

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 11th March 2021
at 7.32pm via Zoom.**

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)

There were 2 members of the public in attendance.

175/20-21 Apologies for absence

None

176/20-21 Members' declaration of interest for items on the agenda and requests for dispensations

None

177/20-21 Public participation for items on the agenda

Agenda item 182/20-21 1) Mr Andrew Griffiths spoke regarding his objections to the planning proposal.

178/20-21 Approve the minutes of the Parish Council meeting of 11th February 2021

Min. ref. 166 20-21 paragraph 1 DG asked that the sentence 'The PC achieved several Tree Protection Orders on trees in the proposed site and objected where possible' be replaced with 'The PC obtained a Tree Protection Order on a significant area within and around the proposed site. The PC also requested a number of conditions to be included in the Plan'.

Min. ref. 167 20-21 a) PH asked that 'The PC were in favour of the idea' be changed to 'Noted'.
SKP proposed that once these adjustments had been made, the minutes be accepted as a true and accurate record of the meeting; seconded PH, passed unanimously.

179/20-21 Reports

a) CCC representative – none received.

b) ECDC representative – Cllr Charlotte Cane (CC) reporting.

A written report was circulated by email before the meeting. CC noted that the proposed 28 house development was outside the Village Envelope. She also reminded all present that the bin collection times would be a day earlier in the week before Easter and a day late the week after.

The Chair invited questions.

PL asked why the bin collections were changing as they are for Easter? CC said it was probably to space the collections out for the collectors.

PH voiced concern about the refusal of the Chair of Finance and Assets to answer a query on an overspend of 205% for the pre-planning application of the proposed cemetery at Mepal. CC declared an interest in the Mepal development but would continue to press for answers. PH asked who the Chair of Finance and Assets was answerable to? CC replied ultimately the electorate.

PL asked who 'the administration' were that agreed to downgrade the A1123 to a B road. CC explained that it was ECDC but that herself and John Trapp had not supported the motion.

The Chair thanked CC.

180/20-21 Matters arising from previous minutes (for information only)

None.

181/20-21 Correspondence for consideration/circulation:

a) Email regarding damson tree at the Village Hall and related email from ECDC Tree Officer.

SKP proposed that the Clerk write back saying that the PC were happy for the parishioners to contact the Tree Officer and arrange to trim the damson tree themselves; seconded DG, passed unanimously.

- b) Email regarding planned litter pick from Burwell to Quy 29th May
Noted.

182/20-21 Consideration of planning applications received:

- 1) 21/00164/FUL Demolition of existing bungalow and ancillary building on land to the east and construction of four detached dwellings together with landscaping and associated access. Gaywood 4 Lower End, Swaffham Prior, Cambridge CB25 0HT.**

After discussion, the PC agreed six points to be fed back to the Planning Department. These were:

- 1) The proposed access road crossed two well-used footpaths which would be dangerous and unacceptable.
- 2) The Local Plan defined infill as one or two houses; this proposal is for four houses
- 3) The exit onto the High Street would be dangerous due to bends restricting visibility in both directions and regular parking along the road narrowing it to a single carriageway and further restriction the view.
- 4) The proposed parking provision for plots 2, 3 and 4 would be inadequate and there would be no turning circle at the top by plot 4.
- 5) Previous outline planning had been granted on the basis of one proposed house where three houses were now proposed, with a fourth on Lower End, so does not cover this application. It is also overdevelopment for an area of this size.
- 6) The PC would consider the plot 1 to be infill and therefore acceptable, but strongly object to the backfill represented by the other three proposed dwellings.

SKP proposed that the Clerk respond to the Planning consultation on behalf of the PC, objecting to the application with these points; seconded PH, passed unanimously.

- 2) 20/00432/FUL Conversion of an outbuilding barn into a dwelling with a porch extension and associated works. 26 High Street, Swaffham Prior, CB25 0LD – passed.**

Noted.

- 3) 21/00237/CLB Replacement of single leaf back door. The Beeches, Manor Court, Lower End, Swaffham Prior, Cambridge – passed.**

Noted.

183/20-21 To discuss renewal of Microsoft 365 Personal subscription for the Clerk's laptop

SKP explained the yearly ongoing cost of subscription for Microsoft 365 Personal for the Clerk's laptop (£59.99).

SKP proposed that the PC pay for its continued use; seconded DG, passed unanimously.

