

Minutes of the Swaffham Prior Parish Council meeting held on Thursday, 11th November 2021 at 7.30 pm in the Swaffham Prior Village Hall committee room.

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

In attendance:

Mrs Jude Griffiths (Clerk) – via Zoom

Cllr Charlotte Cane (CC) (ECDC)

There were 2 members of the public in attendance.

108/21-22 Apologies for absence

Cllr John Covill sent apologies for absence.

109/21-22 Members' declaration of interest for items on the agenda and requests for dispensations

PL declared a financial interest in 116/21-22 f).

110/21-22 Public participation for items on the agenda

None

111/21-22 Reports

- a) CCC representative. None attended. CC had permission to share a CCC report to be given to councillors via email after the meeting.
- b) ECDC representative. Cllr Charlotte Cane attended. A report had been shared via email. Since the report had been circulated, CC had received another report regarding problems including bullying within ECDC Street Scene, in charge of waste collection among other things. CC noted that there were two consultations being undertaken by the Greater Cambridge Partnership regarding transport, and that the Combined Authorities were also undertaking a consultation on a Transport Connectivity plan. CC urged the PC to respond to these both as a PC and as individuals, particularly as the Combined Authorities remit does cover the bus service. Action: CC to email links to the clerk to forward to all. CC then responded to a letter sent to the PC by Cllr Bailey (Leader of the ECDC) alleging misinformation given by CC and Cllr John Trapp. CC noted that her own report said that the new system of asking questions before meetings was working reasonably well so far as questions could still be asked during meetings as well. CC was waiting to see how well the system would work for Finance Committee meetings. CC noted that funding had been confirmed for the Newmarket Citizen's Advice Bureau for the next 2 years, to be reviewed again when the two years are up. CC noted that many people had been in contact with ECDC regarding this funding and this may have influenced the decision to continue. CC also noted that the Community Bus staff give good advice but CC remains concerned that it could be seen as less discrete and not independent. CC acknowledged a typing error in a previous report where 2022-23 was written as the year in which savings must be made, instead of 2023-24. CC noted that 2023-24 is the year in which savings would be needed.

The Chair invited questions.

SKP asked if ECDC were bringing in a levy on food van sites, instead of on the vehicles, causing food van owners to pay for each site, raising their costs considerably. CC replied that ECDC had been getting a lot of enquiries regarding food vans, but that the notes from the relevant meeting had yet to be published so she would have to check.

PL asked if the Eastern Access plan for Newmarket Road still involved closing the road to most traffic from Barnwell Bridge onwards. DG confirmed this but added that A-B1102 had been taking part in many meetings regarding this and intended to report back to the 6 PC's involved soon.

PL noted that people unable to use buses e.g. due to disability would be intentionally excluded from access to Cambridge by the closure. CC replied that the intention was to make buses more accessible but would raise this point.

PL asked the reason for different parking fees and times for disabled places between Newmarket and Cambridge. CC noted that different councils have different views and rates.

112/21-22 Approve the minutes of the Parish Council meeting of 14th October 2021

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

113/21-22 Matters arising from previous minutes (for information only)

Min. ref. 108/21-22 DG noted that the bollards on the B1102 (Mill Hill) had been repaired on 25th October 2021.

114/21-22 Correspondence for consideration/circulation.

- 1) Email from Greater Cambridge Partnership regarding walking, cycling and bus route consultation.

A-B1102 to respond to this consultation – as representatives of 6 parish councils, they carry more influence.

- 2) Emails regarding accident on Mill Hill and the need for changes to the speed limit.

PL noted that this was a foreseeable incident and a longstanding problem. A variety of crossing, speed reductions and solutions have been suggested by the PC in the past but rejected on grounds of cost, lack of public interest or the topography of the road itself through the village. PL also noted that funding was available for some projects, but not for others and that traffic is set to increase with further housing developments in Burwell.

DG and PL suggested that the PC contact CCC Highways Agency, asking them to respond to the need that has been demonstrated and to explore options to make the road safer, preventing fear, injury or death.

SKP noted that moving the bus stop to Cage Hill did not address the problem of children crossing Mill Hill.

Action: Clerk to respond to email explaining what the PC intend to do next.

Action: To be discussed again at the next meeting.

DG noted that the emails said that sensors on Mill Hill had collected data about the traffic and analysed it, with the declared aim of reducing the speed limit to 20mph, but it was not clear whose work this was.

Action: Clerk to ask for clarification of who was collecting this data.

7.58pm SG left the meeting.

SKP noted that the crossing and speed reduction at Lode was in response to a death.

8.00pm SG returned.

SKP noted the need for a crossing that stopped traffic in order for people to cross safely.

115/21-22 Consideration of planning applications received:

- 1) **21/011165/FUL. Single storey rear extension. 19 Rogers Road, Swaffham Prior, CB25 0HX.** Approved. Noted
- 2) **21/01340/FUL Two storey side extension and single storey front extension. Conversion of brick shed to utility room. 3 Fairview Grove, Swaffham Prior, Cambridge CB25 0LB.** Approved. Noted.
- 3) **21/01382/TRE T1 Ash - Reduce overall crown by 50% The tree possibly causing a crack in the chimney at the end of the house. The house is listed. It is in very close proximity to the outdoor barn. Also concerned about the SW wind in the winter as it batters and sways the tree leaving the owner feeling unsafe T2 Multi Stem Sycamore - Remove the**

two stems leaning over barn as the union is tight. Knights Manor 31 High Street Swaffham Prior Cambridge CB25 0LD. Approved. Noted.

