

Minutes of the Meeting held on Monday 4th March 2019

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

There were 3 members of the public present.

1. **Apologies for Absence** – County Councillor Peter Topping sent his apologies.
2. **Laurentian Reporting** – Louise Lord will report to the Laurentian this month.
3. **Open Forum for Public Participation**

No representations made.

4. **Members Declarations of Interest for items on the Agenda** – None
5. **To approve and sign the minutes of the Meeting on 4th February 2019** – An amendment was made to the 2nd last paragraph on page 2 of the minutes as follows:
A Parish Councillor welcomed the contemporary extension to the chapel and asked why the remainder of the design was a pastiche of various historical periods. There is a range of period housing in Foxton because houses are contemporary to the period in which they are built. Any new builds should be the best possible contemporary design, exemplifying sustainable design principles and complementing materials used in the village where appropriate but should not attempt to mimic the past.

The minutes were approved as amended. Proposed Peter Tye, seconded Caroline Ilott. All agreed.

6. Matters arising from these minutes:

The Parish Clerk had written to the owner of the vehicle obstructing the High Street, near the green.

Parish Council documents were submitted to the internal auditor and a report received and circulated to the Parish Council.

The Planning Committee met to formulate a response from the Parish Council to the East West Rail proposals.

A quote has been received for a second access gate which will be discussed with the Village Hall.

Action SB

The Sports Clubs meeting minutes were circulated.

Peter Tye is unable to act as a Parish Council representative for the Village Hall committee. Dean Howe agreed to act as a Parish Council representative on the Village Hall committee alongside Peter Howell.

Louise Lord arrived.

A meeting of the S106 working party meeting is being organised.

Action SB

Louise Lord will explore the possibility of setting up a cross-village young people's parish council at the next MAYD meeting in April.

Action LL

The Parish Clerk has been unable to get hold of the website provider about setting up separate email accounts for Parish Councillors despite numerous emails and phone calls. Dean Howe will also try to make contact. It was considered that server space may be an issue and Google G-Suite may be an alternative option.

Action DH/ AW

Geoff Barnes and a third member of the public arrived.

A donation of £100, agreed by the Parish Council at the last meeting, was paid to Royston Community Transport.

Outstanding Actions carried forward

- A response to the White Horse pub Asset of Community Value (ACV) nomination is awaited. It is expected by 13 March 2019.

Action AW

- Ask Foxtan Dynamos who monitors the training lights.
- Seek advice from ecology officer at SCDC re converting part of the recreation ground along Illingworth Way to a managed natural area.
- Proposed agreement with the sports clubs detailing a schedule of works and requirements for health and safety, insurance liability, correct working processes and risk assessments.
- A-boards for public notices
- Inventory of keys

Action R&A

- Initial review of 2011 Community Plan.

Action LL

- Consider parking solutions for sports events with the Sports Clubs and School (use of parking bollards and use of school playground for excess parking during major matches).

Action GB/JT

7. County Councillor's Report

None

8. District Councillor's Report

None

9. Feedback from meetings and events

Simon Buggey and Peter Topping met Tim Watkins of the Greater Cambridge Partnership (GCP) and their consultant from Mott MacDonald to discuss the Foxton level crossing bypass and transport hub proposals. Peter Blake, did not attend the meeting. The key issues affecting Foxton were discussed and concern was raised about the lack of engagement with the community on the GCP proposals.

Caroline Ilott noted that a video of the GCP joint assembly on 27 February 2019 could be viewed online on the GCP website and no issues had been raised on behalf of Foxton. The Parish Council has not received any specific proposals for the level crossing bypass or transport hub from the GCP. Simon Buggey will write to the GCP prior to the GCP executive meeting on 20 March 2019, with a copy to County Councillor Peter Topping. He will raise the Parish Council's concerns and highlight the key issues for Foxton based on feedback from the village received in 2013, at the Parish Council meeting attended by GCP and information received via the Neighbourhood Plan questionnaire.

