

## **Minutes of the Meeting held on Monday 6 December 2021 at 7.30pm**

**Present** – Simon Buggey, Caroline Ilott, Andy Brown, Jane Trevanion, Sheryl Williamson, Peter Howell, Peter Tye, District Cllr. Deborah Roberts and County Cllr. Peter McDonald. There were 3 members of the public present.

**1. Apologies for Absence** – John O’Neill, Geoff Barnes

**2. Laurentian Reporting** – Peter Howell

**3. Open Forum for Public Participation**

A resident made a complaint about how a councillor had spoken directly to her when out in the village. She wondered if this was directed at her in relation to her request for exercise machines and whether the councillor’s opinion was the formal opinion of the Parish Council. The Chair apologised on behalf of the Parish Council and confirmed that this was not the opinion of the Parish Council. Caroline Ilott added that the S106 working group is looking carefully at all S106 consultation feedback and suggestions.

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

**5. To approve and sign the minutes of the Parish Council Meeting on 1 November 2021**

The minutes and confidential minutes were approved. Proposed Sheryl Williamson, seconded Andy Brown. All agreed.

Simon Buggey signed the minutes.

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

- Cllr. Roberts and Caroline Ilott have followed up on the Mortimers Lane sign that needs repair. The work has been delayed due to officer availability. Caroline Ilott is following this up.
- Sheryl Williamson has made a start on reviewing and preparing R&A contracts and recreation ground rules proposing that there is one set of rules with addendums for sports clubs.
- The response to the Local Plan Consultation is due by 13 December 2021. Catherine Cairns has helped prepare a technical submission relating to the green call for sites.
- Simon Buggey advised that after much toing and froing, installation of WIFI is going ahead with BT. Simon will speak to John O’Neil about his ideas for setting up the building network.
- Peter Howell enquired about the Foxton car sharing scheme. They have sufficient funds for their needs at the moment.

Action Cllr. McDonald

- Set up a call with Rob Lewis, senior officers and the funding committee Chair or Vice Chair to discuss Preschool bid.

#### Action Andy Brown

- Attend the GCP executive board meeting on 9 December 2021

#### Action R&A

- Seek costs of renewing maintenance contracts and advice on whether contractors have availability next year
- Proposal for updated recreation ground rules and addendum T&Cs for sports clubs
- Quotes for skatepark repair
- Discuss use of adult pitch for informal football with the Football Club

#### Action Peter Tye

- Proposal for new Cricket Club cordoning off the cricket square equipment

#### Action Simon Buggiey

- WIFI setup at village hall – ongoing, seek mesh quotes
- RGT meeting secretary - CAPALC advice and contract proposal for January meeting

#### Action Peter Howell

- RGT/ Village Hall/ PC relationship and payment process proposal to RGT
- With clerk – purchase new locks

#### Action Caroline Ilott

- Submit Local Plan Consultation response on behalf of Parish Council
- Follow up Mortimers Lane sign
- Ask the SCDC S106 officer if hybrid meeting equipment could be funded by S106.

#### Action Clerk

- Submit precept application by 24 January 2022
- Set up Unity Trust current and savings accounts
- Add Barclays bank signatories
- Accept quote from Aubergine for new accessible website set up
- Accept quote from Shelford Trees and confirm date for work
- Book SLCC clerk training
- Update Foxton Cricket Club on outcome of S106 mower application
- Publish new policies
- Confirm new date for Queen's Platinum Jubilee picnic to Mrs Pusey and Foxton Cricket Club
- Respond to access complaint and update on Parish Council clearance plans

## 7. District Councillor's Report

Cllr. Roberts advised that there was little time left to respond to the Local Plan Consultation. It is possible to add comments without answering all the questions. SCDC is stripping the SCDC office building to make it 'greener' and as such there are only a handful of officers in the office. Cllr. Roberts raised concern that members of the public are unable to come into the office to speak to an officer face to face.

Cllr. Roberts advised that Anthony Browne has written about the vaccination programme in the Cambridge news but had not explained how the programme will be delivered. She raised concern that some vulnerable, housebound residents are unable to get their vaccines. She encouraged the Parish Council to write to Anthony Browne about this.

