

Minutes of the Swaffham Prior Parish Council meeting held on Thursday, 12 August 2021 at 7.30 pm in the Swaffham Prior Village Hall committee room.

Present: Mr. John Covill (Chair) (JC), Mr. David Greenfield (Vice Chair) (DG), Mr. S. Kent-Phillips (Deputy Clerk) (SKP), Mr. Andrew Camps (AC), Mrs Sandra Gynn (SG), Mr Peter Hart (PH) and Mr. Paul Latchford (PL).

In attendance:

Cllr Charlotte Cane (ECDC) (CC) plus one member of the public.
S. Kent-Phillips (Deputy Clerk) took the minutes in the absence of the Clerk.

58/21-22 Apologies for Absence

Mr. Alan Durrant (AD) was on holiday and sent his apologies.
Mrs. Jude Griffiths (Clerk) was on holiday and sent her apologies.

59/21-22 Members declaration of interest for items on the agenda and requests for dispensations
None.

60/21-22 Public participation for items on the agenda
None.

61/21-22 Approve the minutes of the Parish Council meeting of 8th July 2021
SKP proposed the minutes be approved as presented; seconded PL, passed unanimously

62/21-22 Reports

- (a) CCC – no report received, no representative attended.
- (b) ECDC – Cllr Cane representing. No written report this month as the meeting was unexpected. CC is off the Finance & Assets Committee, but on the Audit Committee to avoid any possible conflicts of interest. The Finance & Assets Committee approve funding for Sustrans cycle routes and they are looking at a new Swaffham Prior-Reach-Burwell route. ECDC have had some IT problems, so if there has been no response to an email, please re-send.

The Chair invited questions

PL asked about funding for elderly & disabled transportation. CC replied that ECDC provide funds for Ely ShopMobility scooters and disabled parking slots in the towns, and that this would be included in the Sustrans project above.

63/21-22 Matters arising from Previous Minutes (for information only)

Min. ref. 46/21-22. The Clerk wrote to the Heating Scheme to enquire how many houses in the village were on oil, electricity and gas. The Heating Scheme replied that until the surveys were complete, they did not know how many people joining up were being heated currently. It was noted that not only did the Heating Scheme not answer the question that was asked of them, they also did not know the answer to the question they attempted to answer.

Min. ref. 50/21-22. The signing of the new Code of Conduct was deferred to the next meeting, as was the budget and ERoB reviews.

Min. Ref. 48/21-22. The audit has been signed off with a very minor point about the sequence of approved AGAR statements.

Min. Ref 51/21-22. Meads have completed the cemetery path and ground works. It was noted that a further piece of edging is broken, it is not known how, but SKP will check the edging quoted for has been fixed before payment of the invoice.

Min. Ref. 47/21-22(3). DG reported that after some investigation and liaison with the ECDC Planning Department, the Pop-Up Campsite can be in place for 55 days. According to Min. Ref. 47/21-22(3), it was in use by at least the 8th July, so that left three weeks. DG will monitor for the next meeting.

Min. Ref. 47/21-22(6) . DG reported that initially CCC Highways refused to meet us regarding the Reach Limit Sign, but with the intervention of Cllr. Joshua Schumann, the meeting eventually took place. DG pointed out there had been no consultation and the sign did not meet the criteria due to the Rogers Road bypass route, and this it did not meet the set criteria. DG told them we supported Reach PC so we proposed two alternate locations for the sign: at the bottom on the right of Rogers Road or by the speed sign at the Reach exit to the village. Highways said that their consultation was adequate and blamed other people and that the position at the end of the village was unsuitable as it cannot be added to an existing sign and the danger of reversing lorries. That have, however, agreed to relocate the sign to the bottom of Rogers Road some time after August 23rd. In addition, the issue with Mr. George Hurrell has been resolved with a temporary exception rights and the scheme is being extended to other local affected parties. There was a small issue with who to liase with that DG has addressed.

