

Minutes of the Swaffham Prior Parish Council meeting held on Thursday 12th March 2020 at 730pm in the Swaffham Prior Village Hall.

Present: Mr John Covil (Chair) (JC), Mr Andrew Camps (AC), Mr Alan Durrant (AD), Mrs Sandra Gynn (SG), Mr Steve Kent-Phillips (SKP), Mr Paul Latchford (PL).

In attendance:

Mrs Jude Griffiths – Clerk

Cllr Charlotte Cane (CC) – East Cambridgeshire District Council (ECDC).

There was 1 member of the public present.

2427. Apologies for absence:

Mr David Greenfield (DG) – out of the country

Mr Peter Hart (PH) – unwell

2428. Members declaration of interest for items on the agenda and requests for dispensation:

None.

2429. Public participation for items of the agenda:

None.

2430. Approve and sign the minutes of Parish Council meeting Thursday 13th February 2020:

Proposed SKP, seconded SG; passed.

2431. Reports:

a) Cambridgeshire County Council – no report received.

b) East Cambridgeshire District Council – Cllr Charlotte Cane reporting.

The report was circulated prior to the meeting. CC noted concern that the Citizen's Advice Rural Cambridgeshire at Ely was no longer receiving ECDC funding and that this decision was being reviewed.

The budget for 2020/21 had been agreed and made to balance through the use of reserves until 2022.

The Bus, Walking and Cycling questionnaire is being delivered to everyone from 9th March 2020 and local meetings are being held to discuss it; these are on Monday 23rd March at 730pm at the Sports and Social club in Bottisham, Monday 30th March at 730pm at the Memorial Hall in Brinkley and Thursday 2nd April 730 pm at the Village Hall in Swaffham Prior.

ECDC are to consult on two Supplementary Planning Documents on the 'natural environment' and 'self-build'. CC stated that these are to keep planning up to date in light of the lack of a local Plan.

The Chair invited questions.

PL noted that the ending of the Citizen's Advice service at Ely is a loss and that the Cambridge branch is less convenient.

2432. Matters arising from the previous minutes (for information only):

Min. ref. 2423 SKP noted that the Spring Daisy had been replaced and that a RoSPA inspection is due soon.

Min. ref.2425 SKP noted that regarding the standing water on the B1102, berms had been dug by the Highways Agency enabling it to drain away. The 30 MPH sign that had blown over had been reported and is on the 'to do' list.

Min. ref.2422a) SKP confirmed that the tree the WI wished to buy would be located in the school grounds and maintained by the school.

Min. ref.2422f) SKP noted that the Scouts have replaced the external doors on the Scout Hut already but that they were not yet paid for.

Min ref. 2421 The clerk read out notes from an email by DG; CGM have been informed of their success in the tendering process for grass cutting in Swaffham Prior over the next 3 years. The PC chairman has signed the contract on behalf of the Parish Council and it's been returned to CGM. The first scheduled cut is arranged for 8th April, weather dependant. DG will meet the cutting team at the second cut, later in April. The PC noted its thanks to DG for all the effort he has put into this.

Min ref 2422 The clerk noted that all the applicants for grants from the PC had been contacted with the PC's responses, and that the Scouts had sent bank details to enable a transfer. The photo album people will send invoices as and when they are necessary.

Min ref 2424 The clerk noted that SKP has retrieved the archived material regarding the cemetery records.

2433. Correspondence for consideration/circulation:

The Clerk read out notes received from DG via email.

"We received two consultations on draft Supplementary Planning documents, which I've studied in detail. The first – titled Natural Environment – is 62 pages and its primary purpose is to make sure new development in East Cambridgeshire both protects the current natural environment and also creates new areas for wildlife to thrive. There are significant areas covered (wetlands etc) but for Swaffham Prior there are specific references to Devil's Dyke which affect planning and its relationship with the environment.