116/21-22	Accounts for payment including:	
	a) Clerk's salary and taxes	£390.00
	b) CGM – grass cutting for September	£337.08
	c) CAPALC bitesize course	£30.00
	d) CAPALC Allotment course	£60.00
	e) Rent for Town Close	£30.00
	f) Reimbursement to P Latchford for bricks for grave marking	£104.72
	Total	£951.80

Payment received:

Swaffham Prior Parochial Charities – payment for grass-cutting £302.72

As the Clerk was not physically present, it was agreed to leave the payments by cheque (e and f) until the December meeting. Payment for the CAPALC Allotment course was delayed until December due to the invoice not having arrived yet.

SKP proposed that all other bills were paid; seconded PH, passed unanimously.

SKP proposed a transfer of £1000.00 from the savings to the current account; seconded PH, passed unanimously.

117/21-22 To review and adopt a Memorial Management Policy and risk assessments – continued from October 2021

The Clerk read out question that had been circulated early regarding the risk assessment. DG requested that a clause be added to the memorial management policy clarifying who would be responsible for costs of repairs or making safe.

Action: Clerk to make changes and additions as discussed.

SG noted that the cemetery bins, meant purely for waste from the cemetery such as discarded floral arrangements, had contained fast food packets and beer cans and that the green bin had been partially filled with earth and covered with leaves from an unknown source, which risk making it too heavy for emptying.

Action: Clerk to put together a list of prohibitions and a safety notice for the cemetery noticeboard, to be circulated for comment.

Action: to be adopted with these changes in December meeting.

118/21-22 To agree an update to the Allotment regulations.

PL had circulated the proposed update prior to the meeting.

PL proposed that the update be added to the allotment regulations; seconded PH, passed unanimously.

Action: Clerk to update regulations and pass to SKP to go on the website.

SKP noted that the updated regulations will not come into force until April 2022.

119/21-22 To discuss the charges for repeat Grants of Exclusive Rights of Burial.

After discussion, it was proposed that for people wishing to buy a second grant after the expiration of the first, the option of buying a grant allowing the maintenance of a grave marker or erection of a new marker only be offered at a cost of £25.00 per grave. If re-opening of the grave to include more burials were required, a full grant at a cost of £225.00 per grave would still be required. *SKP proposed that an option of a maintenance only grant at a cost of £25 per grave be created; seconded PH, passed unanimously.*

120/21-22 To discuss a quote for repairs to the Village Hall path

AD presented two quotes to add a metal edge to the main path and repairs; after discussion it was decided a project of this amount should be specifically built into the budget and that it should be deferred until 2022-23.

The Clerk noted that a request had been received that the trees at the edge of the driveway to the Village Hall carpark be trimmed back as the ECDC Community bus had been unable to use it for fear of the trees damaging the paintwork. The PC declined to undertake this task, feeling that other options were available for the bus to park.

121/21-22 To approve a request for a memorial stone

SG proposed that the request be approved; seconded AD, passed unanimously.

122/21-22 Clerk's Report

The Clerk had taken part in 2 of 3 sessions of the CAPALC Allotment course and found it very informative. It has clarified that the Swaffham Prior allotments next to the cemetery are temporary allotments, making temporary use of land bought for extending the cemetery and as such will never become statutory allotments. Additionally, it was suggested that a push button tap could reduce the use of water. The Clerk asked if there were any specific questions the PC wanted asking at the 3rd and final session.

Action: PL to consider and pass on any questions.

123/21-22 Parish Councillors' Reports

- 1) SKP noted that a vote was required to accept the Precept for next year. DG noted the need for discussion of the budget for 2022-23 in light of new potential projects.
Action: Agenda Item for December – Agree the budget for 2022-23.
- 2) SG noted that the cremation plaques uncovered by the tree surgeons were becoming buried again.
Action: AD to clear.
- 3) AD noted that the undercut hedge at the bottom of Cage Hill is obstructing pedestrians.
Action: Clerk to write to the owners requesting that they address this.
- 4) AC noted that a bough had fallen from a tree on Lower End into the ditch by Dencora Field.
Action: SKP to report.
- 5) PH asked how long the temporary traffic lights were to remain on Mill Hill.
Action: DG to find out and report back.
- 6) PL asked about a funded structural survey on a house on the High Street to assess risk of damage from the digging. DG noted that the route of the heating scheme digging had changed to the footpath on the church side of the road; a survey should be available to those who required one.
Action: DG to check availability of funded structural survey.

The meeting closed at 8.50pm.

124/21-22 Open Question Time

A member of the public suggested that the Community Bus could park on the driveway to the Scout Hut, on Town Close.

A member of the public noted that Fairview Grove is a concrete road with metal re-enforcements, which could cause difficulty for the Heating Scheme. SKP suggested that the pipework could go down the pavement instead of the road.

A member of the public asked for clarification regarding the various consultations undertaken by the GCP and CA – CC volunteered to send details to the clerk to pass on.

DG noted that developments had resulted in none of the five companies invited were interested in using ducting out into the heating scheme trenches; instead a company were intending to provide Fibre using current physical structures, from March 2022.

SKP asked how many households had signed up for the heating scheme. DG explained that they were being signed up in batches of 36; 35 of the first batch had signed up and the next batch had not reached their deadline yet. SKP stated that the current cost of the system was £13 million, in loans

that would have to be repaid with interest at some point. CC noted that other places hoped to learn from watching Swaffham Prior.

Business concluded at 9.04pm

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