:

Mr. Hugo Mallaby spoke to the meeting. He is the CCC Rural Assets Manager (County Farms) responsible for Heath Road. The survey was only to find out how many households “may” be interested, not a percentage. They now need 150 properties to sign up. That number will be taken to Central Government to take the scheme forward. At the moment, they have just over 50. Sanctuary Housing have just over 40 houses but have not yet responded. The 181 houses quoted as required for break even in the tech report will change depending upon the borehole survey, with the results due in a couple of weeks. The final numbers are required by September.

PL asked about the embodied carbon cost of building the new system and the payback period, but there was no answer. PH asked about existing retrofits in other countries and there was no answer. PL asked about solar thermal refits and there was no answer. DG stated it is being evaluated for the base station and possibly solar electricity to part power the base station pumps. DG stated the individual heat energy baselining that is currently ongoing will also have an impact on viability numbers. There are many things being evaluated to see if a retrofit is viable. It was pointed out that the 40 houses owned by Sanctuary Housing would be implemented en bloc, and the occupiers would have no say in the uptake of the Heating Scheme, so could not be counted as “in favour”.

Mr. Mallaby then left the meeting.

2321. Matters arising from Previous Minutes (for information only):

*Min. ref. 2310:* Mrs. Holly Mead has returned her allotment agreement and cheque.

*Min. ref. 2404:* The Transport Initiative have declined to have another more local meeting. They said the PC had the wrong email address, but the address supplied is working and has been tested by DG and the Clerk.

The new email and postal addresses have been sent to ECDC and appear to be working.

2322. Correspondence for Consideration/Circulation:

We are still awaiting a response to the follow-up letter from Lucy Fraser MP.

Stagecoach sent a list of meeting dates; DG will decide which one suits us.

Local Highway Improvement: We are too late for this year and the cost of the Fairview Grove lay-by is outside the scope of the scheme.

The advertising sign at the end of Greenhead Road has been taken down.  
 The email from Mr. and Mrs. Northrop regarding work in the field behind Cage Hill was resolved – it was the wrong field and the activity was the bore hole.  
 The letter from Mr. and Mrs. Waters regarding the overgrown parts of Coopers Lane was discussed and it was decided to wait until the standard letter had been sent out.

2323. Grant of Exclusive Right of Burial (one plot):

*Proposed AC, seconded PH; all in favour.*

2324. Consideration of planning applications received:

19/00818/FUL – 39 High Street 2 storey extension was approved by ECDC.

2325. (a) Accounts for Payment:

(a) Clerk's Pay	244.00
(b) Deputy Clerks pay	80.00
(c) Combined tax	81.00
(d) CGM grass cutting – July	365.04
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	770.04

*Proposed PH, seconded DC; passed unanimously.*

(b) Receipts:

(a) Reach PC (SID rental)	150.00
(b) Mrs. H Mead (allotment)	20.00
(c) Co-Op Funeral Care	550.00
(d) M. Heath – Burial plot	900.00
(e) Ivett & Reed	100.00
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	1720.00

No transfer required.

2326. Social Media Policy:

DG presented a written social media policy for consideration, to be reviewed annually. It not only covered the use of Facebook, but Twitter and other platforms. It would not only apply to the Clerk, but to all members of the Parish Council and all employees. There would be a nominated person to monitor social media usage. The Clerk's suggestion of using the existing Swaffham Prior Village Facebook page to host announcements was endorsed in favour of having a dedicated page. All this would mean is the Clerk would have to have a Facebook logon. The use of Twitter and other media was discouraged. The policy was to be circulated for discussion and raised as an agenda item at the next meeting.

2327. Village Hall and Car Park Trees:

AD presented two quotes which would fulfil all the requirements: Greenwood Tree Surgery at £1692 plus VAT, and Eastern Tree Surgery at £1512 plus VAT. It was decided to go with Eastern Tree Surgery as it was the lower quote and they are the preferred suppliers. No permission has been granted as yet from Mrs. Cathy White (ECDC Tree Officer); ETS would deal with ECDC directly. There was some discussion over the type of replacement tree and it was decided that the Parish Council will go with whatever Mrs. White recommended.

*Proposed SKP Seconded DC all in favour bar PL who abstained.*

2328. Letter regarding access to Castle Hill:

The email from Mr. Joshua Schumann (ECDC Councillor) was read out. It confirmed that access to the Castle Mound was to be free, unfettered and for ever.

2329. Clerk's Report:

The Clerk had left a written report which was read out. The recent problems with cemetery grave allocations was being addressed. It was noted that the Clerk would soon be going on a cemetery management course, which would hopefully sort things out once and for all. The Clerk was unsure which lane was overgrown, but on discovering it was Coopers Lane, the problem was not too large. The Clerk is to issue standard letters to all people on High Street and Greenhead Road who back onto footpaths. The moving of the table tennis table had been authorised. PH, SG and JC signed the Unity Bank authorisation document.

2330. Parish Councillors' reports:

SG reported that there are problems with people over spilling their grave allocations when they tidy up graves. AC to investigate and relocate the marker bricks.

JC reported that Black Drove had been resurfaced. SG asked that the PC send condolences to The Marshall Family regarding the death of Sir Michael Marshall. All agreed.

The meeting closed at 2101.

2331. Open Question Time:

The £400 Co-Op cheque payment was clarified.

Business ended at 2105.