

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 14th March 2024
at 7.30pm in Swaffham Prior Village Hall.**

Present: Cllr John Covill (JC) (Chair), Cllr Alan Durrant (AD), Cllr Sandra Gynn (SG), Cllr Kent-Phillips (SKP) and Cllr Kate Muscroft.

In attendance: Jude Griffiths (Clerk)

There was 1 member of the public in attendance.

196/23-24 To receive apologies for absence and to approve reasons for absence where appropriate.

Apologies received from Cllrs Ruth Lamber, Paull Latchford, David Greenfield.

197/23-24 Members' declaration of interest for items on the agenda and requests for dispensations

None.

198/23-24 Public participation for items on the agenda

None.

199/23-24 Reports.

a) CCC representative

b) ECDC representative

Both postponed in anticipation of Cllr Charlotte Cane's (ECDC) late arrival.

200/23-24 Approve the minutes of the Parish Council meeting of 8th February 2024.

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

201/23-24 Matters arising from previous minutes (for information only)

187/23-24 SKP noted that the Optimum cash card account was now closed.

202/23-24 Correspondence for consideration/circulation.

a) Email from Online Playgrounds containing repairs quote. Noted – too high for PC budget.

b) Emails from Cllr Cane and Highways regarding roadworks and traffic issues. To be discussed under Agenda Item 208/23-24

c) Email regarding open meeting with Lucy Frazer MP. Noted

d) Email regarding free portrait of King Charles III for PCs. Noted – to be discussed under Agenda Item 211/23-24

e) Email regarding the review and proposed changes to the Highways Operational Standards regarding weed control. Noted – to be discussed under Agenda Item 209/23-24

203/23-24 Consideration of planning applications received:

- a) 23/01330/LBC and 23/01329/FUL Amended plan/additional information.
Changes to approved garage conversion. Changes include, internal layout, external window and door fenestration, addition of rear timber decking, changes to the existing glazed link roofs – retrospective.
The Smock Tower Mill, Mill Hill Swaffham Prior Cambridge CB25 0JZ

SKP proposed that the PC object and respond:

The PC is still disappointed that the application is retrospective only and agree with the neighbour's response to the changes made. The PC want the reinstatement of the garage doors, the removal of the velux roof lights and the pantiles put back in line with the Mill's Grade II listed status. The PC remain extremely concerned regarding the blatant ignoring of the planning process.

Seconded KM, passed unanimously.

Approved:

- b) 24/00015/FUL Reduction in length of front wall and demolition of rear extensions
4 Lower End Swaffham Prior Cambridge CB25 OHT
Noted.
- c) 24/00024/AGN Construction of an agricultural storage reservoir for irrigation
Reservoir Headlake Drove, Swaffham Prior, Cambridgeshire
Noted.

204/23-24 Accounts for payment including:

a) Clerk's salary and taxes	£490.00
b) The Works Landscaping Ltd (cemetery path edging)	£6886.07
c) Microsoft 360 subscription (Clerk's laptop)	£79.99
d) Camguard Fire and Security (village hall service)	£219.60
Total	£7675.66

Information Commission renewal – Direct Debit - £35.00

Vodafone - £34.17

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

SKP proposed a £7,500.00 transfer from business account to the current account, to be completed before the accounts are paid; seconded PH, passed unanimously.

The Clerk noted that the number of signatories for the Barclays account was the absolute minimum needed. AD and KM volunteered to add their details.

Action: JC to add AD and KM to the signatories for the Barclays account.

205/23-24 To accept the Jon Taw quote for repair to horse fence.

Repairs to the horse fence were felt to be to great an expense at presence.

Action: condition of the horse fence to be monitored for the next month and the quote to be kept on file.

206/23-24 To accept the Eastern Tree Surgery quote for tidying of Coopers Green.

SKP proposed that the ETS quote be accepted; seconded PH, passed unanimously.

207/23-24 To accept a proposed memorial plaque for the cemetery.

This was accepted with no objections.

208/23-24 To write to Highways in support of Cllr Cane's request to rethink the TTROs for the weekend of 15th-18th March.

As Highways had already contacted Cllr Cane, declining to delay any TTROs for either Burwell Road, Reach or the B1102 at Devils Dyke for the coming weekend, it was felt to be too late for writing to be effective. The contents of the emails and efforts of Cllr Cane were noted.

209/23-24 To decide the PC's response to the review and proposed changes to the Highways Operational Standards regarding weed control.

Action: Clerk to complete the Highways survey agreeing to chemical weed control for the Parish on the pavements and curbs only and noting no volunteer groups to undertake alternative weed control methods.

210/23-24 To accept the revised Memorial Management Policy.

SKP proposed that the revised Memorial Management Policy be accepted; seconded AD, passed unanimously.

Action: Clerk to merge Cemetery Regulations and Memorial Management Policy into one document for review in May.

211/23-24 To decide if the PC wish to apply for its official copy of a portrait of King Charles III.

The PC had no objection to applying for the official portrait providing it could be suitably accommodated.

Action: Clerk to check if the Village Hall would be happy to house a portrait of King Charles before applying.

212/23-24 Report on Heating Scheme

Nothing to report.

213/23-24 Clerk's Report

The Clerk noted a question had been raised over the type of memorial the PC allowed for cremation plots.

Action: Clerk to amend the Cemetery Regulations to make it clear that only flatstone memorials will be accepted on cremation plots – for the April agenda.

214/23-24 Parish Councillors' Reports

- a) SKP noted that the Clerk had completed her in-house finance training.
- b) DG reported via email. The CPCA (Cambridge & Peterborough Combined Authority) are intending to improve interconnections along the B1102 to access different parts of Cambridge other than just Drummer Street. They approached the A to B1102 group to expand that idea, using the survey responses to provide detail and evidence of the wants / needs along the corridor. The Group recommended an updated No 11 service running from Soham Train Station through Soham, Fordham and then direct from Burwell and into Cambridge along the B1102. The old No11 then, when it arrives at Burwell from Newmarket, serves the villages acting as an interconnect with the new No11 direct route, before going from Lode through to Bottisham and on to the Wilbrahams, Fulbourn and into the Addenbrookes / Long Road area, terminating at Cambridge South Rail Station (when built). This offers solutions to numerous problems, not least in providing a fast route into Cambridge and also creates a viable new route serving the hospital, colleges, work and commuter traffic to London & beyond. None of the villages lose out in these proposals and most gain something significant.
I'll send out an email in the next day or so to everyone, showing the proposals and would suggest an agenda item at the April Meeting to discuss and enable a response to the Group from the Parish Council
- c) JC noted that the potholes in the local roads are now horrendous.

The meeting closed at 813pm

Open Question Time.

A member of the public asked if there had been any response to the proposed increase in the 2024-5 precept for the PC? SKP replied none so far.

Business concluded at 8.15pm