

FOXTON PARISH COUNCIL

Draft Minutes of the Annual Parish Meeting held on Monday 25 April 2022 at 7.30pm

Present – Cllrs. Simon Buggey, Caroline Ilott, Peter Tye, Peter Howell, Andy Brown and John O’Neill of the Parish Council, Cllr. Deborah Roberts (District Councillor), and 6 members of the Foxton electorate.

Apologies – Jane Trevanion, Geoff Barnes

1. Introduction and welcome from the Chairman

The Chairman welcomed attendees to the meeting.

The Chairman explained that the Annual Parish Meeting was a meeting of the parish electorate rather than a meeting of the Parish Council.

2. Minutes of the last Annual Parish Meeting held on 4 May 2021 – Proposed Cllr.

Simon Buggey, seconded Peter Howell. All councilors present at the previous Annual Parish Meeting agreed.

Simon Buggey signed the minutes at the meeting.

3. Matters Arising – None

4. Report of the Chairman covering the activities of the Parish Council

See Appendix 1 for written report.

Caroline Ilott thanked Simon Buggey on behalf of Foxton village and Foxton Parish Council for chairing the Parish Council for the last four years and for his diplomacy and skill.

5. Presentation of Annual Accounts

See Appendix 2 for RFO report.

6. Report of the Vice-Chair on the progress of the S106 Working Group

See Appendix 3 for written report

Caroline Ilott noted that the Parish Council and volunteers from the village made up the S106 working group, bringing their knowledge and expertise to S106 projects. Caroline emphasized that the working group could not make any decisions itself but made proposals that the Parish Council could decide on.

Caroline explained that S106 contributions were paid by developers to fund community projects and the funding was triggered by the units of housing in the development. Caroline added it was unlikely that Foxton would receive any more

S106 funding and that the funds needed to be use within 10 years of receipt before needing to be repaid.

Resident A asked if there was a timeline for delivering the community space project.

Caroline Ilott explained that no time estimate could be given at the moment. With only five new Parish Councillors nominated for the May election, the Parish Council would be limited to what it could achieve and the S106 working group needed more volunteers to keep the momentum going.

7. Open forum

Resident B thanked the Parish Council on behalf of the village for its time and hard work and expressed disappointment that only five residents had stood for the Parish Council election. Simon Bugey noted that nine residents had stood for the 2018 election and thirteen residents for the 2014 election, for nine places. After the May 2022 election the Parish Council will increase in size to ten councillors with a quorum of four needed (*post meeting note: Standing Orders state that “No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three”*). Caroline Ilott noted that of ninety-five parishes in Cambridge, there were only five contested elections in the entire county.

Resident A asked about the provision of a recreational goal on the recreation ground further to posts about this on Facebook and asked what the health and safety risks were and if there was anything the village could do to help.

Simon Bugey advised that residents had been asked to provide feedback by email to the clerk or by attending a Parish Council meeting. The previous, temporary resolution had proved impractical and as such the Parish Council had decided to remove it from the recreation ground. There were plans to find a permanent solution.

Caroline Ilott added that it would be helpful for the Parish Council to hear from as many parishioners as possible to justify the purchase of a new goal and to decide on its location. To date it had received feedback from five Foxton residents. It could be a moveable goal or sited in a permanent position.

Resident A asked for an explanation on why the previous goal solution had not worked.

Simon Bugey explained that the heavy, full-sized goal was not designed to be lifted by young people. Following advice from the Football Association and the Parish Council’s insurance company the goal had been anchored to the ground to avoid the risk of tipping over. The wheels were removed to deter young people from moving the goal around. There was further risk identified as young people had removed and scattered the ground anchors on the recreation ground and lifted the goal to move it

numerous times. It was apparent that the young people moved the goal to a flatter area which they preferred. Simon added that the Parish Council had to balance the young people's desire to play on the maintained pitches with the wishes of the sports clubs.

Caroline Ilott acknowledged that a goal was an important resource for the young people of Foxton to play football all year round as there were not many other village resources available to them.

Resident B asked if the goal could be placed on the school field. Caroline Ilott responded that there could be issues with insurance and access.

