

Minutes of the Meeting held on Monday 7th January 2019

Present – Simon Buggey, Jane Trevanion, Andrew Brown, Caroline Ilott, Peter Howell, Geoffrey Barnes, Dean Howe, Peter Tye and Louise Lord

There were 3 members of the public present.

1. **Apologies for Absence** – Apologies had been received from District Cllr Deborah Roberts.
2. **Laurentian Reporting** – Jane Trevanion will report to the Laurentian this month.
3. **Open Forum for Public Participation**

A member of the public asked why the open forum had been moved to the beginning of the meeting and expressed concern that the public would not have the opportunity to comment on agenda items.

It was explained that it was common practice to hold the open forum at the beginning of the meeting and that the open forum had been moved for those members of the public who did not want to sit through Parish Council business before getting a chance to speak. Members of the public can only speak during the open forum and not after each agenda item. There are time restrictions on how long members of the public can speak and the length of Parish Meetings. Any further questions or comments that arise after the open forum can be made to the Parish Clerk for consideration by the Parish Council.

More detail about public participation at meetings can be found in the Parish Council's Standing Orders which are available on their website.

The same member of the public asked whether an overhanging tree on the corner of Station Road had been further pruned. Although Balfour Beatty had pruned the tree it may need further pruning as the light isn't reaching the pathway. This was noted by the Parish Council and will be looked into further.

Action JT/ CI

A member of the public expressed their concern about dangerous parking on the Shepreth end of the High Street, near the green. Traffic has to swerve out into the opposite lane to avoid the parked vehicles which could be very dangerous if there was oncoming traffic. Geoff Barnes will seek police advice on how this should be resolved.

Action GB

4. **Members Declarations of Interest for items on the Agenda** – None

5. **To approve and sign the minutes of the Meeting on 3rd December 2018** – Proposed Jane Trevanion, seconded Andrew Brown. All agreed.

6. **Matters arising from these minutes:**

Risk assessment, A-boards and spare keys for the recreation ground will be considered at the next sports club meeting.

Action R&A

There will be a school governor meeting in January when Geoff Barnes will ask the school about their requirements for notice of works on the recreation ground.

Action GB

The village warden advert was advertised in December.

The Parish Clerk is looking into requirements to register Parish Council owned land and will report to the next Parish Council meeting.

Action AW

The Parish Clerk contacted the Church Commissioner regarding Application Ref: S/4340/18/TC, 54 High St, Foxton to cut down a walnut tree on land rented from the Church Commissioners. They explained that the walnut tree is in an awkward place and it will, when fully grown dominate the new churchyard area. Its root network would impede burials which is why it has been requested to be removed.

Caroline Ilott contacted Mr. Ridgeon about the Burlington Park boundary wall pre-application plans and has yet to receive a response.

Louise Lord arrived at the meeting

A note was added to the Laurentian to advise residents that the signs may be removed for maintenance.

The Parish Clerk had contacted the Tennis Club Chairman to advise that the Parish Council will take full responsibility for the hedge and will advise them of any work to be undertaken.

The Parish Clerk is awaiting confirmation of the White Horse pub ownership and will submit the Asset of Community Value (ACV) nomination form shortly.

Action AW

7. **County Councillor's Report**

County Cllr Peter Topping did not attend the meeting.

Outstanding action items:

Arranging a meeting with Peter Blake, Transport Director of Greater Cambridge Partnership and PC over Foxton level crossing

Chalk Hill Street Light update

Police contact details for traveller matters

Look into whether options of duelling A505/ bypass to South of Royston are being considered

Action Cllr PT

8. District Councillor's Report

Cllr Deborah Roberts sent her apologies and did not attend the meeting.

