

Minutes of the meeting of the Swaffham Prior Parish Council held on Thursday 12th June 2025 at 7.30pm in Swaffham Prior Village Hall.

Present: Cllr John Covill (JC), Cllr David Greenfield (DG), Cllr Peter Hart (PH), Cllr Steve Kent-Phillips (SKP), Cllr Ruth Lambert (RL) and Cllr Kate Muscroft (KM).

In attendance: Jude Griffiths (Clerk).

There were 5 members of the public in attendance.

36/25-26 To receive apologies for absence and to approve reasons for absence where appropriate.

Apologies were received from Cllrs Durrant, Gynn and Latchford.

37/25-26 Members' declaration of interest for items on the agenda and requests for dispensations

None.

38/25-26 Public participation for items on the agenda

None.

39/25-26 Reports

- a) Cambridgeshire County Council. No report received, no representative attended.
- b) East Cambs District Council. Cllr John Trapp attended. Cllr Trapp noted his intention to keep the parishes involved in the changes to a unitary authority and that the preferred choice would be East Cambs to join with South Cambs and CCC to form one authority.

40/25-26 Approve the minutes of the Annual Meeting of the Parish Council and the meeting of the Parish Council of 8th May 2025.

SKP proposed that the minutes of the Annual meeting of the Parish Council and of the May meeting of the Parish Council be accepted as a true and accurate record of the meetings; seconded SG, passed with one abstention.

41/25-26 Matters arising from previous minutes (for information only)

20/25-26 DG. No meeting with ECDC had been set up yet. Cllr Trapp apologized and asked for a phone number in order to set up a meeting as soon as possible.

25/25-26 DG. No response had been received from Nurture Landscaping.

33/25-26 DG. Equans will reinstate the yellow lines during or after they commence the next tranche of works, which is scheduled to be done this summer.

42/25-26 Correspondence for consideration/circulation.

- a) Emails regarding launch of the Tiger bus routes. DG proposed that the PC formally thank the A-B1102 group, who have represented the PCs, spent hours developing routes and feeding back to improving them once they were running. The PC fully agreed.
 - b) Email regarding the availability of East Cambridgeshire Community Fund grants. Noted.
 - c) Email from Swaffham Prior School regarding low pupil numbers in reception. Noted. SG and RL have reached out to the school to see how the PC could offer support but have had no response as yet.
 - d) Email from Cambridgeshire County Council regarding Public Rights of Way hierarchy – to be discussed in July
 - e) Email from Long Barrow Solar Farm regarding a new solar project – to be discussed in July.
- Action: Clerk to forward to the Swaffham Crier to raise parish awareness.

43/25-26 Consideration of planning applications received.

- a) 25/00541/FUL The creation of a two-storey side extension and a single storey rear extension to the house, including the demolition of the existing outbuilding and construction of a garage. 2 Fairview Grove, Swaffham Prior, Cambridge, CB25 0LB.

DG proposed that the PC respond, not objecting but raising the following concerns; the large size of the proposed extension in proportion to the original house, the safety and access for construction workers and traffic due to lack of parking off the B1102, that the garage building is allowed only on the basis that it is a garage so that potential future conversions to (e.g.) more dwelling space requires further planning permission. Seconded SKP, passed unanimously.

44/25-26 Accounts for payment including:

- a) Clerk's salary and taxes

£420.00

Total

£420.00

Direct debit:

Vodafone £39.22

An invoice from the Village Hall for the May rent (£20.00) was also noted.

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

SKP proposed a transfer of £500 from the business to the current account; seconded PH, passed unanimously.

45/25-26 To agree the 2025-6 budget

SKP explained the proposed changes to the budget. DG noted that separate income and outgoings would enable more accurate budgeting, as would noting whether cost included VAT that the PC could then claim back.

