

Minutes of the Meeting held on Monday 1 November 2021 at 7.30pm

Present – Simon Buggey, Caroline Ilott, Andy Brown, Jane Trevanion, Sheryl Williamson, Geoff Barnes, Peter Howell, Peter Tye and John O’Neill. There was 1 member of the public present.

1. Apologies for Absence – None

It was noted that Cllr. Roberts and Cllr. McDonald were not invited to this meeting due to a full business agenda

2. Laurentian Reporting – Peter Howell

3. Open Forum for Public Participation

A resident of St Laurence Road expressed concern about the position of the football goal on the recreation ground. He explained that two footballs had landed in his garden, a pair of football boots had been left at the front of his house and the padlock to his side gate had been forcibly moved which he assumed was due to youths trying to retrieve the footballs. He would like to be able to use his garden with his family throughout the year without the worry of footballs landing in the garden. He asked why other large areas of the recreation ground, away from St Laurence Road, could not be used for the goal and noted that there was a lot of activity on this part of the recreation ground.

Caroline Ilott explained that the position of the informal football goal had been carefully considered by the Parish Council and turned so that balls would be kicked towards the recreation ground. It had been moved to other unsuitable positions on the recreation ground, despite notices posted on the goal and social media and it being anchored down, on more than 6 occasions. Andy Cambridge has locked the goal to the cricket net as a temporary measure. The final position of this goal is being determined as part of the S106 redevelopment of this part of the recreation ground and this goal will be fixed in position.

Simon Buggey noted that it was getting dark by 5pm now and, as half term had finished, there should be less football being played.

Peter Tye added that although the goal has been moved so the balls were directed towards the recreation ground, the prevailing wind could have caused the heavily kicked balls to swing towards the resident’s garden. The wind may have been the reason the users decided to move the goal.

Simon Buggey confirmed that the resident’s concerns had been noted by the Parish Council and these concerns would be taken into consideration within the long-term plans for the recreation ground.

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

5. To approve and sign the minutes of the Parish Council Meeting on 4 October 2021

The minutes and confidential minutes were approved. Proposed Peter Howell, seconded Andy Brown. All agreed.

Simon Buggey signed the minutes.

6. Matters arising from these minutes:

- The village warden will investigate any renovation work needed with a view to painting the pumps at The Green and Mortimers Lane alongside his village warden duties
- The Clerk had sought advice on contract extensions. Contracts under £25k are covered by the Parish Council's financial regulations which allows contracts to be extended. There is no time specification on how often contracts should be retendered. Ian Dewar from CAPALC advised in 2019 a 3-year review and CAPALC has recently advised it believes the 3-year term is best practice. The Clerk's opinion was that it is good practice to review contracts on a regular basis to ensure best value and service quality but it is also important to take in time commitments of councillors and the time required to review, procure and draft new contracts. The current grass cutting contracts were tendered in April 2019. The Parish Council discussed the possibility of extending the contracts into the new Parish Council term (from May 2022), after new councillors have settled in and to coincide with the preparation of the budget in November 2022. The village warden contract was tendered in August 2020 and therefore does not need to be reviewed at this stage.
- Andy Brown has approached MP Anthony Browne and Cllr. Peter McDonald to arrange a meeting with the Mayor of Cambridgeshire and Peterborough and Network Rail, a response from the Mayor is awaited
- Andy Brown submitted an email response on behalf of the Parish Council for the OxCam Arc consultation
- The Dovecot management plan was sent to Cambridgeshire County Council who has confirmed this has been filed
- An informal meeting of councillors to discuss ideas for the budget was held
- Caroline Ilott researched bin options with SCDC and forwarded information to R&A
- Simon Buggey advised that it was proving difficult to install WIFI in the village hall. The village hall is helping to look into options. The account will be in the village hall's name and the Parish Council and the village hall are working together to get the required infrastructure in place.
- MP Anthony Browne is happy to meet with the Parish Council to discuss the travel hub proposal.
- The clerk completed all previous actions except the purchase of the defibrillator frame which will be done this month.

Action Cllr. McDonald

- Chase the Mayor of Cambridgeshire and Peterborough re attendance at Parish Council meeting with MP Anthony Brown and Network Rail on 2 December 2021
- Chase confirmation that the Parish Council can be represented at the GCP Executive Board meeting on 9 December 2021.

