

**Minutes of the meeting of the Swaffham Prior Parish Council held on Thursday 8th
January 2026 at 7.30pm in Swaffham Prior Village Hall.**

Present: Cllr John Covill (JC) (Chair), Cllr Sandra Gynn (SG), Cllr Steve Kent-Phillips (SKP), Cllr Ruth Lambert (RL) and Cllr Paul Latchford (PL).

In attendance: Jude Griffiths (Clerk).
3 members of the public.

160/25-26 To receive apologies for absence and to approve reasons for absence where appropriate.

Apologies were received from Cllrs Alan Durrant, David Greenfield, Peter Hart and Kate Muscroft.

161/25-26 Members' declaration of interest for items on the agenda and requests for dispensations

None.

162/25-26 Public participation for items on the agenda

None.

163/25-26 Reports

a) Cambridgeshire County Council – no report received, no representative attended.

b) East Cambs District Council – Cllr Cane attended and gave a verbal report.

- ECDC have set aside funding for Neighbourhood Plans – up to £5000 a parish.
- ECDC has published its annual Authority Monitoring Report and Housing Land Supply Statement. The Monitoring Report reports 635 net housing completions took place in 2024/25, mostly in Ely, Soham and Littleport and none in Swaffham Prior. The council has a 6.1 year land supply, above the five-year minimum requirement.
- ECDC have launched a campaign for the proper disposal of batteries as they can cause fires when thrown away with ordinary rubbish.
- The Planning Committee, Audit Committee, Operational Services Committee and Finance and Assets Committee all meet in January 2026.

The Chair invited questions. PL asked if there were long term plans available for Burwell around the electricity substation. Cllr Cane said there are none publicly available.

164/25-26 Approve the minutes of the Parish Council meeting of 11th December 2025
SKP proposed that the minutes are accepted as a true and accurate record of the meeting; seconded SG, passed with 2 abstentions.

165/25-26 Matters arising from previous minutes (for information only)

153/25-26d) Cllr John Trapp had emailed to clarify his view on the Greenway and Swaffham Prior PCs view of it. PL noted that he had responded fully to the GCP regarding safety concerns on previous occasions.

159/25-26d) JC noted that 2 of the 11 potholes reported had been repaired.

166/25-26 Correspondence for consideration/circulation.

a) Email from ECDC confirming the pub as an Asset of Community Value. SKP noted that reapplication will start in 3 years.

b) Email reminder from CCC of 16th January deadline for LHI applications for 2026/27.
Noted.

- c) Email asking for residents' response to survey on police funding – deadline 11th January. Noted.
- d) Letter from Kingsway Solar regarding a targeted consultation. SKP noted that there were no further details of the path taken by the cables across Swaffham Prior parish.

167/25-26 Consideration of planning applications received.

- a) 25/01298/FUL Convert current train carriage into 1 short term holiday let, extend with a single story extension to provide additional floor space. The Smock Mill Tower, Mill Hill, Swaffham Prior, CB25 0JZ.

SKP proposed the PC ask that the ECDC Conservation Officer examine the effects of the single storey extension on the curtilage of the listed building; seconded SG, passed unanimously.

168/25-26 Accounts for payment including:

a) Clerk's salary and taxes	£560.00
Total	£560.00

Carefurbish (installing new light in defibrillator box) £188.96

Direct debit:

Vodaphone (PC mobile, December) £ 39.22

Wave (water bill) £ 83.88

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

SKP proposed a transfer of £1000.00 from the business to the current account; seconded SG, passed unanimously.

169/25-26 To agree the appointment of the Internal Auditor.

SKP proposed that Simon Seabrook be appointed Internal Auditor for Swaffham Prior Parish Council for 2025-26; seconded SG, passed unanimously.

170/25-26 Clerk's Report

- a) Bus shelter. The clerk noted that the PC had the power to put in a bus stop, even in a conservation area (permitted development under the Town and Country (General Permitted Development) Order 2015 (as amended), Part 12 (Development by local authorities), Class A (The erection or construction by or on behalf of a local authority of (b) passenger shelters)). As yet information about the number of people using that stop hasn't been made available.
- b) The clerk and RL have walked around Swaffham Prior noting where vegetation from gardens is overgrowing paths and have noted 17 properties to write to regarding this. It was agreed to wait until after RL's letter to the Crier had been published and to give people time to respond.

171/25-26 Parish Councillors' Reports

- a) SG noted that play equipment had been left out overnight in the school playground on further occasions and the shed where they are kept left open.
- b) PL noted that the last bus to Cambridge has been consistently early in leaving.
Action: PL to report to A-B1102 Group.

Business concluded and the meeting ended at 8pm.