The second – titled Custom and Self-Build Housing – sets levels for large developments of 100 dwellings or more to provide a minimum of 5% for self-build. This is in addition to existing requirements, so an example would be: a development of 80 market-value houses, that also provided 35 affordable housing builds (total 115) would need to offer 5% of 115, not 80, for self-build i.e. 5.75 which would round up to 6 plots. It is unlikely that a development of the size this draft document covers would be an exposure/relevant for Swaffham Prior."

2434. Consideration of planning applications received:

- a) **20/00248/FUL 3 Tothill Road, Swaffham Prior, CB25 0JX – single storey side extension.**

No objections.

- b) **20/00269/VAR 6Cage Hill, Swaffham Prior, CB25 0JS – variation of condition (approved plans) of previously approved 19/00622/VAR.**

The PC felt that the fence should be reduced to no more than 1m above the path level and chamfered to the profile of the path. The planting needs to be tall enough to screen the fence without encroaching onto the path. The PC also noted that the fence and planting were not what had been originally agreed.

- c) **20/00310/FUL 4 Cage Hill, Swaffham Prior, CB25 0JS – first floor side extension.**

No objections.

2435. Accounts for payment:

a) Clerk's salary and taxes	£240.00
b) Andy Martin – tree clearance	£30.00
c) Andy Martin – replacing of spring daisy	£385.00
d) Clerks expenses (steps for noticeboard)	£23.95
e) CAPALC membership	£336.16
Total	<u>£1015.11</u>

Receipts:

Southgate of Newmarket £175.00

Additional payments of £468.00 to Eastern Tree Surgery (for the removal of the fallen tree in the cemetery agreed in February meeting *min. ref. 2425*) and the Scout Hut donation of £2500.00 agreed at the February meeting (*min. ref. 2242f*) were noted.

The Chair allowed discussion of a further donation to the Scouts for the replacement of stolen kit
It was proposed that a token amount of £100 be donated while it is established how much more they need. *Proposed PL, seconded AD; passed.*

The accounts were agreed and proposed to pay. *Proposed SKP, seconded AD; passed.*

SKP proposed a transfer of £4000.00 to the current account *proposed SKP, seconded SG; passed.*

2436. Tarmacking of the Village Hall driveway:

AD read out the quotation from Meads to resurface the roadway up to and including the disabled access with porous tarmac and associated work. The quote also included the potential cost of resurfacing the car park. There was a discussion on the merits of this work against small, regular repairs and the ongoing costs of both methods. It was proposed by AD that the PC pay Meads Construction for the scarification of the existing surface, preparation and laying of 1 coat of 14mm macadam 70mm thick suitably rolled for the driveway and rear disabled area (total area 128m²) - a total of £4200.00 plus VAT *proposed AD, seconded AC; passed.*

The quotation for the resurfacing of the car park is to remain on file.

2437. CAPALC councillor training course 14th March 2020:

AD wanted to attend the above training course – it was noted that there is room in the budget for councillors to attend such courses if they so desire. The invoice is to be paid by transfer.

2438. Cemetery trees:

The fallen tree was removed as agreed at the February meeting (*min. ref. 2425*). Eastern Tree Surgery had also quoted to remove the trees that were not yews in the tree line that marked the original end of the cemetery – this was agreed (*proposed SKP, seconded AD, passed*).

Action: Clerk to write to the ECDC Tree Officer to see what should or can be done to yew trees in the cemetery and to obtain quotations for trimming the yews if appropriate.

2439. Membership of the Institute of Cemetery and Crematorium Management (ICCM):

The clerk explained that the above annual membership was needed in order to make sure that the cemetery was being run correctly and that the records were right. SKP proposed that the PC join the ICCM – *proposed SKP, seconded SG; passed.*

2440. Changes to the cemetery map:

SKP explained that close inspection of the cemetery map had shown that some of the numbers were incorrect, particularly on the cremation plots. The PC is unable to access the master of the plan as it does not own the necessary software so SKP suggested that the Clerk contact Andrew Noyes to get a quote to alter correct the numbering.

