

Draft Minutes of the Meeting held on Monday 3 August 2020 at 7.45pm

Present – Simon Bugey, Jane Trevanion, Caroline Ilott, Andy Brown, Peter Howell, Peter Tye, Geoffrey Barnes, Sheryl Williamson, Huw Liddell and District Cllr. Deborah Roberts. There was 1 member of the public present.

Due to Covid 19 the meeting was conducted via video/teleconference. The conference was recorded following all attendees consent. The recording will be kept until the minutes are approved at the next meeting.

- 1. Apologies for Absence** – County Cllr. Peter McDonald
- 2. Laurentian Reporting** – Peter Howell
- 3. Open Forum for Public Participation** – none
- 4. Members Declarations of Interest for items on the Agenda** – None
- 5. To approve and sign the minutes of the Meeting on 6 July 2020** Proposed Jane Trevanion, seconded Huw Liddell. All agreed.
- 6. Matters arising from these minutes:**
 - Simon Bugey has written to Anthony Browne MP and is awaiting a response.
 - The village warden role has been advertised.
 - The Barons Lane maintenance agreement has been rejected by residents as it did not fulfil their wishes. This will be investigated further with the R&A working party.
 - The LHI bid has not yet been submitted as the deadline is 27 September which allows some time for Speedwatch data to be collected and submitted with the bid.
 - Huw Liddell has researched a free QR code generator for the Dovecot interpretive panel which can be linked to the website. To be discussed with the clerk.
 - Geoff Barnes was unable to attend the police briefing on 16 July 2020.

Action Cllr. Roberts

- Chase Anthony Browne MP for meeting re travel hub

Action SB

- Organise meeting with Susan van De Ven re Melbourn Greenway
- Liaise with church re operation London and Tower Bridge
- Contact/set up a meeting with the A10 villages group to address the Foxton Travel Hub matter.
- Raise treasurer role replacement at RGT meeting

Action CI

- Notify Highways about poor timing of road surfacing during harvest period
- Consider permitted use sign for Parish Council car park

Action HL

- Investigate network access for holding hybrid meetings at the village hall

Action Parish Clerk

- Set up direct debit card on Lloyds current account
- Advertise information about how to access online meetings
- Check if any insurance risk of volunteer use of parish council office
- Send letter re parking issues
- Send update to unsuccessful S106 applications
- Register land at Halls Close with Land Registry

7. District Councillor's Report

A few SCDC officers are now going back to the office in Cambourne on a daily basis and SCDC hopes to get most people back to the office in September. There is no date yet to hold committee meetings in person or to receive members of the public.

SCDC promised last year that a regular maintenance program would be followed at Chalk Hill. Deborah expressed concern that the maintenance is not being carried out and is chasing this.

46 individuals or families have shown interest in the 9 affordable houses at Station Road. Deborah expressed her concern about the noise pollution from the A10 at the site and wondered whether a noise attenuation scheme should be put in place.

Deborah reminded the Parish Council that she did not vote for the Huawei application in Sawston due to concerns about the site and the lack of a master plan. Deborah expressed alarm at the amount of water consumption required for the project when Cambridge Water could not guarantee water supply after a couple of years.

8. County Councillor's report – none**9. S106 update**

The next S106 working party meeting is on 5 August 2020. James Fisher has checked through all the applications and confirmed which applications can be funded by S106. The applications for the additional church graveyard and flag pole have been refused. The clerk will write to the applicants to let them know that these applications can't be funded by S106.

The S106 working group will now look at all the proposals and arrange meetings with applicants. Caroline is checking the amounts of S106 funds available with James Fisher.

S106 funds of £5000 for the Dovecot and approximately £22,000 for sports facilities outside the recreation ground is awaited from Hill, the Station Road developer. The Parish Council agreed to James Fisher writing to Hill to ask if the £22,000 funds could be for open space generally.

