

**Minutes of the Parish Council meeting of the Swaffham Prior Parish Council held on
Thursday 14th May 2026 at 7.32pm in Swaffham Prior Village Hall.**

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

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

18/26-27 To receive apologies for absence and to approve reasons for absence where appropriate.

Apologies were received from Cllrs Durrant and Gynn.

19/26-27 Members' declaration of interest for items on the agenda and requests for dispensations

KM declared a pecuniary interest in Agenda Item 24/26-27a).

20/26-27 Public participation for items on the agenda
A member of the public requested more details recorded in minutes to make clear why decisions were made and what ongoing issues referred to.

21/26-27 Reports

a) Cambridge County Council. Cllr Yannifer Malinowski attended and gave a verbal report:

- Cllr Malinowski had been busy with reported potholes backlog. Progress is being made, extra crews hired and more funding put into dealing with the issue. Cllr Malinowski urged people to continue reporting potholes and to contact her to chase repairs.
- Cllr Malinowski has been re-elected vice-chair of the Fire Authority Scrutiny committee, Armed Forces Covenant representative and had been involved in several motions of support brought before CCC.

The Chair invited questions.

PL noted that the yellow lines on the High Street were still incomplete – Cllr Malinowski to chase.

b) East Cambridgeshire District Council. Cllr John Trapp attended.

Committees and council meetings start next week. There is a new majority grouping of Conservatives plus one independent of 15 members to 13 Lib Dems and independent.

The Chair invited questions.

PL asked if black bin bags could be put in the new black bins. Cllr Trapp said yes.

Cllr Trapp asked to be told if new bins had not been received by 2nd June.

22/26-27 Matters arising from previous minutes (for information only)

DG noted the need for minutes to be clear as a stand-alone record of meetings and the importance of including enough information to make this so.

23/26-27 Correspondence for consideration/circulation.

No correspondence needed consideration or circulation.

KM left the meeting at 7.50pm

24/26-27 Consideration of planning applications received.

- a) 26/00379/FUL Solar PV system to be installed to the south east roof pitch of detached garage. Goodwin Manor Farm, 1 Station Road, Swaffham Prior, CB25 0LG
DG proposed that the PC support the application; seconded SKP, passed unanimously.

KM returned to the meeting 7.51pm.

- b) 26/00433/LBC Insertion of inspection hatch into first floor ceiling (retrospective). Lavender Cottage, 62 High Street, Swaffham Prior CB25 0LD.
 No objections were raised to this application.

Approved:

- c) 26/00395/TRE T1 Hawthorn – Reduce to 2m from ground to maintain within hedgerow. 2 Lower End, Swaffham Prior, CB25 OHT.
 Noted.

25/26-27 Accounts for payment including:

a) Clerk's salary and taxes	£602.40
b) Refund to Treasurer for new ledger	£32.30
c) Playsafe Ltd (annual playground report)	£114.00
d) Nuture Landscaping Ltd grass cutting 1	£1096.50
e) Nurture Landscaping Ltd grass cutting 2	£1096.50
f) Village Hall rent (April)	£20.00
Total	<u>£2961.70</u>

Payments made:

Allotment rent refund	£25.00
Vodafone (PC mobile, April) (Direct debit)	£ 42.08

Income:

Allotment rents	£ 212.50
Precept 1 of 2	£9500.00

The Clerk noted an additional £25 of income from allotment rents.

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

SKP proposed a transfer of £3500.00 from the Business to the current account; seconded DG, passed unanimously.

SKP noted that the current account had gone overdrawn for 3 days due to an unexpected cost.

SKP noted that the Manchester Building Society is closing the contingency funds account on 7th July 2026 and that consequently a form needed to be completed nominating the Barclays savings account for deposition of the funds while a new account was set up. SKP recommended that a new account (specifically for Parish Councils) be set up with the Cambridge Building Society – to be proposed at the June meeting.

26/26-27 To accept a report from the Treasurer on the 2025-6 accounts

SKP reported on the 2026-7 accounts. The PC had made a loss of £33.87 overall, mainly due to the unpredictability of the income from the cemetery.

