

Minutes of the Meeting held on Monday 2 August 2021 at 7.30pm

Present – Simon Buggey, Caroline Ilott, Sheryl Williamson, Andy Brown, Peter Howell.
There was one member of the public present.

1. **Apologies for Absence** – Jane Trevanion, Geoff Barnes, 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 Parish Council Meeting on 5 July 2021**
The minutes were approved. Proposed Sheryl Williamson, seconded Caroline Ilott. All agreed.

Simon Buggey signed the minutes.

6. Matters arising from these minutes:

- Simon Buggey proposes to use Virgin Media for broadband as he has only received a broadband quote from Virgin Media despite chasing Open Reach. Simon is also looking into other costs associated with the WIFI setup. Quotes will be brought to the next Parish Council meeting. Caroline Ilott added that the cost can be funded using S106 funds.
- Andy Brown completed the cycling and walking consultation on behalf of Parish Council
- The Clerk is in the process of setting up the Unity Trust account, has responded to the Bowls and Cricket Club and purchased the bin fixing attachment.

Action Cllr. McDonald

- GCP feedback and help organise meeting with mayor, Fowlmere and Foxton Parish Council
- Chase Seearo's environmental licence and set up a site visit in due course
- Find out why Foxton's LHI bid was refused
- Look into better communication to encourage vaccination attendance

Action all

- Review recreation ground rules
- Review draft Dovecot management plan prior to September meeting

Action Caroline Ilott

- Bring LHI bid and road safety proposal to September Parish Council meeting
- Ask Cllr McDonald to investigate storm drain by the Green
- Ask Cllr. Roberts to investigate reinstatement of Mortimers Lane sign

Action Simon Buggey

- WIFI setup at village hall – ongoing
- Update on Neighbourhood Plan result for Laurentian/ FB and website

- Advise residents that any complaints about cricket balls should be sent to the Clerk at the Parish Council

Action Andy Brown

- Update on GCP travel hub engagement in Laurentian

Action Clerk

- Update on GCP travel hub engagement on FB/ web
- Request availability from Cllr. Bridget Smith, SCDC for a Parish Council meeting
- Send updated terms and conditions to the Football Club for signature
- Respond to village warden re temporary cover
- Publish information about defibrillator (and send to sports clubs) and contact Football Club on how best to manage defibrillator going forward
- Ask if CAPALC can advise on employment of the Clerk for RGT work
- Send email to Bowls Club re: Bowls club grant
- Notify Football Club re S106 grant approval and condition of payment
- Circulate new website link and finalise new website with Huw Liddell
- Send VAT form to Tim Dyke for RGT VAT reclaim

7. **Parish Council vacancy**

Simon Buggey advised that since Peter Tye had resigned as a parish councillor, there were now two vacancies on the Parish Council. The Clerk had circulated some NALC guidance about the steps required to fill a casual vacancy and the steps that could be taken by SCDC if a vacancy remained unfilled after an election. When the Parish Council is increased to ten councillors from the next election, the quorum for meetings will rise from a minimum of three to four, being a third of the Parish Council. Caroline Ilott noted that having online access to meetings may encourage and make it easier for some people to become a parish councillor.

8. **District Councillors report** – none

9. **County Councillors report** – none

10. **Planning, Infrastructure, R&A, Police, Preschool Working Group and S106 updates**

Written updates and Planning Committee minutes had been circulated and published on the website.

Caroline Ilott advised on the following planning application outcomes:

21/01938/REM 59 Fowlmere Road Foxton Approval of matters reserved – approved on very strict planning conditions and future development rights removed

21/02457/FUL Orchard Farm Fowlmere Road - Proposed single store lean too extension to existing storage facilities – withdrawn

21/02514/HFUL 55A High Street Foxton - Single storey rear extension, installation of air heat source pump - approved

Sheryl Williamson raised concern about flooding on the Green in the Autumn. Caroline Ilott is chasing County Council Highways and Skanska about checking the storm drain on the Green (by Caxton Lane). Caroline will ask Cllr. Peter McDonald, who is on the County Council Highways and Transport Committee, to look into this further.

Caroline Ilott explained that she has reported the Mortimer's Lane sign that has come down to the district council three times, and will also raise this with Cllr. Deborah Roberts.

