

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

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

In attendance:

Mrs Jude Griffiths (Clerk)
Cllr John Trapp (JT) (ECDC)

There were 2 members of the public in attendance.

As both the Chair and the Vice-Chair were absent, SG proposed that SKP take the Chair for the meeting; seconded AD, passed unanimously.

125/21-22 Apologies for absence

Cllr John Covill – medical issues
Cllr David Greenfield – medical issues
Cllr Paul Latchford – work commitments

These were accepted by the PC.

126/21-22 Members' declaration of interest for items on the agenda and requests for dispensations

None

127/21-22 Public participation for items on the agenda

None

128/21-22 Reports

- a) CCC – a report was circulated via email, forwarded by Cllr Charlotte Cane. No representative attended.
- b) ECDC – Cllr John Trapp (JT) attended. A report had been circulated via email. JT confirmed that the Suffolk Citizen's Advice Bureau would receive a grant for the next two years which would prevent the loss of the skills and independent advice of its advisers. It also noted that there were problems of low morale and a lack of HGV drivers among the Green Waste Collection teams. Mepal Outdoor Centre is due to be demolished by Christmas.
JT is involved in trying to get improvements to the Swaffham Bulbeck to Bottisham cyclepath, making it safer for students to cycle to Bottisham Village College.
A Business Growth fund is open to applications from small businesses – suggestions included funds for electric charging points for the Village Hall. Applications need to be made by 5pm on 12th January 2022.
Action: Clerk to contact Prospect Trust to make sure they are aware.

The Chair invited questions – none were forthcoming.

129/21-22 Approve the minutes of the Parish Council meeting of 11th November 2021

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

130/21-22 Matters arising from previous minutes (for information only)

123/21-22 4) SKP had reported the large branch in the ditch by Lower End; Highways have cancelled the work to see to it, noting that it may or may not happen at a later, unnamed date.
122/21-22 SKP noted that a push button tap had been purchased for the allotment tap but was yet to be fitted, due to poor weather.

David Greenfield (DG) had left notes on the following matters:

114/21-22 1) The A-B1102 is a lobbying group representing several Parish Councils but does not have the same importance or recognition as Parish Councils or individuals – while they can prepare and provide input and apply pressure they are not currently written into the legislation as the PC are, therefore it is important the PC reply as a PC and/or as individuals.

SKP proposed that the PC respond supporting the conclusions of A-B1102; seconded PH, passed unanimously.

Action: Clerk to respond to consultation as outlined above.

123/21-22 5) The temporary traffic lights on Mill Hill have been removed and DG intends to notify the PC before they are re-installed in the New Year.

123/21-22 6) A structural surveyor has been commissioned to carry out work in early January 2022 – DG to update the PC as and when.

124/21-22 The primary digging in Fairview Grove was confirmed as taking place in the grass verge to the north of the highway – DG has informed the resident who asked the question and updated the construction company with the highway construction to modify their records, enabling the best engineering outcome.

131/21-22 Correspondence for consideration/circulation.

- 1) Email from Anglian Water with contact details for parishioners struggling with water bills and other problems this winter. Noted.
- 2) Email from George Hurrell regarding proposed development at Laundry Cottage. To be discussed under item 135/21-22.
- 3) Emails from Greater Cambridgeshire Partnership reminding of the deadline for their 2 consultations. DG had provided a report from A-B1102. It was agreed that the PC would endorse the A-B1102 stance and the Clerk would respond to the consultation stating as much (see Matters Arising).

132/21-22 To resolve that, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press leave the meeting during the consideration of Agenda Item 133/21-22 3) because of the confidential and sensitive nature of the information to be considered.

Proposed SKP, seconded AD, passed unanimously.

The press and public were asked to leave for the discussion of 133/21-22 3).