#### **8. County Councillor's Report – see Appendix 1**

Cllr. McDonald advised that vaccination is a key issue with the government setting out its plans which have not yet been implemented. The Grafton Centre is offering walk in booster vaccinations but the vaccine will only be given if it is 182 days since your second vaccination [*post meeting: this guidance changed on 8 December 2021 to be 3 months post vaccination*]. He acknowledged this service does not help the housebound. The vaccination programme is run by the Clinical Commissioning Group rather than GPs and this was a deliberate decision by the government to free up GP time.

Cllr. McDonald referred to the items in his report - the household support fund, apprentice awards, recycling centres and the innovate & cultivate fund. See report in Appendix 1 for more details.

Sheryl Williamson asked if Cllr. McDonald had received an email about the preschool bid and asked for his support with this. Cllr. McDonald will set up a call with Rob Lewis, senior officers and the funding committee Chair or Vice Chair to take this further.

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

#### **10. Planning Committee membership – add John O'Neill and remove Sheryl Williamson**

Caroline Ilott advised that Sheryl Williamson was stepping down from the Planning Committee and it was proposed that John O'Neill take her place. Proposed Caroline Ilott, seconded Peter Howell. All agreed.

#### **11. Infrastructure**

- a. **Travel Hub update including update on meeting on 2 December 2021 with Anthony Browne MP, County Cllr. Peter McDonald, a Network Rail representative, the head of transport at the Combined Cambridgeshire & Peterborough Authority and representatives from Foxton, Barrington and Fowlmere Parish Councils**

Andy Brown updated the Parish Council on this meeting held on 2 December 2021. He explained that there was a lot of agreement among the representatives attending on issues surrounding the proposed travel hub and what should happen next. Although the proposal had been reduced to a 200-capacity car park, the safety of crossing the A10 had not been addressed by the GCP and it was questioned whether there was still a business case for the proposal. Barrington Parish Council gave a good assessment of the impact the proposal would have on surrounding villages. There was agreement that joined up thinking between the various transport bodies was needed, particularly in relation to a bypass or rail crossing. The representative from the mayor's office suggested that any Foxton bypass should link to a potential bypass for Harston and that perhaps the scope of the Harston bypass could be extended to include a bypass around Foxton.

Foxton Parish Council has submitted questions for the GCP executive meeting on 9 December 2021, as have Barrington and Fowlmere Parish Councils. Andy Brown will attend the executive board meeting to ask the questions in person.

Network Rail does not have any concern about the proposal as it is only concerned with rail safety.

**b. Foxton level crossing closure and by-pass next steps**

To ask the Cambridge & Peterborough Combined Authority (CPCA - the Mayor's office) to put this onto their Transport Plan and for their Head of Transport to set up a meeting with GCP, County Council, SCDC, Foxton PC and any other interested parties to start talks.

Caroline Ilott advised that Roland Potter, the Head of Transport at the Mayor's office will be in touch with Cllr. McDonald regarding the Foxton level crossing and possible next steps.

Cllr. McDonald explained that the Highways programme had prioritised the Kings Dyke crossing over the Foxton level crossing. There is an opportunity now to discuss bringing the Foxton level crossing back to the table with the Mayor's office. There is a £150k budget from the CPCA to undertake a Harston bypass study and Cllr. McDonald explained that he was keen that this should be a Harston/ Foxton study which should be included in the CPCA Transport Plan.

*Cllr. Petr McDonald left the meeting*

## **12. Finance**

**a. Approve budget and precept 2022-23**

A final draft budget had been circulated.

The clerk noted that the budget did not include the following:

- i. Funding for hybrid meeting equipment. Caroline Ilott will ask the SCDC S106 officer if this could be funded by S106. No allowance will be included in the budget for the time being.
- ii. Skatepark fence repair – Andy Brown is awaiting a quote for this.
- iii. Vertidrainage/ fertilizer/ overseeding – Sheryl Williamson had obtained a quote of £1800+VAT for annual vertidrainage, £1650+VAT for annual fertilizer and £2600 for overseeding every four years.

The clerk noted that £1000 had been added from general reserves to the tree budget, to cover ongoing tree work and the tree survey due next year, and another £1000 had been added to legal/ professional advice. Projected general reserves at the end of the year would be approximately £38,000, just over ten months equivalent precept and this would be in line with the Parish Council's intention to reduce funds held in general reserves.