DG proposed that the PC accept the Treasurer's report; seconded KM, passed unanimously. The PC thanked the Treasurer for all his work.

27/26-27 To accept and action the Internal Auditor's report for 2025-26
The Internal Auditor's report recommended that the insurance value of the Village Hall be reviewed.

Action: KM to obtain the insurance value of the village hall used by the village hall committee.

SKP proposed that the PC accept and action the Internal Auditor's report; seconded PH, passed unanimously.

28/26-27 To approve the Annual Governance Statements for 2025-26

SKP proposed that the PC approve the Annual Governance Statements for 2025-26; seconded PH, passed unanimously.

29/26-27 To approve the Annual Accounting statements for 2025-26

SKP proposed that the PC approve the Annual Accounting Statement for 2025-26; seconded PL, passed unanimously.

30/26-27 To approve the Certificate of Exemption for 2025-26

SKP proposed that the PC approve the Certificate of Exemption for 2025-26; seconded KM, passed unanimously.

31/26-27 To sign and issue the Notice of Public Rights to Inspection of Accounts for 2025-26.

The Clerk signed the Notice of Public Rights to the Inspection of Accounts for 2025-26.

Action: Clerk to add the Notice to the noticeboard.

32/26-27 To review and agree the cemetery costs.

SKP proposed that the cemetery costs remain at their current levels; seconded PL, passed unanimously.

33/26-27 To review and agree the allotment rents for 2027-2028

PL proposed that the allotment annual rent rise to £30 for a full plot and £15 for a half plot for the 2027-28 rental year; seconded SKP, passed unanimously.

34/26-27 To approve a quote for work on an ash tree and a cypress in the cemetery by Eastern Tree Surgery.

SKP proposed that the quote for tree work in the cemetery by ETS be approved; seconded DG, passed unanimously.

35/26-27 To accept a quote for street light maintenance from Balfour Beatty.

SKP proposed that the PC accept the quote for street light maintenance from Balfour Beatty; seconded PH, passed unanimously.

Action: Clerk to check the number of street lights under this contract.

36/26-27 To discuss levelling the ground surface between grave plots in the cemetery.

After discussion of options, **SKP proposed** that a sign warning of uneven ground be added to the cemetery noticeboard; seconded PH, passed unanimously.

37/26-27 To receive and note the Annual Playground inspection results.

The Annual Playground inspection was received and the following 2 items noted:

- 1) Clerk to explore a stop to erase the finger trap on the gate.
- 2) Clerk to organise repairs of the collapsing fence.

38/26-27 To discuss repairing/replacing the surfacing in the playground under the slide and swings.

After discussion, it was decided to monitor the surfacing carefully for further wear.

39/26-27 To consider a parishioner's request that Green Head Road become a 20mph zone

The PC had sympathy with the parishioner's concerns but felt that a 20mph zone was unlikely to address the core concerns effectively.

40/26-27 Clerk's Report

Mainly been reviewing policies and arranging the Annual Village Assembly – all groups invited, most have responded and are either attending or sending a report. I am aiming to put up posters in the village after this meeting, but don't want it confused with the Village Feast. The Clerk suggested that the Annual Village Assembly take place earlier in 2027 to avoid the Annual Parish Council meeting, May PC meeting and Village Feast that all take place in May.

41/26-27 Parish Councillors' Reports

- a) JC had met with Reach Parish Council and George Hayes of the Traveller Liaison Office regarding unauthorised traveller encampments. Mr Hayes asked that he be informed of unauthorised encampments promptly and said that the use of bundts is being considered to make droveways less accessible. Additionally, some verges at problem fly-tipping places may be ploughed up to make it harder to stop vehicles there. Little Fen/Old Bar Drove encampment will be moved on soon and the National Trust are looking at ways to make it less accessible after complaints of untethered, aggressive dogs.
- b) PH asked if it was known what the Heating Scheme intend for the borehole field.
Action: DG to investigate and report back.
- c) JC noted with regret the death of former District Councillor, Allan Alderson.

Business concluded and the meeting closed at 8.35pm.