

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 12<sup>th</sup> December 2019  
at 730pm in 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 Steve Kent-Phillips (SKP) and Mr Paul Latchford (PL).

In attendance:

Mrs Jude Griffiths – Clerk to the Parish Council

Mrs Helen Bartley (HB) – Head teacher of Swaffham Prior Primary School

There were also two members of the public in attendance.

2378. Apologies:

Cllrs Charlotte Cane and John Trapp – prior engagements connected to the election..

2379. Members declaration of interest in items on the agenda and requests for dispensation:

None.

*It was agreed that the subject of the School Nursery Provision could be moved up the agenda for the convenience of the Head teacher.*

2380. School nursery provision:

HB thanked the Parish Council for hearing her and outlined the proposed changes of expanding the age range for pupils at the school from 4-11 to 3-11, to include up to six three year olds in Reception class. Details of this had been circulated in written form prior to the meeting.

The Chair invited questions.

SKP asked if there was space for more children in Reception. HB said that the classroom was more than big enough and Reception Class has its own outdoor space on top of this.

PL asked if this change would give more funding for the School. HB said yes, but would also create nursery provision that the village currently lacks to the advantage of the most disadvantaged children who are not able to travel to providers in other villages. Additionally the Reception teachers are qualified and well-trained with this age range.

PL asked what three-year-olds would be learning and whether this would be subjected to testing. HB explained they would follow the Early Years scheme, focussing on teaching independence and learning through play. Their learning would be observed rather than tested and the observations would be moderated by CCC.

JC asked if the staff would be stretched by additional children. HB responded that a normal Reception Class is 30 children – Swaffham Prior has 17 children in Reception.

AD asked if the younger intake would be limited to six children. HB confirmed this would be so initially but there may then be room to expand.

DG asked how the six children would be chosen. HB explained they would apply to the local authority and be allocated a place using the same criteria as the Reception children, e.g. distance of home to school, presence of siblings at the school, medical need etc.

SKP asked what the PC could do. HB requested that the PC respond to the consultation.

PL asked if independence of thought was encouraged through teaching. HB confirmed this was very much so and that larger class sizes can encourage independence and provide a variety of examples to learn from.

SG asked about the recent inspection of the school. HB confirmed that the Statutory Inspection of Anglican and Methodist Schools inspection had resulted in the school being given a 'good' rating in both areas assessed and that in the July Key Stage 2 SATs results, 98.5% of the children were at the level expected or above in reading and 87% in writing and mathematics. SG congratulated the school on these results.

Action: Clerk to write email of support to the Chair of Governors.

*HB left the meeting at 1948.*

2381. Public participation for items on the agenda:

None.

2382. Approve and sign minutes of:

- a) Parish Council meeting of Thursday 10<sup>th</sup> October 2019  
*Proposed SKP, seconded PH; passed.*
- b) Parish Council meeting of Thursday 12<sup>th</sup> November 2019  
*Proposed SKP, seconded PH; passed.*

2383. Reports:

Cambridgeshire County Council – no report received.

East Cambridgeshire District Council – no report received.

2384. Matters arising from previous minutes (for information only):

DG noted that both *min. ref. 2370* and *min. ref. 2372* were both items on the agenda for discussion.

*Min. ref. 2373* DG noted that the letter had been sent, a response received on 2<sup>nd</sup> December 2019.

*Min. ref.2375* DG noted that the sustainability consultant was yet to be decided but two potentials are Target Zero LLP or the University. DG also noted that the report requested would not be available in written form as it contained commercially sensitive information but that SKP was welcome to arrange a time to view it on a computer.

*Min. ref.2375* AD noted that on consultation, residents of properties backing on to the Village Hall car park were not happy with the idea of lighting in the car park so the idea has been dropped.

2385. Correspondence for consideration/circulation:

None.

2386. Consideration of planning applications received:

**19/01242/FUL SE of 30 and 32 Mill Hill, Swaffham Prior.  
4 Bedroom dwelling – refused.**

Noted.

2387. Accounts for payment:

a) Clerks' salary and tax	£242.50
b) CGM – grass cutting 2 <sup>nd</sup> and 9 <sup>th</sup> October	£730.08
c) Cambridge County Council – street lighting	£487.31
d) Royal British Legion Poppy Appeal – wreath + donation	£ 50.00
e) Village Hall – meeting room bookings	£180.08
Total	<u>£1689.97</u>

It was noted that the CCC payment would have to be made by transfer rather than cheque. SKP proposed a £1000.00 transfer to the Unity Trust Bank account; *seconded SG, passed*. It was agreed that these all be paid; *proposed SKP, seconded SG, passed*.

2388. Rewilding verges:

DG reported having met with the village group proposing this and explained the concerns of the PC regarding messy appearance and the potential for reduced line of sight at some junctions. Potential sites were discussed, avoiding the conservation area and four potential areas for rewilding were proposed. These were:

- 1) Entrance to village on the B1102 towards the junction with Cage Hill (a regular 1-1.5m cut against the highway to ensure good visibility from Cage Hill and Heath Road).
- 2) Coopers Green (with regularly cut, 2m wide paths diagonally across and along the boundary).
- 3) Green Head Road – the verges at the end closest to Cage Hill (with regular 0.5-1m cuts beside footpaths).
- 4) Cage Hill (with regular 0.5-1m cuts against the highway, as at present).

PL suggested that Coopers Green was not an appropriate site as rewilding would restrict pedestrian routes across it and make it hard to spot uncollected dog excrement. After discussion the PC agreed to support the rewilding of areas 1, 3 and 4 as listed above. *Proposed DG, seconded SKP; passed*.