Resident A suggested that a moveable goal would ensure that no one area of the recreation ground would get too damaged and it would allow the location to be changed depending on the sport season.

Resident C noted that it could be difficult to engage residents. She asked how residents could submit feedback about the goal to the Parish Council and whether an online doodle poll would be acceptable with set questions/ options.

Resident A noted that not everyone, and in particular young people, know what a Parish Council does or how to engage with the Parish Council.

John O'Neill suggested a pin the tail on a map of the recreation ground to show preferred locations for the goal could be set up at the Jubilee picnic.

Caroline Ilott added that residents should be encouraged to provide feedback by writing an email to the clerk or a handwritten note posted to the Parish Council office.

Peter Tye explained that a permanent goal could cost in the region of £8-10,000 whereas a moveable $\frac{3}{4}$ sized, weighted goal could cost much less in the region of £1,500 and money would need to be allocated for ground repair.

Caroline Ilott added that a permanent goal offered no flexibility once installed and confirmed that children's feedback was very welcome.

Caroline Ilott explained that the Parish Council would look at ways of providing more information to Foxton.

Resident A noted that reading the minutes on the website sometimes felt like starting part way through a story which made them difficult to make sense of. She added that the Laurentian update was helpful.

Simon Bugey explained that it would be healthy to have a diverse cross section of the community representing the Parish Council to offer different view points, including from people of different ages and backgrounds.

Cllr. Deborah Roberts acknowledged that during her time as a district councillor, Foxton Parish Councillors have worked extremely hard for Foxton, volunteering many hours of their time. She added that the councillors volunteered their time out of kindness and their love of Foxton, they were a credit to Foxton and they could not be thanked enough.

Resident A asked if there was any progress on creating a space for after school provision and extending the preschool, noting this would have massive implications for the village.

Simon Bugey explained that the Parish Council was not responsible for this project which was being managed by a village working group. The Parish Council did however support the project and was available if the working group needed any input or help from the Parish Council. Updates to the Parish Council were provided by the working group from time to time when there was new information to report.

The Chairman thanked everyone for attending.

The Meeting closed at 8.20pm

Annabel Wright
Parish Clerk
28 April 2022

Appendix 1: Foxton Parish Council Chairman's Report by Simon Bugey 25 April 2022

Your Parish Council works on your behalf to look after the interests of the village and it is my privilege to report on the activities of the council over the past year.

The last 12 months have seen a gradual return to normal, particularly being able to hold face to face meetings again. While online meetings have some distinct benefits, it was a relief to meet and debate issues in person once again. Nevertheless, this did bring with it some risks and levels of nervousness that we have all had to manage.

Parish Council membership

We currently have just eight councillors. Sheryl Williamson resigned from the council earlier this year and I wish to record my thanks for her contribution during her time on the Council. The full complement of councillors is nine, and this will rise to ten next month. One of the justifications for increasing the strength of the Council was the ever-increasing workload coupled with the ambition to achieve more. However, as only five people are standing for the next council (there will be an uncontested election on 5 May with five vacant posts), resources will be stretched even further. Hopefully the new council will be able to identify suitable individuals who will be willing to be co-opted to the council at some point during its term. Anyone interested should speak to a councillor or contact the Clerk.

Neighbourhood Plan

A high point of the year was the adoption of the Neighbourhood Plan on 5 August 2021.

Following external scrutiny by an independent examiner, the final version was put to a referendum in the village in July last year. Foxton residents voted overwhelmingly in favour of the Plan. This was the culmination of over five years work and a great example of collaboration by members of the community.

The Plan sets out the shape of future development in the village alongside protect the local environment. It has already been used to good effect in the consideration of planning applications which I will come on to later.

Recreation and Amenities

Recreation and Amenities forms a major part of the Council's work and we have a dedicated R&A Working Party, which until recently was led by Sheryl Williamson.

The main focus of the R&A Working Party is maintaining the recreation ground and other green areas of the village, including ensuring all the trees on Parish Council land are safe and present no risks to the public.

Annual safety checks of the play area and skate park are also conducted. As required, necessary repairs and remedial work are carried out although with the potential renewal of the play area this has been curtailed to essential work only.

