

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 551

Held at Downing Court, Swaffham Bulbeck on 4th March 2025.

Present: Councillor Gordon Reid; Councillor Sophie Singleton; Councillor Nicky Bates; Councillor John Trapp; Councillor Robert Bates; Councillor Kay Ballard; Councillor Ian Woodroffe

Members: 9 (1 vacancy) Quorum 3

Clerk: Mrs S Chambers-Turner

Members of the public: 2

In attendance: County Councillor Sharp

Meeting opened at 7.30pm

5949 RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

Councillor Penny Harvey-Samuel

5950 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION.

Councillor Singleton, Item 5959 Grass cutting.

5951 TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Councillor Singleton seconded by Councillor Bates and resolved that the minutes of meeting 550 held on 4th February 2025 be approved and signed as a true record by those present.

5952 OPEN FORUM FOR PUBLIC PARTICIPATION

Two members of the public were present to observe proceedings.

5953 MATTERS ARISING/CLERKS AND COUNCILLORS REPORTS (FOR INFORMATION ONLY)

- Councillor Ballard has had an informal discussion with the current tenants of the Black Horse who would be open to further discussion regarding display of the Frankie Dettori trophy.
- Information has been received from the Complaints Committee which has ruled that there is no case to answer.
- Further to minute 5929, the Clerk has heard from the Monitoring Officer who has looked into the matter, discussed it with the police, and confirmed that no further action will be taken.
- An invitation has been received from the project lead on Local Highways Improvement. A meeting has been arranged for 6th March 2025, via Zoom. Councillors Reid, N Bates and Woodroffe will attend.

5954 COUNTY AND DISTRICT COUNCILLOR REPORTS

County Councillor Sharp provided a report which included :

- Busways
- Highways & Transport
- Budget
- Council Reorganisation

District Councillors Trapp & Cane provided a report which included:

- ECTC loan requested deadline
- No increase to Council Tax for ECDC for 25/26
- Mepal Crematorium

Full reports are available from the website or upon request from the Clerk.

5955 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS

- a. The bank reconciliation was prepared and circulated before the meeting. **It was proposed by Councillor Singleton, seconded by Councillor Ballard and resolve that the bank reconciliation for February 2025 be approved.**
- b. Note receipts:
None
- c. **It was proposed by Councillor Singleton, seconded by Councillor N Bates and resolved that the outstanding accounts for March 2025 should be paid. Action:** *Clerk to set up payments for authorisation by Councillor Singleton and Councillor N Bates.*

Mrs S Chambers-Turner	Clerk's Salary February			Confidential
Mr G Turner	Handyman	£90.80	£0.00	£90.80
JCS Bookkeeping	Payroll January	£30.00	£0.00	£30.00
Mrs S Chambers-Turner	Training PIALC	£37.50	£0.00	£37.50
Cambridgeshire Acre	Membership	£54.17	£10.83	£65.00
SP Landscapes	Grass Cutting	£610.50	£122.10	£732.60

5956 PLANNING MATTERS

None.

5957 THE DENNY

Councillor R Bates carried out the monthly inspection. He noted that some of the plastic connectors on the junior multi-play are broken and require replacement. It was discussed and agreed that Fenland Leisure would be instructed to carry out remedial works. It was also discussed that the wet pour repair is shrinking and needs attention, but that alternatives would also be investigated. **Action:** *Clerk to contact Fenland Leisure and in the meantime ask the Handyman to secure the area.*

5958 SWAFFHAM GREENWAY

Communication had been received from Haslingfield Greenway Working Group who are gathering information and experiences from other Parish Councils that have had involvement with the Greater Cambridgeshire Partnership. Grantchester has been granted permission to seek a Judicial Review of the decisions made by the GCP relating to the routing of the Haslingfield Greenway through the centre of the village. It was agreed that Swaffham Bulbeck Parish Council would share the open letters sent to Peter Blake and the press. **Action:** *Clerk to contact Haslingfield Working Group and offer a copy of the letters.*