184/20-21 Accounts for payment including:

a) Clerk's salary and taxes	£400.00
b) Microsoft 365 personal renewal	£59.99
Total	£459.99

Direct debit 24 th Feb	Data Protection	£ 35.00
Paid by Unity card	Waterstones – Local Council Administration	£149.00
	CAPALC course – training for clerk	£ 30.00
	SLCC – online conference	£ 90.00

SKP proposed that the accounts be paid in full; seconded PL, passed unanimously.

SKP proposed that £1000 be transferred from the savings to the current account; seconded PH, passed unanimously.

185/20-21 To discuss a fire alarm system for the Village Hall

AD had circulated 4 quotations before the meeting. These were discussed, as well as the advantages and disadvantages of a manual system versus an automatic system.

DG proposed that the PC pay for the Camguard Manual fire system to be installed in the Village Hall; seconded PL, passed unanimously.

Action: AD to contact Camguard and arrange the installation.

DG proposed that the PC pay the deposit of £540 for the system; seconded SG, passed unanimously.

SKP proposed that the transfer from savings to current account be increased to £1500 to cover this extra payment; seconded PH, passed unanimously.

186/20-21 To discuss renewal of CAPALC membership for 2021-22

SKP and the Clerk explained that continued membership of CAPALC gave access to excellent advice and training for the Clerk and councillors.

SKP proposed that the PC's membership of CAPALC be renewed for the 2021-22 period; seconded PL, passed unanimously.

187/20-21 Clerk's Report

The Clerk explained that online meetings would at present no longer be allowed after the 6th May 2021, but that meetings of groups of more than two households indoors would not be allowed until after 21st June 2021, which will affect the holding of both the May and June PC meetings and the Annual Parish Meeting.

SKP proposed that the May Parish Council meeting move to 6th May 2021, to run at 7.30pm via Zoom, after the Annual Meeting of the Parish Council; seconded AD, passed unanimously.

SKP proposed that the Annual Meeting of the Parish Council start at 7.15pm, instead of 7.00pm; seconded AD, passed unanimously.

The possibility of the Annual Parish Meeting being held outside was discussed – the Clerk to look into suitable locations.

It was decided to postpone a decision on the June meeting until May.

The Clerk noted that a response had been received from Mr Pumfrey, agreeing to the PC's safety precautions.

188/20-21 Parish Councillors' Reports

- a) AD confirmed that the Village Hall chair order had been cancelled.
- b) SG thanked the Clerk for the letter to the Crier regarding dog fouling in the village.
- c) PL noted that he had received the allotment layout plan from AC.
- d) SKP noted a letter had been received from Balfour Beattie regarding changes to the Domestic VAT recharge and a response sent.
- e) DG reported that the Heating Scheme rollout was continuing. There had been much support for the idea of fibre being put in at the same time as the scheme and that the scheme had reached the stage of working out how this would be done. As roughly half the houses were not interested in taking part in the Heating Scheme, DG had had discussions with Light Blue Fibre about making fibre available to all the properties, not just those taking part in the heating scheme.
 - PL requested information regarding actions to be taken to show that any damage to buildings from vibrations occurring during the building of the heating scheme were caused by the works. Action DG to find out.
 - SKP noted that the building currently going ahead for the scheme would cost £0.5 million, with no possibility of a refund if the scheme did not go ahead, despite no-one having signed up for the scheme officially. DG noted that no-one had been asked to sign up officially yet.
 - SKP asked what written guarantees there were that the heating scheme would not develop leaks which would leave it financially liable e.g. for consequential damage to the July

Racecourse via the water table. Did the scheme have an hydrologist's report? DG confirmed that an hydrologist's report had been received and that the Racecourse had been satisfied with the discussions that had taken place. DG noted that information was available from the heating scheme website and that if the information required was not apparent, ask and it would be supplied.

- f) AC noted that the Lower End ditch had been cleaned out but the Beeches ditch was still full of vegetation. SKP noted that the Highways Agency would need proof of flooding in order to work on the ditch and it was pointed out by a number of councillors that no flooding had taken place.

The meeting ended at 9.05pm

189/20-21 Open Question Time

Mr Michael Limb asked if it was known how long the gas works taking place down Station Road would continue. The PC had no further information on this.

Business concluded at 9.10pm

unapproved