The parking bays and signs outside the village shop are now installed and the Parish Council has received positive feedback about these.

Sheryl Williamson explained, towards the end of the meeting, that the Pre-school working party had asked the Parish Council to agree to the following:

1. Based on the first round of analysis, the Church, the Old School Site, and the use of the wrap around care facilities of another village are not regarded as viable options and will be disregarded from further analysis. The Working Group will continue to follow up with Villiers Park to determine if it meets the Viability Requirements.
2. The following options have been deemed to meet the Viability Requirements and will be analysed according to the Operational and Investment Requirements criteria set out within this report:
 - a. A second-floor extension of the Village Hall to provide a dedicated space for preschool and wrap around care 5 days a week;
 - b. A mobile unit within the school site, supported by County Council funding; and
 - c. The building of a dedicated community building to house the facility within either:
 - i. the current preschool garden, or
 - ii. the sports lock-up area located between the skate park and the Primary School.

The Parish Council noted, rather than agreed, these steps set out by the working party.

11. Neighbourhood Plan referendum result

Simon Buggey advised that 96% of referendum attendees voted in favour of the Neighbourhood Plan. The vote was very well attended with a 36% turnout. The Plan will now go to SCDC for approval at its full council meeting on 23 September 2021 to be formally adopted. Simon Buggey and Catherine Cairns hope to attend this meeting, if it can be moved near the start of the agenda. Caroline Ilott added that the Neighbourhood Plan now carries full weight for considering planning applications and it must be considered in all planning applications. Simon Buggey will prepare an update for the Laurentian, Facebook and the website.

Post meeting note: The Chief Executive of SCDC under delegated powers made (adopted) the Foxton Neighbourhood Plan on 5 August 2021, and therefore this Neighbourhood Plan now forms part of the development plan for South Cambridgeshire. This decision will be reported to the next meeting of the [district] council.

12. Infrastructure

a. Travel Hub update

Andy Brown advised that the GCP has published its consultation dates which will be between 6 to 17 September 2021. The Clerk will put notice of these dates on FB and

the website and a note will also go into the Laurentian. Andy Brown noted that the GCP still hasn't published its latest information about the proposal and the information on the GCP website is out of date. A meeting with the mayor has been requested and Andy will meet with James Holbro at Fowlmere Parish Council to discuss the next steps. The action group is looking into how to maximise pressure and publicity. The Hauxton proposed scheme has been shelved due to changes in travel patterns and the Parish Council wondered if the same might apply to Foxton. Peter Howell reminded Andy that some of the GCP's data should be challenged. Andy will also seek an update on Axis Land's position regarding the travel hub.

b. Meeting with SCDC planning lead, Cllr. Bridget Smith

The Clerk has received a letter from Cllr. Bridget Smith offering to meet with Parish Councils who have concerns about planning and infrastructure proposals. The Clerk will contact Cllr. Smith to request availability for an online meeting with the Parish Council.

c. GTR May 2022 train timetable consultation (deadline 5 August 2021)

Simon Bugey has reviewed the draft timetable for May 2022 with new semi-fast services to London Kings Cross, which the Community Rail Partnership has been actively pursuing to improve the rail service from Foxton.

The new service will have a journey time of 57 minutes and will avoid the need to change at Royston for a faster service.

Simon Bugey will respond on behalf of the Parish Council in favour of the new fast service with the caveat that any changes should not negatively impact the downtime of the level crossing and emergency vehicle access.

Caroline Ilott asked if this would be a good time to contact the new mayor about a level crossing bypass.

Post meeting note: the proposed new semi-fast rail services replace the stopping service during peak hours so there are not additional trains that would impact the level crossing down time.

