

Minutes of the Swaffham Prior Parish Council meeting held on Thursday 10th September 2020 at 730pm via Zoom.

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

In attendance:

Mrs Jude Griffiths (Clerk)

Cllr John Trapp (ECDC) (JT)

There was 1 member of the public in attendance.

80/20-21 Apologies for absence

None.

81/20-21 Members declaration of interest for items on the agenda and requests for dispensations

None.

82/20-21 Public participation for items on the agenda

Michael Limb noted that in min. ref. 77/20-21 c), 'of' should read 'from'; this was corrected. Michael Limb asked for a source for the recommended length of a Parish Council meeting and suggested that circumstances could sometimes occur that would require a meeting to continue over the time limit.

83/20-21 Approve the minutes of the Parish Council meeting of 13th August 2020

PL asked that in min. ref. 67/20-21, paragraph 2, 'the marker be left on the wrong grave and the owner not informed' be changed to 'no action should be taken' and 'their relatives would find out' to 'their relatives were concerned' as this would give a more accurate reflection of the tone of the discussion.

DG asked that the first action point on min. ref. 70/20-21 change from 'DG to approach suitable cleaning companies and agree invoices up to the cost of £200.00' to 'DG to approach suitable cleaning companies and commission cleaning of the playground up to the value of £200.00'. These changes were made.

PH proposed that once these changes were made, the minutes be accepted as a true record of the meeting of 13th August 2020; seconded DG, passed unanimously.

84/20-21 Reports

- a) CCC representative
None received.
- b) ECDC – Cllr John Trapp reporting.
JT noted that a written report had not been produced as little had been happening. The Finance and Assets committee are to re-examine the proposed closure of Mepal Outdoor Centre and its conversion to a crematorium in light of local concern. During the consultation regarding the Eastern Gateway into Cambridge, moving the Newmarket Park and Ride further out of Cambridge was discussed, to the area around Darwin Farm. The Bus and Cycling group had not met for 3 months and the information gathered from the consultation has yet to be analysed.

The Chair invited questions.

PL asked if there was a proposal to move the Park and Ride site to the Swaffham Bulbeck side of Quay? JT said no. JT mentioned the possibility of opening railway stations at Six Mile Bottom and/or Fulbourn were also being considered.

PL asked if it was true that the cycle paths had a speed limit of 15mph due to them being shared with pedestrians, meaning that cyclists travelling faster than this had to use the road. JT said he didn't know and would find out.

PH asked what the advantages were of moving the Park and Ride site slightly further out of Cambridge? JT said it was possible that the development around the BP garage was to be extended further.

JC noted that improved links between Cambridge and Waterbeach were being discussed and that there was a need to look outside of the A14.

JT suggested further improvements to cycle routes were needed, such as those to Bottisham Village College to enable more students to cycle to school.

85/20-21 Matters arising from previous minutes (for information only)

Min. ref. 77/20-21 d) PL asked if AC had located a map of the Heath Road allotments. AC said he was still looking.

Min. ref. 66/20-21 DG noted that the use or not of the safety check had not been voted upon – it was agreed to include this under agenda item 90/20-21.

Min. ref. 70/20-21 DG noted that the playground had been cleaned, signage put up and reopened for use; a certificate of cleaning supplied by the company was now on file.

86/20-21 Correspondence for consideration/circulation:

- a) Highways Asset Management email regarding public access to footpaths.
Noted. DG suggested that the opening of a right of way between the two paths may be an agenda item for a future meeting.
Action: the clerk to email the parishioner to clarify that there was no right of way between the two paths in question.
- b) Email from Mr Hurrell re Burwell Tigers' field.
Noted. The clerk asked if any other contact details for the Burwell Tigers were known – none were.
- c) Email from S and O Gynn - noted

87/20-21 Consideration of planning applications received:

a) 20/01046/FUL Ingleside 64 High Street Swaffham Prior Cambridge CB25 0LD

Single storey rear and side extension, single storey porch and re-render.

PL proposed that no objections be registered; seconded DG, passed unanimously.

b) 20/00749/TRE Westview, 37 High Street, Swaffham Prior, Cambridge, CB25 0LD

T1 Yew – reduce height by approximately 2 metres and sides by approximately 30% back to previous points.

Noted.

