

Draft Minutes of the Meeting held on Monday 7 November 2022 at 7.30pm

Present Caroline Ilott, Peter Tye, Ian Francis, Pierre Redelinghuys, Deborah Roberts. There were 3 members of the public present.

1. **Apologies for Absence** – County Cllr. Peter McDonald and Geoff Barnes
2. **Notice of Parish Council vacancies** – The Chair advised that she had received a written resignation from two parish councillors citing personal reasons and notice of the vacancies had been published. There were now 4 parish council vacancies in total.
3. **Appointment of Vice Chair** – It was agreed that as the current Vice Chair had resigned, Peter Tye would be appointed the new Vice Chair of Foxton Parish Council. Proposed Deborah Roberts, seconded Pierre Redelinghuys, all agreed.
4. **Open Forum for Public Participation and notice of Parish Council vacancies**
The chair of the Village Hall Trust (VHT) had provided a written report regarding the preschool rental arrangement which was read out at the meeting (see Appendix 1). This report was in response to a report from the chair of the Foxton Preschool Committee provided at the last Parish Council meeting. The Village Hall Trust had a meeting scheduled with the Preschool Committee on 8 November 2022 and the VHT chair agreed to update Foxton Parish Council on the outcome of that meeting.

A resident advised that a fir tree outside 1 West Hill Road was causing major root upheaval of the verge, pavement and the resident's lawn and cracks were showing in the resident's property wall. There were gas and water pipes in the vicinity which could be compromised by the tree roots. The resident had contacted County Council Highways over a year ago about this. The Parish Council will contact County Council Highways to request the tree is removed and to confirm that it has no objection to this.

Cllr. Hobro advised that he had an interest in local transport issues and offered to coordinate feedback from Foxton in response to the GCP 'Making Connections 2022' consultation which ended on 23 December 2022. It was noted that the Parish Council had shared the consultation link on Facebook. A Parish Councillor raised concern about the plan for a congestion charge and noted there were two petitions against it. It was agreed that the consultation link could be shared with residents in the Laurentian and on the website and Facebook but declined Cllr Hobro's offer of feedback co-ordination as it was felt this consultation was a matter for individuals to respond to. Foxton Parish Council will not be making a response for this reason.

Two members of the public left the meeting.

5. **Members Declarations of Interest for items on the agenda** – none
6. **To approve and sign the minutes of the Parish Council Meeting of 3 October 2022**
Proposed Ian Francis, seconded Deborah Roberts. All agreed. Caroline Ilott signed the minutes.
7. **Matters arising from these minutes:**

- Cllr. Hobro had contacted the environmental team at SCDC who seemed interested in supporting a district wide communication campaign to encourage car engines to be switched off when stationary at level crossings. This had been chased and a response is awaited.
- Caroline Ilott had asked This Land to empty/ remove the cigarette box at the Old School site but received no response.
- Notice of the wood coppicing day had been given to the school. The next coppicing day will be on 4 December 2022.
- Pierre Redelinghuys confirmed that no deposit was required for work proposed on the Village Sign at the junction of Station Road and High Street.
- Ian Francis advised that Foxton Dynamos fixtures were fluid, with fixtures only up to November. It was agreed that there was no need for information on the number of Foxton children on Foxton Dynamos' books – younger players play at Foxton and older players at Fowlmere.
- The Clerk had completed all actions.

Action Cllr Petr McDonald

- Update on This Land pre-application for old school site and request site maintenance/ tree felling
- Explanation as to why Foxton not included in the group of villages considered for the 20mph speed limit

Action Caroline Ilott

- Laurentian and Facebook news – include catalytic converter theft
- S106 tender process progress and circulate grant applications to PC before submitting
- Set up budget review meeting

Action Peter Tye & Pierre Redelinghuys

- Attend Coffee with a Cop on 15 November 2022

Action Peter Tye, Caroline Ilott, Deborah Roberts

- Meet with Sports Courts to discuss scope of Sports Courts works for the repairs to the skate park fence and notify clerk if ok to proceed with works

Action Ian Francis

- Feedback from football club meeting on football foundation grant
- Deliver access to the recreation ground request letters to the relevant residents in Illingworth Way and St Laurence Road.

