

Minutes of the Swaffham Prior Parish Council Meeting held on Thursday 13th February 2020 at 730pm in Swaffham Prior Village Hall.

Present:

Mr John Covill (JC) (Chair), Mr Andrew Camps (AC), Mr Alan Durrant (AD), Mrs Sandra Gynn (SG), Mr Peter Hart (PH), Mr Steve Kent-Phillips (SKP), Mr Paul Latchford (PL).

In attendance:

Mrs Jude Griffiths – Clerk

Mr John Trapp (JT) – East Cambridgeshire District Council (ECDC)

There were 4 members of the public in attendance.

2412. Apologies for absence:

David Greenfield (CG) – out of the country.

Cllr Charlotte Cane(CC) – unwell.

2413. Members declaration of interest for items on the agenda and requests for dispensations:

AD –*min. ref. 2421* – family link to quoting company

- *min. ref. 2422* – member of Village Hall committee.

2414. Public participation for items on the agenda:

Michael Limb corrected *min. ref. 2398* as he had queried the rewilding area, not the conservation area and also noted his approval of planning application 20/00166/FUL (see *min. ref. 2419*).

2415. Approve and sign minutes of:

a) Parish Council meeting Thursday 12th December 2019

Proposed SKP, seconded SG, passed.

b) Parish Council meeting Thursday 9th January 2020

Proposed SKP, seconded SG, passed.

2416. Reports:

a) CCC – no report received.

b) ECDC – Cllr John Trapp reported.

The report had been circulated prior to the meeting. A bus and cycle path consultation questionnaire will be coming out at the end of March. Responses can be returned to the Red Lion, Swaffham Prior, if they are not sent in directly. JT and CC are to hold three meetings to garner views on the consultation; at Bottisham, Swaffham Prior and Brinkley.

Pot holes on Heath Road and Fen Road are scheduled for repair.

The grant supporting Citizen's Advice services for Rural Cambridgeshire (based at Ely) is being stopped in favour of an augmented ECDC advice service. This decision will be reviewed by Full Council in light of public preference for a service independent of the council and with a wider scope. The subsidy for Citizen's Advice for West Suffolk (Newmarket) will continue.

Devil's Dyke is to have protected status as a Site of Special Scientific Interest (SSSI) which will affect planning applications.

The chair invited questions.

PL asked what the purpose of the three meetings. JT explained they were for people to air views connected with the questionnaire that are not directly covered by the questionnaire itself. The limitations of questionnaires were discussed.

2417. Matters arising from previous minutes (for information only):

Min. ref. 2406 Cleaning out of ditch – SKP had obtained a quote from Meads of £950.00 to clean out the ditch, to be kept on file as a final option. AC noted that a flail had been used in the ditch but the resulting debris had not been removed yet.

Min. ref. 2401 grass cutting to be discussed under Agenda Item 10/min. ref. 2421.

2418. Correspondence for consideration/circulation:

Anna Chesterman tree planting email – Mrs Chesterman had also spoken to SG regarding PC plans for tree planting in the future – SKP noted that the WI propose to plant one under Agenda Item 11/min ref 2422.

Action: Clerk to respond by email noting that there are no PC tree planting plans and no PC tree planting policy.

Wicken Fen – Community engagement manager email – noted.

Rebecca Stevenson, Playmaintain email – noted.

2419. Consideration of planning applications received:

19/01363/FUL 42 Lower End, Swaffham Prior. 2 four-bedroomed houses – approved.

Noted.

20/00046/TRE T1 Cherry – Crown lift over pavement to 2.5 metres and highway to 4.8 metres – approved.

Noted.

20/00166/FUL The Croft, 15 Cage Hill, Swaffham Prior, Cambridge CB25 0JS. Demolition of existing lobby building and replacement with single storey rear extension, removal of rear chimney, replacement of windows and doors to side and rear elevations and replacement of rainwater goods.

