

Minutes of the Swaffham Prior Parish Council meeting held on Thursday, 9th September 2021 at 7.30 pm in the Swaffham Prior Village Hall committee room.

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

In attendance:

Mrs Jude Griffiths (Clerk)
Cllr Charlotte Cane (CC) (ECDC)

There were 2 members of the public in attendance.

71/21-22 Apologies for absence

None.

72/21-22 Members' declaration of interest for items on the agenda and requests for dispensations

None.

73/21-22 Public participation for items on the agenda

Item 88/20-21. Mr Michael Limb asked why retrospective permission was being requested for two grants of Exclusive Rights of Burial? SKP explained that occasionally permission had to be granted after the funeral had taken place, to prevent delays to the process that family could find upsetting. Item 83/20-21. A member of the public noted that a hosepipe had been observed running from the cemetery tap to the Garden Allotment plots, with the tap on and left unmonitored, and that this is not a new practice. SKP clarified that both the GAP and cemetery taps are on the same meter.

74/21-22 Approve the minutes of the Parish Council meeting of 12th August 2021

The Chair invited Cllr Cane to contribute

62/21-22 'funding for Sustrans cycle routes' was corrected to 'funding for Sustrans feasibility studies for cycle routes'.

63/21-22 DG corrected 'has addressed' to 'was addressing'

66/21-22 DG corrected 'only May had two cuts' to 'only covered two cuts'.

69/21-22 AC corrected 'parkers' to 'markers'.

DG proposed that with these corrections made, the minutes be accepted as a true and accurate record; seconded PH, passed unanimously.

75/21-22 Reports

- a) CCC representative – none attended and no report received.
- b) ECDC representative – Cllr Charlotte Cane attending. A report had been circulated prior to the meeting.

Cllr Cane drew particular attention to the review of ECDC payments to Newmarket Citizen's Advice Bureau, worried that the loss of the Newmarket CAB and taking of that work 'in house' could lead to loss of national funds available to CABs but not to ECDC and also a perceived lack of independence.

The Chair invited questions; none were asked.

76/21-22 Matters arising from previous minutes (for information only)

Min. Ref. 47/21-22(6). DG noted that he had been following up with the Highways Agency regarding the moving of the TRO sign. The sign is being updated before being moved to its new position. DG suggested that details of how to obtain a TRO exemption, the relevant form to download and where to send it be made available on the PC website.

77/21-22 Correspondence for consideration/circulation.

1. Letter from Lucy Frazer MP with advertising for a Covid Champion Award nominations – noted.

78/21-22 Consideration of planning applications received:

- 1) **21/01064/TRE T1 Cherry – fell. Goodwin Manor, 1 Station Road, Swaffham Prior, CB25 0LG. Approved.**
Noted.
- 2) **21/01065/TRE T1 Cherry – crown reduce height by 1.5m, crown reduce spread on all sides by up to 2m, shape round. 9 Cage Hill, Swaffham Prior, CB25 0JS. Approved.**
Noted.
- 3) **CCC/21/112/VAR Creation of an Energy Centre to serve the village of Swaffham Prior via a heat supply network. Centre will include a small visitors, education and exhibition space within an existing agricultural building. Erection of solar photovoltaic PV Panels, a borehole ground source heat collector, with associated pumps and machinery, landscaping and associated works. Informative: - Section 73 application to develop land without complying with Condition 2 (approved plans/documents) and the discharge of the following conditions, Condition 3 (Flood Risk and Drainage Details), Condition 5 (Archaeology Investigation), Condition 14 (Foul Water) and Condition 18 (Energy Centre External Details) of planning permission CCC/20/054/FUL to amend the Energy Centre dimensions. Land At Goodwin Farm, 1 Heath Road, Swaffham Prior, Cambridge, CB25 0LA.**
No comments.
- 4) **21/01276/SCOPE SCOPING OPINION - Following Screening Opinion 21/00854/SCREEN fr the proposal for Solar PV development, battery storage and cable connection at Land North of New England Farm, Heath Road, Swaffham Bulbeck. Land North Of New England Farm Heath Road Swaffham Bulbeck Cambridgeshire.**
DG noted that this was for information only and that at present, no comments could be submitted.

79/21-22 Accounts for payment including:

a) Clerk's salary and taxes	£403.00
b) PKF Littlejohn	£240.00
c) CGM grass cutting for July	£674.16
Total	<u>£1317.16</u>

Payment received:

Southgate Funeral Directors	£625.00
CCC grass cutting contribution	£504.36

DG noted that the CGM bill for July did not account for 1 cut – he will continue to monitor.
 SKP noted that the Eon bill was not paid by Direct Debit, so had been paid since the last meeting.
SKP proposed that the accounts be settled in full; seconded PL, passed unanimously.
SKP proposed that £1000.00 be transferred from the PC savings account to the current account; seconded AD, passed unanimously.

