

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 11th May 2023
at 7.40pm in Swaffham Prior Village Hall.**

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

In attendance: Jude Griffiths (Clerk)

There was 1 member of the public in attendance.

17/23-24 To receive apologies for absence and to approve reasons for absence where appropriate.

None.

18/23-24 Members' declaration of interest for items on the agenda and requests for dispensations

None.

19/23-24 Public participation for items on the agenda

None.

20/23-24 Reports

- a) Cambridge County Council. An annual report for CCC had been emailed to the PC by Cllr Charlotte Cane of ECDC. No representative of CCC attended.
- b) East Cambridgeshire District Council. No representatives were available. A report had been circulated prior to the meeting and there were no questions arising.

21/23-24 Approve the minutes of the Parish Council meeting of 13th April 2023

AD proposed that the minutes be accepted as a true and accurate record of the meeting; seconded PH, passed with 2 abstentions.

22/23-24 Matters arising from previous minutes (for information only)

Minute ref. 173/22-23 b) An email had been received from Cllr Charlotte Cane (ECDC) stating that the full costs of the Heating Scheme were not available yet and that she would chase them in June. Minute ref 181/22-23 PL noted that the map of the proposed B1102 allotments had been circulated – for discussion in June.

Minute ref 196/22-23 PL noted that a letter regarding the proposed greenway to Swaffham Prior had been written and circulated to the PC for suggestions.

23/23-24 Correspondence for consideration/circulation.

- a) Results of the RoSPA playground inspection – noted.
- b) Advice from ICCM regarding management of unclaimed memorials – noted.
- c) Email from Charlotte Cane regarding planned repairs to Lug Fen Drove, Lode and Headlake Drove – noted.
- d) Emails from Speedwatch regarding the SID reports on the website – noted.

24/23-24 Consideration of planning applications received:

- a) 23/00262/FUL Change of use from music room to office space.
Byes Farm Cottage 6 Heath Road Swaffham Prior Cambridge CB25 0LA
No comments or objections made.

Withdrawn:

- b) 23/00230/LBC and 23/00229/FUL Proposed construction of Oak Front Porch Canopy on Mill The Smock Tower Mill, Mill Hill Swaffham Prior Cambridge CB25 0JZ
Noted.

25/23-24 Accounts for payment including:

a) Clerk's salary and taxes	£ 588.00
b) RoSPA playground inspection, April 2023	£ 98.40
c) Westcotec – Speed indicator device	£3588.00
d) Camguard fire and security – village hall	£ 208.80
e) Institute of Cemetery and Crematorium Management membership	£ 95.00
f) CGM grass cutting invoice 254103 – 2 cuts in April	£ 842.40
Total	<u>£5419.60</u>

Income:

ECDC first precept instalment £7,250.00

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

SKP proposed a transfer of £5,500.00 from the savings to the current account; seconded PH, passed unanimously.

SKP noted the addition of the new Speed Indicating Device to the Asset Register.

26/23-24 To approve an application for a memorial stone in the cemetery.

SKP proposed that the application be approved, providing the Grant is transferred to an appropriate person; seconded AD, passed unanimously.

27/23-24 To review the regulations and policies pertaining to the cemetery and memorials.

The Clerk had reviewed both the cemetery regulations (CR) and the memorial management policy (MMP) and circulated copies with suggested changes prior to the meeting.

In addition to the changes suggested:

- CR 59. Changed to "It is forbidden to place glass containers or shades, plastic or wire mesh fences on the graves. The PC will contact the owner/s where possible to ask them to remove such items within 7 days and if this has not been done, the PC will remove and dispose of the said items. The PC request that non-compostable materials be removed and taken away.
- CR 62. The following to be added; 'A photograph of the item/s will be taken and presented at the next PC meeting. If it is agreed by the PC that the item is deteriorated or unsightly, the owner will be contacted where possible to remove the item/s in 7 days, after which the PC will remove and dispose of the item/s.
- MMP 10.1 Replace 'may be included in local newspapers' with 'in local newspapers/newsletters/social media pages/PC websites etc'
- MMP 11.1 The following to be added; 'The PC will also allow a contractor who notifies the council in writing, on the contractors' headed stationery, before commencing any work, that they self-certify to carry out the work to BS8415 and provide evidence of Public Liability insurance to a minimum value of £5m and they have Professional Indemnity insurance.'
- MMP 12.1 Add 'or other issues' between 'guidance' and 'necessitate'.
- MMP Appendix 1. Remove 'inspect in 5 years' from any text box not on the bottom row of the flow chart.

DG proposed that the PC agree the proposed changes to the Cemetery Regulations and Memorial Management Policy; seconded PL, passed with 1 abstention.

28/23-24 To review the Equality and Diversity policy.

After review, *SKP proposed that the Equality and Diversity Policy be accepted; seconded DG, passed unanimously.*

29/23-24 To decide the PC's position on unclaimed fallen or failed memorials.

After discussion, the PC agreed that 12 months should be spent attempting to contact the families of unclaimed fallen or failed memorials, but if after this, no-one had claimed it, the stone should be laid face up within the confines of the grave plot, where possible.

The PC also agreed that for owned stones where the owners were unwilling/unable to repair or move fallen or failed gravestone, after 12 months, the PC would place the stones face up within the confines of the grave plot, where possible.

Action: Clerk to add to Memorial Management policy.

30/23-24 To discuss arranging a meeting with Highways to look at issues and options regarding the speed limit on Mill Hill.

DG suggested that a meeting between the PC, A-B1102 group and Highways regarding a 30mph limit along Mill Hill would be worthwhile in light of the changes to the speed limit in Burwell and Swffham Bulbeck and further proposed changes (e.g. the Greenway and Burwell's proposed 20mph zone).

Action: DG to draft a letter inviting A-B1102 and Highways. To be sent by the clerk.

31/23-24 Report on Heating Scheme

DG reported that 54 properties now had completed external pipework and 17 households were now fully installed. The next houses to be connected will be in The Beeches.

PL asked if any problems were expected connecting the solar farm to the grid?

DG said that no problem had been flagged and that the solar farm would connect directly to the Heating Scheme.

JC asked what was the source of the heating supplied to the 17 connected houses. DG replied that it was both ground and air source, as the most efficient source would be used.

32/23-24 Clerk's Report

- a. The Clerk noted that all councilors should have received the Declaration of Interests email and the Election Expenses email from ECDC. The Declaration of interest has to be completed or checked that it is up to date and returned to ECDC by 1st June.
- b. The fence across the path between the churchyard and the cemetery has been damaged – SKP has asked Jon Taw to quote for repairs.
- c. The Clerk had obtained a quote for a mobile phone for the Parish Council. To be discussed at the June meeting.
- d. The Facilities Improvement Grant for the playground equipment has been awarded. Action: Clerk to order the new equipment.
- e. The tall unstable grave for Mahala and William Benstead in the cemetery has been cordoned off by AD and the Clerk has been looking for family members to consult about repairs.

33/23-24 Parish Councillors' Reports

- a. SG noted that she had received 2 nominations for the Gay Bulleid Award so far.
- b. SKP noted that the budget decisions will be made at the June meeting.

- c. DG noted that he had received an email regarding access to the Smock Mill, looking for PC support. DG had established that it is not a public right of way, therefore the PC is not in a position to act.
Action: Clerk to respond to email.
- d. PL noted that the letter responding to the Greenway proposal had been drafted and circulated for comment.
- e. PL noted that the B1102 allotment site is much overgrown in places at present and suggested that 3 new plots be marked out as a starting point. To be discussed in June.

The meeting closed at 9.23pm.

34/23-24 Open Question Time

A member of the public asked for clarification as to who runs the cemetery. SKP explained that the Clerk runs the cemetery on behalf of the PC.

Business concluded at 9.28pm