Sheryl Williamson noted that the grounds maintenance budget of £14,000 was a large proportion of the precept and that to stick to this budget the Parish Council will need to be cautious in how this money is spent on grass cutting and other grounds maintenance costs. It is likely that these costs will increase next year. Peter Tye will seek another quote to provide a comparison for fertiliser costs.

Caroline Ilott advised that some S106 grant funding may only be paid towards the middle or end of a project and therefore projects may need to be underwritten by the Parish Council initially. Each grant application will need to be assessed on its merits and against the budget position at the time.

The Parish Council agreed the budget and to keep the precept at £45,000.  
Proposed Simon Bugey, seconded Sheryl Williamson. All agreed.

**b. Update on Unity Trust current and savings account and bank signatories on all accounts**

The Clerk advised that the process of setting up accounts had been started and the application form needs to be signed by the signatories.

The bank signatories were agreed as follows:

Barclays Bank: Simon Bugey, Andy Brown, Jane Trevanion, Caroline Ilott, Sheryl Williamson (Caroline Ilott and Sheryl Williamson to be added)

Lloyds Bank: Simon Bugey, Jane Trevanion, Caroline Ilott, Sheryl Williamson

Unity Trust Bank: Simon Bugey, Caroline Ilott, Sheryl Williamson

Proposed Simon Bugey, seconded Andy Brown. All agreed.

**c. Quotes**

**i. Approve new WCAG 2.1AA accessible website and support**

*Quote A set up/ host/ support £899 + VAT, £250 + VAT for content transfer, ongoing annual cost £199*

*Quote B setup/host/support £1050 + VAT, ongoing annual cost £400*

*Quote C setup/host/support £749 to 899 + VAT, ongoing annual cost £300*

*Quote D setup/host/support £830 + VAT, ongoing annual cost £180*

It was agreed to accept Quote A for Aubergine (set up/ host/ support £899 + VAT, content transfer £250 + VAT, ongoing annual cost £199). The Clerk had obtained a number of good references for Aubergine and Aubergine is a NALC affiliated website provider and has written advice for NALC. The Parish Council's domain name is currently registered with Aubergine. Proposed Caroline Ilott, seconded Simon Bugey. All agreed.

**ii. Vegetation clearance behind play area (S106) £400 & and tree removal/ reduction and pruning £1450 + VAT**

Caroline Ilott explained that the Parish Council had a duty of care to maintain this area of land to a safe standard for adults and children. There is limited availability of tree surgeons at the moment and this quote was provided by Shelford Tree Service. Two other quotes received were more expensive. It is proposed that the clearance work is funded by S106.

The work will be selective and will clear any brambles, nettles and overgrowth that poses a risk. The clearance will allow better access to and assessment of the area. The work will include the removal of a dead elm tree which cannot be cut down until the wild growth is cut back. Shelford Tree Services will make all the planning applications necessary for tree work, as all the trees in question are within the Conservation Area.

Peter Tye noted that the area to be cleared extends to the corner of the basketball court.

The other tree work includes (i) removal of two dead trees from the recreation ground; (ii) removal of ivy from base of tree at Challis Close (free); (iii) removal of Hawthorn on Shepreth Road; (iv) pruning tree on corner of Westfield Road; (v) crown reduction of four Cherry trees on the Green in the summer and (vi) planning application for tree works (free).

The Parish Council agreed the full quote from Shelford Tree Services. Proposed Caroline Illott, seconded Peter Howell. All agreed.

- iii. Clerk training – SLCC Practitioners virtual conference  
*15-17 February 2022 (Topics: Tender process, public procurement, employment and contract, VAT requirements and upcoming changes, Civility and Respect)*  
 £75+VAT  
 The Parish Council approved this training for the clerk. Proposed Simon Buggey, seconded Caroline Illott. All agreed.

#### **d. Approval of payments**

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

Jupiter Play has only just submitted its report on the design of the recreation ground and therefore the clerk will hold off paying its invoice for £4500 inc. VAT from S106.

