

Minutes of the Swaffham Prior Parish Council meeting held on Thursday 9th April at 7.30pm via Skype.

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 Paul Latchford (PL) and Mr Steve Kent-Phillips (SKP).

In attendance:

Mrs Jude Griffiths (Clerk)
Cllr Charlotte Cane (ECDC) (CC)
And 1 member of the public.

2445. Apologies for absence:
None

The Chair suggested moving item 4 of the agenda forwards to be agreed first – this was agreed.

2446. To explain why the meeting is being undertaken virtually and to approve this format formally:
SKP had circulated temporary Standing Orders prior to the meeting, which were then read out. They were as follows:

“1.a) (Append)

Meetings are also permitted to be conducted electronically, by telephone, or both.

1.j) A person shall raise his hand when requesting to speak.

A person wishing to speak must make themselves known to the Chairman via a spoken request.

1.m) Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council’s prior written consent.

The Council now permit broadcasting and transmitting, but not recording, of the meeting via the internet.

1.s) Unless standing orders provide otherwise, voting on any question shall be by a show of hands.

Voting shall be recorded via a roll call performed by the Clerk.”

These temporary Standing Orders were to stand until 1st May 2021 at the latest.

Proposed SKP, seconded SG, passed.

2447. Members declaration of interest for items on the agenda and requests for dispensation:
SKP declared a financial interest Agenda Item 12d)/*min. ref. 2456 d)* – it was to be paid to SKP.

2448. Public participation for items on the agenda:
DG attempted to telephone Melanie Heath and Ade Long regarding agenda item 9a)/ *min. ref. 2453 a)* but was unable to connect (time 1935).

2449. Approve the minutes of Parish Council meeting Thursday 12th March 2020:
PL felt that *min ref 2436* did not reflect the lack of complete agreement with the proposal. The minutes were amended to “There was a discussion of the merits of this work against small regular repairs (PL suggested that the latter was the most cost-effective method going forwards) and the ongoing costs of both methods”. PL also felt that an agenda item should be included at the next meeting to have all votes as recorded votes.

Action: Clerk to add to next agenda.

Once this change was made SKP proposed that the minutes be approved (*seconded PL, passed*). The minutes are to be signed once the restrictions on face-to-face meetings have been relaxed.

2450. Reports:

a) Cambridgeshire County Council(CCC) – none received.

b) East Cambridgeshire District Council (ECDC) – Cllr Charlotte Cane (CC) reported.

CC apologised for the lack of a written report. The bus, cycling and walking route questionnaire deadline had been extended to 31st May 2020 and participants are to be encouraged to fill it in online. All the meetings pertaining to it have been cancelled in light of the coronavirus lockdown/social distancing rules.

ECDC employees are largely working from home, but the normal telephone numbers are being answered and the CCC telephone number is available for reporting problems over Easter.

The ECDC Planning Committee intend to have its next meeting online via Zoom on 20th April 2020.

ECDC have paid out quite a few small business grants. CC urged any small business that may be eligible to get in touch with the ECDC. Small business rates should be revised down to £0 for this year.

ECDC working with CCC are setting up a website to provide details of community groups contacts for people in need of help. CC stated that there may be grants available for community groups e.g. to help with the cost of petrol for people acting as collectors or to pay for small scale food parcels.

The Chair invited questions. 1950 PH, AC and Michael Limb's connection to the meeting dropped out. 1952 PH and AC rejoined. 1953 Michael Limb rejoined.

JC asked if ECDC were still collecting fly-tipping deposits? CC said yes, but at present they were not searching such deposits for clues as to who had left them.

2451. Matters arising from previous minutes (for information only):

Min. ref.2436 AD noted that the Village Hall had contacted Meads and the tarmacking of the driveway would go ahead once the coronavirus lockdown had lifted. PL asked which PC budget the funding would come from? SKP confirmed it would be the 2020/21 Maintenance budget.

AD also noted that the Village Hall had been in touch with the chair suppliers but that they were currently out of stock (*min. ref. 2422c*).

2452. Correspondence for consideration/circulation:

a) Latest email from SLCC/NALC regarding meetings during coronavirus – noted.

b) Email suggesting the taping off of benches to prevent their use during the coronavirus outbreak – after discussion, it was decided that such action would not be appropriate at the time being, but to monitor the situation.

c) Email from Street Works regarding the proposed closure of the junction of Rogers Road and Lower End from 8th-12th June 2020. AC noted that bus routes will be diverted up Rogers Road and that this would affect the residents, who should therefore be made aware in advance so that, for example, they can arrange that cars are parked off road.

Action: Clerk to email Street Works to suggest that the residents of Rogers Road are made aware of the changes in advance.

2453. Consideration of planning applications received:

a) 20/00432/FUL 26 High Street, Swaffham Prior, CB25 0LD. Conversion of an outbuilding to a dwelling with a porch extension and associated works.

DG attempted to telephone Melanie Heath and Ade Long into the meeting but the number provided was incorrect. An email listing the concerns of Melanie Heath and Ade Long, neighbours of the proposed planning application, had been circulated prior to the meeting. Two concerns were discussed – the proximity of the new development to the neighbour building that contained a 16th century inglenook and chimney and potential damage to these, and the possibility of damage to tree roots from the footings to trees growing along the boundary. The neighbours had discussed their concerns with the developer who seemed happy to make adjustments. DG proposed that the PC respond to the planning department, saying that conditions of protection for the chimney and the trees should be included as part of granting permission; seconded SG, passed.