DG reported being unable to find a copy of the contract with CGM; SKP confirmed that there may not be one due to the history of cutting of the verges.

Action: DG to contact CGM to get quote for next year with the revised cutting schedule due to rewilding areas.

Action: DG to draw up contract for grass cutting to enable quotes from other companies to be collected in Spring 2020.

2389. Budget reserves and potential Scout Hut donation:

SKP stated that the Budget always produced less than expected expenditure because VAT and cemetery income cannot be predicted. Unring-fenced reserves should be one and a half times the Precept which for Swaffham Prior would be £22,000.00. Current unring-fenced reserves are £27,000.00. After discussion, ring-fenced reserves were agreed for top road improvements (£7,000.00), for travellers (£10,000.00) and Clerk's holiday pay reserve (£800.00), leaving £9,200.00 reserve that could be spent on projects for the village. PL suggested that the village be asked for proposed ways of spending the money, leaving it where it is if nothing suitable came up. SKP suggested the Scout hut and provided a breakdown of the cost materials needed but it was agreed to give others more time to apply before deciding.

Action: SKP to write to Crier asking for projects and laying out the criteria. Copies to go on the website and the noticeboard.

Action: SKP to supply DG with a up-to-date copy of the finance spreadsheet.

2390. Cemetery rules and regulations:

The proposed new cemetery rules and regulations had been circulated prior to the meeting. SKP proposed that they be adopted by the PC. *Proposed SKP, seconded DG; passed.*

2391. Play area:

SKP had inspected the play area and adjusted the infant swing seats so that they no longer tip forward. The infant swing seat missing the front part has no sharp edges and still has a seat belt so is still suitable for use, especially for larger toddlers. The spring daisy needs replacing entirely. SKP obtained 3 quotations of £792.00 from 3 different suppliers. There was a fourth company which would only cost £625.00 but would require the placing of more matting. It was agreed to undertake a like-for-like replacement from Wicksteads – *proposed PL, seconded AD; passed.*

2392. Flowers for the Memorial windows' rededication:

It was agreed that the Chair would take a small posy of flowers to lay at the rededication ceremony. *Proposed DG, seconded SG; passed.*

Action: JC to get posy and give the invoice to the Clerk.

2393. Clerk's report:

- The dates of 2020 Parish Council meetings have been booked with the Village Hall.
- The date of the Annual Village Assembly had to be agreed – Tuesday 26<sup>th</sup> May 2020 was suggested.

Action: Clerk to check this date is OK and book with Village Hall if so.

- New and/or revised documents for 'Cemetery Costs', 'Rules for Funeral Directors and Grave Diggers', 'Interment form' and 'Request for the erection of a grave marker' had been circulated before the meeting – these were accepted by the PC.
- The Clerk up-dated the PC regarding two requests for memorials. One requires the individuals concerned to establish ownership of the Grant of Exclusive Right to Burial (GERB) of the grave in question.

Action: Clerk to pass the relevant information back to the individuals via the Funeral Directors.

The second case requires the present owner to fill out a Form of Assignment; the PC confirmed that they are happy for this to take place via email rather than in person.

Action: Clerk to produce the relevant documentation and email to the owner.

- The Clerk noted that the cemetery spreadsheet listed some individuals as occupying more than one grave, which casts doubt on its accuracy. Action: Clerk to investigate further.
- The Clerk raised a concern that the names of people who had bought the GERB in the graveyard were listed on the website. Action: Clerk to produce a new list for the website where unoccupied graves with a purchased GERB are listed just as SOLD.
- The Clerk reported that Ivett and Reed had been in touch requesting a contact for the placing of a memorial plaque for John Norris.

Action: AC to pass on details of the appropriate person from the Parochial Church Charities to the Clerk.

2394. Parish Councillors' report:

- AD reported that the potholes in the Village Hall driveway have returned.  
Action: SKP to contact Martin Mead to quote for a temporary fix prior to a 'proper' fix being performed in the Spring 2020.  
Action: Clerk to add to January 2020 agenda.
- DG reported on the Heating Scheme. The funding application is being processed and the answer will come in the New Year, but there has been encouraging feedback. Work is continuing on the planning application and several groups from around the country have been in contact as interest in the scheme grows. They have also been working with Cambridgeshire County Council educational team to provide information about the scheme.  
PL asked how many households had shown interest. DG said it was in the 170s.  
JC asked how far through the village the scheme would extend. DG said that this is shown on the notices displayed on the website and noticeboards.  
JC noted that some people who had registered an interest had expressed concern that they had heard nothing recently and that contacting them would reassure. DG stated that they were waiting to confirm funding before they could confirm the design. If in January/February there were 300 households registering an interest, the design would change to cope with 300 households; the number of households that could be supplied depends on the design. Once the design is set in the future, the number of households it can supply will be set too.
- AC reported a substantial dip has developed in the road opposite the entrance to Manor Farm, and a second has developed further along the road on the same side. SKP noted that the Highways Agency won't act until it develops into a pothole.

The meeting closed at 2116.

2395. Open question time:

Alastair Everitt and Michael Limb asked if the new bin collection calendar had been delivered. This was confirmed.

DG asked when the latest bin bags had been delivered

Action: DG to check date.

Michael Limb suggested asking for volunteers to help with patching the Village Hall driveway and mentioned that the path to the front door also needs dressing.

Business concluded at 2122.

This page is left blank intentionally.