

**Minutes of the Swaffham Prior Parish Council meeting held on Thursday 11<sup>th</sup> February 2021  
at 7.32pm via Zoom.**

Present: 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 Charlotte Cane (ECDC)

There was 1 member of the public in attendance.

**161/20-21      Apologies for absence**

Mr John Covill (JC) was absent due to personal issues. In his absence, the chair was taken by the Vice-Chair, DG

**162/20-21      Members declaration of interest for items on the agenda and requests for dispensations**

None

**163/20-21      Public participation for items on the agenda**

None.

**164/20-21      Approve the minutes of the Parish Council meeting of 14<sup>th</sup> January 2021**

*PH proposed that the minutes be accepted as a true and accurate record of the meeting; seconded AD, passed unanimously.*

**165/20-21      Reports**

- a) CCC representative – none received.
- b) ECDC – Cllr Charlotte Cane (CC) reported. A written report had been circulated prior to the meeting. CC noted that the grant for the Citizen’s Advice Bureau in Newmarket for the next 12 months had been renewed, but that the intention was to eventually bring the work of the CAB ‘in house’. CC noted concerns that this would give rise to the perception of a lack of independence. CC noted that the ECDC budget would have a significant gap in three years time and that she was hoping that papers due to be made available soon would address this. ECDC had also been discussing various methods of parking enforcement, which are to be considered further by the Operational Services Committee.

*The Chair invited questions.*

PH asked why ECDC support Newmarket CAB? CC said this was because residents of East Cambs make use of it.

**166/20-21      Matters arising from previous minutes (for information only)**

Min. ref, 154/20-21 1) PL reported a parishioner asking if the PC had missed the opportunity to object to this proposed development 2 years earlier? DG explained that when a new Plan was being produced two years ago, applications were invited from any stakeholders. 3 were proposed, one of which included the horse field. The PC were not able to object to the sites, only to any failure to follow legal procedure. The PC obtained a Tree Protection Order on a significant area within and around the proposed site. The PC also requested a number of conditions to be included in the Plan. When the Plan was withdrawn, all villages returned to the previous District Plan, so Swaffham Prior returned to a defined village envelope and infill only of up to 2 dwellings.

Min ref.154/20-21 1) DG noted that a letter of the PC’s objections to this application had been lodged with the Planning Department and a copy was available online. He also reported that CC had said that

if it seems likely to pass, she intended to call it in to the Planning Committee and that DG intended to attend and speak for the village at the review if necessary.

*The Chair invited CC to speak.*

CC stated that she had spoken to the Planning Officer and at the moment he is minded to refuse and that at present, CC, the Highways Agency, the Tree Officer and others were not in favour either.

*DG asked if the PC would be happy for him to represent the PC if a Planning Meeting were called before the next PC meeting. The PC agreed unanimously.*

**167/20-21 Correspondence for consideration/circulation:**

a) Mr Carter – email enquiry regarding making a footpath wheelchair-friendly.

Noted.

b) Mr Palmer – email overhanging tree from a footpath.

Noted.

**168/20-21 Consideration of planning applications received:**

**1) 21/00111/LBC Demolition of rear lean-to and shower room. Removal of 5 trees. Construction of a single storey rear extension with internal alterations, renovation and repair to the existing house.**

**Well House, 50 High Street, Swaffham Prior, CB25 0LD.**

*PL proposed that the PC comment that they were concerned regarding the view and location of the solar panels and also that the materials used and the style of the extension were appropriate to the Grade 2 listed original building; seconded SG, passed unanimously.*

Action: Clerk to respond on behalf of the PC to the planning application as outlined above.

**2) 21/00110/FUL Demolition of rear lean-to and shower room. Removal of 5 trees. Construction of a single storey rear extension with internal alterations, renovation and repair to the existing house.**

**Well House, 50 High Street, Swaffham Prior, CB25 0LD.**

Noted – no comments.

**3) 21/01680/TRE T1 Apple Fell due to shading and nuisance to the house and patio. T2 Walnut – Crown reduction by an average of 1m from branch ends.**

**Kent House, 9 High Street, Swaffham Prior, Cambridge CB25 0LD**

Approved – noted.

**169/20-21 Accounts for payment including:**

a) Clerk's salary and taxes	£300.00
b) Eastern Tree Surgery – cemetery yews	£1140.00
c) CAPALC course – training for clerk	£30.00
Total	£1470 .00

*SKP proposed that the accounts be paid in full; seconded PL, passed unanimously.*

*SKP proposed a transfer of £1500 from the savings account to the current account; seconded PH, passed unanimously.*

**170/20-21 To decide the dates and times of the Annual Village Assembly and Annual General Meeting**

It was agreed that the Annual Meeting of the Parish Council will take place on 6<sup>th</sup> May 2021 at 7pm via. Zoom.

It was provisionally agreed that the Annual Parish Meeting should take place on Wednesday 26<sup>th</sup> May – to be confirmed at the Annual Meeting of the Parish Council.

Action: Clerk to provisionally book the Village Hall for the Annual Meeting of the Parish Council.

**171/20-21 To discuss the Village Hall requirements for a fire alarm system**

AD reporting. The building work that took place at the Village Hall has highlighted the lack of a fire alarm system in the Village Hall. As the Village Hall Committee lease the building from the PC, it was agreed that the PC would pay for the installation of a fire alarm system. Three quotations had been obtained and were discussed. One was rejected for lack of detail and it was felt that expert advice on what such a system should include was needed.

Action: AD to contact the Cambs Fire Safety Department to arrange a survey for the whole hall, and then quotes for a fire alarm system that will satisfy building regulations and protect the whole building. To be discussed further at the March PC meeting.

**172/20-21 Clerk's Report**

The Clerk had contacted the Highways Agency regarding soil on the footpath of Mill Hill and the overgrowth of vegetation along School Lane. The Highways Agency had responded saying that the footpaths were on their list of tasks to do and that after inspecting School Lane, they consider the width of the footpath of over 2m means the hedging does not need cutting back, although householders are welcome to remove plant growth that could damage boundary walls.

The Clerk had been told of a request to erect scaffolding in the playground in order to repair an adjacent roof and chimney but had not received a letter or any more details. After discussion, it was decided that the Clerk should write to the petitioner, stating the PC's insistence that the scaffolding be made inaccessible by children in the playground and that an exclusion zone be enforced around it to avoid the danger of falling objects.

Action: Clerk to write to the parishioner as outlined above.

**173/20-21 Parish Councillors' Reports**

SG observed a substantial increase in dog fouling through the village.

Action: Clerk to write to the Crier.

SG asked what progress had been made with contacting the owner of the damaged cremation plaques in the cemetery? The Clerk said that the owner had been written to at the last recorded address, but no response had been received.

SKP noted that the playground inspection by RoSPA was to take place shortly.

*The meeting ended at 8.36pm.*

**174/20-21 Open Question Time**

Mr Limb checked the dates and times for the Annual Parish Meeting and Annual Meeting of the Parish Council and asked that the PC check who's insurance covered the scaffolding in the playground.

*Business concluded at 8.38pm.*

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