Action Clerk

- Email questions arising from this meeting to Cllr. McDonald
- Email Combined Authority to ask what bus service provision there would be after March/ April 2023
- Update standing orders and financial regulations further to proposed changes
- Update recreation ground rules
- Send letter agreement re contract to Peter Evans for signature
- Ask for information on MAYD provision/ activities available to Foxton youth with emphasis on finding out numbers of attendees from Foxton.

- Update payroll about new pay scale and backdated pay for clerk
- Set up Peter Tye as bank signatory and remove Chris Herriot
- Send tender information to Foxton Cricket Club
- Set up fixed unmetered electricity supply contract
- Orders for village sign refurbishment
- Update S106 tracker

8. County Councillor's Report – a written report was published on the Parish Council website and Facebook. It was agreed to email Cllr. McDonald with the following questions:

- Why was Foxton not included in the group of villages considered for the 20mph speed limit?
- It has been noticed that there are speeding cars (over 35mph) at the bend at 67 High Street and around other bends in the road towards Mortimers Lane where the cars are mounting the pavement. A councillor was walking along the pavement at the time when the car mounted the pavement. Can anything be done about this - is this further evidence that a 20mph speed limit is needed? *(added post meeting)*
- Could This Land remove the large conifer tree which is leaning and impeding overhead power lines as soon as possible (This Land has been asked a number of times but no reply). Is This Land maintaining the buildings of merit on and the security of the old school site - can this be confirmed?
- The pavement slurry work at Rowlands Close is now showing weeds growing through the surface. The work was done by Pronin, the sub-contractor of Milestone who did the work for CC Highways. All the pavement hatch covers in Rowlands Close, St Laurence Road and West Hill Road have now been correctly 'chopped out' but this path still has weeds coming through. Please can you investigate and get this put right? *(added post meeting)*

9. District Councillor's Report – a written report was published on the Parish Council website and Facebook and Cllr Hobro ran through the contents of his report.

10. Any Planning, Infrastructure, R&A, S106 and Police updates will be provided in writing if not included as a separate agenda item - Reports had been circulated.

Peter Tye, and Pierre Redelinghuys if available, will attend the coffee with a cop at the Melbourn Hub on 15 November 2022 from 10-12pm. Questions to ask: what is the existing level of police patrol in Foxton and could there be a more regular foot patrol to combat antisocial behaviour. Information about catalytic converter theft will be shared on the website, Facebook and in the Laurentian.

11. Infrastructure

It was confirmed that County Council Highways had now satisfactorily carried out the remedial work on the pavement hatch covers at St Laurence Road, Rowlands Close and West Hill Road.

Cllr. Tye and Cllr. Ilott had attended the GCP consultation on the Melbourn Greenway project. The issue of increased residents crossing at the junction of the A10 with Shepreth road and the need for a street lamp there was highlighted. GCP Project representatives at the event were unaware of the Mission Street and This Land pending

planning applications which could impact any traffic calming measures the GCP have planned.

The LHI proposal had now passed the informal and formal village consultation with work due to start at the end of January or beginning of February 2023. It was hoped the costs of work would be received before the December Parish Council meeting.

County Council Highways had informed the Parish Council that the High Street would be closed for 3 days from 24 November 2022 to raise the remaining metal grills and hatches to the correct levels.

a. Update on Foxton bus service for Foxton and effect on Travel Hub/Burlington Park site. Questions for county and district councillors

It was noted that funding for all the new county wide bus services including the Centrebus number 26 Foxton bus service does not currently extend beyond 31 March 2023. It was agreed to send an email to the Cambs & Peterborough Combined Authority (the Mayor's office), asking what provision was being made after that and to request smaller buses to service the villages. The Centrebus timetable was inaccurate when first published on Intalink, and followed up by the Parish Council. The correct route and timetable have been shared with residents on Facebook and a hail and ride option is available at the discretion of the driver and where it is safe to stop.

The potential impact of Mission Street's planning application on future Foxton public transport needs was noted.