88/20-21 Accounts for payment including:

a) Clerk's salary and taxes	£410.00
b) Balfour Beatty – street light maintenance	£276.00
c) Cambridge Cleaning Services – playground clean	£198.00
Total	£884.00

Receipts: Ivett and Reed -added inscription £50.00

Swaffham Prior Parochial Charities £371.00

SKP proposed that the accounts be paid; seconded AD, passed unanimously.
No transfer was required.

8.14pm JT left the meeting.

89/20-21 To discuss the results of the ‘rewilding the verges’ trial

DG suggested that this item be postponed until the October meeting as not all the necessary information was available at present. This was agreed.

90/20-21 To agree changes proposed to the Cemetery regulations

Proposed changes to the cemetery regulations had been circulated prior to the meeting. DG suggested that the visual checks were specified as ‘following the Institute of Cemetery and Crematorium Management’s Management of Memorials guidance (August 2019)’; this was added to the text. There was discussion of how to balance the duty of care against potential costs to the PC and how to define ‘suitably qualified’.

SKP proposed that the revised cemetery regulations be adopted; seconded PL, passed unanimously.
DG proposed that in light of the new cemetery regulations, the results of the previous safety checks be discounted and new checks commissioned; seconded AD, passed – 5 in favour, 3 abstentions.
Action: the Clerk to look into suitable candidates.

91/20-21 To agree a change to the Standing Orders to add a maximum meeting length

SKP quoted askmycouncil.com as saying that a meeting should last no more than 2 hours. Standing Order 1z. ‘Meetings shall not exceed a period of two and a half hours’, was noted.

92/20-21 To agree the renewal of the Balfour Beatty street light maintenance contract

The proposed renewed contract had been circulated prior to the meeting. SKP noted that the contract was the same as last year, a good job had been done and there were no other viable alternatives.
PL proposed that the PC accept the renewal of the contract; seconded SKP, passed unanimously.

93/20-21 To approve a proposed grave marking

Information regarding grave marking proposed had been circulated prior to the meeting. The clerk explained that the family were interested in the paperwork held by the PC regarding the burial.
AD proposed that the clerk contact the family to explain the discrepancy between the current grave marking and the burial records and see how they would like to proceed; seconded SG, passed – 7 in favour, 1 abstention.

94/20-21 Clerk’s Report

- a) Emails had been sent to the Frosts and the Gynns as requested – the Gynns response had been circulated to the PC, none had been received by the Frosts.
- b) The Asset of Community Value application for the Red Lion had been completed. The landlord and -lady were very pleased. A reply had been received requesting a copy of the land register and a map of the Red Lion – Action: SKP to supply.
- c) The playground had been cleaned, signs put up and reopened.

- d) Properties backing on to School Lane had been contacted to request they cut back their hedges. The side backing onto a field is in need of cutting too. Action: Clerk to use the Land registry to find the field owner's contact details and those for the field by the Smock Mill.
- e) The owner of the damaged cremation plaques had been written to, but had not responded as yet.
- f) The first people on the waiting list for GAPs had been offered plot 5 but had not responded.
- g) ETS had completed removal of the trees in the cemetery as requested.
- h) A memorial bench had been moved to the middle of some graves, facing the horse field. Action: Clerk to return to the row of benches.
- i) A renewal quote for the PC insurance had been received too late to go on the agenda; *the Chair agreed it could be discussed due to the date of renewal being before the next meeting.* Action: Clerk to email the insurers asking if the contents of the asset register is included and requesting an extension to allow the quotation to be discussed at the next meeting. Action: Clerk to get quotations for the cost of repairing the Pound roof.

95/20-21 Parish Councillors' Reports

- a) SKP requested dates for the next cemetery safety test be forwarded so they can go on the website as soon as they are confirmed.
- b) SG asked if ETS had ground out the tree stumps – Clerk to check. Action: Clerk to contact Kevin Drane again regarding if the cemetery yew trees need maintenance.
- c) JC noted that potholes in the Fen had been reported and repaired, but that the holes reported and those repaired were not always the same.
- d) PH requested that he no longer be listed as 'Footpaths Warden' on the PC website.

The meeting ended at 9.20 pm

96/20-21 Open Question Time

Michael Limb asked if the Speed Indicator Device was in need of a new deployer? SKP confirmed that he was happy to deploy SID when needed.

Mr Limb also asked how many communications had been received from the Cambridgeshire County Councillor in the past few months? Clerk to check and respond.

Business was concluded at 9.25pm