We have extended the new contracts for maintenance activities which include grass cutting, fertiliser treatments, seeding, weed spraying and general remedial work. These contracts were

due to expire this spring but the council decided to extend them to the autumn which seemed a more appropriate time to re-tender for grass cutting contracts and will also allow the new council more time to consider its options.

Last year the dovecote was re-thatched and we have also implemented a maintenance plan for the dovecote meadow. The result of this was that last spring and summer the meadow looked spectacular and I hope it will again this year. Thanks to Andy Brown for leading on all matters dovecote.

Planning

As the worst of the Covid-19 pandemic passed, the number of planning applications picked up from the previous year. In the past 12 months our Planning Committee, chaired by Caroline Illott, has commented on 18 planning applications.

Five of these applications were of particular note:

- Conversion of the grain store on Fowlmere Road to two dwellings: Approved
- An application for a new grain store and fertilizer tanks nearby: Decision pending but no apparent reason to refuse
- Three applications for up to four dwellings to replace the bungalow at 32 Fowlmere Road: All three have been refused.
- An application to build seven dwellings at the Trinity School site in Station Road. This application was withdrawn as it failed to meet the Neighbourhood Plan policy of a maximum of six dwellings.
- A new dwelling at 10 High Street (the old donkey field). This is a revival of a previous application to build two dwellings, one of which has been built at 12: Decision pending, but no apparent grounds to refuse.

All the applications of note and the refusals are down to the fact that we are fortunate to have a fully approved and robust Neighbourhood Plan. The Plan helps guide planning in the parish and gives a degree of protection against speculative development as long as the South Cambridgeshire five-year housing supply remains constant.

Great Cambridge Partnership have revised their plans for the proposed Travel Hub adjacent to the Foxton station, with the latest plan having a smaller car park and increased cycle parking. This was given the approval of the GCP Executive Board last year and we can expect a planning application in the coming months.

The Parish Council remains opposed to the plans as they currently stand. While we have consistently said we would support a true, multi-modal, sustainable travel hub, with appropriate links to surrounding villages, what is currently being proposed is just a smaller car park than that previously proposed. When the planning application is formally made to Cambridgeshire County Council, we will ensure that all residents are alerted as that will be the time to voice your concerns.

I am grateful to Andy Brown for leading on behalf of the Parish Council on the Travel Hub as well as the support of our County and District Councillors and colleagues from other nearby parish councils, particularly Fowlmere.

Infrastructure

In the past year we have made a further application for funds from the County Council's Local Highways Initiative to install speed reduction infrastructure. The bid included two solar powered MVAS unit for the entrances to the village on Barrington Road and Fowlmere Road along with speed deterrent road markings at the point the speed limit reduces to 30 mph.

The County Council have considered all the bids and we are expecting formal notification imminently. Notwithstanding our failed bids of the previous three years, we have reason to be cautiously optimistic.

Section 106 Working Party

The Section 106 Working Party that was set up to take forward spending the significant sums of money that the Parish Council has received from housing developers, has continued to make progress on projects both small and large.

The progress on all the projects can be followed via a tracker that's on our website.

Caroline Ilott will be giving more details on the work of the Group over the last year later in the meeting.

Finance

The Parish Council's accounts will be presented shortly but our finances remain sound, and I am grateful to our Clerk, Annabel Wright for her careful management of the accounts. Annabel will be presenting the accounts shortly with a short commentary, but I will highlight that we again decided not to increase the precept for 2022-23. Instead we decided to use reserves to meet rising costs and new projects. The Council has long maintained significant reserves and after careful consideration decided that it was quite prudent to reduce the level of those reserves slightly.

Conclusion

I hope that this has given a flavour of what the Parish Council has worked on and achieved over the last year, although there is far more that is simply day-to-day business as usual. You can always find out more by attending Parish Council meetings and the minutes of all our meetings are published on our website.

This is my last report as Chair of the Parish Council as along with some other councillors, I will not be standing for re-election. It has been an honour and a privilege to serve as a parish councillor for seven years and chair the council for the last four. I am grateful to all my colleagues for their hard work and support, particularly the two vice-chairs during my time as chair, Jane Trevanion and Caroline Ilott.

