

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 12<sup>th</sup> January 2023  
at 7.30pm in Swaffham Prior Village Hall.**

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

In attendance: Jude Griffiths (Clerk)

There were 3 members of the public in attendance.

**135/22-23** To receive apologies for absence and to approve reasons for absence where appropriate  
Cllr David Greenfield.

**136/22-23** Members' declaration of interest for items on the agenda and requests for dispensations  
None.

**137/22-23** Public participation for items on the agenda  
None.

**138/22-23** Reports

- a) Cambridgeshire County Council – no report received, no representative attended.
- b) East Cambridgeshire District Council – Cllr Charlotte Cane (CC) attended. A report was circulated prior to the meeting.

CC noted that ECDC can again collect waste containing Persistent Organic Pollutants – mainly domestic upholstered seating. They are still unable to dispose of them but have found space to store them for the time being.

CC had been part of a scrutiny panel looking at the budget of the Combined Authorities and noted that funding for buses was only budgeting for 6 months, with the same amount again having to be found for the following 6 months and then more found again for the future. CC stated that the aim should be to keep the current services for the next 2 years then look to improve them after that. The Combined Authorities had launched a consultation regarding bus services and CC urged the PC to respond to it.

CC noted that street cleaning had fallen behind due to the concentration on bin collection and asked that PCs look at which streets should be prioritised.

The Chair invited questions.

JC noted many complaints about the numerous potholes on local roads. CC noted that it is an issue everywhere and that there are real budgetary pressures, but that CCC are looking at getting money from central government for repairs to the Fen roads and were attempting to fix new potholes as they appear to prevent them getting worse, but cannot keep up. CC urged people to report potholes on the County website, so they are at least recorded and the extent of problems are known. JC asked if it would be worth the PC writing to CCC regarding the poor state of the roads locally; CC said yes and that she would forward an email address to the Clerk for the relevant person.

PL asked where the costs of consultation fees, design costs etc for the Heating Scheme could be found? CC to find out.

**139/22-23** Approve the minutes of the Parish Council meeting of 8<sup>th</sup> December 2022  
SKP noted in the Appendix, 'obviously' should be corrected to obvious'. PH noted that 'seconded SKP; passed unanimously' was missing from the record of the vote on item 128/22-23.  
*SKP proposed that with these two corrections, the minutes be accepted as a true and accurate record of the meeting; seconded PH, passed with 1 abstention.*

**140/22-23** Matters arising from previous minutes (for information only)  
133/22-23 b) PL asked for the details of the allotment renter for the untidy plot.

Action: Clerk to pass on the details.

133/22-23 b) PL noted that the bus stop lamp post had been fixed.

127/22-23 SKP noted that the accessibility statement was now on the website.

128/22-23 SKP noted that the new speed awareness signs were on order.

133/22-23 DG noted (via email) that he had had discussions with CGM regarding a 12 month roll-over of the grass-cutting contract and hoped to conclude negotiations for presentation to the PC at the February meeting.

**141/22-23** Correspondence for consideration/circulation.  
None.

**142/22-23** Consideration of planning applications received:

- a) 22/01475/FUL Single storey rear extension. 32 Green Head Road, Swaffham Prior, CB25 0JT.

*SKP proposed that there were no objections or comments to be made; seconded SG, passed unanimously.*

Approved:

- b) 22/01302/FUL Single and double storey side and rear extensions. 7 Rogers Road, Swaffham Prior, CB25 0HX.

Noted.

- c) 22/01199/FUL Construction of ground floor side extension and associated works. 27 Fairview Grove, Swaffham Prior, CB25 0LB

Noted.

- d) 22/01241/CLP Construction of garage. Station Cottages, 9 Station Road, Swaffham Prior, CB25 0LG.

Noted.

**143/22-23** Accounts for payment including:

a) Clerk's salary and taxes	£520.00
b) Balfour Beatty maintenance contract	£276.00
Total	£796.00

Npower electricity bill                      £151.86

Income:

Hibbett and sons (plot fee)                      £100.00

Manning/Williams (cremation plot grant)                      £ 90.00

*SKP proposed that the accounts be settled in full; seconded SG, passed unanimously.*

No transfer was required.

**144/22-23** To discuss and agree the budget and precept for 2023-24

*SKP proposed that the 2023-24 precept remain the same at £14,500.00; seconded PH, passed unanimously.*

**145/22-23** To confirm that the Prior Arts Group can make use of the Pound and Keep for an art exhibition on the weekends of 15<sup>th</sup>/16<sup>th</sup> July and 22<sup>nd</sup>/23<sup>rd</sup> July 2023 and any caveats to be taken into account.

It was noted that the Pound and Keep had no public liability insurance under the PCs insurance so the Art Group would have to take this on. No rent would be charged.

Action: Clerk to inform the Art Group of the need for public liability insurance and that there would be no charge of use of the Pound and Keep.

Action: Clerk to carry out a risk assessment of the Pound and Keep near to the summer.

**146/22-23** To discuss and agree redrawing the allotment plots on the B1102 site.

Action: PL to draw up a map of the current allotment plots and the proposed new plots for discussion at the next meeting.

**147/22-23** Report on Heating Scheme

Via email, DG noted that due to Christmas and New Year and homeowners' understandable reluctance to a mess in that period, combined with construction/building industry holidays, there was not a lot to update. A news update is due to be published and when it is, DG will forward to all parish councillors.

**148/22-23** Clerk's Report

The Clerk noted that the hedging around one of the speed awareness sign posts had been cut back and the buddleia removed from the playground wall.

An updated quote for the replacement play equipment had been received from Wicksteeds – the total cost was now £14,404.66, held until 31<sup>st</sup> March 2023.

The allotment report from November had been sent to all the allotment renters.

The Clerk reminded the PC that the inspection of the grave markers was scheduled to take place on Wednesday 18<sup>th</sup> January, starting at 10am.

**149/22-23** Parish Councillors' Reports

- a) SKP noted that the cemetery tap had been found leaking on Christmas Day and had been turned off at the mains.  
Action: The Clerk to check the tap over the weekend.
- b) PH noted that the footpath near the Heating Scheme was no longer blocked by fencing, but had not been reinstated. PH had emailed Maggie Pratt, who confirmed that levelling the footpath was on the list to do.
- c) JC noted that he was waiting for a form from Barclays Bank to confirm the current signatories. As AC is stepping down from the PC in May, there will need to be a new signatory.  
Action: JC to remove AC as a signatory and add SG.

The meeting ended at 8.07pm

**150/22-23** Open Question Time

A member of the public suggested that someone from the recycling team be invited to the Annual Village meeting, to talk to parishioners about what can go in which bin.

Business concluded at 8.18pm.

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