10. Finance

The AGAR has been submitted to the external auditor and the notice of public rights and the unaudited annual return has been published with the public rights period running from 30 July to 26 August 2020.

a. Budget review

Salary and tax have been higher than expected over the last four months due to the Parish Council being very busy and there being a lot of change with new councillors and the coronavirus. This will level out over the year if there are quieter periods. There is hardly any income from bank interest on the savings accounts as interest rates are so low. R&A costs are well within budget but should be kept under review as costs fluctuate from month to month with some larger invoices coming through recently. There have been no meeting room hire costs for the village hall during lockdown.

b. Parish Council prepaid/ debit/ credit card for limited expenses

A report had been circulated on the options of using charge cards with spending limits and an annual fee, preloaded cards and debit cards for occasions where cards are the only option to make payments (for example online applications and online purchase of office stationary/ equipment). The Financial Regulations state that “*Personal credit or debit cards of members or staff shall not be used under any circumstances.*”

The Parish Council has a Lloyds treasurers account which isn't currently used for transactions. It was agreed to apply for a direct debit card for this account and to transfer £500 from the Barclays current account to the Lloyds treasurer's account to be used for online payments as required. This is in line with the authority of the clerk to authorise payments in conjunction with the Chair up to £500. The account balance on the account will be maintained at £500 and any expenditure reported to the Parish Council. Proposed Simon Buggey, seconded Caroline Ilott. All agreed. The Parish Clerk will prepare a draft card policy to consider at the next Parish Council meeting.

c. Approval of payments

The bank reconciliation, account reports and bank statements have been reviewed by Andy Brown.

The following payments were approved. Proposed Simon Buggey, seconded Peter Tye. All agreed.

Payments

Payments made (prior agreed)

Standing orders and direct debits

Payee	Item	Pay by	Gross (£)	VAT (£)	Legislation
Parish Clerk	Salary	SO	827.04	0.00	*LGA 1972 s112
NEST	Pension	DD	32.34	0.00	*LGA 1972 s112/ LGA 1972 s111
Opus Energy Ltd	Street lighting	DD	92.65	4.55	Parish Councils Act 1957, s3; Highways Act 1980 s301
Google Ireland Ltd	Gmail	DD	46.00	0.00	*LGA 1972 s111, LGA 1972, s142

Invoices received after last agenda and agreed at a previous Parish Council Meeting

Payee	Item	Pay by	Gross (£)	VAT (£)	
LGS Services	Internal audit	BACS	114.00	19.00	LGA 1972 s111
SP Landscapes	Grass cutting and weed spray	BACS	444.00	74.00	Open Spaces Act 1906 ss9
Annabel Wright	Expenses for office supplies	BACS	34.58	0.00	*LGA 1972 s174/ LGA 1972 s111
St. Laurence Church	Contribution for running costs under S137	BACS	750.00	0.00	*LGA S137

Payments to be authorised

Payee	Item	Pay by	Gross (£)	VAT (£)	
Parish Clerk	Additional PAYE and tax	BACS	225	0.00	*LGA 1972 s112/ LGA 1972 s111
Parish Clerk expenses	Mileage	BACS	11.52	0.00	*LGA 1972 s112/ LGA 1972 s111
Foxton Football Club	Maintenance of sports areas (July)	BACS	150.00	0.00	Open Spaces Act 1906 ss9

Foxton Cricket Club	Grass cutting (July)	BACS	200.00	0.00	Open Spaces Act 1906 ss9
Cambs County Council	Street lighting energy (1/10/19 to 4/11/19)	BACS	67.32	0.00	Parish Councils Act 1957, s3; Highways Act 1980 s301
SCDC	Emptying of dog and litter bins	BACS	858.00	0.00	Litter Act 1983, ss 5-6
Payments received after agenda circulated					
DP Garden Works	Grass cuttings and strimming (July)	BACS	950.00	0.00	Open Spaces Act 1906 ss9
SP Landscapes	Grass cutting and strimming	BACS	456.00	76.00	Open Spaces Act 1906 ss9
SP Landscapes	Leylandi Hedge crown lift	BACS	174.00	29.00	Open Spaces Act 1906 ss9

