

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 8th April 2021
at 7.35pm via Zoom.**

Present: Mr John Covill (Chair) (JC), Mr Andrew Camps (AC), Mr Alan Durrant (AD), Mr David Greenfield (DG), Mr Peter Hart (PH), Mr Paul Latchford (PL) and Mr Steve Kent-Phillips (SKP).

In attendance:

Mrs Jude Griffiths (Clerk)

Cllr John Trapp (ECDC)

There were 3 members of the public in attendance.

190/20-21 Apologies for absence

None

191/20-21 Members' declaration of interest for items on the agenda and requests for dispensations

None

192/20-21 Public participation for items on the agenda

Mr Jonathan Cook gave an update on the work of A to B1102. The responses of all PCs to the Greater Cambridge Partnership consultation were being finalized and the results will be available to all, along with information with which to challenge candidates in the forthcoming elections. Reach PC had met with Lucy Frazer MP and made a constructive presentation to her. Mr Cook had made a presentation to Burwell PC, who were now keen to collaborate. A formal update will be available next week and the group are keen to keep up an constructive pressure.

The Chair thanked Mr Cook for his work.

Mr Michael Limb asked the cost of the renewal of CAPALC membership from the previous month's meeting and asked for clarification on the cost and frequency of the checks to the new fire system at the village hall. The Clerk confirmed that the checks were carried out twice a year and cost £187.20 in total.

193/20-21 Approve the minutes of the Parish Council meeting of 11th March 2021

PL clarified that the last question in min ref 179/20-21 was asked by PH, not PL.

SKP proposed that with this correction, the minutes be accepted as a true and accurate record of the meeting; seconded PL, passed unanimously.

194/20-21 Reports

a) CCC representative

None received.

b) ECDC representative – delayed due to the late arrival of Cllr Trapp.

195/20-21 Matters arising from previous minutes (for information only)

Min ref 188/20-21 a) DG noted that two questions had been asked – one by PL regarding potential damage to properties. DG had supplied PL with a document from Sharp Pritchard LLP, solicitors for Cambridgeshire County Council (appendix 1), confirming that any damage that occurred as a result of the Heating Scheme works would be covered by third party insurance. PL expressed concern for properties not involved in the Heating Scheme and for damage to the roads themselves; PL thanked DG for the document and intended to review the document provided and ask questions at a later date in the interests of clarity.

The second question was SKPs regarding the implications of possible contamination of the water table with stakeholder of the Racecourse. DG noted that the hydrologist's report had been on the CCC planning website, not ECDC's. Concerns had been raised regarding the quality and quantity of ground water. A meeting had taken place on 6th October 2020 between the Newmarket racecourse, Jockey

Club Estates and the National Stud, the hydrologist and CCC, after which a holding objection had been withdrawn.

PL asked if a written guarantee that no leakage would occur could be supplied? DG felt this question to be outside his area of expertise and declined further comment.

PL asked how many people had signed up for the scheme and if it still held true that if there were not enough takers, the scheme would not go ahead as had been said by Sheryl French, representing CCC at the meeting of 11th June 2020 (min. ref. 25/20-21, p 1199, paragraph 2) “that if no-one signed up, the scheme couldn’t happen”. DG explained that at present, it was not possible to sign a legal contract for a scheme that didn’t exist, so despite many people showing interest, as yet no-one was able to sign up. DG believed that at the time of questioning the answer given by Sheryl French had been correct, but since then, the scheme had developed and changed and there had been many opportunities to ask questions and seek information since that meeting. DG’s understanding is that the scheme will go ahead.

PL proposed that the PC write to Sheryl French inviting her to attend the PC’s monthly meeting again in order to answer further questions regarding the heating scheme; seconded PH, passed unanimously.

Action: PL to circulate proposed list of questions for Sheryl French by email.

Action: Clerk to write to Sheryl French with the agreed questions, inviting her to attend a PC meeting in the near future.

Cllr Trapp joined the meeting 8.08pm

194/20-21 b) ECDC representative – Cllr Trapp reporting
A report had been circulated by email prior to the meeting.
The Chair invited questions – there were none.

196/20-21 Correspondence for consideration/circulation:

a) Email regarding a request for a donation towards the cost of repairing St Cyriac’s tenor bell
The Chair invited Mr John Chalmers to give further information and answer questions.
Mr Chalmers explained that having been refurbished at the end of the last century, the Churches Conservation Trust (CCT) had insisted that the bells were rehung in the traditional manner, which had been done badly, leaving the tenor bell in need of further work. The CCT had now agreed that the bells could be rehung in a modern manner, which would cost around £4000.00, roughly £1500-£2000 of which still had to be raised. Mr Chalmers requested that the PC give a donation of £100.
PL proposed that the PC make a donation of £100 to the tenor bell fund; seconded PH, passed unanimously.

