

**Minutes of the meeting of the Swaffham Prior Parish Council held on Thursday 12th
February 2026 at 7.30pm in Swaffham Prior Village Hall.**

Present: Cllr John Covill (JC) (Chair), Cllr Alan Durrant (AD), Cllr Sandra Gynn (SG), Cllr Peter Hart (PH), Cllr Steve Kent-Phillips (SKP), Cllr Paul Latchford (PL) and Cllr Kate Muscroft (KM).

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

172/25-26 To receive apologies for absence and to approve reasons for absence where appropriate.

Apologies were received from Cllrs David Greenfield and Ruth Lambert.

173/25-26 Members' declaration of interest for items on the agenda and requests for dispensations

None.

174/25-26 Public participation for items on the agenda

None.

175/25-26 Reports

- a) Cambridgeshire County Council. Cllr Yannifer Malinowski sent her apologies and circulated a report by email.
- b) East Cambs District Council. Cllrs Trapp and Cane sent their apologies. A report was circulated by email.

176/24-25 Approve the minutes of the Parish Council meeting of 8th January 2026.

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

177/25-26 Matters arising from previous minutes (for information only)

None.

178/25-26 Correspondence for consideration/circulation.

- a) Emails regarding the poor state of Heath Road, Swaffham Prior, from residents to Cambridge County Council. Noted.
- b) Email from Kingsway PC Alliance regarding Richard Buxton Solicitors (see item 183/25-26. Noted.
- c) Email request for litter-picking equipment (see item 182/25-26). Noted.
- d) Email from ECDC regarding consultation on vehicle-related anti-social behaviour (closes 16th Feb 2026). Noted.

179/25-26 Consideration of planning applications received.

Approved:

- a) 25/01307/TRE T1 Reduce height by 1m, reduce canopy to east and west side by 1.5m, reduce remainder of canopy by 1m, raise crown on 2 sides to 2.5-3m from ground level. Westview, 37 High Street, Swaffham Prior, Cambridge, CB25 0LD. Noted.

- b) 25/01297/FUL External works to house, including new porch, rebuilding existing dormer, infilling doorway with new window, new chimney pot with flues, underpinning corner of the building and re-roofing existing kitchen/dining area roof (retaining existing rafters within new). Baldwin Manor, 80 High Street, Swaffham Prior, Cambridge, CB25 0LD. Noted.
- c) 25/01248/LBC Works to carry out internal and external repairs and refurbishment. Baldwin Manor, 80 High Street, Swaffham Prior, Cambridge CB25 0LD. Noted.

180/25-26 Accounts for payment including:

a) Clerk's salary and taxes	£468.80
b) Refund to clerk for supplies to repair tap box	£29.90
c) Village hall (December rent)	£20.00
Total	£518.70

Payments made:

ETS (underpaid previously) £ 9.00

Direct debit:

Vodafone (PC mobile, January) £ 39.22

nPower (electricity bill) £ 429.38

HyperJar Cash Card:

Screwfix (paint for marking grave plots) £ 7.19

Income:

Swaffham Prior Parochial Charities (grass cutting part 2) £ 84.80

Grant of Exclusive Right of Burial £225.00

SKP noted that a VAT reclaim for £1019.04 had been completed.

An additional bill for the January rent of the village hall (£20.00) was noted.

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

SKP proposed that a transfer of £750.00 be made from the business to the current account; seconded KM, passed unanimously.

181/25-26 To hear from Nick Acklam and Dr Steve Boreham about the catchment plan produced by the Lower Cams and Lodes Catchment Group and its relevance to Swaffham Prior.

Nick Acklam and Dr Steve Boreham reported on a catchment plan to improve water quality, biodiversity, bank vegetation etc in and around the Reach Lode. The plan involved data gathering through volunteer water-testing, establishing a baseline for the lode throughout the year and understanding of how the water system works. They asked that Swaffham Prior Parish Council write a letter of support for the plan. The discussion covered potential and actual sources of pollution.

Action: to be discuss providing a letter of support for the catchment plan as an item agenda at the next PC meeting (March 2026).

182/25-26 To adjust allocations of funds in the budget for 2026/7
SKP reported. SKP had completed the Q3, which showed that there was £1800 of the current budget left, which should adequately cover payments to the years end. After discussion, **SKP proposed** that the budget be adjusted by increasing both the Clerk's expenses and the Insurance by £100 each, to cover increased costs; seconded SG, passed unanimously.

183/25-26 To agree the purchase of equipment for the litter pickers.
PH proposed that the PC purchase the equipment requested for the use of the litter pickers, seconded KM, passed unanimously. The PC thanked Janet Wilmott for all her work with this task.

184/25-26 To discuss, approve and sign a letter confirming the agreement between the members of the Parish Council Alliance and Richard Buxton Solicitors regarding representations to oppose the Kingsway Solar DCO
After discussion, **SKP proposed** that the PC sign the letter agreeing to Richard Buxton Solicitors representing them and the other members of the Parish Council Alliance, but that Swaffham Prior Parish Council would not make financial commitments towards legal fees incurred; seconded SG, passed unanimously.

185/25-26 To nominate a councillor to respond on behalf of the PC to the consultation on the new National Planning Policy Framework.

SKP proposed that Cllr David Greenfield respond to the consultation on behalf of the PC; seconded PL, passed unanimously.

186/25-26 Clerk's Report

Nothing to report.

187/25-26 Parish Councillors' Reports

a) SG. Parking on the High Street had been causing much difficulty for the buses, with some unable to get through at times, and a near-accident was caused by a car pulling round parked vehicles into oncoming traffic. Additionally, parking in the disabled bays of the village hall carpark had prevented their proper use.

Action: Clerk to write to the leader of Slimming World asking that she remind her attendees to park considerately on the High Street with a mind to buses, lorries and large farm machinery getting past and also to only use the disabled bays for parking when unloading/loading equipment at the beginning and end of their sessions.

b) JC. Potholes on Station Road have been marked out for repair twice but not yet repaired, despite the report being removed from the map in the New Year, before JC reported them again. The repairs are due to be completed within 12 weeks.

Business concluded and the meeting closed at 8.30pm

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