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

### **Payments**

#### **Payments made (prior agreed)**

1. Salary (SO) - LGA 1972 s112	£827.04
2. Pension - LGA 1972 s112, s111	£52.43
3. Google Ireland Gmail - LGA 1972 s111, s142	£46.00
4. Opus Metered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301	£19.46 inc VAT
5. Opus Unmetered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301	£101.86 inc VAT
6. Foxton Cricket Club - Open Spaces Act 1906 s9-10	£300.00
7. Langham Press Town & Country Planning Act 1990, S61F(1), (2); Planning and Compulsory Purchase Act 2004, s38C (2)	£70.00 inc VAT
8. D.P Garden Works - Open Spaces Act 1906 s9-10	£495.00
9. Peter Evans village warden duties (Oct) - Open Spaces Act 1906 s9-10	£183.75
10. Peter Evans car park fence repair - Open Spaces Act 1906 s9-10	£126.25
11. Foxton Village Hall meeting room hire - LGA 1972 s111	£16.20
12. Foxton Village Tennis – S106	£15,000
13. Green Magic waterproof frame – £15 approved PC Oct 2021	£23.70 inc VAT
14. Defibrillator poster - LGA 1972 s111, s142 (clerk authorised stationary expense)	£7.95 inc VAT

#### **Payments to be authorised**

1. Parish Clerk Salary	£384.31
inc phone & broadband £34.50/ home allowance £22 - LGA 1972 s112	
2. HMRC National insurance & income tax - LGA 1972 s112/ LGA 1972 s111	£209.72
3. Parish Clerk Expenses – mileage and stamps - LGA 1972 s111	£22.74
4. Foxton Parish Council Top up Treasurers Account to £500 - LGA 1972 s111	£64.64
5. S W Gardens Nov grass cutting - Open Spaces Act 1906 s9-10	£130
6. S W Gardens Oct to Nov grass cutting - Open Spaces Act 1906 s9-10	£260
7. Balfour Beatty street light maintenance contract <sup>3</sup> / <sub>4</sub>	£72.00 inc VAT
Parish Councils Act 1957, s3; Highways Act 1980 s301	
8. David Bracey play area inspection – Open Spaces Act 1906 s9-10,	£180.00 inc VAT
Public Health Act 1936, s234	
9. Foxton Cricket Club Nov grass cutting - Open Spaces Act 1906 s9-10	£300
10. Foxton Village Hall meeting room hire - LGA 1972 s111	£16.20
11. S W Gardens final grass cut of the year - Open Spaces Act 1906 s9-10	£130
12. MMS&F Community Interest Co. rail administrator – S137	£700.00

*LGA S137: Power of local authorities to incur expenditure for certain purposes not otherwise authorised.*

*(1)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.*

#### **Invoices received after agenda circulated**

1. Foxton Village Hall office hire (3/4) - LGA 1972 s111	£80.06
2. Peter Evans village warden duties (Nov) - Open Spaces Act 1906 s9-10	£183.75
3. Foxton Parish Council Unity Trust A/C cheque deposit	£500.00

\*LGA: Local Government Act

### **13. R&A**

- a. **Foxton Cricket Club merger implications (contract, T&C's, fixtures) - SW**  
Concern had been raised that Foxton Cricket Club had merged with another club and ceased to exist as Foxton Cricket Club which would have ramifications for its Parish Council grass cutting contract and possibly fixtures. The Cricket Club has confirmed that the village club is still legally Foxton Cricket Club but many of the senior players, coaches and administrators have joined the club from Cambridge Cricket Club. Cambridge Cricket Club has ceased to exist. The remaining members of this club have formed a new senior club: "City of Cambridge CC".

In earlier days the Cambridge club was known as Granta, the top side in East Anglia. The Cambridge club has kindly allowed Foxton Cricket Club to use the name Granta as an advertising tool, to attract new playing members, sponsors and supporters. Therefore, Foxton Cricket Club's playing name has changed to "Foxton Granta". There will be no additional fixtures on the recreation ground compared with pre

Covid times. Foxton Cricket Club will hopefully return to three senior sides, with the third team playing at Caldecote. Foxton Cricket Club hopes, with the addition of the Cambridge personnel, to provide a Colts section in 2022, for the youngsters in the village and local area.

All Foxton Cricket Club arrangements with the Parish Council will remain unchanged.

**b. Updated recreation ground and sports clubs' terms & conditions, Cricket Club net update and risk assessment and safety of cordoning off equipment used – SW/ PT**

Sheryl Williamson has started to review the recreation ground rules and sports clubs' terms and conditions and is proposing that there is one set of rules with addendums for sports clubs. These proposed new rules will be brought to a Parish Council meeting early next year for consideration.