13. R&A

a. Foxton Football Club – approval of updated terms and conditions

The terms and conditions had been updated to allow two full-size football goals to be left on the Recreation Ground, stored adjacent to the allotment gates when not in use, on a temporary basis and to be reviewed on a monthly basis. Proposed Simon Bugey, seconded Peter Howell. All agreed.

b. Temporary village warden absence and cover

The village warden is temporarily unable to undertake village warden duties due to personal circumstances. He has offered for his daughter to undertake litter picking and weeding duties whilst he is unable to work. The Parish Council would like to decline this offer as it feels that the litter picking can be covered for the time being and this will avoid the requirement for a new contract and insurance cover. The Clerk will write to the village warden to advise and ask him to come back to work when he feels the time is right.

c. Residents' concern regarding cricket balls landing in their gardens

Simon Buggey has received complaints from residents of Edis Way about cricket balls landing in their gardens and being retrieved over their fences without their permission. To establish the extent of the issue, Simon Buggey has asked for the residents to catalogue when this happens and will advise them that any complaint should be sent to the Clerk at the Parish Council.

Sherly Williamson advised that a cricket ball had nearly missed her whilst pushing her grandchild in a buggy on the recreation ground. Sheryl will send an email to the Clerk about this.

d. Compliance with recreation ground rules, event permission

The Parish Council is aware that a BBQ, potentially with the sale of alcohol, was held on the recreation ground, near the pavilion, without the Parish Council's nor the village hall's permission. The village hall does not have a licence for selling alcohol, and details on how to obtain a licence are available when booking the village hall. The Parish Council agreed to review the recreation ground rules, noting there is reference to an application form that does not exist, and once finalised and agreed by all councillors, to send these to all organised groups and clubs that use the recreation ground. Parish Councillors will meet to go through the rules together.

e. Defibrillator – ongoing management and public awareness

The Clerk has circulated information about the defibrillator and how it is currently managed and this was discussed by the Parish Council. The Clerk will publish information on the location of and how to use the defibrillator and send this information to all the sports clubs. The Clerk will contact the football club on how the defibrillator should be managed going forward.

f. Dovecot management plan – update

Andy Brown has drafted a management plan which has been circulated to councillors and would welcome comments from councillors prior to bringing it to the September Parish Council meeting for approval.

14. Parish Council Relationship with the Recreation Ground Trust and Village Hall Trust, ongoing management, frequency of meetings and clerking

Peter Howell explained that the relationship between and the responsibilities of RGT, Foxton Village Hall and the Parish Council needed clarifying. He noted that the authorisation of village hall expenditure can be a lengthy procedure. He proposed to set up a small working group with a representative from the Parish Council, RGT and the village hall to look over governing documents and present a plan to the Parish Council and RGT to clarify and improve governance.

The Clerk has received advice from NALC and Cambridgeshire Acre, recommending seeking advice from the Charity Commission and specialist legal advice if necessary. The Clerk explained that it would be helpful to have a very clear understanding of the governing documents and the relationship between the Parish Council and the trusts, and written guidance, that can be passed on to future Parish Councils.

Caroline Ilott recommended re-joining Cambridgeshire Acre at an annual membership cost of £57, based on its very helpful advice regarding the Parish Council and RGT. The Clerk will bring this to the next Parish Council meeting.

Tim Dyke, treasurer of RGT, added that it would be helpful to clarify RGT legal requirements. He has received some helpful advice from the charity commission depending on how experienced the phone handlers are. There has been a delay in receiving a reply to one of his queries. He asked if the governing document should be updated and more detailed.

Caroline Ilott asked if RGT and the village hall trust could be combined.

Peter Howell will set up a representative working party to look into the next steps and bring an initial proposal to the next RGT meeting in September. The Clerk advised that any changes to the governance of RGT would need to be approved by the Parish Council as sole trust of the charity.

The Parish Council discussed employment of the Clerk to administer RGT. This will need to be looked into further as Cambridgeshire Acre advised there should be a clear distinction between employment by the Parish Council and RGT. The Parish Council could gift clerk time or RGT could pay for the Clerk's time itself. Employment terms and time requirement will also need to be considered. Employment and legal advice may be required. Clerk to see if CAPALC can advise on this.

The next RGT meeting will be held on Monday 27 September 2021 at 7.30pm.

