

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 557

Held at The Pavilion, Swaffham Bulbeck on 5th August 2025.

Present: Councillor Gordon Reid; Councillor Sophie Singleton; Councillor Nicky Bates; Councillor Robert Bates; Councillor Ian Woodroffe; Councillor George Ballard; Councillor K Ballard; Councillor Penny Harvey-Samuel.

Members: 9 Quorum 3

Clerk: Mrs S Chambers-Turner

Members of the public: 0

In attendance: County Councillor Jonny Edge

Meeting opened at 7.30pm.

6037 RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

Councillor Trapp verbally; formal apologies were not received. It was agreed that all apologies should henceforth be provided in writing to the Clerk before each meeting.

6038 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION.

None.

6039 TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Councillor Singleton, seconded by Councillor G Ballard and resolved that the minutes of meeting 556 held on 1st July 2025 be approved and signed as a true record.

6040 OPEN FORUM FOR PUBLIC PARTICIPATION

No members of the public were present who wished to address the Council.

6041 MATTERS ARISING/CLERKS AND COUNCILLORS REPORTS (FOR INFORMATION ONLY)

- Councillor Ballard will collect the Frankie Dettori trophy from the Clerk.
- The Defibrillator Working Group reported that funding for the purchase of a defibrillator may be available. Purchase of the new unit will wait for the outcome of an application.
- The Clerk reported that an incident had occurred on the Denny. The Police were called and the visiting officer approached the Community Payback team even though none of the team had been involved. The Clerk will write to the relevant parties to ask that the team be treated with respect when working in the parish.
- The Clerk reported that the Public Rights to inspect the Parish Council's accounts for year end 24/25 had now closed.
- The Clerk reported that she had received correspondence from the Kingsway Solar Community Group asking whether the Parish Council would be interested to join a Parish Council alliance in opposition to the proposed solar farm.

6042 COUNTY AND DISTRICT COUNCILLOR REPORTS

Councillors Trapp & Cane had not provided a written report and were not present.

Councillor Edge had not provide a written report but asked the Chairman for permission to discuss the proposed Swaffham Greenway under agenda item 6047. Permission was given.

6043 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS

- a. The bank reconciliation had been sent to Councillors before the meeting. **It was proposed by Councillor G Ballard, seconded by Councillor Singleton and resolved that the bank reconciliation for July be approved.**
- b. There were no receipts.
- c. It was agreed that MC Garden Maintenance would be asked to clarify what grass cutting work had been undertaken in the month and that payment would be made if this was satisfactory. **It was proposed by Councillor Woodroffe, seconded by Councillor Singleton and resolved that the other outstanding accounts for August 2025 be paid. Action: Clerk to approach MC Garden Maintenance and to set up other payments for authorisation by Councillor Singleton and Councillor Reid.**

Mrs S Chambers-Turner	Clerk's Salary July			Confidential
Mr G Turner	Handyman	£90.80	£0.00	£90.80
JCS Bookkeeping	Payroll June	£30.00	£0.00	£30.00
SLCC	Training	£15.00	£3.00	£18.00
SLCC	Membership	£355.00	£0.00	£355.00
MC Garden Maintenance	Grass Cutting	£650.00	£130.00	£780.00
Microshade	Software (Final)	£219.12	£43.82	£262.94
Freethough32t	Microsoft 365	£148.32	£0.00	£148.32
Glasdon	Refuse sacks	£145.20	£29.04	£174.24

6044 PLANNING MATTERS

None.

6045 THE DENNY

- Councillor Singleton carried out the monthly inspection and reported that, in addition to previously noted jobs, the gate closures require attention.
- Councillor G Ballard reported that he had found a solution to reinforce the timbers on the wooden play equipment. It was agreed that, before proceeding further, research was required to check the appropriate legislation regarding playground equipment. **Action: Councillor G Ballard to identify the trade association for playground equipment.**
- The Denny Working Group had prepared a paper that was circulated before the meeting. **It was proposed by Councillor Woodroffe, seconded by Councillor Harvey-Samuel and resolved that the Denny Working Group seek three companies to review the current facilities and seek quotations for playground repairs and replacement equipment.**

6046 ALLOTMENTS AND GARAGES AT VICARAGE CLOSE

The Clerk reported that she had received official notification from Sanctuary Housing that the Parish Council's interest in the land at the rear of Vicarage Close had been passed to its legal team.