Concern has been raised about the safety of the cordoning off equipment and poles used for the cricket square and the run off distance from the football pitch. Peter Tye had circulated a risk assessment and the Football Association's guidelines on run off allowance and explained that the current run off distance was a safety concern. He had also circulated some information on other, potentially safer, methods of cordoning off the square. Peter noted that scaffold poles had been used to cordon off the cricket square and these had been covered with domestic insulation foam which he thought was not sufficient to make these safe. Peter proposed a meeting with Foxton Cricket Club to discuss alternatives and to bring a proposal to the January Parish Council meeting.

**c. Informal football goal proposal to move to compound if it is moved from its location again**

The Parish Council had previously considered the issue of the informal football goal being moved by users from its intended position on the recreation ground and the impact this was having on local residents and Councillor time.

Caroline Ilott reported that the wheels had been taken off the informal goal and it had been moved back to its intended position and hammered in with ground anchors. The goal has not been moved since. A warning sign has been placed on the goal that should the goal be moved; it will be removed from the recreation ground.

Caroline Ilott proposed that if the goal was moved again, it should be removed from the recreation ground and stored in the compound to be reinstated once the S106 redevelopment of the recreation ground had been completed.

Peter Howell raised concern that if the goal was removed then the Tennis and Bowls Club's fence might be used as a goal instead which could cause damage to the fence.

Sheryl Williamson asked why informal football could not be played on the adult pitches. Simon Buggey advised that about eight years ago the goals were removed to protect the pitch from turning to mud. It was proposed that the use of the pitch for informal football could be revisited with the Football Club.

The Parish Council agreed that if the informal goal was moved again, it would be stored in the compound and the Parish Council would review next steps.

Proposed Caroline Ilott, seconded Sheryl Williamson. Seven Parish Councillors agreed and one voted against.

**d. Play inspection update**

A play area and skate park inspection had been carried out by David Bracey on 27 October 2021 and a report had been circulated. Any Brown reported that there were no significant issues to report. David Bracey had recommended that the skate park fence could be repaired, rather than replaced, and better supported with an extra post. Missing fence post caps should be replaced, a gap down the side should be filled and some cracks in the concrete needed filling. R&A is seeking quotes for this work. All risks highlighted were either low or medium risk.

**14. S106 update – CI**

Caroline Ilott reported that the Scarecrow Festival on 9 October 2021 provided an ideal opportunity to consult local people, especially families, on the emerging design for improved play facilities. Over 150 people viewed the colourful plans and many of the children chose their three favourite play features. In addition, some useful comments were received from adults, both on the day and during the extended consultation period. The overwhelming reaction to the draft design was positive, but there are still discussions to be had on important points of detail.

The S106 working group collated all feedback and held a workshop with the landscape designer from Jupiter Play on 11 November 2021. The outstanding issues raised during the consultation were mostly resolved at this workshop, feeding into a final design. Jupiter Play will submit an outline cost by the end of November 2021. This will guide what grants can be sought for the balance of the costs. So far £90,000 of S106 funds have been ring-fenced by the Parish Council.

**a. S106 phases detailed in the S106 report - to discuss and approve the project proposals to be included in Phase 1 and 2**

Caroline Ilott proposed that the recreation improvements be carried out in phases as follows:

Phase 1: re-development of the current playground area, the basketball court, the areas behind the playground and the land up to the tennis courts. The football pitch will not be affected by any development. New vegetation planting and a new water fountain/tap at the corner of the tennis courts which will provide irrigation for the new planting. A path from the Illingworth Way entrance along the ‘wild’ area abutting Illingworth Way fence suitable for pedestrians, wheelchairs and pushchairs, which is a vital part of accessing the new play facilities.

Phase 2: adult exercise equipment/trim trail and an occasional mobile catering van, to be considered in future years as the Parish Council want to respond to other ideas put forward in the consultations.

Proposed Caroline Ilott, seconded Andy Brown. All agreed.

**b. Approve new policies (access for disabled persons, child safeguarding, vulnerable adults safeguarding, conflict of interest, equal opportunities, public access and amenities statement) required for play area grant applications**

Caroline Ilott reported that part of the application process for some grants requires Foxton Parish Council to have up to date policies for disabled persons, child safeguarding, vulnerable adults safeguarding, conflict of interest, equal opportunities and public access and an amenities statement. Draft policies have been sourced from Duxford Parish Council, adapted and circulated to the Parish Council.