I am also truly grateful to our clerk, Annabel Wright for her expertise and professionalism, ensuring that the Council follows correct governance procedures as well as undertaking the myriad of administrative tasks that come with the role.

Finally, I would like to thank our District Councillor, Deborah Roberts and our County Councillor, Peter MacDonald for the work they do to further Foxton's interests.

I wish the new Council every success in continuing to look after the fabric and interests of the village, making it such a wonderful place to live.

Thank you.

Simon Buggiey

Chairman

Foxton Parish Council

25 April 2022

Appendix 2 – RFO Report

Foxton Parish Council Annual Parish Meeting 25 April 2022 Finance Report

The Precept for the year 2021-22 was £45,000 and remains the same for 2022-2023.

End of year budget review:

Cost Centre	Receipts		Payments		Net Position +/- Under/over spend	Comment
	Budgeted	Actual	Budgeted	Actual		
01 Income	45,010.00	45,017.21	0.00	0.00	7.21	
02 Staff	0.00	0	14,100.00	14,570.24	-470.24	Backdated holiday, hourly rate increase
03 Admin	0.00	0.00	4,549.00	5,266.54	-717.54	Savings on councillor expenses and training. Unbudgeted: Increased audit fee, new website, 2 new laminators, Unity Trust fee
04 Village Hall	0.00	0.00	900.00	662.30	237.70	Saving on office hire/ village hall meetings due to covid restrictions/ less meetings
05 Open Spaces	4,243.28	3,405.09	21,438.00	18,901.95	1,697.86	Savings on grounds maintenance
07 Planning	0.00	0.00	100.00	302.00	-202.00	Unbudgeted: Neighbourhood Plan printing costs
08 Highways (Village Street Lighting)	0.00	0.00	1,990.00	1,618.08	371.92	Saving on energy supply costs
09 Memberships	0.00	0.00	630.00	668.36	-38.36	Not in budget: Cambs. Acre membership
10 Donations	0.00	0.00	1,650.00	1,050.00	600.00	Donations paid: £50 British Legion wreath, £700 rail partnership, £100 Melbourn Library, £100 Royston Community Transport, £100 MAGPAS - Saving on MAYD £300 (covid delays to youth service and no invoice received), £300 not allocated for other donations
11 Earmarked reserves	60.00	176.38	160,548.79	37,989.65	122,675.52	Of which S106: £112,759
NET TOTAL	49,313.28	48,598.68	205,905.79	81,029.12	124,876.67	
VAT		2,200.22		3,330.52		A further £1402.08 has been received in April
GROSS TOTAL		50,798.90		84,359.64		

Bank balances at 31 March 2022

S106 earmarked reserves

Lloyds	£59,481.48
Unity Trust	£24,958.35
Barclays	£28,319.87
Total	£112,759.70

Bank balances (not S106)

Unity Trust	26,316.14
Barclays Current	closed
Barclays Saver	0
Lloyds treasurers	£500
Lloyds 32-day notice	£23,907.90
Total	£50,724.04

Earmarked reserves (excluding S106)

Legal/ professional	£2000	£1000 will be added to this for 2022-2023 from general reserves
Defibrillator maintenance fund	£170.82	
Tree works (survey/ tree surgery/ pruning)	£1040	£1000 will be added to this for 2022-2023 from precept
Parking bays (Highways works)	£1523	This work has been completed but not invoiced
Community grant (to assist with covid support)	£170	Unused
Zero carbon grant	0	Used for Dovecote meadow
Road safety works (LHI contribution)	£4900	LHI application outcome awaited
Memorial Bench	£100	Emma Hume bench maintenance fund
Total	£9868.00	

General reserves - Total bank balance excl. S106 (£50,724.04) less EMR (£9868) plus VAT due (£1402.08): **£42,258.12**

This in line with the Good Councillors Guide to keep 3-12 months annual expenditure (approx. £43000 this year excluding S106) in reserves. £1000 will be put aside from general reserves for legal costs and £2000 will be put aside from general reserves for future contested election fees.