9. Feedback from meetings and events

Securing the Potential Growth of Greater Cambridge on 12 December 2018

Andy Brown and Caroline Ilott attended this event which was hosted by Cllr Lewis Herbert, Chair of the Greater Cambridge Partnership (GCP). Speakers included Dame Kate Barker, Chair of the Cambridgeshire and Peterborough Independent Economic Commission and James Palmer, Mayor of Cambridgeshire and Peterborough Combined Authority. The presentation aimed to set out GCP's strategy to meet the future challenges the region faces with an opportunity for Q&A. Key considerations were (i) Cambridgeshire and South Cambridgeshire are some of the fastest growing areas in the country; (ii) the creation of new jobs in the area; (iii) future transport requirements; and (iv) the need for joined up thinking. It was considered that infrastructure in the region would need to improve to meet growth and business needs. Underground transport, autonomous buses and new cycle routes are being considered, however, there did not seem to be firm plans in place for now.

10. Planning Committee Report, applications and decisions by Caroline Ilott

A planning meeting is scheduled for 9 January 2019 at 7pm at the Parish Office.

3 appeals

The grain store had its site inspection before Christmas 2018 but there is no news on the other appeals yet. The grain store decision should be made in February.

Parish Council Land

Land owned by the Parish Council should be registered with the Land Registry.

Planning Applications

S/4340/18/TC – Walnut tree at 54 High St Foxton.

Permission has been granted to remove the walnut tree. The tree and land belong to St Lawrence's church under the management of the Parochial Church Council. The owner has confirmed by email that the house is for sale and that the piece of land rented from the church will revert back to the church by a simple surrender of the tenancy. This has already been notified to and agreed with the PCC. Any future queries should be made to Jon Cairns, the churchwarden. It was considered there was no need for further Parish Council involvement at this time.

S/4306/18/TP Parish Council tree works

All tree work submitted by the Parish Council to SCDC was approved and work carried out.

S/3611/18/FL – 2 Chardle Fields

Extension refused

S/4329/18/OL Wellcome Trust Genome Campus at Hinxton.

This was submitted to Foxton Parish Council for comment but as there is no major effect on Foxton the Parish Council have no comment.

S/0117/18/OL Land South of Station Road

Julie Fletcher, Head of Housing Strategy at SCDC, confirmed on 1 January 2019, that the sale of the access portion of the land to Station Road has now completed. The garden land initially sought does not form any part of the agreement and there is a restrictive covenant not to build more than 22 dwellings. Any future planning permissions granted on adjoining land that has access from the Station Road entrance would entitle SCDC to uplift value. Rebecca Ward, the case officer has confirmed that the entrance from Station Road will be adopted by County Council Highways but that the main estate road will be unadopted and everything will come under a management company. The Parish Council may be offered to manage the play area. The 10-metre woodland belt to the north of the site will also come under this management company and will not be open to residents or the public. The boundary on the east (overlooking the open field land of Burlington Press) will have a post and rail fence and the south border will have a 1.8 metre closes boarded fence. Construction traffic will not be allowed to access the site through the village accessing only via the A10 and onto the site through the Press entrance on Station Road.

Other matters

Burlington Park boundary wall

A letter had been received from Mr Ridgeon expressing surprise that the Parish Council did not support his pre-application plans for the boundary wall. The Parish Council have invited him to come to a Parish Council meeting to ask any questions but have not yet received a response.

Old Trinity School site on Station Road

The owner of the site, This Land Ltd, a development company owned by Cambridgeshire County Council, are proposing to convert the old Methodist chapel to 2 units with the outside shell remaining. The rest of the site will be 2 x 3 bed houses and 3 x 2 bed houses, all with off road parking (7 units in total). This will not trigger the affordable housing formula. Plans should be ready to show to the Parish Council at the February meeting. A public exhibition at the village hall has been suggested. The conifer tree outside the chapel will be removed. Planning application will be submitted in the usual way.

White Horse pub- renewal of ACV (asset of community value)

This will be submitted shortly

a. Greater Cambridge Draft Housing Consultation

A survey for the Greater Cambridge Draft Housing Consultation received on 19 December 2018 has been circulated to Parish Councillors. It was suggested that councillors could reply individually but that a joint response on the key questions, on behalf of the Parish Council, would also be helpful.