15. Finance – a summary report with net position against budget was circulated

It was agreed to provide a budget review on a quarterly basis

a. S106 – approval of grant payment process

It was agreed to pay S106 grants on request of BACS details. It was noted that each grant may have varying terms associated with it and receipts should be requested.

b. RGT VAT advice

The Clerk has received advice from CAPALC's financial advisor about reclaiming VAT for RGT. The Parish Council can reclaim VAT on behalf of RGT as long as this is for a non-business purpose. It can reclaim backdated VAT for the last four years. HMRC may query why the Parish Council is reclaiming VAT historically for years when it has previously claimed. The Clerk will provide Tim with the required format for listing invoice details for him to fill in. The Clerk and Tim will review all the invoices to make sure the expenditure is permitted for VAT reclaim. Any VAT successfully reclaimed by the Parish Council on behalf of RGT will be paid to RGT on receipt.

c. Bowls Club grant of £1000 (query whether this should be paid by RGT)

RGT approved a grant of £1000 to the Bowls Club to fund a public bowling rink at its last meeting but has queried whether it has the authority to pay this. The Bowls Club has advised that, on average, 20 members of the public use the public bowling rink each year.

Cambridgeshire Acre has advised that the charity object of RGT does not allow it to make grants. It was also noted that the bowling green is on Parish Council land rather than RGT land. The Parish Council is able to make grants but does not have a current budget for this.

The Parish Council agreed that RGT should not pay the grant in light of the advice received and its constitution object. RGT will rescind its decision at the RGT meeting in September. In the meantime, the Clerk will advise the Bowls Club of the latest advice and RGT's decision not to pay the grant.

d. Request for charitable donations under S137: request for a small donation towards maintenance of Great Chishill windmill

S137: 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.

No Parish Councillors were in favour of providing a charitable donation to this charity, particularly considering the distance of the windmill from Foxton. It was agreed that requests for charitable donations will be considered on an annual basis alongside the annual budget at the Parish Council meeting in November.

e. Approval of bank signatories

The Parish Council agreed to set up a savings account with Unity Trust Bank at its last Parish Council meeting so that all Parish Council savings are covered by the financial services compensation scheme of £85,000 per bank.

The Parish Council needs to approve its bank signatories for Unity Trust Bank and also needs to consider its signatories on its other accounts with Sheryl Williamson replacing Andy Brown on the finance working group and Jane Trevanion taking a sabbatical from the Parish Council. The bank mandate will need to be updated for Lloyds and Barclays and the Unity application made online. The Parish Council has a 2-signatory rule for payments and should consider having cover for absence.

Andy Brown will stay on as a signatory on the Barclays accounts.

Sheryl Williamson, Caroline Ilott and Simon Buggey will be signatories on all accounts.

Annabel Wright, as RFO, will be a named signatory on all accounts in order to administer the accounts online and set up online payments.

Proposed Simon Buggey, seconded Andy Brown. All agreed.

f. Quotes and S106 grant applications:

i. S106 Football Club application for goals for adult team

The Football Club has requested S106 funding for 2 new adult football goals with better manoeuvrability so that they can be moved in and out of the compound when not in use. This is needed as the recreation ground redevelopment takes shape. The request is for £2100 part funding of a total cost of £4200. The Football Club's request for a sports grant was turned down. The Parish Council agreed to grant £2100 of S106 funds on the condition that the Football Club gives the

Parish Council one of its old goals for informal football. The Clerk will inform the Football Club and request BACS details.

Proposed Caroline Ilott, seconded Andy Brown. All agreed.

The only member of the public left the meeting.

g. Approval of payments

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

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

Payments

Payments made (prior agreed)

Payee	Item	Payment by	Gross (£)	VAT (£)	Legislation
Parish Clerk	Salary	SO	827.04	0.00	LGA 1972 s112
Parish Clerk	Pension	DD	34.26	0.00	LGA 1972 s112, s111
Google Ireland	Gmail	DD	41.40	0.00	LGA 1972 s111, s142
Opus	Metered street lights	DD	13.14	0.63	Parish Councils Act 1957, s3; Highways Act 1980 s301
Opus	Unmetered street lights	DD	100.09	4.77	Parish Councils Act 1957, s3; Highways Act 1980 s301
Medisave	Replacement adult and child defibrillator pads <i>approved Clerk as emergency (pads had expired) – earmarked reserves</i>	Debit card	145.18	24.20	Public Health Act 1936, s234
Canon	Printer ink <i>approved clerk</i>	Debit card	40.26	6.60	LGA 1972 s111
Amazon	Recycling bin lock <i>approved PC 5 July 2021</i>	Debit card	26.45	4.41	Litter Act 1983, s5-6
S W Gardens	Transport and installation of new benches to and on the recreation ground	BACS	95.99	0.00	S106/ Open Spaces Act 1906 s9-10
Langham Press	Neighbourhood Plan flyer (800) - <i>approved Chair/ Clerk</i>	BACS	87.00	0.00	Town & Country Planning Act 1990, S61F(1), (2)
Red Shoes Accounting	Payroll (1/4)	BACS	55.80	9.30	LGA 1972 s111

