

**Minutes of the Parish Council meeting of the Swaffham Prior Parish Council held on
Thursday 13th August 2026 at 7.30pm in Swaffham Prior Village Hall.**

Present: Cllr John Covill (JC) (Chair), Cllr Alan Durrant (AD), Cllr David Greenfield (DG), 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).
Cllr Charlotte Cane (ECDC) (MP)
3 members of the public.

75/26-27 To receive apologies for absence and to approve reasons for absence where appropriate.

Apologies were received from Cllr Ruth Lambert.

76/26-27 Members' declaration of interest for items on the agenda and requests for dispensations.

PL declared a pecuniary interest in item 82/26-27 a).

77/26-27 Public participation for items on the agenda

Representatives of the Upware Residents Association described the situation regarding the need for repairs to the road in the Swaffham Prior parish at the edge of Upware.

78/26-27 To agree the minutes of the Parish Council meeting of 9th July as a true record.

SKP proposed that the minutes of the PC meeting of 9th July were a true record of the meeting; seconded KM, passed with 1 abstention. The Chair signed the minutes.

79/26-27 Reports

a) Cambridgeshire County Council. No report was sent and no representative attended.

b) East Cambridgeshire District Council. A report was circulated by email before the meeting and Cllr Charlotte Cane attended.

- The ECDC Action Plan has been updated.
- A commitment to continue collaboration with housing providers was made, aiming to increase East Cambs' social housing capacity.
- A delay to Local Government Reorganisation has been announced; both ECDC and the MP have expressed their frustration with the delay.
- The Corporate Plan for ECDC mentions facilitation of an amphitheatre – no further details are available at present.
- The new bin system seems to have settled in, although there have been some complaints of increased rubbish spilt on collection.

The Chair invited questions.

PL asked if there had been notification of new dispersal arrangements of migrants to East Cambs. Cllr Cane said there was no official notification and that she thought high property prices locally would make it unlikely.

80/26-27 Matters arising from previous minutes (for information only)

65/26-27 DG reported that weed killer had been sprayed on the cemetery path 17th July 2026.

67/26-27 The steps to allotment road gate have been cleared off completely by AD. The gate is hanging at an angle but is useable.

65/26-27 The Parochial Charities' first invoice for grass cutting of Town Close has been sent.

65/26-27 The allotment tenants have been reminded not to leave hosepipes on overnight.

72/26-27 Cooper's Green trees have been trimmed.

73/26-27 The Clerk requested a quote to paint the Pound and Keep from Elston Decorators and will chase a reply. The Clerk will also look for alternatives.

74/26/27a) The Clerk accepted the member of the public's offer for work around car park edge on behalf of the PC.

74/26-27c) The Clerk needed the details of complainant for bins in order to pass on to ECDC. PL noted that the issue was now resolved.

74/26-27d) The Clerk looked into the issue of hogweed growing in the village. It is not an issue for the PC unless it is growing in areas under the PC's responsibility and the PC is ordered (i.e. by the Environment Agency, ECDC or CCC) to remove it.

81/26-27 Correspondence for consideration/circulation.

a) Email regarding consultation on the proposed Greater Cambridge Local Plan.

DG argued that the PC should respond to this consultation while it may affect Swaffham Prior after Local Government reorganisation. Cllr Cane encouraged responses from both the PC and individuals.

Action: DG to respond to the consultation on behalf of the PC

Action: Clerk to add a link to the consultation on the village Facebook page.

b) Email requesting Parish Council support for adoption of the 'Flag of the Fens'. Noted.

c) Email regarding Temporary Traffic Regulation Order for the High Street between 21st and 29th September 2026. Noted. It was observed that the TTRO lacks basic information such as what it is for, is the High Street closed fully or partly and who is the applicant.

Action: Clerk to email requesting more information.

d) Email regarding Cambridgeshire and Peterborough Minerals and Waste Local Plan Review - Scoping Consultation & Call for Sites. Noted.

e) Email from Cambridgeshire County Council regarding the delayed Local Government Reorganisation. Noted.

8.13pm PL left the meeting.

82/26-27 Consideration of planning applications received.

a) [26/00801/FUL](#) and [26/00802/LBC](#) Erection of an outbuilding. Church View, 54 High Street, Swaffham Prior, CB25 0LD.

DG proposed that the PC support this application; seconded SKP, passed unanimously.

8.18pm PL rejoined the meeting.