197/20-21 Consideration of planning applications received:

- 1) **20/01633/OUN Construction of 28 dwellings and provision of access. Land to rear of 69 High Street, Swaffham Prior.**
Withdrawn. – noted.
- 2) **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, CB25 0HT**
Withdrawn – noted.
- 3) **21/00441/FUL The conversion of an existing cart lodge building into a granary store, packing shed/shop with a consultation room/office and the erection of a new domestic cart lodge garage. The Windmill, 9 Mill Hill, Swaffham Prior CB25 0JZ**
Mr Jonathan Cook was invited by the Chair to explain the intended changes.
PL proposed that no objections be raised; seconded PL, passed unanimously.
- 4) **21/00478/RMA Approval of reserved matters of appearance, landscaping and scale of previously approved 17/01090/OUT for erection of one house and garage. 10 Lower End, Swaffham Prior, CB25 0HT**

After discussion, *SKP proposed that no objections be raised; seconded PL, passed unanimously.*

198/20-21	Accounts for payment including:	
	a) Clerk's salary and taxes	£330.00
	b) CAPALC membership renewal	£396.45
	c) The Security Network – installation of Village Hall Fire System	£1620.00
		£187.20
	d) The Security Network – annual charge for twice annual service of fire system for Village Hall	£45.00
	e) Village Hall – room hire for January-March 2020	
	Total	£2578.65

Direct debit Wave quarterly bill £ 170.73

SKP noted that the cost of CAPALC membership renewal was the amount agreed at the previous meeting.

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

PL noted that the twice yearly checks of the new fire system represented an increase in the maintenance costs of the hall, for which the PC receives a peppercorn rent of £1 a year. SKP noted that the PC had a statutory duty to maintain the hall.

SKP proposed a £2,500.00 transfer of funds from the savings account to the current; seconded DG, passed unanimously.

199/20-21 Financial matters:

1) Potential unpaid invoice from Cambridge County Council

SKP noted that an invoice had been sent to the PC from the CCC Debt Collection Department for payment for street lighting - £387 for the period 1/10/2016-30/9/2017. This period was when the changeover from CCC to Balfour Beattie occurred. SKP has responded to the invoice, asking that it be cancelled as it is double-billing and is waiting for a response.

2) High cemetery water bill

SKP noted that for the second quarter in a row, the bill for the cemetery water tap was approximately £100 more than expected. SKP had checked for leaks and found no evidence. PL had observed a hosepipe from the tap leading towards the horse water trough in the next field.

Action: JC to approach the owner of the horses to discuss.

Cllr John Trapp left the meeting 8.49pm

200/20-21 To discuss renewing membership of the Institute of Cemetery and Crematorium Management

The Clerk explained that membership of the ICCM was due for renewal, that it had provided invaluable advice regarding the cemetery and that there was a substantial discount for members for courses run by the ICCM.

SKP proposed that membership of the ICCM be renewed; seconded PL, passed unanimously.

SKP proposed that the PC pay for the Clerk to attend the ICCM's 'Memorial management' course on 19th July 2021; seconded PH, passed unanimously.

SKP proposed that the PC pay for Cllr Alan Durrant to attend the ICCM's 'Memorial management' course on 19th July 2021; seconded PH, passed 6 votes for, 1 abstention (AD).

201/20-21 To discuss upkeep of the Pound and Keep

PL proposed that this be delayed until the next meeting to allow for a site visit by councillors; seconded PH, passed unanimously.

202/20-21 To review the length of time that Exclusive Rights of Burial are granted for.

SKP proposed that this be delayed to the June meeting to give councillors time for further research and consideration; seconded PL, passed unanimously.

Action: Clerk to enquire the length of time other PCs grant.

203/20-21 Clerk's Report

The clerk noted that legislation to extend permission for PC meetings to take place virtually would not be happening. AD confirmed that the Village Hall committee had agreed that the Village Hall would be able to accommodate safely the PC meeting in June and the Annual Parish meeting on 26th May 2021.

The Clerk noted that the Unity Trust Bank account was only being used to pay one direct debit, the Barclays account having changed to allow payment by BACS just after the Unity Trust bank account was opened.

SKP proposed that the Unity Trust Bank account be closed as it was no longer necessary and the direct debit transferred to the Barclays current account; seconded PH, passed unanimously.

204/20-21 Parish Councillors' Reports

None

The meeting closed at 9.15pm.

205/20-21 Open Question Time

None

Business concluded at 9.15pm

Appendix 1:

CCC

Document from Sharp Pritchard LLP for the Heating Scheme

unapproved