It was agreed to adopt these new policies. Proposed Caroline Ilott, seconded Sheryl Williamson. All agreed. The clerk noted that all policies should be reviewed annually at the Parish Council Annual Meeting in May.

**c. Recommendation to refuse S106 application for the Cricket Club mower**

Caroline Ilott explained that Foxton Cricket Club had originally applied for £4000 of S106 funds for a second-hand mower. The final cost to now be considered by the Parish Council is £3750 cash for a second-hand Jacobsen Fairway 250 five-unit mower including sharpening and setting up. Foxton Cricket Club is looking for any contribution towards this amount. The application form states ‘this is solely for the use of maintaining the recreation ground to a high standard so the whole of the village will benefit. The new mower will be more eco-friendly and take less time to cut grass.’

Caroline Ilott noted that the Foxton Cricket Club do not cut the whole of the recreation ground, only the cricket pitch and football pitches. They are also contracted by the Parish Council to cut and strim the grass along the fence on Hardman Road. They do not cut the outer areas of the recreation ground. The application seemed to be of commercial benefit to Foxton Cricket Club who is one of the Parish Council’s contractors. It does not meet the community activity benefit criteria of S106 grants. If Foxton Cricket Club cuts the grass on the pitches to a high standard this would benefit the sports clubs and not residents.

The S106 Working Group propose that the Parish Council refuse this application.

Proposed Caroline Ilott, seconded Peter Howell. All agreed.

**15. RGT meetings – update – these meetings will no longer be held in public**

The clerk explained that advice had been sought from CAPALC and Cambridgeshire Acre regarding whether charity meetings should be held in public, where the Parish Council is sole trustee. The clerk referred to a NALC publication ‘Local Councils Explained’ 2013 which states “[...] *decisions about the charity are taken at meetings of the council [...]. The convening, procedure and conduct of such meetings of a council [...] exercising its charity trustee function, are governed by local government legislation.*”. However, based on the following advice from CAPALC and Cambridgeshire Acre it seems that this guidance is wrong (CAPALC would not comment on this).

CAPALC has since provided a NALC legal topic note (LTN 28 dated April 2017) that states “*All discussions and decisions relating to the charity should be taken at a meeting specifically called for that purpose, not at a council meeting.*” There is no mention of following local government legislation. CAPALC has advised to (i) follow the guidance

of the charity commission on how to manage charitable trusts, their meetings and finances and (ii) charity meetings are not usually open to the public but often open to the public for the Annual General Meeting (AGM).

Cambridgeshire Acre has advised that (i) charities do not meet in public and are not required to publish the minutes of their meetings (except for the AGM); (ii) the meetings are confidential to the charity trustees, unless otherwise stated in the governing document of the charity; (iii) where a parish council is the sole trustee the meetings are not council meetings so do not fall under any of the local government legislation; (iv) the meetings should be held separately to all council business; and (v) the charity should be run separately to the parish council, with separate accounts and meetings.

#### **16. RGT / VHT Working Group Report**

A report had been circulated. Peter Howell explained that the working group had held three meetings to discuss the relationship and transactions between RGT, Foxton Village Hall, the County Council (for the school) and the Parish Council and next steps. It is proposed that the payments process could be improved and any changes could be agreed by a memorandum of understanding. In its report, the working group has clarified the relationship between the parties and established any issues. Financial and legal advice may be required. A proposal for next steps will be brought to the next RGT meeting.

#### **17. Audit of Locks**

Peter Howell explained that some of the locks in the village such as the Dovecot field gate lock and the lock for the gate onto the recreation ground are getting tired and need replacing. There is some uncertainty to who has keys and therefore it would be prudent to start anew and change these locks to a numerical or good quality padlock. Peter Howell noted that padlocks are in the region of £30-40 on Amazon and the Parish Council would need two or three new locks.

The Parish Council agreed the purchase of new locks up to £120 in total. Proposed Peter Howell, seconded Peter Tye. All agreed.

Jane Trevanion noted that she had prepared a list of who had keys but it was acknowledged that this was already out of date with keys being passed between councillors. It was proposed that if keys are passed on to someone new, then the clerk should be informed so this could be noted.