Payments to be authorised

Payee	Item	Payment by	Gross (£)	VAT (£)	Power
Parish Clerk	Additional salary inc. phone/broadband £34.50 and home allowance £22	BACS	98.53	0.00	*LGA 1972 s112
HMRC	National insurance & income tax	BACS	4.54	0.00	*LGA 1972 s112/ LGA 1972 s111
Parish Clerk	Expenses - mileage	BACS	17.28	0.00	LGA 1972 s111
Barnes Garden Maintenance	Recreation ground access clearance (2.5hrs) – <i>approved Clerk /Chair</i>	BACS	37.50	0.00	Open Spaces Act 1906 s9-10
DP Garden Works	Grass cutting, strimming & litter picking	BACS	495.00	0.00	Open Spaces Act 1906 s9-10
SW Gardens	Grass cutting – recreation ground	BACS	260.00	0.00	Open Spaces Act 1906 s9-10
Foxton Cricket Club	Grass cutting (July)	BACS	300.00	0.00	Open Spaces Act 1906 s9-10
Foxton Village Hall	Office hire (2/4), meeting room hire	BACS	96.26	0.00	LGA 1972 s111
Insink	Replace leaking stopcock and tap on rec. <i>approved Clerk/Chair as emergency</i>	BACS	354.00	59.00	Open Spaces Act 1906 s9-10
Balfour Beatty	Maintenance contract (1/4) – <i>we have paid 2/4 but they missed sending us the invoice for the first quarter</i>	BACS	72.00	12.00	Parish Councils Act 1957, s3; Highways Act 1980 s301
SCDC	Annual bin emptying – 7 litter and 3 dog bins	BACS	1029.60	171.60	Litter Act 1983, s5-6
Foxton Parish Council	Top up Treasurers Account to £500	BACS	211.89	0.00	LGA 1972 s111

Invoices received after agenda circulated

Peter Evans	Village warden duties	BACS	157.50	0.00	Open Spaces Act 1906 s9-10
S W Gardens	Removal of Ragwort from Dovecot meadow <i>Approved Clerk/ Chair (Dovecot meadow grant)</i>	BACS	72.00	0.00	Open Spaces Act 1906 s9-10/ Public Health Act 1936, s234
S W Gardens	Move security post on recreation ground <i>Approved PC meeting May 2021</i>	BACS	50.00	0.00	Open Spaces Act 1906 s9-10
S W Gardens	Replace Dovecot kissing gate post <i>Approved PC meeting July 2021</i>	BACS	191.20	0.00	S106/ Open Spaces Act 1906 s9-10
Foxton Village Hall	Meeting room hire x 2	BACS	32.40	0.00	LGA 1972 s111

LGA: Local Government Act

- 16. New website update** – the Clerk advised that the new website is almost complete with a few pages needing updating and documents to be added. An online meeting has been set up between the Clerk and Huw Liddell on Friday morning to update the website and for training. It is hoped that the website will then be able to go live. The Clerk will circulate

a link for the website to councillors for review and comment and send a reminder about digital photos.

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

LHI bid and MVAS signs

Cambridgeshire Acre membership

18. Date and time of next Parish Council Meeting: Monday 6 September 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 19-20.

Proposed Simon Buggiey, seconded Caroline Ilott. All agreed.

19. Update on recreation ground access – legal advice and approval of access licence

Due to the confidential and privileged nature of this item, discussion was held in a closed meeting.

20. Cricket Club screens safety

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.

The meeting closed at 9.55pm.

Annabel Wright
Foxton Parish Clerk
10 August 2021