Action: Clerk to contact Andrew and Dee Noyes to get a quote for correcting the cemetery map.

2441. Laptop for the Clerk:

SKP explained that the PC could provide a laptop purely for PC work, that would be backed up regularly and would pass on to the next clerk when necessary. SKP proposed that the PC spend £400.00 on a suitable laptop – *proposed SKP, seconded SG, passed.*

2442. Clerk's report:

- a) The fallen tree from the cemetery was removed on 9th March 2020.
- b) The archived PC records were retrieved by SKP, enabling the clerk to begin checking records and establishing GERB ownerships.
- c) In the cemetery, two more headstones have fallen over (William Prentice, died December 1955; Kathleen Mary Foster (1965) and Eileen Gladys Foster (1980). Four corner stones from one grave had been moved along to another plot for no discernible reason. Some of the older graves have sunk and two with a concrete top have cracked through, possibly due to sinkage down to the recent prolonged and heavy rainfall.
- d) A letter had been received regarding the footpath between the horse paddock and School Lane becoming overgrown – the clerk checked and although the path is still wide, it is looking a bit unkempt. SKP explained that the PC had not been able to establish who owns the field – keeping the hedges trimmed is the responsibility of the owners of the land adjacent to the path.
Action: Clerk to write back to the complainant explaining that maintaining the hedge is the responsibility of the landowners.
- e) Garden Allotment Plots (GAPs)– the clerk asked for up-to-date information regarding the present renters of the allotments and the date the rent is due. The PC also agreed that the clerk can attend the CAPALC allotment management course taking place on Thursday 19th March 2020.
Action: Clerk to prepare and send the bills for the GAPs and book course.
- f) The clerk asked if the PC would consider making the Unity Trust bank account the PC current account, adding the clerk to the Barclays account in order to upload bills seemed to be difficult. Additionally, one of the signatories needed to change the address for the PC with Unity Trust Bank to the Treasurer's.
Action: JC to change the address with Unity Trust Bank and also to look into what can be done with the Barclays account.

2443. Parish Councillors' reports:

- 1) SKP reported that the request for funding for a number of art projects run by Mrs Fretwell had been resubmitted without the personal fees. The PC felt it should be discussed further, preferably with Mrs Fretwell at the next meeting.
Action: Clerk to invite Mrs Fretwell to the April meeting.

PL left the meeting at 2100.

PL returned to the meeting at 2101.

- 2) SKP reported that the proposed tree planting project was to plant a tree in the school grounds, with the school in charge of maintaining it.
Action: Clerk to contact Mrs Joyce with the go-ahead to buy the tree (£80.00) and wild flower seed (£200.00).
- 3) DG's heating scheme report – sent by email and read out by the clerk.
“A public meeting has been arranged for the 30th March in the Village Hall to cover updates of/on progress and questions and answers.
We are getting very close to specification/layout deadlines, so as many people as possible whatever their views of the system is, should attend to allow them to get clarity and numbers.
There are four villages in Cambridgeshire now pursuing Rural Community Energy Fund grants to carry out feasibility studies for their communities.
Fibre for superfast broadband discussions with providers are going on for inclusion when the pipes are laid.”
- 4) SG noted that there are many wreaths looking the worse for wear in the cemetery at present – they will be collected for the rubbish collection next week.
- 5) JC noted that the cemetery's primroses were looking very attractive presently. There had been standing water on Station Road, but the problem seems to have solved itself for now. Travellers were currently staying near Slade's Farm (Swaffham Bulbeck). JC also noted that coronavirus may affect coming meetings, especially the Annual Village Assembly.
Action: SKP to watch out for guidance from the National Association of Local Councils (NALC).

The meeting closed at 2114.

2444. Open question time:
None.

Business concluded at 2114.

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Unapproved