The following suggestions were made:

- Lack of road and rail infrastructure
- Electricity grid being almost at capacity
- Lack of really affordable housing to buy or rent and the slow rate of build out
- Lack of proper 'joined up thinking' and discussion between Greater Cambridge and all the other bodies
- Lack of housing for both first time buyers and older buyers wishing to down size where the Neighbourhood Plan has highlighted high demand for this type of housing
- A need for more sustainable housing

Caroline Ilott will prepare a response on behalf of the Parish Council and requested any comments be sent to her by 23 January 2019. Caroline will circulate the proposed response to the Parish Council prior to submission. The deadline to submit a response to the County Council is 25 January 2019.

Action all/ CI

Caroline Ilott to send Cambridgeshire and Peterborough Economic Review Report to Parish Clerk for circulation

Action CI

11. Infrastructure Report by Caroline Ilott

County Council Highways Works

Caroline Ilott advised that County Council Highways have been asked to clear the storm drains on Fowlmere Road and other areas. Fowlmere Road has yet to be done.

Some potholes have been repaired including some smaller potholes and the large pothole on Illingworth Way. There are potholes (including some on Mortimers Lane) that still need repairing and this repair work was chased on 3 January 2019.

The pavement outside 77 High Street still needs to be repaired. County Council Highways were reminded on 3 January 2019.

The works on the road by the War Memorial and the pavement up to past the bus stop and opposite have been completed. The roadway is now draining well and the cherry tree root has been dealt with.

The Gullies (grips) on Fowlmere Road are now in the correct square format. Highways will continue to monitor these.

The lower section of Fowlmere Road between Illingworth Way and Mortimers Lane will be resurfaced.

Overgrown boundaries

Owners that need to maintain their boundaries along Station Road have been notified by County Council Highways on 4 December. Owners have 6 weeks to carry out the required maintenance. After a further 6 weeks County Council Highways will carry out the work and bill residents. James Broder is waiting for boundary confirmations along the High Street before owners are notified there.

A notice will be placed in the February 19 Laurentian and on the Facebook page to remind residents to cut back their hedges before spring.

Action CI

Village Signs

At the last Parish Council Meeting it was agreed that 3 historic village signs be restored. It was noted that the restoration company would like to inspect the signs first to check the condition of the metal before starting any restoration work. Peter Tye will personally take the signs to the company in Leighton Buzzard and if they are able to carry out the work, the signs will be returned by courier.

Action PT

Street Sweeping

SCDC should do street sweeping 3 times a year on all adopted highways. Some streets were done in the week commencing 5 November 2018.

Local Highway Improvement (LHI) Application

Cambridgeshire County Council will only consider a 40mph zone approaching the village, as is the case at Newton, rather than moving the 30mph speed sign. Simon and Caroline will attend the application consultation event on 14th January 2019 to state the case for Foxton for a 40mph zone. If the application is accepted there will be an extra cost of £108 which will be brought to the next Parish Council meeting for consideration.

Action CI/SB

Phonebox library

Junk and scooters have been placed in the phone box. It was requested that a notice be put in the Laurentian that the phonebox is for books only.

Action JT

Floodlights on the Recreation Ground

It was noted that a floodlight on the recreation ground by the corner of the bowls club was not working. The Parish Clerk will enquire into who has responsibility for these lights (Parish Council/RGT).

Action AW

Hillfield works

Maintenance work at the entrance to Hillfield has been completed and repair to a chain link fence at No. 56 is awaited. Work to change a roadway in Hillfield from pedestrian to vehicular access is out to tender.

Chalk Hill Street Light

This has been passed to Peter Topping.

Safer Route to Schools

County Council Highways will provide a contact for Safer Routes to School to see if they will support the repair and widening of a footpath running from opposite Hillfield to Chardle Field. Highways are allowed to repair paths/ roads but not create new ones. This footpath is not currently fit for wheelchairs or buggies and the surface is very damaged. Caroline will also ask about the safety of children crossing the school car park when accessing the area from the Dovecote meadow footpath.