Action Cllr. Roberts

- Chase reinstatement of Mortimers Lane sign – Caroline Ilott has been in touch with SCDC who has advised that this may be done in the next month

Action R&A

- Seek costs of renewing maintenance contracts for next year and advice on whether contractors have availability

Action all

- Any comments on the Local Plan Consultation to Caroline Ilott in good time for submission by 13 December 2021
- Review recreation ground rules

Action Simon Buggy

- WIFI setup at village hall – ongoing, seek mesh quotes

Action Caroline Ilott

- Submit Local Plan Consultation response on behalf of Parish Council
- Quotes for cutting back vegetation behind play area

Action Peter Howell

- Foxton car sharing scheme – enquire whether it needs funding

Action Clerk

- Notify Melbourn Community Library and Royston & District Community Transport on outcome of grant application and seek clarification on Royston service
- Obtain website provider references
- Update budget
- Set up Unity Trust current and savings accounts
- Notify Football Club re football grant and leaf sweeper ring fenced S106 funds
- Respond to access complaint
- Send email to Cricket Club re cricket net storage
- Purchase frame for defibrillator poster

7. Any Planning, Infrastructure, R&A, S106 and Police updates will be provided in writing and published prior to the meeting

Caroline Ilott advised that John O' Neill will be replacing Sheryl Williamson on the Planning Committee. This will be brought to the December Parish Council meeting for approval. The clerk had received a call from the agent for the 32 Fowlmere Road planning application. He advised that it was his understanding that the current planning application reference 21/03944/FUL is to be refused by SCDC and he has requested a meeting with the Parish Council. This will be discussed at the next Planning Committee meeting.

8. Infrastructure

- a. **Travel Hub update and GCP Executive Board meeting 9 December 2021 Parish Council representation/questions. Meeting with mayor and Network Rail – AB**
Andy Browne has organised a meeting on 2 December 2021 with MP Anthony Brown, Cllr. Peter McDonald and Network Rail. The Mayor of Cambridgeshire and Peterborough has been invited and a response is awaited. This meeting is a week before the GCP Executive Board meeting 9 December 2021 so will inform any questions for the Executive Board meeting. Andy Brown is waiting to hear whether the Parish Council can be represented at the meeting in person.

b. Local Plan Consultation 1 November to 13 December 2021

Caroline Ilott advised that although no proposed Foxton sites had been taken forward in the Call for Sites, developers have the right to appeal and therefore the Parish Council should not be complacent. Caroline has circulated her suggested response to the relevant sections of the consultation to the Parish Council for consideration and requested comments from Parish Councillors in good time so that a response can be submitted by the deadline.

Caroline Ilott reminded the Parish Council that it has not received any information yet on the green site put forward by the Parish Council (Item 12 on the Call for Sites list). Caroline will attend the Local Plan meeting in Melbourn on 13 November 2021 to chase a response on this.

9. Finance

a. Applications for charitable donations (S137): (i) Melbourn Community Library and (ii) Royston & District Community Transport - AW

S137 Local Government Act 1972 A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants, but a local authority shall not, by virtue of this subsection, incur any expenditure—(a) for a purpose for which they are, either unconditionally or subject to any limitation or to the satisfaction of any condition, authorised or required to make any payment by or by virtue of any other enactment; nor (b) unless the direct benefit accruing to their area or any part of it or to all or some of the inhabitants of their area will be commensurate with the expenditure to be incurred.

Grant applications from the Melbourn Community Library and Royston & District Community Transport have been received and circulated. The Parish Council paid a grant of £100 to the Melbourn Community Library in January 2020 and £100 to Royston & District Community Transport in April 2021.

Melbourn Community Library

The Melbourn library is a community run facility. Geoff Barnes explained that the Parish Council has supported the library for many years. Sheryl Williamson noted that there is a mobile library that comes to Foxton and books can be ordered from the Cambridge central library. Peter Tye added that there is also the Foxton phone box book provision.

The member of the public at the meeting advised the Parish Council that the Melbourn library is widely used by both children and adults from the local area and Foxton.

The Parish Council agreed to pay a grant of £100 under S137. Proposed Caroline Ilott, seconded Peter Tye. All agreed.

Royston & District Community Transport

The Parish Council noted that there is a car sharing facility that is run from Foxton on week days. It is cheaper than the Royston provision and simply covers drivers' expenses. Geoff Barnes believed that Royston & District Community Transport provide a service from Foxton at the weekend and offer more distant destinations.

They charge a set fee for transport to locations such as Addenbrookes and Royston. The Foxton service has not asked the Parish Council for funds.