#### **18. Change of date for Queen's Platinum Jubilee picnic to Sunday 5 June 2022**

Cheryl Pusey has proposed that the picnic is held on Sunday 5 June 2021 as this is the official day for picnics. The Parish Council agreed to this change of date and the clerk will inform Cheryl Pusey of the PC's agreement to the date and Foxton Cricket Club to advise them that the recreation ground will not be available for cricket on that date.

#### **19. RGT Clerking proposal (any confidential information will be shared in the closed session)**

Simon Buggery advised that the Parish Council will consider a proposal for an RGT meeting secretary, employed by the Parish Council, in a closed session of the meeting.

#### **20. Items for next agenda – to be submitted to the Parish Clerk by email.**

#### **21. Date and time of next Parish Council Meeting: Monday 10 January 2022 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 22 to 23*

Proposed Simon Buggey, seconded Peter Tye. All agreed.

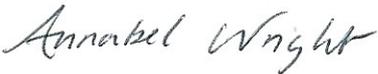
**22. RGT Clerking – CAPALC contract advice**

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

**23. Recreation ground access, complaint and potential legal action re access and access maintenance – update and quotes for legal advice**

The meeting was closed to consider legal advice and due to the sensitive and confidential nature of the dispute. No quotes for legal advice were thought necessary and were not approved.

The meeting closed at 10.00pm.



Annabel Wright  
Foxton Parish Clerk  
14 December 2021

## Appendix 1

### **Report for Parish Councils – December 2021.**

#### **South Cambs District Council**

#### **Update on the development of the next Local Plan**

The consultation period on the ‘first proposals’ stage in the development of the joint Cambridge City and South Cambridgeshire Local Plan runs until 5pm on December 13th.

#### **New Golden Number**

South Cambs DC has introduced a single Golden Number to be used to contact the council. This should help you to be able to talk to the best person within the council more effectively. We have also introduced a call back facility so that you don’t have to hang on the phone during busy periods. The number is: 01954 713000.

#### **Investment Strategy**

There is an updated Investment Strategy at S Cambs. Policy remains to generate 20% of income from investment by 2025 to minimise need to raise Council tax.

**<https://scambs.moderngov.co.uk/documents/s124977/Appendix%20A%20-%20Investment%20Strategy%20-%20Draft%20December%202021.pdf>**

#### **Capital Strategy**

The Council has updated the Capital spending programme

**<https://scambs.moderngov.co.uk/documents/s124924/Appendix%20A%20-%20Capital%20Projects%20Performance%20-%202020%202021%20Projects.pdf>**

#### **South Cambs Christmas market**

Unfortunately this had to be cancelled.

#### **Empty Homes Strategy**

There is a new Empty homes Strategy out for consultation. The objective here is to bring empty properties back into use and reduce the number of long term empty homes.

**<https://scambs.moderngov.co.uk/documents/s124895/Appendix%20A%20-%20Empty%20Homes%20Strategy%202021-25.pdf>**

#### **Fees & Charges**

There is an updated schedule of fees and charges for 2022/23

**<https://scambs.moderngov.co.uk/documents/s124979/Fees%20Charges%20-%20Report%20to%20Cabinet.pdf>**

#### **Cambridgeshire County Report**

#### **Vaccination Advice**

**NHS** PRESENTS

The **VACCINATORS**  
on tour

## WHO CAN GET THEIR COVID-19 BOOSTER VACCINATION?

You can book your COVID-19 booster vaccination if you have had your second dose at least **182 days (six months)** ago, and you:

- Are aged 40 or over
- Live or work in care homes
- A Frontline Health and Social Care Worker
- Are aged 16 or over with a health condition that you at high risk of getting seriously ill from COVID-19
- Are aged 16 or over and are the main carer for someone at high risk from COVID-19
- Are aged 16 or over and live with someone who is more likely to get infections (such as someone with HIV, has had a transplant or having certain treatments for cancer, lupus or rheumatoid arthritis)

thevaccinators.co.uk #TheVaccinators

### **Household Support Fund**

A new support fund which aims to help those struggling to pay for food, energy or other essential items this winter has been launched.

Cambridgeshire County Council has been allocated £3.58 million as part of the Government's Household Support Fund to help people who need financial support.

More than £1.1 million of the funding is being used to operate a direct voucher scheme for eligible families over the October half-term, Christmas school holidays and February half-term periods. The remainder is being used to provide a wider scheme, with at least half of the total funding allocated to support households with children, in line with government guidelines. The rest will be reserved for other households in need of support this winter.