80/21-22 For councillors to sign the new Code of Conduct

All parish councillors signed the new Code of Conduct.

81/21-22 To review/adjust the budget for 2021/22

SKP reported.

SKP proposed that the precept remain at the same level, that the grass cutting budget be raised by £600 and the general maintenance budget lowered by £1000.00; seconded PH, passed unanimously.
 SKP noted that the adjustments were roughly cost neutral.

DG suggested that when payments have been committed to but not made at the end of the financial year, these be labelled 'Accruals' in the accounts. After discussion, it was agreed that this change would be made for the next financial year.

82/21-22 To examine quotes received for Parish Council insurance renewal.

Four quotes had been obtained for the Parish Council insurance. It was agreed to continue with the CAS Ltd quote as the best priced and being specifically tailored to the Parish Council's needs.

DG proposed that the PC accept the renewal quote from CAS Ltd for the Parish Council insurance; seconded SKP, passed unanimously.

83/21-22 To hear a further report on the use of water from the cemetery tap.

SKP reported. SKP had met with the horse owner, calculated the amount of water required by the horses and taken regular readings from the meter for 14 days. This allowed SKP to calculate that on average the horses used 1400 litres per week, and the Garden Allotment Plots (GAPs) used 1800 litres. At present the PC pays £1.49 per 1000 litres. SKP agreed with the horse owner that they will pay £10 per month to the PC which will cover the cost of the water used by the horses.

Action: Clerk to write to the horse owner confirming this ongoing agreement.

At present, the GAP renters pay nothing towards the water bill.

SKP proposed that the Clerk write to the GAP renters asking politely for a voluntary £25.00 contribution towards the cost of the water bill for this year; seconded PH, passed unanimously.

Action: Clerk to contact the GAP renters as outlined above.

Action: PL to look into adding a 'no unattended hosepipes' clause into the GAP contract for 2022-23 and also to look into the removal of sewerage costs from the water bill.

It was noted that two acts of vandalism against the horses had taken place – the hose used to fill the horse water containers had been cut in half and the electricity supply cut to the electric fence.

84/21-22 To hear a request from the Village Hall for work on the Village Hall footpath

AD noted that the wooden edging of the main footpath to the Hall front was broken in places and the gravel was needing replacing. AD had obtained two quotes for the work for the PC to consider. The PC discussed whether such work was necessary, how much the PC had spent on the Hall over the past 12 months against the agreed budget and whether the Hall or the PC should cover work on the path.

Action: AD to obtain quotes for a steel edging for the path

Action: All Councillors to examine the state of the path for the next meeting.

85/21-22 To hear a report on the pop-up campsite

DG noted that the campsite had permission to be open for 55 days, counting from it first coming into use.

DG proposed that the Clerk write to the ECDC enforcement officer, noting that the 55 days were past and could the matter please be followed up; seconded SKP, passed unanimously.

86/21-22 To give retrospective approval to two grants of exclusive right of burial.

SKP proposed that retrospective approval be given to two grants of exclusive right of burial; seconded PH, passed unanimously.

87/21-22 To review the length of time a grant of exclusive right of burial lasts.

The PC discussed the need for sensitivity balanced against the need for up-to-date contact details being maintained.

PL proposed that the length of grant remain at 100 years; seconded SG, passed unanimously.

SKP proposed that the Clerk contact all active Grants that have run for 75 years or more to check that contact details are still correct, with the aim of eventually updating all contacts and then rechecking every 5 years; seconded DG, passed unanimously.

88/21-22 To review and adopt a Grave Marker Inspection Policy.

The Clerk noted that this was not finished yet; to be discussed in October.

89/21-22 Clerk's Report

1. The first draft of the Memorial Management Policy was in the process of being created.
2. The bus, cycling and walking consultation and the ECDC road improvement suggestions had been passed on the A-B1102 group as requested; no response had been received as yet.
3. The Allotment Management course, delayed by COVID, has now been booked to go ahead online in November 2021.

90/21-22 Parish Councillors' Reports

The PC discussed numerous complaints from parishioners about anti-social behaviour in the village, including riding of trail bikes in a dangerous manner and without appropriate safety gear, drug misuse at the bus stop and intimidating behaviour towards both adults and children.

Action: The Clerk to contact East Cambs Police requesting support.

The Chair recognized Cllr Cane. Cllr Cane volunteered to pass on the details of the Liaison Officer for East Cambs.

PH noted damage to posts on the B1102 and PL asked about the overgrown streetlight. SKP confirmed that the Highways Agency are aware of both issues.

The meeting ended at 9.15pm

91/21-22 Open Question Time

None.

Business closed at 9.15pm