

**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 Peter Hart (PH), Cllr Steve Kent-Phillips (SKP), Cllr Ruth Lambert (RL) and Cllr Kate Muscroft (KM).

In attendance: Jude Griffiths (Clerk).
Cllr Charlotte Cane (ECDC) (MP)
3 members of the public.

94/26-27 To receive apologies for absence and to approve reasons for absence where appropriate.

Apologies were received from Cllrs Greenfield and Gynn.

95/26-27 Members' declaration of interest for items on the agenda and requests for dispensations

None.

96/26-27 Public participation for items on the agenda
A member of the public pointed out several typos in the August minutes.
A member of the public asked where Cooper's Lane is – SKP explained.

97/26-27 To agree and sign the minutes of the Parish Council meeting of 13th August as a true record.

SKP proposed that with the typos corrected, the minutes be agreed and signed as a true record of the meeting; seconded PH, passed with 1 abstention.

98/26-27 Reports

- a) Cambridgeshire County Council. Cllr Yannifer Malinowski sent her apologies and a written report, which covered the renewal of the Swaffham Prior Heat Network Scheme contract after a meeting with the Environment and Green Investment Committee. Future meetings are planned to look at improvements to the scheme.
- b) East Cambridgeshire District Council. Cllr John Trapp attended but had nothing to report.
The Chair invited questions.
SKP asked what land ECDC own in Swaffham Prior? Cllr Trapp to follow up.
PH asked for a contact for County Farms regarding the state of the footpath from Pulpit Corner to the Dyke. Cllr Trapp said this is a County matter.
Action: Clerk to email details to Cllrs Trapp and Malinowski.
JC asked what effect the pausing of the Local Government Reorganisation will have on the District Council? Cllr Trapp said the local elections will go ahead in May 2028 for both District and Parish Councils.

99/26-27 Matters arising from previous minutes (for information only)

81/26-27c) TTRO for High Street. The attached order gave the details required; the road was shut to all vehicles apart from access and the closure was to facilitate water main connections and associated works carried out on or near the highway.

84/26-27 The cheque for Cambridge Building Society had been signed, sent and banked. The account is now ready to receive funds.

85 and 86/26-27. The value of the Keep has been raised to £50,000.00 on the asset register and for insurance.

87/26-27 No progress has been made on the inclusive play equipment.

99/26-27 Cllr Greenfield reported by email. The Nurture Landscaping contract manager had visited the car park and recommended a machine cut/trim followed by a weed spray. This is to be done at no additional charge, hopefully by late September/early October.

100/26-27 Correspondence for consideration/circulation.

- a) Emails regarding the closure and repair of Swaffham Road, Upware. Noted.
- b) Emails from Cllr Jonny Edge (CCC) regarding a joint letter from Parish Councils supporting Option A in Local Government Reorganisation. Noted.
- c) Email regarding Mayor Question Time on 17th September at Ely City Football club, starting at 5.30pm. Noted.
- d) Email regarding the PCs response to a planning application for The Smock Tower Mill.
Action: Clerk to reply noting that opinions expressed in the Crier are not the official views of the Parish Council.
- e) Emails regarding the disabled parking spaces in the village car park.
Action: KM to suggest to the Village Hall committee update the rental agreement to state that the disabled parking places are for blue badge holders only.
Action: Clerk to order 2 new parking space signs stating 'For blue badge holders only'

101/26-27 Consideration of planning applications

Approved:

- a) 26/00634/FUL Render the front (south-east facing) elevation and part of both the left-hand (south-west facing) and right-hand (north-east facing) side elevations of the property. 28 High Street Swaffham Prior Cambridge CB25 0LD
Noted.

102/26-27 Accounts for payment including:

a) Clerk's salary and taxes	£594.00.
b) Village Hall (meeting)	£20.00
c) Nurture Landscapes Ltd (385862)	£1096.50
Total	<u>£1710.50</u>

Payments made:

NEST	£5.60
Lebara (cash card)	£1.69

Income:

Parochial Charities (grass cutting)	£484.20
M Goddard (water contribution)	£ 20.00

The Clerk noted an underpayment of 30p to be added to the Nurture Landscaping Ltd payment.

The Clerk noted that the invoice for the Village Hall rent had not arrived so the payment was left until next month.

SKP proposed that the accounts be paid in full with the two adjustments; seconded PH, passed unanimously.

SKP proposed a transfer of £1500.00 from the savings to the current account; seconded PH, passed unanimously.

103/26-27 To consider and accept a quote for Parish Council insurance.

Despite requesting three quotes for Parish Council insurance, the Clerk had only received one in time for the meeting.

SKP proposed that the Council accept the quote received from Clear Council for insurance, as renewal was needed for 1st October, before the next meeting date; seconded PH, passed unanimously.

104/26-27 To follow up on asking the community payback team to clear overgrowth from footpaths.

The Clerk had asked Eastern Tree Surgery and Snakehall Farm if they could clear away any cut back material. Snakehall Farm could not, and ETS couldn't quote a price without knowing how much material there was to dispose of. The Clerk had requested an estimate of price per m2 and was waiting for a response.

The item to be carried over to the October meeting.

105/26-27 To consider responding to the Cambridge Rights of Way Improvement Plan consultation.

RL volunteered to complete the Rights of Way Improvement Plan questionnaire on behalf of the Parish Council.

106/26-27 To receive a report on the memorials check of 20th August.

A report was circulated by email and read out by the Clerk. Seven grave markers had had visual and physical inspections, one was found to be stable, five had some movement but not enough to cause concern and one had been found unstable and laid down. None of the grave markers inspected had current contact details.

Another grave plot was noted where the concrete infill of the curb had broken up to reveal a void underneath. No current contact details were available for this plot and the grant owner is deceased.

107/26-27 Clerk's Report

- The first payment for grass cutting from the Parochial Charities has been received and banked.
- Alternative quotes for repainting the Pound and Keep have not been sought yet – SKP reported asking Elston Decorators to quote for this and sprucing up the phone box.
- The overgrown village and speed sign have been reported to Highways.
- The letter regarding the overgrown yew hedge is yet to be sent.
- Cllr Cane (ECDC) has enquired about the cemetery black bin provision but there has been no answer at present.
- The Clerk had looked into Parish Online Mapping System and found it to be potentially useful. The PC felt that an £80 yearly subscription was too expensive for the amount of use it would be.

108/26-27 Parish Councillors' Reports

SKP reported that the Cambridge Building Society account for the reserve funds is now open and asked that the signatories check that they have access.

Action: JC to transfer the remaining agreed £32,000.00 (July 2026, item 66/26-27) from the savings account to the CBS account.

Business concluded and the meeting closed at 8.09pm

Unapproved