Action SB

10. Annual Parish Meeting 15th April 2019

The Annual Parish Meeting (APM) is scheduled for 15th April 2019. The Parish Council will consider ideas for the meeting and how best to publicise the event prior to the next Parish Council meeting in April. Parish Councillors will be asked to provide a short report on their area of responsibility to the APM.

Action all

11. Planning Committee Report, applications and decisions by Caroline Ilott (Planning Committee minutes under Appendix 1)

A planning report had been circulated to the Parish Council.

A Planning meeting was held on 26 February 2019 at the Parish Office. Approved applications are listed in the minutes.

3 appeals

There is a one-day hearing for the grain store appeal on Tuesday 2 April at Cambourne starting at 10am. A planning meeting to discuss the hearing will be held on Thursday 14 March at 7.30pm in the Village Hall lounge.

There is no news on the other 2 appeals.

East West Rail Proposal

At the planning meeting on 26 February, the Parish Council discussed a response to the East West Rail proposals (details in the minutes). The collective view is to support the northern routes via Cambourne as opposed to the southern routes via the Cam valley and to back the route proposed by CamBedRailRoad (CBBR). More information can be found at www.cambedrailroad.org. Caroline Ilott will submit a response on behalf of the Parish Council prior to the closing date of 11 March 2019. Notice will be added to the Parish Council website and Facebook page to encourage residents to make their own responses.

Action CI/AW

This Land proposal for old Trinity School Site

The Parish Council have responded to the proposals for the Old Trinity School site presented by This Land on 4 February 2019. Simon Bugey and Caroline Ilott are meeting with This Land on Monday 11 March 2019 to progress matters. Both the Parish Council and This Land are keen to maintain a dialogue.

Action CI

Tree Warden Scheme

Peter Tye is attending a SCDC tree warden event on 15 March on pruning protected trees.

Action PT

Parish Council Planning Training

SCDC have confirmed dates for Parish Council planning training on 7, 21 and 28 March at Cambourne 6pm to 8pm. This is open to all Parish Councillors.

12. Infrastructure Report by Caroline Ilott, LHI report by Simon Buggey

Overgrown boundaries

Owners along the High Street have been given a second notice by County Council Highways in the week commencing 24 February 2019. If there is no response to this notice after a further time period, County Council Highways will undertake the work required and bill residents.

LHI Report

The Parish Council will be informed in April if the bid for a 40mph zone on Fowlmere Road beyond the entrance to the village was successful or not.

Hillfield works

Work to change a roadway in Hillfield from pedestrian to vehicular access is out to tender and the work will be carried out in early 2019. SCDC have agreed to provide a dropped curb and hardstand parking for a registered disabled Hillfield tenant.

County Council Highways Works

Advice is awaited from Cllr Topping on a potential street light at the entrance to Chalk Hill.

Action Cllr PT

Caroline Ilott met with Andy Swallow, the County Council School Crossing Patrol Service Manager, on 15 January 2019. He advised there are no longer any Safer Routes to School officers. The Hillfield to Chardle Field footpath which is 1.2m wide with grass stepping off areas and some bad cracking, which could be a trip hazard, meets the requirements of the County Council Home to School Walking Routes. To improve or widen the path, the Parish Council were advised to consider making a Local Highway Improvement bid or include this as a condition of future development planning.

Louise Lord and Caroline Ilott met with Mrs Davies, the Headteacher of Foxton Primary school on 14 February 2019 regarding concerns about pedestrian/vehicle conflict in the car park. Three possible options were suggested:

1. Andy Swallow's suggestion of broken white lines to segregate the carriageway and walking route from the Dovecot field path.
2. A pathway along the back of the planted border behind the existing three car spaces to join the pavement area in front of the school. This could possibly be bark chipped or flagged.
3. Move the school fence back, take out a hedge and lay a footpath.

All these options are for the school to decide on as the area in question is County Council Education Property.