Total general and ear marked reserves: **£163,483.74**

Appendix 3 – S106 Report (April 2021 to April 2022)

There has been much hard work and input from the Foxton Parish Council Section 106 Working Group over the last two years and Covid delays notwithstanding, a lot has been achieved. We have reached a point where there is now an outline plan but there is still a great deal of work to do to make this dream a reality and there are major decisions that still need to be made.

The current Working Group has bought a wealth of knowledge and expertise to this project and although a new Parish Council will be formed on 5th May, it is hoped that many existing members will want to stay on this group. The Parish Council would also welcome other residents to join the Working Group to bring new ideas and skill to this Foxton project. A Working Group can give opinions freely as there is no conflict of interest and no final decision making involved. That job rests with the Parish Council.

Over this past year the group has considered applications and recommended funding approval to the Parish Council on the following:

1. Bowls Club - £7500 for a new mower
2. Foxton Football Club -£2100 – 2 new goals
3. Parish Council -£3443 – items for the Recreation Ground –churchyard boundary hedging, picnic tables, chairs, shade trees and disabled access path.
4. Parish Council -£2600 – Full grass seeding of the recreation ground
5. Parish Council -£150 – small recreational football goal
6. Foxton Scarecrow Festival - £372 – advertising boards
7. Foxton Tennis Club £15000 –funds towards the Tennis Club funded re-surfacing of the tennis courts, replacement fencing and paving.
8. Dovecot Meadow -£1995 – interactive information board.
9. Dovecot -£2500 –re-thatching of Dovecot
10. Dovecot meadow – £776 - new gate and gate posts.
11. Dovecot meadow - £78 – wildflower seeds.
12. Village Hall - £550 –Broadband connection and mesh system for VH.

£90,000 of S106 funds have been ring fenced for the new playground and community space project.

Of this so far £825 has been spent on ground clearance, dead tree removal and maintenance and £560 on new trees.

By far the largest project in the pipeline, is the renovation of the playground and the creation of a community space.

Summary of what has already been achieved and what needs to be done:

- We currently have a design layout with suggested changes to try to reduce the overall costs. The fifth iteration of the Jupiterplay design has been costed by Alistair Russell, an independent quantity surveyor and project manager (free of charge) resulting in a project cost of £416650. This is by no means the full cost, as many aspects are still not accounted

for. Ways of reducing this cost to approx. £325000 have been put forward at the Working Group meeting in February 2022. This is still a considerable sum and as yet we only have the dedicated £90,000 of S106 funds allocated. To meet the final costs, additional funds will need to be sought via grants, sponsorship and fundraising.

- There has to be a final whole design and plan for the entire project which is fully costed and agreed by Parish Council before anything else can progress. So far, we have stuck to the approved design brief of going for a natural play scheme, both in layout and materials –hence using Jupiterplay wood based equipment. This has gone through various village public consultations and has proved popular. Research into comparative wood and recycled plastic equipment has confirmed that the wood/natural play route gives best value for money and product guarantees.
- The following is a list of outstanding items that will need to be explored further and fully costed:
 - a) Final layout and design of new area including playground and community space/seating.
 - b) Final list of equipment required.
 - c) All landscaping/hedging/trees/shrubs for all areas including cleared area behind playground.
 - d) Final proposal on cleared area behind playground –possible managed wild area with existing play trails kept clear of vegetation/new trees/shrubs planted in cleared area to provide acoustic/visual cover for bordering properties.
 - e) Path from Illingworth Way entrance to the recreation ground to the new playground in and bordering the wooded area.
 - f) Final position of informal football goal – possible new $\frac{3}{4}$ size goal with permanent ground work.
 - g) Water supply and drinking fountain – possible position at corner of tennis court or further towards edge of basketball court. Costs of laying pipe either from tennis clubhouse or from mains in St Laurence Road to be investigated.
 - h) Table tennis table and some pieces of gym equipment not at current plan site but relocated to either churchyard side or near allotments.
 - i) Full yearly maintenance plan to be worked out and costed.

When the Parish Council has examined and approved the final plans then we can seek grants and start fundraising.

The S106 funds for Outdoor Community Space/sport are now either ring fenced or used up. The Indoor Community Space fund still has approx. £16,500 available, the Dovecot fund has approx. £2000 available, and the Public Art fund has approx. £3000 available.