One member of the public left the meeting.

12. Preschool additional days update

A parish councillor noted that the preschool was an essential service relied on by working families in the village and as such the Parish Council should have an interest in this matter. It was agreed to await an update from the chair of VHT following the meeting between VHT and preschool representatives on 8 November 2022.

13. Planning Committee Report and applications - Burlington Press update

An update was given on the two planning applications from Mission Street for the Burlington Press site which were considered at a Planning Committee meeting on 13 October 2022. See separate planning minutes for the Parish Council's response. It was noted that concerns had been raised in the landscape, conservation and urban design reports on the Greater Cambridge Shared Planning website.

14. S106 Community playground project

a. Fun run update and money raised

The fun run on 30 October 2022 was a very successful community effort with a positive atmosphere with thirty-eight runners, a number of community groups and many residents attending. Special thanks were given to Catherine Cairns and Linda Smith for their huge effort in organising the event. On the day approximately £560 was raised and £770 sponsorship money had been received to date. The purpose of the event was to provide evidence to grant making bodies that the community supported and wanted the new playground project.

Post meeting note: the cash received had been counted by two councillors and paid into the Parish Council's bank account, with a record provided to the clerk.

- b. Update on tenders and set up of bid evaluation group** The tender documents were published on the national contract tender portal on 1 November 2022 in line with instruction from SCDC. The application deadline for contactors' bids is on 28 November 2022 when the tenders will be opened electronically, at the same time, by the Chair and Clerk. Grant applications were being prepared by Catherine Cairns and Linda Smith and would be circulated to the Parish Council for review before being submitted by the Clerk. The deadlines for these are 1st week of December. It was agreed to send letters to local businesses to ask if they would like to make a donation for the project.

It was agreed that Caroline Ilott, Catherine Cairns, Ian Francis and Deborah Roberts would form the tender evaluation group.

- c. Update Standing Orders and Financial Regulations to allow receipt of electronic tenders and remove advertising requirement for tenders**
Draft changes had been circulated. Proposed Peter Tye, seconded Pierre Redelinghuys. All agreed.

15. R&A

Quotes for tree work had been circulated to the Parish Council. The current scope of work will be over budget but was highlighted as a risk in the tree inspection report and therefore required for safety reasons. The new quote will help inform the 2023-24 budget.

- a. Football Foundation Grant – consider whether this can be taken forward**
This item was delayed to the December Parish Council meeting on request from the football club who would be considering the grant at their meeting on 7 November 2022. Proposed terms and conditions for sharing the tapered costs of the grant had been circulated. Recreation ground fertiliser requirements and potential future financial pressures were considered.
- b. Update recreation ground rules to restrict kite flying to single string only**
Draft changes had been circulated. Proposed Caroline Ilott, seconded Ian Francis. All agreed.
- c. Peter Evans extension agreement**
A draft letter agreement had been circulated extending the contract to 31 March 2023 to coincide with the proposed start date of new grass cutting contracts and updating the hourly rate by 50p to £18 per hour. Proposed Ian Francis, seconded Deborah Roberts. All agreed.
- d. MAYD request for continuing support and financial contribution**
This item was delayed until the December Parish Council meeting to coincide with budget approval and to allow time to explore what MAY will offer to Foxton's young people.

e. Recreation ground access letter – due in November

The clerk had prepared the annual access request letter on behalf of the Parish Council and Parish Council as sole trustee of the Recreation Ground Trust, Foxton which would be delivered to residents living adjacent to the recreation ground.

16. Finance

a. Finance working group and new bank signatory

It was noted that the Clerk's appraisal had been carried out by Caroline Ilott and Peter Tye. The national pay increase had been agreed between the Local Government National Joint Council and the Local Government Association and the Parish Council agreed to implement this with immediate effect. Proposed Caroline Ilott, seconded Ian Francis. All agreed.

Ian Francis and Pierre Redelinghuys offered to provide assistance to the clerk and review budget figures.