The whole of Fowlmere Road will be closed from 15 March to patch repair and part resurface the road between Barons Lane and Illingworth Way from 9am to 3pm. The order is for a 5-day period but the work may only take 1 to 2 days to complete. Notice to be added to Facebook page on 11 March 2019.

Action AW

County Council Highways have been asked to reinstate the grips on a section of Barrington Road from the railway spur level crossing and to repair a central bollard on the A10 outside 14/16 Cambridge Road.

Jane Trevanion to ask residents to cut back the tree around the lamppost at the corner of the High Street and Station Rd.

Action JT

A resident on Station Road emailed the Parish Council about water drainage issues possibly arising from highway resurfacing work as well as parking issues on Station Road. County Council Highways will inspect the road and pavements after it has rained to see if remedial work is needed.

Two whitebeam trees in Rowlands Close have been inspected by County Council Highways and will be removed. Highways no longer plant trees in pavements but will provide two replacement trees to the Parish Council to be planted in a location of their choice.

Pavement outside 77 High Street is still to be repaired. This section of the pavement and road flood badly.

Caroline Ilott spoke to County Council Highways about ways to address parking issues in the village. The County Council no longer have any parking enforcement officers. The Parish Council can make a request for road markings but the County Council would not be able to enforce them.

SCDC Works

Street sweeping was carried out on 21 January 2019.

Historic village signs

David Salmons has removed the 2 old village signs that need to be repaired. Work on them is to be approved at this meeting.

13. Working Party Reports:

a. Neighbourhood Planning by Caroline Ilott

Nothing to report. The Pre-Submission Draft Neighbourhood Plan will be considered in the closed part of the meeting.

b. Recreation and Amenities by Jane Trevanion

Grass cutting and grounds maintenance specifications

Invitations for tender have been sent out with a closing date of 21 March 2019. There are 2 areas for tender; one for the recreation ground excluding the play area and natural area; and one for rest of the green areas excluding the recreation ground.

i. Consider and approve extension of existing grass cutting contracts and consider sports clubs insurance requirements

It was agreed to extend the grass cutting agreements with DP Garden Works and the Cricket Club until 31 March 2019 subject to provision of their public liability insurance cover. Proposed Jane Trevanion, seconded Peter Tye. All Agreed

ii. Consider and approve repair work to play area in light of future play area improvement

Further to inspection of the play area, the following work is proposed to be undertaken by David Salmons to maintain the play area to a safe standard whilst longer term solutions are considered.

- Rear climbing frame/rope - remove the wire rope highlighted in the November play inspection report and remove the wooden climbing wall due to rot, cost £50
- Single point Norleg swing - to be referred to the manufacturer as the wrong chain and seat were fitted, but turn the highlighted support chains around £20
- Clean both see saws £50
- Install a post at the end of the Norleg swing where the support frame overhangs at the rear to keep people clear of the overhang beam £80
- Cut away lower cherry branches in the corner of the play area £20
- Remove swing chain support hinges to clean, grease and replace £50

Total £270

Proposed Jane Trevanion, seconded Caroline Ilott. All agreed.

A request will go in the Laurentian and on Facebook for volunteers for a Friends of the Play Area working group to consider future options for the play area. Responses to be

provided by the end of March. Louise Lord will also circulate this with the school. It would be helpful to have some ideas for the next S106 working party meeting.

Action JT/LL

iii. Village Warden management

David Salmons has signed the village warden contract. Caroline and Dean will be his main contacts and will keep any work required under review.

Trees

Peter Tye has relooked at the trees on Station road. It was previously agreed not to carry out work on this area due to the potential impact by the future housing development. However, there is an area of trees that would not be impacted by the housing development, where the trees need to be cleared around their bases to avoid issues with grass cutting. David Salmons has quoted £50 for this work.

Proposed Jane Trevanion, seconded Peter Tye. All Agreed

Another tree in the same area will need to be removed. Conservation Area approval has been obtained. Charlie Vince will be asked to quote for this work.