A letter had been received from the Swaffham Greenways Project Team Lead in response to the open letter sent to Peter Blake. It indicated that the Greenway would follow the White Drove way route as a temporary measure, but that they also wish to explore the Manor Farm/Denny route in due course. It was felt that significant concerns raised by the Parish Council were still not being considered. The letter also indicated that the GCP is unable to consider all requests and that decisions would be made by the Executive Board and the Joint Assembly. The Parish Council therefore asked both the District and County Councillors whether they would be able to facilitate a meeting of the Parish Council with the Project Team and/or Peter Blake to discuss the issues raised in the open letters. **Action:** *District Councillor Trapp, County Councillor Sharp and the Clerk to try to arrange a meeting and gain access to the maps and designs as soon as possible.*

5959 GRASS CUTTING

The Clerk had received four quotations for the grass cutting contract. A cost analysis had been conducted and due diligence had been carried out. **It was proposed by councillor Ballard, seconded by Councillor Trapp, 6 for, 1 abstention and carried that MC Garden Maintenance would be awarded a 1st year contract with quarterly reviews, with the possibility of the addition of a further two years. Action:** *Clerk to prepare the contract and carry out quarterly reviews with Councillor Singleton.*

5960 CEMETERY

A further inspection had been carried out and it was noted that the ground was becoming unlevel in places and required maintenance to prevent trips and falls. Councillor Ballard had met with the

Community Payback team, who would be happy to carry out the re-levelling under the supervision of the Handyman. **It was proposed by Councillor Woodroffe, seconded by Councillor Singleton and resolved that a budget of £200 be made available for the purchase of top soil and seeds for the cemetery.** Councillor Ballard also reported that notices have been displayed in the Cemetery and in the Beacon advising that unpermitted items will be removed after 31st March 2025.

5961 SPEEDWATCH

Councillor Woodroffe reported that the Police are advertising for volunteers to set up Speedwatch in local areas. It was noted that the Parish Council previously had a Speedwatch group but that it had been difficult to attract and maintain the number of volunteers required. It was suggested that, when the new MVAS units are installed, it will be possible to collect data more frequently although, to gather a broad range of representative data, there should be multiple locations for the units. It was also noted that the MVAS units could be mounted on street lamps following appropriate permissions from Cambridgeshire County Council. Councillor Trapp volunteered to obtain the lamp information for the application form. **Action: Councillor Trapp to provide information relating to the appropriate street lamps to the Clerk.**

5962 COUNCIL ADMINISTRATION

- The Policy and Procedure working group had met to discuss the Risk Assessment Policy and the Risk Assessment register, plus the Co-option Policy. **It was proposed by Councillor Woodroffe, seconded by Councillor N Bates and agreed that the Risk Assessment register required more extensive work and will be brought to the next meeting.**
- **It was proposed by Councillor Ballard, seconded by Councillor Singleton and resolved that the Risk Assessment Policy be adopted.**
- **It was proposed by Councillor Ballard, seconded by Councillor Singleton and resolved that the following amendments be made to the draft Co-option Policy:**
 - Change Chairman to Chair.
 - To advertise according to statutory guidelines rather than CAPALC guidelines.
 - To amend 14 days to 14 working days.
- Councillor Trapp expressed misgivings regarding the appendix to the Co-option Policy. Following discussion, **it was proposed by Councillor Ballard, seconded by Councillor Singleton and resolved, Councillors Ballard, Singleton, Woodroffe, N Bates, R Bates, Reid for, Councillor Trapp against, and carried that the Co-option Policy be adopted.**
- As noted in 5953, the Parish Council had received a formal response from the members of the Complaints Committee regarding a recent complaint. The Complaints Committee found that the Parish Council had no case to answer.
- **It was proposed by Councillor Trapp, seconded by Councillor Woodroffe and resolved that a Notice of Vacancy be displayed. Action: Clerk to start the process of Notice of Vacancy.**
- The format of the Annual Parish Meeting was discussed and it was agreed that the previous year's format would be adopted. The Annual Parish Meeting will be held at Downing Court on 8th April 2025 at 7.30pm.
- The Clerk reported that an evaluation of the Parish Council's software is required to ensure value for money and appropriate capability. It was agreed that the Clerk would investigate and report back to a future meeting.

5963 DEFIBRILLATOR

It was agreed this item would be deferred until the May meeting.

5964 AGENDA ITEMS FOR THE NEXT MEETING

Items for inclusion on the next agenda should be sent to the clerk at least seven days before the meeting.

- Risk Assessment register.

5965 DATE OF NEXT MEETING

The next full Council Meeting will be at 7.30pm on 25th March 2025 , at Downing Court, Swaffham Bulbeck.

The meeting closed at 9.58pm