133/21-22 Consideration of planning applications received:

3) PREAPP/00179/21. After discussion, *SKP proposed that the PC made no comments at this time; seconded AD, passed unanimously.*

- 1) **21/01215/FUL Replace fence panels with wall and replacement of damaged panels at rear of property, and replace double gates at entrance to drive and side gate to front of property, reapply correct paint where necessary. Priory Cottage 52 High Street Swaffham Prior Cambridge CB25 0LD.** Approved.
Noted.
- 2) **21/01214/LBC Replace fence panels with wall and replacement of damaged panels at rear of property, and replace double gates at entrance to drive and side gate to front of property, reapply correct paint where necessary. Priory Cottage 52 High Street Swaffham Prior Cambridge CB25 0LD.** Approved.
Noted.
- 4) **21/01413/FUL Proposed erection of two storey side extension and single storey rear extension and associated works. 20 Cage Hill Swaffham Prior Cambridge CB25 0JS.** Approved.

Noted.

- 5) **21/0982/FUL Siting of cellar cooler, garden lamp, pergola, marquee, fence and 2 no. replacement windows (retrospective) and installation of fire door to north elevation. Red Lion 43 High Street Swaffham Prior CB25 0LD.** Amendment.

SKP proposed the PC made no comment; seconded PH, passed unanimously.

- 6) **21/0983/LBC Siting of cellar cooler, garden lamp, pergola, marquee, fence and 2 no. replacement windows (retrospective) and installation of fire door to north elevation. Red Lion 43 High Street Swaffham Prior CB25 0LD.** Amendment.

SKP proposed the PC made no comment; seconded PH, passed unanimously.

134/21-22 Accounts for payment including:

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| a) Clerk's salary and taxes | £650.00 |
| b) Village Hall – rent for 2021 | £84.00 |
| c) CAPALC Allotment course | £60.00 |
| d) Rent for Town Close | £30.00 |
| e) Reimbursement to P Latchford for bricks for grave marking | £104.72 |
| Total | £928.72 |

Payment received:

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| Southgates Funeral Directors | £175.00 |
| Southgates Funeral Directors | £175.00 |

Additional bills:

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| Eon bill for street lighting | £114.70 |
| Chairman's honorarium | £ 40.00 |
| Clerk's out-of-pocket expenses | £100.00 |

Additional payment received:

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| SPCC payment of grass-cutting bill | £264.88 |
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SKP noted that changes to the PC's Eon Account meant it could now be viewed online and should eventually be payable by direct debit.

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

SKP proposed a transfer of £2000.00 from the savings account to the current account; seconded AD, passed unanimously.

135/21-22 To discuss the proposed development at Laundry Cottage.

DG had left a statement that was read out by the Clerk. DG wrote that although it was good that the lack of previous community engagement was acknowledged, there were still significant issues with building in this area. The PC do not oppose new builds in the village but the numbers need to be in scale. Until further details are forthcoming, DG stated that the PC should not support any development in the location as previously proposed. SKP agreed, noting that the school was full, there are no drains, electricity or water supply to that area currently and that the drains at the Bulbeck end of the village are already subject to blocking. Additionally, Laundry Lane is a bridleway and would involve blind access to the High Street.

It was agreed to invite Mr Hurrell to the January meeting, but at present and without concrete plans to inspect, the PC are against development of the area.

Action: Clerk to invite Mr Hurrell to the January 2022 meeting.

136/21-22 To adopt a Memorial Management Policy and risk assessments – continued from November 2021

SKP proposed that the memorial management policy and risk assessment be adopted; AD seconded, passed unanimously.

