

Minutes of the meeting of the Swaffham Prior Parish Council held on Thursday 13th February 2025 at 7.30pm in Swaffham Prior Village Hall.

Present: Cllr John Covill (JC), Cllr Peter Hart (PH), Cllr Sandra Gynn (SG), Cllr Steve Kent-Phillips (SKP), Cllr Ruth Lambert (RL), Cllr Paul Latchford (PL) and Cllr Kate Muscroft (KM).

In attendance: Jude Griffiths (Clerk)

There were 3 members of the public in attendance.

173/24-25 To receive apologies for absence and to approve reasons for absence where appropriate.

Apologies were received from Cllrs David Greenfield and Alan Durrant.

174/24-25 Members' declaration of interest for items on the agenda and requests for dispensations

None.

175/24-25 Public participation for items on the agenda

None.

176/24-25 Reports

- a) Cambridge County Council – no report received, no representative attended.
- b) East Cambs District Council. Report circulated by email, Cllr Charlotte Cane attended. Concerns regarding the creation of unitary authorities to replace the district and county councils were discussed.

177/24-25 Approve the minutes of the Parish Council meeting of 9th January 2025
SKP proposed that the minutes be accepted as a true and accurate record of the meeting; seconded PH, passed with 3 abstentions.

178/24-25 Matters arising from previous minutes (for information only)

None.

179/24-25 Correspondence for consideration/circulation.

- a) Email from Cambridgeshire County Council regarding Planning Local Validation List consultation. Noted.
- b) Email from Haslingfield Greenway Working Group regarding interactions with the Greater Cambridge Partnership. Noted.
- c) Email from Combined Authorities confirming the decision to introduce bus franchising. Noted.

180/24-25 Consideration of planning applications received.

- a) 24/01337/FUL Construction of a koi/eco pond in residential garden. The Smock Tower Mill, Mill Hill, Swaffham Prior, CB25 0JZ.
SKP proposed that the PC make no objections to the application; seconded KM, passed unanimously.

181/24-25 Accounts for payment including:

- | | |
|------------------------------------------------------------|---------|
| a) Clerk's salary and taxes | £559.00 |
| b) Ivett and Reed – making safe of tall Benstead headstone | £513.60 |
| | £772.60 |

Direct debits:

Vodafone £36.86

SKP noted that a VAT reclaim had been received of £573.17.

The Clerk noted that the cost of the Information Commissioner's Office registration had risen from £40 to £52.00, although there is still a £5 reduction for payment by direct debit. To be adjusted for the 2025-26 budget.

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

SKP proposed a transfer of £750.00 from the Business to the Community account; seconded PH, passed unanimously.

182/24-25 Lower allotments – continued. To discuss purchasing ground cover for unrented plots and maintenance of footpaths around them.

PL reported. PL identified appropriate ground cover that will cost £390.00 to cover all unused plots on the Lower Allotments.

SKP proposed that PL order the ground cover; seconded PH, passed unanimously.

Action: PL to order ground cover.

The Clerk noted that maintaining the paths around unrented plots was not the responsibility of the other tenants.

183/24-25 To adopt a Privacy Notice.

SKP proposed that the PC adopt the Privacy Notice; seconded PH, passed unanimously.

184/24-25 To adopt a Data Protection Policy.

SKP proposed that the PC adopt the Data Protection Policy; seconded RL, passed unanimously.

185/24-25 To agree an application for a cremation plot flat stone marker.

SG proposed that the PC agree the application for a cremation flatstone memorial; seconded RL, passed unanimously.

186/24-25 To agree the purchase of replacement pads for the defibrillator.

SKP proposed that the PC agree the purchase of replacement defibrillator pads; seconded SG, passed unanimously.

187/24-25 To agree a response to the Cambridgeshire County Council Planning Local Validation List consultation.

SKP proposed that the Clerk respond, requesting a summary cover sheet for planning applications, for use by PCs; seconded PL, passed unanimously.

Action: Clerk to respond as above.

188/24-25 To write to the appropriate authorities regarding the following issues on the High Street:

- a) subsidence of utility trenches,
- b) reinstatement of double yellow lines and
- c) parking issues.

PL reported, summarising the history of the subsidence in the High Street and the failure to reinstate double yellow lines. An issue of regular illegal parking on the double yellow lines near the church end of the High Street was also raised.

DG had responded by email, noting the prime contractor for the Heating Scheme would inspect the trenches/subsidence and report back and also would confirm that the double yellow line reinstatement is the responsibility of Anglia Water, not the heating scheme.

Action: PL to contact Anglia Water regarding reinstating the double yellow lines.

Action: DG to report back from when the prime contractor has inspected the trenches/subsidence.

It was noted that the PC does not have the powers to enforce Highways legislation regarding illegal parking and complainants should contact the relevant authorities.

189/24-25 To agree the purchase of a replacement dog poo bin for Lower End.

ECDC had taken the bin for repairing and returned it a week later, so a replacement is no longer necessary.

190/24-25 Report on Heating Scheme.

DG reported via email.

The latest stage of acoustic works is complete. Noise survey measurements are due to take place towards the latter part of February.

191/24-25 Clerk's Report

- a) Tall Benstead gravestone has been made safe by Ivett and Reed – laid down face up on the grave plot in line with council policy.
- b) Coopers Green dog bin – the pole it is attached to rusted through and has been replaced by ECDC for no charge.
- c) The Clerk drew attention to the clearing of Station Road footpath by volunteers.
Action: Clerk to write on behalf of the PC, expressing thanks.

192/24-25 Parish Councillors' Reports

- a) SG reported that there seemed to be an issue with the cemetery tap.
Action: Clerk to check this and allotment tap.
- b) RL reported that in response to a village Facebook post, she had contacted the farmer regarding the footpath from Pulpit Corner to the Dyke, who promised to finish reinstating the footpath.
- c) JC noted 9 potholes had been reported along Station Road
- d) DG reported (by email) noted the enabling work for GigaClear for Mill Hill and Cage Hill had been scheduled for 17th-21st February 2025 and residents had been informed.
- e) DG reported (by email) that he had been liaising with Reach PC regarding the Kingsway Solar Farm proposals and intended to liaise with other affected PCs in coming months.
- f) SKP reminded everyone that the Annual Parish Council meeting will start at 7pm on 8th May 2025.

The meeting concluded at 8.20pm.

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