It was agreed to add Peter Tye as a bank signatory to all bank accounts to replace Chris Herriot. Proposed Caroline Ilott, seconded Ian Francis. All agreed.

b. First draft budget and precept 2023-2024

A draft budget for the next financial year, 2023-2024 and a budget report had been circulated to the Parish Council. A separate budget meeting will be set up for the clerk and all parish councilors to review the budget which will be brought to the December Parish Council meeting for consideration and approval.

c. Electricity supply update and quotes for street lighting (unmetered supply fixed contract ended 31 October 2022). Delegation of authority to clerk to approve final quote.

The Clerk had circulated an indicative quote from Clear Utility Solutions to the Parish Council:

TERM	MPAN/MPR	Total Consumption	Standing Charge p per day	Unit Rate p per kwh
36	1050001862893.00	17.00	29.14	55.77
36	1050001862909.00	2.00	29.14	60.81
36	1050001862918.00	736.00	29.14	51.04

As prices can change within a short time, it was agreed to delegate authority to the Clerk to agree and set up the unmetered electricity supply contract. A new and updated quote will be sought as soon as possible and any price increase above the indicative quote emailed to councillors requesting a response on the same day. Proposed Caroline Ilott, seconded Deborah Roberts. All agreed.

d. S137 grant requests - Rail administrator £700 *this is a budgeted cost*

Provided that there is no alternative power, whether limited or conditional or not, and no statutory prohibition, the council may incur expenditure under section 137. The council must first be satisfied that there is a direct benefit to the area or part of the area, or to some or all of the inhabitants.

It was considered that the Meldreth, Shepreth and Foxton Community Rail Partnership rail administrator provided a very useful service to the rail users of Foxton

and it was agreed to pay this budgeted cost. Proposed Caroline Ilott, seconded Ian Francis. All agreed.

e. Approval of quotes:

i. Informal football and goal surface (S106) – it was agreed to put this item on hold to be reviewed once it was known whether the new playground would be built.

ii. Skate Park fence repair Quote A £4985+VAT; Quote B £1450+VAT; Quote C £8944.40 + VAT, Quote D £7,937+ VAT, Quote E £8,997+ VAT, Quote F £3206+VAT (see quote comparison report)

An updated quote of £5857+VAT was received from Sports Courts UK Ltd after the agenda was circulated. It was agreed to delegate approval of the updated quote to the Clerk after a site visit had been held with Sports Courts, Peter Tye, Caroline Ilott and Deborah Roberts and on condition of their satisfaction with the works proposed. Proposed Caroline Ilott, seconded Pierre Redelinghuys. All agreed.

iii. Village sign refurbishment - S106 art fund/grant Quote A £1,810.20 inc. carriage (original manufacturer, 12–15-month lead time), Quote B £2370.50+VAT and carriage (carriage £60+VAT each way)

It was agreed to ringfence £1800 from the S106 art fund to fund the sign refurbishment and to book this work in (no deposit required). Nearer the time the Parish Council could try applying for a grant for this work. Proposed Caroline Ilott, seconded Peter Tye. All agreed.

iv. Clear weeds along churchyard fence (3hrs) £60

Proposed Caroline Ilott, seconded Ian Francis. All agreed.

f. Approval of payments

The bank reconciliation and bank statements were reviewed and approved by Ian Francis.

Proposed Deborah Roberts, seconded Pierre Redelinghuys. All agreed.

Receipts

1. Opus refund of overpaid bills <i>(bill not adjusted for switch to LED lighting)</i>	£1,799.71
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Payments

Payments made (prior agreed)

1. Salary (SO) - LGA 1972 s112	£1000.00
2. Pension - LGA 1972 s112, s111	£51.68
3. Google Ireland Gmail - LGA 1972 s111, s142	£40.48
4. Opus Metered street lights - Parish Councils Act 1957, s3; Highways Act 1980 s301	£20.85 inc VAT
5. Caroline Ilott paper for fun run forms - LGA 1972 s111	£20.00
6. Royal British Legion memorial wreath (S137) approved PC 3 Oct 2022	£50.00
7. Running Imp fun run race numbers - LGA 1972 s111 approved PC 3 Oct 2022	£28.78 inc VAT