137/21-22 To agree the budget for 2022-23

SKP produced information regarding the 21-22 and 22-23 budgets. He noted that the cost of the Village Hall fire alarm came out of reserves, but once ring-fenced reserves were taken into account, there was still £11,000.00 more in the reserves than is recommended. As income from the cemetery can not easily be predicted accurately, the current precept level would cover the budget and leave a healthy surplus. After discussion; *SKP proposed that budget for 2022-23 be agreed and the precept remain at it's current level; seconded PH, passed unanimously.*

138/21-22 To discuss the next step regarding the requirement for a safe crossing on Mill Hill (B1102)

The Clerk noted that emails from the Policy and Regulation department of Highways England indicated that a Local Highways Improvement application or a privately funded improvement would be the way forwards. LHI applications for 2022-23 had closed so evidence would have to be gathered for an application for 2023-24. SKP pointed out that LHI's are for up to £15,000.00 which would not cover the cost of a crossing, even with the PC adding 10% as would be necessary. SKP had also been in contact and reported that a reduction to a 30mph limit would be unlikely due to a rise in the road, short sight-lines and the houses being set well back from the road. A crossing would cause traffic to back up and this would increase air pollution levels to people locally.

It was noted that past efforts to improve the safety of crossing the B1102 had involved huge amounts of effort for very, very little return.

Action: Clerk to contact A-B1102 to see if they would be interested in helping apply for a LHI.

It was noted that the PC could not fund a crossing as there was not enough in the reserves and the amounts involved were far more than could reasonably be raised.

Action: To be discussed further in January 2022.

139/21-22 To approve a request for a memorial stone

SG proposed that the PC approve the request for a memorial stone; seconded AD, passed unanimously.

140/21-22 Clerk's Report

a) The Clerk had asked ETS to quote for surveying the cemetery trees. Two options were available:

- a detailed survey plus mapping of the trees, followed by a regular inspection, recommended to take place every 3 years at £400-£450 for the first map and survey, then £250 for subsequent inspections
- An annual informal inspection at no charge.

AD proposed that the PC ask ETS to undertake the first option; seconded SG, passed unanimously.

b) Proposed text for cemetery warning and information signs had been circulated. The PC were happy with them. In addition to putting them on the noticeboard, it was suggested that they be laminated and attached to the bins.

c) The Clerk noted that it was advisable that only the owner of a grant to erect and maintain grave markers be able to upgrade to a full Grant of Exclusive Right of Burial, to avoid complications caused by different owners for burial and grave marker rights.

Action: Clerk to update cemetery regulations – for approval at the January meeting.

d) Interest had been shown in the last marked-out plot in the cemetery – the Clerk enquired what would help with the marking out of the new plots.

Action: AD to mow the new area and assist AC in marking out new plots.

e) A date needed to be agreed for the Annual Parish Meeting.

Action: Clerk to email the Village Hall to book 18th May 2022.

141/21-22 Parish Councillors' Reports

- a) SG asked of there had been any response to the letter regarding cutting back of the hedge and who had cut back the trees along the Village Hall driveway? No response had been received to the letter and it was thought that Mike Carrington had carried out the tree trimming.
Action: AD to pass on the message that the trees are not to be cut back again.
- b) AC asked about the donation to the British Legion for Remembrance Day.
Action: Clerk to prepare cheque for £40 to be signed at the January meeting
- c) SKP reported that 47 households had now signed up for the Heating Scheme. Hereward Housing had not signed up their house en bloc as not all were suitable, but individual household were discussing signing. SKP stated that 161 houses were needed for the scheme to break even and that under a Freedom of Information request, it would appear that the first house must be being heated by the scheme before midnight on 1st April 2022 to prevent the government loans being called in. Concerns were expressed over pressure to build new houses to increase the numbers on the scheme. SKP also noted that the plan to sell carbon credits to raise £6million for repaying the loan was facing difficulties.

The meeting closed at 8.45pm

142/21-22 Open Question Time

A parishioner noted that there was a long enough straight to bring the speed limit down to 30mph when entering the village from Burwell and asked if the PC had considered using a lollypop person at school times.

Mr Limb asked if DG was part of A-B1102 in his capacity as Parish Councillor? SKP said no. Mr Limb asked if the PC intended to respond to the GCP consultation? SKP confirmed that they were.

Mr Limb noted that a street light on Cage Hill that had been on night and day had finally gone out and asked if it could be repaired. SKP explained that it is due to be removed as it was found that Cage Hill would be sufficiently well lit without it.

Business ended at 8.53pm

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