The Parish Council agreed not to grant anymore funding to Royston & District Community Transport this year, as funds were already granted in April. Peter Howell will ask the Foxton service if it has any need for funding. The Clerk will ask for clarification on the service provided by Royston & District Community Transport to Foxton, how often it is used in Foxton and the cost to users.

b. Website and proposal for new WCAG 2.1AA accessible website and support – AW

The Clerk has circulated NALC advice on accessibility, written by Aubergine (the SLCC and NALC affiliated local government website provider), Aubergine advice specific to Foxton and 4 website provider quotes. Advice has been sought from other clerks in the local area.

The Parish Council has a new website with WIX that has been set up by a previous councillor. There was an urgency to move from the old website as it no longer had any service provision, had many accessibility issues and latterly no documents were loading on the website for publication. Unfortunately, it has recently transpired that the new WIX website does not meet the required accessibility standards for Parish Councils (WCAG 2.0 rather than WCAG 2.1AA) and running an accessibility scan highlights a number of issues.

After relying on two previous councillors to set up websites for the Parish Council, and a lot of clerk time spent in the setup of these websites, it was discussed that the clerk required more website support going forward and the Parish Council needs to meet the legal website accessibility requirements.

The quotes received for the setup of a new accessible website were similar in cost and provision with one quote being more expensive. The Clerk will seek references for the Parish Council to consider alongside the quotes in December.

c. Budget/precept 2022-23 proposal (first draft review) - AW

The Finance Working Party met on 19 October 2021 to review a first draft budget which has been circulated to the Parish Council. The budget and precept for the next financial year, April 2022 to March 2023, needs to be approved by the January Parish Council meeting and submitted to SCDC by 24 January 2022. The working party propose that the budget is reviewed and agreed and the precept set at the December Parish Council Meeting to avoid the Christmas period.

It is proposed that the precept is kept at £45,000 (it was last increased in 2019 by £10,000).

It is proposed that the general reserves be used and reduced, carefully over time, to about 9 months equivalent expenditure. General reserves are currently about equal to the precept and 12 months expenditure. The Good Councillor's guide to finance and transparency 2017 states "*Local councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year. A council should typically hold between 3 and 12 months expenditure as a general reserve.*"

The Clerk will update the budget to include:

- Cambridgeshire Acre annual membership £57
- S137 donations – note to ask if Platinum Jubilee tea party requires funds
- Keep £300 donation to MAYD – clerk is enquiring about next invoice
- £2000 from general reserves to ear marked reserves for a contested election. If this isn't used it will roll over to the next election and it provides reassurance that this potential cost can be covered.
- £1200 from general reserves for new website provision (content transfer included)
- Arnold Baker 2020 12th edition £119
- Unity Trust Account fee £72 (£6 per month)
- The budget for parking bays will be moved to ear marked reserves as county council invoice is still awaited and this may not come in this financial year
- Add note to budget that additional grounds maintenance funds may be required from Autumn 2022 after play project is built
- Add note that if the LHI bid is unsuccessful the Parish Council could consider adding funds from general reserves for MVAS units. There is currently £4900 set aside in ear marked reserves. MVAS units could cost in the region of £8500-£9000.

It was considered that the skatepark should remain the remit of the Parish Council rather than RGT. It is covered by the Parish Council's insurance and it is a listed Parish Council asset. There is no separate maintenance budget set aside for the play area and skate park in this budget.

Any additional clerking costs, including RGT clerking costs, will be brought to the December Parish Council meeting after contract advice has been received from CAPALC and the contract proposal has been discussed with the clerk.

d. Proposal for new current and savings account - AW

The Clerk had circulated a report.,

The Parish Council was looking to set up a third savings account to ensure that all savings are covered by the bank compensation scheme (£85,000 per bank). The Finance group propose moving away from Barclays. Both the clerk and councillors have experienced long waits on the phone (1 hour plus at a time at premium rates) and it is very time consuming to set up new signatories or deal with any issues. The Parish Council has total savings in Lloyds: £85,824, total savings in Barclays: 113,166 (Approx £29,000 over compensation cover).

The Parish Council considered that as S106 funds are drawn down, the savings will come within the bank compensation scheme. A grant to the Tennis Club of £15,000 S106 funds has previously been agreed by the Parish Council, and remains to be paid. Paying this will help reduce the savings balances.

After discussing various options for both current and savings accounts, and considering the positive experience of other clerks using Unity Trust Bank, the Parish Council agreed to set up new current and savings accounts with Unity Trust Bank with a monthly charge of £6 for the current account. The Barclays accounts will be kept open for the time being until S106 funds have reduced sufficiently. The Unity Trust Account will be the main transactional account.