SKP proposed that the following alterations be made to the 2025/6 budget:

Budget	Increase by	Decrease by
Clerk's salary	£1000	-
Clerk's expenses		£250
Computer/internet/phone	£400	-
Village Hall		£100
Bank charges		£50
Grass cutting	£2000	
Cemetery	£50	
Street lighting	£300	
Data protection act	£15	
General maintenance		£250

Seconded PH, passed unanimously.

46/25-26 To agree a grant to the Scouts (carried over from May)

SKP noted that if the PC paid for the repairs to the French drain in full, it would be able to reclaim VAT, whereas if only part of the amount was given, no-one could reclaim VAT. SKP also noted that as a one off special project, the funds would come out of the PC's reserves, which were more than adequate.

SKP proposed that the PC pay the full amount of £1550.00; seconded RL, passed unanimously.

Action: Clerk to write to the Scouts to inform them.

47/25-26 To allow the storage of a decorative arch for St Mary's in the sexton's shed.

SKP proposed that as long as the arch can fit in the shed, the PC allow it to be stored there and provide a key to the church warden; seconded KM, passed unanimously.

48/25-26 To agree a quote for the survey of the cemetery trees

After discussing the ETS quote for the tree survey, the PC decided to obtain 2 more quotes for comparison.

Action: Clerk to obtain quotes, to be discussed at the July meeting.

49/25-26 To note the cancellation of the Annual Village Assembly and consider arrangements for the meeting in 2026.

The cancellation of the 2025 Assembly due to unavailability of the hall on the chosen date was noted; additionally that the period in which the assembly must be held was now past (1st March -1st June inclusive) and that therefore the assembly would not take place this year.

It was agreed that biscuits, tea and coffee will be provided by the PC for the 2026 Assembly.

Action: Clerk to book the Village Hall for the Annual Village Assembly 2026 in the last week of May (as available).

50/25-26 To agree the purchase of a new PC laptop

The Clerk noted that the current PC laptop had insufficient memory for the tasks required and was tending to crash regularly. A quote for a replacement and transfer of all data had been obtained from World of Computers for £384.00 (excluding VAT)

SKP proposed that the PC accept the World of Computers' quote; seconded PH, passed unanimously.

SKP proposed a transfer of £500 to the HyperJar cashcard to enable payment for the laptop and data transfer; seconded RL, passed unanimously.

51/25-26 To agree a quote for repairs to the cast-iron ended bench in the cemetery.

The quote from Jon Taw for repairs to the bench was rejected as too expensive.

The clerk noted that the insurers were happy for the bench to be repaired by volunteers as long as the clerk carried out a risk assessment and the repair work used materials of a suitable quality.

Action: Clerk to contact those who expressed an interest on Facebook to see what costs would be involved.

Action: Clerk to check if the bench was originally from the station.

52/25-26 Report on Heating Scheme

DG reported.

The marketing employee of the heating scheme now submits much information to the Crier.

Equaans have issued an updated noise survey, a report has gone to planning and an response from CCC is now being awaited. The owner of the affected property is known to be unhappy still.

The landscaping has been started.

53/25-26 Clerk's Report

Contacted Stocks Farm regarding the overgrown hedge– no reply

Contacted community payback team regarding potential tasks– no response yet

Approval of minutes in the Annual meeting – is what it says in the Standing Orders

54/25-26 Parish Councillors' Reports

- a) SKP. Gigaclear are installing ducting for Fibre on Tothill and Greenhead Roads, in the pavements.
- b) DG. Gigaclear will be using existing infrastructure where they can and install new ducting where needed. At present there is still no intention to include the High Street, but they may put in capability to cover it at a later date. Once ducting is in, they will be looking for take up in the areas covered.

- c) JC. Road resurfacing has taken place at Commissioner's Fen. The trees on the Village Hall driveway and by the derestricted signs to Burwell are overgrown.
Action: Clerk to ask ECDC Tree Officer if the driveway trees can be cut back. The overgrowth by the derestricted signs can be reported to Highways.

The meeting concluded at 8.48pm

Unapproved