Action: Clerk to respond to the planning department passing on the PC request for conditions of safeguarding the chimney and protecting the trees be added.

b) 20/00248/FUL 3 Tothill Road, Swaffham Prior. Single storey side extension – approved. Noted.

2454. To consider whether or not to continue with the Annual General Meeting and the Annual Village Assembly in May 2020:

SKP proposed that in light of the latest advice, both the AGM and AVA be cancelled for 2020; seconded PL, passed.

DG proposed that the present PC positions of Chair etc are extended for 1 year until the AGM in May 2021; seconded PL, passed.

Action: Clerk to cancel Village Hall booking.

2455. To agree to make all approved payments by BACs where possible for the duration of the current lockdown:

SKP explained the need for a blanket agreement to make payments by BACs, instead of agreeing each one individually – a screen shot of the payments would be used to record them and Swaffham Prior Parish Council will be used as a reference where needed. *DG proposed that payments be made by BACs for the next three months and then be reviewed; seconded PL, passed.*

2456. Accounts for payment:

a) Clerk's salary and taxes	£370.00
b) Clerk's expenses	£23.00
c) CGM – grass cutting	£585.21
d) Steve Kent-Phillips- reimbursement for PC laptop	£229.99
e) CAPALC councillor training on 14 th March 2020	£75.00
f) Transfer to Unity Trust Bank	£1000.00
Total	£2283.20

Receipts:

Dignity Funerals	£1600.00
Peasgoode and Skeates FD	£100.00
M Malster – GAP	£50.00

A query was raised with the CGM bill by the Clerk as the invoice was not itemised and does not agree the amount expected – DG stated that two full cuts have taken place which should have cost more. It was agreed to pay the bill while DG contacts CGM for further information. Action: DG to contact CGM.

A bill from Eon for the street lighting of £148.88 had also been received.

Two further Garden Allotment Plot rents have been received – one cheque (£50.00) and one by BACs (£25.00). One GAP renter had questioned the amount charged – SKP confirmed that it had been the correct amount.

SG proposed that all bills were paid; seconded DG, passed.

SKP noted that the Clerk's laptop had been considerable under budget.

2457. To grant an exclusive right of burial (1 plot):

Proposed SKP, seconded PL, passed.

2458. To consider the granting of permission for erection of two grave memorials:

Proposed SKP, seconded PL, passed.

The Clerk asked if the transfer of ownership fee could be waived for one family in light of there not having been a charge when the process began; *proposed SKP, seconded PL, passed.*

2459. Clerk's report:

- a) Kevin Drane, the Tree Officer, had been emailed regarding the cemetery yew trees – he will look at them once the lockdown restrictions are lifted. Likewise, Eastern Tree Surgery have been contacted regarding the vegetation to be removed from the cemetery and will tackle it when allowed.
- b) The Clerk had contacted Andrew Noyes regarding changes to the cemetery map and he is looking into them.
- c) The new PC laptop arrived and is in use. SKP noted that the laptop was far cheaper than the £400.00 budgeted.
- d) The Clerk wrote and delivered the letter regarding the trimming back of overgrown vegetation on School Lane.
- e) Bills for the Garden Allotment Plot rents were sent out and two payments received. The Allotment course has been postponed until September 2020.
- f) Mrs Fretwell was invited to the PC April meeting, but then put on hold as the Clerk felt it was not urgent business.
- g) The Clerk contacted Margaret Joyce to give the go ahead for the purchase of wild seed and a tree.
- h) The latest grave had been left with the backfill right up to one edge; the Clerk emailed the Funeral Directors concerned asking them to tell their grave diggers to ensure that topsoil is left centrally on the plots.
- i) The Clerk noted the PC needs to remind funeral directors, CGM and any other contractors to maintain social distancing, for example when cutting the grass.

2460. Parish Councillors' reports:

- a) SG noted that the cemetery bins were being used to dispose of non-cemetery waste.
- b) PL noted that the tarmacking of the Village Hall driveway was taking place in a conservation area and therefore should be discussed further. AD noted that the proposed tarmacking had been discussed with the ECDC tree officer and been given the go ahead as acceptable.
- c) DG reported on the heating scheme. The meetings that were to take place at the end of March had been cancelled, but the pre-planning was submitted, surveys were taking place and grants received. SKP asked if the scheme was no longer using gas, as the latest leaflet distributed said that it was fully sustainable, DG confirmed that the water was to be heated by solar and

ground source heat. PL asked who and what government interest had been shown in the scheme and its meetings? DG stated that the scheme would need political awareness and clout for aspects of it to continue and will provide names at a later date.

- d) JC noted that the travellers at Lode and Swaffham Bulbeck had moved on towards Upware.

The meeting closed at 2045.

2461. Open question time:

Michael Limb noted fly-tipping had taken place in the first layby on Heath Road and thanked ECDC for continuing to provide green bin collection at a time when other District Councils were not.

SG noted how the community of Swaffham Prior were pulling together, including the landlord/lady of the Red Lion who had only just arrived in the village but were trying to help through buying in supplies and the Mill's supplying of flours.

Thanks were conveyed to DG for setting up the remote meeting.

Business concluded at 2050.

This page is left intentionally blank