64/21-22 Correspondence for Consideration/Circulation

- 1) Email from James Matheson regarding the Heating Scheme.
Noted, in the Crier.
- 2) Email from ECDC regarding Bus Services, Cycling & Walking routes.
Action: PC members to pass comments to the Clerk by next meeting.
Action: Clerk to pass on to A2B1102 group asking them to respond to us.
- 3) Email from Mr Philip Lewis regarding the trees on Station Road.
The PC noted the trees outside Goodwin Manor had been cut back, and that they are probably the responsibility of County Highways.
Action: Clerk to write to Mr. Lewis welcoming him to the village and thanking him for cutting the trees back.
- 4) Email from ECDC regarding Joint Local Highways Improvements.
Action: Clerk to pass on to A2B1102 Group asking them to respond to us.
- 5) Email response from DG regarding Neighbourhood Plan.
Noted, the PC are not interested in a Local Plan.
- 6) Email from Rachel Mckenzie ECDC regarding Pop-Up Campsite
Noted, covered in DG's report above.

65/21-22 Consideration of planning applications received

- 1) **21/00982/FUL Siting of cellar cooler, garden lamp, pergola, marquee, fence and 2 replacement windows (retrospective). Red Lion 43 High Street**
Noted that work has already been done, no objections or vote.
- 2) **21/00983/LBC Siting of cellar cooler, garden lamp, pergola, marquee, fence and 2 replacement windows (retrospective). Red Lion 43 High Street**
Noted that work has already been done, no objections or vote.

66/21-22 Accounts for Payment

a) Clerk's salary and taxes	£429.00
b) Mileage claim for ICCM course - AD	£67.66
c) CGM – grass-cutting May and June	£674.16
d) Meads Construction – path repairs and leveling new burial area	£1920.00
e) Eon electricity bill	£148.88
Total	£3239.70

DG noted that the CGM bill was for May and June but only May had two cuts; he will monitor the next bill. SG noted that although one cemetery path side board had been fixed, there was another side board broken. It is impossible to tell if Mead or CGM or someone else did the damage.

SKP noted the E.On bill might be already paid by DD.

Action: SKP to check cemetery path edging before paying Mead bill.

Action: Clerk to check E.On bill and see if already paid by DD.

PL proposed that the accounts be paid in full once SKP had checked the cemetery edging; Seconded DG, passed unanimously.

PL proposed a bank transfer of £1000.00 from the savings to the current account; Seconded DG, passed unanimously

67/21-22 To hear a report from Cllr. Kent-Phillips regarding the use of the cemetery tap

SKP reported to the meeting. SKP is satisfied there is no leak in the system nor the horse field pipework. The core disparity appears to be the person from the horse field “filling up a few buckets” and a reported 1,000 litres a day usage. SKP conducted a trial where the horse buckets (which are seven large capacity and not domestic containers) were fully drained, a meter reading taken, then the buckets filled up and another meter reading taken. The usage, which represents a maximum daily usage by the horses, was 420 litres. The horse person was trained on how to take the readings, and fourteen days data will be recorded and presented to the next meeting. The horse person has agreed to pay a monthly fee to cover the average usage once it is calculated. SG noted a hosepipe running from the cemetery (not the allotment) tap, which cannot be the horse field people.

Action: SKP to collate the data

Action: Clerk to establish how much we pay per 1,000 litres

68/21-22 Clerk’s Report

The Clerk had left written notes which were read out. The Clerk and AD attended an ICCM Memorial Management Course on 19th July, theory and practical, and obtained certificates.

PL proposed that the Clerk and AD are now competent to assess grave marker integrity; Seconded PH, passed unanimously.

The Clerk asked when should testing take place and how should it be advertised. There was some discussion, and it was felt that the Clerk and AD were the best people to decide.

Action: Clerk and AD to come up with a “light touch” policy based on the flow diagram and present it to the PC for formal adoption and publication. DG to assist.

69/21-22 Parish Councillors’ reports

PL reported the cemetery marker bricks are in hand and will be delivered to either SKP or the cemetery entrance. SKP volunteered to move them to the rear of the cemetery. AC reported he had the edge parkers.

SKP reported that the school changing room hut which the PC provided from CIL money is no longer being used for changing, and that the pre-school nursery were in there. SG confirmed this.

The PC felt that this was a shame, but nothing could be done as the school is now under the Ely Diocese control.

The meeting closed at 8.43 pm.

70/21-22 Open Question Time

Mr. Limb enquired about the annual village “beating of the bounds” and was informed that this has been discontinued for some years.

Business ended at 8.45 pm.

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