No objections – *proposed SKP, seconded PL, passed.*

2420. Accounts for payment:

a) Clerks' salary and tax	£340.00
b) John Covill rededication flowers	£10.00
c) Clerk's expenses - stamps	£8.40
d) Data protection fee	£40.00
e) Fenland Leisure Projects – spring daisy	£806.40
f) A Camps – white paint spray for cemetery	£9.59
g) A Durrant – weedkiller for cemetery	£29.99
Total	<u>£1244.38</u>

Receipts:

Southgate Of Newmarket – funeral £700.00

An additional bill (paid by direct debit) of £21.84 to Wave was noted. It was agreed to set up a direct debit to pay the Data protection fee as this would lead to a reduction to £35.00.

Action: JC to set up direct debit.

The accounts were accepted *proposed SKP, seconded SG, passed.*

A transfer of £1000.00 was proposed; *proposed SKP, seconded SG, passed.*

2421. Grass cutting:

A report by DG comparing the four quotes received had been circulated prior to the meeting. The quote from CGM was recommended on the basis that it was:

- a) The cheapest
- b) From the company that had provided the service for the last 3 years and so are a known quantity.
- c) From the company with who there is already an established working relationship.

It was proposed that the PC accept the CGM quote for the next three years. *Proposed SKP, seconded PL, passed.*

2422. Allocation of budget surplus:

SKP reported that 6 projects had applied for funding. There was much debate on whether to fund one big project or sundry smaller projects, and also on the fit of applications to the criteria.

- a) A joint application from the WI and the Village Gardeners to buy seed for the rewilding project (£50.00) and a tree to be planted in the village (£80.00). PL requested further information on the location and upkeep of the tree.

Action: SKP to contact Margaret Joyce for further information.

- b) An art club, art workshops and an expressive art week. It was decided to reject this proposal as the application included personal fees.

Action: Clerk to contact applicant with response.

- c) An application from the Village Hall to replace chairs.

2004 The meeting was paused to allow Christine Carrington to explain the need for replacement seating and the Village Hall's inability to buy all the needed chairs in one go – restarted 2006.

After much discussion if this fits with the grant criteria, it was proposed that the Village Hall be offered half the amount requested - £1028.25. *Proposed PH, seconded SKP, passed.*

Action: Clerk to contact the Village Hall committee with this offer.

- d) A photo album of past images of Swaffham Prior from the Cambridge Collection – one copy each to the Village Hall, The Red Lion, St Cyriac's church and Swaffham Prior Primary. This was felt to meet all criteria and it was proposed that the PC support it. *Proposed SKP, seconded PL, passed.*

Action: Clerk to contact with response.

- e) Replacing the Scout's stolen kit – SKP suggested a one-off donation from a different budget area. Action: to be discussed at the March meeting – clerk to add to agenda.

- f) Renovation of the Scout hut. A 'wants' list had been supplied by the Scouts from which items could be chosen. Again after much debate regarding criteria, it was proposed that funding be

supplied for the replacement external doors (£2000.00, *proposed SKP, seconded PL, passed*) and for the replacement guttering (£500.00, *proposed SKP, seconded PL, passed*). Action: Clerk to email Tim Doe re decision and for cheque details.

It was decided that the remaining budget surplus could be spent on other suitable projects as they arise and apply.

2423. Play area:

SKP reported that on inspection, the original spring from the spring daisy is bent and needed to be dug out and replaced. This has increased the cost of replacing the spring daisy from £200.00 to £400.00. SKP proposed that Andy Martin be paid to do this *proposed SKP, seconded AD, passed*. SKP also noted that new bird spikes and potentially new matting will need to be purchased after the next RoSPA inspection.

