

**Minutes of the meeting of the Swaffham Prior Parish Council held on Thursday 12<sup>th</sup> September 2024 at 7.30pm in Swaffham Prior Village Hall.**

Present: Cllr John Covill (JC) (Chair), Cllr Alan Durrent (AD), Cllr David Greenfield (DG), Cllr Sandra Gynn (SG), Cllr Peter Hart (PH), Cllr Kent-Phillips (SKP), Cllr Ruth Lambert (RL) and Cllr Kate Muscroft (KM).

In attendance: Jude Griffiths (Clerk)

There were 2 members of the public in attendance.

**83/24-25** To receive apologies for absence and to approve reasons for absence where appropriate.

Cllr Paul Latchford sent his apologies.

**84/24-25** Members' declaration of interest for items on the agenda and requests for dispensations

None.

**85/24-25** Public participation for items on the agenda

None.

**86/24-25** Reports

- a) Cambridge County Council – no report received; no representative attended.
- b) East Cambridgeshire District Council – report circulated by email, Cllr John Trapp (JT) attended. JT noted that very little had happened in August.

The Chair invited questions.

JC noted the intention of ECDC to provide black wheelie bins instead of bin bags. JT said the aim was to increase recycling and reduce litter from black bags damaged by animals. PH noted that storage of 3 bins could be a problem for some. RL noted that black bin collection would be fortnightly instead of weekly.

**87/24-25** Approve the minutes of the Parish Council meeting of 8<sup>th</sup> August 2024  
*SKP proposed that with the correction of a minor typing error, the minutes be accepted as a true and accurate record of the meeting; seconded PH, passed unanimously.*

Action: Clerk to amend the Standing Orders so that 'Matters Arising from Previous Minutes' apply to the minutes of the preceding meeting only; to be agreed at the October meeting.

**88/24-25** Matters arising from previous minutes (for information only)

80/24-25 DG to request that the double yellow lines are reinstated through the Heating Scheme. DG noted that this was not possible, but that the matter had been raised by both the Clerk and a parishioner.

**89/24-25** Correspondence for consideration/circulation.

- a) Email from CAPALC regarding funding available for taking on a gov.uk domain. Noted.
- b) Email from Greater Cambridge Partnership regarding the Joint Assembly meeting of 12<sup>th</sup> September 2024. Noted.
- c) Email from Cambridge and Peterborough Combined Authorities regarding consultation for bus franchising options.  
Action to contact the Combined Authorities to get a written copy of the options, to be circulated to the PC for discussion at the October meeting.
- d) Email from Highways regarding the Active Travel Hierarchy consultation. Noted.
- e) Email request for volunteers for the Winter Gritting Scheme. Noted.
- f) Emails regarding the consultation on the National Planning Policy Framework. Noted.

**90/24-25** Consideration of planning applications received.

- a) 24/00774/FUL Single-storey rear extensions. New gable roof to kitchen. 1 Adams Road, Swaffham Prior, Cambridge, CB25 0JU.  
The PC supported this application.
- b) 24/00833/VAR To vary condition 2 (Occupation Restriction) of previously approved 05/01273/FUL for change of use of arable land to grazing paddock, along with construction of stable block, muck bunkers, menage, access road and associated site works. The Paddock, 43 Lower End, Swaffham Prior, Cambridge, CB25 0HT.  
*DG proposed that the application be supported as long as the names of the owners be replaced in Condition 2 with 'the occupiers'; seconded SKP, passed unanimously.*

Approved:

- c) 24/00364/FUL To deliver peatland restoration at Wicken Fen NNR. Tubney Fen, Little Fen Drove, Reach, Cambridgeshire. Noted
- d) 24/00363/FUL To deliver peatland restoration at Wicken Fen NNR. Burwell Fen, Newnham Drove, Burwell. Noted
- e) 24/00760/TRE T1 Cherry- Buttresses and roots causing damage to adjacent swimming pool and surrounding floor – Fell. Swaffham Prior C Of E Community Primary School Station Road Swaffham Prior Cambridge CB25 0LG. Noted

**91/24-25** Accounts for payment including:

a) Clerk's salary and taxes	£561.20
b) Online Playgrounds – parts for play equipment	£142.92
c) Clear Insurance Management Ltd – insurance	£548.12
d) Nurture Landscapes Ltd – July grass cutting	£421.20
e) Nurture Landscapes Ltd – August grass cutting	£421.20
Total	£2094.64

Vodafone bill (August) (DD)	£36.86
Village Hall – August rent	£20.00
Swaffham Prior Parochial Charities (play area rent)	£30.00

Income:

Allotment rent                   £25.00

*SKP proposed that the accounts be settled in full; seconded SG, passed unanimously.**SKP proposed a £2000.00 transfer from the Business to the Community Account; seconded PH, passed unanimously.***92/24-25** To agree the PC's response to a letter received regarding proposed building works on the Horse Field.