8. SW Gardens grass cutting September (1) - Open Spaces Act 1906 s9-10	£175.00
9. Peter Evans village warden - Open Spaces Act 1906 s9-10	£175.00
10. Foxton Village Hall office hire - LGA 1972 s111	£85.38
11. Foxton Village Hall meeting room hire - LGA 1972 s111	£16.20
12. Red Shoes Accounting payroll- LGA 1972 s112/LGA 1972 s111 (including RGT recharge £16)	£76.80 inc. VAT
13. SP Landscapes Dovecote meadow cutting/ raking - Open Spaces Act 1906 s9-10	£990.00 inc VAT

Payments to be authorised

1. Parish Clerk Salary LGA 1972 s112/ LGA 1972 s111 RGT hrs 12 £181+tax, phone/ internet £35.75 and home allowance £22	£318.84
2. HMRC NI/ tax - LGA 1972 s112/ LGA 1972 s111	£250.35
3. Parish Clerk Expenses – October (mileage) - LGA 1972 s111	£17.28
4. Peter Evans village warden - Open Spaces Act 1906 s9-10	£201.25
5. Foxton Village Hall meeting room hire - LGA 1972 s111 (inc. PC/ planning/ 3 x lounge meetings and fun run)	£82.95
6. SW Gardens grass cutting October (1) - Open Spaces Act 1906 s9-10	£175.00
7. SW Gardens grass cutting October (2) - Open Spaces Act 1906 s9-10	£175.00
8. SLCC annual membership fee - LGA 1972 s111	£186.00
9. MMSF Community Interest Co.rail administrator (S137)	£700.00
10. Foxton Cricket Club- Open Spaces Act 1906 s9-10	£350.00
11. DP Garden Works - Open Spaces Act 1906 s9-10 (inc. Dovecote hedge £430)	£990.00

Payments received after agenda published

1. Foxton Cricket Club- Open Spaces Act 1906 s9-10	£350.00
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*Local Government Act

17. Review of Parish Council responsibilities (police, rail and MAYD) – delayed until there are more parish councillors available

18. Items for next agenda

19. Date and time of Parish Council Meeting: Monday 5 December 2022 at 7.30pm

The meeting closed at 10pm.

Annabel Wright

Annabel Wright
Foxton Parish Clerk
10 September 2022

Appendix 1 – written statement provided by Foxton Village Hall Trust

Statement from Chair of VHT to correct misconceptions about VHT given by Chair of the Preschool Committee as recorded in the draft FPC mins Mon 3 Oct 2022

Concerning the change in hire charge: Preschool use has changed over the past 20 years. Since 2013 they have been operating 3 days a week, for which we have charged as 2 sessions per day, a maximum of 8 hours. In recent correspondence, Pre-Sch has stated and confirmed that they consider their booking to be in excess of this. We have therefore been undercharging and have now implemented the correct rate. Our charges for local groups are extremely reasonable and have not changed since 2017. Most local groups do not use the full 4 hours for which they pay - it is only fair that those wishing to book a longer time period should pay more. (Preschool also enjoys the benefit of extensive exclusive storage facilities at no extra charge.)

Concerning VHT right to cancel hire: We have reminded Pre-School of the terms of our Letting Policy which applies to all hirers and is nothing new. We said a minimum 1 weeks' notice, if needed for one-off village use. We would always give maximum notice possible. Previously we have never imposed cancellation, but have negotiated with Preschool on the few occasions when the need has arisen as we understand the difficulties this poses. (We have cancelled or moved other hirers to accommodate village events.)

Concerning alternative arrangements: Preschool themselves raised the possibility of moving to the Pavilion as an alternative if the Meeting Room was unavailable. They have done this on one occasion and they have also transferred to the Lounge twice during the past years in order to accommodate funeral receptions in the Meeting Room. Until recently, there were no other days available for Preschool. Since Little Foxes have ceased use, Tuesdays is now available all day most weeks. Fridays we still have a regular hirer.

We are meeting with Preschool representatives tomorrow evening (Tues 8 Nov) concerning their request for extra days. As the Village Hall is a facility for all the village, it is important that we maintain availability and do not allow one group to preclude use by others.