

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 6<sup>th</sup> May 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) and Mr Steve Kent-Phillips (SKP).

In attendance:

Mrs Jude Griffiths (Clerk)

There was 1 member of the public in attendance.

**10/21-22 Apologies for absence**

Mr Paul Latchford – confusion over date of meeting.

Cllr Charlotte Cane – conflict of interest

**11/21-22 Members' declaration of interest for items on the agenda and requests for dispensations**

None

**12/21-22 Public participation for items on the agenda**

None

**13/21-22 Approve the minutes of the Parish Council meeting of 8<sup>th</sup> April 2021**

*PH proposed that the minutes be accepted as a true and accurate record; seconded SKP, passed unanimously.*

**14/21-22 Reports**

- a) CCC – no representative attended, no report received.
- b) ECDC – no representative attended. A written report was circulated via email prior to the meeting. There were no questions arising from it.

**15/21-22 Matters arising from previous minutes (for information only)**

*Min ref. 156/20-21* AD noted that the village hall had received a new quote for the chairs, which had risen to £4500 due to increased shipping costs. To be discussed when more quotations have been requested.

*Min ref. 195/20-21* PH asked if a response had been received from Sheryl French? The Clerk confirmed that Ms French will be attending the June meeting.

**16/21-22 Correspondence for consideration/circulation:**

- a) Email from Highways stating that the B1102 at Swaffham Prior will be shut from Thursday 20<sup>th</sup> May, 930am to 330pm for approximately 3 days for essential work – noted.
- b) A report from A-B1102 had been received and circulated by email – noted.
- c) An email from Dr Laurie Friday requesting that Swaffham Prior PC consider becoming a Local Partner in a Biodiversity and Climate Change plan – noted. As the date of the reply needed was before the next meeting date, the clerk to reply explaining that a response would not be possible in the timescale required.  
Action: Clerk to respond.

**17/21-22 Consideration of planning applications received:**

- 1) **21/00111/LBC Demolition of rear lean-to and shower room. Removal of 5 trees. Construction of single storey rear extension with internal alterations, renovation and repair to the existing house. Well House 50 High Street Swaffham Prior Cambridge CB25 0LD.**  
Approved – noted.

- 2) **21/00110/FUL Demolition of rear lean-to and shower room. Removal of 5 trees. Construction of single storey rear extension with internal alterations, renovation and repair to the existing house. Well House 50 High Street Swaffham Prior Cambridge CB25 0LD.**  
Approved – noted.

*SKP requested that Agenda Item 21/21-22 be discussed next as it had a bearing on the Accounts for payment; the Chair agreed.*

**21/21-22 To receive the RoSPA report on the playground**

SKP had circulated the report from RoSPA by email before the meeting. One major action had been flagged, which required immediate action on health and safety grounds. All the work needed had been carried out by Andy Martin at a cost of £195.00, the bill for which needed to be added to Accounts for Payment.

SKP noted that the wooden climbing frame, although still safe, was coming to the end of its usable life and suggested that its replacement be considered. To be discussed further at the July PC meeting.

**18/21-22 Accounts for payment including:**

a) Clerk's salary and taxes	£350.00
b) RoSPA report	£90.60
c) Eon bill	£147.24
d) Institute of Cemetery and Crematorium Management membership	£95.00
e) Village Hall – hire for Annual Parish Meeting and socially distance June meeting	£28.80
Total	<u>£711.64</u>

The bill for repairs to the playground by Andy Martin for £195.00 was included. *SKP proposed that the accounts be paid in full; seconded PH, passed unanimously.*

**a) Financial year end review**

SKP noted that the high water bills were not due to leaks and although the last two bills were estimates, they were accurate, therefore the water had been used.

Action: JC to speak to the horses' owner, having confirmed that the readings were accurate.

SKP noted that the financial year end review had been circulated and published on the website. Apart from an amount of CIL money that had not been expected, the accounts were on budget. The reserves were a little high. As the receipts were above £25,000.00 there had been an audit, the cost of which was approximately £100.00.

**b) Annual Financial documents review**

*SKP proposed that the PC accept the annual review of the financial documents; seconded PH, passed, 1 abstention.*

**19/21-22 To grant Exclusive Rights of Burial for two cemetery plots**

*SKP proposed that the PC grant the exclusive rights of burial for two cemetery plots; seconded PH, passed unanimously.*

**20/21-22 To discuss the need for preparation of the next section of cemetery prior to marking out new grave plots**

AC reported that the next area for new grave plots was in need of levelling and reseeded before being marked out. AC would also require bricks and angle piece to undertake accurate marking.

Action: AD and AC to look at what is required and report back in the July meeting.

**22/21-22 To discuss the upkeep of the Pound and Keep**

SKP had obtained a quote for repairs to brickwork, repointing and clearing the ground of rubbish and weeds for £345.00.

*DG proposed that the PC accept this quotation as a start to maintenance work; seconded PH, passed unanimously.*

**23/21-22 Clerks Performance and Remuneration**

The Clerk stepped out of the meeting while this was discussed.

The PC unanimously approved an increase in hourly rate back dated to 1<sup>st</sup> April and expressed appreciation of an excellent job done.

**24/21-22 Clerk's Report**

- a) The Clerk noted that the village hall had been booked for the Annual Parish Meeting and the June PC meeting but that there were still many COVID control measures in place. It was suggested that the June meeting as well as the Annual Parish Meeting could take place on the grass outside the hall, weather permitting.
- b) The Clerk noted that a new model Code of Conduct for councillors had been produced in January 2021 and asked the PC to pay for CAPALC training on the 18<sup>th</sup> May regarding this – agreed unanimously.

Action: Clerk to forward the link to the new documentation to the PC.

**25/21-22 Parish Councillors' Reports**

- a) SG noted that the wooden path edge on the left side of the main cemetery path was coming loose, the path itself had not been sprayed for weeds recently and the gravel on the path is becoming thin.

Action: AD to inspect.

- b) JC noted that the scaffolding in the playground had been put up as requested by the PC.

*The meeting ended at 8.21pm*

**26/21-22 Open Question Time**

Michael Limb asked if the work on the Keep had to be approved as they were to a listed building in a conservation area. SKP noted that these were minor repairs and repointing.

*Business concluded as 8.23pm.*

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