

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 8th February 2024
at 7.30pm in Swaffham Prior Village Hall.**

Present: Cllr John Covill (JC) (Chair), Cllr Sandra Gynn (SG), Cllr Kent-Phillips (SKP), Cllr Kate Muscroft and Cllr Paul Latchford (PL).

In attendance: Jude Griffiths (Clerk)

There were 3 members of the public in attendance.

182/23-24 To receive apologies for absence and to approve reasons for absence where appropriate.

Apologies were received from Cllrs David Greenfield, Alan Durrant, Ruth Lambert and Peter Hart.

183/23-24 Members' declaration of interest for items on the agenda and requests for dispensations

None.

184/23-24 Public participation for items on the agenda

None.

185/23-24 Reports

- a) Cambridgeshire County Council – report circulated by email. Cllr Charlotte Cane noted that the budget was the key event. A 4.99% increase in council tax is mainly to cover adult social care and special needs school transport. Also emergency peat road repairs are taking place but central government funding will be needed for full repairs.
- b) East Cambs District Council – report circulated by email, Cllr Charlotte Cane attended. Cllr Cane highlighted her concerns about the proposed Mepal crematorium.

186/23-24 Approve the minutes of the Parish Council meeting of 11th January 2024.

SKP proposed that the minutes be accepted as a true and accurate record of the meeting; seconded SG, passed with 1 abstention.

187/23-24 Matters arising from previous minutes (for information only)

177/23-24 The remaining funds of the Optimum Account will be transferred out in the next 90 days.

A Barclaycard is not an option so the Clerk will look into getting a Hyperjar cashcard for the PC.

176/23-24 Jenna Brame of Cambridgeshire ACRE has emailed in response to the PC's decision not to support a survey of the parish.

188/23-24 Correspondence for consideration/circulation.

- a) Email press release from ECDC of planned bereavement centre at Mepal – for information. Noted.
- b) Email from Online Playground with the operational inspection report for the playground (see agenda item 192/23-24). Noted.
- c) Email from Cllr Cane regarding the County Transport committee review of Peat Soil Affected Roads – for information. Noted.
- d) Email from Cllr Cane regarding the proposed bus improvements. Noted.
- e) Email invitation to join the West Suffolk Local Plan Submission Draft consultation. Noted.

189/23-24 Consideration of planning applications received:

- a) 24/00015/FUL Reduction in length of front wall and demolition of rear extensions. 4 Lower End, Swaffham Prior, Cambridge, CB25 0HT.
No objections or comments.

190/23-24 Accounts for payment including:

a) Clerk's salary and taxes	£560.80
b) Eastern Tree Surgery – Village Hall tree pollarding	£708.00
c) Fenland Leisure Products – operational inspections of playground	£360.00
Total	<hr/> £1628.80

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

SKP proposed a transfer of £2,500.00 from the business account to the community account; seconded KM, passed unanimously.

191/23-24 To consider how the PC will undertake positioning prone gravestones face up within the confines of the appropriate grave plots and to consider how to proceed with the Benstead tall gravestone as it remains unclaimed.

After 12 months, 19 grave markers laid down following safety testing remain prone outside the bounds of their grave plots. Following PC policy, the PC require quotes to move the grave markers onto their relevant plots, face up so as to be readable. As some are awkwardly shaped and all are heavy, the Clerk suggested that the PC get specialists help with the work, such as memorial masons, to ensure that all the markers are lying flat and stable when the work is complete.

Action: PL to approach Meads to quote to move prone gravestones onto the relevant grave plots.

Action: Clerk to obtain similar quotes from memorial masons.

SG noted that anecdotally, the text on headstones laid flat may weather faster.

Action: Clerk to record inscriptions on laid down markers.

SKP suggested an addition to be made to policy/regulations that once the marker has been finally positioned, a photo of it plus the information that the inscription may weather faster should be sent to any contact that has been unable/unwilling to repair the marker so that they had full knowledge of how the marker was left.

Action: Clerk to draft for March meeting.

The Clerk noted that the 12 months seeking a living owner for the tall Benstead grave marker would be finished in March, so far without success.

Action: Clerk to obtain quotes for the making safe of the Benstead tall grave.

192/23-24 To note the results of the operational inspection of the playground.

Noted.

193/23-24 Report on Heating Scheme

DG emailed a report which was read out to the meeting.

The investigations and rectifications of the sound issues experienced from the Energy Centre are ongoing, including noise level monitoring within one property to help identify direction and timings. Some works have been identified and contractors have been contacted to provide quotes.

Cambridgeshire County Council Estates have so far acquired two of the three quotations it requires for the tree planting and landscape works needed on and around the site.

194/23-24 Clerk's Report

- a) Allotments – the Clerk requested a map of the lower allotments from PL and enquired on progress with sourcing ground cover.
Action: PL to provide map of lower allotments.
- b) Cemetery. Category 2 grave marker inspection has been scheduled for 29th April and notices put on boards and in local parish magazines and PC websites as only 2 out of 15 plots had potential recent contact details. The Clerk is in the process of photographing all grave markers and recording the inscriptions where legible.
5 grave markers have been put back up with PC permission or a living owner, so the PC has no idea who put them up, to what standards and has no contact details for any future issues or information. The Clerk consulted with the Institute of Cemetery and Crematorium Management, who advised that the 5 be retested for stability as soon as possible.
Action: Clerk to set date of tests and issue notices as per policies.

195/23-24 Parish Councillors' Reports

- a) DG reported via email. DG had attended a Zoom meeting of the A-B1102 group; there were attendees of all the villages from Fordham through to Quy. Over 9000 responses to the survey had been received and work had commenced on analysis and review to generate useful information and statistics on the wants and needs for transport movement. There was also an update from the Mayors budget (combined Authority) of improving the interconnections along the B1102 to access parts of Cambridge other than just Drummer Street, plus a new bus service between Soham and Cambridge via Burwell, Swaffham Prior, Swaffham Bulbeck and Bottisham.
- b) SG noted the presence of many potholes locally. Cllr Cane emphasised that there are still funds available for repairs so it is worth reporting potholes on the Cambridge County Council website.
- c) JC noted fly tipping of cables on Great Fen Drove.
- d) SKP noted that the horse fence was still waiting to be fixed.
Action: Clerk to contact carpenter for quote.

The meeting closed at 8.20pm

Open Question Time.

A member of the public noted the presence of some substantial potholes on the High Street.

Business concluded at 8.22pm

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