

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 13th July 2023
at 7.30pm in Swaffham Prior Village Hall.**

Present: Cllr John Covill (JC) (Chair), 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.

54/23-24 To receive apologies for absence and to approve reasons for absence where appropriate.

None.

55/23-24 Members' declaration of interest for items on the agenda and requests for dispensations

None.

56/23-24 Public participation for items on the agenda

A member of the public asked why emails on the agenda did not always appear on the website. SKP noted that those that did not feature on the website did not apply to the Swaffham Prior Parish.

57/23-24 Reports

- a) Cambridge County Council - no representative attended, no report supplied.
- b) East Cambridgeshire District Council - no representative attended, report circulated by email prior to the meeting. No questions arose and no comments were made.

58/23-24 Approve the minutes of the Parish Council meeting of 8th June 2023.

SKP proposed that the minutes be accepted as a true and accurate record of the meeting; seconded SG, passed with 3 abstentions.

59/23-24 Matters arising from previous minutes (for information only)

44/23-24 DG had consulted with CGM regarding weed spraying of the cemetery path and received a quote £75 plus VAT.

60/23-24 Correspondence for consideration/circulation.

- a) Email from Chippenham PC regarding lack of communication between Cllr Josh Schumann and PCs. The PC agreed in principle, suggesting that quarterly attendance in person or provision of a report would be a suitable amount of regular contact.
Action: Clerk to feed back.
- b) Emails from ECDC regarding availability of Pride of Place grant and East Cambs Community grants. Noted.
- c) Emails from GCP regarding 'Making Connections' update. Noted.
- d) Email from GCP representative regarding the results of the meeting on Tuesday 13th June. A virtual meeting had taken place between representatives of GCP, PL and DG and the GCP response to the meeting had been emailed and circulated. DG had written a response for approval of the PC which was read out to the meeting. *DG proposed that the response be sent to the GCP and copied to all involved; seconded SG, passed unanimously.*
- e) Email from GCP regarding a consultation on changes to the Addenbrookes roundabout. Noted.
- f) Email regarding submission and publication of the Reach Neighbourhood Plan. Noted.

61/23-24 Consideration of planning applications received:

Approved:

- a) 23/00578/TRE T1-T5 Sycamore - Reduce and reshape by 3-4m. T6 Cherry - Reduce and reshape by 2-3m. 25 High Street Swaffham Prior Cambridge CB25 0LD. Noted.
- b) 23/00192/FUL Demolition of existing conservatory and porch, construction of single storey rear extension, porch and rear dormer window to garage, replacement of existing windows and provision of solar panels. 23 Tothill Road Swaffham Prior Cambridge CB25 0JX. Noted.

62/23-24 To approve repairs and restoration of five benches

SKP explained that 3 PC-owned benches had needed repairs and the immediate proximity to them clearing (in one case of broken glass) for a cost of £180.00 – this had been agreed on the grounds of health and safety of members of the public. 5 more benches also need work. In total repairs and restoration to 5 benches were quoted to cost £230.00 by Viv Elston.

SKP proposed that the PC accept the quote; seconded PH, passed anonymously.

63/23-24 Accounts for payment including:

a) Clerk's salary and taxes	£630.00
b) CGM – invoice 255168 grass-cutting for June	£421.20
Total	£1051.20
Wave – water bill	£75.18
nPower – electricity bill	£203.28

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

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

64/23-24 To consider the application for co-option of a new councillor onto the Parish Council.

Kate Muscroft was co-opted to the Parish Council by a unanimous vote.

65/23-24 To discuss and agree a letter sent to the Greater Cambridgeshire Partnership regarding the proposed Greenways.

The PC noted that due to constraints of time, the response had been sent before this meeting, so without a signature from Swaffham Prior PC. The email had been copied to CCC councillors and to Lucy Frazer MP.

66/23-24 To discuss and agree the new plan of the B1102 allotments and how to proceed.

PL explained the current condition of the B1102 allotments and explained a plan to leave the three current plots as they are and clear and mark out three more.

PL proposed that the PC accept the plan; seconded PH, passed unanimously.

Action: PL to get quotes to clear the new plots mechanically.

Action: PL to supply SKP with labelled plan for the website.

Action: Clerk to show the unoccupied plot to potential renters once the plots have been numbered.

67/23-24 To review and adopt the Press and Media Policy

To be delayed until the August meeting to allow more time to consider,

68/23-24 To review and adopt a Training Statement of Intent.

Action: Clerk to alter for further consideration at the August meeting.

69/23-24 To review and adopt a Grant Giving Policy

Action: Clerk to make changes and bring back to August meeting for approval and adoption.

70/23-24 To consider co-signing a letter from several PCs regarding a lack of interaction and/or responsiveness from the CCC representative for the area.

Action: Clerk to respond to Chippenham PC suggesting that a quarterly attendance/report from CCC would be acceptable and that Swaffham Prior PC would want to view any draft letter before it was sent.

71/23-24 Report on Heating Scheme.

DG reporting. 76 properties now have external works fitted and 36 are receiving heat from the heating scheme. DG noted that the connections are now moving at a faster rate although there are still difficulties on the supply chain for some parts.

PL asked if further road closures would be necessary? DG said he didn't know but if there are it should be minimal.

72/23-24 Clerk's Report.

- a) Oliver Janes (builder) had inspected the Keep regarding the level of insurance and stated that the current level is correct.
- b) The fence between the church and the cemetery is still broken.
Action: SKP to chase.
- c) The new playground equipment is expected to be completed on 7th August – installation date yet to be confirmed.
- d) The Clerk confirmed that the PC would like the usual letter to the Crier re overgrown footpaths.

73/23-24 Parish Councillors' Reports.

- a) SG noted that the winner of the Gay Bulleid Award had yet to be notified.
Action: Clerk to notify the winner, update winners list on the back of the painting and then pass on to JC for presentation.
- b) SG noted that the re-tarmacking of Lower End was due to the completion of all scheduled Heating Scheme attachments for that road.
- c) SKP noted that following contact with County Broadband, he had been informed that the intention was to use BT ducting and had explained that this was not available for Greenhead Road, Adams Road and Tothill Road. DG noted that were ducting was not an option, the intention was to have the majority of works along pavements and verges, therefore minimizing disruption to roads.
- d) DG had attended a meeting organized by the A-B1102 group, involving representatives of all the affected Parish Councils, to discuss reactions to PC interactions with the GCP. Only Swaffham Prior had not been offered a face-to-face meeting.
A-B1102's proposed alternative bus system had reportedly caught the interest of politicians and is being discussed.
A former Highways professional was looking into preparing a survey of what parishioners want from a transport system and A-B1102 ask that PCs promote responding to it once it is available.
- e) DG noted that the failure of CGM to cut back a verge was due to not having the right machinery with them – it is due to be cut back next time.
- f) RL noted that the footpath from Lower End to the old railway line is now very overgrown and volunteered to cut it back.

The meeting closed at 8.40pm

74/23-24 Open Question Time

A member of the public noted changes to the collection times from the Greenhead Road post box.

Business concluded at 8.42pm