Action R&A

Padlock/Access to the Rec

Key copying is underway.

Recreation Ground (general)

Metal detecting has been an issue on Parish Council owned land. It was considered whether a sign would act as a deterrent. This will be looked into further.

Action R&A

Dovecote Hedge

The Dovecote hedge does need reducing but this needs to wait for now until the right time of year and once ecological advice has been sought.

c. Village Hall

Peter Howell advised the Parish Council that the village hall may require a contribution towards remedial plumbing work to deal with some dead pipe stubbs. The original plumbing work was funded by the Parish Council.

d. MAYD by Louise Lord

Nothing to report. Next MAYD meeting will be held in April.

e. Finance Report by RFO

Internal audit

Financial documents and minute files were reviewed by the internal auditor this month. The internal auditor report with recommendations has been circulated to the Parish Council. There was nothing of significance reported. The Parish Clerk will make any necessary changes to reporting requirements.

VAT

A VAT Reclaim was submitted this month for £902.91 and the refund has been paid.

Risk and asset registers

It is a requirement of Parish Councils to have risk and asset registers. The Parish Clerk has prepared drafts and circulated these to the Parish Council for review and approval.

i. Consider and approve Risk Register and GDPR Risk Assessment

The risk policy and register and GDPR risk assessment were considered and approved. Proposed Simon Buggey, seconded Peter Howell. All agreed.

ii. Consider and approve Asset Register

The Asset Register was considered and it was noted that there was only one pergola as the other had been vandalised. The Asset Register was approved as amended. Proposed Simon Buggey, seconded Andy Brown. All agreed.

iii. Consider and approve 2 replacement village signs

A quote had been received from G&G Signs for £32 per sign +VAT and £16 carriage and circulated to the Parish Council. David Salmons will remove the signs at a cost of £150. The old signs will be kept and stored by David Salmons. Proposed Peter Tye, seconded Dean Howe. All agreed.

iv. Consider and approve change to npower direct debit

The Parish Council has previously authorised the payment for street light electricity to be paid by direct debit to npower. The direct debit payments have increased from £22 to £24 per month. It was noted that £28 was taken on 20 January 2019 based on an estimated reading. The monthly payment has been recalculated and will be £24 per month to be reviewed by npower in 6 months' time. Proposed Simon Buggey, seconded Caroline Ilott. All agreed.

It was noted that a sustainable electricity provider could be considered in the future.

v. Consider and approve contribution towards the Community Rail Partnership Administrator under S137

The Interest Company which has been formed to oversee the rail affairs of the villages of Foxton, Meldreth, Melbourn and Shepreth have now opened a bank account and

have requested the payment contribution towards the rail administrator for the last 2 years up to March 2019. The total payment requested is £1400, £700 for each year.

Only £700 was allowed in this year's budget, the other £700 is owed from the previous year (although budget items cannot be carried over). £700 has been allowed in next year's budget.

Even though this cost has been previously discussed and budgeted for it needs to be specifically discussed as a S137 (LGA) payment as the Parish Council doesn't have any other specific power to authorise this payment. The Parish Council will need to discuss whether the payment is beneficial to the village and proportionate in representing the community fairly.

The total amount that Foxton Parish Council can spend under S137 of the Local Government Act is £7,554.86 based on the limit set in June 2018 of £7.57 per elector for the Foxton electorate of 998 people.

The Parish Clerk read out the following information about S137:

S137

If a council does not have the general power of competence then it either has to rely on a specific power or the power under s.137 of the Local Government Act 1972. This refers to a section of the Local Government Act 1972, usually known simply as "Section 137", which enables a local council to incur expenditure which is "in the interests of and will directly benefit its area or any part of it and some or all of its inhabitants".

It was considered that the rail administrator cost presented good value for the amount of work carried out on behalf of the village to maintain the upkeep of the local railway stations and would be a suitable and proportionate use of S137 money. Proposed Simon Buggey, seconded Caroline Ilott. All agreed.

vi. 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 Simon Buggey, seconded Jane Trevanion. All agreed.

