

**Minutes of the meeting of the Swaffham Prior Parish Council held on Thursday 8<sup>th</sup> August 2024 at 7.30pm in Swaffham Prior Village Hall.**

Present: Cllr John Covill (JC) (Chair), Cllr Alan Durrent (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 3 members of the public in attendance.

**66/24-25** To receive apologies for absence and to approve reasons for absence where appropriate.

None.

**67/24-25** Members' declaration of interest for items on the agenda and requests for dispensations

None.

**68/24-25** Public participation for items on the agenda

None.

**69/24-25** Reports

- a) Cambridgeshire County Council – no report received, no representative attended.
- b) East Cambridgeshire District Council – report circulated by email. Cllr Charlotte Cane (CC) attended.

CC noted that she will remain as a East Cambs councillor as well as MP for the area.

CC also noted that a consultation on the National Planning Policy Framework was underway and that the proposals include significant changes that will affect East Cambs, so it is important that local voices including Parish Councils, are heard.

*The Chair invited questions.*

PL noted that the quality of the builds was key. CC said that changes in legislation could make it possible for Local Authorities to demand higher standards than government standards.

JC and PH commented on the need for infrastructure before houses are sold.

DG asked about restricting building works when infrastructure was not present. CC commented on the need for enforcement of current constraints and the need for a balance between profit and sustainability.

PL commented that the absorption of resources by some projects could slow the progress of other projects.

**70/24-25** Approve the minutes of the Parish Council meeting of 11<sup>th</sup> July 2024

*PH proposed that the minutes be accepted as an accurate record of the meeting; seconded SKP, passed with 2 abstentions.*

**71/24-25** Matters arising from previous minutes (for information only).

157/22-23 Greenways. An email had been received with a change in design so that the greenway stopped at the far end of the slip road into the village, as suggested by the PC.

Action: Clerk to acknowledge the email and send thanks for meeting the needs of Swaffham Prior.

224/22-23 A letter had been received by all cllrs regarding the proposed housing site on the horse field, containing claims that the PC dispute. To be discussed at the September meeting when a response can be agreed.

64/23-24 Footpaths. KM had passed on contact details for the Community Payback scheme.

**72/24-25** Correspondence for consideration/circulation.

- a) Email notifying of East Cambridgeshire District Council reviewing its Gambling Act 2005 – Statement of Principles for Licensing – for information. Noted.

- b) Email from Online Playgrounds – quarterly report for the playground. See agenda item 78/24-25.

**73/24-25** Consideration of planning applications received.  
None received.

**74/24-25** Accounts for payment including:

a) Clerk's salary and taxes	£574.00
b) Village hall rent April, May, June	£66.00
Total	£640.00
Village Hall rent July	£20.00.
Vodafone mobile phone bill (dd)	£36.86

Cash Card:

Post Office (stationery)	£ 1.49
Amazon (swing seats)	£65.97
Amazon (portable hard drive)	£38.89

Request £200 top-up for cash card.

SKP noted that he had completed a VAT reclaim of £2000.00

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

*SKP proposed a transfer of £1500.00 from the Business to the Current Account; seconded DG, passed unanimously.*

**75/24-25** To agree to maintain a gate in the fence providing access to the Little Library  
KM provided details of the proposed gate. AD noted that under the terms of the lease, maintenance of the gate would fall to the Village Hall committee.

*Meeting suspended at 8pm to allow a contribution from a member of the public. Meeting restarted at 8.02pm.*

Action: KM to report back to the Village Hall Committee that maintenance of a gate would be their responsibility and to remind them to check if planning permission is needed due to the conservation area.

**76/24-25** To agree the WI proposal to have a commemorative wooden sign on Betty's Bank, Green Head Road.

To be carried over to September in order for details of the wording to be provided.

**77/24-25** To review the rewilding project – carried on from July

DG noted that the rewilding group had asked if further areas could be included in the village. PL noted the need for evidence of increases in biodiversity, which could take years to show and the perception by some of the churchyard appearing scruffy.

*DG proposed that the rewilding scheme be kept to its current areas for this year, and that the scheme be reviewed again before the Spring; seconded PL, passed unanimously.*

**78/24-25** To receive the quarterly playground report.

The quarterly inspection for the playground had been circulated by email, with a quote for replacement parts required.

*SKP proposed that the quote for replacement parts be accepted; seconded PH, passed unanimously.*

**79/24-25** To adopt a Retention and Disposal policy.

DG suggested the addition of a date of review (at the annual meeting of the Parish Council) and that ensuring records were up to date is the responsibility of the Clerk.

*SKP proposed that with these two additions, the Policy be adopted; seconded DG, passed unanimously.*

Action: Clerk to make additions.

**80/24-25** Report on Heating Scheme

DG reported. The second tranche of connections are due to start on Monday 12<sup>th</sup> August and be completed in December 2024. This involves 15 properties, and a further 6 which belong to Sanctuary Housing.

PL noted that the double yellow lines near the church had not been replaced after the road was dug up.

Action: DG to request through the Heating Scheme that Highways repaint the lines.

**81/24-25** Clerk's Report

One lower allotment had been given up, but had been re-let to a new tenant this afternoon.

**82/24-25** Parish Councillors' Reports

- a) RL – Footpaths. The path behind the school has been cleared by the tenant. The path between Pulpit Corner and Devil's Dyke is due to be cleared, re-instated and maintained by the tenant once the crop has been harvested. The Community Payback Scheme have been contacted but at the moment are not returning calls.  
SKP noted the Highways Act (1980) and Right of Way amendment (1990) covered the legislation regarding maintenance of footpaths.
- b) DG – grass-cutting. DG explained that the grass in front of the Scout Hut had never been included in the contract for grass-cutting, but after discussion, the PCC had requested that the area be added. To be agreed at the September meeting,

*The meeting closed at 8.40pm*

Open Question Time

None.

*Business concluded at 8.40pm*

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