

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 10<sup>th</sup> November 2022  
at 7.30pm in Swaffham Prior Village Hall.**

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

In attendance: Jude Griffiths (Clerk)

There was 1 members of the public in attendance.

**99/22-23** To receive apologies for absence and to approve reasons for absence where appropriate.

None

**100/22-23** Members' declaration of interest for items on the agenda and requests for dispensations

None

**101/22-23** Public participation for items on the agenda  
A member of the public noted the absence of the word 'public' from minute 98/22-23.

**102/22-23** Reports

- a) Cambridgeshire County Council. No report received, no representative attended.
- b) East Cambridgeshire District Council. Report circulated prior to the meeting. No representative attended, no questions raised.

**103/22-23** Approve the minutes of the Parish Council meeting of 13<sup>th</sup> October 2022  
PL requested that in minute 89/22-23, the text "After discussion, it was agreed that an amendment to the Terms of Reference, highlighting the one-way access to Station Road from the High Street for articulated lorries and farm traffic due to the road layout preventing such vehicles turning from the right" be changed to "After discussion, it was agreed that an amendment to the Terms of Reference, highlighting the need to maintain slip road access to the village for motorized traffic, articulated lorries and farm traffic to enable access to Station Road by turning left from the High Street (since the road layout prevents such vehicles turning from the right)".

*PL proposed that, once this change and the addition of the word "public" to minute 98/22-23 had been made, the minutes be signed as a true and accurate record of the meeting; seconded PH, passed with 2 abstentions.*

**104/22-23** Matters arising from previous minutes (for information only)  
88/22-23 PL noted that no date for the proposed Sustrans meeting had been suggested yet.  
86/22-23 The Clerk noted that bus routes 11 and 12 are being run by Stephensons until March 2023.

**105/22-23** Correspondence for consideration/circulation.

- a) Email response about the bus routes from Matt Hancock MP.  
Noted.
- b) Email from Highways stating speeding signs are the PC's responsibility  
Action: SKP to investigate options for costs and installation, to be discussed at the December meeting – see 112/22-23

**106/22-23** Consideration of planning applications received:

- a) 22/01199/FUL Construction of ground floor extension and associated works.  
27 Fairview Grove, Swaffham Prior, Cambridge CB25 0LB  
No comments or objections.

<b>107/22-23</b>	Accounts for payment including:	
	a) Clerk's salary and taxes	£520.00
	b) CGM grass cutting (October) invoice 251351	£337.06
	c) CAPALC CiLCA training sessions	£400.00
	d) SLCC CiLCA registration	£410.00
	Total	£1667.06

Additional payments:

Swaffham Prior Parochial Charities - £30 for the rent of Town Close.

Swaffham Prior Village Hall - £170.80 for the rent of the meeting room for 12 months PC meetings.

DG noted that CGM had made the last cut of the year and that Swaffham Prior Parochial Charities could now be invoiced for the outstanding 5 cuts of Town Close.

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

*SKP proposed a £1000.00 transfer from the savings to the current account: seconded PH, passed unanimously.*

**108/22-23** To agree the purchase of a dog poo bin for beside the playground

Action: Clerk to contact East Cambridgeshire District Council to ask if they would empty another bin, what type of bin should be purchased.

*SKP proposed that once these questions were answered, the total cost was under £200.00, the Clerk should purchase the bin; seconded AD, passed unanimously.*

**109/22-23** To agree the purchase of new playground equipment

The Clerk confirmed that the application for a grant from Mick George had been turned down. SKP had approached the Sports and Social Club and they are considering putting in half the costs.

Action: PL to research and apply for other grants, including the ECDC Facilities Improvement grant.  
Action: SKP to report back when the Sports and Social Club makes a decision.

**110/22-23** To discuss parking issues at the junction of Station Road and the High Street

It was noted that these issues have been discussed repeatedly over the years and that the problem is due not to lack of rules regarding keeping the junction clear, but to lack of enforcement e.g. parking opposite or within 10m (32 feet) of a junction is already forbidden under rule 243 of the Highway Code.

*PL proposed that no action be taken and the PC only return to the issue if new evidence is brought forth; seconded PH, passed unanimously.*

**111/22-23** To consider quotes for a new website

The Clerk advised that at present the PC website did not conform to the Website Content Accessibility Guideline 2.1 AA as required under the Equality Act 2010 and the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations, which came into force in September 2020 and which also covers all documents published by the Parish Council on its website. The three quotes received were felt to be too expensive.

Action: Clerk to use free accessibility checking software to scan PC website for specific problems.

Action: SKP to bring the current website up to standard.

The Clerk also noted that guidance recommended the use of council emails to ensure a clear division between personal and council business/contact. The councillors preferred to continue using personal emails for council business/contact.

**112/22-23** To agree the next step in repairing/replacing the speed awareness signs on Mill Hill  
An email received from the Highways Agency stated that the signs in question were the responsibility of the PC.

Action: SKP to research the cost of replacement speed awareness signs.

**113/22-23** To approve a memorial application  
*SKP proposed that the application be approved: seconded SG, passed unanimously.*

**114/22-23** Report on Heating Scheme

A report was circulated to the PC and made available to the public on the website prior to the meeting. The Chair invited questions.

PL asked if the system still needed 166 households signed up to break even – DG did not know.

PL asked the total cost of the system – DG to come back with the exact figure.

JC asked how many were connected? DG replied 4 and a fifth in the process.

SKP asked if power was still to be supplied by a solar array? DG confirmed that the solar power would be supplied via cable from Burwell solar farm. DG also confirmed that the heating was supplied by the air source pumps at present.

PH asked how the back-up boilers work? DG to report back.

PH asked why a separate cable from Burwell was necessary. DG/JC explained that there was not the capacity from the mains.

**115/22-23** Clerk's Report

a) The Clerk had written to Lucy Frazer MP, Matt Hancock MP, Dr Nik Johnson and Cllr Josh Schumann regarding the cancellation of bus routes 11 and 12. Matt Hancock replied (see correspondence).

b) The Remembrance Day wreath order had been sent but no response received. Clerk to order direct from the British Legion from now on.

c) Notice of the memorial inspection had been put up on the noticeboard, website and in the Crier.

**116/22-23** Parish Councillors' Reports

a) SKP reported that the SID had been up for a month on Rogers Road. It had recorded 6539 vehicles passing at an average speed of 19mph. The 85<sup>th</sup> percentile was 28.5 mph. Of those vehicles speeding, the average speed was 33mph and the top speed recorded (by one vehicle) was 50mph. The full results are posted on the PC website.

Action: the Clerk write to the member of the public who raised this issue and also to the Crier, explaining that there was no evidence of a significant speeding problem on Rogers Road.

b) PL's response to Sustrans had been circulated and sent.

c) JC noted that 2 incidents of fly tipping had been cleared from the fen, and that he is giving up his landline.

Action: SKP to update website with new mobile number.

d) SKP noted that elections are due in May and that would have to be taken into account in the budget. AC noted that he would not be standing as a Parish Councillor in May.

Meeting closed at 8.48pm

**117/22-23** Open Question Time

None.

Business concluded at 8.48pm

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