Proposed Caroline Ilott, seconded Simon Buggey, all agreed.

e. Ring fencing of S106 funds for Football Club leaf sweeper - CI

The Parish Council has previously agreed to grant the Football Club £1157 S106 funds to purchase a Leaf Sweeper. The Parish Council agreed to ring fence this money until such time next year when the Parish Council has worked out where the leaf store will go on the recreation ground and it is built.

f. Approval of payments

The bank reconciliation, account reports and bank statements have been circulated and will be checked and approved by Simon Bugey.

The following payments were approved. Simon Bugey, seconded Peter Howell. All agreed.

Payments

Payments made (prior agreed)

1. Salary/ pension - LGA 1972 s112	Confidential
2. Google Ireland Gmail - LGA 1972 s111, s142	£44.16
3. Opus Metered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301	£22.18 inc VAT
4. Opus Unmetered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301	£88.16 inc VAT
5. Foxton Football Club mobile goal contribution - S106 Approved PC Aug 2021	£2100.00
6. Scamblers Bowls Club mower contribution - S106 Approved PC July 2021	£7500.00
7. Red Shoes Accounting Payroll - LGA 1972 s111	£55.80 inc VAT
8. R. Barnes Mowing Dovecot meadow - Open Spaces Act 1906 s9-10	£60.00
9. Peter Evans Village warden duties - Open Spaces Act 1906 s9-10	£245.00
10. Foxton Village Hall Meeting Room hire x 2, main hall x 1 - LGA 1972 s111	£53.15
11. SW Gardens Grass cutting - Open Spaces Act 1906 s9-10	£260.00
12. Foxton Parish Council Top up Treasurers Account to £500 - LGA 1972 s111	£13.72
13. Mrs C S Ilott – replace resident’s laminator - LGA 1972 s111 Approved Clerk/ Chair	£25.49
14. The Royal British Legion wreath donation - S137 Approved PC Oct 2021	£50.00
15. WIX.com 2 year website subscription - LGA 1972 s111 Approved PC 22 April 2021	£115.20 inc VAT
16. Ultimate One Ltd Goal anchors- Open Spaces Act 1906 s9-10 Approved Clerk – emergency spend	£31.14 inc VAT
17. Amazon – PC laminator- LGA 1972 s111 - Approved Clerk/ Chair	£32.99

Payments to be authorised

1. Parish Clerk salary/ phone/ broadband/ HMRC/ expenses LGA 1972 s112	Confidential
2. Foxton Parish Council Top up Treasurers Account to £500 - LGA 1972 s111	£146.34
3. Cambridgeshire Acre Annual membership - LGA 1972 s111 Approved Clerk/ Chair	£57.00 inc VAT
4. SW Gardens Strimming - Open Spaces Act 1906 s9-10 - Approved PC Oct 2021	£150.00
5. Balfour Beatty Maintenance Contract 2/4 Parish Councils Act 1957, s3; Highways Act 1980 s301	£72.00 inc VAT
6. SLCC Membership- LGA 1972 s111 Approved PC Oct 2021	£144.00

Invoices received after agenda circulated

1. Foxton Cricket Club - Open Spaces Act 1906 s9-10	£300.00
2. Langham Press Town & Country Planning Act 1990, S61F(1), (2); Planning and Compulsory Purchase Act 2004, s38C (2)	£70.00 inc VAT
3. D.P Garden Works - Open Spaces Act 1906 s9-10	£495.00
4. Peter Evans village warden duties - Open Spaces Act 1906 s9-10	£183.75
5. Peter Evans car park fence repair - Open Spaces Act 1906 s9-10	£126.25
6. Foxton Village Hall meeting room hire - LGA 1972 s111	£16.20

*LGA: Local Government Act

10. R&A

a. Football grant application for pitch maintenance, owner and user agreement

A site owner and site user agreement, pitch assessment report and questions and answers have been circulated to the Parish Council.

It was explained that Foxton Football Club would like to apply for a grant from the Football Foundation that will provide funding for the cost of maintaining all the football pitches. As the owner of the land, the Parish Council is being asked to enter into a site owner and site user agreement.

The agreement is a licence rather than a lease and the Football Club states that the funding is approximately £14,000 over a 6-year period. A full grant is given in the first two years with this reducing thereafter every two years. The maximum funding available in the first two years is 100%, in years three & four is 67% and in years five & six is 33%.

