

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 8th June 2023
at 7.30pm in Swaffham Prior Village Hall.**

Present: Cllr David Greenfield (DG) (chair), Cllr Sandra Gynn (SG), Cllr Peter Hart (PH), Cllr Kent-Phillips (SKP) and Cllr Ruth Lambert (RL).

In attendance: Jude Griffiths (Clerk)

There were 3 members of the public in attendance.

35/23-24 To receive apologies for absence and to approve reasons for absence where appropriate.

Apologies from John Covill, Paul Latchford, Alan Durrant.

36/23-24 Members' declaration of interest for items on the agenda and requests for dispensations

None.

37/23-24 Public participation for items on the agenda

None.

38/23-24 Reports

- a) Cambridgeshire County Council. No report received, no representative attended/
- b) East Cambridgeshire District Council. A report was circulated by email before the meeting. Cllr Charlotte Cane (CC) attended. CC noted that there are major roadworks scheduled on the A14 for junctions 38-46. These will take place between 19th June to December, 9pm to 6am. The Chair invited questions – there were none. The Chair thanked CC for an informative report to the Annual Parish Meeting.

39/23-24 Approve the minutes of the Parish Council meeting of 11th May 2023 and the Annual Meeting of the Parish Council of 11th May 2023.

SKP noted that the time of start for the Annual Meeting of the Parish Council was recorded incorrectly as 7.30pm, not 7.15pm and that the position of Lamppost Warden is now defunct, not vacant.

SKP proposed that with these corrections, the minutes of the Annual Meeting of the Parish Council be accepted as a true and accurate record of the meeting: seconded PH, passed unanimously.

PH noted that on minute reference 31/23-4, PL had been recorded wrongly for PH.

PH proposed that with these corrections, the minutes of the May meeting of the Parish Council be accepted as a true and accurate record of the meeting: seconded SKP, passed unanimously.

40/23-24 Matters arising from previous minutes (for information only)

SKP noted that all the adopted documents were now available on the website.

41/23-24 Correspondence for consideration/circulation.

- a) Email response from Greater Cambridgeshire Partnership regarding PC concerns raised in a letter. DG noted that the GCP had responded positively on all three points raised by the PC, stating that red asphalt need not be used, the design is open to review so that the proposed build-out and the slip road design can be changed and that the elderly and disabled were being considered at all times. A Teams meeting between the GCP and the PC had been offered for 2-245pm on Tuesday 13th June.
- b) Letter received from Lucy Frazer MP, drawing attention to the final round of the Community Ownership Fund opening on 31st May 2023, until March 2025. Noted.

42/23-24 Consideration of planning applications received:

Approved:

- a) 23/00262/FUL Subdivision of site and change of use from music room to office space and associated works. Byes Farm Cottage 6 Heath Road Swaffham Prior Cambridge CB25 0LA. Noted.
- b) 23/00602/TRE T1 Leylandii - Remove/reduce large branch that is now rubbing against the neighbour's garage wall/roof to avoid any potential damage arising. Stocks Farm House 1 Lower End Swaffham Prior Cambridgeshire CB25 0HT. Noted.

43/23-24 Accounts for payment including:

a) Clerk's salary and taxes	£700.00
b) ECDC – uncontested election cost	£250.00
c) CGM – invoice 254460 grass-cutting for May	£734.40
d) SLCC membership 2023-24	£139.00
Total	£1823.40

The Magic Toy Shop - swing seat (debit card) £21.99

Income:

Ivett and Reed – Headstone £100.00

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

SKP proposed that £1500.00 be transferred from the savings to the current account; seconded PH, passed unanimously.

44/23-24 To agree budget for 2024-25.

SKP had produced a document comparing the 2022-23 budget to the actual spending.

SKP proposed that the Clerk's salary budget be increased from £5000 to £6000, and the grass-cutting budget be decreased from £5250.00 to £4000.00.

SKP noted that the higher cost of training was due to the Clerk undertaking CiLCA.

DG argued that the grass-cutting budget needed to take account of the cost of CGM undertaking spraying herbicides e.g. on the cemetery path and that a poor growing season and so be increased by £1000.00 above the proposed level.

SKP proposed that with the above amendment, the budget for 2024-25 be set at £16,925.00 and the precept be £14,500.00; seconded PH, passed unanimously.

SKP noted that the reserves were still over twice the precept and that the new play equipment cost can be covered by the deposit account.

45/23-24 To review and adopt the social media policy

SKP proposed that the Press and Social Media policy be adopted and reviewed at the next meeting; seconded PH, passed unanimously.

46/23-24 To discuss and agree a letter to be sent to the Greater Cambridgeshire Partnership regarding the proposed Greenways.

DG explained that he had attended a meeting had been requested between all the PCs along the B1102 from Stow-cum-Quy to Swaffham Prior to discuss various concerns regarding the greenway proposals. Attendees from CCC and ECDC had also been present. As a result, a letter was being written to be from the combined PCs describing the concerns and disappointment with the process, but was not yet completed. To be continued at the July 2023 meeting.

47/23-24 To discuss and agree a letter to be sent to Highways regarding speeding on the B1102.

DG circulated a proposed draft letter for discussion.

DG proposed that with the word 'member' changed to 'officer' the letter be agreed and sent to Highways and copied to CCC and ECDC councillors; seconded PH, passed unanimously.

Action: Clerk to send letter.

48/23-24 To discuss and agree the new plan of the B1102 allotments.

Postponed to the July 2023 meeting due to the absence of Cllr Latchford.

49/23-24 To agree the purchase of a mobile phone and contract as a contact number for the Parish Council.

SKP proposed that the PC agree to buy a mobile phone with camera for use by the Clerk for PC business; seconded DG, passed unanimously.

Action: Clerk to investigate phones and contracts.

50/23-24 Report on Heating Scheme.

DG reporting.

- a) The rate paid for heating between April 2023 and December 2023 was set at 9.3p per kilowatt hour, down from 10.3p per kilowatt hour.
- b) 60 external pipe had been fitted, 24 internal connections made and the 24 customers appeared content.
- c) Efforts were being made to accelerate the rate of connection.
- d) The Beeches connections have been completed; Fairview Grove is next.
- e) The Heating Scheme has joined the Heat Trust, so is now an accredited system.

SKP asked the rate of interest on the £10million loan? DG didn't know.

SKP asked if the heat plant were complete. DG confirmed it is.

PH asked if the field and path had been re-instated. DG explained that the window for planting the right vegetation had been missed, meaning re-instatement was ongoing.

- a) **51/23-24** Clerk's Report
Andrew Firebrace (structural engineers) do not have the capacity to deal with the Benstead gravestone. The Clerk has contacted all local newsletters, PC website etc asking them to request relatives of William and Mahala Benstead get in touch.
- b) Annual Parish meeting – there were 26 attendees and reports from most of local groups. The Clerk suggested the PC think about supplying refreshments next year.
- c) A parishioner had expressed an interested in co-option to the PC. On consulting there seemed some doubt over whether this is a casual vacancy which needs two weeks advertising or a persistent vacancy which doesn't. To be on the safe side, the Clerk intends to advertise a vacancy on the noticeboard and co-opt be on the agenda for the next (July) meeting.

52/23-24 Parish Councillors' Reports
None.

The meeting closed at 8.17pm

53/23-24 Open Question Time.

A member of the public received clarification on some of the Heating Scheme figures.

Business concluded at 8.20pm