83/26-27 Accounts for payment including:

a) Clerk's salary and taxes	£599.60.
b) Village Hall (July meeting)	£20.00
c) Nurture Landscapes Ltd (384682)	£1096.50
d) Eastern Tree Surgery (Coopers Green trees)	£300.00
e) Shaw and Son Ltd (Cemetery grants book)	£153.60
Total	<u>£2149.70</u>

Payments made:

Direct debit

Vodafone (July) £49.50

Income:

VAT reclaim	£971.80
Grant of exclusive right of Burial	£225.00

DG noted a typo on the agenda of £1906.50 instead of the correct £1096.50 for the Nurture Landscaping Ltd payment.

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

SKP proposed that £3000.00 be transferred from the Business account to the current account; seconded PH, passed unanimously.

84/26-27 To approve a cheque of £1000.00 for the opening of the Cambridge Building Society account.

SKP proposed that a cheque for £1000.00 to Cambridge Building Society be authorised for the opening of an account for the PC reserves; seconded AG, passed unanimously.

Action: Clerk to organise cheque.

85/26-27 To increase the asset register insurance value for the Pound and Keep
The Clerk reported that the insurers would not increase the insurance premium if the value of the Pound and Keep was increased from £10,000 to £50,000 for insurance purposes, as recommended by the recent survey.

SKP proposed that the asset register insurance value for the Pound and Keep be increased from £10,000 to £50,000; seconded SG, passed unanimously.

86/26-27 To increase the insurance cover for the Pound and Keep

SKP proposed that the insurance cover for the Pound and Keep be increased from £10,000 to £50,000, as discussed above; seconded DG, passed unanimously.

Action: Clerk to confirm increase with insurers.

87/26-27 To consider options for inclusive play equipment at the playground.

The Clerk reported that a Facebook question to the village had shown an interest in inclusive equipment and particularly in equipment for younger, pre-school age children. The Clerk and Charlotte Greeno intend to produce a list of wanted play equipment in order of preference and then arrange a meeting with Elevate Play at the playground to see how many of them could be fitted into the area, then return this to the PC for discussion.

88/26-27 To approve weed killing the village hall car park.

Action: DG to obtain quote from Nurture Landscaping for spraying the Village Hall Carpark with weed killer.

89/26-27 To hear from the Upware Residents Association regarding road repairs.

The Upware Resident Association members described repairs needed to Swaffham Road, Upware and their desire to know what repairs would take place and when. After discussion, Charlotte Cane (MP) offered to put the URA in touch with Cllr Yannifer Malinowski, their own CCC councillor, and Alex Beckett, Chair of Highways.

DG suggested the Upware Parish Council seek further information on the type and timing of repairs from Highways as well.

SKP advised undertaking a traffic count to provide data regarding the type and number of vehicles using the road.

90/26-27 To discuss options for the Community Payback team in the village.

The PC discussed asking the Community Payback team to cut back vegetation on the footpath from Cooper's Lane to Cage Hill and from Cage Hill to the Beeches. The Clerk reported that they would be unable to take away the resulting rubbish. To be returned to at the September meeting.

Action: Clerk to ask if Eastern Tree Surgery and Snakehall Farm if they would be able to dispose of the rubbish.

91/26-27 To agree repairs/replacements to the allotment roadside gate.

After discussion, it was agreed that the gate is usable at present.

92/26-27 Clerk's Report

- A new Grant book has been purchased for the cemetery, 1 transfer of Grant ownership has been completed and 1 purchase of a Grant of Exclusive Right of Burial.
- Information gathering for the asset register is ongoing. The minute book for April 2000 – December 2009 is currently missing and the Clerk is trying to track it down.
- The Clerk would like to look into subscribing to Parish Online to make use of it's mapping system e.g. for recording the position of PC assets such as bins, benches, verges etc. DG asked for the councillors to be given access as well to see what it involved.
- An issue was reported with the big swings in the playground. The Clerk found one of the seats was cracked but is not presently an issue.

Action: Clerk to monitor.

93/26-27 Parish Councillors' Reports.

- PH reported that a yew hedge on the High Street was overgrowing the pavement.
Action: Clerk to write to the owner.
- DG reported that the speed restriction sign coming into the village from Burwell is obscured by the hedge.
Action: Clerk to report to Highways.
- AD reported that the cemetery is still lacking a black bin. Cllr Cane volunteered to chase this up.
- PL reported that the double yellow lines outside Anglesey House are still missing.
- PL requested a review of rewilding projects in connection with concerns of an increase in the tic population.

Business concluded and the meeting closed at 8.47pm.