

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 10<sup>th</sup> August 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), Cllr Paul Latchford (PL) and Cllr Kate Muscroft (KM).

In attendance: Jude Griffiths (Clerk)

There were 2 members of the public in attendance.

**75/23-24** To receive apologies for absence and to approve reasons for absence where appropriate.

None.

**76/23-24** Members' declaration of interest for items on the agenda and requests for dispensations

None.

**77/23-24** Public participation for items on the agenda

None.

**78/23-24** Reports

- a) Cambridge County Council – report circulated by email from Cllr Charlotte Cane. No representative attended.
- b) East Cambridgeshire District Council – report circulated by email prior to the meeting. Cllr Charlotte Cane (CC) attended as representative.

CC noted that:

- The Finance and Assets Committee's Statement of Community Involvement sets out how the committee will interact with the PCs;
- The Cleaner, Greener East Cambridgeshire initiative was focused almost wholly on towns, but that villages needed to be taken into consideration;
- In 2024, it was intended that ECDC review the 2015 Local Plan
- CC has scheduled a meeting with Mayor Nik Johnson to discuss the bus routes, with particular emphasis on whether to reintroduce a stop at Bottisham for the number 11.

SKP noted that his query regarding the final cost of the Heating Scheme was still unanswered (CC agreed to look at it again) and that the information regarding the Pride of Place grants and the template for a Nature Recovery Plan for PCs had been passed on to Mike Barker, who will report to the PC in September.

**79/23-24** Approve the minutes of the Parish Council meeting of 13<sup>th</sup> July 2023.

*SKP proposed that the minutes be accepted as a true and accurate record of the meeting; seconded PH, passed unanimously.*

**80/23-24** Matters arising from previous minutes (for information only)

None.

**81/23-24** Correspondence for consideration/circulation.

- a) Email from Chippenham PC with the proposed letter to CCC regarding lack of representation to parish councils. Noted.
- b) Email from Mike Barker regarding a potential Parish Nature Recovery Plan. Mike Barker has been asked to report to the PC in September.
- c) Email from Richard Kay (ECDC) regarding Single Issue Review of ECDC Local Plan. Noted.

**82/23-24** Consideration of planning applications received:

- a) 23/00760/LBC and 23/00759/FUL Contamination remedial works. 17-19 High Street, Swaffham Prior, Cambridge, CB25 0LD.  
No objections or comments made.

Approved:

- 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.

**83/23-24** Accounts for payment including:

a) Clerk's salary and taxes	£ 560.00
b) Clerk's Phone Case	£ 8.99
c) CGM	£ 790.56
d) Elston Decorators (Benches)	£ 216.00
Total	£ 1575.55

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

*SKP proposed a transfer of £1500.00 from the savings to the current account; seconded PH, passed unanimously.*

SKP noted further income of £20 payment for use of the cemetery tap to supply the horses water and £504 grant from CCC towards the cost of grass-cutting.

**84/23-24** To review and adopt the Press and Media Policy

*SKP proposed that the Press and Media Policy be accepted, to be reviewed at the Annual Meeting of the Parish Council; seconded AD, passed unanimously.*

**85/23-24** To review and adopt a Training and Development Policy.

*DG proposed that the Clerk and DG revise the text of the policy before bringing it for approval to the September PC meeting; seconded PL, passed unanimously.*

Action: the Clerk and DG to revise the text before the September meeting.

**86/23-24** To review and adopt a Grant Giving Policy

*SKP proposed that the PC adopt the policy, to be reviewed at the Annual Meeting of the Parish Council; seconded PH, passed unanimously.*

**87/23-24** To review and update the Publication Scheme.

*SKP proposed that the revisions to the Publication Scheme be accepted; seconded RL, passed unanimously.*

**88/23-24** To agree to the letter from Chippenham PC regarding CCC representation to the parishes.

After some discussion, it was agreed that the Chair of Swaffham Prior PC should sign the letter on the PC's behalf.

*DG proposed that the PC agree the letter but require that the Chair sign it on the PC's behalf; seconded SKP, passed unanimously.*

Action: Clerk to reply to Chippenham PC as above.

**89/23-24** To examine and agree the 2023-24 Action Plan.

The PC agreed to change the word ‘Action’ to ‘Activities’.

*PH proposed that with this alteration, the plan be accepted by the PC; seconded PL, passed unanimously.*

**90/23-24** ECDC Local Plan – Single Issue Review.

DG commented that on examination, the review was on housing stock over the period 2022-31, but still based on the 2015 Local Plan as far as development in Swaffham Prior was concerned. No comments or actions required.

**91/23-24** Report on Greenways Scheme meeting 2<sup>nd</sup> August & slip road survey.

DG reported. A meeting took place involving 2 GCP representatives, 2 representatives of the designers, a representative of Lucy Frazer MP, Cllr Anna Bailey, Cllr John Trapp, DG and PL. The meeting resulted in a commitment for the GCP and designers to look at the proposal again. PL had pointed out the further reduction of the width of the road was unsupportable and the request was made that the current access and egress of the cycleway on the sliproad be redesigned; the GCP expressed reluctance to do this due to concerns of cyclist safety.

*DG proposed that the Clerk to write thanking all for their time and attendance and looking forward to seeing the revised plans for further consideration by the Parish Council; seconded pl, passed unanimously.*

Action: Clerk to write as above.

PL noted that the PC response to Burwell PC’s request for support for continuing the Greenway to Burwell will be affected by the outcome of the scheme through Swaffham Prior.

SKP noted that he had obtained two quotes (from approaching 5 different companies) to monitor the speed of traffic as it leaves the sliproad – to be kept on file.

**92/23-24** Report on Heating Scheme

DG reporting. All internal and external surveys have been completed for existing customers.

89 external connections are complete. 42 properties are fully connected. 32 additional customers have applied to join the scheme, to be surveyed in the autumn and connected to the scheme in the spring. The ground source and air source heating have been fully commissioned and the Scheme has gained Accreditation.

PH asked about the overgrown footpath around the Heating Scheme field, which belongs to CCC but should have been fully re-instated by the Heating Scheme. DG to pass on the need for the path to be made usable.

PL asked if the Heating Scheme had been contacted by Anglia Water regarding a leak at the church end of the village; DG said he wasn’t aware if they had.

**93/23-24** Clerk’s Report

None – all covered under previous items.

**94/23-24** Parish Councillors’ Reports

KM introduced herself as the newest member of the PC.

*The meeting closed at 8.25pm*

**Open Question Time.**

None.

*Business concluded at 8.25pm*

Unapproved