The following concerns were raised:

1. The Football Club may not be able to provide match funding over the full grant period and may seek additional funding from the Parish Council for the shortfall as the grant funding reduced.
2. The Parish Council would lose some control over the maintenance and management of the recreation ground. Under the terms of the site user agreement, the Football Club would be responsible for engaging contractors to carry out work on the pitches.
3. The Parish Council would be required to undertake a lot more work coordinating with the Football Club to ensure that all contracts were compliant with Parish Council legislation and procurement requirements and that risk assessments and insurance for their contractors were in place.
4. The Football Club would have exclusive rights over the pitches. The site user agreement states on page 3 that "*The site owner will discuss any additional site user/ booking requests with the club to ensure that the football pitches aren't being overplayed and the club can continue to meet the required performance standard.*"
5. The pitches would be raised to a standard more compatible with private sports grounds rather than a recreation ground for all. It was noted that the adult pitch was classed as intermediate level and the Dynamos pitch as advanced level in the pitch assessment report and therefore both pitches are already at a high-level standard. One Councillor added that another football pitch was

needed and perhaps grant funding could be sought for the purchase of additional land instead.

6. The Parish Council will be locked into a long-term agreement.
7. Foxton may become a preferred pitch attracting more people and traffic.
8. That although the grant would advantage the football clubs, it may have disadvantages for residents overall. It is not clear how this grant will benefit Foxton residents.
9. This could be construed as special treatment for one of the sports clubs and could lead to other clubs requiring exclusive access to parts of the recreation ground.

In addition to all the concerns raised, the Parish Council felt that it could not approve the site owner and site user agreement as it has a duty to act in the best interests of all residents of the parish, and the agreement would mean committing to not letting anyone else use the parts of the recreation ground that are used as pitches if they appear to be "overplayed".

For the reasons stated above, it was proposed not to approve the site owner and site user agreement and inform the Football Club accordingly. The Football Club will still be able to seek grant funding without this agreement. Proposed Caroline Ilott, seconded Andy Brown. Agreed with 7 councillors voting in favour and 2 councillors abstaining from the vote.

b. Unit Costs for Grass Cutting - A comparison between Foxton and other local parish Councils – PH

Peter Howell presented a comparison of grass cutting costs of Foxton Parish Council and other local Parish Councils. Overall, the comparison showed that Foxton Parish Council is paying more than other local Parish Councils. This will be brought to a future Parish Council meeting for further consideration when contracts are being considered.

Sheryl Williamson left the meeting.

c. Review of R&A responsibilities – carried over

The one present member of the public left the meeting.

11. S106 update - CI

Caroline Ilott advised that there will be a S106 workshop with Jupiter Play on 11 November 2021.

Caroline Ilott explained that the vegetation immediately behind the playground backing onto both Illingworth Way and St Laurence Road needed to be cut back to allow access for the removal of a dead tree, to be able to evaluate any further work needed and to make paths more accessible and safe. This work can be funded by S106 and it is hoped it can be completed by the end of the year depending on contractor's availability. Quotes for this work will be brought to the December Parish Council meeting.

12. Complaint received from resident regarding recreation ground access maintenance

The Parish Council has received a complaint from a local resident of Illingworth Way on 22 October 2021 regarding the maintenance of his direct access to the recreation ground.

The resident has requested an agreed and signed maintenance agreement by 8 December 2021 and states he will seek legal advice in January 2022 in the absence of an agreement.

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

14. Date and time of next Parish Council Meeting: Monday 6 December 2021 at 7.30pm

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 15 to 17

Proposed Simon Buggiey, seconded John O' Neill. All agreed.

15. Recreation ground access – legal advice and maintenance dispute. The meeting was closed to consider legal advice and due to the sensitive and confidential nature of the dispute.

The Parish Council agreed to send out a letter to all residents bordering the recreation ground to ask if direct access is required. This is an annual letter that the Parish Council sends out to ensure that direct access to the recreation ground is with permission of the Parish Council. If residents would like direct access, they are asked to request permission by completing a form enclosed with the letter.

16. Cricket Club net storage

Due to previous disputes over this matter and its sensitive and confidential nature, this item was discussed in a closed meeting of the Parish Council.

17. RGT Clerking

Due to its sensitive and confidential nature pertaining to employment, this item was discussed in a closed meeting of the Parish Council.

The meeting closed at 10.05pm.



Annabel Wright
Foxton Parish Clerk
11 November 2021