Payments made:

Payee	Item	Payment by	Gross (£)	VAT (£)	Legislation
npower	Street lighting	Direct Debit	24.00	1.14	Parish Councils Act 1957, s3; Highways Act 1980 s301
Cambridgeshire County Council	Dovecote Annual Rent	BACS	50.00		LGA 1972 s126, Public Health Act 1875, s164
D Salmons	Bin emptying & installation of chain link fence	BACS	162.00		*LGA 1972 s111 Litter Act 1983, ss 5-6
Royston & District Community Transport	Donation for community transport	BACS	100.00		Local Government and Rating Act 1997, s26

Payments outstanding:

Payee	Item	Payment by	Gross (£)	VAT (£)	Legislation
Parish Clerk	Salary	BACS	1146.52		*LGA 1972 s112
Inland Revenue	NI (No payment required due to credit on account – credit balance £103.74)		0.00		*LGA 1972 s112
Parish Clerk	Expenses (subsistence allowance £20, travel £39.96 and phone £27.50)	BACS	87.46		*LGA 1972 s174/ LGA 1972 s111
Parish Clerk	Admin expenses (printer imaging cartridge 50%)	BACS	32.37		*LGA 1972 s174/ LGA 1972 s111
Foxton Village Hall	Meeting room hire (PC £28.45, NP £12.25)	BACS	40.70		*LGA 1972 s111

LGS Services	Internal audit	BACS	90.00	15.00	*LGA 1972 s111
Maps4Planners Ltd	Neighbourhood Plan Maps	BACS	50.00		Town & Country Planning Act 1990, S61F(1), (2); Planning and Compulsory Purchase Act 2004, s38C (2)
Catherine Cairns	Expenses for Foxton Woods Volunteer work (Safety provisions) – S106	BACS/ Cheque	69.00		Open Spaces Act 1906 ss9
Louise Lord	Expenses for Foxton Woods Volunteer work (Children’s work gloves) – S106	BACS/ Cheque	46.87		Open Spaces Act 1906 ss9
Meldreth, Melbourn, Shepreth, Foxton Community Interest Co.	Contribution towards rail administrator for 2 years ending March 2018 and March 2019.	BACS	1400.00		S137 LGA

Invoices received after circulation of agenda

D Salmons	Bin emptying		112.00		Litter Act 1983, ss 5-6
Catherine Cairns	Foxton Wood - expenses		8.65		Open Spaces Act 1906 ss9
Phillimores	Foxton Wood - Tools		399.80	66.63	Open Spaces Act 1906 ss9

*LGA: Local Government Act

14. Police Liaison Report by Geoff Barnes

Nothing to report. The police service is currently undergoing some restructuring. Advice is awaited from the police regarding monitoring speeding on Barrington Road. Geoff Barnes to follow up.

Action GB

15. Correspondence

The Parish Clerk had received notice of a Community Resilience Event to be held at SCDC in Cambourne on Saturday 9 March from 9am to 12pm.

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.

Members of the Neighbourhood Plan working party, Catherine Cairns and Malcolm Bore were invited to attend the closed session of the meeting.

Proposed Simon Buggey, Seconded Caroline Ilott. All agreed.

One member of the public left the meeting.

16. Consideration of Pre-Submission Draft Neighbourhood Plan

Confidential Minutes have been recorded.

17. Items for next agenda

Extension of bowls club grant
APM format

Date and time of the next Meeting: Monday 1st April 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 9.50 pm.

Annabel Wright
Foxton Parish Clerk
7 March 2019

Appendix 1 - Planning Minutes

Minutes of Planning Meeting of Foxton Parish Council on Tuesday 26th February 2019 at 7.30pm in the lounge of Foxton Village Hall

Present: Simon Buggey, Caroline Ilott and Andy Brown.

Apologies from Peter Howell

The meeting was quorate.