Action CI

12. Working Party Reports:

a. Neighbourhood Planning by Caroline Ilott and Louise lord

The next meeting will be on 15 January 2019.

b. Recreation and Amenities by Jane Trevanion

Overgrowing Trees, Hedges and Undergrowth

Tree works were carried out on 2 and 3 January by Charlie Vince with some remedial work still to be completed.

Peter Tye received authorisation from the Cambridge Tree Warden in respect of works in the conservation areas of the village.

No work was required on the large ash tree as the Picus test result was “negative”.

The trees in Station Road have not been felled as the outcome of the development behind the press cottages and the impact on the verge is awaited. These works may fall into the next budget year.

Longer term the Parish Council may want to consider removing the tennis club hedge and replacing it with a “nicer” hedge e.g. more manageable natives.

Longer term consideration should be given to making a stretch of the recreation ground along Illingworth Way a managed natural area. It was proposed that the ecology officer at SCDC may be able to offer advice.

Action JT

The latter 2 proposals could potentially be funded by S106 money as part of the recreation ground improvements.

Play Ground and Skate Park Inspection

Remedial work following inspection still needs to be agreed. This will be reported on at the February or March meeting.

Action JT

Village Warden Contract from March 2019

The deadline for tenders is 14 January 2019. One application has been received. This will be reported on at the next Parish Council meeting.

Action JT

Adverts for Ground maintenance and grass cutting

These will be finalised in the next few weeks and advertised in the Royston Crow and on-line.

Action JT

Fences

A chain mail fence between the vicarage and sports field, which was damaged when “rubbish” was removed for tree works, will be repaired at a cost of £50, having been approved by the Chairman and Parish Clerk in accordance with the Parish Council financial regulations.

Quotes are being obtained for repair to the fence between Hardman Road and the recreation ground.

Action JT

Padlock/Access to the Recreation Ground

Two signs have been removed from the entrances which were out of date.

Copies of keys (including Dovecote keys) will be made once it is established who has keys. Jane is liaising with the sports clubs about this.

Action JT

Recreation Ground (general)

It was not possible to hold a Sports Clubs Meeting in December. The next meeting is likely to be on 21 or 28 January. Information about sports club constitutions, responsibilities and names of office bearers and key holders has been requested.

Action JT

c. MAYD by Louise Lord

Louise Lord advised that Melbourn Parish Council had circulated a report which included attendance figures and had requested a financial contribution of £564 which was less than budgeted for. It is proposed that Groundworks hold 2 sessions per week to cater for different age groups. The next meeting will be held on 9 January 2019. Melbourn Parish Council have designed a large banner to promote the youth club. Louise will look at ways to promote MAYD in the village (Laurentian/ Facebook/ Website) and circulate the latest monthly report.

Action LL

d. S106 by Simon Buggey**(i) Friends of Foxton Woods training**

A training event run by Cambridge Conservation Volunteers has been scheduled for 3 March 2019 and will provide an introduction to hazel coppicing. All tools will be provided and a risk assessment will be carried out by Chris Hindley. Volunteers have

been advised that they are covered by Parish Council insurance and any children under the age of 16 must be accompanied by an adult. The risk assessment should be sent to the Parish Clerk. It was proposed that the Parish Council pay £60 using S106 money to cover the cost of the training.

Proposed Caroline Ilott, seconded Simon Bugey. All Agreed.

Action CI

e. Finance Report by RFO

Financial software

This has been installed and accounting information needs to be added.

Action AW

Payroll

Red Shoes Accounting have taken over payroll from 1 December 2018. Fees will stay the same until December 2019 (£12 plus Vat per month). Prices will be reviewed around September 2019 to see if it is cost effective for them but they are unlikely to change by much, if at all. There is no notice period. The Parish Council can leave the arrangement at any time.

Bikeability funding

The Parish Clerk wrote to Cambridgeshire County Council and received a reply. They advised that they have written to schools as well as Parish Councils. Some schools have responded to say that it may be possible to use their sports premium grant but they have had mixed responses (and no response yet from Foxton school). If they moved to a position of charging, they anticipate this would be up to 25% of costs (e.g. £10 per pupil).

This may come up at the next school governors' meetings. Geoff Barnes to report back.