Parish Councillors had received a letter from Cheffins laying out their arguments for building on the horse field, as heard at the PC meeting of April 2024.

*DG proposed that a letter be sent from the PC in response to Cheffins' to all parish councillors, laying out the PC's position towards development of the area in question; seconded AD, motion defeated 3 for, 4 against, one abstention.***93/24-25** To add the cutting of the grass in front of the Scout hut to the Nurture Landscaping contract.

DG noted that as the Parochial Church Charities only wanted half the number of cuts provided for the other areas, it would be simpler to agree a second, separate contract for the cutting of the Scout Hut grass to 2", for 2025 and 2026.

Action: DG to negotiate the contract described above

To be agreed at the October meeting.

**94/24-25** To agree the 2024-25 Action Plan.

*SKP proposed that the financial information be removed from the 2024-25 Action Plan and that it then be agreed; seconded DG, passed unanimously.*

**95/24-25** To discuss and agree an application for funding from Parish Domains Helper Service towards changing the PC website to a gov.uk domain.

SKP explained that the PC is not obliged at present to have a gov.uk website address and PC emails, but that to do so would look more professional; it would also give the PC huge storage capacity, improved cybersecurity and back up for the website. Funding of up to £100 is available for the initial changeover. Disadvantages would be the running costs would fall to the PC once the funding was used and a redirect would have to be set up from the old website and email addresses to prevent people being unable to contact the PC.

*SKP proposed that the PC apply for funding to change to a gov.uk domain; seconded PH, passed unanimously.*

Action: SKP to look into the cost of hosting the website.

**96/24-25** To decide how to control ivy growing over the back of the Keep.

Action: Clerk to write to the Keep's neighbours, politely requesting that the ivy be cut back.

**97/24-25** To receive the A-B1102 response to the GCP Eastern Access report and PC guidelines for responding to it.

DG reported that the Greater Cambridge Partnership had produced recommendations after reviewing their plan, at an Assembly taking place today. The A-B1102 group have responded in their capacity of representing PCs.

The primary site for moving the Newmarket Road P&R has been decided – near the roundabout between Newmarket Road and Airport Way. A smaller, satellite site is being considered near Stow Cum Quy, with a view of it becoming a hub for travel onwards e.g. to Cambridge North, the main bus station etc. There was no need for the PC to respond or take any further action.

**98/24-25** To agree the PC response to the National Planning Policy Framework consultation.

DG outlined the need of the PC to respond to the NPPF consultation as a number of significant changes are proposed, for example the removal of protections for areas downgraded from greenbelt to grey.

*DG proposed that he complete the questionnaire for the NPPF consultation on behalf of the PC; seconded KM, passed unanimously.*

Action: DG to complete the NPPF consultation questionnaire.

**99/24-25** To respond to the Active Travel Highways consultation.

The PC declined to respond.

**100/24-25** Report on Heating Scheme

DG reported.

28-30 properties are due to have the internal and external fittings to join the scheme by January 2025.

CPEN is 98% complete and the scheme will have full power by October 2024, therefore there will be no issues with connecting further properties. Landscaping can then be completed and the programme for landscaping is being updated accordingly.

The noise pollution is being tackled with noise-reducing coverings for the relevant sections.

**101/24-25** Clerk's Report

Nothing to report.

**102/24-25** Parish Councillors' Reports

- a) DG – grass cutting. Saplings belonging to a parishioner on Mill Hill had been accidentally trimmed during cutting of the verges.  
Action: DG and Clerk to liaise with the parishioner.
- b) SG noted that a motorhome had parked in the Village Hall car park and moved on when requested by a member of the Village Hall committee. AD noted that the car park comes under the control of the PC, not the Village Hall – for future reference.

*The meeting ended at 8.43pm*

Open Question Time

Further discussion of the letter from Cheffins to Parish Councillors.

*Business concluded at 8.46pm*