*LGA: Local Government Act

11. Parish Council meetings format – options and risk assessment

NALC guidance and a template risk assessment had been circulated to the Parish Council. NALC advises Parish Councils to continue with online meetings for now due to the ongoing risks of Coronavirus. The impracticalities of holding meetings in person were discussed, including cleaning requirements before and after the meeting, distance requirements and masks impeding the ease of discussion and restrictions on numbers. Meetings would need to be held in the hall and there may not be enough ventilation in this room. The hall is also used as an overspill for the school. The possibility of holding hybrid meetings (in person and online) in the future to allow greater access across the community will be investigated further. Huw Liddell had researched a pay as you go plan costing £8 per month. Meanwhile more information about how to access online meetings by weblink and by phone will be advertised through both electronic and nonelectronic channels (Facebook, website, Laurentian, noticeboard) and the Parish Council will reach out to those that would normally attend meetings but haven't done so since the meetings have gone online. The Parish Council agreed that the next Parish Council meeting in September will be held online and online meetings will be kept under review on a monthly basis.

12. RGT – update re treasurer

Simon Buggey advised that Peter Sutton will be resigning from his position as treasurer and administrator of RGT at the end of the term of this Council in May 2022. He would like to have a one-year handover period in the year before he resigns. Parish Councillors are asked to consider this role. Alternatively, assistance could be sought from the local

community or a paid accountant. Action: Matter to be raised at the RGT meeting on 14 September.

13. Use of Parish Council office for prescription delivery

Further to a request from the Foxton Corona volunteer group, set up during the lockdown period, the Parish Council agreed to the parish office being used to take delivery of and organise prescriptions for distribution, twice a week by the volunteer group. Simon Buggey will check any confidential information in the office that should be locked away and the Clerk will double check any potential risk with the insurance provider. The Parish Council will clarify in writing the expected protocol for using the office (key responsibility, no storage overnight, surface cleaning after use).

14. Infrastructure

A report had been circulated. The solar powered street lights will go in at Chalk Hill later this month. Since the remedial resurfacing work was undertaken on Fowlmere Road, the stone chips have been swept into the drainage grips. Caroline has asked Highways, County Council to clear the gullies to avoid flooding when it rains. Feedback will be provided to Highways about the poor timing of the work in the middle of the harvest period when the road is at its busiest with heavy traffic churning up the road.

The application for two parking bays outside the post office is underway and has gone out to consultation. The restrictions will have a 30-minute waiting time from 8am to 6pm, 7 days a week, with no return within 30minutes.

a. LHI update

The proposal for the LHI bid was agreed at the previous Parish Council meeting. The deadline for submission has been confirmed as 27 September which will allow data to be collected from Speedwatch to be included.

b. GCP update

Cllr Roberts sent a letter of concern to Anthony Brown MP about the travel hub and requested a meeting. The MP would be happy to have an online or in person meeting. Cllr Roberts is awaiting confirmation of a date for the meeting and that members of the Parish Council can also attend.

Caroline suggested asking Anthony Browne MP to communicate directly with James Palmer from the joint Cambridge and Peterborough authority regarding the level crossing. The Parish Council will prepare a list of points to raise with the MP before and meeting with him. As this is an issue that affects all the villages along the A10, it was suggested that a local liaison forum is requested to be set up by the GCP.

Susan van De Ven has requested a meeting with the Parish Council to discuss the detail of the proposal for the Melbourn Greenway which was given the go ahead by the GCP.