2424. Clerk's report:

- Letters regarding the clearing of the Lower End ditch have been sent – no response received.
- The Annual Village Assembly hall booking has been amended to just the main hall.
- The cemetery cost sheet on the cemetery noticeboard has been updated.
- An email inviting Darren Hughes (ECDC recycling officer) to the AVA has been sent, but no response received as yet.
- The Clerk asked for clarification regarding the quadruple cemetery costs for non-parishioners – it was made clear that this applies to the current owner, whether original buyer or 'inherited'.
- Another application for a grave marker has been received – currently waiting to establish a living owner of the Grant of Exclusive Right of Burial (GERB). One family are somewhat upset at what seems to them to be a drastic rule change in what is allowed and how things are done – the Clerk has explained as tactfully as possible. They were also upset that the addition of a family member's ashes to a grave had been unrecorded – this is being rectified.
- Another burial request has been made and is being processed.
- A funeral director and a grave digger have been in touch regarding the new cemetery regulations. They said that locally 6' is standard for a double grave and that a 7' grave required a bigger digger, bigger skip and was consequently more expensive to excavate. It would also be difficult to excavate to that depth by hand when a grave plot is between plots already in use, necessitating the work be done by hand. They also noted that the use of shoring required a bigger hole and that chalk is generally stable and the grave digger requested that he have access to the sexton's shed to store the necessary boards. The PC decided that the 7' depth for a double grave is kept, but if it proved impossible to reach, the clerk be notified; shoring is to remain as a necessity.
Action: Clerk to put the grave digger in contact with AC to see if there is enough room in the shed for storing shoring.
- The funeral director questioned leaving a grave plot level would lead to it ending up sunken after settling occurred; closer reading of the cemetery regulations showed that the grave must be left level after settlement.
- Three grave stones have fallen over, belonging to Florence Prentice, Eveline and William Goer and Nellie May, Henry Robert and Rose May Scott. It was decided to leave them where they are for the time being.

- Old burial records need to be retrieved from the archives as the 100 year GERB means that anything granted from 1920 onwards is still relevant.
Action: Clerk to pass list of records required to SKP.
The clerk requested that the PC think again about the 100 year GERB as it can result in trying to trace ownership over several generations, which is complicated.
- The graves purchase ledger recorded plot 896 as sold, in pencil and with minimal detail – Clerk to look into this once the older records have been retrieved.
- Fordham Parish Council have been in touch asking for support for a Public Spaces Protection Order regarding dog fouling and anti-social behavior – email to be kept on file under correspondence for present.

2425. Parish Councillors' reports:

- SKP reported that a tree in the cemetery had fallen over in the high winds, damaging a neighbouring fence. It will need removing and the other trees in the cemetery need looking at with a view to cut down.
Action: Clerk to contact Eastern Tree Surgery for advice and an itemised quotation.
The PC agreed to pay for the replacement fence panel.
- AC requested SKP contact the Highways agency regarding standing water on the B1102 near the Swaffham Prior slipway. SKP noted that he had already reported the 30mph sign that has blown over.
- The Clerk read out the following report sent by DG regarding the heating scheme:
A pre-planning application (PPA) with ECDC will take place on 14.2.2020. The purpose of the meeting is to gain formal advice from the planning service on the future planning application. The following items will be shared with ECDC for advice and demonstration of the planning process to date;
 - Investigations and surveys to be carried out
 - Environmental Impact Assessment
 - Geophysical
 - Archaeological
 - Topographical
 - Visual Impact Assessment
 - Outline network and energy centre proposals
 - Community engagement process to date.

Now that funding for the planning phase has been secured, a communication will be sent to all who have expressed an interest in the project to let everyone know that things are on the go. We will follow up with a meeting by the end of March to provide an update from the PPA meeting, surveys that have been undertaken and be in a position to outline the programme further. Again, it should be noted that it is not too late for houses to express an interest in joining – please encourage anyone who is interested to contact info@heatingswaffhamprior.co.uk as soon as possible.

The number of people actively watching the project progress continues to grow. The Community Land Trust (CLT) has given a number of presentations to other CLTs about the project and the County Council is planning to hold a workshop for interested communities in the near future.

There are a couple of auxiliary activities happening in relation to the project; these do not contribute directly to its development, but may support future delivery of similar projects.

- Air pollution monitoring – the County Council has been granted the loan of several pollution monitors, initially for a one-year period. The location of the monitors has not yet been finalised.
- Cambridge University Science and Policy Exchange will be putting a research project together with the County Council to look at how different commercial models for further projects in the future.
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- JC reported that trees on both side of the football field gate have blown over – SKP had already reported them.

The meeting closed at 2101.

2426. Open question time:

Alastair Everitt suggested that people attending the Annual Village Assembly bring along items they are unsure how to recycle for advice from Darren Hughes, if he attends.

Business concluded at 2104.