6047 SWAFFHAM GREENWAY

Councillor Edge reported that the GCP was proposing to terminate Phase 1 of the Swaffham Greenway in Station Road at the Denny car park, and that a future Phase 2 would look at the problems of crossing the village before continuing to Swaffham Prior. **It was proposed by Councillor Reid, seconded by Councillor K Ballard and resolved that the Councillor Edge should accept the proposal provided that mutually acceptable plans for the benefit and safety of all users could be agreed regarding the junction of White Drove and the B1102.** The Parish Council expressed its thanks to Councillor Edge for this progress. In addition, the Parish Council had received an invitation for two councillors to meet the GCP project team on 12th September. It was agreed that Councillors Reid and Harvey-Samuel would attend on behalf of the Council and that

Councillor N Bates would act as the substitute if either was unable to attend. **Action:** *Councillor Edge to report back to the GCP.*

6048 ANNUAL PARISH MEETING

The Council discussed the Annual Parish Meeting held in May 2025. Concerns about the school were discussed, and it was agreed that other matters raised at the annual meeting would be raised at the next Parish Council meeting.

6049 LOCAL HIGHWAYS IMPROVEMENT (LHI)

The Clerk reported that she had received confirmation from the LHI Project Lead that new designs that reflect the Parish Council's comments are due in the next two weeks.

6050 THE MOATED DENNY INFORMATION BOARD

Councillor Harvey Samuel reported that she had met Historic England to discuss the replacement of the information board. She had received two quotations, but noted that the current information is not entirely accurate. During this discussion, the Clerk confirmed that, contrary to previous information given to Councillors, the Parish Council owns the Denny Wood and is responsible for its maintenance. It was agreed that, for safety reasons, attending to tree works should take precedence over replacing the information board. **It was proposed by Councillor K Ballard, seconded by Councillor Singleton and resolved that an existing quotation for tree works be accepted.** **Action:** *Clerk to contact Eastern Tree Surgery to see if the existing quotation is extant and, if so, give instructions for the works to be undertaken as soon as practical.*

6051 COUNCIL ADMINISTRATION

- **It was proposed by Councillor Singleton, seconded by Councillor N Bates and resolved that '2050' be added to the name of the Trees and Biodiversity working group and that the Terms of Reference for the working groups then be approved.**
- Councillor N Bates had prepared an action list in the form of a spreadsheet to keep track of outstanding actions. **Action:** *Councillor N Bates to circulate this to all Councillors, the Clerk to input actions from the current meeting, and the Council to review it at the next meeting.*
- The Clerk reported that she would be moving the Parish Council's electronic filing system from Microshade to Microsoft 365.
- The Clerk had prepared and circulated a Councillor resignation checklist prior to the meeting. **It was proposed by Councillor Woodroffe, seconded by Councillor Singleton and resolved that the Councillor resignation checklist be adopted for use by the Council.**

6052 HIGHWAYS AND TRANSPORT

The Clerk reported that she had received information regarding a new Highways Department reporting tool that is due to come into operation, and that demonstration events are scheduled for late August and early September. Furthermore, a restructure of the Department's hierarchy will see officers reallocated within the District. The Parish Council will receive official notification of the changes in due course.

6053 AGENDA ITEMS FOR THE SEPTEMBER MEETING

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

6054 DATE OF NEXT MEETING

A Full Council Meeting will be held at 7.30pm on 2nd September 5th 2025 at Downing Court, Swaffham Bulbeck.

The meeting closed at 9.37pm