15. Use of Parish Council owned carpark and recent issues of unlawful use

Simon Buggey explained that the Parish Council owned car park had recently been used unlawfully for storing cars for second hand sale, some of which are untaxed or SORN. One of these cars was blocking the only emergency access to the recreation ground for at least 15 days. These cars have also been parked on Hardman Road. The Clerk will send a letter from the Parish Council to the assumed owner of the cars to advise that the carpark cannot be used for business use and that all cars should be removed. A permitted use sign for the carpark has been recommended by the police. The car park and surrounding roads will be checked on a regular basis and any vehicles identified as untaxed etc will be immediately reported to the authorities.

16. Recreation and Amenities

A report has been circulated to the Parish Council and published on the website.

Meetings will be held with the sports clubs once every two months with structured agendas. Caroline Ilott and Sheryl Williamson will be the first points of contact for R&A.

a. Village warden contract and selection process, pre authorise monthly spend of £300 and overall annual spend of £2500

The village warden role has been advertised but, although two expressions of interest have been received, no applications have been received so far. The closing date is the 14 August. Jane Trevanion, Sheryl Williamson and Caroline Ilott will interview any candidates against a set criteria based on expertise and experience. It was suggested that the role could be shared depending on the experience of applicants. The Parish Council agreed the contract of the village warden and to preauthorise a monthly spend of £300 and an overall annual spend of £2500. Proposed Jane Trevanion, seconded Peter Howell, all agreed.

b. Barons Lane maintenance update

The Barons Lane wild flower verge maintenance arrangement agreed by the Parish Council at the last meeting has been rejected by the residents as it was not inline with their expectations. This will be picked up at the next R&A meeting.

c. Update on football pitch fertilisation

The recreation ground pitches are in as good a condition as could be expected given the combination of factors (hot weather, the seeding not taking well and lack of watering). Although fertiliser treatment wasn't due until September, it has been agreed that the football club can apply fertiliser now, at their own cost, which may or may not help the condition of the pitches. An email has been sent to the football club detailing the Parish Council's conditions.

d. Strimming of overgrowth behind Illingworth Way £280+VAT and delivery of wood chippings £50

A resident has requested that the overgrowth at the border of the recreation ground, behind her fence at Illingworth Way is cleared to allow a new fence to be installed. This area of the recreation ground is very overgrown and will eventually become a managed wild area. It was agreed to accept Charlie Vince's quote for £280+VAT and £50 for wood chippings. Proposed Jane Trevanion, seconded Peter Howell, all agreed.

17. Planning Committee report by Caroline Ilott

See planning committee minutes dated 29 July 2020.

An application to convert a barn on Fowlmere Road into two dwellings has received prior approval planning permission.

18. Police Liaison Report by Geoff Barnes

A response was received from PC Lynch regarding the use of the recreation ground late at night. As this was an isolated report the police did not feel that additional presence was needed. They are aware of the drug dealing issue. The clerk will recirculate the response from the police.

19. Operation London Bridge

The Parish Clerk has circulated advice from Cambridgeshire County Council and SLCC on protocols that can be put in place by Parish Councils on the death of the Sovereign. Feedback is awaited from the church on any protocols they are likely to put in place. The church has the only flag pole in the village which could be used as a mark of respect. Geoff Barnes noted that the route for the coffin bearing train may come through Foxton which could attract people to the village and potentially cause overcrowding. The Parish Council may need to cancel any organised events. A note from the Chairman could be added to the website and practicalities such as where to lay flowers and times of commemorative services could be publicised. The Parish Council could speak to Foxton school to see if the children could commemorate the Queen's life through pictures displayed in the village hall. There may also be some protocols for Operation Tower Bridge which deals with the death of Prince Philip. Simon will pick this up with the church.

20. Correspondence – The clerk asked for the Parish Council's response on emails received regarding the SCDC zero carbon grant for an electric bike scheme.

21. Items for next agenda – to be submitted to the Parish Clerk by email

22. Date and time of next Parish Council Meeting: Monday 7 September 2020 at 7.45pm - The meeting closed at 10pm.

Annabel Wright
Foxton Parish Clerk, 6 August 2020