3 Parish councillors and 1 member of the public were present.

Declarations of interest: None

Minutes of previous planning meeting

The minutes of the meeting held on 14th January 2019 were taken as a true record of the meeting with one amendment. Under planning applications to be considered on S/2583/18/RM Reserved Matters on the Station Road housing, under Housing section the sentence beginning: ‘The Parish Council understand.... Should read ‘On the advice of the SCDC case officer, the Parish Council understand.....’

Matters arising

The Station Road housing Reserved Matters have been mostly approved by SCDC. One issue is that Anglian Water, who must supply foul water drainage, now say that there is not capacity at this site. As this is a statutory requirement, FPC will check with both the developer, Hill, and Anglian Water to get further clarification and assurances on this matter. **(action CI)**

Planning applications – (approval granted by SCDC)

Station Road Reserved Matters

1. S/0459/19/DC contaminated land -approved
2. S/0321/19/DC – archaeology -approved
3. S/0294/19/DC – pollution control -approved

Barrington Quarry/Redrow housing site

1. S/0306/19/DC – noise mitigation -approved
2. S/0222/19/DC – ecology – FPC have asked for independent ecology supervision and controls. Decision awaited.
3. S/4838/18/DC – boundary controls –no FPC comment
4. S/4820/18/DC – surface water drainage –no FPC comment
5. S/4813/18/DC – energy – no FPC comment
6. S/4779/18/DC – tree protection – no FPC comment

Other Foxton applications

1. S/0422/19/NM – non material amendment changing brick to off white render at 3 Fowlmere Road, Foxton. Approved
2. S/4796/18/DC – all conditions discharged at 2 The Green, Foxton. Approved
3. S/4683/18/FL – side extension at 36 Illingworth Way, Foxton. Approved.

Discussion on Parish Council's response to the East West Rail proposals

The details of the Oxford Cambridge East West Rail proposals were discussed in open forum along with a report from the consultation at Bassingbourn attended by 3 Parish Councillors. Details of the proposals are available on line on the FPC website.

Important points raised included the following;

What benefit would the 3 northern and 2 southern routes be to communities both existing and future?

What environmental impact would there be? What infrastructure impacts would there be? What housing developments would be needed to meet costs? Where would these be?

The conclusions reached for the formal PC response, were that of the 5 routes, the 2 following the northern pattern via Cambourne were preferable to the 3 southern routes through the Cam valley via a proposed new station and possible town at Bassingbourn. (The new Bassingbourn station is not costed in any proposal).

However it was decided to support the CamBedRailroad route, which is NOT one of the East West Rail company's proposals, for the following reasons:

1. Logic of the rail line following the upgraded A421/A428 via Cambourne, Northstowe etc. This would serve the existing and emerging major housing sites already planned for and underway in the area's Local Plan and also have capacity to absorb future growth.
2. Following the planned centres of growth would have less of an environmental effect than having a rail line through the heart of the Cam valley grade 1 agricultural land and Green Belt. There would also be less potential effect on listed buildings, Sites of Special Scientific Interest (SSSI's), and the natural environment.
3. The CBBR route would not go via flood plain land with the additional engineering costs the southern routes could expect.
4. The CBBR route goes via Cambridge North station, which has capacity to be developed as a transport hub providing good links to other areas of Cambridge, including the Science Park. Interchange with the Guided Busway and future Metro would be possible along with car parking for access to A14, A428 and M11.
5. The southern routes would possibly give an Oxford/Cambridge rail line running parallel to the existing London/Cambridge route which goes through Foxton, but without the ability to access the new line at existing stations. The new line could join the existing line east or west of Foxton or go onto join around Shepreth Junction, located at Great Shelford.

AOB

This Land Ltd (the development company wholly owned Cambs County Council), responded to the PC's comments on their presentation and proposals at 4th February PC meeting, for developing the Trinity School site on Station Road. FPC Planning committee will arrange to meet This Land to discuss further proposals.

The meeting ended at 8.20pm.