Action GB

Precept

A precept of £35,000 was agreed at the last Parish Council meeting and will be submitted to SCDC in the next few days.

Action AW

Internal audit

The Parish Clerk will prepare documents to go to the internal auditor at the end of the month.

Action AW

Metro Bank Signatories

The new signatories are now set up. The next step is to set up online banking.

Action AW

(i) Approval of payments in schedule

A Finance Report had been circulated to the Parish Councillors and the statements and accounts reviewed by the Vice Chairman.

The following payments were approved. Proposed Dean Howe, seconded Caroline Ilott. All agreed.

Payments made:

Payee	Item	Payment by	Gross (£)	VAT (£)	Legislation
npower	Street lighting	Direct Debit	22.00	0.00	Parish Councils Act 1957, s3; Highways Act 1980 s301

Payments outstanding:

Payee	Item	Payment by	Gross (£)	VAT (£)	Legislation
Parish Clerk	Salary	BACS	808.44	0.00	*LGA 1972 s112
Inland Revenue	NI	BACS	0.00	0.00	*LGA 1972 s112
Parish Clerk	Expenses (subsistence allowance £20, travel £11.52 and phone £27.50)	BACS	59.02	0.00	*LGA 1972 s174/ LGA 1972 s111
Parish Clerk	Admin expenses (office supplies £29.60 & Antivirus software £42.00)	BACS	71.60	0.00	*LGA 1972 s174/ LGA 1972 s111

SCDC	Emptying of dog & litter bins	BACS	374.40	62.40	Litter Act 1983, ss 5-6
Cambridgeshire Acre	Payroll Charges - 1 Oct to 30 Nov	BACS	28.80	4.80	*LGA 1972 s112
Red Shoes Accounting	Payroll December 2018	BACS	14.40	2.40	*LGA 1972 s112
Foxton Village Hall	Meeting room hire (Neighbourhood Plan £12.25)	BACS	28.45	0.00	*LGA 1972 s111
Hayden Arboricultural Consultants Ltd	Ash tree inspection	BACS	428.40	71.40	Open Spaces Act 1906 ss9
T J Austin	Dovecote hedge trimming	BACS	96.00	16.00	Open Spaces Act 1906 ss9
D Salmons	Village Warden (bins and leaf clearance)	BACS	112.00	0.00	Open Spaces Act 1906 ss9

*LGA: Local Government Act

13. Police Liaison Report by Geoff Barnes

Geoff Barnes reported that some people, responsible for approximately 200 burglaries in the region over the last few years, have been caught and jailed for a total of 71 years. The burglars accumulated about £2m. The public are being advised to contact the Cambridgeshire Constabulary if they lost any items between December 2011 and January 2018.

The next police liaison meeting will be on 24 January 2019.

Please don't hesitate to report anything suspicious to the police.

14. Recreation Ground Trust Report

There will be an RGT meeting in the next few weeks to consider lighting and an urgent solution for the leaking water heater in the pavilion.

Action SB

15. Correspondence - None

Motion to exclude Public and Press: Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 where publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted on the following agenda items 17, 18 and 19.

Proposed Simon Bugey, Seconded Jane Trevanion. All agreed.

All members of the public left the meeting.

16. Parish Clerk holiday cover

Holiday cover arrangements were discussed. The Parish Clerk will look into holiday cover possibilities and report back to the Parish Council.

17. Any Other Business

The Parish Clerk will send details about winter health packs to the Help Group and update the website with information. Peter Howell to find out contact information.

Action PH/AW

It was considered that the Community Plan could be updated after completion of the Neighbourhood Plan. The Parish Clerk will circulate the existing Community Plan and Louise Lord will carry out an initial review.

Action AW/LL

18. Date and time of the next Meeting: Monday 4th February 2019 at 7.45pm in the Village Hall

Any business and payments, to be considered at a Parish Council meeting must be delivered to the Clerk for inclusion on the agenda at least 7 days prior to the meeting.

The meeting closed at 9.25 pm.

Annabel Wright
Foxton Parish Clerk
14 January 2019