Details of how to access the scheme are available at:

<https://www.cambridgeshire.gov.uk/residents/coronavirus/household-support-fund>

Practical support provided through the fund includes:

- Vouchers to support with food for both families and individuals
- Fuel and water, either by paying bills on demand, via direct debit or a pre-payment meter
- Other essential supplies.

The council is working closely with district councils, local community groups and other partners to identify people across the area who can benefit from the fund.

People can apply via a number of local community groups signed up to the fund or apply directly by following the link: [www.cambridgeshire.gov.uk/household-support-fund](http://www.cambridgeshire.gov.uk/household-support-fund)

### **Apprentice Awards**

Cambridgeshire County Council and Peterborough City Council are launching their first ever county-wide Apprenticeship Awards to help recognise and celebrate the commitment, hard work and achievements of individuals completing and supporting an apprenticeship.

Anyone can nominate an apprentice for an award by visiting:

<https://www.cambridgeshire.gov.uk/council/jobs-and-careers/cambridgeshire-apprenticeship-awards-2022> or <https://www.peterborough.gov.uk/council/jobs-and-careers/apprenticeships/cambridgeshire-apprenticeship-awards-2022>.

You have until 5pm on Monday 3 January to get your entries in. An awards ceremony will be held either virtually or in person, depending on the latest Covid guidance, on a date between 7-13 February which is National Apprenticeship Week.

All nominations for the apprenticeship categories must be for current apprentices or those who have completed their apprenticeship in the 12 months from 1 January 2021 and who either live or work in Peterborough and Cambridgeshire.

Nominations can be made for the following:

- **Working with People Award**
- **Behind the Scenes Award**
- **Team Working Award**
- **Personal Achievement**

Selected from the above categories will be an overall Apprentice of the Year. The judges are looking for an exceptional apprentice who can demonstrate their achievements and the impact they have made within their organisation.

Also there will be:

Apprentice Manager/Mentor Award

Apprentice Ambassador/Champion Award

### **County Highways Issues**

The Dec 7<sup>th</sup> committee will look at:

- A10 next steps
- Future transport strategy
- Active travel policy
- Public rights of way design guide

### **HRC Opening**

Christmas and New Year opening hours for our Household Recycling Centres

- Christmas Eve - all sites close at 1pm
- Christmas Day / Boxing Day / New Year's Day - all sites closed
- 27 and 28 December and 3 January (bank holidays) - March HRC opens 9am to 4pm and other sites open normal hours

- All other days - normal opening hours

Please check our individual Household Recycling Centre pages for further opening hours information. Gates close 10 minutes before published closing times. For Thriplow bookings see below.

<https://selfservice.cambridgeshire.gov.uk/RenderForm?g=4ea186ce-f987-47a2-ad41-d7a580adec1c&s=3>

### **Innovate & Cultivate Fund**

The Innovate and Cultivate Fund is our fund to help voluntary, community and social enterprise sector organisations realise their projects and ideas that help address the needs of local residents. The Innovate and Cultivate Fund has two funding streams:

Cultivate - grants of £2,000 - £15,000 aimed at encouraging local networks where people help themselves and each other (please note the maximum Cultivate grant has reduced from £19,000 to £15,000)

Innovate - grants of up to £50,000 for big projects with big ideas that demonstrate an innovative approach (please note we have suspended this stream until further notice)

To be eligible, all projects must:

be either new, or build on an existing project in a new location or with new beneficiaries show that they will reduce pressure on council services and / or offer direct savings for the council

Next application deadline: 1 February 2022 - Cultivate grants only

### **How to apply**

You can find grant application forms and further information about fund priorities and criteria on the Cambridgeshire Community Foundation website. We strongly advise applicants to seek pre-application advice before submitting a grant application.

You can book pre-application advice appointments on the Eventbrite website.

If you would like to join the Innovate and Cultivate Fund mailing list, please email [Lianne.Parrett@cambridgeshire.gov.uk](mailto:Lianne.Parrett@cambridgeshire.gov.uk).

### **Covid 19 ERA**

We are still in the Covid ERA so the stronger advice on gatherings and face coverings still apply.

Peter McDonald

December 5th 2021

Very Merry Christmas & Happy New year to you all and your families.