

Minutes of the Annual Parish Council meeting of the Swaffham Prior Parish Council held on Thursday 14th May 2026 at 7.02pm 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).
2 members of the public.

1/26-27 Election of Chair

Cllr John Covill was elected Chair of the Council; **proposed** SKP, seconded PL, passed unanimously.

2/26-27 Signature of declaration of acceptance of position of Chair

Completed.

3/26-27 Apologies for absence

Apologies for absence were received from Cllrs Sandra Gynn and Alan Durrant.

4/26-27 Election of Vice-Chair

Cllr David Greenfield was elected Vice Chair; **proposed** SKP, seconded PL, passed unanimously.

5/26-27 Approve the minutes of the Parish Council meeting of 9th April 2026

‘Reach Lode’ was added to min ref 215/25-26 and ‘due to width of High Street’ to min ref 213/25-26.

The minutes were approved as a true and accurate record of the meeting with these two corrections;

proposed SKP, seconded KM, passed with 3 abstentions.

6/26-27 Confirmation of Parish Council Representatives/Wardens/Liaison for:

a. A-B1102 Representative	DG
b. Allotments Warden	PL
c. Cemetery Warden	AD
d. Churches Liaison	AD
e. Community Land Trust Representative	DG
f. Footpaths Warden	RL
g. IT Warden	SKP
h. Kingsway PC Alliance representative	DG
i. Lamp posts Warden	PL
j. Local Plan Warden	DG
k. School liaison	SG
l. Swaffham Prior Parochial Charities Representative	SKP
m. Swaffham Prior Sports & Recreation Committee Representative	SKP
n. Village Hall Management Committee Representative	KM
o. Village Verges Warden	DG

7/26-27 Confirmation of RFO (Responsible Financial Officer) and Treasurer

Jude Griffiths was confirmed as the Responsible Finance Officer and SKP was confirmed as the Treasurer.

8/26-27 Review and adopt the standing orders

The Standing Orders were reviewed and adopted without change. **Proposed** SKP, seconded by KM, passed unanimously.

9/26-27 Review and adopt the financial regulations

The Financial Regulations were reviewed and adopted without change. **Proposed** SKP, seconded by KM, passed unanimously.

10/26-27 Review and agree the assets register

SKP noted that the replacement value for the Village Hall needed to be revised.

Action: KM to provide the replacement value used for insurance by the Village Hall committee.

Action: Clerk/Treasurer to amend the values when the figure is received.

The Asset Register was reviewed and approved subject to the Village Hall replacement value being amended by the June meeting. **Proposed** SKP, seconded by PH, passed unanimously.

11/26-27 Review and confirm the arrangements for insurance cover in respect of all insurable risks.

Action: Clerk to get an evaluation of the cost of rebuilding the Pound wall and the Keep for the June meeting.

The arrangements for insurance cover were reviewed and confirmed subject to re-evaluation of the confirmation of the Pound and Keep rebuild costs. **Proposed** SKP, seconded by KM, passed unanimously.

12/26-27 Review and agree continued subscriptions/memberships – CAPALC, NALC, ICCM, SLCC

The annual subscriptions to CAPALC, NALC, SLCC and the ICCM were reviewed and agreed.

Proposed DG, seconded by RL, passed unanimously.

13/26-27 Adopt/Review and agree the following policies and procedures:

- a) **Cemetery and memorial safety.** ‘deed holders’ changed to ‘grant owners’, removal of Regulation 12 as it repeated regulation 7 (and subsequent renumbering), replaced ‘to excavate graves’ (reg 9) with graves to be excavated as the PC does not have a grave digger, removed ‘The Parish Council will try to meet the wishes of applicants who buy grave spaces if it is practical to do so, subject to the Parish Council’s approval and payment of the appropriate fee’ as the PC has decided not to sell older plots previously and that plots are offered sequentially, added ‘on a case by case basis’ after ‘at the discretion of the Parish Council’ regarding quadrupling of fees for non-parishioners on Appendix 1.
- b) **Code of Conduct.** Addition at the start of the document of a section explaining the purpose of the code of conduct – taken from the Local Government Association Model Code of Conduct.
- c) **Complaints.** No changes.
- d) **Data protection.** No changes.
- e) **Employment.** No changes.
- f) **Equality and diversity.** No changes.
- g) **Grant-giving.** No changes.
- h) **IT.** No changes.
- i) **Press and social media.** No changes.
- j) **Retention and disposal.** No changes.
- k) **Training and development.** No changes.

The policies and procedures were reviewed and adopted with the changes noted. **Proposed** SKP, seconded by DG; passed unanimously.

14/26-27 Review and agree the following documents:

- a) **Allotment tenancy agreement.** Changed point 20 from ‘SE boundary gate’ to ‘the roadside gate’.
- b) **Allotment allocation process.** No change.
- c) **General risk assessment.** No change.
- d) **Parish nature recovery plan.** No change.
- e) **Privacy notice.** No change.
- f) **Publication scheme.** No change.

The documents were reviewed and agreed with the one change noted. **Proposed** SKP, seconded by RL, passed unanimously.

15/26-27 Under the Public Bodies (Admission to Meetings) Act 1960 (2) to resolve that members of the public and press be requested to leave the meeting by reason of the confidential nature of the business about to be transacted under agenda item 16/26-27.

Proposed SKP, seconded by PL, passed unanimously.

16/26-27 To review the clerk's performance and pay

The clerk's performance and pay were reviewed and an increase to £15 per hour, back dated to April, was agreed.

17/26-27 Set times, dates and place of the years ordinary meetings including the annual meeting of the parish council.

The ordinary meetings will take place on the second Thursday of each month, starting at 7.30pm at the village hall. The annual Parish Council meeting will take place on the second Thursday of May, starting at 7pm, at the village hall.

The meeting ended at 7.32pm

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Unapproved